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Next Meeting
Wednesday 1st July at 7 PM
Chris & Judy Hall will
Demonstrate Pinnacle Movie
Maker

5th August Meeting
6PM
Peter Clark

Newstream Articles

Deadline : 10 Days before Meeting

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Webmaster/Content: Tom Olsen

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"VICTOR" Liaison: Robert Tierney

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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

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Assistant Treasurer: Don Cooper. 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 Tierney.

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

OPEN NEWSLETTER – WINTER 2009

WHERE DID MAY GO?

If it's the May edition of the OPEN newsletter you are wondering about then you didn't miss it—it just never happened!

My life has been in a state of turmoil for much of the last two months—serious illnesses at my place of work have required me to spend more of my time in 'the office', hardware problems with our main server computer have eaten up much of my free time on week-ends, while from a personal perspective the medical operation that was originally scheduled for March 22nd has been postponed four times since then.

Under those circumstances it has proven hard to focus on producing a newsletter, and given that the situation is likely to persist in the coming months I have made the difficult decision to relinquish my position as editor of the OPEN newsletter for the time being.

So I suppose the best I can do to compensate for the missing May newsletter is to make the June edition a bumper one, with an extensive Questions and Answers section at the end of this publication.

Dennis Murray

MAJOR UPDATES

The Coordinator's Corner column on page 4 focuses on the major updates to Internet Explorer and the AVG anti-virus program, and notes that these will be large downloads.

As mentioned people on limited download broadband plans could find that they exceed their monthly allowance, while those members still on a dial-up plan could find that they have to be on-line for several hours to complete the downloading process.

In recent years OPEN has offered an alternative—the required installation files can be copied from our server to your flash-drive or burned to a CD.

The current AVG 8.5 file is nearly 60 Megabytes in size, so obtaining it from our server could save you a fair chunk of your monthly broadband allowance, while dial-up users can save themselves 8-10 hours of their time.

If you are currently using AVG 8.0 the installation procedure for Version 8.5 will require you to select the 'Add Components' option when it appears on your screen.

If you choose to install Internet Explorer 8 the procedure is likely to want to validate your copy of Windows i.e. to make sure you have a legal copy of XP or Vista.

If you have any doubts about whether your Windows operating system is legal think twice about installing Internet Explorer 8.

NEXT OPEN MONTHLY MEETING

July 1 2009

Please take this opportunity to have an input into the way the club operates into the future.

Do you have a suggestion for a new class topic?

Would you like to take on a small volunteering role to help with the club's day-to-day functions?

Are there ways in which we can provide better services to members?

Then come along to the next OPEN meeting and make your views known.

LAUNCESTON COMPUTER GROUP

MONTHLY MEETING WEDS. JULY 1ST AT 7:00 pm



Followed at 7:30 pm by our

Monthly Workshop

Judy and Chris Hall demonstrate how to use **Pinnacle Movie Maker** and present a selection of their European holiday photos.

All members of LCG and OPEN are welcome to attend this evening.

★ **VICTOR PHONE NUMBER 0408 174 235** ★
★
★ **Contact the Coordinator Rob Tierney for** ★
★ **assistance with computer problems at home** ★
★

OPEN NEWSLETTER – WINTER 2009

PLEASE NOTE THAT IN 2009 ALL OF JUDY'S MORNING CLASSES WILL **START AT 10 AM** AND NOT 9 AM AS IN PREVIOUS YEARS

JULY 15
10 am to 12 noon

Creating charts and reports for Family History

JULY 29
10 am to 12 noon
Scanning Slides with the new Canon 8800F scanner

LCG SPECIAL CLASSES 3:30 TO 5:30

Each Wednesday—
conducted by Judy Hall

“Name your topic!”

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

July 1st 10 am to 12 noon (Workshop)

July 8th 10 am to 12 noon

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

Wednesday July 15 1:00 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 notice-board or contact the club for details.

VENUE TELEPHONE NUMBER

Don't forget that 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.

FAMILY HISTORY ON-LINE

June 24 10 am to 12 noon

July 8 — 1 pm to 3.30 pm

July 22—10 am to 12 noon

Judy Hall and the team will guide you through the processes required to research your ancestry.

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.

