HURSTVILLE SENIORS COMPUTER CLUB

"keeping up with our grandchildren"

NEWSLETTER
NOVEMBER 2004

Merry Christmas

Merry Christmas and Happy New Year to everyone - particularly our hard working Committee and Tutors.

We hope you all come back refreshed to start our eighth year.

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First news for 2005
To avoid Australia Day, our January meeting will be brought forward one week to 19th January.
MARK YOUR CALENDER

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With so much interest in graphics now, our Paint Shop Pro expert, Joyce Pickup, is going to make her Monday lessons into a PSP workshop.

If you are interested in learning this programme, please ring Joyce at 9533 4639.

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COMMITTEE MEETING
From the October meeting.

- All interest groups are flourishing.
- We are to buy eight new chairs for the annexe.
- A new LCD monitor is to be bought for No. 6 machine.
- Stationery items taken must be recorded in the book provided.
- The Council's plans for Seniors Week are going well. They will provide flyers for our Open Days.

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Wishing You a Joyous Holiday Season

CLUB NEWS

Next meeting is at 1.30pm, 24th November, which will be the last for the year. Our Guest Speaker will be from Owen Hodge to tell us about wills, Power of Attorney etc.

All pay attention, it is an important subject for us.

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

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As usual, our November meeting will be a Christmas afternoon tea after the Guest Speaker. There will be some prizes and give-aways.

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School holidays for the littlies will be from 20th December to 28th January.

For us senior students it will vary as decided by your tutor. Not all classes will be open for the last week before Christmas. Please check with your tutor for when you can take a well earned rest.

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The photo shows Mathew Cary, of *Lightning Speed* who, at our last meeting, demonstrated how to take audio from old records into the computer and then to a CD. You could fit over 20 of your old favourites to a CD.

This is not Mathew's line of business but he was good enough to come along for the demo. He is available for all computer maintenance and sales. Ring 0403 633 075

NEXT MEETING   1.30 pm Wednesday 24TH November 2004

INTERNET

I have been often asked why some people are unable to open certain attachments sent to them. Not only our News Letter, but also various, other types of attachments.
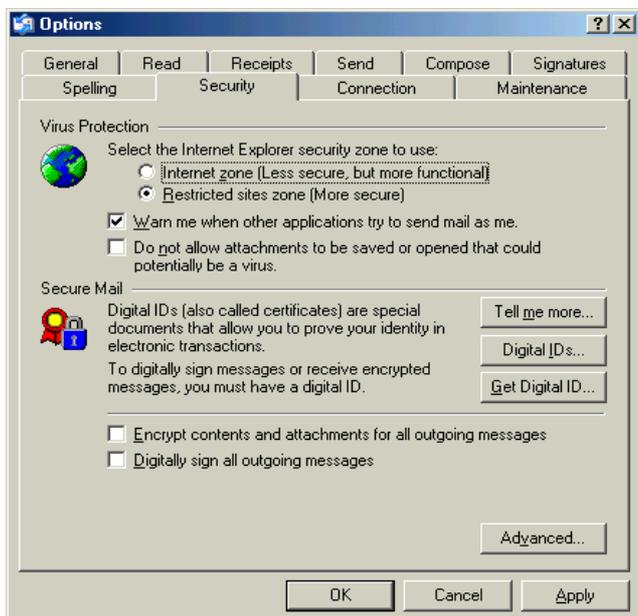
The reasons are many. First of all your PC must understand the LANGUAGE it (The attachment) was written in. Be that WORD, EXCELL, POWER POINT, or in our case ADOBE ACROBAT. You do not have to have the actual program. Only the "READER" for it. You can always get a FREE reader for that particular program from the NET. If not, see one of your instructors at the club, and ask her/him to show you how to do it. Download it to a floppy, or CD if it is more than 1.4 MB. Take it home and install it. Now you are in business, no more frustrations. Make sure to get the latest reader. You can read earlier versions of a particular program with the latest READER, but this does not apply the opposite way. For instance MS Works 4.5will not be successful in reading Office 2000, etc.

The other reason may be that because it is a PDF format, OE thinks it is a virus; consequently it wants to block it. To tell OE that it is very much mistaken –You do not get any nasties from your trusted club workers- this is what you should do:
1. Open Outlook Express
2. Go to" TOOLS" >Options>
3. Select the TAB called: SECURITY"
4. Click on first option. (Internet Zone)
5. Untick the one below this. (Restricted sites... etc.
6. Tick next one down (Warn me ...etc.
7. **Untick** the next one. (Do not allow attachments.... etc. THIS IS THE CULPRIT!!!
8. Now click on "APPLY" in the bottom right corner, then OK.
9. It is always a good idea to reboot your PC after any changes/alterations.
All this can be done off- line. (You need not have to be on the Internet!)

