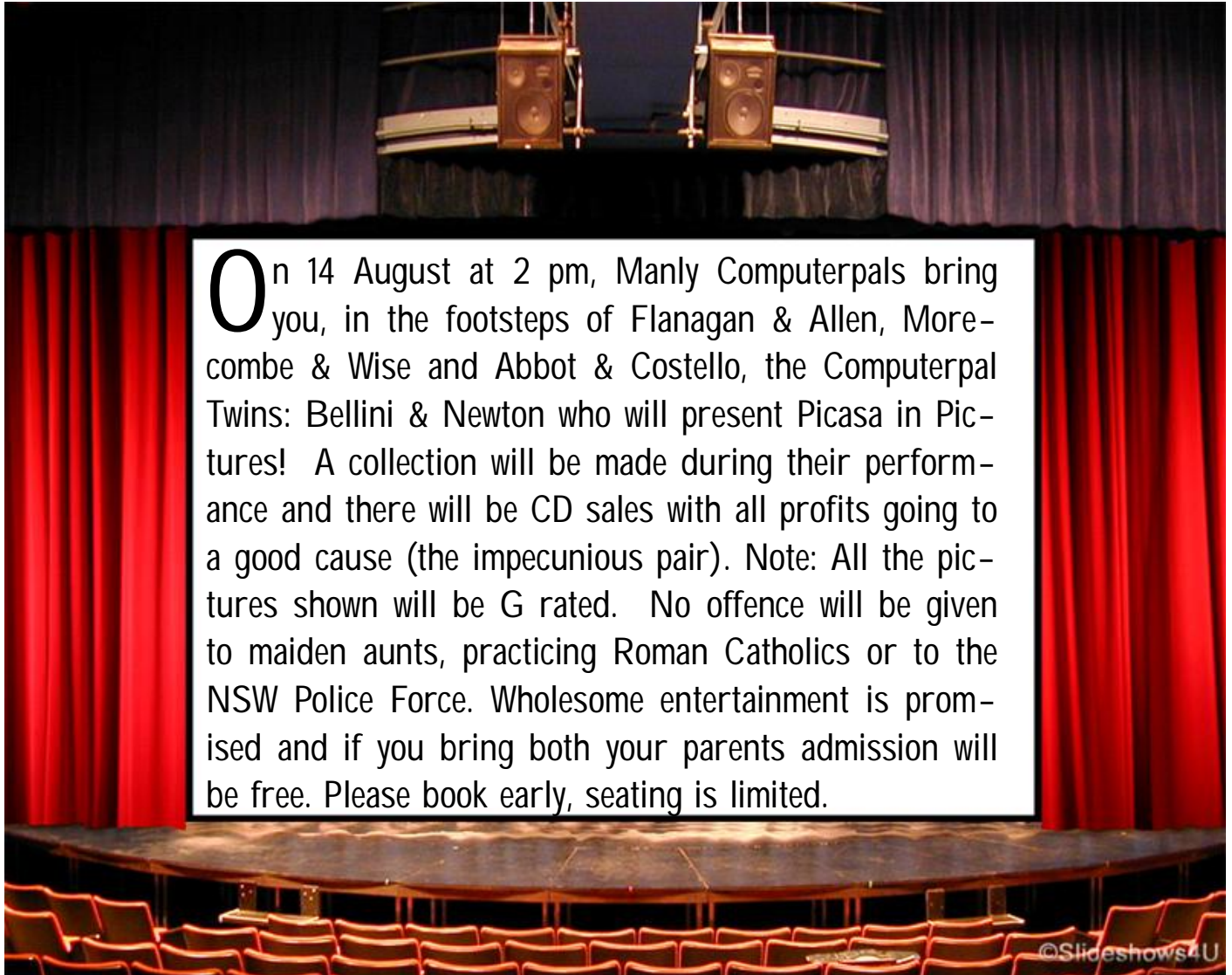




MANLY MOUSE

Newsletter of Computerpals for Seniors – Manly Inc.

August 2008



It's all right! No need to bring your parents. It will be a normal meeting. Jack and Bob will show you how useful the free program Picasa is for editing and storing your photos and they will answer questions. Afternoon tea will follow as usual with the opportunity to chat with other members and tutors.

July's presentation, Back to Basics, was given by Graham Clark in his usual easy to understand but fully comprehensive style. Although aimed at beginners, many more advanced members will have found a great deal to interest them, even the most experienced will have learnt something they didn't know before. It must take a lot of time and trouble to get such perfection.

