

# HURSTVILLE SENIORS COMPUTER CLUB



www.hurstvillesc.org.au

“keeping up with our grandchildren”

## NEWS LETTER

MAY 2006

Member of ASCCA.

Australian Seniors  
Computer Clubs  
Association

### GUEST SPEAKERS

**May:** Scrapbooking: **Nancy Allan.**

I am assured that many men do attend her classes. The talk IS computer related

### SOME SIMPLE EMAIL RULES

**E-mail is fast, cheap and probably the most important Internet application. It's also the one we mistreat the most.**

Dealing with e-mail problems is one of the most frustrating areas we have to cover. Often the cause lies with one person not realising the limitations of e-mail. We've put together this list to help you get more from your e-mail and avoid the frustrations, please pass it on to anyone you think needs it.

**Don't pester your colleagues, friends and relatives.**

Don't send urban myths and false virus warnings. Check any stories and warnings before you pass them on. Good reference sites include [Urban Legends](#) and [Virus Myths](#).

#### Attachments

Keep your attachments to a reasonable size. Learn to scan the baby photos in at less than 7200dpi with full colour. Large attachments can take ages to download and can completely foul up the recipient's inbox.

Make sure your attachments are readable. The receiver has to have a program that can read your attachments. If you are zipping them, make sure the recipient has an unzip program as well. If in doubt, ask them.

#### Addressing

Put a relevant and short subject line on your mail. You don't want people to think your mail is spam. Don't send messages with blank subjects, these look like viruses.

Get your name right. Mail from Username isn't a good look. Many people won't open mail from names they don't recognise.

Make sure your return address works. It is an irritant to reply to an address that bounces.

#### Think before you send

Use the send all feature sparingly. Do you want everyone in your (or the company's) address book to read what you are about to send? Many people don't need or want your mail.

Take a breath before sending or responding to an angry e-mail. It's often best to save it in your drafts folder overnight and read it again in the morning. Many people have regretted an e-mail dashed off in anger.

Not everybody has your sense of humour. Think about it before you pass on a joke to everybody in your address book. People lose jobs because of this mistake.

#### General principles

Never respond to spam in any way or form. Don't reply, don't look at the sites they advertise, and never ask the sender to take you off their mailing list.

Typing in capital letters is the same as shouting. Only use the caps lock key when you want to indicate you're angry or excited. Don't overuse capitals.

Don't assume mail is instantaneous. It can take hours or even days to be delivered. Even then, the recipient may not be at their computer.

Don't assume the recipient is chained to their desk. An e-mail invitation to a meeting in an hour or to dinner tonight may not get read for a few days. If you need them urgently, phone or instant message them.

If the mail comes back with an error, read the message. While the messages may be cryptic it will usually tell you why the mail was rejected. Don't assume your colleague has died or been sacked just because his mailbox is full.

#### What is in your mail

Try to send your mail in plain text. HTML, Rich Text and MS Word mail formats may not work on the recipient's computer. They can also spread viruses.

**NEXT MEETING 1.30pm Wednesday 31<sup>st</sup> May**

Be careful with humour, sarcasm and wry comments. It often doesn't work in email and can offend people. Be friendly, but unless you know the recipient well don't be too jokey.

Email is a conversational medium. Don't write novels and don't get too formal. Be brief, casual and try to keep it friendly, or at least polite.

Run a spell checker before sending your mail, but don't criticise other's spelling. E-mail is an informal medium that works best when kept casual and friendly. You will irritate people with nit-picking, particularly when American English is involved.

Make sure the other person can understand you. IMHO using abbreviations and emoticons only works when the other people know you are talking about.

### Security

Be careful about what you discuss. E-mail is not private and it could go anywhere on its way to the sender. If you wouldn't want to see it on the evening news then don't write it.

E-mail gets stored all over the place, particularly on corporate servers. Don't assume that anything you have deleted has gone for good.

Edited documents often contain previous edits or comments that can be read. Be careful when sending sensitive documents as attachments as earlier versions can often be recovered from the attachment. This is particularly true with Microsoft Word.

