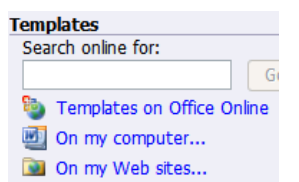


COURSES
Course will recommence in February 2009. Check the calendar
<http://tinyurl.com/2wowsh>

MICROSOFT SOFTWARE
Don't forget if you want MS software to check out the SeniorNet Federation offer
<http://tinyurl.com/6o4px5>

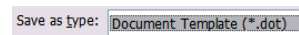
HOW TO:
MS WORD TEMPLATES
If you use MS Word and you are stuck for a layout idea Word gives you the option of using Themes or Templates.

To use a Theme go to Format/Theme. Select any of the themes that you like.
Templates are pre-designed styles that you import. Go to File/New and search for a template from the right hand panel:-



The following links to Microsoft
<http://tinyurl.com/4oraj>

You can create your own template simply by choosing SaveAs and choose Save as type



Other templates can be found on the Web by doing a search. This one such site.
<http://tinyurl.com/5glxbs>

SEASONS GREETINGS

YOUR committee wishes all members and tutors the best for the festive season. The year has gone rather quickly and has been quite busy for the section. With greater use of computers in the home the need for training continues to grow. Each year newer technologies, programmes and hardware appear on the market. It is hard to keep up. In its early days the computer was never seen as having any use in the home. Software was usually custom made for each business and the domestic consumer was largely forgotten. Today with the decreasing cost and increasing power of computers the domestic computer market is now the main target of suppliers. From its inception as just a data manager and word processor it has now expanded to provide so many uses that there are too many to mention. One very popular activity is in the field of gaming creating the need for very fast and powerful computers. An old rule that says this year's computer is twice as fast as last year's is quite true. As the so-called "Baby Boomers" start to retire and have large disposable income they become a big part of the retail market. Many of these people have computer skills but will be seeking more and have a desire to keep up with the latest. Our challenge for the next year is to add to our existing courses, increase our membership and improve upon the quality of services that we offer.

INSTALLING SOFTWARE - A 4 PART SERIES
PART 1 - SELECTING SOFTWARE

Usually pre-installed software is limited and soon the time comes when you want to do more. Your computer shop may have what you are seeking and there are also thousands of programmes available on the internet which you can either download or purchase a disc. Lets say you want a CD/DVD writing program. First ask friends, club members, search the internet and check out computer magazines at the Public Libraries and try searching Wikipedia. You may have to guess a bit here, but usually Wikipedia will come up with some suggestions. A search suggests this entry "Optical disc authoring software". If you go to this page you will see a list at the end. To find more about a programme click on one of the blue ones such as [AShampoo Burning Studio](#). This will open a new page with some descriptions of the software. On the right panel you will see some details of the developer and their website. Clicking the web site link takes you to the home page. They provide free trials and supply directly by download. As the cost is about NZ\$74 you should check reviews so do a Web search for *AShampoo Burning Studio 8 Reviews*. Now go back to the Wikipedia list and check out other listed programmes. Using the same process we find that [CDBurnerXP](#) is a free programme similar to AShampoo.



An excellent site to find software is [Cnet's Download.com](#). Be aware that there are a lot of sites that you must use with care. Download.com is one the most trusted ones around. Each programmes is listed in a category such as CD Burners. One feature here is they have user reviews for each programme. Finally when choosing new software do a lot of research and always go for software that offers a trial. Warning! Be very careful with free stuff. Much is very good but often it has advertising and some can carry viruses etc. Commercial programmes can usually be trusted. If you prefer to buy from a retailer use the same process but instead purchase the box set once you have decided on your purchase.

Next Month: Downloading.

- | | | | |
|---------------|---|--------------|---|
| Downloads.com | http://tinyurl.com/2o3bd | Wikipedia | http://tinyurl.com/85vg |
| Tucows | http://www.tucows.com/ | Softpedia | http://www.softpedia.com/ |
| Software NZ | http://tinyurl.com/6do583 | Znet | http://tinyurl.com/y2fxyy |
| Shareware.com | http://tinyurl.com/3ay7c | Freeware | http://tinyurl.com/5b9ke |
| Software.com | http://www.software.com/ | PCWorld | http://www.pcworld.com/ |
| Netguide NZ | http://tinyurl.com/3um85 | PC User (AU) | http://www.pcuser.com.au/ |
| PC Games | http://tinyurl.com/62k26n | Gamespot | http://tinyurl.com/8pfe |

NEW MEMBERS

Welcome to the following new members:

