

COURSES

The course calendar for the next 3 months is out. Courses are filling rapidly with some closed already. Check out our web page.

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

MICROSOFT SOFTWARE

Do you know that 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.

Order

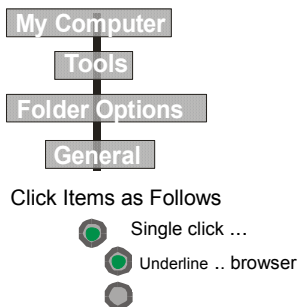
You don't have to pay on-line, just send a cheque when the software arrives.

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

HOT TIPS

Do you have trouble opening files and folders with double-clicking? You can choose to open an item with a single click, much the same as you do on web pages.

Open My Computer, click Tools, Click Folder Options, Click General Tab. Under Click items as follows Click Single click to open and check the first radio button to underline the folders.



Thanks for the feedback on the new format of the newsletter. It seems to be well-read and proving to be of interest. If you have any topics you want included let us know. We have added an email Help Line. See details next page.

VISTA UPDATE - SERVICE PACK



Microsoft has released a huge update - SP1 - for Vista. If you do regular updates the file size is about 60Mb, if not 450Mb. Be advised that it will take a very long time to download and install. If you have a dial-up connection it will take at least 17 hours just to download. I downloaded my update on the release day at 8.00pm and it took to 6.00 am to complete the install!! There would have been literally millions of computers trying to download at the same time. Unless you are desperate, wait for a CD version to be made available. Most computer magazines will be doing this in the next few issues. For more information have a look Microsoft's Vista Update site. <http://tinyurl.com/ywb4al>

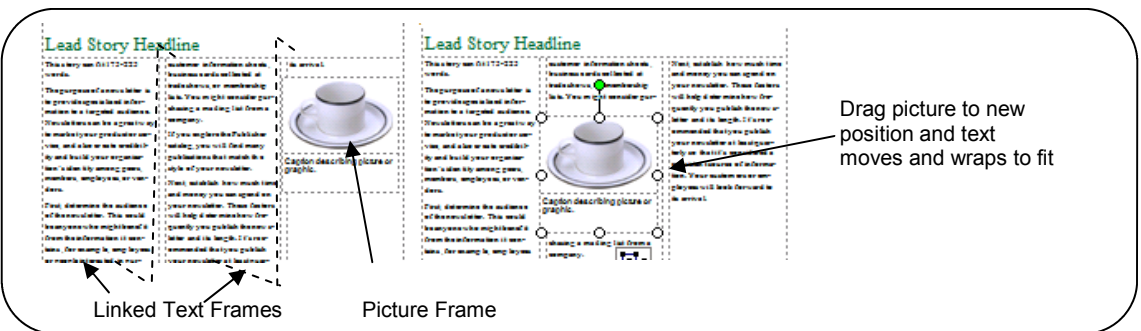
DESKTOP PUBLISHING



Publishing is the art of creating a document. Modern "desktop publishing" (DTP) simplifies this in that it is easy to import text and graphics and lay out in a chosen design. Years gone by we used bits of paper and "cut & paste" - a term still used. DTP is design art. It was invented in 1985 by ALDUS® using software named Pagemaker and a computer called Apple. At the time, word processing was in its infancy and text-based (Wordperfect, Wordstar).

DTP by contrast is graphical and an extension of typesetting techniques where the layout is done in linked changeable frames which can be resized to fit the objects. Eventually typesetting disappeared altogether. Today the line between DTP and Word Processing is very blurred. Software word-processing programmes such as *Word*, *Pages (Apple)* & *OpenOffice* now provide most if not all the functions of a DTP. A significant development is the advent of Web Page creation. This in itself created purpose software (*Frontpage*, *NVU*, *Dreamweaver*).

