

# CREATIVE JUICES

## Services

### Setup & Repair

- setup email, dialup, broadband, WiFi
- Skype
- customization (wallpaper, icon sizes, start menu etc)
- email/internet settings
- broadband issues
- digital Devices (camera, mouse, tablet, input device, printer, webcam)
- disconnect, Deliver for repair, & Reconnect
- Data Transfer from PC to PC (on later model computers/USB ports required)
- burn data to CD/DVD
- transfer of Windows Address Book
- software installation

It's difficult to answer questions about software or hardware that I don't personally have. A great many programs work in a very similar way so often it's not too difficult to figure it out but it may be very time consuming.

Sometimes I can fix things over the phone but often I don't get enough information to understand the problem. It may look like a problem with your email but in fact be an issue with your internet connection. It really helps to know what operating system you're using, what program you're using, and an error number if possible but most importantly that you tell me EXACTLY what happens when the error or problem occurs. It would really help if you could Printscreen the error.

My questions may not make much sense to you, but correct and concise answers will help diagnose your problem and if you follow my instructions (precisely!) I may be able to get you up and running without you needing to pay for a callout.

### Tutoring

Windows 95, 98, ME, XP, Vista  
 Microsoft Office - Word, Excel, Powerpoint, Frontpage, Outlook, Publisher  
 Microsoft Works  
 Outlook Express  
 Internet Explorer  
 Mozilla Firefox  
 Antivirus/Antispyware  
 Pre-purchase advice for Desktop PC or Laptop  
 Trademe  
 Surfing the 'net' (e.g. how to get onto the internet and look at websites)  
 How to email (including sending attachments, add stationery, add sound & pictures)

How to 'rip' a CD  
 How to burn a CD/DVD  
 How to Backup  
 How to scan a photo on a multifunction printer  
 Webmail  
 File/folder organization  
 File associations

I also type at 80 words per minute (yep, that IS fast.)

### Other Freeware/Shareware that I use or am familiar with

Winzip	zip/archive application
Winrar	zip/archive application
ZDSoft	screen capture & video record capture
Nero (CD/DVD Burning)	CD/DVD recording
Microsoft Gif Animator	animated gif production
FastStone Capture	screen capture utility
Irfanview	graphics viewer
Super	video conversion
Font Preview	preview fonts
FontViewer	preview fonts
Beneton Movie Gif	animated gif production
Xatshow	slideshow/photo gallery maker
Download Accelerator Pro	download manager
CCleaner	system cleaner
Lavasoft Ad-Aware	'net nasties' cleaner
Spybot Search & Destroy	'net nasties' cleaner
AVG	antivirus app
Foxit Reader	pdf reader
XP Powertoys Image Resizer	image resizer
Mozilla Firefox	internet browser

### Peripherals

Digital Cameras  
 Video & Camcorders  
 Printers  
 Multifunction Printers  
 Digital Drawing Tablet  
 UPS

Photoprinter  
Scanner  
Pendives/USBDrives  
MP3 Players  
Digital Capture Tablet  
Hard Drive Enclosures  
Memory Cards (MMC, SD, Multimedia, XP, Memory Stick Pro)  
External Storage Drives  
External Capture Box  
Cordless Headphones  
USB Mouse

### Web Design

How to build your own website  
How to have your site hosted  
Website design conventions  
Search engine optimization

The Design part of my business has had to take a back seat to the Repair & Tutoring aspects due to family commitments. I will however consider design jobs on a case by case basis.

**"CREATIVE WITH YOU IN MIND"**

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