

# SOUTHERN DISTRICTS COMPUTER CLUB INC



## NOVEMBER 2005



Club's web site <http://videocam.net.au/sdcuci/>

### PRESIDENT'S PAGE

It seemed only a few weeks ago we were mapping out our plan for 2005 and here we are already talking and executing plans for 2006.

For those unfortunate enough to miss our AGM for various reasons I am including a list of motions put and passed at that meeting to fulfill the instructions in our Constitution. They are as follows:

1. As of this date 19 October 2005, any member not financial by 31 October in any club year, be advised via the last known E-mail address or home address, and still not financial by 31 December of that year be dropped from the membership roll and their names be removed from the door list. Any member dropped from the membership roll for not being financial would not be offered three visits to the club before re-joining, but required to pay the current membership fees on their first visit back to our club. **Proposed Dean Vice, Seconded Margaret Winstanley. The motion was carried.**
2. During the winter months of June, July and August that the club holds two meetings on the third Wednesday of the month. One meeting to start at 1.00pm, and the other at 7.30pm. Both meetings to have the same topic as per programme. Members are free to attend

either or both meetings. This proposal to be reviewed at the next (2006) AGM. **Proposed Dean Vice, Seconded Margaret Winstanley. The motion was carried.**

3. That the Southern Districts Computer Users Club Inc offer reciprocal rights to any person who is, and can give evidence of, being a financial member of another club. The visiting members would only need to pay the current door fee. They would not have any voting right or be able to hold an office in the Southern Districts Computer Users Club. **Proposed Dean Vice, Seconded Margaret Winstanley. The motion was carried.**
4. The following motion was proposed as an alteration: - that the present subscriptions to remain at \$18 per club year but two people living at the same address would be \$24 per club year. Also we have a sliding scale for people joining later in the club year, eg. For the first six months of a club year they pay full fees. For the next three months (April to June) they pay ½ full fees eg. \$9 for one person or \$12 for two people living at the same address. For the last three months of a club year (July to Sept) they again pay full fees (eg \$18 or \$24) but their

*Presidents Page continued*

*President page continued*

but their membership would go to the AGM of the following year. **Proposed Dean Vice, Seconded Keith Jones. The Motion was carried.**

As you can see we have made several alterations to Rules and we all hope that the changes made will help us to operate more efficiently.

Our topic tonight is "Greeting Cards", indeed a timely subject and one that I hope all will benefit by. I know Margaret Fuller is very conversant with this particular programme; it is very user friendly and simple to understand.

We still have several of our members on the sick list. To them we send best wishes for a speedy recovery and hope to have them back amongst us soon.

We have applied for a grant which, if we are fortunate enough to attain, will enable us to purchase a Digital Projector and Screen, All agree that this would be a real help to the Club so keep your fingers crossed.

**Don't forget that our Christmas meeting will be at Hillsview Retirement Village. We hope to have a "mud Map" to hand out tonight to show you the way and I am looking forward to seeing you all there. (Don't forget a plate of supper to share)**

Our Website is about to undergo a bit of a revamp so give it a day or two and have a look to see the changes.

Ron Stephens  
President.

## **EMAIL ACCOUNTS**

Generally there are two formats for E-Mail storage.

Web Based.  
Disk Based

Outlook Express accounts are usually disk based; which means your emails are downloaded to your hard drive where they're stored to your hard drive on your own PC.

Web based accounts differ in that your email is downloaded to a server on the web and is accessed and stored online. The advantage of web based email is that you can save disk space on your own PC or access it anywhere in the world.

To Set it Up.

1. Open Outlook Express.
2. Select Accounts from Tools menu.
3. Select Mail Tab.
4. After selecting your Mail Account click on Properties button.
5. Select Advanced Tab.
6. Under Delivery heading check 'Leave a copy of messages on server' option.
7. Next select the options you want, eg: number of days to be held on server.
8. Finish by pressing Apply and OK.

