

HURSTVILLE SENIORS COMPUTER CLUB

“keeping up with our grandchildren”



Member of ASCCA.

Australian Seniors
Computer Clubs
Association

NEW SLETTER

MAY 2005

Hi,
My name is Ian Chesterfield. With George's retirement as Editor I have taken on the task – but not alone!!! It is now a TEAM effort because I want to keep the hair I have!

Peter Johnstone is going to collect the articles for inclusion, I am going to produce the document and get it to the printer and Mavis Flitzgibbon and Pam Boyle are going to fold and post to members who do not get it by e mail. Frank and Fred will continue as before.

The TEAM is working for YOU so help us out with contributions, items of interest, news, humour etc. and get them to Peter in any form except verbal. We want your input.

Ed

RETIRED

After doing the Newsletter for the seven years since we started, I decided to retire from the job and take it easy in my old age.

It has been a rewarding experience, to see it produced every month with information for members. I see it as a link to members who don't attend lessons or who move away, yet stay with us to receive the Newsletter.

Editing and compiling the Newsletter is the easy part. The hard part is finding material for it, which



needs the help and contribution of all members. Please don't be discouraged if your piece is not used in the next issue – it may not

be right for the month or the wrong size. Keep sending them in. The new editor will need encouragement learning the ropes.

I produced the pages ready for printing, sent them to Frank Grosz for email, and to Fred Scott for the web page. Marie had the messy job of having them printed, folding in envelopes and posting the snail mail edition.

George Thompson

CLUB NEWS

The next meeting is on Wednesday 29th May starting at 1.30 pm.

Our guest speaker will be Matthew Connell from the Powerhouse Museum, who will give a talk on the history of computers.

Joan Nicholson gave a very enjoyable 10 minute talk on her early life following on from her husband, Jim's, presentation in March.

This month Frank Grosz will relate to us some interesting experiences about his early life.

Please HELP.

We still need volunteers to help develop articles for inclusion in our Newsletter.

It is only with your assistance that we can continue to maintain the high standard of our publication.

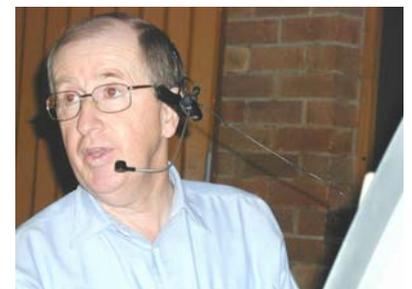
There are regular reports in the media about scams sent through the internet, for example some from overseas seeking money for which they promise huge monetary returns and others that are supposedly from your bank seeking confirmation of your personal banking details which they then use to withdraw money from your accounts. Legitimate banks do not seek details of your accounts over the internet so be warned.

For more information about these and other scams the ASIC website is well worth a look, as it contains details of various scams and provides advice on what to do if you should receive this type of Email.

The Website is: www.fido.asic.gov.au

EXCELLENT EXCEL

Guest Speaker for April was not a guest – it was member Geoff Turton. Geoff demonstrated Excel with a very professional presentation in Power Point, followed by some of the detailed ways Excel can be used.



It was quite an effort, taking him three months to compile in his spare time. Congratulations Geoff and thank you.

If you would like a copy of the CD, contact Geoff.

NEXT MEETING

1.30pm Wednesday 25th May

INTERENT

Now that you have lots of entries in your Windows Address Book it is time to utilize it (WAB) for it's various functions.

First of all there are many ways your can have WAB displayed on your DESKTOP. Starting from the top left corner navigate to "VIEW" Select your choice of items. I always have "TOOLBAR" showing. This gives access to all those handy icons to play with.

Take the first one "NEW" By clicking on the "DOWN ARROW" you can create a new contact, new group or a new folder.

"PROPERTIES" is the next one in line. This will show you the complete details of your selected contact. (Same as double clicking on your selection)

Next in line is "DELETE" symbolized by a red X. Should you accidentally do this you have a reprieve in the dropdown menu. Simply say "NO" to the question asked.

Now we have come to a very useful tool: FIND PEOPLE. This is a great help not only for those of us who are forgetful, having trouble remembering names or only have a certain detail to find out the full properties of a contact in their WAB. I find this extremely useful when I get the dreaded notification from my ISP's postmaster: Unable to deliver mail to: xyz@abc.com.zyx. Having sent out appr. 300 NLs a month, plus having the best part of 500 e-mail addresses in my WAB, I do not remember every body's correct e-mail address. This is where "FIND PEOPLE" is a great help. There are 5 columns here. I copy the e-mail address in the "E-mail address" column. Now I can either click on "FIND" or just hit the "Enter Key" Within a split second I have the name and properties of the said e-mail address. It also comes in handy when you do not remember somebody's full name, but you do know the given name. Like: Frank. By entering Frank in the "NAME" column, it will give you all the people with the given name Frank. Now it is only a matter of elimination which one you were looking for. You can disregard the person whose surname includes "frank" (Frankenstein) Should you find a phone number on a scrap of paper on your desk, type it in the "PHONE" column to find to whom it belongs.

More about WAB next month.

[The Surfer](#)

PHONE SCAM - from GT

Please ensure you read this and pass on. This has been confirmed by Telstra and the Victoria Police

DO NOT push 90# on your home phone.

I got a call last night from an individual identifying himself as an AT&T Service technician who was conducting a test on our telephone lines.

He stated that to complete the test I should touch nine (9), zero (0), hash (#) and then hang up.

Luckily, I was suspicious and refused. Upon contacting the telephone company, I was informed that by pushing 90#, you give the requesting individual full access to your telephone line, which allows them to place long distance telephone calls billed to your home phone number.

