HURSTVILLE SENIORS COMPUTER CLUB

"keeping up with our grandchildren"

NEWSLETTER
MARCH 2005

A REMINDER

Students are reminded that they should make every effort to attend all classes. All of the Tutors arrange their appointments and social activities so as not to miss their class days, so it is fair that the students do the same.

There is no point in the Tutors, who are all volunteers, to be wasting their time waiting for students who have had a better offer for the day. Please ring beforehand if you really can't attend.

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At the beginning of the year we reported there was no longer a waiting list to join for lessons. Now, it is thirty, so we have no trouble filling the spaces for people who feel they have learnt enough.

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DON'T DO IT

Illegally park, that is. A few members have had expensive experiences lately.

One parked in the blue spot next to the hall when he didn't have a disabled sticker.
$392 -- that's right $392.

One parked in Park Rd., rear to kerb, when the sign says "Front On". Read the signs carefully.

One parked in a *2 Hour* spot. He came back before the 2 hours was up and moved the car to another spot. That was an old trick, rubbing the chalk mark off the tyre. But he was caught, even though he had moved, because his rego number was on the Parking Cop's hand held recorder. Obviously, you can't park anywhere else in the area after 2 hours.

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E -BAY

This is the system of auctioning items on the Internet. It is growing in popularity with all sorts of things being bought and sold. You need to be familiar on how it works, which can be a bit confusing for a new chum.

If enough people are interested, we can organise a meeting of experts and learners to discuss it. Please see Ron Hiland at the meeting.

CLUB NEWS

Wednesday at 1.30pm on 30th March is our next meeting.
The speaker will be Alan Cottee from Possession Protecting, telling us how to organise our assets and possessions in an orderly manner.

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The Committee Meeting will be for ALL TUTORS at 10.00am before the main meeting. No need to bring your lunch.

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The Ten Minute talk last month was by Fred Scott, relating how it took three years of effort and many complications to start the Bexley Branch of the Bendigo Bank.
It is proving very successful.

This month Jim Nicholson will tell us about his special interest.

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We need more volunteers to relate their interesting life before computers.

Speaking is easy, if you are talking to people you know and who would like to hear about the things you have done. It doesn't need to be spectacular, like climbing mountains, but your experiences are sure to be different from those of the audience.

Volunteers please contact Peter Johnstone or Maxine Gray.

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Joyce Pickup should be out of hospital by the time you read this. She was undergoing operations for a few weeks and has been missed by members.

Take it easy, Joyce, and get well, a lot of people are thinking about you.

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Karen McDonald of Shared Memories was our speaker last meeting

INTERNET

Can you remember all those important dates that have accumulated in your life? It was not too bad in the beginnig. Your wedding anniversary, your spouse's birthday, then came the little darlings, and the little darlings' darlings. Not to mention MOTHERINLAW, and your and his/her other relations.

There is a light at the end of the tunnel! Microsoft have a very handy, very clever thing called Windows Address Book (WAB) hidden away in the bowels of each their Operating System (OS). It is a fantastic database providing lots of places where you can store vital informations. If Grandma's BRAGBOOK happens to be hiding in a "Safe place" you can look up the WAB in your PC. There it is! Your sister in laws eleventh grandson – Charlie- was born on the 30th of February 1996.

How do find this elusive thing? It is not on your Desktop, nor in your Program files. There are no clues where to find it. There is a simple way to ferret out WAB. You do a "SEARCH" if you are looking for something hidden in your PC.

Go to "START">SEARCH, or FIND, depending on your Operating System, in the Dropdown Menu click on "All files and folders" Here you type in *. (Star/asterisk) then . (Dot/full stop) Now type WAB (Windows Address Book) either lower or upper case works. Now you are ready to hit "FIND" or "SEARCH"

If you have not done this before and shifted the WAB to a different location, it should be in your "C" drive looking like an open book with wab extension. Right click on the icon, and then click on "Send to" and select "Desktop" (create short cut) now you have easy access to your WAB. I have dragged this down to my "Taskbar" to be at my beck and call at all times. You can also place this in your start menu should you so desire.

Now start filling your WAB with the information you want to store there. Right click>open, or double click/click (Depending how you set your mouse)

Once WAB is open click on "NEW" (File>New contact/ Ctrl+N) the first page is where the Names, Title and email address are. As soon as you start entering the name you'll see it appearing in the second middle bar, "Display" By manipulating the down arrow you can set the way the name will appear in the finished product. Now type in email address>Add>.set as default>OK

Your first page is completed. Have a look at the rest. Play around with. Do not forget to hit OK to save your work.

More next month.

The Surfer

TIPS FROM TOPSY

Tabs inside of tables
When you need to use Tab inside a table, press CONTROL + TAB.

Clip art on line
When you can't find what you want in your Clip art collection, use the Web.
Microsoft Clip Gallery Live.

Open menus and select commands from the keyboard.
Press ALT plus the letter underlined to open menu such as File, Edit, View etc. Once a menu is open you don't need to press ALT to select a command, just press the underlined letter of the command you want to select.   e.g Print Preview - ALT, F, V. Toolbars - ALT V, T.

Using undo from the menu bar or short cut key
Made a mistake? Press CONTROL + Z, or choose icon from Toolbar.

Selecting
Select a sentence   Hold down CONTROL and click anywhere in the sentence.
Select a paragraph   Triple click within the para or move the mouse just past the left margin of the par. When the pointer changes to a right pointing arrow, double click to select the whole para.
Select a table   Select a table by holding down ALT and double clicking anywhere in the table.
Select the whole document   - Use CONTROL + A (the only way).
Select a word   Double click on it.
ALSO   Using SHIFT + left or right arrow gives a good control of selecting.

