

The Computer Club

Providing Computing Assistance for All

Infobytes



Issue 27 - May 2002

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Adrian's Ramblings

Well folks, here we are again – yet more of my ramblings. This newsletter (and probably also the next one) will have very little input from me – in fact, this may be the only thing in here that I have produced. I will also be taking a break from the meetings! (I will still be at them, just not leading them all).



What has lead to this desertion? Well, I've finally had enough and run out of ideas. No, actually I am working on another project this year, as it is the church's centenary this August – I am fairly heavily involved in the organisation of the various celebrations, including the production of a short book about the church, and an exhibition. This has already started to take up a significant amount of my time, and will eat up even more as the year progresses. All of the celebrations should be over by the start of October, so I hope to get everything going again then. I'm sorry to desert you like this, but I really cannot do both.

There is another hurdle we have to deal with this year – the refurbishment of the hall (hooray!). The hall we meet in will be refurbished sometime before the start of the centenary celebrations, probably starting in June. This means that the hall will be out of use for a period of time – probably most of June and the start of July (possibly affecting the July meeting – more details nearer the time). I will also be away in June, so the decision has been made to cancel the meeting scheduled for June. It was also decided at the last meeting to put off the AGM until October due to the unusual circumstances this year (that means you get an extra month before the subscriptions are due). So, there will not be a meeting in June at all, I may do the

general meeting scheduled for June in the July slot, and then I hope to hand over to club members for August and September, before kicking off my involvement again with the AGM in October. I haven't confirmed the people/topics for the August/September meetings at the moment, so they will be a nice surprise!

How am I doing, have I filled my page yet? OK, let's do a bit more. I would like to take this opportunity to say a big thank you to Gwen for the work that she does towards this newsletter – believe me when I say that it is a very difficult process! I'm sure you'll all agree that Gwen does a fantastic job, which isn't made any easier by me hanging onto my articles until the very last minute☺ Thanks must also go to all the other club members that have been submitting articles/puzzles/jokes etc – keep them coming! The more that you supply the less Gwen and I have to do, and so the better the newsletter should be (we don't write best quality stuff if we know we have to provide a large quantity – or at least I don't). It is YOUR newsletter, and I want to keep it that way. I am always willing to check over articles for technical accuracy if you are not too sure, and I'm also willing to put together whole articles for you, if you let me know what you want.

Articles/suggestions can be sent to either myself or Gwen, by post (on disc please) or email to adrian@thecomclub.org.uk or editor@thecomclub.org.uk, we can accept almost any format, but prefer Word documents (.doc) or rich text format (.rtf). If you want to do something more exotic, that is fine, but it is probably better for you to send it to me for converting!

Adrian

DIARY DATES:

10th May - Hardware upgrades

14th June - CANCELLED

12th July - General

9th August - Photoshop (Margot & Gwen)

13th September - TBA

11th October - Annual General Meeting

8th November - TBA

13th December - General/Christmas Party



More suggestions for meetings are needed - the list (as always) isn't set in stone and alterations can easily be made.

PUNCTUATION PUZZLE



Can you punctuate these two phrases to make sense?

1. that that is is that that is not is not that that is is that it it is
2. john where jane had had had had had had had had had had had the better mark

For the answers see page 18.

Derek Alliban



GWEN'S CORNER

I'm sure we all welcome spring and the return of sunshine and longer evenings after that wet, miserable winter. The bright flowers and fresh green leaves certainly give my spirits a much-needed lift. Every day I look out and see another new plant bursting into fresh glory.

