

COMPUTER PALS FOR SENIORS GALSTON AND DISTRICT

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Friday

September 19th
at 10.30 am



PRESIDENT'S DESK

There has been much discussion lately around the issues of Internet **Communications**. I will attempt in this Newsletter to clarify these issues.

There are basically two main types of Internet communications

(a) **Free member to member** only internet systems using Microsoft operating systems and (b) **VOIP** - Voice over Internet Protocol.

Programmes which fall into the (a) category are **MSN Messenger with its hotmail system** (www.hotmail.com) and **Windows Live messenger** (www.live.com)

Both these systems require either a headset (earphones & microphone) or a set of speakers and separate microphone both connected to the Computer soundcard input sockets. They both allow communications between members free but do not allow members to contact non-members or national telephone or mobile systems. MSN Messenger has been around for many years and I have been using this system since the middle nineteen eighties. This system has been added to recently by Microsoft with a newer system called Live Messenger.

However members of MSN Messenger can use their hotmail addresses on Windows Live. The

addition of a web camera to these two systems will allow members to communicate video telephone communications with other members. Before emigrating to Australia I used to call my son in Sydney every Sunday lunchtime and speak with him via video-phone and be able to see him and our grandson as well.

The other advantage of these systems is that you can access your e-mail at this programme's message bank anywhere in the world from any computer. Very useful, if you are fortunate enough to go overseas on holiday.

Programmes which fall into category (b) are

Skype and Firefly.

Skype (www.skype.com) is more popular for worldwide useage. It offers free calls between Skype members anywhere in the world and has no monthly charges. However you need to prepay a small amount into your account to be able to send calls out to non-member telephones. An example of charges are as follows: Australia calls 0.027c/min. Mobile Australia 0.264c/min. 1300 calls 0.323c/min. Canada 0.027c/min. USA 0.027c/min. and UK 0.027c/min.

Firefly (www.freshtel.net) is an Australian programme and also offers free calls between members. They have a free service with no monthly fees and also several monthly fee services with reducing rates per call as monthly charges increase. Some free monthly call charges are as follows:

Australia 12.5 c/ 180mins.max. Mobile Australia from 15c/min. UK 2,1c/min. USA 2.3c/min. The same equipment as per listed above is required for these programmes and in addition there is a choice of special telephones which can be purchased. Emergency calls cannot be made on these systems. This is just a quick overview of these systems and I hope that it will assist you in making a choice if you wish to join the growing number of people using VOIP systems for their communication. It is perhaps interesting to note that most of the advertising calls you receive are using VOIP technology!

Enjoy your Computer

John Eland

Here are some of the top comments made by NBC sports commentators during the Olympics that they would like to take back:

1. Paul Hamm, Gymnast:

"I owe a lot to my parents, especially my mother and father."

2. Boxing Analyst:

"Sure there have been injuries, and even some deaths in boxing, but none of them really that serious."

3. Softball announcer:

"If history repeats itself, I should think we can expect the same thing again."



FROM THE SECRETARY

Hello Computer Pals,

How time is flying with two thirds of the year now gone. A warm welcome is extended to the New Members since the last meeting. These are **Nada Curac, Mervyn Field, Richard Harwood, Claire Jack, Carol Aviani, Kristine Kasby and Gwen Scott.**

May you all enjoy your time of learning with us.

It would be lovely to see you all at our next workshop when all the computers will be up and running and Tutors will be available for any questions and Demos. Any friends and visitors are most welcome.

REMINDER

The next meeting-cum-workshop of Computer Pals Galston

Will be at History Cottage 412 Galston Road, Galston

On Friday 19th September, 2008 at 10.30 am

Please would the following people bring a plate for tea and if unable to do so, please let me know.

