

Email report – meeting 12/12/2012 at Stowupland SchoolThere were 9 members at the Meeting and apologies received from Marian Brown, Harold & Irene Turner, Joyce Kay, Frank Lewis and Pam Webb.

Agony Corner:

1) From last month - copying contacts address book from Outlook Express a PC to Windows (Live) Mail on a lap top?'

- Following the procedure given in the last report, this issue has now been resolved.

2) Microsoft Security Essentials - how do schedule 'quick scans' ?

- Open Microsoft Security Essentials and you'll be on the Home tab. You can select a Quick scan or a Full scan (and then click Scan now).
- The quick scan will look for viruses in all the places they are most likely to hide. It's a good choice when you're just checking on the health of your PC.
But if something makes you think your PC is infected with a virus or spyware, you should perform a full scan. Your computer will be a little slower while it is running, but the full scan looks everywhere for possible problems.
- Scheduling scans - by default, Microsoft Security Essentials runs a scan of your PC once a week when you're probably asleep (default 2:00 am on Sunday).....
- But, you will want to adjust this,- open Microsoft Security Essentials and click the Settings tab. Under Scheduled scan, you'll be able to change the day and time as well as the type of scan.
- Updates - MSE works in the background to protect your PC. It checks for updates automatically a few times a day and doesn't slow your PC down while it works.
- You can find full details here <http://windows.microsoft.com/en-GB/windows/getting-started-with-security-essentials>
- In answer to another question, if you wish to install MSE you will need to deactivate or uninstall your existing Virus detection software, otherwise you will receive an error message.
- 'But doesn't this leave me exposed?'. In theory yes, but in the time between deactivating one and installing the new one, it's highly unlikely that you will receive an attack.
- If you're *really worried*, you can download the installation file then disconnect from the internet (pull out the phone connection), deactivate or uninstall the original virus checker, then install the new program. Reconnect to the internet to complete the installation with the latest updates.

3) 'I can't find 'Shrink to Fit' in Word 2010'

- The Shrink to fit command is available in Word 2002, 2003, and 2007. In Word 2010 the option is not available on the ribbon or the quick access toolbar.
- However, you can customize the ribbon and add the command Shrink One Page to a new or existing group.
- Full details here <http://support.microsoft.com/kb/2664217>

4) 'My Bullguard Security programme often warns me that 'You are vulnerable...' What does this mean, what should I do?'

- By updating the operating system and other programs on a regular basis, you can prevent third parties from gaining access to your computer and information through any security loopholes present in Windows and other applications.
- However, making sure each and every application is up-to-date can prove a tedious and lengthy task and this is where BullGuard's Vulnerability Scanner module comes into play. It is an application assessment tool that checks both Windows and other installed applications and add-ons for possible *vulnerabilities*. It also provides a comprehensive list with available updates and patches fixing the security issues found during the scan.
- Full details of how it works can be found here <http://tinyurl.com/bu34kn8>

5) 'Should I install all the 'optional' Windows updates I receive?'

- Optional Windows updates fall into various categories and it's up to you to decide whether or not to install. Descriptions can be found here <http://support.microsoft.com/?kbid=824684>
- If you have selected 'Automatic Updates' options are not *normally* offered. Setting up 'Windows Automatic Updates - the topic is too large to be covered here but all the information can be found at <http://support.microsoft.com/kb/306525> .

6) 'I want to send jpeg files to an Apple Mac user but he can't open them so I convert to pdf using Word 2007 but the files are too big'...

- Jpg or jpeg files are ubiquitous and standard on Mac computers. This is a quote taken from the Apple support site *'iPhoto can open many popular image file types; it is designed to work best with JPEG files'*. There must, then, be another reason why your transmission of jpgs is failing.
- If you are scanning a document to send by email, all scanning software will give you the option of saving as a single page pdf (for one scan) or multipage pdf (for more than one). This is covered in detail in the 'topic for today', below.

7) 'How can change the size of a picture so that it prints exactly to the size I want?'

- This is quite straight forward in any photo manipulation program. The terminology may be slightly different, but the technique is the same.
- In PhotoShop CS3 (I assume it will be very similar in PhotoShop Elements and IrfanView is very good for this), load up your original image and click 'Image' (not 'Canvas') on the task bar, then in Document size select 'Inch' or 'cm' in the dropdown, make sure the 'Constrain Proportions' box is ticked, then click in either the width or height box and enter the size you want, then ok. See the screen shots... <http://u3astowmarket.files.wordpress.com/2012/12/resizing.pdf>
- The picture will then print to exactly this size irrespective of what size paper you use in the printer.