Manly Seniors' Centre 275 Pittwater Road, Manly Postal Address: PO Box 1128, Manly 1655 Phone: 9976 0930

www.manlycompals.org.au

Editor: Gwyneth Crawford gwyneth@bigpond.net.au Sub Editor: Jack Newton



Pictures taken at the July General Meeting. It was good to see long term members, Adrienne and Brian again.

Big is Better ? (A Windows XP tip).

As if we aren't having enough problems just understanding this whole computer caper! We now find that we can't even readily see or read what's on the desktop screen, let alone understand it! It's all too small!

Not to be outdone by the beast, many of us have just decreased the screen resolution to make everything bigger. However, whilst that will make it all bigger, it also makes it all blurry, with a distinct lack of crispness, and muddy colours.

The problem is that LCD flat screens have only ONE screen resolution at which they look reeeally good. That's called its "Native Resolution". The big old CRT screens didn't have this issue ... don't make them like they used to, eh? And the default desktop Icon and Font size at the LCD Native Resolution assume you have 20/20 vision.

Soooo ... what to do, what to do! Despair not, there is a way to increase both the Font and Icon sizes whilst still maintaining the Native Resolution clarity and crispness. Pay attention folks, and I'll lead you through the Microsoft labyrinth.

First, make sure you have ClearType installed and activated. Watz this, you say???

Click on the following link and follow the instructions to turn it on. It makes quite a difference to the font appearance, irrespective of your screen resolution.

www.microsoft.com/typography/cleartype/tuner/tune.aspx

Next, follow the steps below.

Note. All mouse clicks are single left clicks unless otherwise stated.

Restore Screen Resolution to Native.

1. Close all programs so you just have the desktop showing.
2. Right click on a blank area of the desktop, and a menu will appear
3. Click on "Properties" (it's at the bottom).
4. A new window called "Display Properties" will appear.
5. Click on the "Settings" tab, & locate the "Screen Resolution" slider (bottom left).
6. Click on slider (& hold down the button) & drag slider to far right. This is usually the "Native Resolution" setting if other defaults are Window standard (no one has been fiddling??). You can take your finger off the mouse button now.

7. Click on "Apply", and click "Yes" in the window that pops up asking if you want to keep the new settings.
8. That's it for the first part.
9. Still with me? Sit up straight and listen carefully!

Increase Font Size (part one)

1. Do the same as steps 1, 2, 3 & 4 above.
2. Click on the "Settings" tab, and click on the "Advanced" button (bottom right).
3. Another window will appear. Click on the "General" tab.
4. Locate the "DPI Setting" bar, and click on the small arrow at its right hand end.
5. A small menu drops down, offering you a "Large size (120 DPI)" font. Click that.
6. A window appears rattling on about a restart needed to change fonts. Click "OK".
7. Have a look lower down the "DPI Setting" window and make sure "apply the new display settings without restarting" is selected.
8. Click on "Apply" at the bottom right of the window.
9. Windows now bursts into song again with another pop up window. Feel free to read it, but your response will always be "Yes".
10. Now you are back to the "Display Properties" window. Click "Close".
11. Screen goes grey, things start to happen, and the fonts get suddenly bigger.
12. Mother Hen Windows starts clucking again, saying a reboot will be needed. I never bother. However, you might like to let it reboot, and take the opportunity for a drink to celebrate reaching this point.



Increase Font Size (part two) and Icon Size

Flushed with success, the next bit will be easy!

1. Do the same as steps 1, 2, 3 & 4 in the "Restore Screen Resolution" part above.
2. Click on the "Appearance" tab, and click on the arrow on the "Font Size" box (bottom left).
3. Select "Large" or "Extra Large" (big enough yet?)
4. Click on "Effects" (near the bottom right).
5. Take the tick out of the first box (transition effects).
6. Put a tick in the 2nd box (Smoothing edges) and select "ClearType".
7. Click the next box "Use large icons" (YEEEESS ... finally got there!)
8. Leave next two boxes blank, and leave the tick in the bottom box.
9. Click "OK", and when the next window appears, click "Apply" & "OK"
10. That's it ... congratulate yourself, you're a wizard!

Your carefully arranged desktop Icons will now be all over the place, but they will be bigger.

And that's it for now. Well done, to all who made it through and escaped the Minotaur. Vista is another story for another time.

