

Email report – meeting 14/12/2011 at Stowupland School

We had 18 members present at December's meeting. Apologies were received from Hazel Burl, Zena Dakeyne, Sylvia Downs, John Haseltine, and Jean Roche.

Agony Corner:

1) 'Portable apps', as discussed at the previous two meetings.

- Only two members have tried loading portable applications onto a USB stick.
- In answer to a query, there's much, much more available than just 'photo' programmes and web browsers. Have a look again at <http://portableapps.com/apps>
- Later in the meeting I showed Firefox (Browser), Gimp (Photo programme) and VLC (media player), loaded from a USB, on the screen.

2) 'What are Apps?

- Apps is short for Applications, generally compact versions of larger programmes, but can mean slightly different things depending on the context.
- The 'portable apps' above are free, compact programmes meant to be installed on USB.
- For phones and tablet computers, Apps (mini programmes) can be free or downloadable for a small charge. There is a vast range available for Android (Google) and iPad (Apple) systems.
- Google Applications. The Chrome Web Store is an online marketplace, where you can discover thousands of apps, extensions and themes for Google Chrome
<https://chrome.google.com/webstore/category/popular>

3) 'When I print out emails which include email addresses, some come out blue and others are in normal black text. Why is this?'

- If an email address or web link is typed directly into an email it will, in all probability, be automatically recognised as such and converted to a hyperlink format, i.e. blue underlined text, e.g. peter@dakeyne.com or www.u3astowmarket.org.uk . A single click will, in the case of an address, open a new mail message, or for a web address , open this in your default browser. (It's interesting to note that after you've used a link it will change from blue to purple)
- If, however, an address or link is copied and pasted from elsewhere, it may carry hidden formatting which will fool the recognition of a hyperlink.
- The same things apply in Word documents. By default any email or web address typed in will generate the same blue underlined hyperlink. If you want it to display as normal text rather than as a hyperlink, highlight it then Right click and select 'Remove Hyperlink'. It will become normal text which can be formatted as usual.

4) 'I can send emails but they don't get saved in my 'Sent' folder'.

- There can be several different reasons for this depending in the email client (the programme on which the emails are run) and the settings therein.
- Outlook Express, for example, needs to be 'compressed' regularly so that it can perform correctly. This is just a means of backing folders up in a more tidy way and does not result in loss of data.
- Currently this is a problem being examined on behalf of a group member and will be reported on at the next meeting.

Making Posters:

Thanks very much **to Pam Webb** for today's topic - an excellent presentation. Pam started by showing us examples of posters she had prepared for a variety of occasions. She then went on to show us how construct one from scratch, in Word, with a Christmas theme.

We started with a blank page and added a festive border (Page Layout, Page Borders, Page Border, click down arrow on Art make selection and OK).

This was followed by typing in text and creating a fancy format from that, then centering it.

Insert a picture by, Insert, Clip Art and in the search box type 'bauble', say. Click the picture you want which will be inserted in the document. Within the picture, right click then Text Wrapping then Square - this enables you position the picture easily. Resize using the corner markers on the selected picture.

The poster was completed with more text, then saved (when doing projects like this it is wise to save regularly so that if you make a mess or change your mind you can go back to an earlier version).

The resulting poster was, of course, A4 size. Pam showed us larger posters made from multiple A4s using a free programme, Posterazor. Watch the video on this link <http://posterazor.sourceforge.net/>

As I needed to publicise a new Canasta Group, I decided to kill two birds with one stone and create a poster using the methods described above. Please have a look at <http://tinyurl.com/u3acanasta> . You may be interested to know that the font used in the main text is the U3A 'official' font and if you wish you can get it by logging on as a member at www.u3a.org.uk and selecting 'Document Downloads' from The U3A Member Menu, then U3A Logo.

Coming Topics:

January: 'Back to Basics' session. File and folder organisation, and how to deal with email attachments. Peter Dakeyne

February: 'Tablet Computers. What are they? What can they do? Do I need one?' Clive Moffat, Hughes Computers

March: 'Google Revisited'. Another look at the hidden depths of Google. Philip Weir

Other suggestions included.....

Speech recognition software. (Dragon Naturally Speaking, best price Amazon <http://tinyurl.com/d8ptmjk>)

Data bases - in the absence of any experts in 'Access', say, this was thought to be too ambitious for our group.

I am keen to encourage any group member to come forward and present a session of their choice and am more than happy to help out if necessary. Alternatively, please let me know if you have a particular subject you would like to be explored.

Next Meeting:

Will be on **Wednesday 11th January**, 1.30pm at Stowupland School.

I will be leading the '**Back to Basics**' session as above

Season's Greetings and All the Very Best Wishes to everyone in the Group, with special thanks to all those who have taken the lead in sessions over the past year.