Most DTP programmes now do Web page creation. Word-processors also do Webpage creation so now one single programme takes the place of three separate ones. Graphic design software (*Corel*, *Illustrator*) is additional as is Photo editing (*Photoshop*) but some of the functions are incorporated into DTP and Word-processing programmes. DTP has simplified publishing for the masses. Microsoft Publisher is the most popular. Publisher <http://tinyurl.com/y9cak4>. Free Serif <http://tinyurl.com/5oem2> Corel <http://www.corel.com> Adobe <http://www.adobe.com> Desktop Publishing Tutorial <http://tinyurl.com/yxpun9>.



DTP Layout

NEW MEMBERS

Welcome to the following new members:

Margaret Johnson,
Audrey Stewart.

HELP DESK

Thursday nights 7 - 9 pm is help desk night. Call into the club with your problems and we will try to help. As of this month you can now email us for help at

helpdesk@seniornetnorthwest.org.nz

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

TUTORIAL SITES

Using Open Office
<http://tinyurl.com/9sa8h>

Microsoft Office and Open Office
<http://inpics.net/>

Outlook Express
<http://tinyurl.com/3fw2a2>

Windows Media Player
<http://tinyurl.com/khdqt>

Learn to Type for Kids - Great for adults also!!

<http://tinyurl.com/f8h4o>

OPENING LINKS

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

LCD or PLASMA - UPDATE

Since last month's article SKY and Freeview have announced that they will be broadcasting some channels in High Definition (HD) about mid year. You will need a special decoder, costing about \$500 to get HD. None of the current TV's on the market have a decoder (HD TV Tuner) built in. but should have by year's end. There are numerous price reductions on current models as manufacturers get rid of existing stock. By about 2012 - 2014 the present analogue system will be shut off. After that you will need a digital tuner, either built-in or as a set-top box. Unless you need a new TV now or think you will use HD, hold off until the built-in units arrive.



Satellite Dish, Decoder and remote

| | |
|------------------------------|---|
| Freeview TV HD | http://tinyurl.com/48em5b |
| Sky TV Wide screen settings | http://tinyurl.com/4hovg4 |
| Sky TV to go HD | http://tinyurl.com/38sh89 |
| High Definition TV Explained | http://tinyurl.com/5dyc7q |

DIGITAL PHOTOGRAPHS AND EMAIL

Emailing photos is slow. Files are sized in Bytes. The word CALCULATOR is 10 Bytes. 100 words is 1000 Bytes or 1 Kilobyte. A simple novel is about 1,000,000 Bytes or 1 Megabyte. A 4 megapixel camera photo is about 2 Megabytes. Sending time depends on your internet speed. Internet speeds are measured in Bits per Second. Dial-up 56 Kb/s will take 5 mins. 1Mbs Broadband - 16 secs. Sending 30 photos takes 2.5 hours and 5 minutes respectively. Also consider



Lyttelton Harbour. Canon G2 4MP

your recipients connection speed. Files are measured in Bytes (8 Bits = 1 Byte). A broadband connection of 1Mbs/sec can download a 100 megabyte file in about 6 minutes - (252 Kbytes/sec). A good size is 300KB (Kilobyte). How? Use Picasa a free photo-editor and file organiser from Google. In **Tools|Options** select 1024. The photo above was originally 2272 x 1704 pixels = 2 MB. Resized in Picasa to 1024 x 768 = 369 KB.(1/5 of the original size) (Scaled further for this page) Actual size is 270 x 203mm

Picasa <http://picasa.google.com/> File Sizes <http://tinyurl.com/3w66c5>
Bits and Bytes <http://tinyurl.com/dkzt5> Speed Calculator <http://tinyurl.com/cqqa6>

HOW TO - Use Own Photographs as a Screensaver

Right-Click the Desktop, click **Properties|Screen Saver**. Select **My Pictures**. Check **Settings** and set as desired. **Preview** to check. The downside of this is that you have to copy your photos to the My Pictures folder. A better method is to use the free Google Screensaver. Download and install from the link below. Repeat the above but select **Google Screensaver**. Select **Browse** and choose any folder that has your photos. A good idea is to create a folder named Screensaver. Copy photos you want to this folder. Check which settings you want - I use the Zoom and Pan effect. Again have a play with this.

Google Screensaver <http://tinyurl.com/47scsh>