HURSTVILLE SENIORS COMPUTER CLUB

www.hurstvillescc.org.au

"keeping up with our grandchildren"

NEWSLETTER

July 2007

Member of ASCCA.

Australian Seniors
Computer Clubs
Association

Our June guest speakers Kathy Puethe (with President Pamela) and our own Geoff Smith

GEOFF SMITH, an experienced Meteorologist, gave his "Ten Minute Talk" on WEATHER AND FORECASTING", which was worth much more than the allocated time, and gave our members a quick lesson on, and an insight into, the intricacies of the weather. Given the vagaries of the weather of late, it was relevant, apt, timely AND fascinating

Interesting Website: **http://www.bom.gov.au/**

Ms Kathy Puethe of the NEW SOUTH WALES PUBLIC TRUSTEES ORGANIZATION addressed the meeting on a fundamental issue for all and especially seniors, that is all the issues involving estates and wills. Judging from the large number of audience questions it is a matter of vital interest to all.

http://www.pt.nsw.gov.au/
243a Forest Road,
Hurstville 2220
Ph: (02) 9579 6477
Email: pthurstville@pt.nsw.gov.au

CLUB MEETING: JULY

Our July Short Talk Speaker will be **Maurice Moroney** who will tell all about **"Life Before Computers"**

Our Guest Speaker in July will be **PETER CAI** of **TELSTRA** who promises a FUN session covering The Internet, recent innovations in Telephony, the effective use of the Mobile Phone and Blogging which is all the GO lately

CLUB NEWS

We hope that our members had a well deserved short break and have returned to our computer lessons with renewed vigour and energy. We sincerely hope that members who are not so well are managing their ongoing problems. For those who are recovering we also wish you well.

Warning, a Final Reminder: If you do not pay your $15.00 annual membership soon, you will be unfinancial and will need to pay the joining fee of $20.00

The Election for Committee members will be held at the Annual General Meeting in August. Nomination Forms must be lodged with the Secretary by the July meeting

Just as a matter of interest I wonder how many members and friends visit our website on a regular basis. Web statistics show that in this quarter more than 550 visitors checked out our website and a few from other parts of the world. In 2006 we received 1300 visitors to our website. This brings me to the point that our website is an excellent source of all sorts of news, some great hints, help pages and past copies of Newsletters. All this is maintained by our Web Design Group led by Webmaster FRED SCOTT
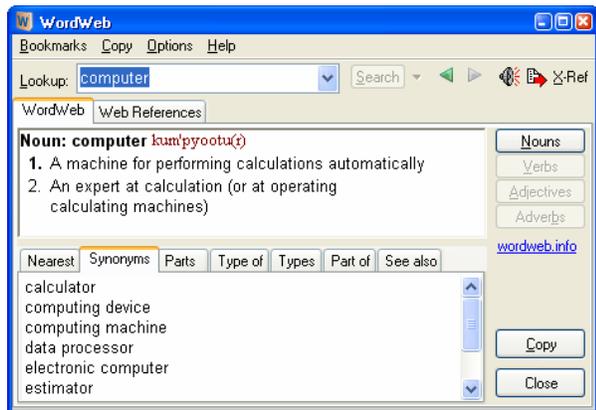
Is it not time that you had a look at our website and used the facilities too?

WORDWEB 5

Do you ever need to consult a dictionary or thesaurus to check the spelling, meaning, pronunciation or synonym of a word?

The free edition of WordWeb 5, available as a 7.5 megabyte file from *www.wordweb.info*, is a very useful and convenient desktop dictionary program containing 150,000 root words and 120,000 synonym sets.

Our Next meeting will be Wednesday 25th July at 1.30pm

WordWeb integrates with most programs, allowing you to directly check the meaning of words within a document.

For $39 you can purchase WordWeb Pro 5, which has many extra features, including 6,000 more definitions, a crossword solver and anagram finder.

