

HURSTVILLE SENIORS COMPUTER CLUB

www.hurstvillesc.org.au

“keeping up with our grandchildren”

NEWS LETTER

September 2006

Member of ASCCA.

Australian Seniors
Computer Clubs
Association



Patron Merv Lynch



President Pamela Samuel

PRESIDENT'S REPORT to AGM

This is our ninth Annual General Meeting and again we can look back with pride on what we have achieved. We have approximately 340 members and still have names on our waiting list.

However, our continued success is due to our hard working team of volunteers especially our tutors who give up a day of their week and sometimes more to pass on their knowledge to the members.

We are also very fortunate to have our technical teams at both the Annexe and Queens Rd who continually endeavour to patch up and keep the machines running.

Then there are our group leaders who pass on their knowledge to the special interest groups.

We must also thank the Editor of our newsletter and our Webmaster for the excellent jobs they are doing. We also have the people who put out the chairs, attend to the afternoon tea, the library, folding the newsletter, the attendance list, the projector, and I could go on.

Thank you to all who participated for a great year. The members of the committee were most helpful and without them I would not have made it.

We should also thank Owen Hodge, solicitors for printing our newsletter.

I would also like to take this opportunity to thank Hurstville City Council for their continuing support and to Merv Lynch our Patron, and to Virginia Field for their interest and concern for our club.

I would like to reinforce to all members, the benefits of being a member of our club.

- You may discuss with club members those PC matters that are of concern or interest to you.
- Be a volunteer and help other seniors whilst learning yourself.
- Join a special interest group.
- Continue to receive the club's newsletter by email. You might even like to contribute an article to it.
- Attend sessions of your choice.
- Get free help with your PC problems.

It is our club and it will only be as good as we want it to be by all of us getting in and making it what we want.

Please invite your friends to visit the club, they too can become members and enjoy the opportunity to expand their PC capabilities in the friendly environment of our club.

I thank all who have helped and look forward to continuing our success.

Enjoy your computing and good health

Pamela Samuels
President.

GUEST SPEAKERS

Our guest speaker for the September meeting will be **Jennifer Riedel** from St George Bank, whose topic will be "**Internet Banking**".

The 10-minute speaker will be **Harry Vesely**.

NEXT MEETING 1.30pm Wednesday 27th September

USING SCRAPS

It has been written many times about the Windows clipboard and most savvy computer users copy and paste all the time without thinking about it. They merrily copy and paste text throughout a document and even from one software program to another.

However, if you need to use a piece of text repeatedly, there's another sort of sneaky way you can use Windows to set it aside for you. You can turn any piece of text into a "document scrap" just by pasting it onto your desktop. Here's how it works:

1. In any document, such as Word or WordPad, click and drag to highlight some text. Choose Edit / Copy or press Ctrl+C to copy it to the clipboard.
2. Now go to the Windows desktop and right-click in any blank area (i.e. don't right click an icon). Choose Paste from the right-click menu. Or click a blank area of the desktop and Ctrl+V.
3. A little icon appears on your desktop that looks (appropriately) like a piece of paper with highlighting on it. The title is Document Scrap and the first word or so of your text. Unfortunately, if you have more than one scrap, they can get confusing quickly. To rename the scrap, right-click on the icon and choose Rename.

To use your new scrap you often can just click and drag it into a document. Or you can double-click the scrap icon, highlight the text within and copy and paste it into another program.

If you have text you use a lot, this quick tip can save you quite a bit of time.

RESIZING PHOTOS FOR EMAIL

Here's a solution for Outlook Express users who refuse to resize images. It's so quick and so easy that truly anyone can do it, assuming you can right-click. First open up My Computer or Windows Explorer and find the photo you want to send in the list. Now right-click and choose Send To and then Mail Recipient.

A new window appears that has an option that says "Make my pictures smaller." Make sure

this option is selected (and not "Keep the original size"). If you click the "Show more options" link at the bottom of the window, you also can select from small, medium or large. Then you click OK and Windows creates a new email message in Outlook Express with your image file as an attachment.

Although this tip works with Outlook Express, it may not do anything if you use another email client. If nothing happens when you choose Send To Mail Recipient, you may have a different email program set up as your default. Go into Internet Explorer and choose Tools / Internet Options. In the Programs tab, make sure that Outlook Express is selected next to e-mail and click Apply and then OK.

