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Next Meeting

Wednesday 1st August 2007

Committee Meeting 6.30

Do not forget that this is Pizza Night
(We have introduced a supper each
meeting night)

Microsoft Vista??

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

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Printed & Posted Newsletter \$20 extra

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Ron's Ramblings

It has been frustrating to say the least without the LCG Web Site. Not least because of the LCG Announce email list was not available last month. The Committee email addresses shown in the previous column don't work either.

But help is on the horizon!!!

Telstra have sent us a bill for the first month's rent and charges for a line connection!! They just haven't told us how to go about getting the line connected to Studio Works. Typical!!

E had the phone line connected on Tuesday 24th with Big Pond to set up the ASDL line on Friday 27th. Fingers Crossed!!!

I have been heartened by those members who contacted me to say they had or hadn't received their copy of last months "Newstream". If members are looking forward to getting their copy means that they appreciate and value the service. I have been complimented on the scope of the articles included. I don't write much of the content myself other than this column but cut and paste from various newsletters from other computer Groups such as "ACT Apple" and the South Australian Apple Users Club "Apple Sauce" as well as "The Newbie Club Insider", "Windows Secrets, "Office Watch", "Office for Mere Mortals" and "Email Essentials"

My cousin Don Hevey has come back on line and has contributed to the humorous items included.

If members would like information about certain topics I would like to hear about them so that I can arrange for their inclusion in future editions

Ron Baker

Launceston Computer Group SOFTWARE LIBRARY

Dated 1st July 2007

DISK 2000 - Your Library on Disk

Disk 2000 is now available. The change from a floppy disk to a CD has enabled us to include much more in the way of games, information and utilities. Existing members can upgrade to the new CD version for just \$1.50 . Ask at the club or contact Judy via the e-mail address shown below. This disk is free of charge to all new members.

DISK COPY PRICES - CLUB MEMBERS \$1.00 per disk

Disk Prices - Box of 25 =

\$12.00 Members Only

CD Prices – Box of 10

= \$10.00

Members Only

Games CDs #2 and #3 are also available featuring games that are suited to Windows 98 and later.

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.

BASIC GRAPHICS FOR BEGINNERS

With Eleanor and Karia.

Wednesday August 8th,

9 am–12 noon

And

Wednesday August 22nd,

1-3 PM

A continuation of the course that provides the basic skills needed to get your photos and other images on to the computer and to enhance them using programs such as Paint Shop Pro.

Please check the registration sheet at the club to see if a place is available for you.

ADVANCED GRAPHICS

With Paint Shop Pro 7 and 8

Wednesday August 15th

1 pm to 3.30 pm

- This class is designed for people who have
- completed the
- Basic Graphics classes, and
- involves more advanced features of the Paint Shop Pro graphics programs,..

Numbers are limited to 8 people. Please check the

SUPPLEMENTARY E-LEARN CLASSES

Members taking part in the E-Learn classes are advised that Eleanor Horder will be conducting additional E-Learn sessions on the **1st and 3rd Friday afternoons** of each month (1.00 – 3.00 pm). If you feel that you need some extra help to complete the course please contact Eleanor at the club.

August's sessions are on Friday the 3rd and Friday the 17th.

VENUE TELEPHONE NUMBER

Members can be contacted at the clubrooms **during class hours** by telephoning the number shown below.

Monday to Thursday

10am – 3pm

Friday

10am

- noon

FAMILY HISTORY ON-LINE

August 22nd - 9AM–12 Noon

August 8th 1 PM– 3 PM

'Jet-setting' Judy Hall her returns to the OPEN for this month's classes.

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.

