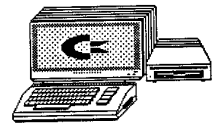


## SOUTHERN DISTRICTS COMPUTER USERS CLUB INC



### MARCH 2006

Club Web Site <http://videocam.net.au/sdcuci/>



### PRESIDENT'S PAGE

Welcome to any New Members and Guests who may be with us for our March Monthly Meeting.

Your Committee has been hard at work in the last month on an application for a grant which, if we are successful, will enable us to broaden our ability to help more of our community via our teaching programme.

We have arranged some very interesting speakers for future meetings, on topics that may be a big help to anybody thinking of up-grading their printers, scanners or venturing into Digital Cameras. We will certainly have a chance to see the latest developments in these areas which should help when making your decisions.

Unfortunately we still have some members on the sick list and to them we send our best wishes for a speedy return to good health, we are thinking of you and miss you at our meeting.

Our News Editor has had a worrying time with his Computer in the last several weeks; it's one of those unusual series of calamities that at present are really taxing our Mr. Fixit, but knowing how he reacts to any challenge, I'm sure Jim will find a way. It's amazing how a new language seems to spring up when nothing goes right and even more amazing how swearing at the Computer sometimes achieves marvellous results. I just don't know how that works.

I have spoken to the Church Authorities about how we are becoming slightly cramped for space for our meetings, they have offered the Main Church Hall as an alternative. To do this we would have to purchase a Digital Projector and some form of P/A System.. Currently these items are almost within our reach, so the Committee will give serious thought along these lines; another stumbling block is we would have to change our Meeting Night because the Church Choir meet for practice on Wednesday evenings. As they say in the classics '*Watch this Space*'.

To our 'Birthday Babes' for this month we say, 'A Happy Birthday'. If it is a male member, maybe his wife will buy him the new Computer he's been hinting about. For the female member perhaps you will be able to get that gorgeous dress you saw when shopping last week.. Stranger things have happened...but first up I think you have to believe in Fairies.

Don't forget we, (your Committee) are always looking for topics for our meetings and if you have any particular subject or programme you would like to know more about, just speak to a committee member.

*Ron Stephens*

*President.*

### THOUGHT FOR THE MONTH

*Be quick to take advantage of an advantage.*

## TIPS

### Computer email Info!

Very useful when trying to read small print (especially in the early hours). If you hold down the Ctrl key on your key board and then turn the small wheel in the middle of your mouse away from you or towards you, the print size will change - it will either get larger or smaller - depending on which way you turn the wheel.

### Lost the Volume control icon?

How to get back the little speaker icon that used to be in the bottom right corner of the screen (**the system tray**).

They never seem to know how it disappeared, but you can bet it was an over-zealous mouse drag by one of the kids or something like that. To get it back:

From the Start menu, go to Control Panel

#### ***In Windows XP:***

Choose Sounds and Audio Devices,  
(if you're in Category View, open Sounds, Speech, and Audio Devices first)  
On the Volume tab, tick the box: Place volume icon in the taskbar.

#### ***In Windows 2000 and Me:***

Double-click Sounds and Multimedia;  
On the Sounds tab, tick the box: Show volume control on the taskbar.

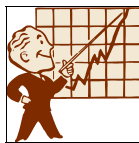
#### ***In Windows 98:***

Double-click Multimedia,  
On the Audio tab, tick the box: Show volume control on the taskbar.  
Then click OK, and the speaker icon will reappear in the system tray!

***nb: Double click it to get to the advanced options.***

***nb2: If the icon still doesn't appear, take the tick out of the 'show on taskbar' box, click Apply, tick the box again and click Apply again.***

## MEETINGS



## TOPICS

March 15th      Konica & Minolta Digital Cameras

Stuart Evans.

April 19th      File Format for MP3

John Lethbridge.

## MEETING RULES

**NO SMOKING**

**NO DRINKING**

**NO SWEARING**

**We are allowed to use the facilities at Christ Church, O'Halloran Hill in return of a small fee plus respect for their property. We ask for your co-operation in respect to the above. While we cannot control what our members do away from our club meetings, piracy of copyright material cannot be condoned at our meetings**

**Southern Districts Computer Users  
Club Inc.**

**MEETINGS are held on the third  
Wednesday of the Month at:-**

**The Christ Church O'Halloran Hill  
1708 Main South Road O'Halloran Hill  
at 7.30pm**

**Visitors most welcome.**

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For further information about  
S.D.C.U.C.I.

Contact The Club President,  
Ron Stephens  
8387 2814

Correspondence to  
The Secretary  
S.D.C.U.C.I.  
Box 991  
Morphett Vale 5162  
Email to  
stephens@tadaust.org.au

The salesman set the computer up on the executive's desk at W.F Fotheringham & Son. "This is the latest technology, Mr Fotheringham, ask it any question even a personal one.

