

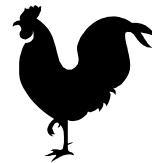
**COMPUTER PALS  
FOR SENIORS  
GALSTON AND DISTRICT INC.**

April 2005

**P O Box 43 Galston  
2159**

***THE PRESIDENT'S DESK***

Well 2005 or the Year of the Rooster, depending which calendar you use, has certainly got off to a flying start. I'm still recovering from the Christmas, New Year celebrations and looked at the calendar the other day, only to discover, Easter has all but arrived.



**New Work Shop format for bi-monthly meetings.**

The enthusiastic reaction of members to our plan to make as many of our bi-monthly meetings as possible, into more informal workshops, demonstrations and discussions based on home computing, has been very encouraging. I am sure these workshops will be of great benefit to all members as we expand our knowledge and interests involving the use of computers in our lives to-day.

As explained at our last meeting this change to our meeting format will be achieved by handling most of the day to day club business through regular committee meetings. The format for our A.G. M. ( normally held July) will be unchanged and from time to time, we may have the need for the more formal General Meetings.

**Last Meeting News!**

Members at our last meeting were very impressed with the demonstration of a software program called Microsoft Publisher. Rosemary demonstrated the creation of a greeting card (Fred's birthday). The card took almost no time to create and looked very professional. Rosemary also uses Microsoft Publisher to create our newsletter which I am sure all will agree is an excellent publication. There are many other projects which Publisher can help you complete such as calendars, brochures, letterheads, award certificates and cards for all sorts of occasions. We have Publisher on computers at Rowland Village and History Cottage.

**Why not speak to Rosemary about her latest project!**

**Yes! You may have heard it does involve the internet. Its another wonderful Achievement!!**

**Next Meeting:**

I plan to give a short **demonstration** on **digital cameras** and some simple tricks to achieve reasonable photos. **Not the technical stuff!!**

If any member is thinking of buying a digital camera and finds all the jargon and advertising a bit confusing I am always happy to give you a little guidance. The best thing about my advice is it is based on my own experience, I don't sell cameras, so I have nothing to gain from mentioning a particular brand, model or feature.

**Lindsay McIntyre**

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# FROM THE SECRETARY

## REMINDER

The Next Meeting of Computer Pals for Seniors,  
Galston & District Inc

**Will be at History Cottage**, 412 Galston Road, Galston

**Date: Friday 8th APRIL, 2005 at 10.30 am**

**Future Meetings this year**

**Workshop Demo and Discussion Friday 3 June 2005**

**AGM followed by General Meeting Friday 22 July 2005**

It was a good meeting on the 4th February with some new members and visitors present. Our meetings are taking on a new format with the Committee Members meeting beforehand, leaving our Members meeting more informal and more like a workshop. The Editor demonstrated how to make a Birthday Card in Publisher and Next meeting Lindsay will give a demonstration on Digital Photography.. Thankyou Lindsay for setting up the three computers to work together.

In the last News Letter there was a 'Win A Prize' Competition with questions about your News Letter. Dale Rodham won the Lucky Draw. Trish Piper sent her entry in too late, but thanks anyway Trish. I really appreciate the fact that the News Letter is being read.

Once again thankyou to all those who bought a plate of cakes or sandwiches and to Wilma for quietly washing up in the kitchen.

Since our last get together in December seven New Members have joined us and the Committee extend a warm welcome to - Sandra Hirsch, Knud Knudsen, Geraldine O'Keefe, Graham Piper, Shirley Elsgood, John Ewan and Dorothy Barnard. We hope you enjoy your time with us.

**Rosemary**



**Sign in a Restroom** TOILET OUT OF ORDER PLEASE USE THE FLOOR BELOW

**Excel Tip** To back up the previous version of a workbook each time you save, click 'save as' on the file menu, click 'General Options' under 'Tools' in the 'Save As' window and then click 'Always Create Back Up'

**General Tip** To show the full menu when you click on File, Edit, View etc.....Click 'Tools', Click 'Customise', Click 'Always Show Full Menus'.

**Word Tip** To select a line of text click in the margin opposite to the left of the text. Double click to select the paragraph.

**Question** Does a clean house indicate that there is a broken computer in it?

**Internet Tip** When using Internet Explorer and to enlarge the viewing window and remove the toolbar clutter, press F11. Another press of F11 brings it all back again.  
Alan Rains

## Letters to the Editor

**Q:** I was very interested reading the last edition of your “goals for the coming year”. One of them was “a goal to create greeting cards for the family birthdays or events on your computer”. What programme would you suggest using to do this? Is there a simple programme that you can record events or would you need to type out a list using a word processing programme?

