HURSTVILLE SENIORS COMPUTER CLUB

"keeping up with our grandchildren"

NEWSLETTER
FEBRUARY 2004

CLUB NEWS

CAMERA FORUM

Even if you are not a camera enthusiast, you will find the next meeting on Wednesday, 25th February very interesting.

We will have demonstrations of various types of cameras, particularly digital. You will see how to load pictures onto the computer, scan photos and slides and how to send photos by e-mail.

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BAD FILE ASSOCIATIONS

Have you a file that just won't open in an application associated with that file type? It can be very frustrating when in Windows Explorer if you want to open a .jpg graphics file, or an .xls Excel file and it just won't.

To rectify this problem go to **Windows Explorer** and click on any file with the appropriate file extension.

Then, hold down the *Shift* key while you right-click the file and select *Open with ...* from the pop-up menu to display the *Open with* dialog box.

In the *Open with* dialog box, scroll through the list of programs, select the program you wish to associate with the file, tick the *Always use this program to open this type of file* option.
Click OK

 If the program you want to use is not listed in the *Open with* dialog, click the *Other* button and search for the appropriate application. Chances are you'll find it in a subfolder of the *Program Files* folder.

Robin Ireland

PICKINGS FROM THE PRES

Welcome to February everyone and I do hope you have your white gloves out for 29th February.

Open Day is just around the corner now and the response for volies has been really great, don't forget you will get a free lesson on the computers, we will work out how and when later on. Please come along and see what we are up to on the day, should be fun, as I said bring your lunch and enjoy the day. Card making, digital cameras and graphic programmes, budgets, scanning, Internet and Genealogy MUST BE BOOKED 11am – 3pm Monday, March 8.

That was a magnificent demonstration Graeme gave us on Excel last month, I think we all learnt such a lot and he made is so interesting. thanks again Graeme.

We now have some excellent card making programmes installed on our computers so come and try your hand at making your own personal cards.

Maxine.

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Shown here is Graeme Gavin whose demonstration of Excel at our last meeting was very much appreciated.

NEXT MEETING   1.30 pm Wednesday 25th February 2004

INTERNET

Instead of all the doom and gloom of recent and not so recent virus alerts, be they legitimate or just plain, stupid hoax, I thought we might touch on something a bit more pleasant.

Have you ever wondered how to organise all those favourite *URLs* you have collected and stored in your PC's Internet Explorer? All those folders sitting on the left-hand side of your Home Page. I dare say you did put them in likely sounding folders, such as "*NSW GOV*" for state government related sites. "*TIMETABLES*" for trains/buses/ferries. "*COUNCILS*" et cetera. I have one for "*COMPUTER STUFF*", "*FREEBIES*" 39 all told. (I just had a look) You, just like all the serious PC users, keep everything in a nice, simple, easy to reach, ready to understand alphabetical order.

How do you achieve this? How can you make all those folders and their content line up for easy access? If you have used any kind of word - processing, no doubt you have come across drag and drop. Yes, you can do this. Be careful however -just like in normal drag and drop- you do not, accidentally place things in the wrong place.

There is a much more precise and direct way of achieving your sorting of "*FAVOURITES'* or as they are sometimes called "*BOOKMARKS*" Left click on *FAVORITES* (Not the icon, but the one sitting between *VIEW* and *TOOLS*) In the drop-down menu, come down to your first folder. This is below the line under "*ORGANISE FAVORITES*" Right click on this to reveal about 13 options. Navigate to the one marked "*SORT BY NAME*" Left click on this, and hey presto! Everything is neatly stashed away. Whilst you have the "*FAVOURITES*" in front of you, lightly run your mouse pointer down the list of *FOLDERS*. See how they open up when the pointer touches them, revealing the contents - even the *SUBFOLDERS* if any- for your inspection and approval. As a treat, you should now reboot your PC.

Make yourself a Cuppa, Bundy, Glenlivet, Fosters, XXX, or whatever you fancy. By the time you've finished your drink, your *FAVORITES* will be at your service. A good site to look at: www.trojaner-info.de/ I know it is German, but it is not that hard to follow. And it is <u>FREE</u>. The original is actually in English, but <u>NOT FREE</u>

Don't like the German instructions? Here is a free translator you can use. Do not expect it to do complicated things, but should serve the purpose. www.freetranslation.com/

The Surfer

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TIPS FROM TOPSY

UPDATES OF SITES ON THE INTERNET.
When you are searching for up to date information on the Net you are never quite sure just how up to date it really is. *SO*, when the site is on your screen, just type into the Address Bar the following javascript:alert (document.lastModified), hit the Enter key and you will get a small pop up box telling you exactly when the page was last modified. You *MUST* make sure you have the address exactly as above.

LETTERHEAD IN EMAIL
The hint on putting your own Letterhead in your emails needed a little more explanation than was in the last Newsletter and will be explained further a little later on – *WATCH THIS SPACE.*

RENAMING A FILE.
You can do this in Word. Open Word and click on the Open icon or even be a smarty and use the keyboard. Alt F + O. Find the file you wish to name, right click on it and down the bottom of the dialogue box you will see Rename. Click on that and the file you selected will now be available for a change of name, just type in and hit Enter and you are home and hosed.

