INSIDE THIS ISSUE:

Next Meeting
Wednesday 7th April
at7.30 PM Workshop

Subject to be advised

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Coordinators Corner

First of all we would like to wish all our members a very Happy Easter.

ASCCA (Australian Seniors Computer Clubs Association) which we are a member of has just launched a new site it is called "ASCCA Voice".

www.asccavoice.org

The website is literally designed to give seniors a voice online, it's a web site to share ideas, ask questions and tell other clubs around Australia what is happening in your neck of the woods.
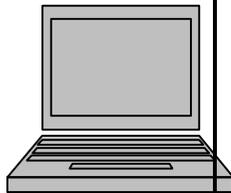
Here is part two of shortcuts this month we will look at shortcuts for internet explorer.

MEETINGS APRIL 6

The OPEN meeting begins at 1pm and gives everyone a chance to find out what makes the "place" tick.

The LCG meeting at 7.15 pm ratifies
 Accounts for payment and is usually followed by an interesting Workshop.

PSP XI Graphics

Advanced graphics with Eleanor, Karia, Sandra, Margaret & Laraine

March 23	1 pm—3 pm
April 27	1 pm—3 pm
May 25	1 pm—3 pm

SPECIAL CLASS

How to use Power Point Presentations with various Windows programs.
Tony Garrett will demonstate
What you can do with this popular Windows Program.

Level 2—3 Graphics

April 20 1pm to 3 pm

FAMILY HISTORY ON-LINE

Two morning classes in Family History are held each month at OPEN.

Students use either the internet or the club's own CD based history links to locate their ancestors and relatives.

Places are limited so make sure you put your name on the Registration Form near the front desk.

April 13 and 20   10 am 'til noon
May 11 and 18   10 am 'til noon

It is a good idea to have a basic chart made out. Father, mother or grandparents with perhaps a birth or death date or two to begin with.

Using Family History Links
This special class will be held Wed. 13 April 1pm to 3 pm.

Basic Graphics
with Judy, Karia, Laraine & Sandra

April 13

NEWSTREAM

To do this	Press this
Display Help	F1
Toggle between full-screen and regular views of the browser window	F11
Move forward through the items on a webpage, the Address bar, or the Favorites bar	Tab
Move back through the items on a webpage, the Address bar, or the Favorites bar	Shift+Tab
Start Caret Browsing	F7
Go to your home page	Alt+Home
Go to the next page	Alt+Right Arrow
Go to the previous page	Alt+Left Arrow or Backspace
Display a shortcut menu for a link	Shift+F10
Move forward through frames and browser elements (only works if tabbed browsing is disabled)	Ctrl+Tab or F6
Move backward between frames (only works if tabbed browsing is disabled)	Ctrl+Shift+Tab
Scroll toward the beginning of a document	Up Arrow
Scroll toward the end of a document	Down Arrow
Scroll toward the beginning of a document in larger increments	Page Up
Scroll toward the end of a document in larger increments	Page Down
Move to the beginning of a document	Home
Move to the end of a document	End
Find on this page	Ctrl+F
Refresh the current webpage	F5

To do this	Press this
Refresh the current webpage, even if the time stamp for the web version and your locally stored version are	Ctrl+F5
Stop downloading a page	Esc
Open a new website or page	Ctrl+O
Open a new window	Ctrl+N
Open a new InPrivate Browsing window	Ctrl+Shift+P
Duplicate tab (open current tab in a new tab)	Ctrl+K
Reopen the last tab you closed	Ctrl+Shift+T
Close the current window (if you only have one tab open)	Ctrl+W
Save the current page	Ctrl+S
Print the current page or active frame	Ctrl+P
Activate a selected link	Enter
Open Favorites	Ctrl+I
Open History	Ctrl+H
Open Feeds	Ctrl+J
Open the Page menu	Alt+P
Open the Tools menu	Alt+T
Open the Help menu	Alt+H

OPEN Session Times
At Studioworks, 1 Pipeworks Rd, L'ton
Standard Sessions $5.00

Day	Time	Activity
Monday	10 am –12	General &
	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 30	10 am –noon	Basic Graphics	Judy, Karia and others help with these classes
	1 pm—3 pm	**Power Point know-how**	**With Tony Garrett**
April 6	10 am—12 noon	Graphics Workshop	Judy, Karia, Laraine & helpers
	1 pm— 3 pm	**OPEN MEETING**	**Hear what's coming up next month.**
April 13	10 am—12 noon	Basic Graphics	Judy, Margaret, Laraine & Sandra
	1:00—3 pm	**Using Family History Links**	Judy will demonstrate how to use this resource.
April 20	10 am—noon	Family History	Finding your ancestors on line with Judy
	1 pm— 3.00	**Level 2—3 Graphics**	**Using PSP 7 and 8**
April 27	10 am –noon	Family History On Line	Judy, Margaret, Laraine & Sandra
	1 pm— 3pm	**PSP X!**	**Advanced Graphics**

OPEN will be closed from Good Friday until Easter Tuesday

OPEN NEWSLETTER — April —May 2011

I WANNA HOLD YOUR HAND?
(or Playing the User Account Control game)

One of our members who recently upgraded from Windows XP to a new Windows 7 computer asked for my advice on a 'troubling' message that had appeared on her monitor—something to the tune of "Do you want to allow this program to make changes to your computer?"

It is little wonder that such messages concern computer users as they are often accompanied by a dimming of the screen that could be interpreted as some sort of cosmic calamity.