I was further informed that this scam has been originating from many of the local gaols/prisons. DO

NOT press 90# for ANYONE. PLEASE pass this on to your friends. If you have mailing lists and/or newsletters from organisations you are connected with, I encourage you to pass this on.

Stephen COOPER Detective Senior Constable
29748

Victoria Police State Crime Squads
Level 12, 412 St. Kilda Road, Melbourne
(03) 9865 2663 - 0414644499

stephen.cooper@police.vic.gov.au

TIPS FROM TOPSY

EDITING DRAWINGS/CLIP ART

Insert a piece of clip art into Word . This picture is one object and you may want to remove part of the picture. Right click the picture, choose Group, then Ungroup. Many selection markers will be displayed because the objects in the picture are selected. Click away from the picture to de-select everything. Now click on part of the object you wish to remove and Delete. Repeat this procedure until all the parts you do not want are deleted. This may require some practice, but fun.

PRINT WINDOW

There are at least three different ways to print your document/page.

- 1 Click on the Print icon on the Toolbar
- 2 Hit the Control key + P.
- 3 Click on File, then Print.

- 1 Clicking on the Print icon will tell the printer to print whatever is on the screen, no matter how many pages and only print one copy.

- 2 & 3 Will bring up the Print window

This window gives you more flexibility, you can choose how many copies, how many pages, selective pages, selection of a document, collated or not, odds or even pages and may have the facility to change the print output (draft copy). **JUST READ THE WINDOW.**

PAGE RANGE *All* is usually the current default ticked – means the printer will print ALL the pages.

Current page the printer will print the page on the screen.

Pages you direct the printer to print the pages you want, e.g. 1-5 will print pages 1-5.

1,2,4,5 will print pages 1, 2, 4 and 5. **(No 3)**

1,2,4-8 will print pages 1 and 2, then 4 to 8. **(No 3)**

Placing the comma between the numbers lets the printer know which pages. Placing the hyphen between the numbers also lets the printer know the range of pages to be printed.

Two ways to print double sided. Print the odd pages first, e.g. 1,3,5,7 take the paper out and return to the feed tray, you will work out just how your printer does this, look at the book or do a dummy run, then tell the printer you want 2,4,6,8. The other way is to look at Print down in the bottom right hand corner of the window and you will see Odds and Evens in the dialogue box. As previously you still have to take the paper out and re feed. **NO MAGIC WAY!**

Topsy

HOW BIG IS THAT FILE?

File Size – Units

File sizes tend to be one of the more perplexing issues for the both the fledgling and intermediate computer user. So, we've put together a breakdown of the various file size "units" you may encounter.

File Sizes

Bit- The smallest unit in computing. It can have a value of 1 or 0. You'd be hard pressed to find a file size listed in bits.

Byte - A (still small) unit of information made up of 8 bits.

Kilobyte(KB) - A unit of approximately 1000 bytes (1024 to be exact). Most download sites use kilobytes when they give file sizes.

Megabyte (MB) - A unit of approximately one million bytes (1,024 KB).

Gigabyte (GB) - Approximately 1 billion bytes (1024 MB). Most hard drive sizes are listed in gigabytes.

Application

OK, now for a little practical application.

A 3 1/2" floppy drive holds 1.44 Megabytes (1,474 KB).

A CD Rom holds 650 Megabytes (though most programs you get don't utilize the whole 650). This would be around 450 of those 3.5 floppies.

A 20 Gig hard drive will hold the same amount of info as 31 CD ROMs or 14,222 of the 3.5 floppy disks.

It takes between 7-10 minutes to download a one megabyte (1024 KB) file using the average dial up internet connection.

A typical page of text is around 4KB.

To see the size of a given file, just right-click it (in Explorer or My Computer) and select Properties from the resulting menu.

I know that even with the information above, it can still be confusing, so I thought I would compare these digital units of measure to some everyday objects. Just picture them being completely hollow so you can store information in them.

Bit - Let's call this a regular sized marble.
Byte - Compared to the marble, this would be a baseball.

Kilobyte - Now we jump up to a pickup truck size.

Megabyte - Now for the leap - this would be a medium sized sky scraper.

Gigabyte - Take 1024 of the medium sized sky scrapers and stick them together for this one!

Joyce Pickup

STUDENTS PLEASE NOTE

Please be aware that HSCC is a "learning" club, not a FREE "Officeworks" where you can copy, scan and print multiple pages of your personal projects

Internet Advertising and the Law.

Advertising is very much an essential element to Australia's market economy.

It allows manufacturers and suppliers to disseminate information with regard to their products and promote those products to potential customers.

In reality, the consumer depends on information presented in advertisements in order to make any kind of informed choice.

Governments all over the world provide protection to their citizens through regulations that control the use of advertising. In Australia the Commonwealth Trade Practices Act and the individual state Fair Trading Acts determine acceptable conduct for advertisers. These thorough pieces of legislation also ensure fair competition in the marketplace through the consumer watchdog known as the Australian Competition and Consumer commission.

The introduction of the Internet has opened up the global market and a diverse marketing medium to manufacturers and suppliers. Governments are only just beginning to develop legislation that regulates the ways internet advertising can be utilised nationally and internationally.

While a global market increases competition and choice, it also increases cross border transaction problems and the issue of the differing laws that may be in place [a the country of the purchaser as compared to that of the seller. The decision and problems associated with determining what law or jurisdiction covers a dispute can often be more time consuming than the dispute itself.

Interact advertisers need to be aware of the laws of their home country as well as those relating to their market country and to international trade in general. Prominent display of disclaimers should be on every web page and the site should clearly state the countries to which their offer can apply.

Given the fact that interact advertising is global and cheap, it naturally attracts advertisers who are irresponsible and dishonest. The Australian government must act quickly to address the existing and potential problems through a mix of national laws and international agreements.

