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Next Meeting
Wednesday 7th April 2010

7.30 PM Workshop

Photo Books deferred to later date

LCG Committee 2009/10

President: Barry Symons

Vice President: Janet Headlam

Minutes Secretary: Larraine Rist

Treasurer: Iris Meek

Ass. Treasurers: Karia Wicks

MAC Librarians: Ivan Turmine

PC Librarian: Julie Hjort

Ass. PC Librarian: Judy Hall

Newstream Editor: Ron Baker

Publicity Officer: Iris Meek

Ass. Publicity Officer: - open -

OPEN Co-ordinator: Robert Tierney

Webmaster/Content: Tom Olsen

Auditor: Ron Baker

"VICTOR" Liason: Robert Tierney

General Committee Judy Hall, Ivan Turmine, Glenn Gilpin, Reinhard von Samorzewski,

OPEN Committee 2009/10

Chairperson OPEN: Robert Tierney. *Chair all meetings of OPEN and ensure that they run smoothly*

Vice Chairperson OPEN: June Hazzlewood. *Chair meeting when the Chairperson is unavailable.*

Secretary: Margaret Carrington *Handles all incoming and outgoing communications Responsible for the documentation and distribution of all meeting minutes*

Assistant Secretary: - open -. *Help the Secretary where necessary*

Treasurer: Dennis Murray. *Responsible for all monies and banking*

Assistant Treasurer: . *Help the Treasurer where necessary.*

Publicity Officer: Karia Wicks. *Responsible for all advertising*

OPEN Co-ordinator: Robert Tierney. *Responsible for the smooth running of Centre on a daily basis*

Membership Co-ordinator: Karia Wicks.

Keep Membership database up to date.
Beginners Project Co-ordinator: Eleanor Horder.

Tutor Co-ordinator: Robert Tierney. *Keep regular contact with Tutors to bring ideas and concerns to meetings*

Assistant Tutor Co-ordinators: Eleanor Horder and Janet Headlam.

Newsletter Editors Assistant: Dennis Murray. *Collates and produces the OPEN Newsletter for inclusion in LCG monthly 'Newstream'*

Technical Co-ordinators: Dennis Murray (PC's) and Joel Harbottle (Mac). Responsible for the maintenance and repairs to all computer equipment

Co-ordinator of "VICTOR": Robert Tieney.

Webmaster/Content: Tom Olsen. OPEN Committee: Iris Meek, Harvey Tavener, Robin Walker, Barry Symons, Laraine Rist.

Meeting Held at 1/1 Pipeworks Road
Launceston Computer Group Inc

Meeting Minutes:

Date: Wednesday 3rd March 2010

Meeting:

The president welcomed everyone and opened the meeting at 7.30pm

Present:

Barry Symons, Harvey Tavener, Ron Baker, Ivan Turmine, Iris Meek, Bill Housego, Margot Housego, Julie Hjort, Eleanor Horder, Janet Headlam, Annette Pugh, Laraine Rist.

Apologies:

Reinhard von Samorzewski, Tom Olsen, June Hazzlewood, Bert Hazzlewood, Lou Horder.

Minutes of Previous Meeting:

Read and confirmed: Ron Baker.   Seconded: Iris Meek

Business arising from Minutes:

   The matter of the donated printers was carried over until the April meeting when more detail should be available.

   Sunday Market could not be held in February because the yearling sales were conducted on the required date. Next market provisionally set for Sunday 18th April.

   The Community listing will be updated by Ron Baker.

   A combined listing with OPEN has been requested by Another Computer Store, with thumbnail photo identities. L.G.C. representatives to be the President and Vice President.

   The matter of the P O Box keys and Cheque book Signatories has been resolved.

Correspondence:

Nil

Financial Report:

Balance as at 31st January 2010 $20,752. 10

                                                    Including Victor 5525.29

Accounts paid up to end February 2010:

Office Works Flash Drives $ 77.28

Petty Cash Cheque   152.95

Another Computer Store LGC Meetings   200.00

Holiday rent December-January   800.00

Telstra Big Pond   128.81

Office Works Stationery, CD's & cases   103.99

                                                                    $1,463.03

These are not all of the transactions because the Auditor has the books.

Accounts to be paid:

Rent for February $1,000.00

Corporate Express Paper, Screen Wipes, Welcome Wallets   185.08

Australia Post Box Rental   84.50

Tas Printer Cartridge refills   54.15

                                                                    $2,647.46

Bank Balance: Not available.

 Moved: Iris Meek   Seconded: Judy Hall

The Auditors' Report was read by Ron Baker. Acceptance Moved: Ivan Turmine   Seconded: Judy Hall

Ivan moved a vote of thanks to Ron for completing the audit.

General Business:

   It was reported that 2 falls have occurred in the past 2 weeks. These falls are not the responsibility of L.C.G. or OPEN because the carpark is public property. The club should therefore accept no responsibility. Secretary to send a get well card to the 2 ladies concerned.

Computer Tower – Bill Black from Carbill Computers is to send a quote for a new computer Tower with Windows 7 Home Premium installed.

June has donated a Tower that is very good but needs a memory upgrade. This could replace one of the problem towers.

The L.C.G. disc has been upgraded by Judy Hall and is available for $1.00 each. We thank Judy for the many hours she has spent on doing this.

It was suggested that we advertise in the National Seniors Magazine for Tutors.

Future Workshop suggestions:

Bill Housego will approach a friend at his Camera Club who might demonstrate the use of Digital Cameras.