Additional beginners classes Do you have a friend who would like some assistance with basic instruction? Beginners classes are now being held on Monday and Thursday afternoons from 3:30 to 5:30 pm, and on Friday afternoons from 1:00 to 3:00 pm. **Contact Rob Tierney for info.**

OPEN Session Times

At Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions \$5.00

[Some special tutorial materials may incur additional charges]

OPEN NEWSLETTER – WINTER 2009

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Monday	10 am –12	General & Beginners
	1 pm – 3 pm	Basics and Beyond
Tuesday	10 am –12	O-Learn & Beginners [all day]
	1 pm – 3 pm	Mac [all day]
	7 pm—9 pm	Basics (Night Class)
Wednesday		Special sessions or Meetings
		As for mornings (see rosters)
Thursday	10 am –12	General & Beginners
	1 pm – 3 pm	General & Beginners
Friday	10 am –12	General & Beginners
<p>Please note that the Embroidery Group will not be meeting in 2009</p>		

Date	Time	Topic	Details
June 24	10 am—12 noon	Family History	Judy Hall will assist you in tracing your
	1:00 pm	Advanced Graphics	Graphics using Paint Shop Pro 11
July 1	10 am—12 noon	Basic Graphics Workshop	
	1 pm onwards	OPEN Monthly Meeting	Have your input into how our club operates
July 1	7:00 onwards	LCG Monthly Meeting and Workshop	Judy and Chris Hall will demonstrate Pinnacle Movie Maker and present photos from their holidays.
July 8	10 am—12 noon	Basic Graphics	Continuation of the series of lessons showing you the basics of how to handle graphics.
	1:00 pm to	Family History	
July 15	10 am—12 noon	Family History Special	Creating reports and charts for your Family History project
	1 pm—3.30 pm	Level 2 and 3 Graphics	Advanced graphics techniques using the Paint Shop Pro 7 and 8 programs.
July 22	10 am—12 noon	Family History	
	1 pm—3.30 pm	Advanced Graphics	Graphics using Paint Shop Pro 11
July 29	Additional Special Classes		As detailed on page 2

OPEN NEWSLETTER – WINTER 2009

COORDINATORS CORNER

Hello everyone,

The big news in the world of computing in the last month is the long awaited release of **Internet Explorer 8**. The big question is: "To download or not download?"

The simple answer is that for the next couple of months, like any new program that comes out, wait until at least some of the bugs and gremlins in the program are sorted out.

What I have been reading is that down the track Microsoft will make Internet Explorer 8 part of their Automatic Updates. They have not announced when but it will be a big update. So if you have your computer on Automatic Updates, i.e. for Microsoft to download and install these updates automatically and your Internet allowance is small (or you are on dialup) don't be surprised if you get a spike on your bill.

When Windows 7 (the operating system which will eventually replace VISTA) is released Internet Explorer 8 will come as part of the package.

If you are not sure what your Automatic Update settings are, for XP users go to:

Start>Control Panel>Security Centre. Then down to Automatic Updates.

For VISTA it is very similar: **Start Orb>Control Panel>Windows Security Centre**.

Then choose which option suits you best and then click Apply then OK.

COORDINATORS CORNER *(continued)*

Annoying as Automatic Updates are you need to keep your computer up to date.

The other news for AVG users is that Version 8 will no longer be serviced after the 30th of April. If you find your AVG is giving you strange messages you will need to download **AVG 8.5** and install it as you did in previous versions.

For people who have the paid version this may be different - I am not sure at the time of writing this article.

Till next time
Happy computing

from Rob :O)

TAXI ???!

Would you call for a taxi to take you home if you were already at home? It sounds like a silly question, and the answer would most likely be "NO".

So why would someone create a shortcut to the Desktop on the Desktop? If you can see the Desktop you don't need the shortcut, and if you can't see the Desktop you can't see the shortcut to double-click it!

I've said it before and I'll say it one last time—hold down the 'Windows' key and press 'D', and the Desktop will be displayed.

"Grumpy"

Launceston Computer Group 17th June 2009

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.

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

OTHER CLUB 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 as large as 60 Mega-bytes and would take hours to download for someone who only had a dial-up

Internet connection.

There are also quite a few video tutorials and ASCCA teaching material on our server and these can be quite helpful in explaining how certain programs and utilities work.

OPEN NEWSLETTER – WINTER 2009

QUESTIONS AND ANSWERS

The following notes have been prompted by enquiries from members and from my own observations.