In fact what is happening is a process called **User Account Control**, a monitoring program introduced with Windows Vista and continued in Windows 7. Its noble intention is to warn you that installing a piece of software may have unwanted consequences, which is fine if you are an inexperienced user who may be new to the concept of installing programs on your computer . But it can be rather annoying to be subjected to constant 'grilling' when you just want to perform fairly routine tasks.

In the case that prompted this article the change that was being made was an automatic update to the e-mail program Mozilla Thunderbird which most experienced users would consider to be a trustworthy program. But as we often say, if you are uncertain please ask someone who may have a better knowledge of the situation. The member concerned is to be applauded for that decision.

If you consider yourself to be an experienced user and don't wish to be bothered by regular interruptions to your activities you can turn User Account Control to 'Off'. But that is a judgement that only you can make.

EQUIPMENT UPDATE by Dennis

With just a couple of months of the new computing year behind us there have already been a significant number of changes to our club's equipment.

Thanks to a generous donation from one of our tutors Alan Stickley we now have a fourth Windows 7 computer. It is the white Dell computer on the back row, 'southern' side of the room and has been set up as OPEN2 to replace the Windows 2000 computer that previously occupied that spot. Sadly, personal circumstances have prompted Alan to leave the state but I'm sure members will appreciate his kind gesture.

We have replaced our long-serving Canon IP4300 colour printer with an IP4850 model that provides the same facilities, including direct printing of 'labels' on CDs and DVDs.

A few 'repairs' have been required too. OPEN9, another of our Windows 7 computers had to have the hard disk replaced but it is now back in service, while its 'twin' OPEN15 developed a software problem that caused it to take ages to start up. That problem was eventually solved by doing a System Restore after using Safe Mode to get the computer to 'boot' more speedily.

Early in March we had some Internet problems as a result of a faulty modem-router that connects all the computers to the 'Net. Another piece of donated equipment, a BigPond home modem, provided a temporary fix until a new modem-router was purchased. Finally, Office 2010 has been installed on OPEN8 and OPEN14.

COMMUNICATIONS

In the column to the left I referred to problems experienced with our club's internet connection caused by a faulty modem. Before such problems can be overcome the information has to be communicated to someone who might be able to rectify the situation.

In this instance the problem was only detected through an accidental check of the monthly internet usage—it seemed highly unusual that there would not have been anyone using the 'Net on a Thursday and Friday, so my suspicions were aroused.

Fortunately the problem was able to be diagnosed and rectified over the weekend so that members had access to the 'Net the following Monday.

If any hardware or software problems arise during classes please notify a tutor who can pass the information on to a member of the technical committee.

Most problems may have relatively simple solutions. In the last few weeks the failure of a monitor was traced to a faulty connection on a 4-point power-board, while a lack of sound on another computer was due to a faulty power-cord on the set of speakers attached to that computer.

A TOP KEYBOARD SHORTCUT

Many people who I have assisted with computer tuition at OPEN and elsewhere will probably know of my unwavering preference for using the **Save As** option when saving Word documents and Excel spreadsheets etc. After many years of thinking I knew a fair bit about MS Office only recently have I discovered that pressing the F12 function key will bring up the 'Save As' dialog box—much easier than clicking the File Menu and selecting 'Save As'.

SNIPPETS

CDs and DVDs usually come under the heading of **Removable Media** - i.e. they can be taken out of your computer and can be transferred to other computers and 'media' devices. For instance the CDs that you play in your car's CD player can be played in a computer that has the capability to play music files.

The use of the Compact Disc (CD) and the Digital Versatile Disk (DVD) started in the entertainment industry for the storage and playback of music (on CDs) and for movies (on DVDs). Somewhere along the track somebody realised that they could also be used for storing and transferring the digital information that was used on computers.

For many of us in the computer world our most frequent encounters with CDs or DVDs relate to installing software or using the 'removable media' to back up our data.

The table below shows a comparison between the various forms of removable media that have been used in the last 10 years .

Media	Capacity
Floppy Disk	1.44 Megabytes
Zip Disk	100 Megabytes
CD	700 Megabytes
DVD	4.7 Gigabytes
DVD Dual Layer	8.5 Gigabytes
Blu-Ray Disk	25-50 Gigabytes

OPEN COMPUTING TELEPHONE 63434928
Between 10 am and 3 pm weekdays.
VICTOR mobile 0408 174 235

SNIPPETS (continued)

It doesn't seem all that long ago that the floppy disk was in regular use at OPEN but most members will realise that the arrival of the 'flash drive' has almost consigned the floppy to history— a flash drive with a capacity of 4 Gigabytes can be bought for roughly the same price as a pack of 10 floppy disks and can contain about 270 times as much information or data.

I doubt that many of our current members would have seen a **Zip Disk**, which was similar in size to a floppy but about twice as thick. OPEN had some donated to us about 5 years ago and I can remember seeing a Price tag of $22 on some of them. They too have become obsolete due to more economical forms of media with far greater capacity.

Quite recently some of our members were making a backup of a software DVD and were surprised to find that the Nero DVD-Burning software reported that there was not enough room for the data to be burned on to a blank DVD. The reason for this was that the software disk was a **Dual Layer DVD** which you will note from the comparison table can hold up to 8.5 Gigabytes of data, and no matter when or where you went to school, *"8.5 into 4.7 won't go!"* Fortunately blank Dual Layer DVDs are available to purchase although they are about twice the price of the single layer disks.