Judy Hall – on-line shopping.

The Meeting Closed: at 8.30 pm and was followed by an interesting demonstration of converting LP records and cassette tapes to CD by Julie Hjort. Thank you Julie.

Next Meeting: Wednesday 7th April at 7.15 pm

 Speaker: Judy Hall – Photo Books

Signed...

Date...

Newbie Club Quiz (Answers Page 19)
1. This computer abbreviation I/O usually means ?
A Insertion Order
B Interchange Omission
C Interactive Operator
D Input/Output

2. This computer abbreviation Codec usually means ?
A Coder/Decoder
B enCoded Code
C Computer Code
D COmmunication DECryption

3. This computer abbreviation KBPS usually means ?
A KiloBits Per Second
B KiloBits Program Security
C KeyBlock Personal System
D Kernel Basic Planning Software

4. This computer abbreviation MB usually means ?
A Main Bus
B MotherBase
C MegaByte
D ModemBinary

5. This computer abbreviation BIT usually means ?
A Basic Intelligence Transmission
B Bus Interaction Tool
C Boot InterrupT
D Binary Digit

6. This computer abbreviation DB usually means ?
A Database
B Double Byte
C Data Block
D Driver Book
No Googling.

OPEN NEWSLETTER – April 2010

Co-ordinators Corner

Hello everyone,

Happy Easter to all, it seems just yesterday when Christmas had arrived, below is what is happening at O.P.E.N during April:

- **Friday 2nd April (Good Friday) O.P.E.N closed no classes**
- **Monday 5th April (Easter Monday) O.P.E.N closed no classes.**
- **Wednesday 7th April O.P.E.N –All members are welcome 1pm start**
- **Friday 23rd April 10am-12pm Guest Speaker – Siobahn Reid from Volunteer Tasmania will present a workshop for all tutors and committee members on volunteering and national standards. There will be NO class on that Friday morning**.

There has been some confusion around about support for XP being halted in the next month or two. The following is from Microsoft in what support they are ceasing and when:

Support for Windows Vista without any service packs will end on April 13, 2010.

Continued next column-

Support for Windows XP with Service Pack 2 (SP2) will end on July 13, 2010.

To receive updates service pack3 for xp needs to be installed and at least service pack one installed on vista machines. If you need help with this please contact the centre .

Happy Computing
Rob Tierney

FREEBIES

Margaret Carrington has been helping students with Picasa. It has proved one of OPEN's most popular classes and the program is free to users.

Plus, for just the cost of the disk, students can also have a copy of PAF to put their family tree in order.

(Repeat) Have you ever wondered what files and folders are taking up all the space on your hard disk? You could find out by right-clicking each folder, and then clicking the Properties option but that would be a tedious process. **Explorer XP** is a variation of the standard Windows Explorer that displays the size of each folder in a list format . All you need to is cast your eye over the list to see which folders contain the largest number of Megabytes or Gigabytes.

OPEN and LAUNCESTON COMPUTER GROUP
MONTHLY MEETING WEDS. APRIL 7
OPEN —1PM

AND LCG 7:15 pm

Followed by

WORKSHOP

At recent LCG and OPEN meetings there have been suggestions that the club concentrate on I T speakers and Workshops.

The thoughts were that as a Computer Club, most members are wishing to hear or see something different e.g. What the difference in the latest technology brings.

Thank you to those who put forward this suggestion.

We will do our best to accommodate members

And make the evenings especially interesting.

OPEN NEWSLETTER — April 2010

Launceston Computer Group
April 2010

DISK 2010 - Your Library on Disk

Disk 2010 is now available. More in the way of games, information and utilities. Existing members can upgrade to the new CD version for a small fee . Ask at the club or contact Judy via the e-mail address shown below. This disk is free of charge to all new members.
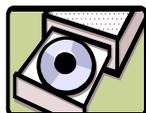
AVAILABILITY OF LIBRARY

At present the Shareware Library is only available during the club's opening hours.

Speak to one of the tutors at the venue -
Studioworks, 1 Pipeworks Road, South L'ton.

Email: opencomputing@bigpond.com

CLUB LIBRARY RESOURCES

In addition to the 'physical' library OPEN and VICTOR may be able to provide members with a variety of freeware programs as an alternative to downloading from the Internet. Free anti-virus programs such as AVG can now be quite large and could take hours to download for someone with dial-up internet connection.

Several video tutorials and ASCCA teaching material on our server can be quite helpful in explaining how certain programs and utilities work.

Take-the Teacher Home has proved a reliable resource, especially for those new to computing, live a considerable distance from the club or have trouble getting to the club regularly.

PLEASE NOTE THAT IN 2010 ALL OF WEDNESDAY MORNING CLASSES
START AT 10 AM

FAMILY HISTORY ON-LINE

April 14 — 1 pm to 3 pm
April 28 — 10 am to 3 pm

The team will guide you through the processes required to research your ancestry.
Classes in the use of the software were very popular and may be repeated in the near future.

New information is being added to our resources on an on-going basis to help you trace your family's origins. Contact the club for more information
Classes are limited to 8 people.

BURNING & LABELING C D's
March 31 — 1 pm —3 pm

GRAPHICS WORKSHOP
APRIL 7—10 am—noon
Review Graphics to this point in time.

VENUE TELEPHONE NUMBER

The club telephone is available during class hours.