Q. I have installed Internet Explorer 8 and my computer seems to have slowed down significantly. What should I do?

A. *The version of IE8 you have installed may be a 'beta' version i.e. a test version that still has some bugs in it. Try uninstalling it and see if your computer speeds up.*

Q. Will I lose my Favorites if I uninstall IE8?

A. *Your Favorites (and Cookies) are stored in a folder on your computer's C: drive in the Documents and Settings area and should not be affected by the uninstalling process. However, like any of your personal information your Favorites can (and should) be backed up to CD or flash drive.*

Q. Microsoft Word takes ages to open up on my computer. I have been told it could be a memory problem but I have deleted a lot of documents and files and it still isn't any faster. What is wrong?

A. *Firstly we should clarify the difference between memory and hard disk space. Consider your hard disk as a refrigerator and your CPU as a stove. Just as emptying the fridge will have little effect on how well your stove can cook, clearing space on your hard disk will rarely have any effect on how fast your computer can process certain tasks.*

Continued

Q. So why is Word so slow?

A. *Is it just Word that's slow or other programs too? [In this case it was just Word so initially we tried to uninstall and re-install. As this made no difference it was obvious that something was interfering with Word.. In the end it proved to be a conflict with the Word component of Microsoft Works.]*

Q. When I am at OPEN I like to use headphones to listen to music and tutorials so I don't disturb other class members, but it is a real pain having to reach around the back of the computer to plug the headphones in. Is there an easier way?

A. *Most modern computers have a headphone jack on the front panel. It is a small light green circular connection. Usually, plugging in the headphones will cut off the sound from the speakers but if not you can simply turn down the volume on the speakers.*

Q. When I use computers at OPEN I have difficulty finding the icons I want on the desktop. Every computer I use seems to have a different layout. Is there any way to organise the icons?

A. *This is a real concern for many computer users and at OPEN often leads to duplication of program shortcuts e.g. 15 duplicate shortcuts on OPEN 10. Until recently the best option was to place the icons in logical groups—all office programs together, all graphics programs together, all internet programs together, and so on. The problem was that if someone changed the screen settings all the icons would snap back to the left hand side of the screen.*

Continued

There is now a program available called Fences which enables 'compartments' to be drawn on the desktop so that icons can be grouped together in a logical arrangement. Compartments that are not used on a regular basis can be hidden by double-clicking the desktop, and can be brought back into view by another double-click.

Q. I've read in the newsletter from time to time that certain programs are available on the 'server'. How do I find these programs?

A. *Free programs such as AVG anti-virus (60 Megabytes) and Open Office (100—200 Megabytes) can be time-consuming to download and may result in you exceeding your monthly allowance. There are also occasions when a free software site may discontinue one of its best products—Open Office's 'Oxygen' version which includes clip-art is perfect example.*

So from time to time useful programs are stored on the 'server' in a series of folders called Software_160. Go to Network Neighborhood > B_server > Software_160 and select an appropriate folder.

Q. I understand that 'IT' stands for Information Technology, but what is this 'ICT' I hear about?

A. *The 'C' in the middle stands for communication and regardless of how good the technology may be successful communication usually relies on 'unfashionable' person-to-person contact. There has to be a communicator (the provider of information) and a 'communi-tee' (the receiver of information), and both must be prepared to participate in the process. All too often computer users seem inclined to seek their Information from Technology rather than from Communication.*

OPEN NEWSLETTER – WINTER 2009



FENCES DESKTOP ORGANISER

The picture at the left is a screen-shot showing the layout of my home computer's desktop using the Fences program. My preferred groupings of icons (or fences) include 'Graphics Programs', 'MS Office', 'Media Programs'.

If I double-click the Desktop the three groups on the right are hidden. Double-clicking the Desktop again will re-display all the fences.

A fence can be resized to display additional icons, otherwise a scrolling bar will automatically appear at the right-hand side of the fence.

TECHNICAL VIEWPOINT

Over the past few months there have been views expressed that OPEN is becoming too restrictive in the manner in which we operate our network—too many instances of “DO THIS, OR DON'T DO THAT.”

Let me assure members that most of the 'policies' that are put in place are for your benefit.

I can also state from experience that OPEN members have much more freedom and flexibility than many people who use computers in the course of their employment e.g. government bodies.

In some ways OPEN is a unique organisation. It would be interesting to know how many other 'amateur' bodies in Tasmania would operate a network of around 25 computers based almost exclusively on the efforts of volunteers.

Understandably we all complain when a computer slows down or when we can't get our documents to print or we can't access our documents on the server (i.e. U: drive)

Fixing these problems may be **simple**, like plugging in a network cable to restore communication with the server, they can be **complex**, like researching why our HP printer would not handle Print Artist documents, or they can be **time-consuming**, like spending 3 hours after classes to run a complete spyware check on computers that have literally slowed to a walk.

