

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 - Text Boxes

Text boxes give you freedom to place text anywhere in a document without using tabs and other techniques.

You create, literally, a box. In Word there is an icon which you click to create the box.



Your cursor changes to a cross. Draw box to the size you need. You can adjust this later. Type your text in the box. You can also add a picture.

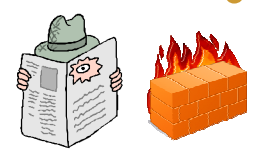


Place the box anywhere in your document by clicking so that your cursor is a cross. Hold your mouse button down and drag to where you want it. Other text will move around as shown above.

You can format the box such as borders by right-clicking and selecting **Format Text Box**.

SPYWARE and FIREWALLS

Spyware is a collection of applications that cause malicious activity on a computer. They can track where you surf, log keystrokes, steal credit card details among others. Most people don't know that their computer is affected. Free Anti-virus programmes do not provide this protection. As mentioned last month you need a good commercial programme. A free antispysware application such as **Ad-aware** from Lavasoft will help but is not the complete solution.



Along with Anti-virus and Spyware you also need a good firewall. If you are using a broadband connection your router should have built-in firewall that screens your computer from the internet. On dial-up it is critical that you have a software firewall, but you still should have one with broadband. Have a look at **Zone Alarm** which has had numerous recommendations

Zone Alarm <http://tinyurl.com/5tfdex>
 Lavasoft <http://www.lavasoft.com/>

INTERNET EXPLORER - Browser Tips

Send Page by Email: Click *File|SendPage by Email*. Your email client will open, complete the details as you would with any other email.

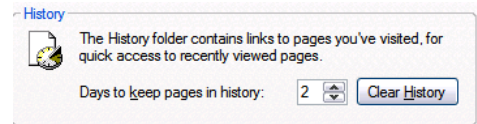
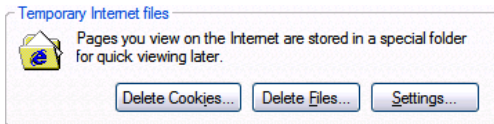
Send a link by Email: Same as above but change *Page by Email* to *Link by Email*.

Print Picture on Web Page: Right-click on the image and select *Print*.

Save a Picture from a Web Page: Right-click image and select *Save Picture As...*

Doubler Underlines: Normally, blue underlined text links to a web page or other text in the same page. Sometimes you will see blue print with double underlines e.g. [More Info](#). If this is hovered over - without clicking - you will see that this an advertising gimmick. **Don't** click on this as you will expose yourself to dodgy advertisements, often porn, and SPAM.

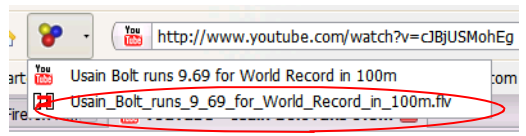
Delete Unnecessary Internet Files: Go to Internet Explorer and select Tools|Internet Options|General (Tab|Temporary Internet Files. Click Delete Cookies and Delete Files. You can also delete browsing history from same panel.



Thanks to SeniorNet Motueka, Whangarei and Canterbury

INTERNET EXPLORER - Videos

Numerous videos are available on the Web from sites such as **You Tube** and **TVNZ** . Mostly these are in *Flash (FLV)* or *Windows Media (WMV)* format. Unlike most photographs and web pages you cannot save these directly as they are "Streaming", i.e. they play as they are downloaded. A way you can do this means installing three software programmes. You will need **Firefox.Video Downloader** and **VLC Media Player**. You will now notice a new icon on the toolbar. Open your video-stream, e.g. one from **YouTube**. Then click on the little arrow to the right of the icon and you will see a file name. Click save. The video will download to your computer. If the video is in FLV play in VLC.



