Email report – meeting 11/01/2012 at Stowupland School

We had 15 members present at January's meeting. Apologies were received from Zena, Sylvia, Andrea, Angela, Pam, Harold, Jenny and Sheila

Philip and Mike brought along their new tablet computers for us to see; Philip with the Asus 10.1 inch Transformer and Mike with the 7 inch BlackBerry Playbook. Both created a lot of interest and questions - this enthusiasm bodes well for our February session devoted to tablet computers.

Agony Corner:

1) Last month's attachments-

- I attached 3 files to last month's email, Canasta Notice.pdf, Canasta Notice.doc (prepared using the poster making techniques used at the meeting) and a zip file, HandelGotDlig
- The zip file contains the U3A preferred font and the pdf main text shows this as it should be.
- The .doc file would look different as the HandelGothic file would not be automatically installed on your machine, so 'Word' would substitute its nearest equivalent.
- If you like the look of the font in the pdf and would like to install it, just follow these instructions.
- Save the zip file to a convenient folder (see today's topic for more information) and right click, then 'Extract Here'. This will give you two files readme.txt and Handgotl.ttf (True type Font).
- Go to Start then Control Panel and look for 'Fonts'. Drag the Handgotl.ttf file onto the 'Fonts' folder and this will install this font on your machine.
- Go into Word, scroll down the fonts and you will see the Handel Gothic font in the list.
- If you open the Canasta Notice.doc file again, you will now see the font correctly presented.

2) I cannot upgrade my XP machine to Service Pack 3 (SP3).

- There could be numerous reasons for this, often due to registry problems. There's help and advice at Microsoft at http://support.microsoft.com/kb/950717 and http://support.microsoft.com/kb/949377
- Is SP3 really necessary? SP3 was first issued in 2008 and forum posts from that time suggest there's not much in it over and above SP1 & SP2. If your PC is now running OK it may be not worth worrying about it?

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

- Due to a combination of defragmentation, 'Compaction' of folders and setting of 'Options' this problem *has now been solved* apart from the fact that a helpful file, 'WMUtil' could not be found.
- WMUtil ver 1.51 is a small utility to allow users to compact and repair the Windows Mail database in Windows Vista. Now that the problem has been solved manually this should not be required, but if it s, I have downloaded a copy of the zip file onto my PC.

4) 'I attached a pdf file, which I'd scanned, to an email to a friend but she couldn't open it'.

- If a PDF file cannot be opened by just double clicking, it means that the free programme, 'Adobe Reader' is not installed. This is simple to do..
- Just go to http://get.adobe.com/uk/reader/ , download and install (untick any boxes offering other programmes).
- As mentioned in the session about PDFs last year, there are other PDF readers available, one of which is available at http://www.visagesoft.com/products/pdfreader/
- Out of interest - 'Scan and Save'; when saving a scanned document the software always offers a choice of format, amongst others *.jpg, *.tiff, single page *.pdf and multipage *.pdf. Alternatively, you can select 'Scan to Application' which offers 'Word Pad' to save in rtf (Rich Text Format), another universal format.

5) 'Sometimes from Internet Explorer I can connect to Google, other times I get a message 'Oops, Internet Explorer couldn't connect to Google.com'...

- If this message comes in a pop up box, resist the temptation to click any links therein since that may expose you to a Trojan horse virus.
- The fact that AVG and other security software is not alarming suggests that your machine is not yet infected, although research suggests that if AVG does detect it, it may not be able to remove it. Additional removal tools are available, apparently.

- A first step in IE could be to turn on the 'Pop up Blocker'. Go to tools, Pop up blocker and choose settings. Alternatively change to FireFox or the Google Chrome browser as this issue may only be affecting IE.

6) 'How do I empty the 'Recycle Bin' folder?'

- Double click the 'Recycle Bin' folder on the desk top
- Top LHS, Click File the Empty Recycle Bin, click yes in the 'are you sure?' box.

Other points of discussion:

Philip has noted an item in the Saga magazine drawing attention to the U3A relationship with 'Wiley' in the 'Older and Wiser' series, in this case specifically about the new issue 'iPad for the Older and Wiser' priced at £12.99 from Saga. We've discussed Wiley before and all the information can be accessed from the U3A site when logged on as a member (see below). This link will take you directly to the Wiley site, http://www.pcwisdom.co.uk/view/0/index.html where you can read about the various books. If you decide to buy, don't pay the Saga price as a link will take you to Amazon at £7.92 delivered!

