

Tip for November 2005  
Courtesy of Wyvern Technology  
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The humid weather has arrived! Double Yuk!!! For people as well as computers – computers do not like hot humid weather, so try to keep them in as cool a place as possible in your home. I don't have airconditioning in my house but it is fairly cool because it is surrounded by trees and the computers are in a room that could be called dim – not like me.

It is important to backup – I know I could become boring – but it is **TOO LATE WHEN YOU HAVE LOST IT!**

One of the important things to back up is your address book in either Outlook Express, Outlook or Thunderbird. If you access webmail on your website then the address book will be safe from your computer crashing – one of the advantages of webmail.

To **backup** your address book in **Outlook Express**.

1. Click on Addresses
2. Click on File
3. Click on Export
4. Click on Address Book (WAB)
5. Choose the location for your backup e.g. My Documents
6. Click on Save
7. **Don't stop here – burn the file to CD**

To backup your address book in Outlook.

1. Click on Contacts
2. Click on File
3. Click on Import and Export
4. Click on Export to a file
5. Click on Comma Separated Values
6. Then just follow the prompts
7. **Don't stop here – burn the file to CD**

To backup your address book in Thunderbird

1. Click on Address Book
2. Click on Tools
3. Click on Export
4. Click on Save
5. **Don't stop here – burn the file to CD**

Cheers,

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