***** **6343 4928** *****

Members and tutors can be contacted at the clubrooms **during class hours** by telephoning the number shown above.
Monday to Friday 10am – 3pm
Tuesday evenings 7pm—9 pm and other class times as per roster.

ALL GRAPHICS

Please check the registration sheets at the club to find out if there are places available.

The dates for the next classes are :
Basic Graphics April 14
10 am to 12 noon

LEVEL 2 & 3 GRAPHICS
With Paint Shop Pro 7 and 8

Wednesday April 21— 1:00 pm to 3.00 pm

Designed for people who have already completed Basic Graphics classes. It involves more advanced features of the Paint Shop Pro graphics programs.
Numbers are limited to 8 people. Please check the notice-board or contact the club for details.

PUBLIC HOLIDAYS—See Co coordinator's Corner for Easter break details.
Note also that instead of classes Friday April 23rd a Workshop with Guest Speaker will be held.

OPEN Session Times

At Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions $5.00

Monday	10 am –12	General & Beginners
	1 pm – 3 pm	**Beginners & PC Support**
Tuesday	10 am –12	P C Support & Beginners + Mac
	1 pm – 3 pm	As above
	7 pm—9 pm	PC Support (Night Class)
Wednesday	10 am—noon	Special sessions or Meetings
	1.pm—3 pm	As for mornings (see rosters)
	3.30—5.30	P C Support
Thursday	10 am –12	General & Beginners
	1 pm – 3 pm	General & Beginners
	3.30—5.30	Absolute Beginners
Friday	10 am –12	General &
	1 pm—3 pm	Beginners

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Date	Time	Topic	Details
March 31	10 am—12 noon	Photo Books	Something new for photo buffs.
	1 pm—3 pm	**Burn & Label C D's**	**Using Nero software.**
April 7	10 am—12 noon	Graphics Workshop	Reviewing Basic Graphics.
	1 pm—	**OPEN Monthly Meeting**	**This is your club. Come and have some input!**
April 14	10 am—12 noon	Basic Graphics	A popular session to help understand Graphics
	1:00—3 pm	**Family History**	**A chance to study Family History On line**
April 21	10 am—noon	Digital Camera Workshop	Useful hints for camera buffs
	1 pm— 3.00	**Level 2 and 3 Graphics**	**Advanced graphics techniques using the Paint Shop Pro 7 and 8 programs.**
April 28	10 am –noon	Family History	Use our library of resources to trace your
	1 pm—3.pm	PSP X1	**More advanced Graphics Program**

Some Tutorials can incur extra charges because of the size, but they become a helpful source at home.

OPEN NEWSLETTER — april 2010

"HOT COMPUTERS"

The word 'hot' might conjure up thoughts of 'stolen' or 'exceptional performance' but in this instance the interpretation is simple—high temperature!

Some members using the OPEN1 computer prior to Christmas experienced the frustration of having it shut down while they were working on a variety of projects. At the time my guess was that the 4-year old computer may have reached the end of its working life.

But as I delved into the 'evidence' it became more likely that the computer was shutting itself down as a method of self-preservation. Due to inadequate cooling the Central Processing Unit (CPU) was over-heating and 'sensing' this, the computer turned itself off rather than allow the CPU to literally burn itself out.

Around the same time that OPEN1 started 'misbehaving' one of our members told me that they had received in their mailbox a brochure from a computer service company offering to give their computer a "Christmas clean-up' for $50. The question that was posed to me was "Would it be worth $50 to have the computer cleaned up?"

If the condition of OPEN1 (and OPEN5 as well) is representative of how 'dirty' a computer may be internally the answer would be a resounding "YES!"

The photos that appear at the right illustrate why OPEN1 was overheating. Four year's accumulated dust and fluff was preventing the CPU cooling fan from doing its job .

(*continued*)

"HOT COMPUTERS" (cont'd)

The large silver object in the photos is a heat-sink which draws heat away from the CPU and a cooling fan is supposed to blow air on to the heat-sink and the CPU to keep them cool. But with all that fluff clogging up the heat-sink it was almost impossible for the fan to direct air to the CPU.

The committee had already begun to think of replacing OPEN1 at a cost of $500-$600 but cleaning the heat-sink has probably saved the club from that expense.

The drop in CPU operating temperature since the clean-up has been remarkable—from 70° down to 45°. (*as shown by the AIDA system analyzer program*.) It is also interesting to monitor temperature differences between the computer being idle and performing a significant processing task.

So for those who aren't confident enough to clean their computer themselves (*and caution should be exercised*) it may be well worth a $50 fee to get a professional to clean your computer and possibly prolong the life of your machine.

Dennis Murray

"BEFORE"

The pictures at the right show the condition of OPEN1's

CPU Heat-sink prior to being cleaned.

The cooling fan would have been impeded by the build-up of fluff while the clogging of the fins on the heat-sink would have made the flow of air to the CPU almost impossible.

"AFTER"

A much cleaner heat-sink with free space between the fins allowing cooling air to reach the CPU.

DIGITAL CAMERA's

Did you know you can use your camera's digital card as a flash drive?

Most cameras store the photos you have taken in a folder called DCIM. If you create another folder (e.g. DATA) while the camera or digital card is attached to your computer you can 'drag and drop' files into that folder.

Very handy if you forget to take your flash drive to class with you!

Most computers will display the places where digital cards plug in as 'Removable Drives' and there will probably be 4 of them listed.

Once you have found which one your digital card is plugged in to, right-click the drive-letter e.g. F: and select the Rename option. Type in a name such as 'Bills_SD" and next time you plug the card in to your card-reader the name will be displayed.