Bob Bellini





M embers' Laptops

With more and more members bringing in their own laptops to lessons, the committee asks that you read this carefully and take note of the points raised herein.

Our tutors are all volunteers and even if the tutor owns a laptop he or she cannot be expected to be familiar with every make and type of laptop. So please understand that your tutor may not know many, or indeed any, of the details of your new purchase.



To help in this regard we ask that you ensure you bring along your laptop's user manual to every lesson - keep it in your carry bag and then it will be there if and when needed.

There are many different brands of laptops on the market with many different features and when you ask "what does this button do?" we may need to refer to your manual in order to answer your questions.

Manly Computerpals aims at providing basic computer skills to its members, but with this surge in use of laptops we are finding an increasing number of our members are wanting or expecting much more. We get many requests that in reality come into the realm of technical service - and that is not what we are there for. Servicing should be done elsewhere - at your home or in a computer service shop.

If you want your laptop (or your desktop PC) serviced or tuned up to run faster, or just want advice on what to buy, then there is the option of contacting either Ted Hulbert or Bob Bellini. Each of these men operate their own fee based computer service businesses, which also offer home visits. Contact details for both Ted and Bob may be found on the small notice board immediately to the right of the training roster sheets (look at the sheet with committee names and contact details)

Your support and understanding of the above points would be appreciated.



R equesting a Particular Tutor

Members often pencil a tutor's name in when they book a session. This is fine providing no one else does or has done the same in that particular time slot.

We have had several occasions lately where two members turn up expecting to be taught by a particular tutor and this cannot work with our "one on one" tuition.

To overcome this, we ask that you check the roster sheet BEFORE you book a lesson. If someone in the same time slot has already requested the tutor you want, then you will have to find another time slot where the tutor has not been already requested by someone else.

Having said all of the above, we cannot guarantee that you will have training under a particular tutor. We will try to meet your requests, but occasionally there may be hiccups. The tutor may be off sick, on holidays or has already promised someone else a lesson.

Thanking you for your cooperation in this regard.



Desktop Icons

You can arrange your desktop any way you like by using any of the many ways Windows offers for moving and arranging your desktop icons.

If you want to position your icons in a specific arrangement, first you'll have to make sure you have "auto-arrange" turned off. To turn "Auto-arrange" off, right-click your desktop, choose "Arrange icons by" and uncheck "auto-arrange" if it is checked.



You can drag icons on your desktop to a new location on your desktop by holding down the left-mouse button while dragging it. When you have it where you want it, let go of your mouse button. The icon will be in the spot you want it!

You can also right-click an icon on your desktop, and chose cut (or press your control key + the "X" key) and position your cursor in the location where you want to move the icon and right-click and choose "Paste" (or press your control key + the "V" key).

If you want to arrange your icons by type, right-click on your desktop and choose "Arrange by type"; if you want them arranged alphabetically, right-click your desktop and choose "Arrange by name". You can also arrange by "modified" (date) or by file size. Works in Vista too although in Vista you'll see "Sort by" instead of "Arrange by".

Customize your desktop anyway you like and organize your favourite desktop icons in any pattern you like. You don't have to let Windows arrange your icons anymore. You are in control!

Telstra Connected Seniors: Staying in touch with family and friends via email, sharing photos digitally, creating your very own web page, or managing the activities of your community group, is easy with Telstra Connected Seniors®. Becoming a member of the program will give you the tools you need to get more out of every day.



Telstra Connected Seniors® is a tailored program created to help older Australians learn more about technology. It offers individual self teach guides, fun

interactive workshops, and also offers eligible community groups with the opportunity of funding to run successful training courses around technology. Take advantage of what Telstra Connected Seniors® offers and find out how you can get better connected with your friends, family and the world around you.

<http://www.telstraseniors.com.au/index.aspx>

Pulling Word Tables Back Into View

Summary: If you make structural changes to your table by adding new columns here and there, you could easily end up with a table that is wider than what can be displayed on-screen. Here's how to get your table back into view. When you first add a table to your document, Word determines column width by dividing the space available between margins by the number of columns in the table. If you later add a column to the table, the inserted column will push the right edge of the table past the right margin. This may make it difficult to "grab" and resize the right-most column.

There are several ways to deal with this type of situation. For instance, you could change to landscape orientation, adjust the column widths, and then switch back to portrait orientation. Another thing to try is to switch to Draft view, as opposed to Print Layout view. This allows you to see the columns that extend past the right margin and make any adjustments.

