



[You are receiving this email-newsletter, because you supplied us with your business details.
If you would prefer not to receive further newsletters, please return
this email with [unsubscribe](#) in the subject line.]

*At **ComputerMaster** our training and consulting is about empowering you so that you can discover the secrets of using your computer efficiently and with confidence. We help you become the master of your computer."*

Jurgen Schmechel – software wizard



Dear Robyn,

How to get more done in less time?!

Welcome to our February newsletter where we supply you with useful information about your software and computer.

This month topics:

- Back up your data
- How to make more money from your web site
- Shortcut of the month - Windows
- Vista® - the wow starts now
- Break through to success seminar – free tickets

1. Back-Up and secure your time and data.

Do you back up your valuable data from your system?

It's been 150 days since we've covered this topic and we know that many of our readers are still not securing their data on a regular basis.

Just think about it for a minute, what is the most vital information in your company? It's your knowledge. And the second most vital? Are the data and the history of your clients and products.

Recently a client of us (a department in a large organisation with over 5,000 employees) had lost their data and work of four days. Simply because they didn't save any information locally and when the online system for some reason had to be set back to four days ago – all the data entry has been lost.

Our rule of thumb is: please backup each week – e.g. on Friday afternoon, but as this example shows – that might not be often enough.

What our clients say about us...

" Just want to let you know Tip 4 has revolutionised my inbox!
Thanks Jurgen"
Paul Jones – Magneto P/L

"Jurgen, where were you 10 years ago?"

Thanks for the Microsoft Office tip today. I could have literally saved hundreds of hours of time in the last 10 years while creating proposals. I can't get that wasted time back but at least I now have a true time saver."
Damian Noonan
Vitecomm P/L

"I attended Jurgen's workshop on how to save time using your computers including learning a better way to handle your emails.

As a Small Business Owner, time is money, and the more time spent working on the business rather than fiddling around with spread-sheets, computers and emails the better."
Michelle Hudson

Buy yourself an USB-storage (i.e. from Maxtor) now plug it into the USB-port of your local computer and click on one small icon, the rest is taken care of automatically.

You know Robyn, back up is like an insurance – we don't want to pay for it, but when need be everyone is happy. So please stop procrastinating and do it – it just takes seconds to start a back-up.

Finally: please make sure to keep the backup storage at a different location – actually away from your computer.

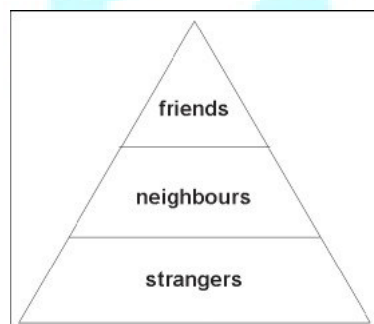
2. Make more money from your web site

Last week we had a fantastic speaker at City Business SWAP. Gihan Perera was talking about how to leverage your website.

We thought this material is so valuable to all of our readers, and [Gihan](#) generously gave us permission to publish his article.

Some Web site owners focus all their marketing efforts on getting "traffic" (Web site visitors) from search engines such as Google. This might be exactly the right strategy for some Web sites, but it's entirely wrong for others. If that's your only strategy and it doesn't suit you, you'll waste a lot of time, money and effort.

To solve this problem, first understand the relationship that you have with your Web site visitors. Broadly, they fall into three categories:



The top group, which I call "friends", are your customers – people who have paid you in the past for your products and services.

[Please click here to read the full article from Gihan.](#)

And if you need assistance with your website give us a call we are here to support you.

3. Shortcuts of the month

Do you want to learn more and increase your productivity by up to 30%?

Every time your hand leaves the keyboard and does a circular dance with the mouse, it interrupts your flow of typing, slowing you down. Therefore it is one of our main focus in our trainings to get you faster with your software.

For this month we want to concentrate on (keyboard) shortcuts in Microsoft® Windows®

 WindowsKey + E Opens a new Explorer Window with the content of "My Computer" Probably one of the hottest Windows keyboard shortcuts.

WindowsKey + M Minimises all windows so that you can access the desktop of your computer right away

Please try this one out – we know how powerful this simple trick is, because it could save you valuable time – each day. Have fun with it – it's easy!

You might as well print these shortcuts and keep them close to your keyboard to learn one shortcut at a time. It is worth the effort.

For more powerful shortcuts please go to our website: www.computermaster.com.au

4. Are you ready for Microsoft Vista®

The long wait is over – on Monday 29th January Microsoft and Bill Gates have launched the latest operating and office software.

With this new software package Vista® and Office 2007® Microsoft will help to transform the way people communicate, create and share content, and access information and entertainment in the new digital age.

Before you just buy an upgrade please make sure that your hardware is [fast and powerful](#) enough to run the new software packages.

And of course you might ask yourself: "Do I have to be one of the first to upgrade and run the new Microsoft software? How many flaws are still in there? What are my benefits?"

You might want to discuss with us your advantages and disadvantages in upgrading now. Give us a call or send us an email – we are more than happy to help you.

5. Free tickets to the Break Through to Success seminar with Christopher Howard

This is a special offer: I've arranged to secure two tickets for you to the next seminar with Chris Howard in Australia, just follow this link to [redeem your tickets](#)

Christopher Howard is an internationally acclaimed expert in psychology of wealth and leadership. Described as "the Warren Buffett of personal and professional development", Christopher is an electrifying speaker who has captivated audiences worldwide.

I've attended several seminars with Chris and he is fantastic. First of all he is a wonderful human being and the subject he is teaching is phenomenal and will propel your life.

6. Summary

To repeat the main points from this newsletter:

- Back-Up and secure your time and data
- Results through learning and laughter – excellent PowerPoint tips
- Become more powerful with keyboard shortcuts
- Are you ready for Microsoft Vista®.
- Free tickets for Christopher Howard seminar

I am looking forward to hearing from you.
Thanks for your feedback.
And remember to give yourself a top day!

All the best for you Robyn in 2007!

Jurgen Schmechel
Software Wizard



Microsoft®, Windows®, Vista®, Word®, Office 2003®, Office 2007®, Outlook®, Outlook Express®
are registered trademarks of the Microsoft Corporation

Contact us on:

Mobile: 0415 509 275

eMail: create@computermaster.com.au

website: www.computermaster.com.au

ComputerMaster™ is trading as Essencion P/L ABN: 17 110 230 209

Post scriptum:

If you want to change your email address or unsubscribe, please just email us.
Click the link above - it only takes a second or two to send us a note. Thanks!

PRIVACY and SPAM POLICY: We never rent, trade or sell our email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

DID YOU LIKE THIS NEWSLETTER? Please pass it on to your friends and associates and anyone else who you think would appreciate it and ask them to subscribe directly.
Thanks for your feedback and encouragement.