8) 'How can I make a video of on screen actions as shown in today's presentation?'

- There's a totally free program called 'CamStudio' which is simple to use, copies video and audio and saves in avi format. You can get it here <http://sourceforge.net/projects/camstudio/>
- Today's presentation was captured by 'Ashampoo Snap 6'. This is a commercial product with a lot of bells and whistles. With other Ashampoo products, it's on offer at the moment for £3.25 instead of £12.99 until 24th December, just enter the coupon code 'christmas12' at the check out www.ashampoo.com/uk .

9) 'I am interested in a CIS (Continuous Ink System) for my printer. Are they any good and where can I get one?'

- This question was prompted by a picture of my set up in the presentation (below)
- A CIS ink system comprises of up to six x 100ml bottles of compatible ink which sits along side the printer and replaces the standard cartridges.
- I bought mine as a bundled deal a year ago, Epson P50 printer plus CIS system from <http://www.inkexpress.co.uk/index.html> .
- Having printed many high res photos in that time, I've barely used 50% of the supplied ink. Quality is very good and prints are indistinguishable from those done with branded inks. Ink Express were very helpful with my original enquiries and their after sales service is excellent.
- You don't have to buy a printer/CIS bundle as the systems can be retrofitted to many models of printer. Ink Express seem to concentrate on Epson although they are currently offering a Brother printer, scanner, copier, CIS bundle for £99.
- Another reputable company is Marutt <http://www.marutt.com/continuous-ink-system/lyson-continuous-ink-system.html> and another worth a look is City Ink Express who supply CIS systems for Epson, Brother, Canon and HP printers <http://www.cityinkexpress.co.uk> .

'Scanning Basics'. Our topic for the day. Over the months we have had many questions about scanning pictures and documents and how to get the files and in which format, into a known directory on the computer. I tried to keep it straightforward and did not spend much time on technicalities such as TWAIN, dpi, ppi etc

- I gave a PowerPoint presentation illustrating the answers to these, and many more, questions and included a video copied from actions taken on my PC.
- We looked at things that could be initiated directly from the printer panel without needing to save anything to the PC, eg photo copying straight to the printer and sending to email.
- All printers come with their own software which can be very useful, but it's just as easy to use the options available in photo programmes and almost any Office programme. We also saw how to use a professional OCR (optical character recognition) programme which is considerably more accurate than the basic ones supplied with the scanner software.
- It's important to remember that you don't have to accept the default jpg file format and that you can also save as pdfs, tiff, bmp etc.
- After the presentation, I was able to give a real time demonstration on the scanner which Wendy had kindly set up alongside.
- Obviously, there is far too much in the presentation to cover here so I've uploaded it into Dropbox at <http://db.tt/y4IWpQcO>
- Follow this link and it will download the file to your default download folder (it's 107Mb so be patient!). Ignore any warnings you may get.
- Since the PowerPoint presentation contains various links to documents and a video, I've put the whole thing in a folder and saved this as a zip file.
- To install, follow this procedure:
 - Create a new folder in (say) My Documents
 - Locate the zip file in the download folder and move or copy it to your new folder
 - Right click on the file now in the new folder and in the context menu click 'Extract here'.
 - This will create another folder 'U3A Scanning Basics 12-12-12'
 - In this folder locate Scanning Basics 12-12-12.ppt, double click and this will launch PowerPoint. Click F5 to view the slide show.
 - If you don't have PowerPoint or the equivalent Open Office programme, you can download the PowerPoint Viewer programme FOC from here <http://tinyurl.com/cqcsmt>
- I would be interested to hear from anyone who manages to download and install the presentation so that I know that my efforts have not been in vain!

Next Meeting:-

The next meeting will be on **Wednesday 9th January, 2012**, 1.30pm at Stowupland High School.

Topic for the day: I announced at the meeting that Frank Lewis would be giving us 'An insight into a new user's experience of Windows 8'. Unfortunately, Frank can't now attend on that day so this topic has been put back to the February meeting.

Peter Filby has kindly agreed to bring forward his original topic for February, ie '**An introduction to spreadsheets**' (my temporary title, Peter will probably improve on this) and how to make use of them in day to day life.

Most of us think about Microsoft Excel when this topic is mentioned; whilst it is the defacto standard and exists in several versions Excel 2000, 2003, 2007, 2010 and now 2013, it can be expensive but there are several free 'Office' programmes which are fully compatible.

This should be a very interesting session which should hopefully encourage those members who have been, to date, wary of putting a toe in the water re spreadsheets, to jump in!

With Best Wishes to All for Christmas and the New Year, I look forward to seeing you all in January 2013