E-mail is one of the most basic and useful Internet tools. Getting it right makes it even more effective. Keep it simple, keep it cheerful and make sure the other person can read it without getting upset.

*Thank you to [www.pcrecue.com.au](http://www.pcrecue.com.au)*

To get the cent sign or fractions in your document, hold down the ALT key and:

type 155 = ¢

type 171 = ½

type 172 = ¼

Looks simple - but - you must remember to use the number key pad and have Num Lock on!!!

### JUST IN CASE YOU WANTED TO KNOW !

On The 4th of this month, at two minutes and three seconds after 1:00am, in the morning, the time and date was

01:02:03 04/05/06.

That won't ever happen again in our lifetime In fact it will be approximately 400 generations before it happens again.



### Thank you Robin Ireland and John Gotch

We thank **ROBIN IRELAND** (photo above) for her short and concise travelogue of an evocative trip to Japan.

Her talk was also a lesson in how to do an impactful PowerPoint presentation, which many of us can learn from.

We also thank **JOHN GOTCH** (photo above) of the Probus and Rotary organization for the very comprehensive and detailed talk on the organization which has very much in Common with our own club, that is, dedicated to promoting the development of friendship and acquaintance and the advancement of intellectual interests of its membership albeit in our case the promotion of computer literacy and skills in a congenial environment, thereby keeping our minds active and expand the interests of our members

### SHORT TALK SPEAKER

Welcome to **BILL BAKER** Our Group Leader for and Head Tutor of the Video Editing Group. Bill is at the cutting edge of the Art of Video Editing and his enthusiasm will certainly be as infectious as it is in the Class.

### MAY GUEST SPEAKER: NANCY ALLAN

**SCRAPBOOKING** is a hobby where people compile newspaper clippings, magazine articles, photos, or other memorabilia into decorated albums, or scrapbooks. The craft has grown tremendously in recent years. Across the world, "scrappers" or "scrapbookers" get together and scrapbook at each other's homes, local scrapbook stores, scrapbooking conventions, retreat centres, and even on cruises.

Scrappers share tips and ideas as well as enjoying a social outlet. These events are commonly referred to as "crops," because scrapbookers often crop photos at them. (Wikipedia)

## Why Scrapbook?

Scrapbooking is not only a fun craft but it is an important way to document our history and record the special events in our lives. Many people have boxes of old photos that are not labelled and therefore they have become meaningless.

Scrapbooking allows your photos to become accessible to your family and friends and your photos will be preserved in a safe way. If you add journaling to include the who, what, when, where and why, your album will become a book that family and friends can 'read'. Memorabilia such as ticket stubs, a lock of hair, a scrap of fabric, certificates, letters or newspaper articles can be added to create a really interesting scrapbook album.

Imagine your grandchildren or great grandchildren being able to see what your life was like and read about the special moments in your life. Imagine if you had your great grandparent's photos which chronicled the details about their lives, who their friends were, what they did for fun, how much things cost, why they lived where they did and what the major events in their lives were.

Instead, most of us inherit a box of photos and have no idea who is in the photos, when, where, what or why they were taken and there is usually no way to find out. This is a terrible loss of our heritage. Don't let the same fate happen to your photos.

## CLUB NEWS

Our NEXT meeting will be a COMBINED one of committee members and Head tutors

It was agreed that Head Tutors from the Special Interest Classes be invited to attend Committee Meetings as participating Guests, as they can provide valuable input for the efficient running of the Club.

## The Library

Our Librarian advised us that our Library is under utilized and would like many more members to use the facility. Many handbooks on all computer topics, some very useful computer magazines and software are available for your use. Speak to your Head tutor

However Ted Crichton will arrange for a booking out system for the CDs from PC Users and PC World magazines.

## Thumb Drives

The committee has decided to give every head tutor a one gigabyte thumb drive to facilitate more effective teaching. Frank will explain at the meeting.