It is said that only 10% of an iceberg is visible above the surface. Similarly the work that goes into keeping our network operating may not always be obvious to members during class sessions. **Continued**

TECHNICAL VIEWPOINT (continued)

I have often remarked to members that the 'know it all' who diagnoses a problem for them has more than likely experienced the same problem. If 'we' as a club can advise or provide guidance for members before a problem arises then so much the better. If a particular program is known to cause problems we would be negligent in not alerting members. I know that I would much prefer to spend 3 hours teaching members various computer subjects than sitting around for 3 hours watching 'Spybot Search and Destroy' scanning for more than half a million potential nasties.

Computing is inherently technical and there are rules and procedures that need to be followed.

Software companies are justifiably becoming more protective of their products, and often require users to register programs on-line. If one person could buy a copy of the 'Whiz-Bang 2009' program and pass it on to 100 or more of their family and friends then the software company would either go broke or the program would cost several thousand dollars.

So when we ask you to consult a senior tutor before installing a program we aren't doing so because we like being in charge of people. Over the years OPEN has been the recipient of some generous donations from a major software company, and when we get 5 copies of an operating system or 5 copies of an office package we are only entitled to install that software on 5 computers. If we breach those rules we risk losing the support of that company.

It may not always be obvious but there are usually good reasons behind the policies that are in place at OPEN, with the goal being to deliver a diverse range of computer learning opportunities to members.

Dennis Murray

NEWBIE CLUB TUTORIALS

Tutorial Pt 1 ----- "Email and How to Use It Professionally"

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 receive an email like this...

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

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 Publisher?
I'm desperate to find out and would appreciate your help.

Thank you.

John Smith.

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

This is an extract from the section on email writing at the Site <http://newbieclub.com/email_home.php> Scroll down the page and you'll find EIGHT articles on this vital subject by some very experienced Pros.

Are You Totally Confused by the complexities of Email? Don't know about email accounts, clients, web based, headers, virus killers, Subject lines, Pop 3's, aliases and all the other Gobbledygook? The picture-driven 'Email for Newbies' from the Newbie Club, will solve your frustrations immediately. Go NOW to <<http://newbieclub.com/efncopy>>

Tutorial "How To Save A Web Page".

If you're like me, there are times when you find a Web Page so interesting that you would like to save it on your PC for future reference.

I(do it all the time when I'm researching something for a client or a product I'm creating.

Here's how to do it ...

In Explorer ...

Load the Web page in your browser then go to the top toolbar and click on 'File' Then click on 'Send' Then click on 'Page by email'.

Your email client will automatically open up with the page loaded. Type in your own email address and send it to yourself.

Why not select a Newbie Club Tutorial on the site and email it to yourself?

The page will arrive in a minute or so, and you can 'file' it into a new folder of your choice. So from now on, whenever you have a few minutes to spare, simply open up the email and click straight through to the tutorial or topic of your choice.

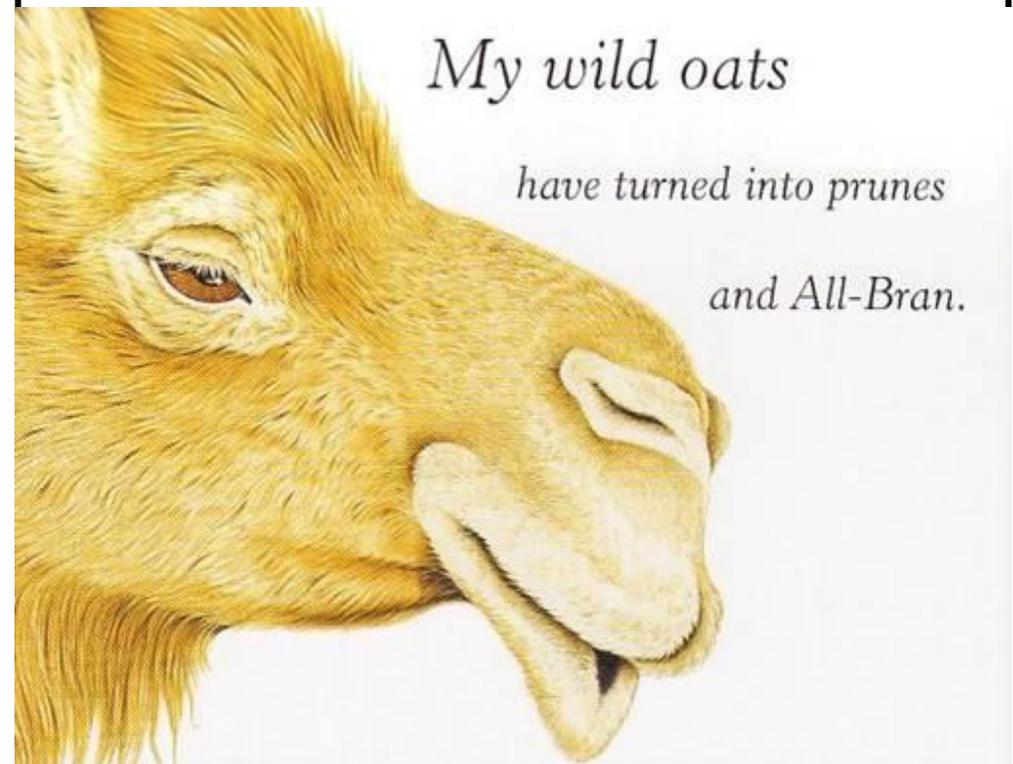
Look, I know it's not an earth shattering tip, but I send myself interesting web pages on a regular basis, and find it so easy to just click through to a specific page on a site, days, or even weeks later. Emailing yourself this way is a wonderful way to