Both the WordWeb 5 free and Pro editions are designed to work with operating systems from Windows 98 to Vista.

LOST IN THE DARNDEST PLACES:

An elderly lady called 000 on her mobile phone to report that her car has been broken into. She is hysterical as she explains the situation to the dispatcher: "They've stolen the stereo, the steering wheel, the brake pedal and even the accelerator!" she cried. The dispatcher said, "Stay calm. An officer is on the way." A few minutes later, the officer radios in. "Disregard." He says. "She got in the back-seat by mistake."

BEST BYTES   by NAN BOSLER
 (**www.seniorcomputing.org**)

KEEP CHECK ON ADDRESSES

EVERY time you reply to an email you can automatically record that address in your address book.

This is great if you only send emails to a few people. But if you send a lot, you could end up with a giant list of addresses and no clue who they all are. So, how do you stop this?

In Outlook Express, go to tools/options and click the "send" tab. Uncheck the box marked "automatically put people I reply to in my address book".

You can now have an address book filled only with people you actually plan to e-mail, rather than a mystery list of addresses.

If you do get an e-mail from a new contact you can right click their email and choose "add sender to address book".

Have you wondered how to add an attachment to an email in Outlook Express or Microsoft Outlook?

Compose a new email by clicking on the new or create icon.

Write your email then click on the icon that looks like a small paperclip.

The dialogue box that appears allows you to choose a folder in the 'look in' window. Browse that folder and double click on the file you want to attach.

If successfully attached you should see an icon of the attachment in your email.

You can download additional clip art from Microsoft, but you can also download templates for all sorts of things, such as flyers and family newsletters.

There are already templates available - have a look at MS Word. Click on file menu and choose new.

From the resulting window on the right hand side choose 'on my computer'. A window appears with several choices.

Double click on the template you want and it will open up ready to use.

If you can't find anything you want, visit the web address below and have a look at the many categories you can choose from: **http://officeupdate.microsoft.com/templategallery**

I love English

Can you read these right the first time?

*The bandage was **wound** around the **wound.***

*The farm was used to **produce** **produce**.*

*The rubbish tip was so full that it had to **refuse** more **refuse**.*

*We must **polish** the **Polish** furniture.*

*He could **lead** if he would get the **lead** out.*

TAP IN TO KEYBOARD SKILLS

Most of us don't use the Num Lock key. The Num Lock key is at the top of the numeric keypad on your keyboard.

If you hold that key down for five seconds you can turn on Accessibility Options that will cause your computer to beep whenever you accidentally hit the Caps Lock key, Scroll Lock key, or the Num Lock key.

When you hold it down for five seconds, a light will come on indicating the Num Lock key is depressed. A dialogue window will appear and tell you that you've turned on your Accessibility

Options and give you the option to click OK if you want to keep the Option on.

This works with Windows XP Home or Professional.

If you turn your keyboard over you should see two clips on either side of the keyboard.

If you pull those clips out and then set your keyboard back down, you will notice that it gains a little bit of height, usually towards the back. Try it - you'll find it more comfortable to use.

We are all becoming more e-security aware and look for the closed padlock on sites that are supposed to be safe.

The closed lock icon signifies the website uses encryption to help protect any sensitive, personal information you enter, such as your credit card number or payment details.

Did you know you can check the security certificate before you enter personal or financial information by double clicking the lock icon to display the security certificate for the site?

The name following Issued To should match the name of the site.

If the name differs, you may be on a fake site, also called **a "spoofed" site.** If you're not sure whether a certificate is legitimate, don't enter any personal information. Play it safe and leave.

THUMB DRIVES

You may recall that in an earlier issue of the newsletter we included a lengthy contribution about the merits of thumb (flash) drives. Here's some additional and interesting information

USB flash drives are incredible devices, you must agree.

On that one little stick, you can hold as much information as a full-fledged hard drive could hold less than five years ago! Now, everything is portable and it's so convenient. But, are you using it to its full capacity? Or as easily as it could be?