This must be an inspiration for us all to try something new on our computers. I have ventured into a new web site, though I have to confess to being forced into it by necessity. My printer has been playing me up lately and I needed to print out some photos that I had previously scanned into the computer for our next Camera Club competition. I was in a quandary how to achieve this. Then I happened to read a letter in the Photo Digital Magazine about a new printing service through the Internet. Surely an answer to my prayers. So, once on line, I typed in www.jessops.com/classic. Then clicked on 'shopping' and 'Print@net'. All instructions were on there including the price list - 34p for 6x4 print and only £1.2 for 10x8 size. Very comparable to shop printing. And as an introductory offer you can get 10 7x5 prints free! So I downloaded the necessary software (it took about 20-30 minutes). Then, offline, I selected the pictures and size I wanted printing, entered them and my credit card details—their minimum order is £5— then down loaded the lot as instructed. I did all this on Tuesday evening and the postman delivered my photos on Saturday morning— just 4 days later (and that included Good Friday) Not bad going. And the quality of the photos was excellent. You couldn't tell that they hadn't been produced the

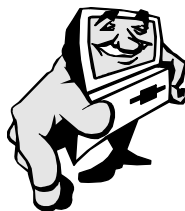
conventional way. If you have a digital camera, I should imagine this would also be a handy way to get some of your photos as prints.

So, as they say, when one door shuts another one opens. The secret is to keep exploring new avenues. You'll be surprised what you can achieve.

Finally, apologies for a slightly thinner newsletter this month (My articles are not so long as Adrain's) And Thanks for every one who helped me out by contributing. Please keep the items and ideas for articles coming in.

Gwen

CANCER RESEARCH



Did you know that your computer could actively take part in cancer research? Instead of bouncing inane objects around your idling PC Screen there is now new soft ware available that can be down loaded as a screen saver of 100 simulated molecules. Your computer then calculates, molecule by molecule, the effectiveness of certain drugs. The screen saver's images are graphic depictions of these molecules interacting with cancer-related proteins.

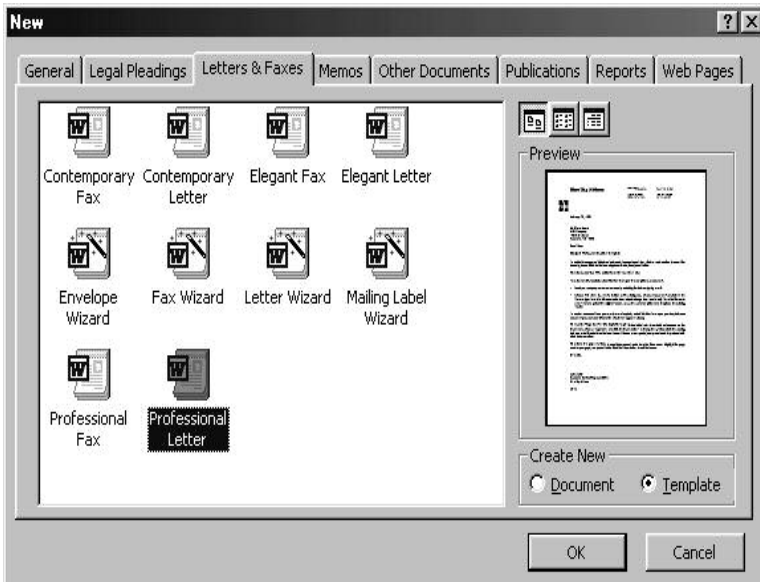
By harnessing the power of more than a million PCs, the project has possibly accelerated development of cancer drugs by three years. If you want to get involved, download the programme (www.chem.ox.ac.uk) and receive the molecules for your computer to analyse. Results are sent to a central server when you next log on to the Internet.

CONJURE UP A WIZARD



Business stationary need not be the only type of stationary to have fancy headings. We can all spruce up our everyday letters with personalised headed notepaper. This saves us time as we then don't have to type our address on every one and there is an added advantage of having the correct date automatically inserted.

It is possible to create your stationary from just a blank page, but why go to all that trouble when there are a selection of wizards just waiting to do most of the hard work for you. Open "Word" – file - new. From the list of documents along the top row select "letters and faxes". This will open a range of documents for you to choose from. I selected the "Professional Letter".



Click the Template circle on the bottom right hand corner – then OK. The wizard that comes up will look something like this.



Instead of typing in a company name as suggested I inserted some clip art in this space to personalise my stationary. Select “Insert” from the top row then “Picture”. You could pick a piece of clip art from the gallery, or scan in a photo of your family or house perhaps. Delete any unwanted text. The date will automatically appear below it.