If you want to adjust all the columns so everything fits as well as possible, follow these steps:

Right-click anywhere within the table. Word displays a Context menu.

Click on AutoFit. Word displays a submenu.

Within the submenu, choose AutoFit to Contents.

The result is that Word adjusts your table so as much of each column is as visible as possible, within the limits of the page margins and according to how much information is in each column. This can sound confusing, and the effects are best understood by trying out the feature with different types of information in your table. If the table is empty, each column is made as narrow as possible, and you end up with a "scrunched" table. If there is information in the table, then each column is made as wide as possible to display all the information in that column. If the table is still too wide, Word narrows the widest columns, thereby wrapping the contents of those columns, until it can fit everything. *Tips.net*

Word 2007: Add features to the Quick Access Toolbar. In order to get your word processing done in no time, you can customize the Quick Access Toolbar. All commands are listed in alphabetical order in More Commands in the Quick Access Toolbar. By adding the more frequently used commands to this toolbar, you can finish your job faster by clicking on the icons in the toolbar instead of navigating around the menus. For example, to add the Translate feature to the Quick Access Toolbar, click on the Review Tab, then right click the Translate button. Click on Add to Quick Access Toolbar. The Translate button now appears on the Quick Access Toolbar next to the Office button.

Windows Vista Tip. Multiple Clocks - Multiple Time Zones. Click start, Control Panel, and open the Date and Time applet. Click the "Additional Clocks" tab. From there, you can configure two or more clocks showing different time zones - whatever time zones you choose. When you're done, you'll see these "extra" clocks when-



ever you hover over the Taskbar clock. You don't need any additional software or any silly sidebar widgets. Just the Control Panel and a little help from

your friends is all you need.

XP SP3 and Vista SP1 now available. These are large downloads from Microsoft. You can order them from the Club on CD — \$5 each.

Task Bar Tidy Up: An overfull taskbar will slow your computer especially on starting up. Most of us never question the quantity of icons or whether they need to be there.

The taskbar is divided into 2 parts, on the left are the quick launch icons which do not affect the speed (they take up no RAM) of your computer. One left click and you launch any program listed there.

On the right, however are icons that show you what pro-



grams are running on your PC. That means every time you switch it on, all these programs are instantly loaded (competing with each other) and running, thus reducing your RAM. For example, Picasa may be sitting there but you are not going to load or edit pictures every time you use your computer. Skype is a great program but you are not going to use it every time and that goes for any program icon sitting there. How do the icons get there? That decision is made when you load a program, even if you did not notice. When loading a program you need to watch very carefully and read all material that comes up. You will notice that there are a lot of boxes ticked which you need to untick, like permission for a Google Toolbar. Most of us just use our regular toolbars. Short of uninstalling the programs and reinstalling, or following detailed instructions to get rid of these icons, there wasn't much we could do.

Now there is a small free program available from ZDNet or Downloads Digest which will do it for you. It is called **Ashampoo Start Up Tuner and it is free**. You simply download it from the ZDNet site or from Downloads Digest. It is one of the safe sites like Cnet.com.au that offer free programs. Just put **Ashampoo Start Up Tuner** in Google and away you go!

What icons to leave there? Well, you need to leave the volume control and any antivirus or other protection. Other basics, such as a networking icon, and any directly related to your computer. Programs like Picasa, Media Player, Skype, Messenger, Printmaster etc. will pop their icons there when you go to use them.

You will find that your computer works more efficiently with these excess programs closed down.

Thanks to Christine Smith in 'Pals by the Lake' Newsletter July 2008 Computer Pals for Seniors Northern Beaches Inc.

What is the difference between Plain Text and HTML Email? Plain text means exactly what it says. Plain black text on a plain white background. You cannot change the font style, font colour, font size, or background in plain text email. You can't embed images in plain text email. Therein lies a problem with plain text - everything in black & white and no images. Any image you send with plain text comes as an attachment. When you think of Plain Text email think of a Notepad text file sent via email.

HTML, which stands for Hypertext Markup Language is the same coding used to make Web page. HTML email allows for coloured fonts, changing of font faces and font sizes, italicized text, bold text, underlines, coloured backgrounds or graphical backgrounds. You can embed images in HTML email so when you send them anyone with an HTML-enabled email program can see the image you embedded without opening an attachment.

