HURSTVILLE SENIORS COMPUTER CLUB

www.hurstvillescc.org.au

"keeping up with our grandchildren"

NEWSLETTER

March 2008

Member of ASCCA.

Australian Seniors
Computer Clubs
Association

GUEST SPEAKERS

Our Guest Speaker for this month will be BILL McCULLY. Bill will talk on the self help series of multi media CD's entitled "Take The Teacher Home", which come highly recommended. The series makes learning fun, fast and permanent.

Our **Ten Minute Speaker** for this meeting will be JENNY WEBSTER who will talk on "Life Before Computers"

We are always on the lookout for Members who may deliver the Ten Minute Session on either computer matters or interesting life story issues. Please contact Henri or Graeme.

LAST MONTH Ms Kim Buhagier described the facilities at the Pole Depot in Peakhurst specifically for Seniors. The Pole Depot also provides a large variety of help and assistance to numerous social and community groups in the immediate area.

You are advised to visit the Depot and view for yourself the excellent services provided by the Pole Depot. Thank you, Kim, for a very informative talk.

Last month we were also treated to a fascinating talk by Henri Joubert on the capabilities of **Picasa**, a free program from Google for organising the photographs on your computer. Picasa supports all the common photo and movie formats, and will import photos from your digital camera.

Once Picasa is installed it instantly goes to work sorting all the pictures on your hard drive into "Albums". You can create your own albums to group your photos, for example - holiday in Queensland, Jack's birthday party, baby's christening, and so on. The photos can be labelled with descriptions and comments, so you end up with a well organized photo album on your computer which is easy to browse or search.

But there's more. Picasa can be used for some simple editing tasks like cropping, enhancing and red-eye reduction, which would account for most users' needs. (In fairness it should be pointed out that it is not in the same league as programs like PhotoShop or PaintShop Pro) It can also be used to create a slide show of selected photos which can be burned to a CD.

Picasa has very good printing facilities with the ability to print multiple photos on the one page, with an excellent help page if you experience problems. But an outstanding feature is the ability to easily place photos on the internet so that friends and relatives can view or download them.

Picasa2 can be found at

http://picasa.google.com

NOTE: An earlier version of Picasa will be needed for Windows ME, 98SE or older.

LOOK OUT FOR OUR TENTH ANNIVERSARY CELEBRATIONS IN APRIL SEE BACK PAGE

LIVE LIFE… SENIORS WEEK

Hurstville City Council will host its annual Seniors Week celebration which showcases the diverse and entertaining activities for Seniors in the area.

"Seniors Week is our way of saying Thank You for the valuable contribution of our large population of Seniors, regardless of cultural background."

A variety of activities will be presented ranging from free demonstrations, Fun on the Internet, Legal Talks from Owen Hodge, Lawyers, Open Days at the Hurstville Senior Centre (refer to the widely distributed booklet), bush walks and church services and visits to the "Regional Museum" 30th March to 7th April.

General Meeting - 1.30pm Wednesday 26th March

EMAIL ETIQUETTE: FORWARDING EMAILS

Forwarding emails is a great way of sharing ideas, jokes and just general news and gossip. Good ideas will hopefully be shared a lot.

The bane of my life is receiving emails containing literally scores of strange and unsolicited email addresses. If you are at the end of such a sharing chain, you'll quickly see why cleaning up emails before forwarding them is essential. Messages that have been forwarded multiple times often contain '>' and other quotation characters in all the wrong places, lines are broken in even worse places, and email addresses of people you don't want to know are everywhere.

The message looks horrible, and often the actual content is buried and hard to find among all the email addresses. In addition, the email addresses are shared with third parties without consent. I wouldn't want my address given to "I don't know who?" just because somebody forwarded me something that was also sent to 150 other people.

That's why you should always remove all email addresses.

Cleaning up such a mess can sometimes be cumbersome, but keeping a forwarded email clean is easy.

First, MAKE SURE YOU'RE SHARING THE EMAIL, NOT THE ADDRESSES. If you forward a message that already contains many addresses, just highlight the addresses and hit *Del*.

Then, clean up the message itself if it contains unnecessary '>' characters or messed up line breaks. **Email cleanup utilities** can do this task for you automatically.

Place any comments you have after or (preferably) before the forwarded message, but clearly separate forwarded text and comments.

Use your search engine to find "email etiquette" or "Netiquette" for more details.

WHAT IS A SCREEN SHOT?

What software do I need to take a picture of my computer screen?

I am asked this question regularly in our Thursday Classes. This is a brief and hopefully not too confusing explanation of "screen shot" and "Print Screen".

A "screen shot" is the phrase used to describe the action of capturing your computer desktop or anything shown on your computer screen to a static image file. In other words, it is a way of taking a snapshot, or picture, of your computer screen. Some people also call it a screen grab.

Screen shots can be very helpful when you need to demonstrate something that would be difficult to explain in words. They can be used in a multitude of ways.

Screen shots are also useful to save snippets of anything you have on your screen, particularly when it can not be easily printed. I use screen shots all the time for things I want to reference later, but don't necessarily need a printed copy.

You do not need special software to take a picture of your screen because screen shot functionality is built into all current operating systems.

Have you ever pressed the PrtScn (print screen) key on your Windows keyboard and wondered why it was there since it never seemed to do anything? Well, it does do something! It copies an image of your screen onto the "clipboard", ready to paste into any graphics program *(or directly into Word)*. These steps show you how to use it along with Windows' standard image editor, Microsoft Paint, to save an image of your screen.

