

# Computer Pals for Seniors Galston and District Inc.

**President:** John Eland  
**Phone:** 9651 2940  
**email:** elandj@ains.net.au  
**Secretary:** Nada Curac  
**Phone:** 9654 2752  
**email:** ncu72242@bigpond.net.au

P.O. Box 43  
Galston. 2159  
[www. cpalsgalston.org.au](http://www.cpalsgalston.org.au)

## MAY 2010

## The President's Desk

Digital cameras are now plentiful and getting cheaper all the time.

Just about everyone has one these days. We are also getting plenty of Computer Pals members looking for training in the use of these.

One common problem we are seeing is that members are taking lots of pictures, which is easy when you don't have to buy film and pay for developing etc, is that members are always wanting to send their pictures to family members but they forget to check on the **size of the picture** they are sending.

They are not very popular when they dispatch several pictures around 1.5 Mb to 2Mb each. One of the **easy to learn programmes to reduce the size of pictures for e-mail** transmission is **Pixresizer**. This programme was mentioned once before at one of our meetings when a digital photo lesson was displayed on our projector.

Any member wishing to download this **free programme** can do so from the following address:-  
[www.bluefive.pair.com/pixresizer.htm](http://www.bluefive.pair.com/pixresizer.htm)

So why not give it a try, your relatives will be very impressed.

*John Eland*

### Inside this Issue

#### Page 2.

From the Secretary.  
Questions Answered

#### Page 3

What is an URL  
Demo by Lindsay  
Computer Tips

#### Page 4

How to use a Flash Drive  
Desktop Icons  
And a  
Reminder

## A beginner's guide to Digital Cameras

Digital cameras are confusing to a lot of new users. When shopping for a digital camera it's at least good to know what the basic terms like *white balance*, *pixel*, *ppi* and *dpi* mean and how they affect image and print quality. It's also important to know the difference between things like *optical zoom* and *digital zoom*.

### Pixels

Each pixel in an image has a numerical value of between 0 and 255 and is made up of three color channels.

For example a pixel could be 37-red, 76-green and 125-blue and it would then look like this ■.

If it was 162-red, 27-green and 12-blue, it would look like this ■. There are over 16 million possible combinations using this scheme and each one represents a different color.

A pixel is a contraction of the term **P**icture **E**lement. Digital images are made up of small squares, just like a tile mosaic on your kitchen or bathroom wall. Though a digital photograph looks smooth and continuous just like a regular photograph, it's actually composed of millions of tiny squares.

The Next Meeting of Computer Pals for Seniors,  
Galston & District Inc  
will be at History Cottage 412 Galston Road, Galston  
**on Friday 21st May 2010, at 10.00 am**

Did you know that you can see all the  
previous News Letters at our website  
[www.cpalsgalston.org.au](http://www.cpalsgalston.org.au)



## From the Secretary

Hi Everyone

How time goes, I hope you all are enjoying your lessons with our Tutors who give their time so generously. We welcome our new members **Vivienne Cook, Dorothy Doolan and Barbara Sommers**. We hope you enjoy your time with us.

MEETING  
DATES 2010  
21st May  
16th July AGM  
17th September  
19th November

### REMINDER

OUR NEXT **MEETING-cum-WORKSHOP** of COMPUTER PALS FOR SENIORS WILL BE AT **HISTORY COTTAGE Galston Road, Galston** on **Friday 21st May, 2010 at 10.00am** in the History Cottage, Galston Road.  
(The Committee to meet at 9am)

All the computers will be up and running so that you can ask for help from any of our Tutors.