Why don't all digital cameras show up as and additional drive when attached to a computer?

Often it could be because the camera
manufacturer's software over-rides Windows
Explorer or My Computer on your machine.

If your camera doesn't show as an 'import' device in Picasa, Irfanview or the Windows Scanner and Camera Wizard it's likely that your camera's software is preventing it.

PSP X1
APRIL 28 — 1pm —3 pm
Advanced Graphics

Tutors needed

This month has been a test on some of our tutors, as sickness causes regulars to stay home and importantly take some care of their own health.

If we all keep our ears and eyes open, we may find recently retired friends or acquaintances who are free to offer their services to our club.

Please give it some thought. Iris

With our main tutor (Judy Hall) in ill health this week, the planned session with Photo Books had to be postponed and instead the students worked on previous assignments. Most of these were with PSP X1. Laraine and Janet managed to assist and students were quite pleased with the progress on the day.

The afternoon lesson in Burning and Labeling C D's went well, although few of the students had Nero as their program. Dennis was very helpful while he was in, telling hem how to find alternative programs they could use.

Several regular students were absent Wednesday while the National Seniors Australia forum was held at the Country Club rooms. Some took advantage of the chance to listen to those speakers.

Drive carefully over the Easter break and always.

Watch out for Easter Bunnies

Don't forget to turn the clocks back this weekend

OPEN COMPUTING
MINUTES OF MEETING HELD
3RD March 2010
Meeting Opened at 1pm

PRESENT:
Eleanor Horder, Karia Wicks, Marie Cleaver, Sandra Viney, Laraine Rist,
Harvey Tavener, Tom Olsen, David Renton, Janet Headlam, Iris Meek,
Judy Hall, Barry Symmons, Jenny Napier, Margaret Carrington

APOLOGIES:
Rob Tierney, June and Bert Hazzlewood, Pauline Hardy, Kay Dawson

MINUTES OF PREVIOUS MEETING:
Janet moved the minutes be accepted, seconded by Laraine

BUSINESS ARISING FROM PREVIOUS MINUTES:

LINKING TASMANIAN SENIORS SEMINAR:
Is to be held on 9th March. Subject to be the management of photos using Picasa.

EXPO FOR SENIORS AT LAUNCESTON BOWLS CLUB 3RD March:
OPEN had a display showing the public what we had to offer in the way of computer courses for seniors. A display of collages created using Picasa created some interest, as did our other material.   Several people showed interest in joining and are now on waiting lists.
It was decided at the meeting that in future we could have more exposure by advertising in the Examiner that we would be in attendance and interested people could contact us there

PILOT LIGHT GRANT:
The $2,000 grant has been made available in the form of petrol vouchers.
A subcommittee is to be set up to allocate the vouchers to tutors to help   compensate for the mileage travelled to and from the Centre.
The mileage has already been submitted by tutors last year and these figures are to used, making allowances for any changes that have occurred since then.

June and Margaret and Rob from OPEN and two members from National Council of Women were selected to form this subcommittee.

Tom moved that this committee should be set up according to the details before mentioned, regarding the distribution of funds and should be carried out accordingly.   Janet seconded this motion.

The treasurer, Iris Meek made a cheque for $250 payable to

(Continued from page 10)

Rob Tierney as half the cost of the online course he is undertaking in order to maintain the network of computers and keep them and the B Server functioning satisfactorily.

BUSINESS ARISING FROM TUTORS MEETING:

The subject of noisy classes was discussed and it was agreed that tutors, could and should ask the perpetrators to lower their voices somewhat so the class members could enjoy a pleasant, ambient learning environment.

Janet is to contact the Launceston Camera Club to see whether someone would be interested in giving a talk and demonstration of digital cameras on Wednesday 3rd April AM

Karia and Eleanor offered to compile a poster depicting all classes available. This can be shown to folk enquiring about days and times of classes on offer so they can then make an informed decision.

Judy said she wanted a Wednesday Graphics waiting list.

FINANCIAL REPORT:

No bank balance was available for February; however the balance as at the end of January was $20,752

Iris moved the accounts be paid, seconded by Janet.

CORRESPONDENCE IN:

Senator Guy Barnett's Office – a photo from the volunteer event Eleanor and Laraine attended.

Tas Printer Cartridge account
OPEN'S successful grant application for Seniors Week 2010
Telstra Big Pond Account
MyState – Cheque Book
3.
Volunteer Tasmania-newsletter
Corporate Express catalogue
Linking Tasmanian Seniors Newsletter
ASCA Newsletter

OUT:

Receipt for membership sent by Shirley Casboult

Margaret moved the correspondence be accepted, seconded by Harvey

BUSINESS ARISING FROM LAST MEETING:

After some discussion it was decided that Rob be asked to itemize the amount of $4,000 as shown as miscellaneous in the VICTOR account.

Moved by Judy, seconded by Tom.

GENERAL BUSINESS:

Eleanor, in her capacity as Tutor Coordinator, is organizing an OPEN Tutors meeting for Tuesday 23 March at 3-30pm – 4.30pm. Topics to be discussed must be lodged with her by Tuesday 16th March.

