HURSTVILLE SENIORS COMPUTER CLUB

"keeping up with our grandchildren"

NEWSLETTER
FEBRUARY 2005

COMMITTEE MEETING

After being our Auditor for a number of years, Alan Gibson finds he cannot continue. The Committee thanked him on behalf of members for all his good work.

Geoff Turton was elected to be our new Auditor and was also thanked for taking over the job of Treasurer while Graeme Gavin was travelling.

Because of complicated problems with some of our computers, it was decided to have an expert from Multipower to look at them, with the Tech Crew taking notes.

A new computer will be bought for the Annexe and another LCD Monitor for the Clubroom.

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DIGS

Our year started well with a good turn out including some new members. We discussed topics to cover throughout 2005 including field trips to photogenic locations .

Problems were aired and the response from members was valuable and informative.

Next month Joyce will demonstrate LOST IMAGE RECOVERY - and we have a few examples among our group who need to know this - and the other lucky ones who don't have the need yet probably will one day!!

Ian C

Genealogy

Last year Australian genealogy has been our main subject for discussion and computer research. The February meeting saw us venture overseas and make a start into English web sites and the indexing of BMD's and the acquisition of certificates from the GRO(UK), County Record Offices or locally through SAG and transcription agents.

For future meetings we intend to have more 'Free for All' sessions on the computers to allow our members independent searching with expert assistance from the floor. Not to be left behind we will be looking at the new frontier in genealogy - 'Molecular Genealogy and DNA'. For members of the group information sheets covering past and present meetings will be provided on request.

John S

CLUB NEWS

At 1pm on 23rd February our guest speaker will be

Karen McDonald of Shared Memories, who will show us how to write our lifestyle stories and about writing solutions.

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The demonstration in January was by Joyce Pickup, showing us how to form our photos in to an albumn or slide show, and add music.

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Don't forget. If you change your address, email or phone number, you must inform the Treasurer.

He is the one who records the information and passes it on to others.

Contact numbers on the back page.

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The Powerhouse Museum will be opening its doors for FREE on the weekend of 25 and 26 September. Of interest to club members and grandchildren is the Cyberworlds exhibition, history of computers.

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Last meeting's ten minute talk was by George Thompson, relating his adventures forming clubs since he was in 2nd year (year 8) at school.

One of the places he obtained names to form our club was at the Hurstville Council's Seniors Week Expo in 1998. He invited people to type their name and address on a computer he brought.

Maria Giannone is shown doing that, with Marie Thompson showing her how to.

Seven years later, Maria is now a Tutor for the Thursday class.

NEXT MEETING   1.30 pm Wednesday 23rd February   2005

HIGHLIGHTING TIPS
(And we're not talking about ladies' hair)

Highlighting text in a document for deletion or for a copy and paste operation is very convenient, but there are occasions when it can be a little tricky, particularly if you have a problem moving the mouse smoothly. Highlighting can be done without using the mouse at all if you wish by using only the cursor control keys – *Home, End, Page Up, Page Down,* and the *arrow keys*.

Move the cursor to the start (or end) of the section to be highlighted. This can be done with the cursor control keys or with the click of the mouse. Then hold down the *Shift* key and at the same time use the right arrow (or left arrow) key to highlight the exact piece of text, which can then be copied/pasted/deleted in the usual way. Alternatively move the cursor to the desired starting point, then with the *Shift* key depressed click at the desired ending point. Both methods highlight all the text between the starting and ending points. This latter method is particularly useful if the text to be highlighted extends for more than one screen.

And if you want to highlight the entire document, *Ctrl/A* will do the trick, that is, press the *Control* key and while holding it down press the A key.

Ctrl/C   copy the highlighted text to the clipboard
Ctrl/V   copy text from the clipboard at the cursor
Ctrl/X   copy the highlighted text to the clipboard then delete it from the document
Crtl/Z   undo the last operation (i.e. recover from a mistake)
Shift/Home   highlight the text from the cursor to the beginning of the line
Ctrl/Shift/Home   highlight the text from the cursor to the beginning of the document
Shift/ End   highlight the text from the cursor to the end of the line
Ctrl/Shift/ End   highlight the text from the cursor to the end of the document
Shift/Left Arrow   highlight one character to the left of the cursor
Ctrl/Shift/Left Arrow   highlight one word to the left of the cursor
Shift/Right Arrow   highlight one character to the right of the cursor
Ctrl/Shift/Right Arrow   highlight one word to the right of the cursor
Shift/Up Arrow   highlight up one line
Shift/Down Arrow   highlight down one line

Fred Scott

INTERENT

Have you ever wondered how some people compose and send their emails in a peculiar, funny way? Some prefer a colourful background. Others like fancy fonts-**Flat brush; Black letters;** French script; - Hettenschweller>

I once had a beautiful poem of Robert Service sent to me in, would you believe, ◆✈■℩♭♋✈■℩♭◆⬥⬥⬥ It took me quite some time to figure it out how to read it. This was back in 1996, my introductory year to the Internet.

I prefer **Comic Sans Ms.** You can download any amount of fonts to your hearts desire free from the Internet.

If you happen to receive one of those funny (?) indecipherable emails there are a couple of ways to read them. The first one is to highlight the text, then go to the font type indicator and simply change it to your liking, so you will be able to read the text. Can't see the font box after you've selected the text? Naturally. It is a "Read only" format! Go to "*Forward*" instead. Now you can select (Right click>*Select All*, or with the cursor in the text Ctrl+A) then navigate to the font box to facilitate the required change. Quite logical, when you think of it.

