Email report – meeting 11/07/2012 at Stowupland School

Please note that due to the school holidays, the next will meeting will be on **Monday 6th August at the Woodfield Bowls Club, our old venue, at 10.00am for a 10.30am start.** *(See below for details)*

Hello Everyone

We had 11 members at our meeting at the July meeting; apologies received from John Haseltine and Brian James

Agony Corner:

We reviewed some items from the last meeting before moving onto new ones.......

1) Issues with 'Dropbox': Confirmed that recipients of a Dropbox link do not have to have Dropbox installed on their machine (from last meeting).

2) 'How can I permanently change the default microphone settings in Skype?': This has now been solved via Tools/Options/Audio Settings.

3) 'How do I get rid of the 'Bing' search engine?' This was installed when I mistakenly downloaded MSN which has now installed itself as my home page': The procedures outlined in the last email proved successful in all respects.

4) 'How do I 'refresh' a web page?'

- This is important since, some times, browsers can open with a 'cached' version rather than the latest version of a web page.
- In Internet Explorer, click the icon with two green arrows next to the address bar, or press F5
- In Chrome; to the left of the address bar click the clockwise arrow or again press F5.
- In Firefox; click the clockwise arrow to the right of the address bar or F5.

5) 'A relation diverted my email through Gmail - my 'mypostoffice.co.uk' emails were initially viewable but have now disappeared. Gmail address emails are still available as are emails dispatched to me through Gmail'....

- The linking of the 'mypostoffice' mails may have been broken during an update of the Gmail/Google programme. The link needs to be restored by the person who originally set it up.
- The 'mypostoffice' emails will not have been lost and can be accessed via 'mypostoffice' web mail.
- During the meeting we went onto the www.mypostoffice.co.uk and entered member's account details in the boxes on the 'Welcome' page.
- From here it was easy to navigate to emails and all the 'missing' emails were discovered - as predicted.
- Accessing your emails via the ISP web mail server is a useful way of keeping in touch when away from home without access to your normal email programme.
- Emails will remain on web mail unless your normal email programme is set to 'delete from server when read'. You can avoid this by making sure 'leave a copy on server' is selected.

6) 'Even though I stopped using my 'mypostoffice' address' emails still came through for a few months, then stopped'.

- ISPs still allow old addresses to deliver mail for a while but after a period of inactivity, i.e. you are not sending any mail, then they will stop.

7) 'Why should anyone want more than one email address?'

- It can be useful to have several email addresses. For example, you may want one just for family and friends and another to sign up for purchases from web sites.
- You could even have yet another you use when web sites ask you to register, say, to receive their Newsletters. GMail, Ymail and Hotmail are often used for this purpose as they can be set up without you disclosing any personal information (you don't have to tell the truth when signing up).
- There are also such things as disposable emails for one off use. Read some FAQs here http://mailinator.com/faq.jsp

8) 'I'm very unhappy with Talk Talk, what are the alternatives and how do I change'

- Plusnet is a very good alternative. Although now owned by BT, they always rate highly for reliability and customer service with real people to talk to (in Yorkshire) if you need.
- If you are out of contract, switching is straight forward. Just obtain a 'MAC' (Migration Access Code) number from the old ISP and give it to the new one who will do the rest.
- It can be more complicated if you have a package, say telephone and broadband, but again the provider will do all the work for you. Have a look at the Plusnet FAQ here http://www.plus.net/residential/faqs.shtml

9) 'We receive a newsletter from 'Clipperaroundtheworld'. It comes with many photographs which can't be removed'.

- A little more information is required for this to be answered correctly. Are the pictures within the email, attached to the email or downloaded with the email?
- All browsers use a default download directory. If a file is being downloaded you may see a notice in the bottom left hand of the screen saying 'view in directory'. Following this you can find and delete from here.

'The Right Click and the Windows Context Menu' - Our topic for the day.

This is something to which we make a lot of reference at our meetings. But what exactly is it? Using a PowerPoint presentation we looked at many of the uses and the versatile nature of the right click. You can see the full presentation by clicking on this Dropbox link (*provided to members in original email*). This will download the file to your default directory and can be opened from there. (You do not have to have Dropbox installed on your machine to do this). This is compatible with Office 2003 as well as Office 2007/10. If you don't have PowerPoint installed you can download a free viewer from http://www.microsoft.com/en-us/download/details.aspx?id=13

- As a mouse user, you've probably noticed that there's more than one way to click it. There's the primary click that you do with your index finger, and there's a secondary click that you do with one of your outer fingers. This is known as the right-click. (Why? Because right-handers rule. It's a left-click for left-handers.)
- A right-click brings up a handy menu of shortcuts right in the place where you need them.
- Maybe you've seen some of these menus but haven't taken much notice, or you haven't realized how pervasive—and how useful—they are. The items on the lists change depending on where you

are and what you're doing. They'll give you speed and convenience without the need to memorize keyboard shortcuts.

- You'll see these right-click menus in Windows 7, Windows Vista, Windows XP, and in most of the programs you use.
- Right clicking on a blank section of the desktop gives you the opportunity to change and customise it to your liking. We followed all these options through on the desk top then the task bar.
- You will notice a long list of options in these menus. Depending on the context, these will be part of Windows and/or added automatically by installed programmes.
- The context menus can be edited with items being added or removed by editing the registry or by using special programmes………… but it's not straightforward and not recommended here.
- You can use both the CTRL+C and CTRL+V keyboard shortcuts and the right-click menus to copy selected text from one place to another in a document but you may not have noticed that this also works on files. For example, you can right-click a file in a folder and then click Cut, Copy, Delete, or Rename. You can even click Send To to copy a file directly to another location..
- Have you struggled to find an easy way to send a picture to a friend…the 'right click' can help? We followed this through from the full size pictures in the directory to much smaller ones ready to send in an email. Watch the presentation to find out how.
- In a Microsoft Word table, right-click and you'll be able to do all sorts of table formatting, directly from the shortcut menu. For example, you can insert and delete rows, columns, and cells, add borders and shading, and adjust the width of the table.
- Likewise, in Microsoft Excel, you can format cells with a right-click. The exact commands you see on the menu depend on where you click in the spreadsheet. For example, you can easily filter or sort a list from a right-click.

This session was fully interactive and we all enjoyed experimenting with the right click on our own work stations. You can get a lot of information about the context menu from this Microsoft help page http://tinyurl.com/cz99daq .

Next Meeting:

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Our speaker will be **Mr Les Selby**, a Hadleigh U3A member, who will give us a talk entitled **'iTunes & Beyond'** and demonstrate the use of 'Audacity' - free software for recording and editing sounds.

As I mentioned at the meeting, we do not yet have any topics planned for September and the months thereafter. If there is a topic that you think most people would be interested in exploring, or better still if you could volunteer to give a talk yourself, please let me know.