

# HURSTVILLE SENIORS COMPUTER CLUB

www.hurstvillescc.org.au

"keeping up with our grandchildren"

## NEWS LETTER

October 2006

Member of ASCCA.

Australian Seniors  
Computer Clubs  
Association



**Jennifer Riedel** of the St George Bank gave us a most interesting talk and Powerpoint presentation on Internet Banking and truly kept us glued to our seats for a very relevant and important aspect of using the Internet

especially as it relates to Seniors, and threw in some vitally important aspects of internet security which should protect us from the many Internet Nasties

Probably the most important piece of advice is: *Never give your bank account number or other personal details to unauthorised people anywhere and especially on the Internet.*

We encourage anyone with knowledge or experience of any scams to use the "report a scam" feature on the Scamwatch website or you can call 1300 795 995. The only way to kill scams is to recognise and avoid them.



Our Ten minute Speaker for this month is **Mary Blount**.

Last Month **Harry Vesely** related some most interesting aspects of his life before computers.

We must say that our Ten Minute Speakers have become another highlight of our Monthly Meetings and maybe you should put up your hand to tell us YOUR story.

### ADD MUSIC TO YOUR E MAILS

If you use Outlook Express, you can add background music to your e-mails with ease.

Go ahead and create a new e-mail like you normally would and then go to the Format menu.

Next, choose Background and then Sound. A new box will pop up and you can either type in the name of the file or you can browse for it. Just hit the Browse button to navigate to where you have the file

When you find it, select it and then you can choose if you want the song played continuously or if you just want it played a certain number of times.

Just choose the correct number for your preferences.

When you've made all your decisions, hit OK and then send the e-mail off to your friends and family (or whoever you're sending it to).

They will be happily surprised when they open the e-mail and hear music!

Joyce

### WHAT IS THE STATE GOVERNMENT DOING FOR SENIORS?

Government regulations, red tape and decisions surround us every day. Even though policies of governments at all levels significantly affect our lives, are you aware of what these policies are, and what they might offer you? Many of us don't recognise the names or the faces of the Ministers that direct policy and make important decisions.

Visiting the Department of Ageing, Disability and Home Care is a useful source that you can use to ensure that you are informed on issues that

affect you. The Department provides support and services to more than 1 million older people and their carers in NSW, as well as administering legislation and working with non-government service providers. In 2004-5, the Department, headed by John Della Bosca had a total budget of \$1.4 billion.

As an example of the Department's activities that may impact you, the Department is currently seeking to expand the number of small businesses that are in partnership with the NSW

Seniors card program. The Australian Bureau of statistics has projected that over the next six years, population increases will be most significant among people aged 55-70. This growing market is becoming increasingly appealing to small businesses.

To ensure that you are informed and updated on more State Government policies and programs, visit

[www.dadhc.gov.au](http://www.dadhc.gov.au)

Thanks Owen Hodge Lawyers

**NEXT MEETING 1.30pm Wednesday 25<sup>th</sup> October**

**OUR OCTOBER GUEST SPEAKER** Will be the acclaimed IT Journalist Alex Zaharov-Reutt who has been a popular speaker on Technology, news and tips on ABC Radio, as well as speaker at numerous seminars.

His Subject will be: INNOVATIONS. His website [www.freeaccess.com.au](http://www.freeaccess.com.au) is well worth visiting

"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. "Extract President's Address

We wish Pam a well deserved holiday and may she return rested and even more invigorated.

**WHY SPEND \$200 FOR MICROSOFT OFFICE** when you can get Open Office for FREE.

Copies of the software may be obtained from Open Office Website and many of the cover CDs found on Computer magazines.

OpenOffice.org is friendly. The software looks and feels OFFICE and is instantly usable by anyone who has used a Microsoft product

It's easy to change to OpenOffice.org - the software reads all major competitors' files. OpenOffice.org is supported by a global community of friendly volunteers, only too happy to provide assistance to newcomers and advanced users alike.

What's in OpenOffice.org?

**WRITER** is OpenOffice.org's Word Processor:

Use it for anything from writing a quick letter to producing an entire book with embedded illustrations, cross-references, tables of contents, indexes, bibliographies... Auto-complete, auto-format, and real-time spelling check make light work of the hardest task. Writer is powerful enough to tackle desktop publishing tasks such as creating multi-column newsletters, brochures – the only limit is your imagination.

It also has **CALC**, a powerful Spreadsheet, **IMPRESS**, a fast and powerful multimedia tool, **DRAW** which produces anything from diagrams animations, special effects and 2D illustrations

*Henry*

*Multipower Office Direct is now right in the heart of Hurstville, 22 Woodville Street. Pop in and say Hello to Katherine, Sunny and Jerry. They will provide you with second to none computer service and sales*

## THE GENEALOGY INTEREST GROUP

now has available to all our club members a CD entitled "Genealogy Research Papers for Seniors Computer Clubs" at a modest cost.

