

HURSTVILLE SENIORS COMPUTER CLUB

“keeping up with our grandchildren”



Member of ASCCA.

Australian Seniors
Computer Clubs
Association

NEWSLETTER

OCTOBER 2004

FROM THE PRESIDENT

VERY IMPORTANT - NEW TUTORS NEEDED

The success of our club and of our wonderful teaching has been the devotion, consistency and long lasting attendance of our many tutors. the majority of these people started when the club began in 1998. We were all 'learners' then, no knowledge of how to teach, but this knowledge grew as we shared with other tutors and most importantly with our students.

Sadly people move on to other parts of the country and the stalwarts have remained BUT now I am asking for more members to think about becoming a tutor. If you want to learn more about your computer, this is the way to go, everyone has a special talent to share with others.

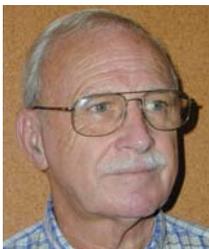
As you are aware we have introduced special interest groups e.g. Internet, Genealogy, Web Interest Group and the Digital Camera group all flourishing and there are plans in motion to introduce more. If this is to happen we will need more tutors with the everyday knowledge of general computing.

I am making this appeal to all members whether you are at present a student or one of our members who does not attend lessons. PLEASE have a think about this, even for a couple of hours, morning, afternoon each week you would be assisting our club to move on to new fields.

As I have said before the pay is good, the perks are wonderful and most of all the feeling of 'helping someone' is so satisfying. What more could you want?

I am happy to discuss this with any member, or have a chat to one of the tutors you may be working with.

Maxine Gray



Missing from last month's photos of the Committee was new Vice-President, Peter Johnstone. Here he is.

CLUB NEWS

Next meeting is at 1.30pm on Wednesday 27th October, where we will have Mathew Carey of Lightning Sound to show us how to transfer music from LP to CD.

The normal Committee meeting will be at 10.30am before this.

We constantly need items for the Newsletter. They can be your experiences, tips, how-to's, or anything that will be of interest to the members. Give them to your Tutor or e-mail to <gthompson@swiftdsl.com.au>

Last month's meeting was our Open Day with demonstrations of the many skills of members.

On computers we had clever examples of card making, Excel, Internet, plus a sizeable display of the photos to be entered by members in the ASCCA competition.

Ron Hiland had a table full of the give-aways he often has of computer bits and pieces. He advised that he has some Mac parts if anybody is interested.

Also displayed were patchwork, glass painting, tapestries, embroidery and historic telephones from the Testra museum.

The photos show Joyce Pickup lace making., Marie Thompson spinning wool, Bob Wybrew with a collection of his wood turning and timber in-lay.



NEXT MEETING

1.30 pm Wednesday 27th October 2004

INTERNET

There is a wonderful application built in Windows: "WINDOWS ADDRESS BOOK" Or, as it is normally (?) referred to "WAB". Not only can you store E-mail addresses in it, but at the same time set up a database and lot of useful, information about your contacts.

To create a new contact click on the "Down Arrow" on the right hand side of the WAB icon. Alternately, go to "File" You'll find "New Contact" there with the shortcut "Ctrl+N" (I use keyboard shortcuts as much as I possibly can. Saves me grabbing for the mouse)

Having created a New Contact you can fill in the relevant information. First Name, Middle Name, Surname, etc. You'll notice a down arrow next to the "Display Bar" This is where you tell WAB how you would like it to display this particular page. I opt for surname first, followed by given name. Do not forget to click on APPLY and OK after you have added E-mail address and made it the default!

The second page is "HOME". Every conceivable information can be stored here, even the persons URL. This can be activated by clicking on "GO" Naturally you have to be "ONLINE" It will also show you a map of the address, albeit not a very detailed one. Go to the "BUSINESS" tab, if it is a business contact you want to create. The next tab is "PERSONAL" this is where you can store those all-important dates; Spouse's details, birthday, anniversary, children, grandkids names and birthdays. Clicking on "ADD" will place New Child in the empty square. Unfortunately it is not smart enough to place them in chronological order. Good old Microsoft stores things alphabetically.

The down arrows hide monthly calendars. You can select the desired month by moving the horizontal arrows right to increase, to the left to decrease the month. You can alter the year by highlighting the current display, and type the appropriate one over it. When you first look at this page the dates are set to the correct year, month and day. The next tab "OTHER" gives you a chance put in remarks, or notes you want to keep on this person. I keep my password for my ISP in a special contact page I have created. This includes the ISP's E-mail address, URL, all their phone numbers, as well as a record of calls I have made, with whom I have talked. More about WAB next month.

If you want detailed, professional advice on WAB go to Tom Koch's excellent site:
insideoe.tomsterdam.com/

The surfer

TIPS FROM TOPSY

CHANGING FONTS IN YOUR OUTGOING EMAIL MESSAGES MICROSOFT OUTLOOK

Tools, Options

Under Mail format *Tab*, click *Fonts*

Change the *Message Fonts* settings. You can have three different ones, for composing a new message, replying and forwarding and plain text messages.