SUPPLEMENTARY E-LEARN CLASSES

Eleanor Horder will conduct additional sessions for E-Learn participants on **July 6 and July 20**

NEXT TUTORS' MEETING—AUGUST 1st

10 am to 12 noon

OPEN Session Times
 At Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions \$4.00
[Some special tutorial materials may incur additional charges]

OPEN NEWSLETTER – AUGUST 2007

SPECIAL WEDNESDAY SESSIONS

Monday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	Basics and Beyond
Tuesday	10 am –12	E-Learn & Beginners [all day]
	1 pm – 3 pm	Mac [all day]
Wednesday		Special sessions or
		As for mornings (see rosters)
Thursday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	E-Learn & Beginners
Friday	10 am –12	E-Learn & Beginners
2nd, 4th	1 pm – 3 pm	Embroidery Group
2nd or 3rd Saturday	10 am –12	Camera Club

Date	Time	Topic	Details
August 1st	10 am—12 noon	OPEN Workshop	
	1 pm onwards	OPEN General Meeting	General meeting to discuss the operations of our club. New members welcome to attend.
	7:15 pm onwards	Launceston Computer Group	Guest speaker Paul French will conduct this session—Everything you want to know about computer printers and supplies/
August 8th	10 am – 12 noon	Basic Graphics	Learn how to transfer images to your computer and perform basic editing techniques.
	1 pm—3.30 pm	Family History	Judy Hall
August 15th	10 am—12 noon	"Scanning & Saving to Disk	Using a Scanner and saving output to disk
	1 pm— 3.30 pm	Advanced Graphics PSP	Use the popular Paint Shop Pro programs to enhance your photographs.
August 22nd	9 am—12 noon	Family History	Use our considerable range of CDs and other resources to help you with your research.
	1 pm—3.30 pm	Basic Graphics	
August 29th	9-12	TBA	
	1-3	TBA	

Choosing an external hard drive **Expanding your Mac's (OR PC'S) permanent storage capacity**

John Bohmer **E**ver been in the situation where you've got files that are so big you need somewhere to store them but your internal hard drive doesn't have enough capacity? Maybe you'd like to move large files from iMovie to another computer at a different location? Alternatively you'd like to back up your whole computer just in case you one day have a system crash and the internal hard drive needs to be erased and installed from scratch?

Well, the solution to all these problems would be to own an external hard disk. When considering such a device it is useful to consider a number of issues: What capacity hard drive do I need? What type of enclosure should I get? And if I get it now can it be used should I update my Mac in the future? Let's look at each of these issues with a bit more depth.

Capacity Hard disks currently come in a variety of sizes ranging from 80 GB up to 750 GB, however due to market forces the different capacities cost surprisingly little as you increase capacity — to a point — after which the price per GB escalates remarkably.

Currently there is very little difference for sizes ranging 80 to 320 GB as soon as you go beyond 320 GB prices noticeably increase. The brand of hard disks is worth taking into consideration too.

Western Digital is a company that has a good reputation for quality mechanisms. Other companies include Seagate, Maxtor, Hitachi, and Samsung. These other manufacturers get mixed reviews depending on who you speak to, but don't lose sight that some companies offer warranties ranging from one to three years. If you'd like to look up one manufacturer's Web site go and see

www.wdc.com/.

Type of enclosure Like all things in life, there are many choices available. A sturdy enclosure primarily made of aluminium is considered a better option rather than plastic to ensure its longevity, particularly if you plan to move it around. Some cases boast of having the power supply built into the same enclosure instead of being inline with the power cable.

I tend to steer away from the all built in units as the thermal issues of the HD creating heat coupled with a built in power supply doing likewise requires extra engineering to remove the heat. I believe issues such as this ought to be avoided, not having to engineer a solution to fix a problem that has been created.

My recommendation is to get an enclosure with in inline power supply, not built in. Another issue that impacts on your choice should be what technology is used to connect it to your computer. My recommendation is to get one with FireWire (IEEE1394) and USB-2 connections. Why? Well you're investing in a peripheral that you want to last a number of years and you want to use it on your current computer and others you may purchase in the future.

Chances are you may want to even take files to a friend's window computer and quite often they don't even have a FireWire connection at all! Having both FireWire and USB-2 data connections offers the greatest flexibility.

If you're planning to use the hard disk for backup purposes you'd be looking for a drive that can boot through the FireWire connection to get your Mac up and running while you restore critical software or data. I suggest using Carbon Copy Cloner for this purpose.