learn. The time to start worrying is when you start talking to yourself - and answering back!

By learning in small chunks you'll be amazed at how much you'll get through in a couple of weeks. Try it. Hey, you can even email the page to a friend and type in your own message at the top of the page!

However please remember this ...

Copying an idea from an author is plagiarism. Copying many ideas from many authors is research.



Spam filters can only give a guess about whether a message is spam or not ...

by Email Essentials

In this issue we'll look inside spam filters to see why they are not perfect.

You and I can glance at a message and know right-away if it's spam or not. Computers are nowhere near as smart and probably never will be, all a spam filter can do is analyse a message and work out the likelihood that it is spam. It's not a simple Yes/No but a sliding scale of 'spaminess'.

When an email is analysed by a spam filter it is given a 'score' - the higher the score, the more likely that the message is spam. Sometimes the score is added to the email header information so you can see what's happening if you dig into the message header:

X-Note: Total spam weight of this E-mail is 0.

This message has a zero score and is almost certainly not spam X-Note: Total spam weight of this E-mail is 10.

This is a high score and is very probably spam.

High and Low Messages with a high score are almost certainly spam.

Messages with a low score are probably not spam.

The problem is usually with the middle-range scores. These are a mix of spam and non-spam messages - some messages you want and others you don't.

If middle-ranking messages are all considered spam then you'll miss some messages you want to get (a 'false positive'). This is the prob-

lem with some spam filters at companies or ISP's - they can remove messages that you expect to receive.

Note: There's no certainty in spam filtering, only scores and likelihoods' which is why we talk about messages 'probably' or 'maybe' being spam based on their scores. The scoring system can be wrong either way (ie giving a low score to spam or a high score to a message you want)

The solution to this 'gray-area' of spam and non-spam is to have spam filtering at various points in the passage of an email message from sender to you. Your company or email host can filter out the high-scoring messages, while passing through the middle and low scoring messages for your email client spam filter to handle.

A spam filter on your computer can do things that an 'off-site' spam filter cannot. On your computer, the spam filter can check your own Contacts or 'Safe Senders' list to work out if a message is from someone you know. You have much more control over your local spam filter than anything available on your email host.

This multi-level approach means that even if a message is wrongly put into your Junk Email filter, you can find it. If the company or email host is too aggressive about deleting spam (ie it deletes messages with middle-rank spam scores) then you don't have an opportunity to do any filtering yourself.