Karia said some beginners said they do not want to go to a Beginners Class because they were supposedly told they had to complete a course when all they wanted to learn was how to send emails. There was some heated discussion about this and Margaret pointed out that people

needed to know how to type, use the keyboard and at least know the very basics of word processing before going into a regular class. She pointed out that this is why we run beginners classes, to prepare people in a quiet friendly atmosphere, help them gain confidence and computer skills on a one to one basis. This would make it easier for the member and the tutors once they go into a regular class. No one has to complete all the exercises if they don't want to or if they feel they are not relevant to their needs and no one forces them. Most are happy though to follow a set course through to the end and so be awarded with a certificate. It gives them a real sense of achievement.

June donated a computer box and Dennis suggested putting Windows 7 on it and it could replace OPEN 2.

Judy said OPEN 15 computer was too slow and Iris was asked to purchase a Duel Core Tower 4G ram, Windows 7 Home Premium up to $1,000.

Judy said OPEN 3 was still causing problems by not closing down. She said a computer maintenance book was in her pigeon hole and any problems were to be entered in it. Rob was to continue fixing problems on a day to day basis as always.

It was decided to look into purchasing a generic power supply for the lap tops. OPEN is not to be responsible for any faults incurred as a result. It was overlooked that the operative word was Universal not Generic. A universal one is made especially for all makes of lap tops. It was never suggested we look at a generic one in the first place.

Valerie Tuting donated a bust of Cleopatra she had made. with the suggestion we raffle it as a fund raiser. It was decided we could not set precedence but we do thank her for her generous offer.

One of our members had a bad fall in the car park the day before which resulted in a badly broken wrist/arm. At end of class OPEN advised Iris by email and asked her what the position was with regard to insurance. It was explained that members are covered in the case of an accident within the club rooms but not in the car park.

Messages, both telephone and other are to be written clearly in the message book as there is always a carbon copy for future reference, not on sticky notes please, which are easily overlooked.

Judy is to place notice re OPEN Learning in Community Corner.

The disc 2010 has been updated by LCG for inclusion in the

wallets for new members.   They are also available for $1.00 each.

Name badges are available for all tutors. Some want white ones and some want yellow ones…..!!!!

Help is needed at the 3.30pm Beginners Class on Wednesdays. Karia and Eleanor offered their assistance.

Newstream is not on line for this month, it was asked that news be in 1 week prior to printing

All email addresses to be updated.   New students are to go online to LCG website for notices.   It was agreed that we should still send emails to all as it reminds them of meetings and also to be used to send minutes of meetings.

There was discussion about the rise in price of the Domain Name Armstrong. It is to be renewed in August but as the price has increased, Janet is to look into this matter.

Meeting closed 3.05pm.

NEXT MEETING
WEDNESDAY 7TH APRIL 2010 1PM

Outlook essential shortcuts Fast access to important Outlook features.

by Office for Mere Mortals.

Trying out the messy interface and cumbersome ribbon in Outlook 2010 has reminded us of the importance of shortcut keys in working with <u>any</u> version of Outlook.

Here are some keyboard shortcuts that are worth using with any version of Outlook and will serve you very well if you move to Outlook 2010.

Ctrl + N Creates a new item based on the folder you are in. If you're at Inbox it will make a new message. In Calendar it'll make a new appointment.

Ctrl + R Reply to the current message

Ctrl + Shift + R Reply to All for the current message

Ctrl + F Forward the message

Ctrl + Shift + M will start a new message regardless of the folder you are in.

Ctrl + Shift + A will start a new appointment regardless of the folder you are in.

Ctrl + 1 jump to Inbox Ctrl + 2 jump to Calendar Ctrl + 3 jump to Contacts

Ctrl + 4 jump to Tasks

Ctrl + 5 jump to Notes These are on the 'Go' menu of Outlook 2007

and before. The same shortcuts work in Outlook 2010 even though the Go menu has gone.

Note: in the current Outlook 2010 beta the menu shortcuts from earlier versions of the product are NOT functional unlike, for example, Word 2007/2010 where the older menu shortcuts still work even though the menus removed. Let's hope this is fixed in the final product.

Outlook Signatures Personalize emails in style with signatures on your emails.

by Office for Mere Mortals

Outlook signatures are a wonderful way to personalize emails. Outlook Signatures are blocks of text or graphic that appears at the end of outgoing messages. As it literally means, a signature basically consists of your name used to signoff the email and can contain optional contact information, text or images You can configure Outlook to automatically add signature to message or you can add the required signature manually.

Most of us have several 'hats' in our life. There's work and personal but there can be others such as a member or organizer for a group. Outlook lets you create as many signatures as you desire to suit all these facets of your life. .

How to Create a Signature

Signatures can be created in different formats and it can contain various elements. A basic signature will have just the sender's name. Along with the name you can include acknowledgments like "Thank you", "Yours Lovingly", etc. Official or business signatures will have company name, contact number, company address, website URL, etc. Company logo or any other relevant graphic can also be used. Any text in the signature can be hyperlinked. Sometimes electronic business card or scanned signature