The Surfer

TIPS FROM TOPSY

EMBEDDING FONTS IN A DOCUMENT
In MS Word, If you have completed a wonderful piece of literary genius, chosen special fonts (True Type) to make the document look really good and then want to send it to someone who may not have these special fonts then EMBED THE FONTS.

You will, of course, have saved the document, NOW, go to File, Save As and in the Save As window you will note over on the right under Save, an Options button. Click on this and you will be given choices under Save Options. choose Embed True Type fonts and away you go.

Doing this increases the size of the document only slightly but you can rest on your laurels and know that your special fonts will show wherever you send this document.

ADOBE READER
When this programme opens you have to wait while the 'splash screen' goes through its usual routine, I guess it feels 'needed' doing this, but if it gets to be a big pain do the following.

To remove the splash screen, follow these steps: 1. Choose Edit|Preferences. 2. In the left-hand pane, click Startup. 3. Click to remove the check mark next to Display splash screen. 4. If you want to speed up your Web experience too, click Internet in the left pane. 5. Remove the checkmark next to Display PDF in browser. And there you have it: streamlined PDF reading.

A GOOD SITE
Subscribe to this great site, Susan has some wonderful all round computer tips, comes in weekly. Not only tips but she writes some interesting bits about herself and what she has been doing. Lives somewhere in the northern part of USA. I emailed her and said how much I enjoyed her site and received a very nice answer. CHECK IT OUT folks.!
http://www.logicaltips.com

FAVOURITES IN OE
Organise your Favourites the easy way.
START, RUN and type in **Favorites** (watch the spelling – must be that way).
A window will pop up with your Favourites in it and you can then take your time making folders, sorting all your stuff and so on.

Topsy

Age is a question of mind over matter.
If you don't mind, it doesn't matter.

FOR XP

For Word Users.
If your text moves about after you have inserted an image and formatted it, go back to **Formatting** and on **Layout** tab, Click on **Advanced** and **Picture Position** and clear the **Move** with **Text Box** and :**Lock Anchor** check boxes. Then, OK. OK.

More Shortcuts.
 Ruler must be displayed.
- Double-click the ruler margin to open the **Page Setup** dialogue box.
- Double- click an indent marker to open the **Paragraph** dialogue box.
- Double- click a tab stop to open the **Tabs** dialogue box.
- When working with a document in multi-column format, double-click the grey region that separates one column from another to open the **Columns** dialogue box.

Resume Numbering Easily
 Sometimes you need to interrupt a numbered list to insert a paragraph of regular text. To quickly resume numbering on the next paragraph, click **Format**, **Bullets** and **Numbering** and highlight the style you have used and then select the option to **Continue Numbering**. The numbering will pick up where you left off
If the **AutoCorrect Options** button doesn't automatically appear, click **AutoCorrect Options** on the **Tools** menu, and then select the **Show AutoCorrect Options buttons** check box. Next, click the **AutoFormat As You Type** tab, and then select the **Automatic numbered lists** check box.

Now one for XP Excel.
Perform Quick Operations on Your Excel Data.
Have you ever wanted to quickly perform an operation on your Excel data, without replacing the data? For example, maybe you have some yearly figures, and you want to see what the daily ones look like. It's easy to do, using the **Paste Special** command.
1. Type *=365* in a cell.
2. Click **Copy**.
3. Highlight the data for which you want the daily figures.
4. On the **Edit** menu, click **Paste Special**.
In the Paste Special dialog box, click **Divide** and then click **OK**.
All of the data you have highlighted will be divided by 365. If you click in any of the cells, you'll see the operation that was performed displayed in the formula bar.

M.T.

MISLEADING WEB SITES

The Australian Court system has taken a zero tolerance approach to misleading foreign websites.

The Court in *ACCC V CHEN* saw a need to protect the Australian public from cross border consumer fraud and so took action against the registered owner of the website.

Richard Chen is a resident of the United States and had no connection with Australia other than via the websites he operated. From early 2002, Chen operated 3 internet websites with very Australian domain names. The most damaging site was Sydneyopera.org. Internet users using a search engine in an effort to find out information about the Sydney Opera House were directed to this imitation site. The front page was identical to the official Sydney Opera House site. The site was linked to other imitation box office sites and these sites sold tickets to various opera house performances.