I drew the attention of the group to the value of have two monitors attached to a PC. If you have a spare, it's very easy to set up. You may have the problem sometimes of needing more than one program open at a time and it can be a bind to have to keep opening then minimising the all the while. With a second monitor, it's possible to drag any window to the other screen whilst you can work on both on either screen. There's a lot of help on this topic on the internet, just search for 'setting up two monitors'.

During the main session in the ICT room, we accessed the U3A main website at www.u3a.org.uk . Whilst this can overall be viewed in general by the public, to get the best out of it, U3A members should register to gain access to the members' area. Surprisingly, only one other member of this Computer Group had already done this. Registration can take a couple of days or so to become active. We looked around and finally navigated to the Wiley site discussed above.

My topic for today - Back to Basics. File and folder organisation, and how to deal with email attachments:

Email attachments. We looked at attachments in Outlook Express and in Gmail, illustrated by a video copied on my home computer.

- All email attachments, unless they are from a trusted source need to be treated with caution. It's always wise to scan them with your virus checker before opening.
- In Outlook Express, an attachment is signified by a paper click icon. They can be opened by double clicking directly on the file name but it's better to save first to a known folder. We saw how to create a folder first by navigating to the My Documents folder, U3A, Groups, then G&T folder. Go to file, New, Folder creates a folder name 'New Folder' then changed its name to '2012'. Minimised this window and return to Outlook Express.
- Click save attachments, then browsed to the newly created folder. Then Ok. the files from the email are then safely saved in a separate folder away from the email programme.
- In Gmail, saving a file attachment by clicking the 'Download' link places it in the default location, usually C:\My Documents\Downloads. It can then be moved (see later) to any desired location.
- Gmail however has another option. To the left of the link is a folded paper icon. Click on this and it can be dragged to the desktop or indeed any folder.

eLSe (e Learning for Seniors). This browser based learning course covers all the basic skills needed for anyone starting out in computer or for those who feel that they may benefit from a bit of revision! The learning units listed are:-

Unit 1.	eLSe my virtual classroom
Unit 2.	Writing
Unit 3.	Emailing
Unit 4.	Internet
Unit 5.	Keeping your computer tidy
Unit 6.	part 1 - Services on the Internet
Unit 6.	part 2 - Online learning

There's also a very useful Glossary of computer related terms

I chose unit 5.....

Keeping your computer tidy. We worked through this which goes into much more detail than above explaining the similarities between office shelving holding folders on different topics with a computer organised in the same way with folders and sub folders holding files under different headings.

After working through this learning unit, you should know...

...how the workplace on a computer (the desktop) is structured.

...which elements go to make up this workplace.

...what is meant by file and by folder.

...how you can save and name a file.

...how you can create a new folder.

...how you can move a file or folder.

...how you can search for a file.

...how you can delete a file or folder.

This is just a small part of the eLSe course. The programme files were too large to share at the meeting but I've prepared a DropBox zip file containing all the necessary files and folders you will need to install at home......

- Click on this link provide in the original email.
- This will not open a web page but will initiate a download, eLSe CD course.zip file, to the default directory (as discussed above).
- Go to My documents and create a new folder as described above
- Copy or move the zip file to this (see below for different ways to do this)
- Right click on the file, then 'Extract Here'. All the necessary files will then be installed into this new folder.
- There will be a file, index.htm. Double clicking on this will open the programme in your default web browser (you will not be on the internet).
- Working through the modules there are some slide shows or similar - you may get a warning box come up, just click OK or click to close and carry on.

Moving or copying files: This is covered in the course, but we looked at a few ways of moving a file between folders..

- Dragging and dropping. Left click on the file, hold down the button and drag it to the new folder. This will move it (The same can be done with complete folders)
- Press 'Ctrl' whilst doing this and the file will moved whilst leaving a copy in the original folder.
- Right click a file or folder, then 'Cut'. Move to the destination folder, right click then 'Paste' and the file will be moved.
- To just copy rather than move just right click then 'Copy'. This will leave the original intact (perhaps a safer option!)
- Copying can also be done using keyboard short cuts. Highlight the file the press Ctrl & C, to copy then Ctrl & V to paste into the desired location.

Viewing files in folders:

- There are many ways to view a list of files in a folder both in the way they look and the way they are arranged.
- We looked at a few today but there are many more. Experiment yourself..
- Select a folder with many files in it, say with a mixture of pictures and documents
- Click the 'View' tab at the top, then experiment with the options in the second and third boxes (which are self explanatory) ..you may be surprised!

Next Meeting:

Will be on **Wednesday 8th February,** 1.30pm at Stowupland School.

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