Email stationery requires HTML formatted email. Windows Mail, Outlook Express and Outlook are capable of sending and reading both Plain Text and HTML Email.

Special Course – Picasa2 The club will run a special Thursday afternoon course on the photo editing program Picasa2 during August and September. The course will comprise four sessions from 2 pm to 5 pm. Course participants will be taught how to edit digital photographs (including scanned photos) so that their appearance is enhanced. For instance, under- or over-exposure problems can be corrected using Picasa2; also special effects may be used to add dramatic emphasis to photos. Full details of the course will be given at the August general meeting (see page 1) when the presenters, Bob Bellini and Jack Newton, give their talk on Picasa2.

Morris and his wife Esther went to the state fair every year, and every year Morris would say, 'Esther, I'd like to ride in that helicopter'. Esther always replied, 'I know Morris, but that helicopter ride is fifty dollars, and fifty dollars is fifty dollars'. One year Esther and Morris went to the fair, and Morris said, 'Esther, I'm 85 years old. If I don't ride that helicopter, I might never get another chance'. 'To this, Esther replied, 'Morris that helicopter ride is fifty dollars, and fifty dollars is fifty dollars'. The pilot overheard the couple and said, 'Folks I'll make you a deal. I'll take the both of you for a ride. If you can stay quiet for the entire ride and not say a word, I won't charge you! But if you say one word, it's fifty dollars'. Morris and Esther agreed and up they went. The pilot did all kinds of fancy manoeuvres, but not a word was heard. He did his daredevil tricks over and over again, but still not a word. When they landed, the pilot turned to Morris and said, 'By golly, I did everything I could to get you to yell out, but you didn't. I'm impressed!' Morris replied, 'Well, to tell you the truth, I almost said something when Esther fell out, but you know, fifty dollars is fifty dollars!' (RM)



Booking lessons ahead. Members are reminded to book ahead to ensure their lessons are on days and times to suit. Every Monday morning the past week's roster is taken down and a new one for two weeks hence is put up. This way the training rosters cover a 3 week period & it is up to the members to get their names down early each week. Some only book a week ahead and when they do come for a lesson they often find the next week or two are already heavily booked. The message is - **GET IN EARLY & BOOK AHEAD.** If you cannot get in on a Monday or Tuesday to put your name down on the new sheet, you can phone in and request a day & time and, if available, we will book it for you.

Tutors' Roster (subject to change)

Monday	9 am - 1 pm	Graham Clark & Lyn Nicholls
	1 pm - 5 pm	David McAdam & Arthur Johnson
Tuesday	9 am - 1 pm	Tony Van der Walle & Wally Gora
	1 pm - 5 pm	Lya'll McNeish & Harry Brabin
Wednesday	9 am - 1 pm	Ted Hulbert & Bridget Mahoney
	1 pm - 5 pm	Harry Agüero & Elaine Johns
Thursday	9 am - 1 pm	Jim Wade & Dorothy Peters
	1 pm - 5 pm	
Friday	9 am - 1 pm	Ern Cohen & Hugh Walker
	1 pm - 5 pm	Bob Bellini & Ron Peerless

Welcome to new members:
 Lucette BRESSO; Remo BRESSO; Betty COR-NISH; Mary HOBAN; Mabel ROSE; Verline SHAW.
 If you are not listed here you will be next month.

IF YOU CANNOT ATTEND A CLASS PLEASE PHONE THE CLUB 9976 0930 AND ADVISE THE DUTY TUTOR TO ALTER LIST.

The assistance provided by Manly Council to Manly Computerpals is gratefully acknowledged.

Members are entitled to book ONE hour per week only. If any member desires additional lessons they can only book these by phoning the club room to find out if there are any vacancies on that particular day. If there are vacancies, they may then book an additional lesson. Under no circumstances are members to enter their name on the training roster more than once per week - other than by following the above procedure. Occasionally, we may need to contact you re your booked training session and this means all members must record their first and last names along with their phone number on the training roster sheets.



Disclaimers
 Members who bring equipment such as a laptop computer or digital camera to the Club, do so at their own risk and Computerpals accepts no responsibility for damages or loss.
 This newsletter is provided "As Is" without warranty of any kind. Each reader of the Manly Mouse newsletter assumes complete risk as to the accuracy and subsequent use of its contents.

Our Website is kept up to date by Graham and includes photos, latest news and recent and Former copies of the Manly Mouse.

www.manlycompals.org.au