Of course, there was no agreement between the Opera House Trust and Chen for Chen to sell any tickets. Consumers never received the highly priced tickets paid for by credit card nor had any booking been made in their name.

The ACCC claimed that Chen had misled and deceived the Australian public and that he had breached s 52, s 53(c) and (d) and s55A of the Trade Practices Act. The ACCC sought the removal of the site and prevention of accessing any web sites operated by Chen.

The Court awarded an injunction against Chen restraining him from publishing on the web sites, or any similar sites accessible in Australia, information or material relating to the Sydney Opera House that is misleading or deceptive.

The ACCC would have liked harsher conditions but the Court took into consideration that Chen was located outside of Australia and as such enforcement was difficult. Further, Chen has ceased the offending conduct and finally, Chen had transferred the domain name to another person.

The Court sent a clear message that registrants of domain names and operators of a web site located outside of Australia are not outside the reach of the Australian legal system.

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

"My wife is an angel."
"You're lucky. Mine's still alive."

THE CLUB
The Hurstville Seniors Club was formed in April, 1998 to teach Seniors to use computers. Clubrooms are in premises provided by the Hurstville Council in the Hurstville Seniors Centre, and in an Annexe in the MacMahon St. building. Tuition is held during week days in an informal atmosphere - cost being a minimum. We are an entirely voluntary organisation, the aim being to help fellow Seniors.

Correspondence   Hurstville Seniors Computer Club Inc.
PO Box 173, HURSTVILLE BC1481

Telephone - Clubroom, 91 Queens Rd.	9585 9184
Telephone - Annexe, 14 MacMahon St	9580 5233
Telephone - Senior Citizens Hall	9570 3297
Web Site -	www.hurstvillescc.org.au
E-Mail - Clubroom	clubroom@swiftdsl.com.au
E-Mail - Annexe	hscc2@swiftdsl.com.au

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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PATRON	Mervyn Lynch
PRESIDENT	Maxine Gray
VICE-PRESIDENT	Peter Johnstone
SECRETARY	Pamela Samuel
TREASURER	Graeme Gavin

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TUITION IS IN ONE HOUR SESSIONS.
If you can't attend your booking, please let your Tutor know.

Mondays	Joyce Pickup
Tuesdays	Maxine Gray
Wednesdays	Marie Thompson

No lessons on meeting day.

Thursdays	Betty Saltmiras
Fridays	Shirley Boxhall
Technical Advanced and Basic	Rob Mills
Mondays at the Annexe	
Internet	Frank Grosz
Thursdays at the Annexe	
Genealogy	John Shortland
Second Wednesday at the Annexe	
Camera Club	Ian Chesterfield
First Tuesday at the Annexe 1.30pm	
Web Design Group	Fred Scott
First and Third Wednesday 1.30pm	
Maintenance Crew - *Queens Rd*	Frank Grosz
Vince Blayney	Ted Barnett
Editor	George Thompson 9150 9377
	gthompson@swiftdsl.com.au

CHANGE OF ADDRESS. If you change your address, phone number or e-mail, please inform the Treasurer.

BIRTHDAY BOYS AND GIRLS

Frank	Grosz	1- Dec
Marie	Dodd	4- Dec
Bonnie	Palmer	4- Dec
Kevin	Everett	6- Dec
Bill	Finlayson	8- Dec
Peter	Johnstone	11-Dec
Robert	Mills	12-Dec
Sylvia	Moores	12-Dec
Ferney	Hansen	17-Dec
Margaret	Butt	19-Dec
Margaret	Eames	19-Dec
Hazel	Blair	21-Dec
Betty	Britton	23-Dec
Phyllis	Thompson	29-Dec
Leslie	Jensen	31-Dec
Janet	Griffith	1- Jan
Marcia	McRae	2- Jan
Melodie	Croucher	3- Jan
Pamela	Samuels	3- Jan
Alan	Gibson	5- Jan
Ray	Byers	6- Jan
Patricia	Beggs	8- Jan
Dallas	Turner	9- Jan
Joan	Townsend	10-Jan
Margaret	de la Garde	14-Jan
Harry	Basquil	15-Jan
Clyde	Bevan	15-Jan
Gwen	Wheatley	16-Jan
Liliane	Arens	18-Jan
Kathleen	Doherty	18-Jan
Valma	Frey	19-Jan
Ruth	Smith	19-Jan
Rita	Whitbread	20-Jan
Ruth	Hinson	21-Jan
Charles	Anderson	24-Jan
Betty	Gault	25-Jan
Shirley	Boxhall	27-Jan

The old believe in everything.
The middle aged suspect everything.
The young know everything.