For those of you who would like to know more about the inner working of an external hard drive I've enclosed a few images showing a disassembled unit and a close up showing the connectors that allow the electronics that convert the drive interface to the FireWire and USB-2 connectors.

Assembly of the separate parts only takes a few minutes by the time

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you've read the instructions on the enclosed brochure. Basically, two plugs (ensuring you observe static protection for the delicate electronics) and two screws to secure the enclosure. After that you need to plug in data and power, then open OS X Disk Utility to reformat the drive and ensure your assembly has been successful.

If you format it for Mac OS Extended only OS X Macs will be able to read it, however if you format it for MS-DOS then your windoze friend will be able to read it too. If I can assist with further info feel free to contact me at <magproducts@internode.on.net>.



Drive and internal connectors

Apple Sauce June 2007

From



Two views of a disassembled drive

Newbie Club Tutorials

"Stunning Desktop Pictures For Nothing" Webshots is probably the best place on the Internet to get excellent photos for your desktop.

Wallpaper, that is. A world of photos for your computer.

Neatest thing is that the pictures change every day. And you get daily photos you can download. They become your screen saver, too. Some of the pictures are breathtaking in their beauty. Strikingly real. Add sound effects, and you'd have to stop from reaching out to touch the purring cat. Have a look at <http://www.webshots.com> for more info. The installation instructions are on the site. They do a good job of explaining things to you there. To examine your own Desktop wallpaper settings, do this

Right click a blank portion of your screen.

2. Select "Properties" from the menu.

3. Click the Background tab.

You can see what wallpaper choices are already installed. They're pretty bland "out of the box" so if you want to jazz up your life a tad, go to Webshots.

Tutorial ... "How To Save Your Email Messages"

Each and every email message you send is saved in your 'Sent Items' folder. That's usually near the bottom of the 'Folder List' window (on the left of your Outlook Express window).

However, there may be times when you are compiling an email and wish to save it and finish it later, rather than send it immediately. Maybe the kids' feeding trough needs re-filling. Or your Pager beeps. Or your the phone rings - or sings - or jingles - or flashes - or plays the National Anthem!

Here's how to do it. Open Outlook express, or Outlook, to try it...

Start writing a new email.

Click on 'File' in your top toolbar.

Click on 'Save' in the fly out window.

Delete the email.

Done!

Easy eh? Yeah but WHERE has it gone?

To retrieve it ...

Click to open your 'Drafts' folder (usually near the top of your 'Folder List' window).

Find and open your draft email message.

Continue writing , then send it off in the usual way.

If you wish, you can save an email to anywhere on your PC - your gardening tutorials or whatever.

In that case ...

Instead of clicking 'Save' click 'Save As'.

You'll be given the choice of exactly where you wish to save it.

Give it a name and click 'Save'.

Do the same if you want to save an incoming email to a folder of your choice. Just open the email and 'Save As' as above

Tutorial ... "How To Save Email Attachments"

Assuming you're ABSOLUTELY sure an attachment you receive is safe to open, sometimes you may wish to save it in a folder on your hard drive.

This works in Outlook and Outlook Express ..

Double Click on the attachment to open it,

Click on 'File' in your top toolbar.

Click on 'Save As' in the flyout window.

Choose where you want to save it to.

Give it a recognizable name that you will remember.

Click 'Save'

Done!

Easy peasy:-)

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Now all you have to do is remember where you saved it to:-)

Kwik Tips "Using Internet Explorer"

In later versions of Internet Explorer, you do NOT need to type in www. or http:// every time you wish to visit a Website.

Just type in, say, newbieclub, and Explorer inserts the rest automatically. This ONLY works for .com addresses because Explorer automatically inserts a .com---

To save an entire Web page to your hard drive...

While the page is open ...

Click on 'File' in top toolbar

Click 'Save As'

Rename it if you wish, and select the folder to save it in.

Click 'Save',---

Open Windows Explorer from your keyboard ...

Windows Key+E starts exploring your hard drive. It opens Windows Explorer quicker than mouse clicking, You manage your files and folders with Explorer so don't confuse Windows Explorer with Internet Explorer, which is your web browser.