*December News Letter Copy Deadline Wednesday December 14th*

# CLUB NOTICES

## S.D.C.U.C.I

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.

Cost \$2 per family, which includes the Newsletter, coffee/tea & biscuits.  
Subscriptions per Club's Year \$18. (Oct. to Oct.)

**Novice and experienced computer users will be warmly welcomed**

For further information:-  
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  
sdcuci@vcsweb.com



<b>Carleen Jared:</b>	<b>on the 1st</b>
<b>Kevin Vivan:</b>	<b>on the 7th</b>
<b>Doris Hannond:</b>	<b>on the 9th</b>
<b>Max Dawson:</b>	<b>on the 20th</b>
<b>Lisa Pope:</b>	<b>on the 21st</b>

## MEETING



## TOPICS

November 16th

Using a Greeting Card Programme.  
Margaret Fuller.

December 21st

Club visit to Hillview Retirement Village  
( Guide to get there on back page. Please  
bring a plate to share.)



**PO Box 991  
Morphett Vale  
SA 5162**

**Southern Districts Computer  
Users Club Inc.**

Names and phone numbers of Committee Members as of 19 October 2005.

President:	Ron Stephens	8387 2814
Vice President:	Dean Vice	8382 0319
Secretary:	Roy Buckle	8326 1239
Treasurer:	Monica Warren	8381 1041
Committee Member:	Colin Campbell	8383 6021
Committee Member:	Betty Dawson	8322 9535
Committee Member:	Gordon Heyer	8381 2083
Committee Member:	Rob Moulding	8270 8919

Please respect the privacy of others, and only use the above information for your own personal use.

**MEETING RULES**

NO SMOKING

NO SWEARING

NO DRINKING

We are allowed to use the facilities at Christ Church, O'Halloran Hill in return for a small donation, 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.

## Choosing Run or Save with downloads.

**Q.** When I download things from the Internet, what is the difference between Run and Save? Which one should I use when, and why?

**A.** An Internet download usually comes with a prompt from your browser. You're asked whether to run (sometimes open) or save the file. What should you do? Is there even a difference?

*If you select **Run**, the file will go to your Temporary Internet Files folder. Then it will run or open automatically.*

*If you select **Save**, you choose where the file is stored on your hard drive. There the file sits until you open it yourself. So Run is convenient, but, *Save gives you more control.**

It's generally safer to choose Save.

Once the file is saved, you can run a virus scan and examine the file.

On the other hand, you shouldn't be downloading something of which you are unsure. Downloads from companies you know—for instance, Microsoft, Adobe or Apple—are normally OK.

Even if you do choose Run, you may still have the option to do some checking. Internet Explorer often lets you view digital signatures from the download prompt.

After you click Run, it will pop up a digital certificate message.

You can click on the name listed under Publisher for more information.

Under Digital Signature Information, it should read, "This digital signature is OK " Otherwise the file is a higher risk.

Another option you might see is a check box labelled something like: "Always ask before opening this type of file."

Other browsers might use different phrasing, like "Always perform this action with this type of file."

The phrasing can be tricky; the two examples here have opposite effects. So be careful with options that include *always, never or automatically.*

Select the setting that will alert you with every download.

## File Extensions

Each file on your computer is designated by a Filename followed by a period (.) and a two-, three- or four-letter Extension.

The Filename can be anything chosen by the person who created the file (you or someone else) and can be up to 256 characters in length, though most are much shorter than that. Its purpose is to help to remind you of the contents or purpose of the file.

The Extension tells Windows what kind of file it is and which program to open it. There are many different Extensions, each with its own meaning. Some examples:-

EXE, or Com	= Executable Files
DOC	= Word Documents
XLS	= Excel Spreadsheets
TXT	= Text Files
JPG	= Joint Photographers Group photos
BMP	= Bit-mapped Graphic photos
GIF	= Graphic Interface Format images
TIFF	= Tagged Image File Format
MPG	= Compressed Video and/or Audio
HTM	= HyperText Markup Language Files
PDF	= Portable Document Format
ML	= Outlook Express Stationery
PPS	= PowerPoint Slideshow

If you are unable to tell what Extension a file has, it may be difficult or impossible to manage your files properly.

