

HURSTVILLE SENIORS COMPUTER CLUB

www.hurstvillesc.org.au

“keeping up with our grandchildren”

NEWSLETTER

September 2008

Member of ASCCA.

Australian Seniors
Computer Clubs
Association



PRESIDENT'S REPORT FOR ANNUAL GENERAL MEETING WEDNESDAY 27 AUGUST 2008.



We are now entering our eleventh year and it is my pleasure to present to you the Annual Report.

Ten years down the track our club is still growing and developing, largely due to the foresight of our founding father, George Thompson and the initial team of eager and willing volunteers, many of whom are still active members of the club today.

Our tenth Anniversary Meeting was held on the 30th April 2008 with 137 members attending to celebrate the milestone. Special guests were invited including the Mayor, our Patron, Representatives from the Hurstville City Council, Representatives from Hurstville City Library and Owen Hodge, Lawyers.

This celebration was enjoyed by all. We were indeed honoured by the Mayor, Vince Badalati who answered questions on civic matters.

George Thompson has now published the History of the club titled "[a_decade@hsc](mailto:a_decade@hsc.org.au)" in book and CD format.

It is most important that we say thank you to Hurstville City Council for all their help over the years, and also Owen Hodge for their help with the printing of our newsletter.



In September 2007 **Ted Crichton** was successful in obtaining a grant from the Department of Families – Community Services and Indigenous Affairs for an amount of

\$2,700.00 which was used for the purchase of two new computers with Vista operating systems, which were delivered in November 2007.

We were also successful in obtaining 13 copies of Microsoft Word 2007 and 8 copies of Expression Web software from Donortec under the Microsoft Unlimited Potential Program. We paid a nominal amount for this software which is valued at over \$10,000.00.

Our club participated in the Seniors Open Day at the Seniors Centre during Hurstville Seniors Week. Members were on hand to answer questions and a selection of our entries in the ASCCA Digital Camera Competition was on display.

Our digital camera group will also be taking part in the Digital Art Exhibition by seniors at the Festival of Community Arts in October which will be held at the St. George Regional Museum. Our display will be part of the opening of the month long display with the Mayor, Vince Badalati and other dignitaries being there for the opening.

We attended the members meeting for ASCCA in February and four of our members will be representing the club at the Annual ASCCA Conference. The annual digital competition is on again and results will be known in November. Our digital imaging group has held the title of the most outstanding club over the past three years and has enjoyed much success with wins and places in many categories.

Many interesting speakers have been invited to address our meetings as well as our popular ten minute speakers. The latter have, in a very short time, developed into an integral and interesting part of our monthly meetings. Maybe you might like to be the next person to tell us about "Life Before Computers. Thank you Henri for your selection.



We would like to take this opportunity to thank **Fred Scott** and his team for the development and maintenance of our exceptional web site and to Ian Chesterfield and the team who assist in getting the newsletter out

on time. Thanks to all involved.

Many thanks to our Technical Teams at both the Annexe and Queens for the excellent job they do in keeping our computers up to date and running smoothly. This job is indeed very time consuming. We are fortunate to have such dedicated teams.

Our special interest groups are going extremely well and if you are interested in joining one of these Groups you will find details on the back of the newsletter. Thanks to the group leaders and their assistants.

The committee is very sorry to be losing a very valued, long standing member, Graeme Gavin. Graeme has resigned as Public Officer but he will be staying on as a tutor on Mondays and doing the Technical at the Annexe on Monday afternoons. Graeme has held positions as treasurer, public officer, tutor, technical and also auditor. Thanks Graeme for all your hard work over the past ten years.

In closing, I would like to thank the members of our management committee, our Vice President, Secretary, Treasurer, Public Officer, Committee Members and Training Coordinator who meet monthly to give the club direction. Special thanks to our hardworking tutors who give hours of their time to assist you and to pass on their knowledge and experience, and not forgetting those who work behind the scenes, putting out and putting away the chairs, the attendance book, the afternoon teas, folding and mailing the newsletter, the library, setting up the projector, and I could go on.

A big thank you to all who have supported me throughout the year and looking forward to another successful year.

Pamela Samuels (President)



Jim Nichol森



John Shortland

**SUTHERLAND SHIRE NATIONAL
EXHIBITION OF PHOTOGRAPHY.**

Hazelhurst Gallery

corner Kingsway and Talara Road

20th to 28th September – 9.00am to 5.00pm

Over 200 colour and monochrome Prints on display

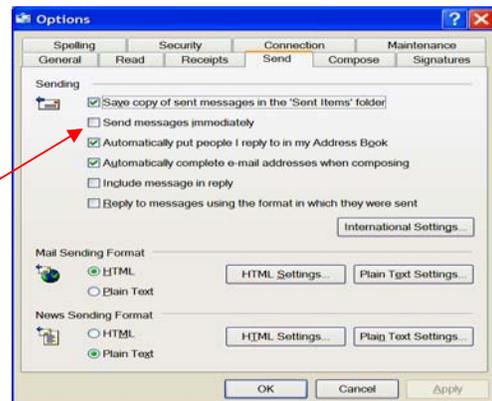
E-MAIL ETIQUETTE

Just like in old fashioned letter writing, or for that matter in any form of communication, there is a certain custom/protocol one adheres to. You start with the salutation, followed by the contents and finishing up with the signature.