If you have been to a video hire shop recently you will know that **Blu-Ray** is being proclaimed as the latest, greatest way to watch movies. The computer industry has again followed in entertainment's footsteps with Blu-Ray disks being available as a form of removable media. However you will require new equipment in the form of a Blu-Ray burner, and you may even need a more powerful computer. Current price for Blu-Ray disks is **around $15 each.**   *Dennis Murray*

RIGHT-CLICKING YOUR WAY THROUGH THE NEW OPERATING SYSTEMS AND OFFICE

As you navigate your way around Windows Vista or Windows 7 you 'll probably be asking yourself questions such as "Where did all the menus go?" or "What happened to my toolbars in Microsoft Word?"

Although you can build your own toolbar of frequently-used commands in MS Office programs I find that right-clicking is a convenient way of accessing the basic tools that you may want to use to format a document in Word 2007 or 2010.

Right-clicking with the mouse will display what are known as **context menus,** with the tools available to you on those menus changing depending on what part of the document you happen to be in at a given time. In the text area of the document you may be likely see tools such as Font, Cut, Copy, Paste etc.

When navigating through folder windows (such as Computer) you may wish to change the view of items in the folder to Details, List, Icons etc but the menus that we have traditionally had access to are not always visible unless we change to 'Classic Folders'. However, right-clicking the screen may display a context menu that has that has the tool or command that you wish to use

Being a 'keyboard man' from way back I prefer to tap one of the ALT keys — doing that will display the menu bar near the top of the screen and you will be able to select the options you require. That method also works in Internet Explorer for those occasions when you want Copy or Print something from a web page.

Dennis

Windows' built-in firewall fails LeakTest

By Fred Langa

Windows' built-in firewall does not automatically alert you to *phone-home* sorts of behaviour.

But you can alter the firewall's default settings, either manually or with a free add-on tool

[a] Reader Bill Wolcott wants to adjust the Windows firewall to block outbound, **phone-home** connections.

"I have been using the Windows 7 firewall and Microsoft Security Essentials and been very happy. However, I discovered today that it fails GRC.com's LeakTest [site]. Is there a way to adjust the Win7 firewall?"

[a] Yes, Bill. In fact, there are multiple ways.

It can sometimes be useful to know when software on your PC tries to establish an outbound connection. If the connection isn't one you asked for or involves software that you don't recognize, it could be that malware is attempting to phone home or otherwise use your connection to transmit information for its own purposes.

That's what LeakTest checks for: it installs a small, harmless program on your PC that tries to contact the GRC.com servers in a mock phone-home scenario. If your firewall guards against this kind of behavior, it will alert you before allowing the Leaktest program to go online. If your firewall stays silent, then LeakTest shows that malware could phone home from your PC, and you'd never know it.

But frankly, I don't worry much about phone-home activity. Think about it: if malware has made it onto your machine and is trying to phone home, your PC is already compromised. The real solution to phone-home malware is to avoid infection in the first place. If your PC stays clean, phone-home protection is irrelevant.

I realize I might be in the minority with that view. Many users prefer to have their firewall block or flag outbound connections. By default, the Windows firewall does neither.

But it can be made to. Windows 7 ships with about 130 preset firewall rules that govern the behavior of its outbound connections. (See Figure 1.) These rules apply mostly to basic connections for Windows' own components.
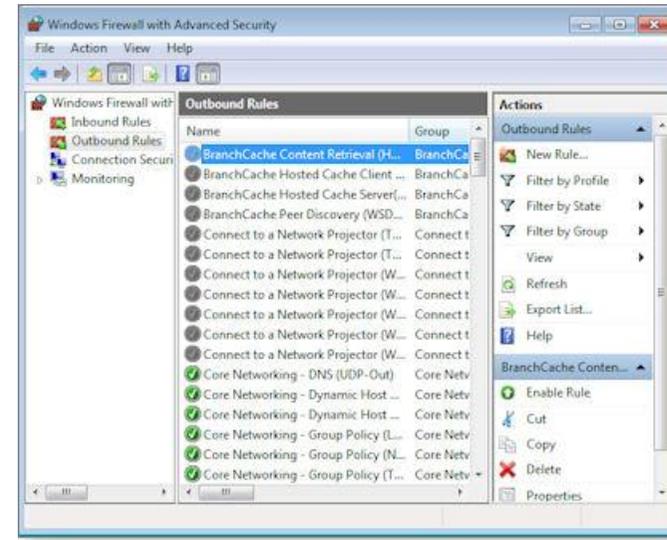

Figure 1. The Windows 7 firewall ships with about 130 preconfigured outbound connection rules, and you can add more rules if you wish.

You can change the behavior of the Windows firewall by adding new rules or modifying the defaults. The how-to instructions for tweaking the Windows firewall are version-specific because the software has changed significantly over the years.

XP's firewall is, in essence, a 10-year-old Version 1 firewall. Frankly, almost any newer, third-party firewall — free or commercial — can do better. Still, if you want to use it, Microsoft offers a thorough guide called "Using Windows Firewall."

The Windows firewall was improved in Vista and again in Windows 7. Those versions can be manually adjusted in numerous ways.

If you want to truly master the Windows firewall, the best overall resources I've found are MS TechNet's "Windows Firewall" page and the nicely detailed guide, "Windows Firewall and IPsec policy deployment step-by-step," also from TechNet. The writers get a little geeky, but the information is very complete.

On the other hand, if you're just looking for a quick way to slap a block on outbound connections, several good third-party guides are available. See, for example, addictivetips.com's article, "Windows 7 Firewall outbound protection" or PCterritory.net's page on "How to enable Windows 7 Firewall outbound protection."

But perhaps the most interesting option is Sphinx Software's Windows Firewall Control (info).

There are free versions of Windows Firewall Control (WFC) available for Windows 7, Vista, and XP — and Pro versions with additional capabilities (U.S. $15-$30) are also available.