ZIP FILES IN WINDOWS XP

First it helps to understand what a zip file is. Basically, a zip file is a file that holds one or more compressed files inside it. Zip files are handy for moving files around, since one file is easier to deal with than many and because of the compression feature, the total size of the Zip file is smaller than the other files combined. So for years, many people have used Zip compression to email large files, or for distributing software products.

Two things make zipping somewhat confusing in Windows XP. First is that to access the files in a Zip, you don't necessarily need to unzip the files. You see the file list and the way you can tell it's a zip file is because it's got a "zipper" icon. The second problem is that Windows changed the terminology. Now it's called a compressed folder, not a zip file. (Maybe they did that because the icon looks more like a folder than a file?)

Anyway, in Windows, if you don't unzip (or extract) the files, you can often run into problems when you go to work with them. To avoid confusion, I tend to extract all the files so I don't have to worry about it. Extracting all the files in a compressed folder/zip file is easy. In Windows Explorer, right-click the little "zipper" folder icon and then click Extract All. Tell the Wizard where you want to put the files.

To zip (i.e. compress) files, you basically do the reverse. Highlight the files you want to zip, right-click, and choose Send To Compressed (zipped) Folder. Windows creates a zip folder with your files inside.

NORTON SECURITY.

Q. I recently renewed Norton Internet Security (NIS) upgrading to the current downloadable version. It took a while to install but everything seemed to work well for a few days. Then my computer slowed down considerably. A process named ccproxy.exe was occupying 80-90% processor (CPU) usage even when nothing was loaded.

I defragmented my hard drive, which brought the CPU usage down to about 20%. A couple of days later, the usage jumped to 100%. Frustrated, I uninstalled NIS and now the compute works beautifully.

My computer is a Pentium 4, 3.0GHz with 512 MB of RAM.

A. Your computer specifications are more than enough to run Norton Internet Security. When it starts, NIS loads several processes into Windows. These include the antivirus module, parental controls, auto-protect, firewall, antispy and a settings manager. All the modules put together should use well under 50MB of RAM.

However, ccproxy.exe, which is part of Norton Security's Parental Control feature, can increase its usage to 100MB of RAM (or more, if you have multiple users on your computer) and, as a result, uses a lot of processor power.

If you turn off Parental Control, ccproxy.exe won't load, which should help free up system resources and prevent the kind of slowdown you describe.

If you need standalone parental control software, try your ISP – it is obligated to provide software at or near cost.

GETTING TO THE DESKTOP WHEN YOU ARE WORKING IN A PROGRAM

(very handy if you want to open another program and use its contents)

In Windows XP

Hold the Window key and press D and up will pop the Desktop, you will see the program you have been working with just sitting patiently on the Task bar. You may also have an icon 'Show Desktop' sitting happily on the Quick Launch bar that is the one beside Start.

8TH ASCCA CONFERENCE

Five HSCC members attended this year's ASCCA conference on the 5th and 6th of September, and John Shortland represented the Club as a guest speaker on the topic "Setting up a genealogy interest group for your computer club".

The conference presented an excellent range of keynote addresses, demonstrations and presentations by members from various clubs.

In her opening address, ASCCA President, Nan Bosler, highlighted some findings from research on seniors' learning preferences:

- Tutors of similar age to them,
- Learn specific things rather than broad courses,
- Learn at own pace, and
- Something to take home for practice.

Keynote speakers included Paul Wallbank from *PC Rescue* and ABC Radio, who presented "Exploding the age myth. Computers are not just for teenagers", and James Kavanagh from Microsoft, who gave "A preview of Microsoft Windows Vista", the all-new Microsoft operating system due out shortly.

Demonstrations included "Skype", for cheap computer-to-computer and computer-to-phone phone calls, and "Photo Story 3", an excellent slideshow program available free from Microsoft.

Presentations at the afternoon sessions included "Shopping online at eBay", "Club Websites", "Choosing and Using a Digital Camera", "Vinyl Record to Digital CD", "Digital Scrapbooking" and Genealogy.

The two days were very informative and offered an opportunity to discover how other Seniors Computer Clubs operate.

Thanks Geoff

The doctor gave a man six months to live. The man couldn't pay his bill, so the doctor gave him another six months.

The Doctor called Mrs. Cohen saying, "Mrs. Cohen, your cheque came back." Mrs. Cohen answered, "So did my arthritis!"

Doctor: "You'll live to be 60!" Patient: "I AM 60!" Doctor: "See! What did I tell you?"