By using a small (and free!) utility from Microsoft, you can vastly expand the flexibility of your little USB drive. This program is called **Flash Drive Manager**. And it can be found on the Microsoft website

To get your copy of Flash Drive Manager visit **http://www.microsoft.com/downloads** and download it to your computer.

You may have wondered how long a flash drive really can last. Allow me to give you the basics.

Flash drives can only handle so many write, erase and rewrite cycles. (That is, when you save something to your flash drive, you erase it and then save something else). They are strongly built, but just like any other product, they can start to wear out with time. So, how many cycles can your flash drive take? Typically, a flash drive can support several hundred thousand rewrites. The process will start to slow down once your device starts to age, but all in all, it will probably last for quite some time.

However, all of that does depend on a few factors. For example, how often you do rewrites, the size of the data you save, how much you use your flash drive for anything else, the speed of your computer, etc. While some things will determine how many cycles you will get out of a flash drive, you have to keep in mind that either way, you will be getting your money's worth. Even 100,000 rewrites would be doing that, let alone several of them. Take it as you will!

LET XP RESIZE PICTURES FOR YOUR EMAIL

I have been asked this one so frequently in class so here it is!!

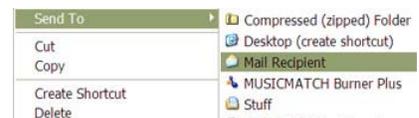I use the "Send To" options frequently (see below).

One of the Send To options listed is "Mail Recipient" which allows you to send a document or picture to someone via email (using Outlook Express).

If you choose this option for a picture you will be given the option to "Make all my pictures smaller". This is a great feature, saving you the time of resizing it in your imaging software.

Now, let's look at this a bit slower...

Find a picture that you want to email and right click.

Choose "Send to" and select "Mail Recipient"

A window will pop up with the option "Make my pictures smaller"

Click OK. You should see an email with the picture as an attachment.

Now, with smaller files, under 50k, you won't see much change, but with large files you will. I had a 370k picture and it was reduced to less than 50k!

This certainly makes pictures easier to email

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.hurstvillescc.org.au
E-Mail – Clubroom	clubroom1@swiftdsl.com.au
E-Mail - Annexe	senior9@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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PATRON	**Mervyn Lynch OAM**
PRESIDENT	**Pamela Samuels**
VICE-PRESIDENT	**Frank Grosz**
SECRETARY	**Marie Thompson**
TREASURER	**Geoff Turton**

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	**Ted Crichton**
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@bigpond.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 August
Have a great day!!!

Dawn	Addison	1-Aug
Marion	Wilson	1-Aug
Maria	Gonzalez	2-Aug
Jenny	Webster	2-Aug
Elsie	Elliott	3-Aug
Geoffrey	Smith	4-Aug
Don	Zerafa	5-Aug
Verna	Chandler	6-Aug
Pat	Ryan	6-Aug
Sheila	Bithell	7-Aug
Anthony	Kay	7-Aug
Lionel	White	8-Aug
Nola	Suba	9-Aug
Maxine	Gray	10-Aug
Kathie	Neason	10-Aug
Vivienne	Rice	10-Aug
Gloria	Chiu	13-Aug
Neville	Donnet	16-Aug
Shirley	Ellis	19-Aug
Peter	Gravina	19-Aug
Bernadette	Abbott	20-Aug
Shirley	Cornish	22-Aug
Mila	Vaughan	23-Aug
Edward	McCann	25-Aug
Margaret	Sydenham	26-Aug
Ray	Sarchfield	27-Aug
Carmel	Bollard	28-Aug
Joan	O'Donovan	28-Aug
Nilma	Kennedy	29-Aug
Ellen	Carlisle	31-Aug
Challis	Newboult	31-Aug

Age is a case of mind over matter.

If you don't mind, it doesn't matter.