**We will have a Demo on what can be achieved with a scanner.**

**Visitors, friends and anyone wanting tuition are most welcome.**

If you are able, please could the following members bring a plate for tea  
**Denise Asher, Eleanor Costin, Christine Stockman, Joan Cross,  
Gwen Scott, Sandra Baxter**

*Nada*

### Questions in last Newsletter Answered.

1. How do you change the default document font?  
Click Format, choose font and size. Click Default. Click OK
2. How do you clear the formatting in a paragraph or block of text?  
Select the block of text and click **NORMAL STYLE**.
3. How do you double-space your document?  
Select the text Hold down CTRL and type 1.5 or 2
4. How do you find out the names of the buttons on the toolbars?  
Hold your mouse over the button and you will see a balloon which shows you what this button does.
5. Is there a faster way than the Thesaurus to find synonyms?  
Right click on a word, then click Synonyms.
6. How do you insert a page break in WORD?  
Position the cursor where you want a new page to begin. Hold down Ctrl + Enter
7. How do you put a program shortcut onto your "desktop" ?  
Click Start. Click Programs. Find the program you want. Right click on it, click 'Send To', Click Desktop (creating a shortcut)
8. How do you ask for a receipt in your email program?  
Click Tools, Under Preferences Tab Click email options. Click Tracking Options. Make sure that 'Request Read Receipt' is ticked.
8. How do you select everything on a page? How many ways can you do this?  
Ctrl + A. or Click and drag. or Put the cursor in the left margin, (the pointer changes into a white arrow) and drag it down in the margin. There could be more ways?
9. How do you find the picture Tool Bar?  
Click View, Click Toolbars, click Picture. It may just appear when you click on the inserted picture.
10. How do you reduce the size of a picture to send by email?  
Open the folder 'My Pictures' Find the required picture. Right click on it. Click send to. Click email recipient. Reduce the size. Click Attach.
11. How do you make text wrap around your picture in a Word document?  
Click on picture to select it. On picture toolbar click the Text Wrapping Icon (Looks like a little dog) then click 'Square'.
12. How do you make your forwarded email look as though it hasn't been around the world?  
Delete FW in the subject window. Delete any email names and addresses of the people who have received this email. Delete any unnecessary information. Then click Send.

*We make a living by what we get, but we make a life by what we give. (Winston Churchill)*

## WHAT IS AN URL

URL stands for "Uniform Resource Locator." **An URL is the address of a specific Web site** or file on the Internet. It cannot have spaces or certain other characters and uses forward slashes to denote different directories. Some examples of URLs are <http://www.cnet.com/>, <http://web.mit.edu/>, and <ftp://info.apple.com/>. As you can see, not all URLs begin with "http".

Copy and paste the link below to see the **weather for Galston**.  
(Select the blue link, press Ctrl+C, Open Internet Explorer and click once in Internet URL Window, press Ctrl+V and enter) Do this for each link.

<http://www.weather.com.au/nsw/galston>

Copy and paste the link below to see **mind exercise puzzles**

<http://www.mindexercisepuzzles.com/>

Copy and paste the link below to see various types of **crossword puzzles**

<http://www.guardian.co.uk/crosswords/quick/12471>

Copy and paste the link below to see **The World Clock** showing what is happening in the world as you watch.

## LINDSAY will be giving us a DEMONSTRATION at our MAY MEETING

The subject is

### HANDY THINGS WHICH CAN BE ACHIEVED WITH A SCANNER.

For example

The rebirth of hard copy photos and documents to enable them to be saved on a disc.

Old photo prints - to computer files and, New Photo prints – to computer files

35mm slides - to computer files

Magazine / Newspaper articles of family or events of interest. Saved in digital format.

Favourite recipes transferred from magazines to computer or CD/DVD for storage and reference.

## 6 WAYS TO ENSURE YOUR E-MAIL GETS READ

If you're like a lot of us, you get so many e-mails every day that you might spend as little as 15 seconds scanning a message to determine how it applies to you. Now, imagine that other people are reading your e-mail the same way. If they can't quickly identify the purpose of your message, they'll probably delete it or leave it in the Inbox for "later"— if later ever comes.