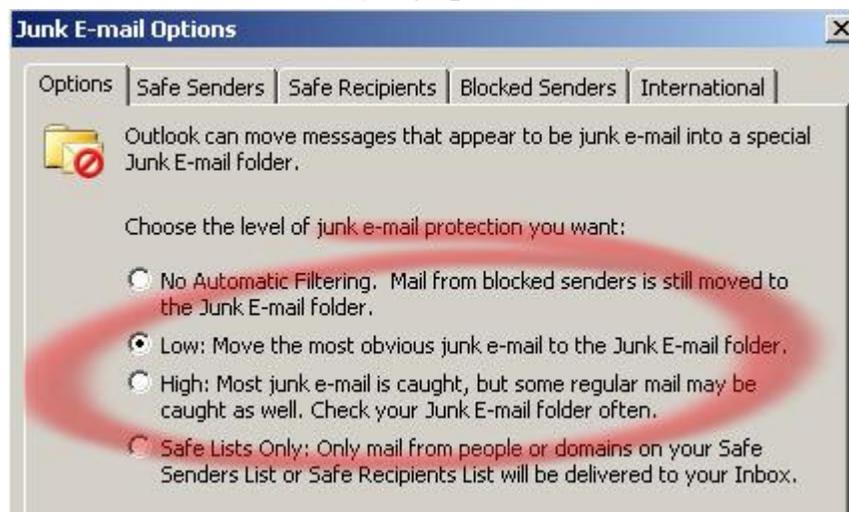
Rather than expecting your ISP to remove all spam, it's better for them to remove the most obvious spam only and leave the rest for your computer to handle.

(Continued on page 12)

(Continued from page 11)

Spam scores in Outlook A

good example of this is Outlook 2003 and 2007 where there's a spam filter, which operates separately from anything at your company or ISP. Behind the scenes, Outlook is assigning a spam score to each incoming message then works out what to do based on your configuration of the Junk E-mail filter. Under Actions | Junk E-mail | Junk E-mail options you'll find settings for your spam filter which equate with how to deal with messages with varying spam scores.



Outlook - Low and High spam filter options Low means only the high scoring messages are filtered High means filter messages with high and lower scores

The Curse of email addresses Do you know all the email addresses you have available?

by Email Essentials

Remember when you got your first email address? What an exciting time, giving it out to friends and hoping for incoming emails. Even your first spam might have been interesting.

These days the problem for many people isn't one email address but the many they've accumulated over time. We've noticed many cases of people 'not getting' an email only to discover that it was sent to one of their email addresses, one they didn't expect.

Not everyone properly updates their address book when people change email addresses or they might use an alternative address without realising (the AutoComplete options in email clients like Outlook can perpetuate the use of obsolete addresses). Companies and online accounts will keep the email address you gave them and it's easy to lose track and not update them all. In this issue we'll talk about the addresses you might have and keeping track of them.

What addresses do I have? While you may have one 'main' address you use, mostly likely there are other email accounts or aliases you've created or had created for you.

- Here are just a few suggestions:

Created by an ISP when setting up an Internet connection. Work email accounts Club or hobby related From any domain you've purchased Email aliases created on your behalf.

And last, but hardly least ... Web based email addresses with Hotmail, Ya-

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hoo, Gmail or many others.

Using email aliases is a great idea for managing email, especially if you have your own domain and can control all the email names for an entire domain. See our feature on 'The Five Types of Email Addresses' <<http://news.office-watch.com/t/http://news.office-watch.com/?z=4&a=50>> But that control comes with the responsibility to keep a track of what aliases and accounts are used and why. Make a little list It's a good idea to make a list of the email addresses and aliases you have – both current and obsolete. This will help you 'corral' your email addresses and accounts into some order.

It will help you find a message that has gone astray – you can check all the possible locations for a missing message. Email aliases re-direct messages from one address to another account so you need to know where messages to an alias address end up going.

Your list could contain the following information:

- Email accounts:

Email address Password Server access details; POP, SMTP or IMAP Any re-direction of messages to this address.

- Email aliases:

Email address Where msgs to the address are forwarded. How to change the alias re-direction (login details or contact person).

Let none of them be missed

Make sure you include obsolete addresses in your list. Even though you might not use the address anymore or the address doesn't work, the address might be recorded for you on some web site, company or

person. Even a general web search can reveal old email addresses, some naïve people believe that an address they find on the web must always be current.

True Story: about a year ago an old friend said they'd been emailing me but the messages were bounced. I thought that was strange until I discovered he was using an old Compuserve address that I haven't used for over a decade!

Mums in group therapy

A psychiatrist was conducting a group therapy session with four young Mothers and their small children.

You all have obsessions,' he observed.

To the first mother, Mary, he said, 'You are obsessed with eating

You've even named your daughter Candy.'

He turned to the second Mom, Ann: 'Your obsession is with money

Again, it manifests itself in your child's name, Penny.

He turned to the third Mom, Kathy: 'Your obsession is alcohol This too shows itself in your child's name, Brandy.'

At this point, the fourth mother, Joyce, quietly got up, took her little boy by the hand and whispered

'Come on Dick, this guy has no idea what he's talking about. Lets pick Willy up from school and go home.