Keith Horam, Margaret McKinley, Ross Astil, Gwen Scott, Celia van Tilberg, Michelle Hindmarsh

Margaret 9651 2475

YOU MAY FIND SOME OF THE TIPS IN THIS NEWS LETTER DIFFICULT IF YOU HAVE VISTA OR OFFICE 2007

GOOD ADVICE ON INTERNET SECURITY

There are **90 billion emails sent throughout the world every day**: and of these **90% (81 Billion) are spam** and 65 billion of these will have links to malicious software. The 'Russian Business Network' is responsible for 65% of online crime. It is important to remember that unsavoury material on the internet is much more likely to be a haven for malicious software.

FIVE SIMPLE STEPS TO ONLINE SECURITY

Install, Update and use your security software

1. Use strong passwords and change them regularly
2. Be careful when sharing personal information on line
3. **Think before you click – if it looks too good to be true, it probably is.**
4. Be smart and stay informed

SkipThe Recycle Bin

Every now and then you need to **really** delete a file.



Well, most people delete the thing, then go to the recycle bin and remove it from there. It works, but there's a better way.

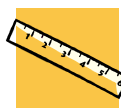
Next time you are 100% sure, without a doubt, for certain, that you want to delete a file, hold your **Shift** key down while you delete. The file will be deleted - skipping the Recycle Bin completely.

Word Question and Answer

How can I find out what the buttons on the toolbars do?

Choose **What's This?** from the **Help** menu. The mouse pointer will turn into a pointer with a **"?"** symbol. Click on any button (or any other element or object on the screen) and Word will give you some information.

Also, **Shift+F1** will turn on the **What's This?** Feature.



Can I turn the Ruler off (or turn it back on)?

Choose **Ruler** from the **View** menu (if the Ruler is on, then you'll see a tick next to **Ruler**). Click on the tick to remove the ruler and click on the little empty box to put the ruler back on again.



How can I display more toolbars? (Not in Office 2007)

1. Choose **Toolbars** from the **View** menu.
2. Select the toolbar you want (an active toolbar has a tick next to its name).

3. ALWAYS have the **Formatting and Standard** toolbars ticked.

How do I move the toolbars?

Click on the left edge of the toolbar (the mouse pointer will turn into a four-headed pointer). Drag the toolbar to any edge for a toolbar or anywhere else on the screen for a floating palette.

Here is a little verse, which will show you why you should not rely entirely on Spellchecker to pick up your spelling errors. Type it into a word document and have "Spell check" find the errors.

Eye halve a spelling cheque
 It came with my pea sea.
 It plainly marquees four my revue
 Miss steaks eye kin knot sea.
 Eye strikes a key and type a word
 And weight four it two say
 Weather eye is wrong oar write.
 It shows me strait a weigh.
 As soon as a mist ache is maid
 It nose bee fore two long,
 And eye can put the error rite
 Its rare lea ever wrong.
 Eye have run this perm threw it
 I am shore your pleased two no.
 Its letter-perfect awl the weigh
 My chequer tolled me sew.

WHAT IS A VIRUS



It is a program that has been deliberately created to cause computer problems, usually minor ones as a prank, but occasionally very nasty ones indeed, such as erasing your entire hard disk. Viruses were originally designed to attach themselves to programs on a disk, and then "hide" in the computer's memory once the

host program is executed, and "infect" every disk they come across. Some types of virus (such as the famous "I love you") propagated by email, disguised as an **attachment**, which is why you should never open an attachment you are unsure of.

WHERE IS THE WINDOWS KEY



It is an extra key on keyboards made after 1995, located between **Ctrl and Alt** and bearing the Microsoft Windows logo. Pressing this key should immediately bring up the Taskbar with the Start Menu open. (If your keyboard doesn't have a

Windows key you can perform the same task by pressing Ctrl+Esc).

If you hold down the Windows key and the E key together you will bring up Windows Explorer.

How to Send a photo by email

Select the picture in My Pictures.
 Right click once on picture.
 Scroll down to "send to" .
 Left click on "mail recipient" .
 A message will appear:

Windows can resize the pictures you send in email so that they transfer faster and are easier to view by the recipient. What do you want to do?

Make all my pictures smaller, Click OK.

A new email message will appear automatically with the pictures attached. You can now type in the mail recipient's address and message, then click send.