When all this is done, only then do you put your epistle in an envelope with an address.

Similar rules apply to E-Mails. I have a golden rule, which I always follow. It goes like this using Outlook Express:

1. Create new mail. Use the icon, or Ctrl+N.
2. Type in subject, then **SAVE** (Ctrl+S). OE will save this to the "DRAFTS FOLDER" Very important!! You'll never lose your partly finished masterpiece this way.
3. Save as you go! Every couple of lines **SAVE, SAVE and SAVE!**
4. You can finish with a preset signature if you have one.
5. Add attachments or make any modifications you'd like to.
6. Do a spellcheck (Function key F7)
7. When all's done insert the recipient's E-Mail address. Make sure you do this last.



It is a very good idea to set up OE not to send messages immediately! In OE go to "TOOLS" → "OPTIONS" → "SEND" untick "Send messages immediately". APPLY then OK.

Your message is now sitting in the "OUTBOX" ready for you to send at your leisure. No more accidentally losing half finished E-Mails. No more prematurely sent incomplete messages.

Do make sure to use "BCC" when there are multiple recipients. It's not very nice to broadcast your friends E-mail addresses nilly willy. You have no "BCC" in Outlook Express? Certainly not in the Create screen!

I'll show how to find it in the next instalment.

The Surfer

GONE PHISHING

We have covered some aspects of this matter before. However Phishing scams have become more prominent of late **SO BE AWARE**. Most of this is simply commonsense but worth repeating.

HOW TO AVOID A PHISHING SCAM

There are some simple rules that you can follow which will help you stay protected from phishing:

Never respond to an email that asks for personal or financial information, even if it appears to be from your bank.

Always call your bank by phone or visit them in person if you wish to update your financial and personal details. Never send this information electronically.

Regularly check your computer for viruses and spyware to ensure that your system is not being scanned for personal details without your knowing. The SPYBOT and AD-AWARE utilities are very useful and are FREE.

Determine who you need to contact in an emergency if you feel you have become a victim of phishing. Reports may need to be filed and accounts temporarily closed.

Keep close check of your financial statements to see whether there are any unexplained transactions.

Understand your rights in relation to online fraud.

It is worthwhile having a good look at the Australian website www.netalert.gov.au

Thanks Henry

DIGs ON DISPLAY

We have been asked by Hurstville City Council to display our work during their Arts Festival in October. We will display all our 2007 ASCCA winners, a photographic collage of Hurstville and a step by step image restoration.

The "DIGs on Display" will be mounted in the St George Regional Museum next to the Civic Centre at 2.00pm on **Wednesday 1st October 2008**.

TAB THE SPACE

Here's a fun little quick tip for you! Do you often sign up for certain things online? You know, anything that requires you to choose a username and password or even fill in some of

your personal information (name, address, phone number, etc.?) Well, when you're filling out those forms, do you have to use your mouse to go through most of it? Don't you get tired of going back and forth between your keyboard and mouse? I know I do!

Well, today, I'm here to show you a trick that will change that forever. All you have to do is use the **Tab** key and the **Spacebar** on your keyboard.

When you're filling out a form that asks for your name, address, etc., you can use the Tab key to go from one line to the next. For example, if you're done filling in your name, hit the Tab key and your mouse cursor will automatically go down to the next line, which is probably where your address goes. You can do that throughout the whole form!

Now, do you ever come across something that requires you to checkmark some of those little boxes? For instance, when a form asks you if you're male or female or how about when you're changing the settings in your Web browser or E-mail program.

Whenever you have to check a box, just hit the Spacebar. If you want to uncheck a box, hit the Spacebar again. It's that easy! With the Tab and Spacebar keys, you can fly through any form you have to fill out or any settings you have to set.

Sounds good to me. Give it a shot!

From Steve Computer Tips newsletter

MONITOR HARD DISK ACTIVITY

Ever wondered why your hard drive is working when you're not running any programs? It's normal for windows to access the hard disk on occasions for background activities, but there may be more sinister reasons. If suspicious of activity Press Ctrl-Alt-Delete to open "Task Manager" then click the "Processes tab" – Click View – Select Columns – put a tick in the box for I/O writes and I/O reads and click OK – Click either of those two columns headings to sort the display in order of decreasing (input/output) activity. Check the columns for any suspicious activity; use Google if unable to identify the "image name."

Also, the Applications tab will show which programs are running, highlight then right click on one and select "Go to process" from the dropdown list, this will take you back to the Processes window with the details highlighted.

Thanks Vince Blayney