WFC sits between you and the Windows firewall. It lets you see and control what the firewall is doing — events that otherwise can be hard to monitor and manage.

For example, when any software tries to make an outbound connection for the first time, WFC pops up a dialog box; you can decide whether to allow that connection. (See Figure 2.) If you wish, WFC remembers your decision and doesn't bother you when that same software tries to connect again.
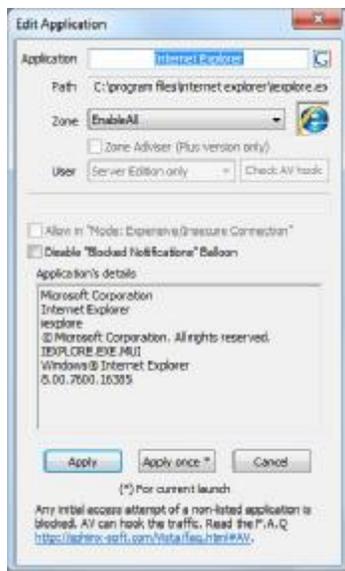
Figure 2. Here, the free version of Windows Firewall Control is requesting permission to allow Internet Explorer to go online. Other connection-control parameters are offered, as well.

The major downside to WFC is that it's intrusive when you first set it up. Your PC probably has dozens of programs and services that use your network connection, and WFC asks you about all of them as each tries to connect for the first time.

The free versions of WFC are also nagware: you get a pop-up dialog box from time to time, asking you to register. (If you use and keep WFC, I hope you *do* register — to reward the software authors for their time and effort.)

Again, I don't worry much about blocking phone-home events. Instead, I prefer to focus on prevention: keeping malware off the system in the first place.

But if you want to tweak the Windows firewall for outbound protection or for any other reason, now you have the tools!Craig Collins has a file that won't update:
"I am running Windows 7. Windows Update prompts me to download and install Service Pack 4 for SQL Server 2005. When I try to do so, the update fails, and I get the error code 51E. How do I go about installing it?"

That error code relates to problems with SQL service *groups.* It's common enough that it has its own Microsoft Knowledge Base article, 957008: "SQL Server 2005 Service Pack 2 is not successfully updated when you try to install or to uninstall a security update."

The fixes discussed in that article ought to do the trick for you, Craig! .

INSERTING THE USER'S ADDRESS

Word automatically maintains several items of information about you, as a user. One such item is your address, which is changed on the User Information tab of the Options dialog box. If you want to automatically insert the user address in your documents, you can follow these steps:

1. Position the insertion point where you want the address inserted.
2. Make sure the Insert tab of the ribbon is selected.
3. In the Text group, click Quick Parts. You'll see a drop-down menu.
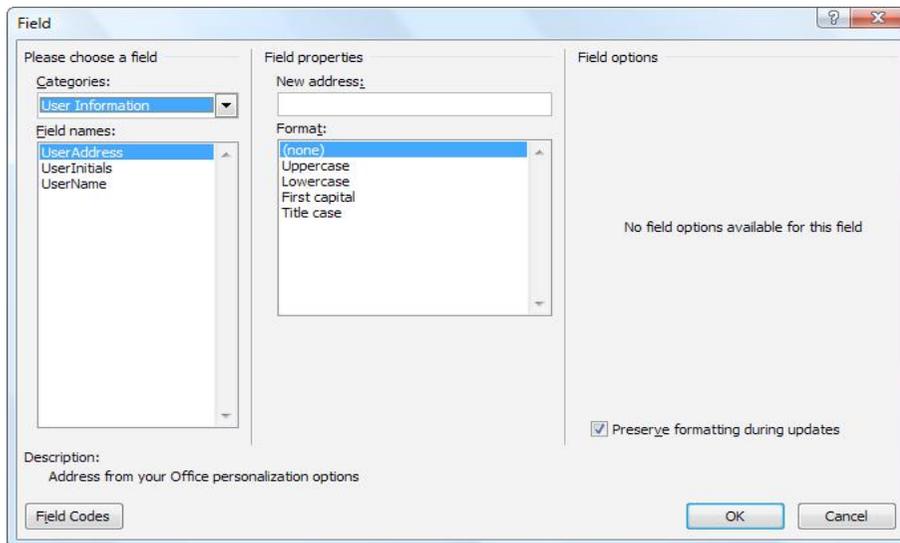
4. Choose Field. Word displays the Field dialog box.
5. In the Categories drop-down list, choose User Information.

COPYING VALUES

There are many ways that you can use Excel's tools to fill out various cells in a worksheet. One of the most common tools is to copy a cell (or cells) and then paste them into other cells. The only problem with this approach is that when you copy cells, you also copy the format of the original cells into the target cells. What if you just want to copy the values from the original cells, but retain the formatting already applied in the target cells?