Changing Size Of Font With Keyboard Strokes
Select the font to change Hit CONTROL + Open or close square brackets [   ]. This is called Grow Font and Shrink Font

Show/Hide Characters
Work with these displayed. Simply click the Show/Hide button (like a P back to front).
Helps with formatting, line and character spaces. DOES NOT PRINT.

Totals In Columns
Put the cursor in the last cell of the column of numbers. TABLE, FORMULA press Enter/OK to accept the default Sum function.

Page border
FORMAT, Borders and Shading, Page Border, choose Box, Options, Choose Measure from Text. This will place a border around the page and print all.

Go to/find/replace
Double click the left end of the status bar (i.e. beside the Page no.) and it will bring up the Go To/Find/Replace window.

Topsy

REPORTS

Digital Imaging Group
We welcomed some new members last meeting and viewed some interesting work by members.
Geoff Turton went to the ASCCA Digital Photograph 2005 Competition launch early this month and we look forward to his report. As you know we met with quite some success in 2004 and while winning is a great reward, taking part is the aim of the game.
Entries must be images taken after 16/09/04.
Members, start selecting your best shots now!
We miss Joyce and look forward to her return in good health.

Ian Chesterfield

Genealogy
The English census records were the topic of discussion at our March meeting. These records have been preserved since 1841 and every ten years after (except 1941) but because of privacy laws public access is only available up to 1901.
The 1901 UK census is now available on line by subscription and contains over 33 million individuals however a 'decoder software' freely downloadable from www.censusdecoder.com allows for identification of a family unit by surname but not the full household. Robin was good enough to demonstrate the 'decoder' and provided us with instruction sheets to help us do our own thing.
Please note that we will not be having a meeting in April and our next meeting will be on Wednesday 11 May next when we will discuss English parish records.

John S

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UK
www.streetmap.co.uk   pinpoints a current place or street - shows where churches and cemeteries were as well as local property and house names
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VIEW MULTIPLE PAGES IN WORD

You can see several pages at a time in Print Preview. Just add the *Multiple Pages* button to the standard toolbar.
1. On the *File* Menu, click *Print Preview*.
2. Right click the toolbar and click *Standard*.
3. Right click the toolbar again and click *Customise.*
4. Holding down the Control key, drag a copy of the *Multiple Pages* button from the *Print Preview* toolbar to the standard toolbar.
5. Close Print Preview.

Now the *Multiple Pages* button appears in the Standard toolbar in print layout view. Just click it, and select how many pages you want to view.

CRACKING DOWN ON PORNOGRAPHY ON THE INTERNET

While the internet has provided greater access to information for all internet surfers, one of the biggest problems for the government and service providers has been the issue of cracking down on offensive and inappropriate web content.

So what steps has the government taken?

In 1999, the government introduced a comprehensive regulatory scheme banning X rated and restricted classification material. It also established NetAlert to assist families in using the internet in a safe and responsible way.

In late 2004, the Government launched the National CyberSafe program. It was a commitment worth $30 million and was designed to educate all members of the community about the risks for children online with a special emphasis on the dangers of chat rooms. Chat rooms have proved very popular with young people but there have also been many unsavoury incidents with regard to them as well.

Today, all Australian internet service providers are also required to provide content filters for their customers at cost price or less. In this way parents can control the access their children have to the Internet from the family computer. If any ISP is found to be failing to comply with this code of practice, they can be fined up to $27,500 per day. The problem for parents however is the access their children may have to computers that do not have such protection.

The government did consider introducing mandatory filtering of ISP's but the cost associated with it from the consumers' point of view was unacceptable. More importantly, simple filters were easily outsmarted by those submitting the offensive material to the web and as a consequence far more complex technologies were needed to make the filtering effective. A feasibility study found that more than $45 million was required annually to put the filtering system in place.

Clearly, the internet and the associated issues surrounding it provide a challenge to our government with regard to protecting the community and drafting the appropriate legislation to deal with modern technology.

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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
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, or want to change the way your Newsletter is delivered,
 please inform the Treasurer.

BIRTHDAY BOYS AND GIRLS

Bill	Eccleston	1-Apr
Bill	Payne	2-Apr
Laurie	Foster	4-Apr
Mike	Kefford	5-Apr
Joy	Hampson	8-Apr
Ken	Riley	11-Apr
Shirley	Roberts	11-Apr
Marie	Thompson	11-Apr
Ted	Faulkner	12-Apr
Lindsay	Tindale	13-Apr
Theo	Dandoulak	15-Apr
John	Ingram	15-Apr
Mavis	Fitzgibbon	16-Apr
Mary	Daly	19-Apr
Bill	Whitty	20-Apr
Gordon	Rider	21-Apr
Ted	Reid	22-Apr
John	Roberts	23-Apr
Nilah	Cains	24-Apr
John	Chisholm	24-Apr
Lilly	Kuruvita	26-Apr
Ron	Drinkwater	27-Apr
Donald	Gurnett	27-Apr
Beverly	Mayer	28-Apr
Les	Gersback	29-Apr
Norma	Holt	29-Apr
Norma	Fenner	30-Apr
Barbara	Solomon	30-Apr

SHOCK TREATMENT

A man rushed into the Doctor's Surgery.
"Doctor, there is a Nun crying outside."
"I know," said the Doctor.
"She is hysterical."
"I know."
"Can't you do something?"
"I have. I told her she was pregnant"
"But this is a tragedy for a Nun."
"No. You see she is not really pregnant."
"Then why did you tell her she was?"
"It cured the hic-ups."