What's Windows key? The key with the windows logo on it.

From Newbie Club Insider

UNCLASSIFIED - John Cleese's Letter to America To the citizens of the United States of America:

In light of your failure to elect a competent President of the USA and thus to govern yourselves, we hereby give notice of the revocation of your independence, effective immediately.

Her Sovereign Majesty, Queen Elizabeth II, will resume monarchical duties over all states, commonwealths and other territories (except Kansas , which she does not fancy), as from Monday next.

Your new prime minister, Tony Blair, will appoint a governor for America without the need for further elections. Congress and the Senate will be disbanded. A questionnaire may be circulated next year to determine whether any of you noticed.

To aid in the transition to a British Crown Dependency, the following rules are introduced with immediate effect:

1. You should look up "revocation" in the Oxford English Dictionary. Then look up "aluminium," and check the pronunciation guide. You will be amazed at just how wrongly you have been pronouncing it.
2. The letter 'U' will be reinstated in words such as 'colour', 'favour' and 'neighbour.' Likewise, you will learn to spell 'doughnut' without skipping half the letters, and the suffix "ize" will be replaced by the suffix "ise."
3. You will learn that the suffix 'burgh' is pronounced 'burra'; you may elect to respell Pittsburgh as 'Pittsberg' if you find you simply can't cope with correct pronunciation.
4. Generally, you will be expected to raise your vocabulary to acceptable levels (look up "vocabulary"). Using the same twenty-seven words interspersed with filler noises such as "like" and "you know" is unacceptable and inefficient form of communication.
5. There is no such thing as " US English." We will let Microsoft

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know on your behalf. The Microsoft spell-checker will be adjusted to take account of the reinstated letter 'u' and the elimination of "-ize."

6. You will relearn your original national anthem, "God Save The Queen", but only after fully carrying out Task #1 (see above).

7. July 4th will no longer be celebrated as a holiday. November 2nd will be a new national holiday, but to be celebrated only in England It will be called "Come-Uppance Day."

8. You will learn to resolve personal issues without using guns, lawyers or therapists. The fact that you need so many lawyers and therapists shows that you're not adult enough to be independent. Guns should only be handled by adults. If you're not adult enough to sort things out without suing someone or speaking to a therapist then you're not grown up enough to handle a gun.

9. Therefore, you will no longer be allowed to own or carry anything more dangerous than a vegetable peeler. A permit will be required if you wish to carry a vegetable peeler in public.

10. All American cars are hereby banned. They are crap and this is for your own good. When we show you German cars, you will understand what we mean.

11. All intersections will be replaced with roundabouts, and you will start driving on the left with immediate effect. At the same time, you will go metric immediately and without the benefit of conversion tables. Both roundabouts and metrication will help you understand the British sense of humour.

12. The Former USA will adopt UK prices on petrol (which you have been calling "gasoline") - roughly \$6/US gallon. Get used to it.

13. You will learn to make real chips. Those things you call French fries are not real chips, and those things you insist on calling potato chips are properly called "crisps." Real chips are thick cut, fried in animal fat, and dressed not with mayonnaise but with vinegar.

14. Waiters and waitresses will be trained to be more aggressive with customers.

15. The cold tasteless stuff you insist on calling beer is not actually beer at all. Henceforth, only proper British Bitter will be referred to as "beer," and European brews of known and accepted provenance will be referred to as "Lager." American brands will be referred to as "Near-Frozen Gnat's Urine," so that all can be sold without risk of further confusion.

16. Hollywood will be required occasionally to cast English actors as good guys. Hollywood will also be required to cast English actors to play English characters. Watching Andie MacDowell attempt English dialogue in "Four Weddings and a Funeral" was an experience akin to having one's ears removed with a cheese grater.

17. You will cease playing American "football." There is only one kind of proper football; you call it "soccer". Those of you brave enough will, in time, will be allowed to play rugby (which has some similarities to American "football", but does not involve stopping for a rest every twenty seconds or wearing full Kevlar body armour like a bunch of nancies).