SHORTCUT KEYS
Type out a list of your shortcut keys, paste them on to a bright piece of cardboard and keep by the computer and *USE THEM ALL THE TIME.* Before long they will be stored in your memory bank, see how easy it is to use them. If you go to Help in your Word processing programme, click on Help, Index and type in Shortcut keys, you will be amazed at what is there. You can even print them out from there.

ACCESS TO DESKTOP FROM THE TASK BAR (the bar across the bottom of the screen)
Many times you can be working on a document and need to access an application on the desktop. Instead of minimising all the current programmes put the Desktop toolbar on to the task bar. Right click on your taskbar and click on Toolbars, then click on Desktop. This will put a new Desktop icon in your taskbar. Re-size this so that all you see is the word Desktop – you can do this by grabbing the left edge of the toolbar in the taskbar and dragging it to the right until only the Desk top word is shown. (I didn't need to do this, it just showed Desktop). Beside this will be a double arrow, click on this and a menu of all your applications which are sitting on the desktop will appear. *Topsy*

MORE TIPS FOR WORD USERS

LOCKING TOOLBARS

In Word or Excel,,a quick way to put a floating toolbar in a docked postion is to double click the toolbar's title bar and it will automatically jump to a docked position.

SCRAP FILE.

Most Office applications allow text to be copied and placed temporarily on the desktop. First, *select* the text and *Copy* before right clicking an empty spot on the desktop then click on .*Paste*. The Scrap file Icon will appear can be opened to view by double clicking and can also be dragged into any Open Windows application. To delete from desktop, right click and hit delete.

SPEEDY SELECTION

To select a single word in Word, double click on it. Place the cursor in a paragraph and *Click* three times to select the current paragraph and, if you *click three times* in the left margin when the cursor appears as an inward pointing arrow, the entire document will be selected. To use the keyboard to select, hold the *Shift* key as you press the arrow keys to select text. *Select* one word at a time by holding *Shift* and *Control* and press the right or left arrow key once for each word. To select the whole document, press *Control* A.

CLOSING MUTIPLE FILES

If you have several files open in Word, you can close all of them at once . Hold the *Shift* key, then click on *File* menu and two new options will show; *Save All* and *Close All. Press Save All*, then *Close All.*

CONVERT MAC TO WORD

If you have a Word file which has been written on a *Mac*, you could find it difficult to open if there is no file extension. Just add the **.doc** extension to the file name and a Word icon will appear for the file. A double click will then open it in Word.

STRIP FORMATTING

To remove formatting from a Word document, select the text and press *Control +space bar*.

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ANTI-SPAM LEGISLATION

The Federal Government's proposed anti spam legislation had been the basis of some heated arguments in Parliament prior to the festive season break.

The Democrats have proposed some amendments to the Bill as have the Labor Party.

The Bill seeks to limit unsolicited commercial emails. However, the Bill proposes to exempt spam from various political parties, religious groups, government bodies and educational institutions.

The amendments propose to broaden the exemptions to groups such trade unions and even certain lobby groups.

The Bill first proposed a blanket ban on commercial spam but Labor argued that some groups defined as commercial included organisations that were fund raisers and foundations for worthwhile causes. Both Labor and the Democrats argued that the Governments exemptions would inevitably discriminate against some sectors of the community that needed to get their campaign messages to a broad range of people.

Democrat Senator Brian Greig pointed out that, without the amendments, a religious organisation could send emails but it would be illegal for a human rights organisation organisation to do the same thing.

Further, under the original bill, breaching the regulations meant that fines of up to $1,000,000.00 a day could be imposed on various companies. New amendments have reduced the fines quite substantially.

Hopefully, the amendments will be accepted by all political parties. It is certainly evident that spam is becoming an increasing problem for individual and corporate PC users. In February 2003, spam constituted 17% of all email traffic. A November 2003 survey saw that figure increase to 50% of all email traffic.

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Because of the Editor's indisposition this month, the newsletter was prepared by the sub-editor .

E&OE.

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Monthly Meeting   Hurstville Seniors Centre

91 Queens Road, Hurstville

1.30pm, last Wednesday of the month   (except December)

Fees   Joining Fee $20
              Annual Fee $15
              Training Fee $4 per session
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TUITION IS IN ONE HOUR SESSIONS.

BIRTHDAY BOYS AND GIRLS

Vijay	Balacahandran	6-Mar
Robin	Bevan	6-Mar
Barbara	O'Shea	6-Mar
Jim	Henry	8-Mar
Joseph	Aghazarmian	9-Mar
Ken	Armstrong	9-Mar
Mario	Domingue	10-Mar
Graeme	Gavin	13-Mar
Vince	Blayney	16-Mar
Merle	Henry	20-Mar
Maureen	Turner	20-Mar
Gordon	Hosking	22-Mar
Ken	Smith	26-Mar
Mary	Cusato	27-Mar
Reg	Ellmers	27-Mar
Joyce	Pickup	27-Mar
Francis	Brown	28-Mar
Nell	Leeds	28-Mar
Geoff	Mudie	28-Mar
Ted	Barnett	30-Mar

HAPPY BIRTHDAY

Two cannibals met one day. The first cannibal says, "You know I just can't seem to get a tender missionary. I've baked them, I've stewed them, and barbecued them. I just cannot seem to get them tender."

The second cannibal asks, "What kind of missionary do you use?"

The other replied, "You know, they have those brown cloaks with a rope around the waist and they're sort of bald on top with funny ring of hair on their heads." "Ah that's it, " the second cannibal replies. "No wonder. Those are friars."
The Bevans