is also used. The text of the signature can be formatted to make it more attractive. Occasionally signature will also contain disclaimer blocks like stating, "If you are not the intended recipient of the e-mail then you should delete the e-mail".
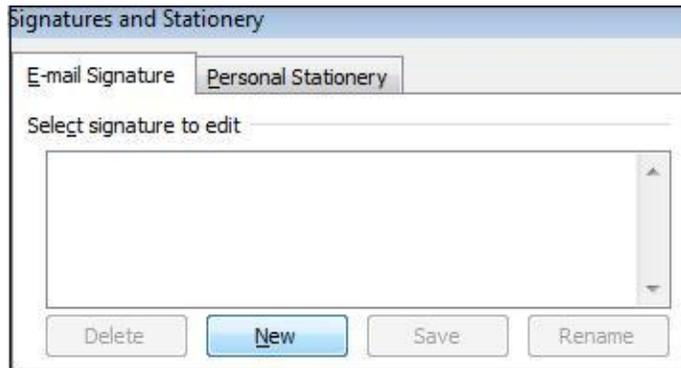
Make a simple signature
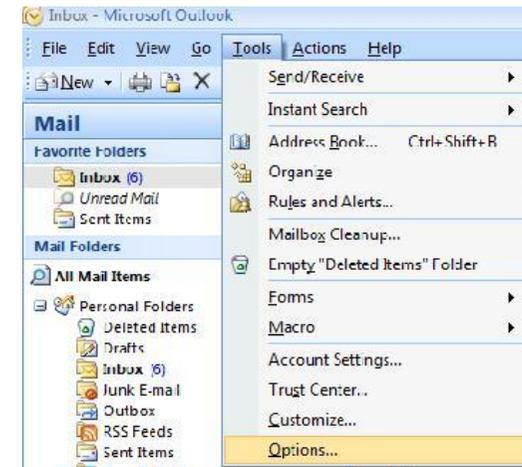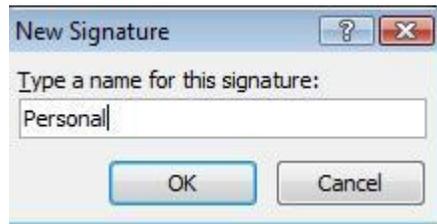

Open Outlook Click Tools | Options | Mail Format
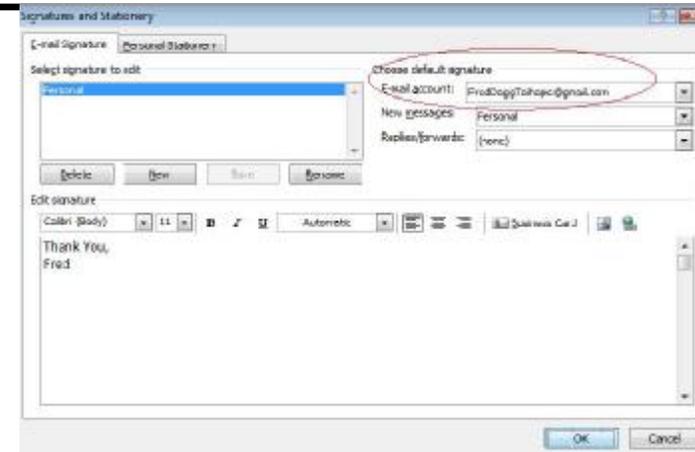
(Continued from page 14)

Options menu Outlook - Tools Options Mail Format dialog

In the Signatures and Stationary window click New.

-In the pop-up window type a name to identify the signature e.g. Personal and click the OK button

In the "Edit Signature" text box type the desired text for the signature e.g. Thank You, Fred

choose   default
signature   Before
you click the OK button to save the signature you can associate this signature to any mail id in Outlook. Under "Choose default signature" select the desired email account to associate the signature. If you have only one email account then by default the signature will be associated to that email id. Now click on OK button. Click the OK button again on the Options window. You have successfully created a signature. Now if you open a new message you can find the signature in the body of the message.

Account selection in new message Note: There is also another way to open the Signature and stationary window to create signature. For this open a new message in Outlook. Under Message | Include | Signature click "Signatures...".

Signature selection from ribbon The Signature and stationary window opens and the same steps as explained above should be followed to create the signature.

Add **signature to message There are two ways to add signature to message. Signature can be automatically added to all new outgoing messages or you can add signature manually to individual messages.**

Signatures can be added to Replies/Forward messages. This can also be added either automatically or manually.

To add signatures automatically to all outgoing messages Click Tools | Options | Mail Format | Signatures… Select the signature which you would like to add in the message e.g. Personal. Under "New messages" drop down list select the signature "Personal".

If required for the "Replies/forward" dropdown list select the required signature e.g. Personal select signature for replies and forwards
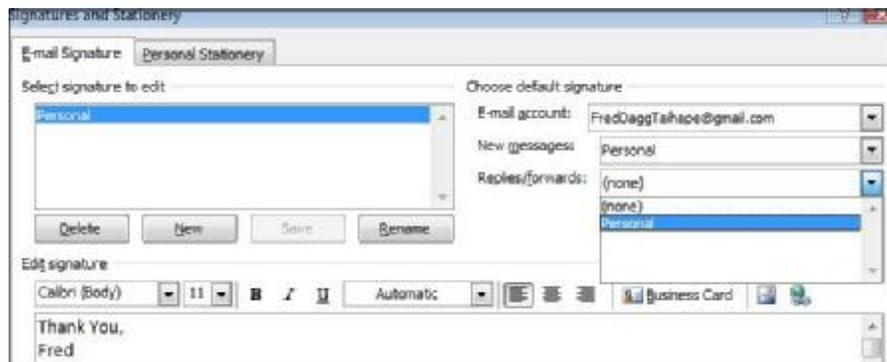
If you do not wish the signatures to be automatically added to all outgoing and Replies/forward messages then in the dropdown list choose the "none" option. Note: Alternatively

you can make the above mentioned changes by opening a new message and clicking on the Signature link in the Include tab.