18. Further, you will stop playing baseball. It is not reasonable to host an event called the "World Series" for a game which is not played outside of America . Since only 2.1% of you are aware that there is a world beyond your borders, your error is understandable.

19. You must tell us who killed JFK. It's been driving us mad.

20. An internal revenue agent (i.e. tax collector) from Her Majesty's Government will be with you shortly to ensure the acquisition of all monies due backdated to 1776.

Thank you for your co-operation.

John Cleese

More Newbie Club Tips

Tutorial ... "Newbie Tips"

----- Files and Folders

Files and Folders are your friends. Your hard drive contains thousands of files.

Your files make up programs, as well as "stand-alone" bits of information. A file can be a document you've typed to a friend, a scanned image of a photograph, or a web page you download from the Web. It can be a graphic on a web page, or a spreadsheet.

Folders are used to organize files. They may contain lots of different files, and may contain other folders as well. Folders are also called Directories. Just like the phone book is a directory of names and numbers, so a folder may be a directory of information about a particular subject or topic.

You can give folders long names including spaces. In the old days, you could only name a folder with 8 characters. Pretty limiting. Now, you can stretch that to well over 200 characters.

Instead of "Ltr2tnc.doc" you can have "My fan mail to The Newbie Club.doc."

Objects are not confusing unless you've been exposed to techie- speak without a proper introduction.

The word "object" is meaningless unless you put it in the proper context. Within the Windows context, an object is something that can be expected to behave in a particular manner. The icons on your desktop are objects, and you know how they behave.

You double click, and a program loads. Every time. You know what to expect when you perform the double click.

Objects are representations of other programs or parts of programs. For example, an object may be an icon, folder, file, a disk drive, a printer, or even a network connection. When you double click on an object, you can expect a certain response from it.

Objects generally have properties associated with them. You can modify many of the characteristics of an object. Just use the Properties sheet for behavior modification. Freud never had it so good!

A "property sheet" is just another way of telling you that you can make changes to an objects behaviour. Many objects, when right clicked, will display a menu with the word "Properties" on it. Click the Properties item and you'll be treated with some customization options for the object under scrutiny.

A SENIOR MOMENT

A very self-important college freshman attending a recent football game took it upon himself to explain to a senior citizen sitting next to him why it was impossible for the older generation to understand his generation.

"You grew up in a different world, actually an almost primitive one," the student said, loud enough for many of those nearby to hear. "The young people of today grew up with television, jet planes, space travel, man walking on the moon, our spaceships have visited Mars. We have nuclear energy, electric and hydrogen cars, computers with light-speed processing and..." pausing to take another drink of beer. The Senior took advantage of the break in the student's litany and said, "You're right, son. We didn't have those things when we were young.....so we invented them. Now, you arrogant little fart, what are you doing for the next generation?"

The applause was resounding.. I love senior citizens!!!

Technical... 'Inbuilt flash units are fairly weak...'

Using electronic flash *Tim Newbery*

Most people with either digital or film cameras have and use the inbuilt electronic flash. Quite often the results are not what they want. This article tries to answer why.

I bet you have all seen people in a theatre or at the fireworks pointing their camera appropriately and there are flashes from everywhere. When they print the pictures they often have a result, maybe not very good, but a picture and so they think it was the inbuilt flash that gave them the picture. Wrong.

Most inbuilt flash units are good for about two to four metres, yes two to four metres distance. In most modern cameras the inbuilt flash is linked to an exposure that will give a picture almost irrespective of the available light.

What this means is that in poor light conditions the shutter speed is slow enough to record an image and the flash is a bit extra. Inbuilt flash units are fairly weak and will operate indoors for about two metres if the ISO setting is 100.

'Not so' I hear members saying. 'I got a picture the other day of a black cat at night and...' Yes, but remember what I just said about cameras using slow shutter speeds. Let's look at what can happen and how you may be able to use your inbuilt flash better.

All cameras have a range of shutter speeds and f/stops (focal stop), or apertures as they are sometimes called. The shutter speed is simply that and the f/stop is a hole in the lens made by metal blades that adjusts to several sizes. Each of these controls the amount of light let into the camera to give an exposure.

