

HURSTVILLE SENIORS COMPUTER CLUB

“keeping up with our grandchildren”



Member of ASCCA.

NEWS LETTER

JANUARY 2006

Australian Seniors
Computer Clubs
Association

WOULD THEY KNOW WHERE TO FIND IT?

It is a constant dilemma for Executors of Estates to be confidently able to say that they have been able to locate all of the documentation associated with the Estate they are required to administer. This dilemma can arise as a result of a number of different issues, for example, a person has spread out their personal papers and placed them in a variety of locations.

It can also arise where documents have been left in the safe custody of a bank or firm of solicitors who are no longer at the location where these documents were left. There is no better time than the present to make the effort to locate your personal papers. These papers would include things like your original Will, the Title Deeds of your property, birth certificates, marriage certificates, death certificates of spouses or children, Powers of Attorney enduring guardianship appointments, lists of shares and other assets, details of superannuation, life insurance policies etc.

Your Executor will need to be able to locate originals and copies of all of these documents when their appointment becomes active.

A useful example of this occurred when a client of ours who had a great portfolio of shares which he had listed in a comprehensive spread sheet on his computer made this information of little value when he did not disclose to anybody the password for entry to the information.

One of the important roles of an Executor also involves the organising of the removal of a deceased person's remains. If you have been appointed an Executor, we would advise that some time be spent with the person who has made the appointment discussing with them their wishes in relation to their burial or cremation.

Finally, we cannot emphasise the importance of your Will being up to date. In New South Wales 40% of people die without a Will or an up to date Will.

We want to encourage you as readers to take the time to get your affairs in order so that the trauma and messes that are often left to family and friends can be dealt with now while there is still an opportunity.

Thanks to Owen Hodge

Did you know .that you can turn off a bulleted or numbered list with just one key?

No? - Well, you can. Want to know how? Yes? Good, because I was going to tell you anyway.

The next time you get to the end of your list hit the Enter key.

You should get another bullet or number. The exact thing you're trying to avoid.

I know, I know. Hold on, we're almost there!

Now hit the Backspace key.

Joyce

Getting tired of having to click and expand the drop-down menus in Microsoft Office to find the tool you want?

To fix this problem -

Go to the Tools menu in Word, click on Customize

Click the Options tab and then check the Always show full menus and the problem will be gone.

Robin

THE WEB DESIGN INTEREST GROUP

will resume in February after the holiday break with a slight change in format. The two classes each month will be split into a beginner's class and an advanced class.

The beginner's class will be held on the first Wednesday of each month, catering for anyone who has never created a web page and is interested in finding out how it is done, as well as anyone wanting to refresh their knowledge. FrontPage Express will be used as the main

NEXT MEETING 1.30pm Wednesday 25TH January

teaching aid. No prior experience is necessary to join this class.

The advanced classes from last year will continue on the third Wednesday of each month. In the first class for 2006 we will review any topics as they are requested, then carry on exploring the use of style sheets.

All classes commence at 1:30pm in the Annexe, which is in the Council building in McMahon Street. Enter via the Wandarrah Rooms door, to the left of the Marana Hall doors. Follow the stairs up to the first floor, then a small set of stairs to the room on the left hand side.

If you have any questions please contact Fred Scott by email at mail@fredscott.net or by phone at 9597 3243.

GOOD ADVICE FOR ALL OF US WHO SEND E MAILS

Do you really know how to forward e-mails? 50% of us do; 50% do NOT.

Do you wonder why you get viruses or junk mail? Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses & names.

As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for someone down the road to get a virus, and his or her computer can send that virus to every e-mail address that has come across his computer.

Or, someone can take all of those addresses and sell them or send junk mail to them in the hope that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over five cents! How do you stop it? Well, there are two easy steps:

1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message. That's right, DELETE them. It only takes a second:

You MUST click the "Forward" button first, then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

Highlight all of the other addresses and delete them, backspace them, cut them, whatever it is you know how to do.

2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: columns for adding e-mail address.

Always use the BCC: (blind carbon copy) column for listing the e-mail addresses. This is the way that people you send to only see their own e-mail address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the address and choose BCC: and that's it, it's that easy.

When you send to BCC: your message will automatically say "Undisclosed Recipients" in the "TO:" field of the people who receive it.

So please, in the future, let's stop the junk mail and the viruses!

THE NOVEMBER MEETING

was an award meeting for all those volunteers who make the operation of HSCC possible It was great to recognise so many people and to present them with a service award



We also had a display of the Digital Imaging Group entries to the ASCCA Digital Imaging Competition and the opportunity for the members to vote for the pictures they liked. The winners by your vote

Landscape enhanced	Ken McCrae
People Enhanced	Joyce Pickup
General Enhanced	3 equal votes
	Ian Robinson
	Ken McCrae
	Bert Foster
Landscape Non Enhanced	Ian Chesterfield
People Non Enhanced	Fred Scott
General Non Enhanced	Ian Chesterfield

Best Picture in Show Ian Chesterfield
Thanks for your interest.

A fine afternoon tea was enjoyed in the company of so many members.

New Year greetings to all. Have a happy and healthy 2006

INTERNET

The Internet is a public, cooperative, and self-sustaining facility accessible to millions of people worldwide. Probably the most important technological innovation of our time.

The Internet uses part of the existing telecommunication networks to link computer networks worldwide. The Internet has changed the way people, and business, transfer data, communicate, and shop by facilitating services such as ftp, E-mail, online shopping and banking. A major contributor to making this possible is a set of protocols called TCP/IP (for Transmission Control Protocol / Internet Protocol). This makes communication between computers on separate networks possible.

For many Internet users, electronic mail (E-mail) has practically replaced the Postal Service (Snail Mail). Electronic mail is the most widely used application on the Net. Internet Relay Chat (IRC) allows you to carry on live "conversations" with other computer users. WEBCAM goes further. It is video and voice combined. Internet telephony hardware and software allow real-time voice conversations. (VoIP)

The most widely used part of the Internet is the World Wide Web (WWW) or the Web. The Web refers to the very large number of graphical pages found throughout the Internet. These can be viewed and interacted with from PCs. To access the Web you will need an INTERNET ACCESS POINT and BROWSER.

You can visualise the Net as a vast series of bubbles (DOMAIN) all touching together. At each point where a bubble touches another is a device known as a ROUTER. The router facilitates information to be passed from one bubble to another bubble.

Each piece of information passed along is known as a "PACKET" and has a destination address (IP address) on it. Very similar to an address used on a letter sent via snail mail. As a router receives a packet it looks at the address and checks to see whether the packet's destination is within the router's own domain. If not then it is passed on.

Each router has a built in ROUTING TABLE. This is similar to a postcode book. This enables the router to know where it should pass a packet on to next. Routing tables are constantly updated to ensure that new addresses are always known.

The Surfer

KEYBOARD FONT SIZE SHORTCUTS

Over the years I've run into a couple of different keyboard shortcuts for changing font size and I thought it might be of interest to my readers who love a good keyboard shortcut.

To be exact, 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 the font to the next size in the drop-down list.
- b. Ctrl + Shift + < which will decrease the 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.

Joyce



