
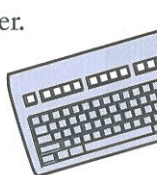




A Working with files or documents

- Ron: It would be a disaster if I lost all this work I've done.
 Martin: Well, you should **back** your work **up** every day [make (= verb) a copy of computer information so that you do not lose it]. I keep a **back-up** of important files on floppies (= noun) or a CD-ROM [noun: extra copy for safety]. 
- Professor Dell: I have to put all these statistics into my research paper. I hate typing figures; I'm so slow.
 Rana: Well, why don't you save time and pay one of your students to **type/key** them **in**? [put information into a computer using a keyboard] 
- Kirsty: I find it difficult to read my work on screen. It doesn't seem real somehow.
 Trevor: Well, why don't you **print** it **out**? [produce a printed (= verb) copy of a document that has been written on a computer] 
- Kirsty: Yes, I always find it easier to read a **printout** myself. (= noun) [noun: printed copy of an electronic document]
 Luke: I can't see the detail on this picture file, it's too small.
 Anne: No problem. You can just **zoom in** by clicking on this icon here [show a clear and detailed picture of something]. And then you can just **zoom out** [show something in less detail] by clicking on this little icon here. 

Note that with the verbs *back up*, *type in*, *key in* and *print out*, the object can go either before or after the particle, e.g. *back a file up* or *back up a file*.

B Using a network and the Internet

phrasal verb	meaning	example
log in/on	put your name into a computer so that you can start using it	You can log on/in using my password if you want to use the computer.
log off/out	finish using a computer system	Don't forget to log off/out when you've finished.
hack into sth	get into someone else's computer system without permission in order to look at information or do something illegal	Someone hacked into the computers at work and destroyed important data.
pick up sth or pick sth up	connect to the Internet and access e-mails	I'll take my laptop so I should be able to pick up my e-mails while I'm away.
scroll across/down/up (sth)	move across/down/up a web page or other document on a computer screen	Scroll up to the top of the page.

TIP

Many websites are in English. Next time you visit a website, note down any phrasal verbs that are used on the web pages, e.g. **check out** our new products.

Exercises

- 65.1** Imagine that you are writing a report on a computer in your office or college. Write the things from the box below in the order in which you would do them.

back up your work log off key in your report log on print out your work

- 65.2** Complete each of these sentences, using a phrasal verb expression from the opposite page.

- 1 If you find it hard to see the detail in the picture, so you can see more. Then click on the same icon again to and the picture will go back to normal size.
- 2 Although I'll be working away from the office for a couple of weeks, I'll still be my e-mails every day.
- 3 If you to the bottom of the page, you'll find the data you want.
- 4 I to this brilliant new website last night. Let me give you the address so that you can check it out.
- 5 On these disks you'll find a of all the data connected with the project.
- 6 Do you think you could let me have a of that screen? I don't have the time to write down all the details.

- 65.3** Choose the correct word to complete these sentences.

- 1 Joe was very upset when he realised that someone had hacked his computer.
a) off b) on c) into d) out
- 2 For security reasons, always log when you leave your computer unattended for any period of time.
a) on b) in c) out d) up
- 3 My secretary is very quick at keying data.
a) onto b) on c) into d) in
- 4 It took ages to print the whole report
a) out b) down c) up d) in
- 5 The ability to zoom is particularly useful when you are working on detailed diagrams.
a) out b) in c) up d) on
- 6 Larry went into a cybercafé in Bangkok to pick his e-mails.
a) out b) on c) off d) up

- 65.4** Explain when you would want to click on these icons.