Microsoft decided for some reason many years ago, when the first Windows operating system was introduced, that we users would be better off not knowing this stuff. Well, they were wrong.

Knowing what Extension a file has, gives you the ability to determine how your computer should handle it, and when there are two files with the same name, to distinguish between them.

*Thought for the Month.*  
*When somebody offers to pay you now or later, choose now.*

**Christ Church  
O'HALLORAN HILL**

**OP SHOP**

**A BARGAIN HERE CAN NOW BE FOUND SO COME ON IN AND BROWSE AROUND  
WE'VE BRIC-A-BRAC AND CLOTHING TOO  
SOMETHING HERE THAT'S JUST FOR YOU**

**Opening Hours 9.00 am to 12.00 Noon Monday:- Thursday:- Friday:-**

*HELP US TO HELP OTHERS*

**Below are some Interesting links you may like to  
check out:**

**Gaelyne's Home Suite Home** (<http://gaelyne.com/index.php>) The home page of our Club's Patron Gaelyne Gasson.

**SPUG:** (<http://www.springnet1.com/spug/>) Our Sister Club in Springfield, Illinois, U.S.A.

A lovely Web site of one of our members Margaret Winstanley. Do visit you will find a lot to keep you interested.

[www.adam.com.au/mlwinstan/index.htm](http://www.adam.com.au/mlwinstan/index.htm)

Remember when checking links on the Internet, that sometimes they don't work, because a computer may be down, or there may be too much traffic on part of the Internet. So, if a link doesn't work, try it a few hours later, or the next day.



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### ***Happy Banking.***

The following is an actual letter that was sent to a bank by a 96-year-old woman.

The bank manager thought it amusing enough to have it published.

To whom it may concern:

I am writing to thank you for bouncing my cheque with which I endeavoured to pay my plumber last month. By my calculations, three nanoseconds must have elapsed between his depositing the cheque and the arrival in my account of the funds needed to honour it. I refer, of course, to the automatic monthly transfer of funds from my modest savings account, an arrangement, which, I admit, has been in place for only thirty-one years.

You are to be commended for seizing that brief window of opportunity, and also for debiting my account \$40 by way of penalty for the inconvenience caused to the bank.

My thankfulness springs from the manner in which this incident has caused me to rethink my errant financial ways. I noticed that whereas I personally attend to your telephone calls and letters, when I try to contact you, I am confronted by the impersonal, overcharging, pre-recorded, faceless entity, which your bank has recently become. From now on, I like you, choose only to deal with a flesh-and-blood person.

My mortgage and loan repayments will therefore and hereafter no longer be automatic, but will arrive at your bank, by cheque, addressed personally and confidentially to an employee at your bank whom you must nominate. Be aware that it is an offence under the Postal Act for any other person to open such an envelope. Please find attached an Application Contact Status form, which I require your chosen employee to complete.

I am sorry it runs to eight pages, but in order that I know as much about him or her as your bank knows about me, there is no alternative. and the mandatory details of his/her financial situation (income, debts, assets and liabilities) must be accompanied by documented proof. In due course, I will

I will issue your employee with a PIN number.

I regret that it cannot be shorter than 28 digits but, again, I have modelled it on the number of button presses required of me to access my account balance on your phone bank service. As they say, imitation is the sincerest form of flattery..

When you call me, you will now have a menu of options on my new voice mail system to choose from. Please press the buttons as follows:

1. To make an appointment to see me.
2. To query a missing payment.
3. To transfer the call to my living room in case I am there.
4. To transfer the call to my bedroom in case I am sleeping.
5. To transfer the call to my toilet in case I am attending to nature.
6. To transfer the call to my mobile phone if I am not at home.
7. To leave a message on my computer, a password to access my computer is required. Password will be communicated at a later date to the Authorized Contact.
8. To return to the main menu and to listen to options 1 through 7.
9. To make a general complaint or inquiry. The contact will then be put on hold, pending the attention of my automated answering service.

