

# Clear COMmuniCaTions

From those friendly people at DOT-COMmuniCaTions



**Clear COMmuniCaTions** is a regular column offering I.T. advice & support. If you have an IT-related problem that would also benefit others, please send an email to the address shown below, & we'll do our best to answer your questions.

**Q. I wanted to do a UK local search on the Google search engine but when I opened up google.co.uk the "UK Only" search button was no longer there. What's happened and how do I do a UK only search now?**

**A. In the last couple years Google has diversified into many new things including mail, calendars, maps, cars with cameras and the whole earth as seen from space. For many people however it's still viewed principally as a search tool to find things on the internet.**

Accordingly there has been quite an uproar in this country recently as the facility to limit internet searches to only UK sites by ticking a check box under the main search entry box seems to have disappeared.

Take heart however, the facility has not been scrapped after all, it's just moved to a new left hand side bar which appears once the first set of search results is displayed.

This has the slight disadvantage that it has become necessary to wait for a second set of results to display UK based sites only, but this is unlikely to be seriously annoying to anyone except those with the slowest PCs or dial up connections.

Once selected the feature is clearly confirmed by a note on a blue background at the top of the results list, and can be easily turned off again by clicking a cross at the right hand end of this bar.

The aforementioned left hand side bar is worth exploring as well as it provides a number of ready made "filters" which can instantly limit search results to specific areas of interest such as Images, News items, Videos, Books, Maps, and more.

Admittedly most of this filtering was already available on the previous version as a top selection bar but somehow it's more accessible now it's down the left hand side, and now for each main selection chosen, context sensitive sub-options appear, allowing further single click filtering – simples!

All together, whilst it's not the most exciting change introduced by a computing company this decade, it's at least worth having a play with and at least the original functionality is still there, just slightly different!

**Q. When I run my laptop on battery, it quickly runs down. Is there any way to extend battery time?**

**A. Batteries do get less powerful with age, especially if not used for a long time.** However, before you go out and purchase a replacement battery, try these ideas first.

1. Unplug unnecessary external devices such as USB drives, mouse or external keyboards etc. even when not in use, as anything plugged into a USB port uses energy just by being attached and it soon adds up.
2. Shut down any applications or programs you do not need for the task you are doing. This means anything running in the background, from toolbar search engines to music pages and web pages. Even having an unused CD in the drive uses energy.
3. Keep your laptop cool as this helps it to run more efficiently which extends battery life. Check to make sure the air vents underneath are not obstructed and consider buying a laptop stand to allow air to circulate.
4. Change standby to hibernate. While using standby is convenient it is much more power-intensive than the hibernate function.
5. Consider turning down the screen brightness as this will further reduce the energy required.

## Funding for ICT — Children In Need Small Grants Fund

A reminder that up to £10,000 funding per year for up to three years is available from the BBC's fund. ICT equipment must generally be for the direct use of young people. The next closing date is 15 July with further deadline on 15 October. [More information from the BBC.](#)

## MS Office Find & Replace trick

Did you know that you can use the find and replace in Office Word to automatically insert text and phrases before and/or after any phrase in your document?

To add say Mr or Ms before all occurrences of your name in a document and your new OBE honour after, use find: your name, then in replace: Ms ^& O.B.E. To change all occurrences of your name to Ms your name O.B.E. The uses for this trick are endless.

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**DOT-COMmuniCaTions'** is Calderdale's **ONLY** dedicated not-for-profit provider of computer support services & solutions to local community, voluntary & faith sector organisations & not-for-profit social enterprises.

For more information & a free consultation,  
please contact: **01422-845003** or email: **talk2us@dot-communications.co.uk**