In some cameras they are one and the same operating the two functions. The number of shutter speeds and f/stops is by and large

in direct proportion to the price you paid for your camera: the more you pay the more you get.

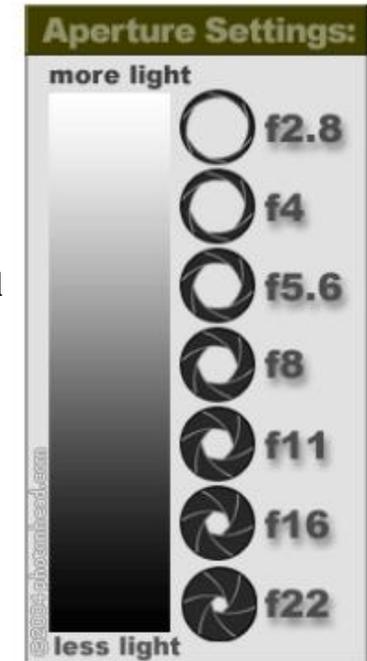
The cheaper cameras have only a few shutter speeds and f/stops which limit what pictures you can take. All cameras also have a setting for film speed.

Yes, digital cameras still use the term 'film speed'. The larger this number the less light is needed to get an image. Written as ISO (International Standards Association) and the same as the old ASA (American Standards Association), the higher the number the less light is needed to get a picture.

So 400 ISO requires less light than 100 ISO. There is a trade off here as the higher the ISO the less sharp the resulting picture, so 100 ISO will always give pictures with more detail, but you may have to sacrifice some quality to get a picture at all.

Most compact digital cameras use or are set to Auto ISO. What this means is that the camera will adjust the ISO according to the available light. Depending on the camera this can be as high as 1600 ISO, but most compact cameras only go to 400 ISO.

So what happens in poor light? If on 'auto everything' the camera sets its highest ISO its largest aperture, selects a shutter speed to give a picture and the flash fires. What this often means is that if there is any movement in a subject, because of the slow shutter speed, there will be some blur.



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The plus is that you will see detail in the background, not as used to happen when the only bit clear was the subject and the background was black. Remember that with your old film point and shoot?

Most modern cameras have zoom lenses and another trade off is made to keep them cheap. This trade off is the size off the glass in the lens. The larger the diameter of the glass the more light it lets in but glass (or optical plastic in most small cameras) is expensive, so one way to reduce cost and weight is to have small lenses.

To complicate it even more, when you zoom in to something the f/stop moves away from the camera sensor or film so the light has further to travel so in effect is weaker.

What this means is that the f/stop as far as the camera is concerned is a larger number or smaller hole so needs more light to get an exposure. Remember also that when you zoom in you are no closer physically and the subject is farther away than if you had moved the camera closer. So what can you do?

1. Buy a camera with the largest diameter lens you can afford. The diameter of the lens is measured as an f/number. A f/2.8 lens is physically larger than a f/4.5 one.
2. If you can set the ISO on your camera in poor light conditions and you are more than two metres away set it to say 400 ISO. Going higher than this is often the difference between an acceptable picture and a very grainy and so unsharp one. Using 400 ISO the flash will be good for about four metres.
3. Don't rely on flash inside and try to pick a moment when there is little movement.
4. The best solution is to get a larger flash unit that you can couple to your camera and so can position it where you want it. That supposes that you can couple it to your camera.

From

Apple Sauce July 2007

Ponderisms

I used to eat a lot of natural foods until I learned that most people die of natural causes.

Gardening Rule: When weeding, the best way to make sure you are removing a weed and not a valuable plant is to pull on it. If it comes out of the ground easily, it is a valuable plant.

The easiest way to find something lost around the house is to buy a replacement.

Never take life seriously. Nobody gets out alive anyway.

Life is sexually transmitted.

Health is merely the slowest possible rate at which one can die.

The only difference between a rut and a grave is the depth.

Health nuts are going to feel stupid someday, lying in hospitals dying of nothing.