ON BEING OLD!!!

The other day a young person asked me how I felt about being old.

I was taken aback, for I do not think of myself as old.

Upon seeing my reaction, she was immediately embarrassed, but I explained that it was an interesting question, and I would ponder it, and let her know.

Old Age, I decided, is a gift.

I am now, probably for the first time in my life, the person I have always wanted to be.

?Oh, not my body!

?I sometime despair over my body, the wrinkles, the baggy eyes, and the sagging butt.

?And often I am taken aback by that old person that lives in my mirror (who looks like my mother!), but I don't agonize over those things for long.

I would never trade my amazing friends, my wonderful life, my loving family for less grey hair or a flatter belly.

?As I've aged, I've become more kind to myself, and less critical of myself.

I've become my own friend.

I don't chide myself for eating that extra cookie, or for not making my bed, or for buying that silly cement gecko that I didn't need, but looks so avante garde on my patio.

I am entitled to a treat, to be messy, to be extravagant.

I have seen too many dear friends leave this world too soon; before they understood the great freedom that comes with aging.?

Whose business is it if I choose to read or play on the computer until 4 AM and sleep until noon?

I will dance with myself to those wonderful tunes of the 60&70's, and if I, at the same time, wish to weep over a lost love ...I will.

I will walk the beach in a swim suit that is stretched over a bulging body, and will dive into the waves with abandon if I choose to, despite the pitying glances from the jet set.

They, too, will get old.

I know I am sometimes forgetful.

?But there again, some of life is just as well forgotten.

And I ?eventually remember the important things.

Sure, over the years my heart has been broken.

How can your heart not break when you lose a loved one, or when a child suffers, or even when somebody's beloved pet gets hit by a car?

But broken hearts are what give us strength and understanding and compassion.

A heart never broken is pristine and sterile and will never know the joy of being imperfect.

I am so blessed to have lived long enough to have my hair turning gray, and to have my youthful laughs be forever etched into deep grooves on my face.?

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So many have never laughed, and so many have died before their hair could turn silver.?

As you get older, it is easier to be positive.

You care less about what other people think.

I don't ?question myself anymore.

I've even earned the right to be wrong.

So, to answer your question, I?like (well sorta) being old.

It has set me free.

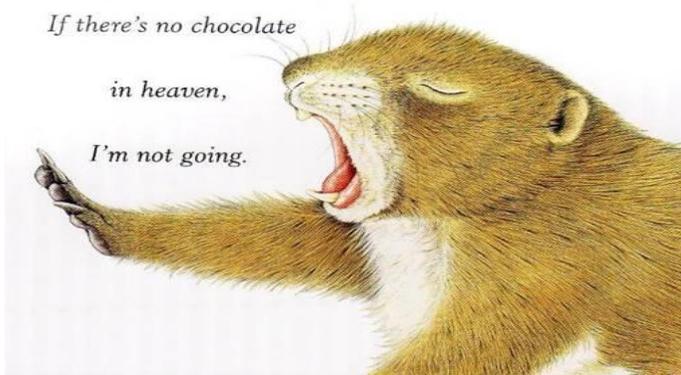
I like the person I have become.

I am not going to live forever, but while I am still here, I will not waste time lamenting what could have been, or worrying about what will be.

And I shall eat dessert every single day. (If I feel like it) ?

MAY OUR FRIENDSHIP NEVER COME APART ESPECIALLY WHEN IT'S STRAIGHT FROM THE HEART!?MAY YOU ALWAYS HAVE A RAINBOW OF SMILES ON YOUR FACE AND IN YOUR HEART FOREVER AND EVER!?

FRIENDS FOREVER!



Pets Rule

The following was found posted very low on a refrigerator door.

Dear Dogs and Cats:

The dishes with the paw prints are yours and contain your food. The other dishes are mine and contain my food. Placing a paw print in the middle of my plate and food does not stake a claim for it becoming your food and dish, nor do I find that aesthetically pleasing in the slightest.

The hallway was not designed by NASCAR and is not a racetrack.

I cannot buy anything bigger than a king sized bed. I am very sorry about this. Do not think I will continue sleeping on the couch to ensure your comfort, however. Dogs and cats can actually curl up in a ball when they sleep. It is not necessary to sleep perpendicular to each other, stretched out to the fullest extent possible. I also know that sticking tails straight out and having tongues hanging out on the other end to maximize space is nothing but sarcasm.