What is PHISHING

It is an internet scam in which a forged message from a bank provides a link for you to go to their website and "confirm your details" - but the website is a fake, and if you do enter your details they will be used to steal all your money. Note that a legitimate email from your bank should be addressed to you personally rather than "Dear customer" etc, and will *never* ask you to enter your PIN.

WHAT IS A FILE?

All information on a computer is stored in **files**, whether it is **part of a program**, **a document** created by a user, **a picture**, or anything else.

Most software is made up of **dozens**, sometimes **hundreds**, of different files.

WHAT IS READ ONLY?

A read-only file has been set so that it cannot be altered or deleted. Also called **write-protected**. You can make a file read-only in Windows by right-clicking on it and ticking the "read-only" box under attributes.

ARE YOUR SCROLLBARS TOO SMALL?

Do you have a hard time grabbing them with your mouse pointer? Well, you'll be both thrilled and delighted to know you can adjust their size. Here's how: **Windows XP**.

1. Right-click your **desktop** and select **Properties**
2. You'll be presented with a settings screen, select the **Appearance tab**.
3. The second drop down box shows a little box labelled "item", select "**Scrollbar**" from it.
4. You'll be able to increase or decrease the size of your scrollbars by using the little box to the right of the drop down box labeled "**size**".
I have mine set to 18.

That's it. You should now be able to make your scrollbars as big as you like.

HAVE YOU TRIED THIS WEBSITE?

<http://maps.google.com.au/help/maps/streetview>

In the Search Box type in an address and click **SEARCH MAPS**, you will see the chosen place (hotel or home etc as long as it is on a street) and be able to look up and down the street by using the arrow keys at top left of picture, or by dragging the mouse across the picture. You can also zoom and make the picture fill the screen.

On the map the little man must touch a blue outline of the street to get a picture.

SELECTING TIPS IN WINDOWS EXPLORER

From	Subject
Steve	Computer Tips 10-08-2001 [CPU upgrades & link colors]
Steve	Computer Tips 10-09-2001 [computer music & dragging]
Steve	Computer Tips 10-10-2001 [default explorer & file not
Steve	Computer Tips 10-11-2001 [stubborn downloads & ha
Steve	Computer Tips 10-12-2001 [drop box trick & ez wallpap
Steve	Computer Tips 10-15-2001 [smart word saves & printe
Steve	Computer Tips 10-16-2001 [web wallpaper problems &
Steve	Computer Tips 10-17-2001 [GUIs & page separations]
Steve	Computer Tips 10-18-2001 [odd web page errors & fixi
Steve	Computer Tips 10-19-2001 [expired pages & column sc
Steve	Computer Tips Special Edition 10-22-2001 [Win XP que

1. Click the first item on the list you would like to have selected.

2. Next, while holding down the **SHIFT** key, click the last item you would like selected.

That's it, the first and last selected items are now highlighted, as well as everything in between.

From	Subject
Steve	Computer Tips 10-08-2001 [CPU upgrades & link colors]
Steve	Computer Tips 10-09-2001 [computer music & dragging trick]
Steve	Computer Tips 10-10-2001 [default explorer & file not found trick]
Steve	Computer Tips 10-11-2001 [stubborn downloads & hard to read web pag
Steve	Computer Tips 10-12-2001 [drop box trick & ez wallpapering]
Steve	Computer Tips 10-15-2001 [smart word saves & printer trick to save mon
Steve	Computer Tips 10-16-2001 [web wallpaper problems & scanning your own
Steve	Computer Tips 10-17-2001 [GUIs & page separations]
Steve	Computer Tips 10-18-2001 [odd web page errors & fixing shut down prob

OK, so what if you just need specific items selected, not whole sections?

That's easy too. Hold down the **CTRL** key while making your selections. As long as the **CTRL** key is down, you can click and select individual items.

**The Next Meeting for Computer Pals
Galston and District
Will be at History Cottage 412 Galston Road,
Galston
on Friday 19th September, 2008
Time 10.30 am**



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