You probably already know that you can use the Paste Special option from the Home tab of the ribbon (Excel 2007 and 2010) or the Edit menu (older versions of Excel), and then choose the Values option to paste just the values. If the target cells are right next to the original cells, there is an even easier way to accomplish the same task. Simply follow these steps:

1. Select the original cells whose values you want to copy.
2. Right-click on the fill handle (at the bottom right-corner of the selection) and drag the selection to encompass the target cells. When you release the mouse button, a Context menu appears.
3. Choose the Fill Values option. Excel fills the target cells with the values from the original cells; the formatting remains unchanged.
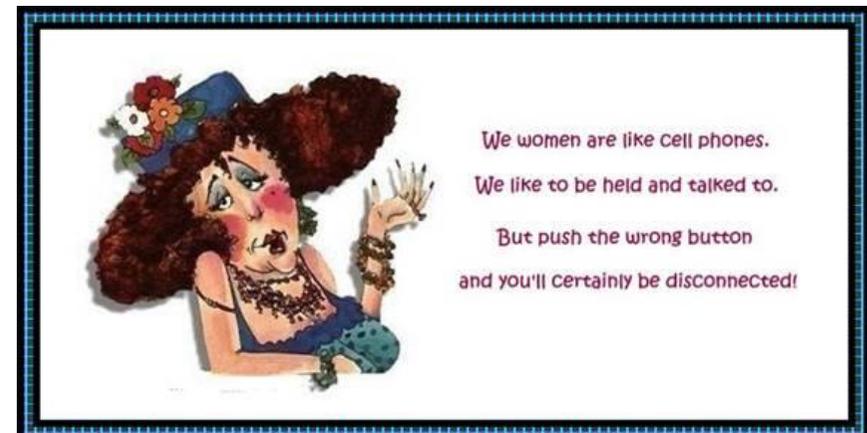
Comodo firewall and AV fail to self-update

Nik Finney was annoyed that his Internet security solution suffered a silent problem that prevented successful updates *for months.*
"Early last year, I switched from AVG to Comodo Internet Security & Antivirus, largely because of the favorable reviews on the Windows Secrets site.
"It seemed like a good program, though a little arcane and terse in its messages when a new situation was encountered. I cannot make a definitive statement on its efficacy (I'm not an expert), but it seemed to be doing a good job. "Yesterday, I switched to the Admin account on my laptop and started to do some housecleaning. Although not part of my normal process, I opened up the Comodo interface. *Surprise!* It informed me that my version was *not* being updated any more — since Nov. 1, 2010!"
Ouch!

The best way I know to make sure all your software is truly up-to-date is to use Secunia PSI (site).

PSI is a free, third-party software-update service. Prompted by your note, I just tried it out with Comodo's free security software (site); indeed, they work fine together. If Comodo's internal updater fails again, PSI should be able to let you know automatically.

For more information on PSI, see the Jan. 13 Windows Secrets Top Story, "The best way to manage multiple app updates."

Malware can also prevent security-software updating. You might also run an on-demand malware scanner such as Malwarebytes (download site).

Starting problems: bad battery, bad disk?

Jim McIntosh's system is acting strangely, and he suspects the hardware: "My desktop XP system takes almost a minute to get to the initial BIOS display during the boot-up procedure. I'm wondering if this is a symptom of a motherboard battery that needs replacing. "The disk access light stays on most of the time while the system is thinking about booting up. I'm hypothesizing that the system is scanning the hardware at every boot because the values have been lost. "Also, I'm wondering whether you can clarify the proper procedure for replacing the battery. Should this be done when the machine is powered on or off?"

If your PC is more than about three years old and is still on its first motherboard battery, then it surely wouldn't hurt to replace it. (They're inexpensive.) If a three-year-old or older battery isn't dead yet, it's on its way.

And, yes, the PC should be completely powered off during the replacement. The Hardware Secrets site has a good illustrated tutorial called "Replacing the motherboard battery."
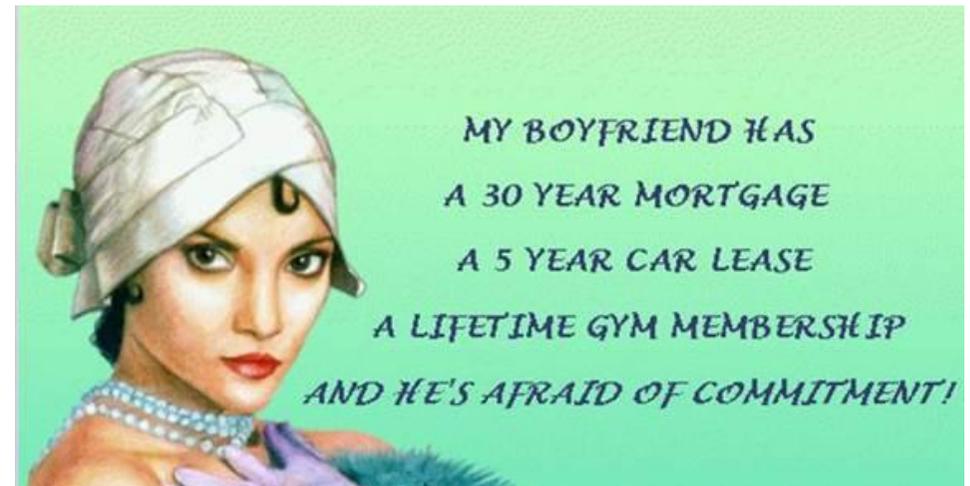
But one of your main symptoms is a constantly lit drive-activity light, so you would do well to also test the drive.

I suggest you start with Windows' built-in **Chkdsk** (*check disk*) utility. You're running XP, so the best instruction for you is in Knowledge Base article, 315265, "How to perform disk error checking in Windows XP." Win7 and Vista have very similar versions of **Chkdsk** built in, as well.

Passmark's DiskCheckup (free for personal use, $15 per license for businesses) looks for different kinds of drive errors and can supplement the more basic **Chkdsk.** It's worth running any time you suspect a disk problem.

DiskCheckup (info/download) works on XP, Vista, and Windows 7, and it can even give you a ballpark estimate of when your drive is statistically likely to fail.

Give it a try!

MY BOYFRIEND HAS
A 30 YEAR MORTGAGE
A 5 YEAR CAR LEASE
A LIFETIME GYM MEMBERSHIP
AND HE'S AFRAID OF COMMITMENT!