Then click on the typing on the top right of your letter template and type your name and address. If you wanted to include your phone number or E-mail address you could

either type it in the same box or place it at the foot of the page. Select “View” on top toolbar then “Header and Footer” Then scroll to bottom of your page where you will find the box. Type in your phone number, etc.

Now save this document as a template (In “Save as” – “Save as Type” choose Document Template and this page will always be available for whatever letters you wish to type.

Gwen

OUR GRANDMA



The old rocking chair is empty today
For Grandma is no longer in it
She’s off in her car to her work or to shop
And buzzes around every minute.
No-one shoves Grandma back on the shelf,
She is versatile, forceful, dynamic.
That’s not a pie in the oven today –
Her baking, my dear, is ceramic!
You won’t see her trundling off early to bed
From her place in a warm chimney nook
She surfs the Internet all through the night
For Grandma’s now writing a book.
Grandma ne’er takes a backward glance
To slow down her steady advancing.
She won’t tend babies for you any more
For Grandma has taken up dancing.
She’s not content with crumbs of old thoughts
With meagre and second-hand knowledge –
Don’t bring your mending to Grandma to do
For Grandma has gone back to College!

Contributed by Irene Burchell

Keystrokes No.1

If you use the keyboard more than the mouse the following are worth memorising:

Microsoft WORD

All Caps
BOLD
Change case of letters
Double line spacing
Double underline
END of DOCUMENT
Find
Go To
Italic
Justify
Left Justify
Page Break
Print Document
Remove indent
Right Justify
Save as
Single line spacing
Thesaurus
Underline

ACTION

Ctrl + CTRL+ A
CTRL +B
CTRL + F3
CTRL + 2
= x5
CTRL + END
CTRL + F
CTRL + G
CTRL + I
CTRL + J
CTRL + L
CTRL + RETURN
CTRL + P
CTRL + CTRL + M
CTRL + R
F12
CTRL + 1
CTRL + F7
CTRL + U



Tony Seager

THE RIDDLE OF THE UNIVERSE SOLVED



There is a man who lives down our way who knows everything. His name is Mr. Tontine. Tonto to his friends. His wife's name is Josie. Ask Mr. Tontine a question on any subject you like and he will not say, 'Oh, it's on the tip of my tongue', or simply, 'I don't know', or even 'Can I phone a friend?' He will give you an answer.

One night on TV there was a programme during which it was explained how our Universe developed out of a huge Cosmic Soup. All the world's leading astronomers and scientists, who took part in the programme, were gathered around the most efficient computer ever invented. A computer that was almost, if it is not too sacrilegious to say so, as all encompassing and as wise as the mind of God. Each of the astronomers and scientists were allowed to put one question to this super-computer on anything they did not understand, or wished further knowledge, about the composition of our Universe; but none of these erudite and eminent people asked the one question that I felt needed to be asked and this troubled me for several days.

Finally, I decided that there was only one man I could turn to: Mr. Tontine. Seeing him at work in his garden a few mornings after the TV broadcast with which we are concerned, I went across to him. 'Tonto,' I said, 'I'd be very grateful if you could answer for me a burning question.' 'Certainly, me son,' said Mr. Tontine, laying aside his trowel, pushing his spectacles back on to the bridge of his nose, and wiping his hands on the backside of his trousers, in order to clear his mind, 'what is it you d'wish to know?' He listened, sagely, as I told him about the TV programme and the amazing computer and all the questions that the astronomers and scientists asked. 'But,' I said, 'there was one question that was paramount, which was missed completely, and

that was, who made the Cosmic Soup?' 'Well, me son, I'll tell 'e this,' started the incredible Mr. Tontine, and then he paused and looked secretively around, before he, in a most confidential voice, imparted to me the answer to the riddle of the Universe, 'tis my wife, Josie, who d' generally makes ours!'

I. T.



JOIN THE 'COMPCLUB' MAILING LIST

Subscribing is very easy! To subscribe to the list, send a blank email to thecomclub-request@freelists.org with "subscribe" in the subject line (don't use the quotes).