"The executive was sceptical, "OK" so he typed in:" Where is my father?" The answer came back," Your father is playing golf at Royal Melbourne." That's wrong." said the executive, "My father died 5 years ago." The salesman was surprised, but not flustered as he typed in:" Where, exactly is Mr Fotheringham Senior?"The answer was prompt. "Mr Fotheringham senior died 5 years ago, but Bill Fotheringham's father is still at the seventh green at Royal Melbourne."

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Thurs, Fri, Sat, **11 am. 9 pm.**

**The Art Of Speech**

In a speech about Hurricane Rita, President Bush declared, quote,  
"This is a big storm."

In related news, the White House announced earlier today that the president is writing his own speeches.

**What has Microsoft done to increase the stability of Internet Explorer?**

Microsoft is continually stress-testing Internet Explorer to find and fix any stability problems that may exist. In addition, the new crash-reporting feature of Internet Explorer 6, fault collection services, has allowed us to more accurately pinpoint problems experienced in the browser, both by our development team and by early beta testers.

As Internet Explorer 6 is more broadly used, crash reports from users will play an even more important role in increasing Internet Explorer's stability. Internet Explorer 6 SP1 is the latest release to Internet Explorer 6

*Microsoft*

## OUTLOOK EXPRESS, Security and housekeeping tips

**Preview Pane:** if you use the default setting that includes the preview pane under the messages list in your Inbox, there is a risk of some virus or Spyware infection. Turn it off:

- Open Outlook Express, (offline ok)
- Left click on the “View” tab above the toolbar
- From the drop-down menu, choose “Layout”
- On the Layout Panel, untick the box “show preview pane”
- Click on the “Apply” button and then OK
- Close Layout panel, preview message will not be downloaded and displayed next time you access your mail inbox.

When the preview pane is open, the mail message has to be opened. Some viruses or Spyware can exploit this feature.

**Deleted Items:** When you clean up your Inbox and other folders, you use the “Delete” Button on the toolbar, (red cross). This action simply transfers the mail into the “Deleted Items” folder. Unless you empty this folder on a regular basis, the files will still be there taking up drive space. You can set Outlook Express to automatically delete these files on exiting the program:

- Open Outlook Express,
- Left click the “Tools” tab above the toolbar
- On the drop-down menu, select “Option” right at the bottom
- From the Options Panel, choose the “maintenance” tab
- On the “Cleaning up messages” panel, tick the box against “Empty Messages from ‘Deleted Items Folder’ on exit”
- Note the other options for future reference.
- Click “OK” and the files will now be deleted when you exit Outlook Express.

This feature will permanently delete the messages so be sure before you send any mail to the “deleted items” folder.

**Receipts:** Outlook can be set up to ask for a receipt to be sent from a recipients PC. You might also get messages that ask for a receipt too. To control this function:

- Open Outlook Express
- Left click the “tools” tab and again select “Options” at the bottom of the drop-down menu
- Select the “Receipts” tab
- Choose the option that you would like from the panel. Tick the box to request a receipt or untick not to request. Select the referred Radio Button at the lower pane to decide how you deal with receipt requests. I prefer the “Notify Me...” Option. Again, click on “Apply” and “OK” to finish.

While you have the “Options” menu open, have a look under the other tabs for Security, Connections, and Signatures etc; to learn a little more about Outlook Express.

CC 2006

*Many thanks to Colin Campbell for this item*

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## Active X Controls

*Active X Controls* are rules written in a variety of computing languages, that let the programmes share data.

Controls are often used to Display special content, such as multimedia, in the Microsoft Internet Explorer browser.

Active X controls provide functions similar to Java applets but rely on the Windows operating System.

Whereas applets are meant to be a cross-platform for operating systems.

## VCSWEB

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**We can also sell items for you.**

**Contact us for details!**

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While every attempt has been made to verify that the information in this newsletter is correct, the Southern Districts Computer Users Club Inc accept no responsibility for any inaccuracies.

Likewise no member of the committee or member of the Southern Districts Computer Users Club will accept any liability for any damage occurring to a computer or to any computer systems from following instructions given in this newsletter.