Online e-mail service failures: slow recovery

By Lincoln Spector

Most users of Web-based e-mail services assume that as long as they're connected to the Internet, they'll have 24/7 access to their accounts.

But a recent Gmail failure proved otherwise. Here's how to create backups of all your mail residing in the cloud.

a

About 30,000 Gmail users lost their e-mail on the last day of February. Not only could they not send and receive messages, they couldn't access any of the messages they had sent, received, or archived since they put their trust in Google.

Google had backups, but five days after the disaster struck, some people's e-mail collections were still unrestored.

This very scary incident should work as a wake-up call for anyone who keeps e-mail in the cloud. Whether you're using Gmail, Hotmail, Yahoo Mail, or something more obscure, if you're doing mail from a webpage, an error made by someone thousands of miles away could eliminate thousands of precious messages that you chose to save, including vital information from your doctor, your accountant, and your boss.

And because that error would probably rob thousands of other people of their mail, too, you wouldn't receive careful service, concentrating on you, from the company at fault.

If you don't want to give up the convenience of Web-based e-mail (and I sure don't), you've got two options: accept the possibility of losing mail, or back up your cloud-based mail to your local system.

Because I'm not the live-dangerously type — and I'm betting you aren't, either — here's how to put a copy of your mail on your hard drive. I've kept my instructions as broad as possible, so they'll work with any Web-based mail service. But I include specific instructions for Gmail, Hotmail, and Yahoo Mail.

Use a local e-mail client as your backup app

The trick to backing up cloud-stored e-mail is to use a local e-mail client such as Thunderbird, Outlook, or Windows Mail.

No, I'm not suggesting you give up your beloved browser-based e-mail interface. You can still do all your e-mailing in the cloud. You need to load the local program only when it's time to run a backup — or in case of a disaster.

You want a client that supports the Internet Message Access Protocol (IMAP). Most do — I haven't seen one without it in years.

I'm going to give detailed instructions for Microsoft's free Windows Live Mail 2011 (download page). The instructions are very close to those you would use for other Microsoft mail clients such as Outlook, Outlook Express, Windows Mail, and Windows Live Mail for Windows XP (download page). But the basic idea works with Thunderbird or any other mail client that supports IMAP.

Unless you use Hotmail. Then you need a Microsoft mail client. (I explain why below.)

One advantage of Windows Live Mail is that it stores each message in a separate **.eml** file. A great many programs can read **.eml** files, and Windows Vista and Windows 7 can search the contents of these files.

But be careful how you install the program. Microsoft wants you to install the entire Windows Live suite. You need only the mail program for this job — you have to make your own decision about anything else you might want.

As an alternative, you might want to consider the free MailStore Home (Figure 1), which isn't a true mail client but is designed specifically for archiving e-mail. It's an especially easy program to set up for backing up Gmail and has a great search tool. But it stores messages in a proprietary format that leaves you dependent on the program. (You can export mail to other formats, but that's an extra step.)

(Continued from page 13)

Figure 1. MailStore Home is a free application that works with popular Web-based e-mail services to archive your mail.

IMAP syncs your cloud-based and local mail

Unlike the more common Post Office Protocol (POP3), IMAP fully synchronizes mail between the Web-based server and the mail client on your PC. When you synchronize, your local mail client records which e-mails arrived and which you sent, deleted, or moved to another folder. The result is an accurate local record of your Web-based e-mail.

Although most e-mail clients support IMAP, that's not the case for Web-based mail services. Of the three most popular services — Gmail, Hotmail, and Yahoo Mail — only Gmail supports IMAP. If you use a lesser-known service, check the documentation to see whether you have IMAP support.

You have to turn on Gmail's IMAP support before you can use it. While you are signed in to your Gmail webpage, click the Tools icon (it looks like a sprocket wheel) in the upper-right corner and select Mail settings. Near the top of the page, click **Forwarding and POP/IMAP.** At the bottom of the page, select the Enable IMAP option and click Save Changes (circled in yellow in Figure 2).

Figure 2. To turn on IMAP support in Gmail, go to its settings page and click Enable IMAP (circled in yellow).

To set up an IMAP backup account in Windows Live Mail 2011, go to the Accounts ribbon and click the e-mail icon in the New Account section. This action launches the new account wizard.

Fill in the appropriate information on first page, and be sure to check the **Manually configure server settings** option (see Figure 3) before clicking Next.
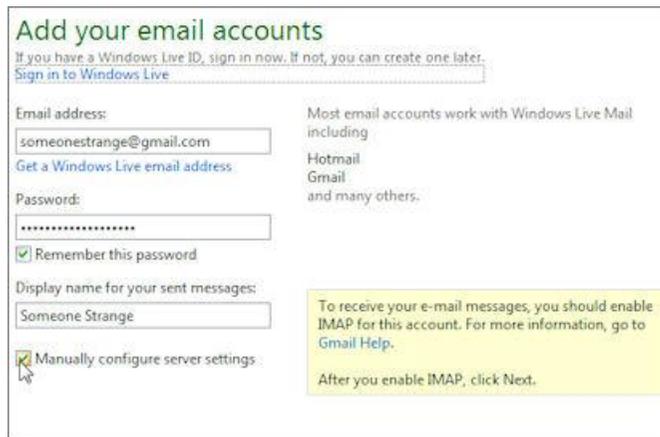
Figure 3. You can use various Microsoft e-mail clients on your PC to sync Hotmail messages with a local inbox.