The CD is a compilation of information papers distributed to our group which commenced during August 2003 but is updated at the time of preparation during August this year.

*John Shortland*

## ARE E-MAIL ATTACHMENTS DANGEROUS?

The most common security threat is viruses hiding in email attachments. The best way to combat this threat is to:

Install antivirus software and make sure that you always scan attachments before opening them.

Never open an executable (.exe) file retrieved or received online unless you are expecting it from a trusted source.

It's also a good idea to delete any attachment from an unknown sender. Delete from "Deleted Folder" as well!

*If you use Outlook Express, you should turn off the mail preview feature. This feature automatically opens mail for you, and could also launch a hidden virus.*

*Frank*

Our Maintenance Team has undertaken to STANDARDISE all computers. We appeal to all students NOT TO CHANGE THE SETTINGS or install programmes on our computers. Our team is spending a lot of time to fix and maintain our computers.

Work with us !

## KEEP YOUR PHOTOS SAFE FROM DISASTER

When considering natural disasters such as hurricanes, floods, and fires, many plan to take their family photos with them. When the worst happens, this is often not possible. Now is the time to think about how to ensure the future safety of family photos.

One of the best ways is to store a second copy somewhere other than your home. With printed photos, this isn't always practical. Another disadvantage to prints is that they degrade over time. For the best protection, consider digitizing your photos.

Many have already switched to a digital camera. This is a good first step, but you also need to think about printed photos. Also, just having digital copies is not enough to ensure their safety.

Fortunately, by taking action now, you can prevent the loss of your photos to disaster.

**Step 1:** Consider switching to a digital camera.

Using a digital camera will save you the extra step of making digital copies of your photos.

If you're not comfortable using a digital camera, it's a good idea to start asking for digital copies when you have film developed. Most photo-processing centres do this, and give you the option of getting the photos on CD or DVD, or uploaded to the Internet.

**Step 2:** Digitize old photos and negatives.

Scanning photos makes it much easier to store a second copy elsewhere. Even if your old photos are damaged, further degradation can be prevented by digitizing them. You can do this yourself, or hire a service to do it.

For those who prefer to do their own scanning, most flatbed scanners work well for standard photo prints. For scanning negatives and slides, consider a film scanner or a flatbed scanner with transparency adapter. Scanners have become really inexpensive and very versatile.

The newer versions of [Adobe Photoshop](#) and [Photoshop Elements](#) simplify batch scanning, with tools that automatically separate and straighten multiple photos.

*Adapted by Henry from [Sue Chastain](#), In ABOUT.COM*

#### **F4: SO MANY USES**

There are several uses for the F4 function key on your keyboard. First of all, you can use it to close any open applications. Just make sure the program you want to close is selected, press **Alt+F4** and that window will automatically close. Now, if you're using one single application that has many different documents within it, press **Ctrl+F4** and just that one window will close instead of the whole program.

You can also use F4 to shut down your computer. Make sure all of your programs are closed and press **Alt+F4**. That will bring up the "Turn off computer" box and you can proceed with the normal shut down. Who knew one little key could have so many important functions computer. ?!

Pressing Alt + F4 is the same as Start, Turn off my computer

*Henry*

*While attending a Marriage Encounter Weekend, Bill and Mary listened to the instructor declare*

*"It is essential that husbands and wives know the things that are important to each other.*

*He addressed the men.*

*"Can you each name and describe your wife's favourite flower?"*

*Bill leaned over, touched Mary's arm gently and whispered, "Self raising, isn't it?"*

*Thus began Bill's life of celibacy*

#### **PHOTOSTORY 3 – a nice presentation format**

While attending a photographic exhibition at Hazlehurst Gallery recently I saw a screen presentation of digital images with captions, pan in pan out of shots and voice over and musical background.

Joyce happened to be there as well and we were both impressed

Subsequent to this Joyce went browsing and found PhotoStory 3, a freebie from Microsoft!

It is well worth a download and a play.

I have not spent much time with it yet but it looks like fun. The instructions per topic are good to print out and you can do some photo enhancing, cropping etc within PhotoStory3.

However, I consider it best practice to get your pics right in Photoshop or what ever else you use prior to building your presentation.

I am sure there will be tricks and traps in the music and voice over sections.

Give it a try, it's free, it just takes up more of your time!

*Ed*

#### **VIRUS WARNING**

There is a new virus. Its code name is "work." This virus wipes out your private life completely.

If you should come into contact with this "work" virus, leave immediately, take two friends and go to the nearest bar. Order three beers, or a vodka, or several shots, and, after repeating this 10 to 14 times, you will find that "work" has been completely deleted from your brain.

Forward this warning immediately to at least five friends. Should you realize that you do not have five friends, this means that you are already infected by this virus and "work" already controls your whole life.