YouTube <http://www.youtube.com/>
Mozilla Firefox browser, <http://tinyurl.com/w22sw>
Video Downloader plug-in at <http://tinyurl.com/2zj6z5>
VLC media player <http://tinyurl.com/2alf4t>

TVNZ <http://tvnz.co.nz/>

NEW MEMBERS

Welcome to the following new members:

Allan Cargo
William Lewis



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

2008 Election

National Party
www.national.org.nz/

Labour Party
www.labour.org.nz

Green Party
www.greens.org.nz

Maori Party
www.maoriparty.com

Progressive Party
www.progressive.org.nz

NZ First Party
www.nzfirst.org.nz

Act Party
www.act.org.nz

United Party
www.united.org.nz

Elections NZ
www.elections.org.nz

Registered Parties
<http://tinyurl.com/5qvz4x>

OPENING LINKS

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

INSERTING HYPERLINKS IN DOCUMENTS

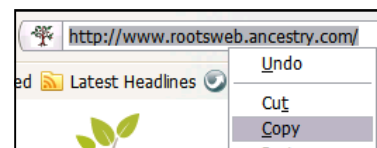
You should be familiar with hyperlinks - the blue (usually) underlined text on web pages and used in this newsletter. You can also include these in email and most word processing documents. Let's say you want to provide a link to a genealogy site - **Roots Web**. First go to the Roots Web site (link below) and highlight and copy the URL. Go to your document and click Paste.

The hyperlink is automatically added, e.g.

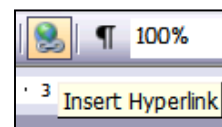
<http://www.rootsweb.ancestry.com/>.

You can also use a word, words or a picture as a hyperlink. In this case the words "Roots Web". Highlight the words **Roots Web** then go to the Toolbar and click on the **Insert Hyperlink** icon. On the window that opens ensure that "Link to Existing File or Web Page" is selected. Paste or type the URL in the Address bar then click OK. Text will now look like this:

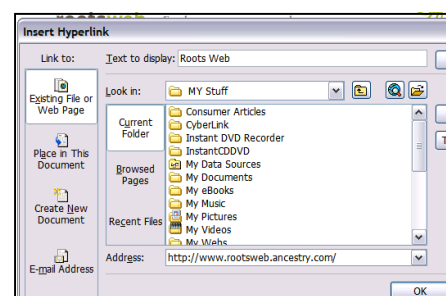
"... have a look at [Roots Web](http://www.rootsweb.ancestry.com/). Give it a try."



Highlight and copy URL



Insert Hyperlink Icon

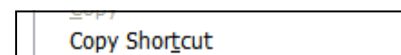
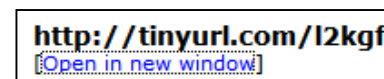


Paste copied link into Address Bar

SHORTEN LONG URL'S

In the above article we discussed how to insert a hyperlink in a document. Often, though, these can be very long. For example this URL

<http://wc.rootsweb.ancestry.com/cgi-bin/igmuser.cgi> allows you to add certain information to Roots Web. You can add this in full, but if the person who is reading your document has to type it in mistakes can arise. One option is to reduce it by converting to **Tiny URL**. This discussed in a previous letter and used within this newsletter. In your web page select and copy the URL you wish to shorten eg. the one above. Go to tinyurl.com. Paste the URL into the box "Enter a long URL to make tiny". and click Make TinyURL. The URL is now <http://tinyurl.com/627p5t>. Right-click on "Open in new window" and in the box that opens click on Copy Shortcut. In your document click Paste.



HUNDREDS OF HOW-TO'S

A new Wiki- wikiHOW - <http://tinyurl.com/l2kgf> has been setup to make available high quality how-to-manuals on a range of subjects. Like **Wikipedia** it is a collaborative **project** that creates a free resource to help everyone by offering solutions to the problems of everyday life. The site proclaims that it has in excess of 42800 articles. Anyone is free to contribute and to add topics. Have a look at it.

Quote "Imagine if everyone on Earth had an expert coach who could teach them how to do anything. Eventually our multi-lingual, how-to manual should contain accurate instructions on almost every imaginable topic."

