

Computer Pals for Seniors Galston and District Inc.

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The President's Desk

10 characters NOT to use in a filename.

You may think that naming a file is an easy task. However, there are some important restrictions on the characters that you are allowed to use.

Windows file and folder names may be up to 255 characters long and Windows prohibits specific characters from appearing in filenames, such as:

< (> : " / \ | ? *

These characters are all forbidden.

When browsing through files on Windows, the backslash \ is used to separate the components of a path (ex C:\Documents\). While the period is used to separate the base filename from the extension, example .doc (word document). In addition, the dot (.) is not allowed as the first or final character of a filename.

Whenever the user tries to type a forbidden character in a filename, Windows complains with a clear error message!

So basically, our top tips when creating a filename on your Windows computer are:

1. Include a date reference.
2. An indication of what the file may include.
3. What type of document it is, ensuring that the order of the information follows a logical order, eg. (genmeetmin0910.doc) for General meeting minutes Sept. 2010.
4. And last but not least remember that

you are only allowed to use the characters below!

\$ { } ^ [] ' = , ; . _ -

abcdefghijklmnopqrstuvwxyz

0123456789

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The Next Meeting of Computer Pals for Seniors,

Galston & District Inc

will be at History Cottage, 412 Galston Road, Galston

on Friday 17th September 2010, at 10.00 am

Information courtesy of Liulilities.

J. Eland



From the Secretary

Hi Everyone

There is always someone needing computer help and so our membership grows. It has been a very cold winter but the warm days are nearly here.

I hope you are enjoying the News Letter and gain something useful, however small, from it.

John is going to tell us all about **eBaY** at our next Meeting-cum-workshop. Please have your questions on this subject ready so that John can enlighten us.

We welcome our new members **Sandra Baxter, Fran Bubb, Judy Makkink, Beryl Grieve, Connie Grasso, Roland Clark, Len Rogers and Judith Gemmell**. We hope you enjoy your time with us. I would like to remind you that as soon as you have an email address please let Rosemary and myself know so that we can communicate and send you the News Letter. Snail mail is tedious, slow and costly.

REMINDER

OUR NEXT **MEETING-cum-WORKSHOP** of **COMPUTER PALS FOR SENIORS** WILL BE AT **HISTORY COTTAGE** Galston Road, Galston

on **Friday 17th September, 2010 at 10.00am**. (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. Visitors, friends and anyone wanting tuition are most welcome.

If you are able, please could the following members bring a plate for tea

Geoff Barratt, Lyn Panich, June Byrne, Connie Grasso, Chris Stockman.

Many thanks, Nada

INTERESTING STUFF

If a statue in the park of a person on a horse has both front legs in the air, the person died in battle. If the horse has one front leg in the air the person died as a result of wounds received in battle. If the horse has all four legs on the ground, the person died of natural causes.

John Eland will be giving us a Demo on **eBaY** at our meeting on Friday 17th September. Please have your questions ready on this subject.

Question What is the difference between a **forward** and a **backward** slash?

Answer An easy way to remember is, that the name tells you which direction the top of the slash points. **Forward slash** (/) tells your computer that you are looking for something external to your system, like Web pages.

Backslash (\) tells your computer that you are looking for something inside your system, like a drive, a folder or a file.

Question What are the two buttons on the mouse for?

Answer The **left button** is used to select or do something ('do it' button) – sometimes a double click is required - and the **right button** is used to display a menu with options or choices that are available to be selected at that time (with the left button).

There is no such thing as a double right click. You can right click anywhere on your screen without causing a problem, you will only ever get a menu.

Did you know that you can see all the previous News Letters at our website www.cpalsgalston.org.au

Never look down on anybody unless you're helping him up.

MORE INTERESTING STUFF

In the 1400's a law was set forth in England that a man was allowed to beat his wife with a stick no thicker than his thumb. Hence we have 'the rule of thumb'

Many years ago in Scotland , a new game was invented. It was ruled
'Gentlemen **O**nly...Ladies **F**orbidden'...
and thus the word **GOLF** entered into the English language

WINDOWS TIPS

How much **space** have you got on your **C drive**?

In **Windows Explorer** Right click on C Drive, select **Properties** from the context menu and you will get a pie chart and a usage analysis.

The **Windows Key** plus the **E key** brings up Windows Explorer.

(There is a windows key on either side of the space bar between Alt and Ctrl keys)

Laptops may be different because their keyboards are rather cramped.

INTERNET TIPS

On the Web, the **back space key** works the same as the **Green Back Arrow** at the top left of your screen.

Do you make full use of your Favourites on the internet? This is sometimes called Bookmarks. Make sure your Favourites Toolbar is active and pin it in position if you want it there every time you use the internet.

Did you know that you can make the text and images larger if you hold down CTRL and use the wheel on your mouse to enlarge or decrease the size.

A TUTORIAL

How to create a Word Form in Microsoft **Word. (Office 2003)**

Copy the link below (Ctrl + C), open internet explorer and paste (Ctrl + V) to the **URL Window** on your internet screen.

http://mistupid.com/viewlets/word/word_form.htm

It is quite a fascinating video with an equally good narrative. You can view it again and again.

GOOGLE MAPS

Open internet explorer and go to Google. Click on **Maps** and put your street address in the search window. Click on **Satellite** to see an aerial view of your property. Your property is marked with an orange bubble with an A in it. On the left of the map is a vertical bar with + and - . Click on the plus to enlarge and the minus to minimise. Hold down the left button on your mouse and the cursor becomes a fist which grabs the page and you can move the map in any direction.

HOW TO PRINT A PORTION OF A WEB PAGE.

Select the portion you want to print.

Click File, Click Print and make sure that you click "**Selection**" then click OK.

*Kindness is the language which the deaf can hear
and the blind can see. ~Mark Twain*

The reason a dog has so many friends is that he wags his tail instead of his tongue

COMPUTER JARGON

Extension

The part of a PC filename after the dot (.), often used to tell Windows 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 from our friends at Microsoft to confuse beginners .

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.

Firewall

Originally a dedicated computer between you and the internet, preventing hackers, spammers and similar undesirables from taking over your PC. Now often just a program running on your PC, performing the same task. Absolutely essential if you have an always-on internet connection such as ADSL or cable.

Folder

An area on a disk for storing files. Folders can also contain other folders, which in turn can contain more folders, and so on almost to infinity. Also called a directory, especially by people used to DOS.

HAND

(Have A Nice Day) Internet slang, often used ironically

Homepage

A page on the World Wide Web. Confusingly "homepage" is used indiscriminately to describe several slightly different things : an amateur's hobby site; the front or main page of any website; or the page which your browser first goes to when you start it up.

HTML

(HyperText Markup Language) The system used for creating World Wide Web pages, ordinary text with commands for special effects like pictures, colour and links enclosed between < > symbols. You can add the various HTML commands to ordinary text by hand - it's not difficult, see Absolute Beginner's HTML - or have it generated for you by software, either one of the many specialist editors or even a word processing program like Microsoft Word (although Word isn't very good at it).

Hung

If a computer (or sometimes just a program) gets completely stuck and refuses to do anything, it has hung.

Hyperlink

Any kind of link on a web page. Unless you typed an URL in by hand, you got there by clicking on a hyperlink.

Java

A programming language used to create small programs called applets, often to produce special effects on web pages.

Megapixel

A million pixels. Often used to measure the quality of digital cameras : the higher the number the better the camera.

Motherboard

The main circuitboard in the computer - all the other bits and pieces are plugged into it.

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*The kindest word in all the world is the
unkind word, unsaid.*



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