Clare Blom
L Boyd Craig



HELP DESK

The help desk is available on Thursday nights. If you require further help email us at:

helpdesk@seniornetnorthwest.org.nz

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

SITES TO TRY

All Things Christmas
<http://tinyurl.com/5iaq2t>

Xmas For Non-English Speakers
<http://tinyurl.com/5ty9no>

Xmas Links - Various
<http://tinyurl.com/5f8wci>

Xmas games on-line
<http://tinyurl.com/64vfpz>

Claus.com
<http://tinyurl.com/6ldzs5>

Northpole.com
<http://tinyurl.com/52ro7>

Saint Nik
<http://tinyurl.com/66qbx>

Xmas In NZ
<http://www.xmas.co.nz/>

Xmas around the world
<http://tinyurl.com/vy87js>

Hoilday radio on-line
<http://tinyurl.com/vy87js>

OPENING LINKS

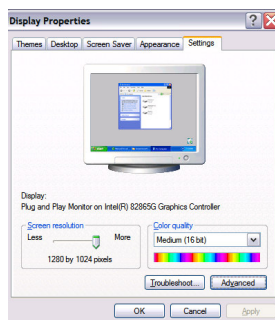
To access links on these pages click on the URL or copy and paste in your browser.

CONNECTING A LAPTOP TO AN EXTERNAL DISPLAY

Laptops can be connected to an external display. All LCD televisions are able to be used as a monitor. Used a lot for business presentations they also offer a lot of great potential for home use. For example you can use the laptop as a DVD Player (and with some hardware, a recorder and TV), as a photo viewer, for game play, net surfing and general computer use. Your laptop will have a VGA port and some may have a DV-I port. Your TV should have a VGA port and HDTV will have HDMI. You will need a cable suitable for the connection method such as VGA to VGA, (Male/Male) or DV-I to HDMI. To get sound you will need to connect a 3.5mm stereo cable between the audio-out of your laptop and the audio in of your TV.

To connect, turn off your laptop, set your TV to the PC or HDMI input (check your TV manual) and turn on your laptop. If you are using Windows Vista or a Mac your computer will automatically detect the TV and provide the correct settings. If not you may have to press a key function - often Fn or Ctrl +F5 - but check your manual. If your display is not correct both the TV and Vista allow adjustments to be made. Right-click the *Desktop* and select *Display Properties* or look for a *display icon* in the taskbar. Your output resolution will depend upon your graphics card. Most HDTV's can go to 1920 x 1080 so set your computer to this. If not you may have to use a lower setting such as 1280 x 1080.

If you are using Vista Home Premium switch to Windows Media Centre and use this for playing your DVD's, music and photos.



Display Properties Panel



VGA Connector



DVI Connector



HDMI Connector



VGA to TV with Audio

XMAS GIFTS FOR COMPUTER USERS

Stuck for a present to buy? If the intended person has a computer there are lots of ideas for presents. Probably the most useful would be USB Flashdrives. Available up to 16Gb these days 4Gb can be purchased for about \$25. Do they have a digital camera? Check the type of card they use SD, Memory Stick XD card and Compact Flash are the most common. And do they have a USB card reader? Lots of different models available here; some that take numerous cards. If gifting any hardware or software make sure that it will run on their computer -if you get it wrong you most likely will not be able to exchange it. Other useful gifts are blank CD's and DVD's, miniDV tapes (video cameras), LCD screen cleaners, mousepads etc. If you can afford it you could give an external portable hard drive that plugs into a USB or Firewire port. Great for backup and if the person has lots of photographs and video the portability allows them to use any computer PC or Mac. Available in sizes from 80GB to 500GB (\$70 to \$500). If you are gifting to children computer games are a good option particularly education ones. Certain games are required to have a censor's rating similar to that used on DVD's. Some on-line shops in NZ:

Ferrit <http://www.ferrit.co.nz/> Internetshop <http://shop.co.nz>
Kiwi Shopping <http://tinyurl.com/2n53u9>

GENEALOGY

Military records can provide a host of information. WW1 records are available from Archives NZ in Wellington and WW2 from NZ Defence Force. Overseas you can try the National Archives (UK) WW1. WW2 from War Experience (links to various branches), Australia National Archives. Check out the Commonwealth War Graves Commission and USA National Archives. In most cases you may have to prove next-of-kin or get written permission.

UK National Archives <http://tinyurl.com/3odqg> NZ Defence Force <http://www.nzdf.mil.nz/>
UK Military Records <http://tinyurl.com/5rc753> CWGraves Comm <http://www.cwgc.org>
Aust Records <http://tinyurl.com/5zrfbf> USA Nat Archives <http://tinyurl.com/cxr5e>