For the last time, there is no secret exit from the bathroom! If, by some miracle, I beat you there and manage to get the door shut, it is not necessary to claw, whine, meow, try to turn the knob or get your paw under the edge in an attempt to open the door.

I must exit through the same door I entered.

Also, I have been using the bathroom for years - canine/feline attendance is not required.

The proper order for kissing is: Kiss me first, then go smell the other dog or cat's butt.

I cannot stress this enough.

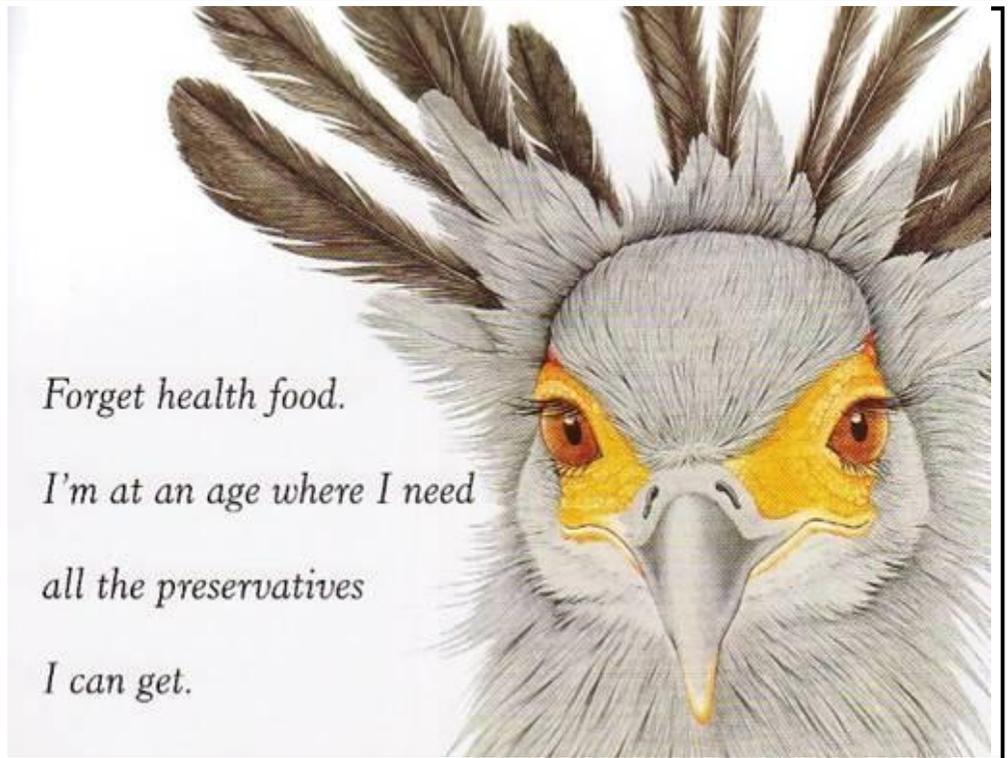
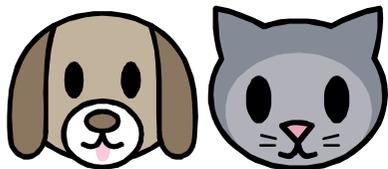
Finally, in fairness, dear pets, I have posted the following message on the front door:

TO ALL NON-PET OWNERS WHO VISIT AND LIKE TO COMPLAIN ABOUT OUR PETS:

- (1) They live here. You don't.
- (2) If you don't want their hair on your clothes, stay off the furniture. That's why they call it 'fur'-niture.
- (3) I like my pets a lot better than I like most people.
- (4) To you, they are animals. To me, they are adopted sons/daughters who are short, hairy, walk on all fours and don't speak clearly.

Remember, dogs and cats are better than kids because they --

- (1) eat less,
- (2) don't ask for money all the time,
- (3) are easier to train,
- (4) normally come when called,
- (5) never ask to drive the car,
- (6) don't hang out with drug using people,
- (7) don't smoke or drink,
- (8) don't want to wear your clothes,
- (9) don't have to buy the latest fashions,
- (10) don't need a gazillion dollars for college and
- (11) if they get pregnant, you can sell their children....



*Forget health food.
I'm at an age where I need
all the preservatives
I can get.*



There is so much to be thankful for if you will only take the time to look ... I'm sitting here right now being so thankful that wrinkles don't hurt!

Have a fantastic day and keep smiling and counting those blessings!