

# MAKING YOUR COMPUTER YOUR GENEALOGICAL BEST FRIEND

A one-day course at the Society of Australian Genealogists  
Saturday 2 August 2008 - 10.30 am - 3.30 pm

Richmond Villa, 120 Kent Street, Sydney - telephone (02) 9247 3953  
Cost \$45.00 (members) and \$55.00 (non-members)  
BYO lunch, morning and afternoon teas included.

We'll spend the day looking at ways to make using your computer to store your family history information and correspond with other researchers world-wide more enjoyable. At the end of the day you'll be spending less time grappling with your PC and more time doing effective research! You'll learn how to personalise your PC, undertake good house-keeping by backing up your files and how to take advantage of the many features that web browsers, email programs and 'open source software' provide. This session is aimed at the beginner and will cater for both Windows XP & Vista PC users. Topics will include:

## Organising Your Computer

- Setting up & using folders on your PC to organise and store your family history research, documents and files.
- Making full use of your computer's desktop
- Personalising screen savers & slide-shows
- Tips to make using your PC more enjoyable - adjusting text size, magnifying glasses etc.

## Software that might help

- Viewing Microsoft Office documents (Word, Excel & Powerpoint etc) without paying a cent - using 'Open Source software'

## Backing up your Family History Files & Emails

- Using external devices to back up & carry data (such as USB & hard drives)
- Backing up emails

## Family History on the move

- Using services such as Google docs to access your data from anywhere in the world

## Organising Emails

- Saving & organising emails
- Sending photographs & large documents via email - how to compress (and unzip)
- Personalising your emails with signature blocks

## Getting the most from the Internet

- Using Favourites
- Add-ons that might help
- Finding text on a webpage

## Photographs and Documents

- Using Picasa to file, organise and edit your digital photos
- Creating PDFs for free