To add signatures manually to new outgoing message or reply/forward messages open the message and under Message | Include | Signature select the created signature e.g. Personal. The selected signature will be inserted in the message. -
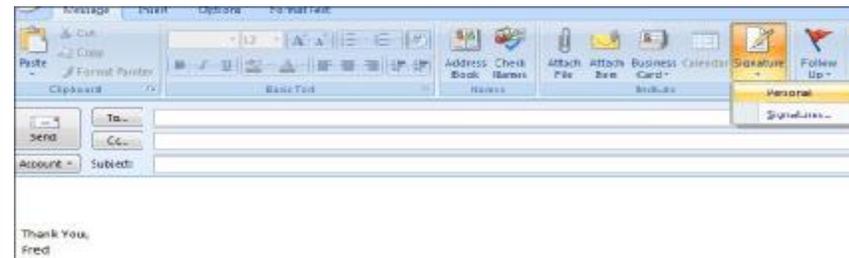

select signature from ribbon

If you wish to retain the feature of signature being added automatically to messages but prefer to do away with it in certain messages then simply select the signature in the message body and press the DELETE button.

Now let's create a signature for business purpose Open Outlook Click Tools | Options | Mail Format | Signatures… In the Signatures and Stationary window click New. In the pop-up window type a name to identify the signature e.g. Business and   click the OK

In the "Edit Signature" text box type the desired text for the signature.
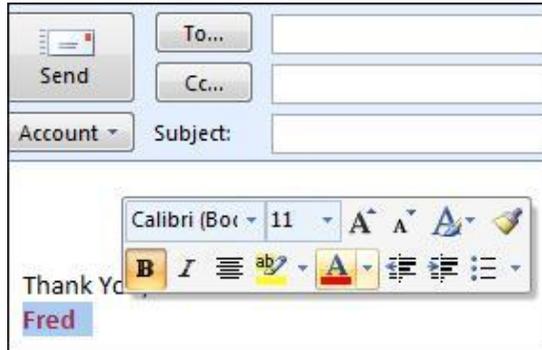
You can also format the text like making it Bold or changing the font colour or even changing the alignment. In the example shown for Business signature an image of the company logo has been inserted and also URL of the company website is given.

There is option in the edit box to add pictures, hyperlinks and Business card.

Click on OK button. Click the OK button again on the Options window. Now if you open a new message you can see the Business signature which you just created in the body of the message.

You may wonder what a Business card is all about. A Business card or Electronic Business card is a .vcf file which contains your contact

information. You can create a .vcf file based on the contact information you have stored in the address book. This file can be inserted in the signature and it is displayed in the signature as a Business card. Your mail recipients can add your contact information easily to their address book through the Business card.

Select a Signature We have now created two different signatures. One called "Personal" and the other "Business". This way we can create any number of signatures for various purposes. We can associate each of these signatures to different email accounts as already explained above.
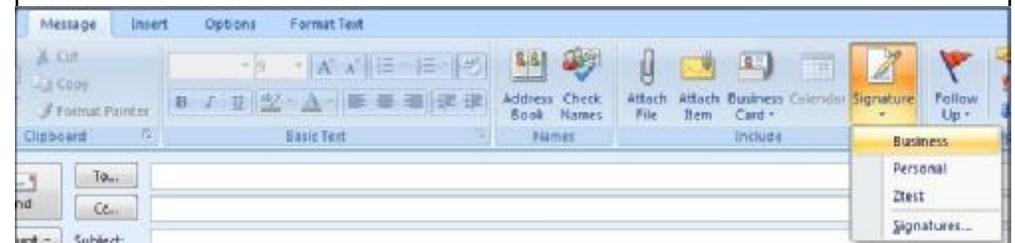
We can also associate all the signatures to the same Email id. You have the freedom to link specific signatures to specific messages. You can choose the required signature manually when you compose a new message or you can instruct Outlook to insert specific signatures to outgoing messages and Replies/forward messages.

To select signature manually, open a new message. While creating a signature if you have selected any signature to appear automatically in all new messages then that particular signature will appear in the body of the message. If a signature is already appearing in the message then right click on the signature and you can see different signatures available.

Select one of them and it will be inserted accordingly. In the below screenshot the checkmark on the signature "Business" indicates that currently that particular signature is inserted in the message.
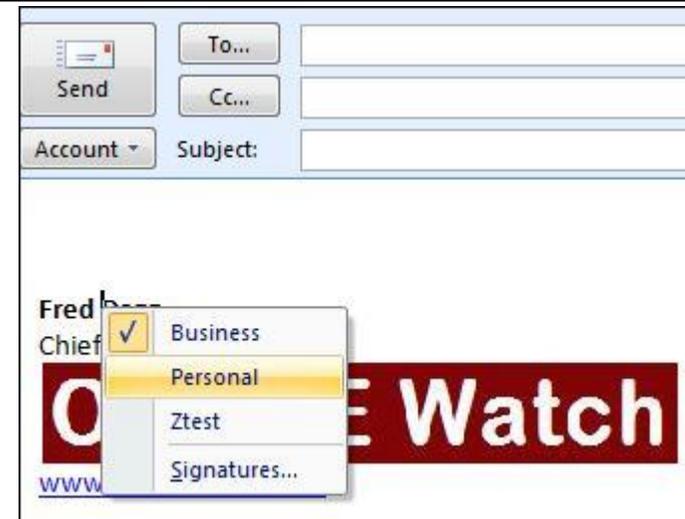
change signatures inside a message Another method to choose required signature is to open a new message and assume that no default signature has been selected to appear automatically. Hence the message will be blank. Now under Message | Include | Signature you can see the list of signatures that are available. Select one of them and it will be inserted in the message.