Whenever I feel blue, I start breathing again.

All of us could take a lesson from the weather. It pays no attention to criticism.

In the 60's, people took acid to make the world weird. Now the world is weird and people take Prozac to make it normal.

How is it one careless match can start a forest fire, but it takes a whole box to start a campfire?

Who was the first person to look at a cow and say, "I think I'll squeeze these dangly things here, and drink whatever comes out?"

Who was the first person to say, "See that chicken there? I'm gonna eat the next thing that comes out of its bum."

Why is there a light in the fridge and not in the freezer?

If Jimmy cracks corn and no one cares, why is there a song about him?

If quizzes are quizzical, what are tests?

Do illiterate people get the full effect of Alphabet Soup?

Did you ever notice that when you blow in a dog's face, he gets mad at you, but when you take him on a car ride, he sticks his head out the window?

Do you ever wonder why you gave me your email address??????????

Article ... "Do You Really Believe It Will Never Happen?" Joe Robson
<http://newbieclub.com>

=====

Take my word for it - it's not a question of IF, its just a matter of time before you experience a hard drive problem. Are you prepared to loose your data? If your hard drive crashed right now do you have an action plan to follow?

Most people only think of backing up their data after they experience a problem. Don't set yourself up for a data loss disaster.

Your data integrity action plan should consist of the following:

- 1) How often you will back up your data
- 2) What data you will back up
- 3) What back up procedure you will use

How often you back up your data can only be determined by how important you feel it is. Answer this question "If my hard drive crashed right now, I would be alright if I had the data from at least (time) ago".

Of course you would want everything but if you could have the data from 1 month, or 6 months ago would that be sufficient? Whatever time is sufficient mark it on your calendar both a hard copy and set up a meeting on your PC to remind you.

You change your smoke detector batteries when you turn your clock back and when you turn it ahead right? Well back up your data then too.

If you don't change your clocks then pick some holidays or special dates that happen close to the timeframe you want to back up your data so you won't forget.

What data you back up depends on how you use your PC. Some of the key directories, if you are using Windows, are the My Documents, Favorites and Desktop directories.

Remember if you are using multiple profiles on your PC then the three directories above can be different for each profile and each one would need to be backed up.

You will also want to include your email data. Don't forget to write down the email accounts you have. You should also write down any username and passwords so they are not lost. You should look at every directory to see if it has information that you would need.

Make a list of all the software programs you are using. If you have the physical CDs put them all together in a safe location.

Don't forget the CDs for your peripherals like your scanner, digital camera, PDA etc. Collecting these CDs may remind you of additional data that you need to back up.

If you are running software that you installed from downloaded files, burn them to a CD-R and add it to your collection. If you use a CD-R or DVD-R you can update it as you download and install new applications.

What procedure you use to back up your data can be determined by the amount of data you want to back up. Your data might fit onto a CD or DVD in which case you just need to burn it and you're done.

If it spans multiple DVDs then you might want to consider getting a second hard drive to copy your data onto. If you are not comfortable with adding a second internal hard drive or you are using a laptop then you can purchase an external hard drive to back up your data.

There are software solutions out there specifically designed to help you backup your data.

The information you have on your hard drive could disappear in a flash. If you don't want to spend up to \$3,000 to have a data recovery company retrieve what information they can from your hard drive, then take a few minutes right now and create your back up action plan.

If you ever have a data emergency your action plan will be your insurance policy. If you adhere to it, your valuable data will adhere to you!

From Newbie Club Insider

Even More Newbie Club Tutorials

Tutorial .."Keyboard Tips"

Home/End Keys Have you noticed the Home and the End keys on your keyboard?

Have you ever used them?

Probably not, because how can you use something if you don't know what it's for - right?

The End key performs different functions, depending on the program you're using it with.

Let's say you're browsing the 'net for some answers on a specific topic.

You find a site that may help you out, but the answer lies at the bottom of the page.

Now normally you would scroll all the way to the bottom.

On and on and onnnnnn.

But there's no need because that's what the End key is for.

Press it once and you'll be taken to the bottom of the page in an instant.