While this may, on occasion, involve a lengthy wait, uplifting music will play for the duration of the call. Regrettably, but again following your example, I must also levy an establishment fee of \$40 to cover the setting up of this new arrangement.

Please credit my account after each occasion.

May I wish you a happy,if ever so slightly less prosperous, New Year.

Your Humble Customer.

*Contributed by Roy Buckle*

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more.

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Opinions expressed in this newsletter do not necessarily represent those of the Southern Districts Computer Users Club Inc. nor does publication of an advertisement imply endorsement by the Southern Districts Computer Users Club Inc.

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.

## *Recognising a Stroke*

Sometimes symptoms of a stroke are difficult to identify. Unfortunately, lack of public awareness can spell disaster. The stroke victim may suffer brain damage when people nearby fail to recognize the symptoms.

Now doctors say a bystander can recognize a stroke by asking three simple questions:

- \* Ask the individual to **SMILE**.
- \* Ask him or her to **RAISE BOTH ARMS**.
- \* Ask the person to **SPEAK A SIMPLE SENTENCE (Coherently)**  
(ie. It is sunny out today)

**If he or she has trouble with ANY of these tasks, call 000 immediately** and describe the symptoms to the dispatcher.

After discovering that a group of non-medical volunteers could identify facial weakness, arm weakness and speech problems, researchers urged the general public to learn the three questions.

They presented their conclusions at the American Stroke Association's annual meeting last February. Widespread use of this test could result in prompt diagnosis and treatment of the stroke and prevent brain damage .  
*thanks to Dean Vice for this contribution*

### ***Auto Correct***

*When typing and formatting text in WORD, it sometimes decides to format the whole document for you, instead of only the selected text, or automatically changes the word you have typed.*

*To get out of jail press Control-Z (undo) and the document will be formatted correctly.*

### **MEETING RULES**

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## *Another Little Gem from Dean.*

Subject: Just got this - you might want to check it out I did, and was shocked to see my details.

Now you can see anyone's Driver's License on the Internet, including your own! I just searched for mine and there it was...picture and all!

Thanks to Homeland Security! I definitely removed mine, I suggest you all do the same. Maybe we should start up a petition or something protesting this.

What do you think?

Go to the website and check it out. Just enter your name, City and state to see if yours is on file. After your license comes on the screen, click the box marked "Please Remove".

This will remove it from public viewing, but not from law enforcement you know that some licenses have your SS# on them for people living in the United States of America and Medicare numbers for people living in Australia. For all other countries it lists tax file numbers and other forms of I.D.

When asked for the state you live in, *all people living outside the USA* should select "District of Columbia".

<http://www.license.shorturl.com/>

## ***FOR SALE***

The club has a number of 2m USB extension cables for sale at \$6.00 each. Very handy.

Also a limited supply of 23 in 1 Card Readers at \$25.00 each. Anyone would be delighted to find one of them in their Christmas Stocking.

Both of these items are perfect for use with digital cameras. See Ron or Dean to purchase.

The old gent was backing his Rolls into the last available parking space when a zippy red sports car whipped in behind him to take the spot. Out jumped the cocky young man and said "Sorry Pops, but you've got to be young and smart to do that."

The old gent ignored the remark and kept reversing until the Rolls had crunched the sports car into a crumpled heap.

"Sorry son, you've got to be old and rich to do that." said the old gent.

*How to Get to Hillview Retirement Village*  
*Turn right off Chandlers Hill Road into:*  
*Southern Cross Road then to the end of the road (T*  
*junction) turn right.*  
*Hillview Recreation Hall will then be on your left*  
*about 700 metres*