On the next page, select IMAP for the Server type. You need information from your e-mail service to fill in the rest of the fields. Here's the information for Gmail:

Server address: **imap.gmail.com**

Port: **993**

Requires a secure connection: **check**

Authenticate using: **clear text**

Sign-in username: **{your e-mail address}** (You can skip "@gmail.com.")

Outgoing server address: **smtp.gmail.com**

Port: **465**

Requires a secure connection: **check**

Requires authentication: **check**

By default, the program begins synching all your online folders (except a few obvious exceptions such as spam and trash) as soon as you finish setting up the account. The synching happens in the background.

POP presents significant archiving drawbacks

If your Web-based service doesn't support IMAP, maintaining a local mail backup becomes more complicated. POP3 doesn't do synchronization — by default, it simply downloads new mail onto your PC and then deletes the messages from your Web-based inbox. You can often tweak the mail-server settings to delete downloaded mail after a set number of days (or to never delete it), but that's about it. It won't download to your hard drive messages you sent or moved to another folder while using the online mail app. So the only local backup you'll have is a raw list of received mail.

If you're using Yahoo Mail and Hotmail, other options can give you IMAP-like synchronization (see below). But for most sites that lack IMAP support, your best bet is probably MailStore Home. Because it's designed specifically for archival purposes, it does a reasonably good job synching the Inbox. Just don't expect it to sync your outbox or folders that you have created yourself.

The unofficial Yahoo-IMAP connection

Yahoo doesn't support IMAP, but there's a program that can trick it into doing so. That program is the Yahoo IMAP Connector (info). It's not free, however. After a 15-day trial period, it will cost you $10 to keep using it.

Connector runs in the background, providing a virtual IMAP translator between Yahoo's mail servers and your e-mail client. After it's running, you simply set up

an IMAP in the client of your choice (as shown in Figure 4), using the server and port information that Connector provides.

Figure 4. Use Yahoo IMAP Connector to sync your Yahoo account with your local e-mail client.

Two warnings, however: First, I found that it worked on some Yahoo accounts but not others. You'll discover quickly enough whether it will work on yours. Second, because Yahoo doesn't officially support this program, future internal changes could render it useless. In other words, it's a $10 gamble.

Hotmail: Microsoft's IMAP-like environment

Although Hotmail lacks IMAP support, it has its own proprietary synchronization technology. By an odd coincidence (tongue firmly in cheek), this technology works only with Microsoft e-mail clients.

Fortunately, the programs it works with come with Windows, come with Office, or are free downloads. They're Outlook, Outlook Express, Windows Mail, and Windows Live Mail (including both the 2011 and XP versions).

Set up your account in any of these programs as though it were IMAP or POP. But when you're asked for the server type, select either Windows Live Hotmail or HTTP. (Only one of these appears on the menu; which one depends on the program and version you're running).

The one Microsoft e-mail program that doesn't follow this procedure is Outlook 2010. When you tell it that your new mail account is with Hotmail, it asks permission to download and install the Microsoft Outlook E-mail Connector. Let it.

You won't have to fill in any details about servers. Microsoft already knows them.

After you set an e-mail program to synchronize with your cloud-based mail system, you need to remember to launch the program and run the synchronization every week or so. Then, should disaster strike, you're covered.

If you are 36, or older, you might think this is hilarious!

Also those who, although younger, can remember some of these things

When I was a kid, adults used to bore me to tears with their tedious diatribes about how hard things were. When they were growing up; what with walking twenty-five miles to school every morning Uphill. Barefoot. BOTH ways.yadda, yadda, yadda

And I remember promising myself that when I grew up, there was no way in hell I was going to lay a bunch of crap like that on my kids about how hard I had it and how easy they've got it!

But now that I'm over the ripe old age of forty, I can't help but look around and notice the youth of today. You've got it so easy! I mean, compared to my childhood, you live in a damn Utopia! And I hate to say it, but you kids today, you don't know how good you've got it!

1) I mean, when I was a kid we didn't have the Internet. If we wanted to know something, we had to go to the damn library and look it up ourselves, in the card catalogue!! (how many of you know the Dewey Decimal System???)

2) There was no email!! We had to actually write somebody a letter - with a pen! Then you had to walk all the way across the street and put it in the mailbox, and it would take like a week to get there! Stamps were 10 cents!

3) Child Protective Services didn't care if our parents beat us. As a matter of fact, the parents of all my friends also had permission to kick our ass! Nowhere was safe!

4) There were no MP3's or Napsters or iTunes! If you wanted to steal music, you had to hitchhike to the record store and shoplift it yourself!

5) Or you had to wait around all day to tape it off the radio, and the DJ would usually talk over the beginning and @#*% it all up! There were no CD players! We had tape decks in our car. We'd play our favourite tape and "eject" it when finished, and then the tape would come undone rendering it useless. Cause, hey, that's how we rolled, Baby! Dig?

6) We didn't have fancy crap like Call Waiting! If you were on the phone and somebody else called, they got a busy signal, that's it!

7) There weren't any freakin' cell phones either. If you left the house, you just didn't make a damn call or receive one. You actually had to be out of touch with your "friends". OH MY GOSH !!! Think of the horror. not being in touch with someone 24/7!!! And then there's TEXTING. Yeah, right. Please! You kids have no idea how annoying you are.

8) And we didn't have fancy Caller ID either! When the phone rang, youhad no idea

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who it was! It could be your school, your parents, your boss, your bookie, your drug dealer, the collection agent. you just didn't know!!! You had to pick it up and take your chances, mister!