There is an easier solution, albeit not as efficient. It prevents all graphics to be displayed in the body of the message. It does not affect "jpgs", or other files in the attachment bar. In OE go to *Tools> Options*, click on the tab "*Read*", tick the fourth square "*Read all messages in plain text*" Now the most important "*Apply*" and "*OK*"

Do not forget to revert to the original settings after you have finished deciphering those unusual fonts. Do click on "*Apply*" and "*OK*" after each modification. There is also a free program called "Ecleaner"

There are certain people who use music in the background. This is done to enhance those plain, drab communiqués. Should this music appeal to you, and you wish to save it for your own use, this is how to go about it. Just like the second, previous option. In OE go to *Tools>Options>Read>*Read all messages in plain text. You now go back to the email with music. Here you'll find the midi/wav file in the *Attachment* bar. It is simply a matter of right clicking on the icon, and saving it to the choice location on your hard disk, or a floppy.

You'd be surprised how many tunes can be saved on the now humble floppy.

The Surfer

TIPS FROM TOPSY

Change the number of *Recently* used files to suit you. Microsoft default is 4 files.
Tools, Options, select the *General* tab and change the number of entries.
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Change inches to centimetres.
Tools, Options select the *General* tab and change the Measurement units.
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Editing in Print Preview.
Click on the magnifying glass button and the pointer will change to a cursor. Do your editing from here.
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Change Case.
Changing more than one word, you need to select then *Shift + F3.*
Changing one word only, no need to select, place cursor within the word then *Shift + F3.*
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With a numbered list, sometimes you may need to add a line without a number. Hit S*hift + Enter* at the end of the line, type in the 'not numbered' line press *Enter* again and the number function will revert to the numbering system.
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Dropped Capitals
Looks good in a document. Go for a fancy one. If you decide to change the font for this dropped capital, do that first, by selecting the first letter only, change the font. While it is selected *Format, Drop Cap*, there is a choice. This gives class to a document.
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Screen tips on tool bar icons
Using the *Toolbar* icons makes life easier. Activate the screen tips and shortcut keys tips (the little yellow boxes which come up when you place the mouse pointer at the icon).
View, Toolbars, Customise, Options, click in the relevant box.
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Automatic numbering in columns.
Select the column to be numbered. *Format, Bullets and Numbering,* choose *Numbered* Tab and make choice.
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Drawing toolbar.
To create a perfect square or circle, select the Rectangle or Oval hold *Control + Shift* and magic a perfect square or circle.
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Add text to a shape from the drawing toolbar.
Right click in the shape, choose add Text from the Dialogue box.
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Disable web and email addresses in hyperlink form**.**
Format,,Auto Format, Options. Untick *Internet* and N*etwork Paths with Hyperlinks.*

Topsy

COMPUTERS AND THE SUBPOENA

A subpoena requiring a person to produce evidence can assist in serving the administration of justice. However, in a computer driven society such as ours, serving a subpoena can lead to complications.

Subpoenas normally refer to hard copy documents but they can also refer to records stored on a computer. If a record is stored on a disk drive or server computer and it is not privileged information, it may be requested for production by the court.

The problem lies in the definition of 'document' and in the processes of retrieval of information. What does one do for example if the subpoena is seeking information stored on more than one computer or the information is stored in such a way that retrieval would require the computer to be reprogrammed?

There has been very little in the way of statutory guidance as to how an issue such as this can be easily resolved. In a recent case *Jacomb v Australian Municipal Administrative Clerical & Services Union*, Justice Heering raised the question as to whether a recipient of a subpoena is obliged to generate a document that does not currently exist and will only come into being after a number of other documents are merged together.

Justice Heering then drew the distinction between simply printing out a hardcopy form of an existing document and having to create a new document from information stored in electronic form. He determined that processing or calculating new information will create a new document and a subpoena cannot refer to a document that at the time the subpoena was issued, did not yet exist.

Certainly this is an area of the Law that needs to be addressed fairly quickly and in a sensible fashion. A direction or new legislation needs to set out how the Courts deal with subpoenas requiring recipients to;

1. extract data from one or more computers; or
2. seek information that exists but retrieval of that information requires reprogramming of the computer; or
3. seek information that requires calculation or aggregation of existing data.

If direction is not forthcoming then as it stands many of those recipients of subpoenas will be excused from complying with the order to produce simply because of existing ill defined directions.

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

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
              ****

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
Digital Imaging Group   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

John	Mair	1-Mar
Lois	Burns	4-Mar
Vijay	Balachandran	6-Mar
Robin	Bevan	6-Mar
Joseph	Aghazarmian	9-Mar
Mario	Domingue	10-Mar
Graeme	Gavin	13-Mar
Vince	Blayney	16-Mar
Merle	Henry	20-Mar
Gordon	Hosking	22-Mar
Donald	Pickup	24-Mar
Margaret	Pickup	24-Mar
Ken	Smith	26-Mar
Reg	Ellmers	27-Mar
Joyce	Pickup	27-Mar
Francis	Brown	28-Mar
Nell	Leeds	28-Mar
Roy	Ellis	29-Mar
Ted	Barnett	30-Mar
Teresa	Wall	30-Mar

SILENT TREATMENT

A man and his wife were having some problems at home and were giving each other the silent treatment. Suddenly, the man realized that the next day, he would need his wife to wake him at 5:00 AM for his early morning fishing trip. Not wanting to be the first to break the silence (and LOSE), he wrote on a piece of paper, "Please wake me at 5:00 AM." He left it where he knew she would find it.

The next morning, the man woke up, only to discover it was 9:00 AM and he had missed his mates. Furious, he was about to go and see why his wife hadn't wakened him, when he noticed a piece of paper by the bed.
The paper said, "It is 5:00 AM. Wake up."

Men are not equipped for these kinds of contests. God may have created man before woman, but there is always a rough draft before the masterpiece.