## Air conditioning

You will be happy to know that air conditioning has now been installed in the annexe.

Many emailed NEWSLETTERS are returned as address unknown. Please email your new email address to Geoff or Frank.

**TO CONFIGURE A SOUND**, or voice message to announce that you have a new email, choose Start, Settings, Control Panel, Sounds and Audio Devices and select the Sounds tab.

Scroll to the New Mail Notification and click Browse to open the media folder. Select a sound to use (it can be any WAV file) and click OK twice.

When next you receive an email in Outlook Express or Microsoft Outlook the selected sound will play.

There are quite a few interesting web sites to download fun sounds.

*Thanks Maxine*

A woman's husband dies. He had left \$30,000 to be used for an elaborate funeral.

After everything is done at the funeral home and cemetery, she tells her closest friend that "there is absolutely nothing left from the \$30,000." The friend asks,

"How can that be?" The widow says,

"Well, the funeral cost was \$6,500. And of course I made a donation to the church -- that was \$500, and I spent another \$500 for the wake, food and drinks -- you know. The rest went for the memorial stone".

The friend says, "\$22,500 for the memorial stone? My God, how big is it?"

The widow says, "Four and a half carats."

## THE CLUB

The Hurstville Seniors Computer 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.hurstvillefcc.org.au  
E-Mail - Clubroom clubroom1@swiftdsl.com.au  
E-Mail - Annexe hsc2@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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<b>PATRON</b>	<b>Mervyn Lynch</b>
<b>PRESIDENT</b>	<b>Pamela Samuels</b>
<b>VICE-PRESIDENT</b>	<b>Frank Grosz</b>
<b>SECRETARY</b>	<b>Marie Thompson</b>
<b>TREASURER</b>	<b>Geoff Turton</b>

### TUITION IS IN ONE HOUR SESSIONS

If you can't attend your booking, please let your Tutor know.

**Mondays** **Joyce Pickup**

**Tuesdays** **Margaret Butt**

**Wednesdays** **Marie Thompson**

*No lessons on meeting day*

**Thursdays** **Betty Saltmiras**

**Fridays** **Shirley Boxhall**

**Technical - Advanced and Basic** **Rob Mills**  
*Mondays at the Annexe*

**Digital Imaging Group** **Ian Chesterfield**  
*First Tuesday in the Clubroom 1.30pm*

**Genealogy** **John Shortland**  
*Second Wednesday at the Annexe 1.30pm*

**Web Design Group** **Fred Scott**  
*First and Third Wednesday 1.30pm*

**Internet** **Frank Grosz**  
*Thursdays at the Annexe*

**Video Editing Group** **Bill Baker**  
*Friday Annexe 9 - 10.30, 11 - 12.30*

**Maintenance Crew - Queens Rd** **Frank Grosz**  
**Ted Barnett**

**Newsletter Editor** **Ian Chesterfield**  
imcpvc@aol.com 9529 3420

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



### BIRTHDAY BOYS AND GIRLS For June

Have a great day!!!

Ian	Robinson	1-Jun
Ian	Graham	4-Jun
Tony	Hansen	4-Jun
Denis	McDonald	5-Jun
Clare	Saunders	5-Jun
Thelma	Case	7-Jun
Neil	Jameson	8-Jun
Maureen	Cooper	9-Jun
Patricia	Costello	9-Jun
Reg	Mulligan	11-Jun
Barry	Porter	13-Jun
Lorraine	Quinn	15-Jun
Ian	Chesterfield	17-Jun
Albert	Foster	18-Jun
Raymond	Quick	18-Jun
Jennette	Blundsen	21-Jun
Bud	Mestern	24-Jun
Maria	Flynn	30-Jun

### Try this web site

[www.annoyances.org/exec/show](http://www.annoyances.org/exec/show)

You can download a toolbar called "Stumble Upon" and by clicking on a button will take you to sites you choose from your preference.

Very interesting and amazing what it stumbles upon.

Joyce

*We always hold hands. If I let go, she shops.*