9) We didn't have any fancy PlayStation or Xbox video games with high-resolution 3-D graphics! We had the Atari 2600! With games like 'Space Invaders' and 'Asteroids'. Your screen guy was a little square! You actually had to use your imagination!!! And there were no multiple levels or screens, it was just one screen Forever! And you could never win. The game just kept getting harder and harder and faster and faster until you died! Just like LIFE!

10) You had to use a little book called a TV Guide to find out what was on! You were screwed when it came to channel surfing! You had to get off your ass and walk over to the TV to change the channel!!! NO REMOTES!!! Oh, no, what's the world coming to?!?!

11) There was no Cartoon Network either! You could only get cartoons on Saturday Morning. Do you hear what I'm saying? We had to wait ALL WEEK for cartoons, you spoiled little rat-bastards!

12) And we didn't have microwaves. If we wanted to heat something up, we had to use the stove! Imagine that!

13) And our parents told us to stay outside and play. all day long. Oh, no, no electronics to soothe and comfort. And if you came back inside. you were doing chores!
And car seats - oh, please! Mom threw you in the back seat and you hung on. If you were lucky, you got the "safety arm" across the chest at the last moment if she had to stop suddenly, and if your head hit the dashboard, well that was your fault for calling "shot gun" in the first place!

See! That's exactly what I'm talking about! You kidstoday have got it too easy. You're spoiled rotten! You guys wouldn't have lasted five minutes back in the 1970's or any time before!

Regards,
The Over 40 Crowd
(Send this to someone you'd like to make smile)

LAUNCESTON COMPUTER GROUP

Minutes of Meeting held at Studio Works 1 Pipeworks Rd
March 2 - 2011

Meeting opened 7.25 pm Ivan Turmine (president) in chair.

Apologies: June and Bert Hazzlewood,.Judy Hall, Julie Hjort, Eleanor Horder, Glenn Gilpin and Tom Olsen.

Present: Ivan Turmine, Barry Symons, Dennis Murray, Laraine Rist, Harvey Tavener, Janet Headlam, Ron Baker, Reinhard von Samorewski and Iris Meek.

Minutes of previous meeting confirmed R Baker/L Rist Car.

Business Arising:
OPEN had decided that they would not continue with purple wallets for Tutors as they held little material different to the clear ones.
Glenn Gilpin was not present to talk about videoing club assets.
The group present at the meeting felt that at this stage we should not be pursuing interest rates for investments. All agreed as the rate is quite low at present.
Arrangements have been made with MyState to receive our monthly statement by phone prior to meetings as statement comes by mail later in each month..
Internet banking is not available to multi signature accounts.
New signatures have been presented at MyState.

Correspondence:
Inwards: Copy of notes from June re the joint meeting of LCG-OPEN.
Telstra re new rates.
Julie Dunham Independent Living Centre to I Turmine for update of Club details.
.
Outward: email details of committees of LCG-OPEN to Julie Dunham.
Moved I Meek/R Baker inward be received and outward endorsed. Car.

Auditors Report:
Ron Baker presented the report, having studied all the receipts, cheque and deposit books of LCG-OPEN and Petty Cash records. His report is filed with the AGM Minutes and a copy for the Public Officer Judy Hall.

Financial Report:
Barry Symons presented the financial report detailing all income. There were accounts to pay to TPCC for ink, ACS for rent, Post for box rental, Examiner for Public Notice re meetings and R Baker Audit fee. The Financial page is attached with minutes in folder. Balance includes VICTOR funds. Moved B Symons/H Tavener. Car.

Barry Symons tendered his resignation due to personal reasons. Moved H Tavener/R Baker his resignation be approved. Car.
The president asked Laraine Rist if she could carry on in the position for the time being. She feels quite capable as long as there is support from others.

General Business:
Janet Headlam proposed that if we still wanted to record our assets, she

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could take still images with her camera and with someone helping, keep as a record. If this was to be the case, she would like the club to purchase an STD card which would be kept solely for club purposes.

Ivan felt the combined meeting was a great success and hopes it can become a regular event.
He wants all committee persons to read the notes and make comment at the next meeting.
Secretary was asked to email notes to all committee who have not yet received them.
He also suggested the club revert to the old method of holding committee meetings separately from WORKSHOPS. He felt that this could create more interest in what the group is all about.

Tutor coordinator E Horder will try to schedule a Tutors Meeting about June 8.

I Meek moved/J Headlam the cleaner be asked if she would accept payment by cheque fortnightly of $60. This would put less strain on the petty cash. L Rist will follow up.

Dennis Murray had worked on Computer #14 but at present all the licences are activated.

From the OPEN meeting: Quotes will be looked at for the dry cleaning of the carpet in the club room. Bruce Dineen will be one of the enquirers. The state of the filing cabinet was discussed. Judy thought new slides may be the answer. Janet will look around to find cost of replacement of said cabinet and all findings will be taken to next OPEN meeting.
Rob Tierney has placed an ad in Prime Time magazine to give the club a

better profile.

Tom Olsen sent a request for updated email addresses so he can remind members when the newsletter goes online.

Glenn Gilpin was not present so Market is again on hold until next meeting.

Iris mentioned the coming sessions of Power Point by Tony Garrett and Photo Record with Eleanor Horder as some members may be quite interested. Eleanor's class is almost full already.

Judy Hall is presenting Family History and Basic Graphic Classes of a morning until further notice.

Next Meeting April 6 at 7.15.

The meeting closed at 8.25 and was followed by an excellent talk by Dennis on Multifunction Centres, Inserting Tables into Word Documents and How to Save documents to PDF or Web format.

MY HOUSE WAS CLEAN LAST WEEK... SORRY YOU MISSED IT