## Computers and More

R	E	R	O	L	P	X	E	D	F	S	E	L	I	F
O	W	E	B	P	A	G	E	O	X	R	N	A	T	E
S	P	R	E	A	D	S	H	E	E	T	L	N	S	I
S	S	E	N	T	H	G	I	R	B	D	A	I	A	K
E	R	W	B	T	F	O	S	O	R	C	I	M	R	S
C	J	V	I	D	E	O	C	A	R	D	D	R	T	I
O	R	G	W	I	N	D	O	W	S	X	P	E	N	D
R	E	D	R	A	O	B	Y	E	K	L	A	T	O	O
P	T	D	H	A	R	D	D	R	I	V	E	S	C	W
O	U	D	R	E	P	A	R	A	A	R	W	F	B	N
R	P	U	H	I	M	H	M	O	N	I	T	O	R	L
C	M	T	R	O	V	E	I	E	K	W	S	D	O	O
I	O	B	U	L	C	E	T	C	I	D	V	H	G	A
M	C	S	P	Y	W	A	R	E	S	W	O	R	B	D
M	E	D	O	M	T	T	E	S	P	I	H	C	P	T

Brightness  
Browser  
Chipset  
Club  
Computer  
Contrast  
Dial  
Disk  
Dos  
Download  
Drivers  
Email  
Explorer  
Files

Graphics  
Harddrive  
Internet  
Isp  
Keyboard  
Microprocessor  
Microsoft  
Modem  
Monitor  
Motherboard  
Mouse  
Ram  
Spreadsheet  
Spyware

Terminal  
Videocard  
Webpage  
Windowsxp

*Thank you Colin for this brain-teaser*

Copy Deadline for the April Issue of our  
Newsletter is Tuesday 11<sup>th</sup> April 2006

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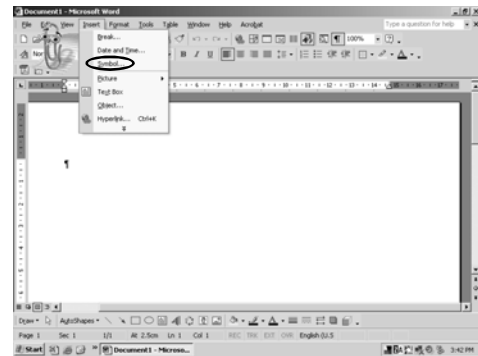
Acre Avenue Deli. The Friendly Deli Ph. 8384 4004

To insert a symbol into a Word document

i.e. £ ♥ ® ☎ ✂ ☐ ✉ ☎ ☎ ☐

**Insert a symbol**

You can use the **Symbol** dialog box to enter symbols that are not on your keyboard,.



Insert a symbol

1. Click where you want to insert the symbol.
2. On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.
3. In the **Font** box, click the font that you want.
4. Double-click the symbol that you want to insert.
5. Click **Close**.



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## **Spyware and Adware**

Are little annoying programs that find their way onto your computer via your internet surfing. These nasty little programs will watch your surfing habits in order to display relevant advertising to you. They slow down your computer and are about as necessary and helpful as a virus— ie: NOT.

Install Spybot and Adaware. (Or similar protection)

Once installed, use the link in both programs to download the latest updates, then run **Spybot** first. Reboot, then run **Adaware**.

Both programs will recommend that you remove any issues they find, and you should take that advice (they backup what is removed, so it's pretty safe!)

If you're running Windows, you should visit the Windows Update site to get all available patches and updates.

In Outlook, **Ctrl + Shift + E** creates a new folder. Good for a bit of housekeeping! And while you're at it, you can select a random group of emails by holding down the Ctrl key while you click them. To select a group - click the first email, then Shift + click the last one in the group.

**(Windows Key brings up the Start menu without using the mouse).**

## **Email Hoaxes and Net Nasties - How to spot them !**

Here are a few tips to help you determine which of the 'too good to be true' emails you should delete. Whatever you do, DON'T forward them to anyone... you'll be adding to the unnecessary email traffic around the globe.

(1) Does it SOUND feasible? If a Nigerian prince is offering to transfer \$5 million into your bank account and offering to give you some of it, you can safely delete that without worrying you'll miss out on a windfall. It's a hoax. Bill Gates isn't ever going to send you money for forwarding an email to your friends, either. Sorry!

(2) Is it asking for PERSONAL information? There are lots of very clever emails now that look like they are from eBay,

PayPal or even your own bank asking you to confirm or change your password. Have you received one? It's a hoax. **eBay, PayPal** and all of the **Banks** have confirmed that they will NEVER send out requests for your personal information. The best way to check authenticity is to go to your Internet browser, go to the site in question and log in the usual way, checking for any messages from the site itself. NEVER, NEVER, NEVER click a link in an email like this - you'll be taken to a pretend website, lulling you into a false sense of security, where you'll enter your personal details, un-knowingly giving them to a stranger. The link below will help you determine whether the email you've received is a hoax. Do your research before you forward it to anyone.

Find out more about email hoaxes at -

[http://netforbeginners.about.com/od/emailhandbook/a/hoax\\_confirm.htm?nl=1](http://netforbeginners.about.com/od/emailhandbook/a/hoax_confirm.htm?nl=1)