**A:** I like Microsoft Publisher to make Greeting Cards. You can also make Calendars, where you could record events, as well as many other useful notices.

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**Q:** When you buy a **digital camera** there is already a memory card inside. If you take some photographs using that memory, and then install a memory card – does the memory card over-ride the current photographs? Do you have to download the current photographs before you install the memory card?

**A:** Most new cameras come with a 16MegaByte picture card. For almost all users this is too small, since photos of adequate quality take up about 1MegaByte each. Hence they opt to buy a larger card - 64MB, 128MB, 256MB etc. Removing a memory card from the camera does NOT DELETE the photos stored on it! Putting a card back into a camera makes the photos stored on the card available again for review or download to a computer. Removing photos from a card is a deliberate action like "deletion" or "formatting", these actions being available from the cameras menu system.

Our President Lindsay McIntyre is very clever with Digital Photography so I suggest that you contact him by email for more detail.

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**Q:** My friend has a really good screen saver. It shows all the photographs that she has put on her “My Pictures” folder. How did she do this?

**A:** This is a setting in "**Display Properties**". Follow these steps to set “My Pictures” as your source for screensaver images:

Access your desktop by holding down the **Windows key + M** or minimise all tasks currently running. Right-Click on an empty part of the screen. Select **Properties**. A **Display Properties** dialogue appears. Select the **Screen Saver** tab. Click on the down arrow for the **Screen Saver** combo selector. Select **My Pictures Slideshow** and **OK**. That should be ready to go.

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**Q:** I have been very frustrated for quite some time now. I haven't been able to find emails that friends have sent to me, and they haven't been returned to them indicating the wrong email address. Then my son visited me and showed me where they all were. He had created a folder somewhere and there they were. Needless to say I didn't think that was a good idea, without telling me – but then these young people sit down at computers and click around, without explaining what they are doing. Would you have any idea what he did? He did tell me but didn't write it down and was too fast.

**A:** This problem can be caused by a range of different settings. A Filter or Rule or Additional . PST file could have been setup to redirect received mail to another location. Can you be more specific about where your son had set the mail to be delivered?

**Comment:** Thanks for that worm virus article you wrote in the last edition where you have to type in the name box AAAAAA. I think that's very helpful and I shall pass the information on to my friends and colleagues.

Celia

## Some Help with Computer Jargon

### **Bug**

Error, especially in a program, that has been missed in testing. The story goes that the original bug was an insect that got itself cremated inside an electrical circuit in an early computer, causing it to fail (and I don't suppose the insect enjoyed it much, either). It took them ages to figure out what was causing the problem, and when they eventually found the bug the story passed into legend.

### **Crash**

When a computer program or operating system stops working completely or almost completely it (or the computer) is said to have "crashed". When a computer crashes it usually needs to be re-booted before it can be used again.

When just one task (like say Excel) crashes you can most often use the windows Task Manager to remove the crashed task without shutting down the PC. Start the Task Manager by using the Ctrl-Alt-Del key combination. Select the Applications tab and use the End Task button to shut down any tasks that DO NOT have a Status of Running!

### **Desktop**

A computer designed to sit on a desk (as opposed to a laptop). In Windows, it also means the screen you see when you aren't running any programs, with "My Computer", the Recycle Bin and so on.

### **Extension**

The part of a PC filename after the dot (.), often used to tell the user what type of file it is. For example, files ending in .exe are programs, and files ending .jpg or .gif are pictures. Note that Windows is sometimes set up not to display the extension in Windows Explorer or My Computer, another helpful idea to confuse beginners from our friends at Microsoft.

You do have the option to change this setting in:

Windows Explorer --> Tools --> Folder Options --> View --> Advanced Settings --> uncheck the option called Hide Extensions for Known File Types. To make this apply to all folders on your system click on the Apply to All Folders button, accept the message about exiting options and exit Windows Explorer immediately. Thereafter, all folders will display file extensions.

### **FAQ**

(Frequently Asked Questions). A document on a website or in a newsgroup which gives answers to common problems and questions. Look for an FAQ if you have a problem with something, before you email or phone support.

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**Friday 8th APRIL, 2005**

**Time 10.30 am**

**Money**

**A lot of money is  
tainted - It taint yours  
and it taint mine.**



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