And one click on your Home key takes you back up.

If you're working in Microsoft Word, the End key whisks you the end of a line.

Pressing the Home takes you to the beginning of the line.

Ctrl/End moves your cursor to the end of your Word document.

Ctrl/ Home moves it back to the beginning.

Depending on which keyboard you use, the End key is located in the separate section of keys called the number pad to the right of your keyboard.

It's usually under the Home key and in between the Delete key and the Page Down key.

While you're there try playing with the Page Up and Page Down keys and see how they can help you too.

Tutorial "How to Use Email Like a Pro"Email. Without any doubt it has transformed our ability to

communicate with almost anyone on the planet, instantaneously and practically cost free. Yet this wonder of the modern age is also one of the most abused communication mediums in use.

For Newbies it can take a while to fathom out how to use it correctly. But, once conquered, many people abuse it without even realizing that they're doing so.

So let's deal with the basics of sending and receiving email, and also tackles the thorny problem of using it effectively.

----- "Your Email Reveals More Than You Realize"

Any email you send is a reflection of your personality. Even tiny oversights can change the tone of your message, and upset - even enrage - the recipient without intention.

Far too many emails are sent without regard to spelling and grammar, and this gives the reader the impression that you are unprofessional and untidy. Yes, the Internet is a 'casual' medium, but that's no excuse for omitting things like your name, or not saying 'please' or 'thank you' when asking for help or advice.

As an example, how do you think we at The Newbie Club feel when we

(Continued on page 15)

(Continued from page 14)

receive an email like this...

how do i copy and paste from word to publisher. i need a answer quikly.

Notice there is NO introduction. No 'Please' or 'Thank you'. No signature. NO capitalization of the I's. And it's badly spelled.

However well intended, the email reads as a DEMAND for free help, from someone who hasn't even made the effort to present it in a reasonable manner. It even borders on the arrogant. Even though we wouldn't refuse to answer, many other people - 'normal' human beings - will probably REFUSE to answer it.

----- "Yet All It Takes Is A Little Forethought"

Or even Fivethought! Check your grammar. Use a spellchecker to correct the spelling. An introduction and a signature like this ...

Hi, I wonder if you can help me please? Can you tell me how to copy and paste from Word to FrontPage? I'm desperate to find out and would appreciate your help.

By the way I LOVE your site:-)

Thank you. John Smith.

The second email probably took a few seconds longer to write, and will invariably get a more positive response.

Tutorial ... "Clean Up The Chaos"

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One of the biggest problems facing new computer users is losing stuff. The computer is like a bottomless pit - you can just keep adding info to it, and it sucks it up like a mega vacuum cleaner. Then you come to realize that you can't find anything!

The whole concept of "My Computer", "My Folders", "My Stuff", and "My Music" is pretty easy to understand, right? Of course it is - when you know how!

Create new folders in the My Documents folder. Name them whatever turns you on. "My Recipes". Or how about "My Downloads" or "My Newbie Club Newsletters". (You may want to save your newsletters in a file in your email client, of course.)

Want to access something at any time? Just open My Documents, and there are all of your folders, smiling up at you, labeled and ready for service.

If you download music, there's already a folder named "My Music". Create new folders inside, to organize yourself.

The computer is the ultimate organizer. And it's the ultimate servant.

But ... how do you create new folders?

Open My Documents and look at the Menu line. You should see the word "File". Click File, point to New with your cursor, and click Folder. It'll be right at the top.

You'll see a new folder appear, with its name area all blank and blinking, ready for you to start typing. Type a name - spaces are fine, and the name can be real long if you want.

Once done, click off the folder, and the name is set. And you're done.

Now you can store your stuff there whenever you're ready.

So now, whenever you need to find something, just go to 'My Documents' and plow your way through.

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"Today I purchased the Email for Newbies. I love it. It has so many helpful tips, I never knew how much I did not know (if that makes sense). I am so glad that I discovered the Newbie Club. TNC Keyboard and all the helpful tips in your newsletter are priceless. Thank you again."

Connie Hingert (used by permission)