

COURSES

Check out our web page for available courses

<http://tinyurl.com/2wowsh>

MICROSOFT SOFTWARE

The SeniorNet Federation has obtained significant discounts on a range of Microsoft software. Go to the site below and select the software you want and click.

<http://tinyurl.com/6o4px5>

Order

HOW TO:

MS WORD Spell Checker

One advantage with the spell checker is that you can add words to the list that do not appear in a dictionary. E.g. *Ltd.* Over time the list of words grows and misspelled ones get added. Time for a clean out. Go to *Tools | Options | Spelling and Grammar*. Click on *Custom Dictionaries* then in the window that opens click *Modify*. Here you can add, delete and modify any word in the list.

Ignore Internet Addresses

You can stop your spell checker checking internet file names (URLs). From the *Selling and Grammar* tab uncheck the box *Ignore Internet and File Addresses*

PORTABLE APPLICATIONS



A portable application is a computer program that you can carry around with you on a portable device and use on any Windows computer. When your USB flash drive, portable hard drive, iPod or other portable device is plugged in, you have access to your software and personal data just as you would on your own PC. And when you unplug the device, none of your personal data is left behind.

The cost of USB drives is coming down - 4GB are available for around \$25. Portable Applications include office suites - Open Office, Email - Thunderbird, Media Players - VLC, as well as a host of other software. The good thing is they are free. You not leave anything on the host computer. Let's say you go to a friends place and want to play a video file but they do not have the right player? VLC for example plays just about every video file. So using your flash drive you can run VLC, view the video but do not put any thing on their computer. I have been trialing the Mozilla Firefox browser at work where we have "Locked-down" computers. I have now been able to use "You Tube" which is blocked at work.

This is great if you go on holiday as you can take your email, and other documents with you and will greatly reduce any risks of using a public computer.

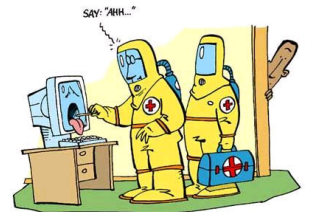
More info at

[PortableApps.com](http://portableapps.com)

<http://portableapps.com/>

AVG ANTI-VIRUS

Despite rumours AVG anti-virus FREE has not been withdrawn but it is very hard to find on their web-site. If you go to update version 7.0 to 8.0 you automatically get "hooked" into a trial version for which you will need to pay to continue using. The company has new owners who want users to use the paid versions. Be aware that AVG-Free won't fully protect your computer (check the AVG web-site). A much better free AV programme is **AVIRA**. For really good protection you need a commercial programme. With the proliferation of viruses ad other net nasties you really need a good all-round suite/. Recent tests of free programmes ranked these very poorly - next to useless. The suppliers of these use these as a teaser to get you to buy the paid-for versions. Consumer NZ rated **G DATA Internet Security Suite 2008** the best tested commercial programme:



More info:

AVG

<http://tinyurl.com/4gwkdr>

Avira

<http://tinyurl.com/5oq9eu>

G Data

<http://tinyurl.com/5oq9eu>

Consumer NZ Tests

<http://www.consumer.org.nz> (Members only)

WiFi SECURITY

Wireless networks must have security settings turned on. I was at a friends place, and was able to connect my laptop to one of his neighbours, who wouldn't have known until he found he had used up his data allowance. Setting up can be a bit tricky. To set the wireless security of your laptop or PC you will need to know the network name - the SSID. Ideally this should be something cryptic and set in your router. The type of security you should use is WPA-PSK. Secondly you need to choose a Passphrase - a sentence of up 65 characters. An example is "*My cats are all gone now*". Your computer will convert this to a cryptic character chain. For detailed help on how to set up a WiFi network check the Help pages of Win XP and Vista.

More info:

Microsoft

<http://tinyurl.com/6hhwn>

Netguide Magazine

<http://tinyurl.com/67mpwm>



Chinese Spell Checker

NEW MEMBERS

Welcome to the following new members:

Marie Goodwin.



HELP DESK

During Winter the help desk is closed on Thursday nights. If you require help email us at:

helpdesk@seniornetnorthwest.org.nz

Mail is checked daily so we can help you more quickly.

SITES

iPhone (NZ Site)
<http://tinyurl.com/6f9wpr>

Old Computers - Links
<http://tinyurl.com/2pz47>

Arts & Letters Daily
<http://www.alddaily.com/>

Daily Puzzles; The Press
<http://tinyurl.com/5judey>

Hybrid Cars
<http://tinyurl.com/kugzy>
<http://tinyurl.com/5wlou2>
<http://tinyurl.com/6cjgxt>
<http://tinyurl.com/6jekbc>

World Web Cameras
<http://tinyurl.com/6jekbc>

Christchurch Webcams
<http://tinyurl.com/6h2pdi>

OPENING LINKS

To access links on these pages click on the URL or copy and paste in your browser.

WWW IS DEAD

Not the car variety but the internet address form. The internet has grown at such an enormous speed that it has been necessary to change the method by which the addresses are entered. Each address is known as Uniform Resource Locator (URL). The full address is usually <http://www.xxxxx.xx.xx>. Nowadays most browsers don't need the <http://www> part. The browser will enter this for you. Actually the <http://www> is not part of the address. So next time you type in any URL just ignore this part. E.g. <http://www.microsoft.co.nz> just needs microsoft.co.nz. One problem you may find is that if you are sending someone an email or letter electronically with a hyperlink in the document, you will still need to add the www part as the hyperlinks won't be automatically added. You would need to do this manually, but that is another skill to learn which will be covered in next month's newsletter.

SPELL CHECKERS

Answer to last month's article

MY NEW COMPUTER

I have a new computer
To fill my days with bliss
I type for hours my letters long
But my spelling is amiss

So I use the spelling checker
To highlight my mistakes
I never need to read the piece
And a moments all it takes

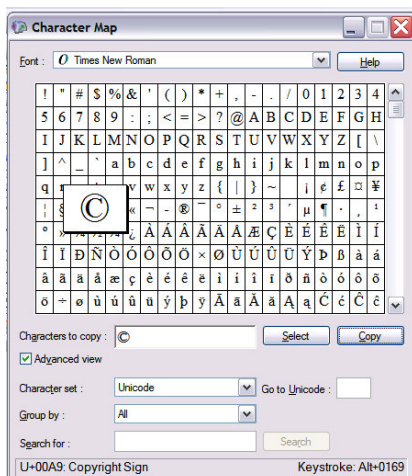
I read the questioned words
And press OK pronto
But when folk say "Hey what is this?"

I simply do not know

Now I try to proof read
All typing that I do
Id hate too be thought of as ignorant
And I'm sure that you would too.

USING NON-KEYBOARD CHARACTERS

Do you know how to add characters not on your keyboard to your documents? Typical are the © symbol or Greek characters such as Σ, Θ or some French ones like Ş Cedilla, æ Grave. How do you do these? Your keyboard is only "mapped" to give the common characters. To get others we use the **Character Map**.



Select the Font you are using, say Times New Roman, and then select the Character set to Unicode. To use the copyright symbol © click **Select**, then **Copy**. Go back to your application e.g. MSWord, click to insert the character then Ctrl+V. (**Paste**). In most applications you can drag and drop the character. If you use the same character a lot, many have a shortcut. At the bottom right of the Character Map panel some characters will list a keyboard shortcut. For example, using Times New Roman the © is Alt+0169. Hold the Alt key and using the number pad type 0169. You can now copy and paste this wherever you like in your document. You can resize by highlighting and clicking the font size tool. Check other fonts for a range of characters especially, *Wingdings* that has many useful symbols.