Here's How:

• Press the Print Screen key on your keyboard. It may be labelled (PrtScn).
• Open an image editing program, such as Microsoft Paint.
• Go to the Edit menu and choose Paste.
• If prompted to enlarge the image, choose Yes.
  Optional: Use your image editor's **crop tool** to crop out unnecessary portions of the screen shot.
  (If you are working in Word use the crop tool in the Picture tool bar. (View - Toolbars - Picture)
• Go to the File Menu and choose Save As.
• Navigate to the folder where you want to save the image.
• Type a file name for the image.
• Select a file type.
• Click the Save button.

Tip: Hold the Alt key down while pressing Print Screen to capture only the active window.

The Windows "**clipboard**" is a term used to describe the temporary storage space in memory where an item is placed when you copy or cut. When you paste, the item is transferred to the program you're working in. If you copy something else, the old item is replaced with the new one. You can't navigate to or manipulate the clipboard directly; it's only used for copy and paste operations.

If you have Windows Vista, you can capture screen shots much more easily using the **Snipping Tool** included with Vista.

 (*If using Word, to move the picture/image about the page, right click on Image - left click on Format Picture - Layout - Square - OK*)

Variously adapted from About.com and Worldstart…Henri

SUBWAY MAPS

On this Web site, you can find subway maps from all over the world! To get started, all you need to do is choose where in the world you'd like a map from. Your options to start with are: Europe, America, Australia, Africa, Asia and the Middle East. Each one has its own drop down box, so you can choose the city's subway you want a map for. Cool, huh?!

The most surprising thing to me on this site was that the maps are all so different. It's amazing how each place translates the same kind of information into a picture and a map key.

If you would like to print out the map, you need to either click on the Acrobat or Word button near the top left corner of the map. In the top right corner, you may see a camera button or a book button.

Camera - This button will show you an image of your chosen location.

Book - This button will give you information about the city you're viewing.

You will also sometimes see a magnifying glass. That button will zoom in on the map, which will open in another window.

This is a great way to plan your visits to cities around the world. Plus, it's just pretty darn neat. Enjoy!

www.amadeus.net/home/new/subwaymaps/en/index.htm

WEB DESIGN CLASSES

There was a good rollup at the first Beginner's Class last month. If you missed the first class but would still like to join in then come to the next one and you will easily catch up.

These classes are held in the Annexe on the first Wednesday of each month at 12:45pm prior to the basic class, and will continue for the rest of the year.

As stated last month, this is an ideal way to "stick your toe in the water without getting wet".

An important note to all attendees - always bring a "memory stick" (or flash drive) with you.

If you have any questions please contact Fred Scott by email at

mail@fredscott.net

or by phone at 9597 3243.

FLASH DRIVES

By now you probably have a number of the handy and versatile Flash drives. They are as "cheap as chips" and will soon be given away in your corn flakes box. Should you defrag them?

The simple answer to this question is: **you should never defrag a flash drive**. Does that surprise some of you? Well, let me explain! Let's first talk a little about hard drives. The files you have stored on your hard drive are usually saved in several little pieces, often in groups of 512 bytes. Now, those chunks of data are often never placed next to each other or even remotely close to each other. Therefore, your files are generally spread out all over your hard drive, which is why defragging is so important.

The whole defrag process is done through a read/write head that rearranges your files and places them back together for you. That way, when you need to access a certain file, everything is put back together and your computer doesn't have to work as hard to find what you're looking for. Defragging simply helps speed up your system when you need to open a certain file. That's why it's so vital that you defrag on a regular basis (at least once a month or so).

On the other hand, flash drives do not have a read/write head, so if you were to defrag one, you wouldn't get any extra performance benefits from it whatsoever. Basically, without a read/write head, flash drives don't have to work any harder to find your files. Your files can be laid out in any order and your flash drive will still be just as fast when finding them for you. Still not convinced? Read on!

Another reason why you should never defrag a flash drive is because flash memory wears out over time. Basically, the more you write (saving files, etc.) to your flash drive, the shorter its lifespan will be. Since defragging is a huge write process, every time you do it, you're adding thousands of extra writes to your device that just aren't necessary. So, if you've been continuously defragging your flash drives, you should stop. If you want your flash drive to last you a long while, simply don't defrag. You won't get any benefit from it and you'll just end up with a broken down flash drive for no good reason at all. Go and defrag your hard drive instead!

Slightly adapted from a web site..........Henri

Change of Address, email or postal
Please inform Geoff and/or Marie ASAP

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 March**

Have a great day!!!

Andre	Barannikow	3-Apr
Mike	Kefford	5-Apr
Dorothy	Durney	7-Apr
Marjorie	Grounds	7-Apr
Joy	Hampson	8-Apr
Josie	Reitano	11-Apr
Shirley	Roberts	11-Apr
Aquiles	Rosario	11-Apr
Marie	Thompson	11-Apr
Theo	Dandoulakis	15-Apr
Mavis	Fitzgibbon	16-Apr
Mary	Daly	19-Apr
Beryl	Fraser	21-Apr
Walter	Mirkin	21-Apr
Gordon	Rider	21-Apr
John	Kelly	22-Apr
John	Roberts	23-Apr
Ron	Drinkwater	27-Apr
Les	Gersback	29-Apr
Norma	Holt	29-Apr
Barbara	Solomon	30-Apr
Reginald	White	30-Apr

Make a note of next month's meeting on 30th April in the Seniors Centre, Queens Rd at 1.30pm as it will be a special occasion to mark our Tenth Anniversary.

We will have several invited guests and there will be door prizes and a special afternoon tea.