



Internet and Computer Resources By Angela Lewis

Welcome to a new year – my 10th I think with ACA! Are you one of the many who use a flash drive or datastick (same thing, different name) these days? I mean, really, how can you resist – I have about 6 of them! Hopefully you don't just yank the datastick out of the USB port, because that is not the right way and could end up ruining it.

There are actually a couple different ways you can do it with harming your datastick – just pick the method that suits you best. When you're ready to take your flash drive out, double click on the My Computer icon on your desktop and find the drive that your flash drive is listed under (It will usually be listed under a "Removable Disk" letter). Right click on that drive and choose **Eject**. You can then remove the datastick with no risks of ruining anything.

The second way (and this is the way I always do it), is to use your **Safely Remove Hardware** icon, located in your bottom system tray. Double click on that icon (it's a little green arrow with a little gray disk underneath it). Highlight the choice that says 'USB Mass Storage Device' and click on the **Stop** button. Next, find the entry for your flash drive and click on it so it's highlighted. Click OK. You will then see a little pop up window in the bottom of your screen telling you that it's now safe to remove the hardware. Once you see that, you can remove the datastick drive and go on your way. As you can see, both ways are very easy to do, but you need to make sure you do at least one of them, in order to keep your datastick safe!

Repetition Made Easy in Microsoft Word

Do you ever find yourself looking to repeat the last string of typing you did in Microsoft Word? Perhaps a phrase that needs to be repeated throughout a document or maybe it's a repetitious list of names. Instead of retyping or even copying and pasting, you could try this keyboard shortcut way.

Just place the cursor at the next insertion point where you expect to see the repeated text, hold down the Ctrl key and then press the letter 'Y' A copy of the text magically appears ☺.

Is there any way you can find out if your email address is being used on public Web sites?

Simply go to your favourite search engine, for example Google and type in your own email address. If your email address appears on any websites you will see a listing of those sites instantly. If your email address showed up on several different web sites, you might want to take a few seconds to think about all of the sites you visit. Do you do a lot of online shopping? Are you a member of any social networking sites? Do you sign up for newsletters, etc. regularly? If so, you were probably required to fill out some type of a form. It's a very common thing to do these days, but each time, you're running the risk of having your email address published on a public site.



www.123people.com. And while we are on the topic of checking out where your email address is being published, you can search for yourself and others and locate information such as images, email addresses, phone numbers, web links, news, documents, blogs, biographies, social networking sites such as MySpace or FaceBook.

You simply type the first and last name of the person you're looking for into the search field and then click on the gold arrow button. That will start your search. It will then search the Internet and compile all the results it found for that name.

The remainder of the websites presented this issue focus on the concept of group formation and dynamics as well as group counselling.

A good start on the topic can be made with this brief but succinct overview of counselling in groups, provided by the premier American library site Eric Digests. This article focuses on the key aspects of the subject without overwhelming the reader. <http://www.ericdigests.org/1994/group.htm>.

This very comprehensive resource for facilitation and group dynamics (plus many other interesting topics) is provided free of charge in a library format http://www.managementhelp.org/grp_skill/theory/theory.htm.

The **UCLA / School Mental Health Project** operates a clearinghouse link that provides a huge amount of free resource material. Click on this link <http://smhp.psych.ucla.edu/qf/grpcounseling.htm> and then follow the links to topics such as 'how to get the most out of group counselling', 'group counselling for people with mental retardation' and 'group counselling and psychotherapy'.

Or you may like to read an essay by Dr. Robert K. Conyne professor of counseling at the University of Cincinnati entitled, 'Understanding and Using Group Work' <http://library.educationworld.net/a3/a3-42.html>.

And for a completely different angle on group dynamics, take a look at Prada and Paiva's paper on creating a facsimile of group dynamics in the virtual environment, which makes for absorbing reading <http://gaips.inesc-id.pt/gaips/shared/docs/prada-aisb2005.pdf>.

Please note that all Internet addresses were correct at the time of submission to the ACA and that neither Angela Lewis nor the ACA gain any financial benefit from the publication of these site addresses. Readers are advised that websites addresses in this newsletter are provided for information and learning purposes, and to ensure our member base is kept aware of current issues related to technology.

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