OUTLOOK EXPRESS

Tools, Options

Under the *Compose Tab*, you can make your changes in the *Mail Compose Font*.

MULTI COLUMN PROGRAMMES MENU IN WINDOWS XP HOME

If the Start, Programmes open in one endless column.

Start, Settings, Taskbar and Start Menu.

Under the Advanced tab, click on Start Menu settings. Scroll down to the bottom where you will see 'Scroll the Programs Menu'. Remove the tick beside this option.

GREAT SITE

The following web site is just great, it is from the man who talks on 2BL - 702 Sundays and one night. They have great tips and discussions, latest one being on the Service Pack for XP and 'buying a computer for Christmas'.

<http://www.pcrecue.com.au/>

Topsy

RECENTLY USED FILE LISTS

Most people will work on a file for a time and then go off to something else, and come back later to that file to update it. There is an easier way of finding the file than the usual *File/Open* and search for it.

This is an option called '*Recently Used File List*', which keeps track of the last number of files you have opened and put that list at the bottom of the *File* menu command list. To access a file you worked on recently, click on the *File* menu and select the file from the list.

To turn on this feature, click on the *Tools* menu and select *Options*. Click on the *General* tab and you can select the checkbox that turns on *Recently Used File List*. You can also set how many files are displayed in the list - maximumm is 6.

Joyce Pickup

KEYBOARD FONT SIZE SHORTCUTS

I have two different sets of key combinations for increasing and decreasing font size.

This first set will increase or decrease font by the increments listed in the font size list on the toolbar.

a.. Ctrl + Shift + > which will increase font to the next size in the drop-down list.

b.. Ctrl + Shift + < which will decrease font to the previous size in the drop-down list..

Another set of key combinations will increase or decrease font size one point at a time.

a.. Ctrl + [will decrease font size by one point.

b.. Ctrl +] will increase font size by one point.

This is one of those things that can be used by carefully pressing the keys one increment at a time or you could just "go crazy" and hold the keys down letting the font size rapidly change until your desired size.

Also, I should mention that you can use this to set font size before you start typing or on text you've already typed and highlighted.

Combine this with keyboard highlighting (using the shift key with directional keys like the arrows) and you've got some quick and easy mouse-less font sizing right at your fingertips.

To type the € symbol

Make sure NumLock is on.

Hold down the Alt key and type 0128

To get £, hold the Alt Key and type 0163

Joyce Pickup

COMMITTEE MEETING

News from the September meeting.

- Maxine Gray, Frank Grosz, and Robin Ireland attended one day of the ASCCA Seminar. Shirley Boxhall has agreed to be our ASSCA delegate.
- Marie Thompson reported 5 people waiting to go on class lists.
- During Seniors Week next year we will invite the public to come and see what goes on. No other activity is planned.
- The last Wednesday next January will be Australia Day. Our meeting will be brought forward to 19th January.
- Small notepads will be purchased to give to each member at Christmas.
- Alan Gibson was appointed Auditor for the year.
- Margaret Butt was appointed Stationery Officer.

TECHNOLOGY IN THE COURTROOM

The rapid advancement of technology has impacted quite significantly in the courtrooms of Australia and other western nations.

Technology can increase the efficiency of the trial process and can have a huge impact on jurors and the way they respond to particular types of evidence.

The use of modern presentation techniques such as powerpoint displays can enhance the presentation of evidence. Exhibits can be scanned and presented on a large screen and annotated if necessary.

Saving scanned exhibits prevents the loss of important exhibits. An entire trial can be placed on CD-ROM and this reduces the costs associated with paper requirements for review courts and the reproduction of transcripts.

Real time transcription can also result in effective cross examination and direct testimony that can be immediately displayed on large screens.

Videotaped testimony is also seen as an efficient and secure way of presenting testimony in special circumstances and for vulnerable witnesses.

An important benefit of the use of advanced technology is the way it can empower those litigants and witnesses with physical disabilities. Real time reporting can allow the deaf to participate freely in proceedings. Voice recognition technology allows the blind to input data and text recognition technology can also read data to the blind.

The virtual courtroom is no longer a scenario found only in sci-fi novels. All participants, no matter what the location, can be brought together with the appropriate use of technology. Teleconferencing and the filing of documents can all now take place with a minimum of fuss.

Despite all the advances in technology, most technophiles would agree however that there is no substitute for the traditional jury and more importantly that the use of technology will help to reduce the estimated one tonne of paper used by each and every lawyer each year.

James Kelly - Owen Hodge Lawyers
jdk@owenhodge.com.au

It's not easy to find a JP, but if you go to the Thursday class at 2pm you will find Lynn.

Many thanks for the cards and e-mails on my 80th. It's worthwhile being four score.

Ed.