1. Make the purpose of the message clear.
2. Tell recipients what action you want them to take.
3. Provide the proper data and documents.
4. Send the message only to relevant recipients.
5. Use the CC line wisely.
6. Ask "final questions" before you click Send.

Don't send junk e-mail.

## 5 WAYS TO MAKE YOUR PC EASIER TO SEE

1. Make your text larger
2. Increase the size of your icons
3. Use the Magnifier
4. Enlarge your mouse pointer
5. Improve your screen resolution

**ASK YOUR TUTOR TO HELP YOU WITH THESE TASKS.**

*Live your life and forget your age. (Norman Vincent Peale)*



## How to Use a 2 Gb Flash Drive

A 2GB flash drive, like other flash drives, is a simple storage tool that allows you to store content ranging from documents and music, to videos and folders. They are much smaller than floppy disks and CDs and allow you to rewrite data multiple times. 2GB flash drives connect to computers using the USB (Universal Serial Bus) port and allow data to be transferred at speeds up to 400Mbps. Whether you are using a PC or Macintosh, using a 2GB flash drive to store data is simple and convenient.



**1. Plug the 2GB flash drive into an open USB port** on your computer. Depending on the computer manufacturer, your USB ports are either located on the front or back of the computer. For laptops, they are located on the side or back. Once you plug it into your computer, it will be recognized as a removable disk.

**2. Open Windows Explorer** and you will see your 2GB flash drive's icon listed together with other hard drives on your computer.

**3. Double-click your 2GB flash drive's icon** to open the flash drive window and reveal its contents.

**4. Select the files or folders you want to transfer to your flash drive**, Copy Ctrl+C then Ctrl+V (paste) them onto the Flash Drive or drag and drop them onto the Flash Drive. The files will be automatically transferred to the flash drive. Additionally, if you want to transfer files from the flash drive, drag and drop them to a location on your computer to save them there. Close the flash drive window when you are done transferring files.

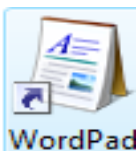
**5. Safely remove the 2GB flash drive** by double clicking the "Safely Remove Hardware" button on the bottom of the Windows tray. This brings up the Safely Remove Hardware window.

**6. Click "Stop."** then **Click the "Flash drive"** and when the message "It is now safe to remove your hardware" pops up, remove the flash drive from the computer.

*Our life is what our thoughts make it. (Marcus Aurelius)*

## Add or remove Icons from the desktop

You can add or remove desktop icons for programs, files, pictures, locations, and more. You can also save files or folders to the desktop. If you delete files or folders that are stored on your desktop, they are moved to the Recycle Bin. If you delete a shortcut, the shortcut is removed from your desktop, but the file, program, or location that the shortcut links to, is not deleted. **You can identify shortcuts by the arrow on their icon.**



### To Add an Icon

Locate the item that you want to create a shortcut for. **Right-click** the item, click **Send To**, and then click **Desktop (create shortcut)**. The short-

### To Delete an Icon

**Right-click** an icon on the desktop, and then click **Delete**.

**This does not delete the file or the programme it just moves the icon to the recycle bin.**

### To Move Icons to a folder on the desktop called Unused Icons.

**Right click** on the Desktop, click New, click Folder. Name it "Unused Icons". Now you can drag and drop any unnecessary icons into the Unused Icon Folder. When you want to see them again on the desktop, double click the Unused Icon Folder and drag and drop the Icon you want onto the desktop.

**Do you remember how to fill a page with text in Microsoft Word?**

**=rand(15) enter. The number in brackets denotes how many paragraphs will appear on the screen.**

The Next Meeting of  
Computer Pals for Seniors, Galston & District Inc  
will be at History Cottage  
412 Galston Road, Galston  
**on Friday 21st May, 2010 at 10.00 am**

*Love is blind:  
Friendship closes it's eyes*



Editor: Rosemary Ansley  
Phone: 9651 2175  
E-mail : gransy@tpg.com.au