This way you can create multiple signatures and easily associate any of them with the message. Make changes to the Signature If you wish to edit

any of the signatures then you can either do it individually in the message itself or you can modify the signature such that it is applicable to all the messages by default. To edit the signature in individual messages, open a new message, select desired signature and make the required changes.

In the above screenshot the text style and colour is changed. You can even add additional text to the signature or add any image like company logo. But changes made to the signature in this manner will be applicable only to the current message.

To edit signature such that the change is applicable for all messages click Tools | Options | Mail Format | Signature. In the "Signatures and Stationary" window select the required signature and make the changes in the edit box. Click OK button. If you wish to make changes to more than one signature then click the "Save" button after making changes to one signature. You can even modify the name given to identify each signature by clicking the "Rename" button.

Save or Rename a signature Alternatively you can access the "Signatures and Stationary" window by opening a new message and selecting Message | Include | Signature | Signatures… Note Now as most of the mobiles are linked to email services like Outlook, Yahoo and Gmail it makes sense to

insert a signature in the mobile message also. For this, first you need to create the signature in Outlook as already explained above and then link this signature to the Outlook mobile service account. This way each time you compose a new message in your mobile the signature will be inserted in the message. This applies to Replies/forward messages as well.

Answers to the Newbie Club Quiz

1 - D Input/Output

2 - A Coder/Decoder

3 - A KiloBits Per Second

4 - C MegaByte

5 - D Binary Digit

6 - A Database

INTERESTING STUFF

In the 1400's a law was set **forth in England that a man was allowed to beat his wife with a stick no thicker than his thumb. Hence we have 'the rule of thumb'**

Many years ago in Scotland , a new game was invented. It was ruled 'Gentlemen Only...Ladies Forbidden'...and thus the word GOLF entered into the English language.

The first couple to be shown in bed together on prime time TV were Fred and Wilma Flintstone.

Every day more money is printed for Monopoly than the U.S. Treasury.

Men can read smaller print than women can; women

Coca-Cola was originally green.

It is impossible to lick your elbow.

Intelligent people have more zinc and copper in their hair.

The first novel ever written on a typewriter: Tom Sawyer.

The San Francisco Cable cars are the only mobile National Monuments.

Each king in a deck of playing cards represents a great king from history:

Spades - King David Hearts - Charlemagne Clubs - Alexander, the Great Diamonds - Julius Caesar

If a statue in the park of a person on a horse has both front legs in the air, the person died in battle. If the horse has one front leg in the air the person died as a result of wounds received in battle. If the horse has all four legs on the ground, the person died of natural causes.

Q.. Most boat owners name their boats. What is the most popular boat name requested?

A. Obsession

Q. If you were to spell out numbers, how far would you have to go until you would find the letter 'A'?

A. One thousand in America. One Hundred and one in Britain and Australia

Q. What do bulletproof vests, fire escapes, windshield wipers, and laser printers all have in common?

A. All were invented by women.

Q. What is the only food that doesn't spoil?

A. Honey

In Shakespeare's time, mattresses were secured on bed frames by ropes. When you pulled on the ropes the mattress tightened, making the bed firmer to sleep on. Hence the phrase' good night, sleep tight.'

It was the accepted practice in Babylon 4,000 years ago that for a month after the wedding, the bride's father would supply his son-in-law with all the mead he could drink. Mead is a honey beer

and because their calendar was lunar based, this period was called the honey month, which we know today as the honeymoon.

In English pubs, ale is ordered by pints and quarts... So in old England , when customers got unruly, the bartender would yell at them 'Mind your pints and quarts, and settle down.' It's where we get the phrase 'mind your P's and Q's' Another origin is from printers type setting where the q is opposite of p

Many years ago in England , pub frequenters had a whistle baked into the rim, or handle, of their ceramic cups. When they needed a refill, they used the whistle to get some service. 'Wet your whistle' is the phrase inspired by this practice.

At least 75% of people who read this will try to lick their elbow!

-
Now....
This may look weird but you can read it
I cdnuolt blveiee that I cluod aulaclty uesdnatnrd what I was rdanieg. The phaonmeal pweor of the hmuan mnid Aoccdrnig to rscheearch at Cmabrigde Uinervtisy, it deosn't mttaer in what oredr the ltteers in a word are, the olny iprmoatnt tihng is that the first and last ltteer be in the rghit pclae. The rset can be a taotl mses and you can still raed it wouthit a porbelm This is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the word as a wlohe. Amzanig huh?   }

Geek-Speak Busters ... Mother Board. (No Mum's Not Fed Up)

A motherboard is also known as a main board, system board and logic board. A common abbreviation is 'mobo'. They can be found in a variety of electrical devices, ranging from a TV to a computer.

Generally, they will be referred to as a motherboard or a main board when associated with a complex device such as a computer, which is what we shall look at. Put simply, it is the central circuit board of your computer.

All other components and peripherals plug into it, and the job of the motherboard is to relay information between them all.

Despite the fact that a better motherboard will not add to the speed of your PC, it is none-the-less important to have one that is both stable and reliable, as its role is vital.

A motherboard houses the BIOS (Basic Input/Output System), which is the simple software run by a computer when initially turned on.
Other components attach directly to it, such as the memory, CPU (Central Processing Unit), graphics card, sound card, hard-drive, disk drives, along with various external ports and peripherals.