You will receive a message from the list server confirming receipt of a subscription request. There will then be an email asking you to confirm the request - you will need to reply to this to confirm that the email address is correct. A third message will then be sent from the server confirming this! Finally you will receive a welcome message from myself (Adrian) the list administrator.

To post to the list (you must use the same address you subscribed with) send the mail to:-
thecomclub@freelists.org

Should you decide to leave the list, go through the subscription process again, but using unsubscribe instead of subscribe in the subject line.

NB: Please do not put anything else in the subscription request, it only confuses the server, and nobody will see it anyway!

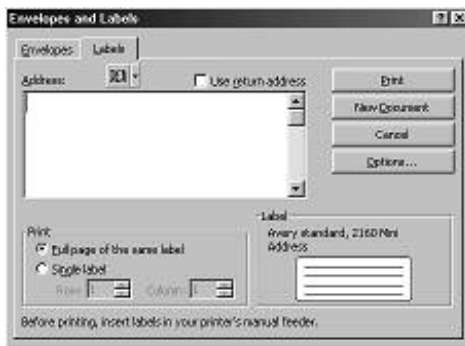
Adrian

LET'S LABEL IT



Some of you have asked for assistance in creating labels so I thought I'd try and set it out in the order that I do things, firstly for single address labels and then multiple addresses.

To start, we'll deal with printing out a sheet of labels with only one address, for example to create your own personal mini labels. This is reasonably straightforward in Word using the programme's own tools. Bring up a new document, then click 'Tools' – 'Envelopes and Labels'



Choose 'Labels' and click on the 'Options' button on the right and from the next box, select the labels you require. Select label products – Avery A4 &A5 sizes. Next select the product number. This will be on the top of the sheet if you are using Avery labels. Cheaper, compatible labels should also give the equivalent Avery number on the front sheet. In this case I have selected L7651

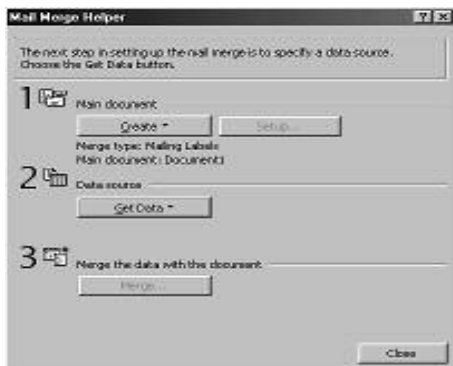


Before clicking OK, check that you have selected the right labels by clicking 'details'. This will show you the sizes and how many labels on your chosen sheet. Then click 'OK' and 'OK' again. This will take you back to the original screen where you type in your address, ect. Click 'Full Page' and then print.

It is probably easier to type a single address directly on to the envelope. This can be achieved by using the same tools and selecting 'envelopes'. Click 'Options' pick your envelope size and in 'Print Options' select which way your printer handles envelopes. Click 'OK' type in the address and print.

However there may be times when you would like to print out a whole sheet of different addressed labels. For example, if you are sending out standard letters for a club or charity, or at Christmas for all your Christmas cards. For this you need to have already entered these addresses into a database or address book. Then you can use 'Mail Merge'.

Bring up a new document in word then click 'Tools' – 'Mail Merge' On the 'Mail Merge Helper' box click 'Create' – 'Mailing Labels' – 'Active Window'. The following details should appear.



Then on 2 click 'Get Data'. Click either 'Open Data Source' or 'Use Address Book' depending on where you addresses are stored, and 'OK'. Click 'Set Up Main Document' which will then bring up the Label Options. Select the labels you

require as mentioned earlier and click 'OK'. Then the 'Create Labels' box appears. Click 'Insert Merge Field' and the box that appears below it then 'OK' Back at the original Dialogue Box you go to 3 and click 'Merge'. Click 'Merge' on the next box and, hey presto, you should have a page full of completed address labels. All you have to do now is insert your page of labels into the Printer and print them.

Gwen

One final word of warning. Labels are only supposed to go through a printer once, and can come off if the sheet is inserted a second time - I speak from experience when I say that it is not easy to remove a label that has stuck itself to the printer internals.

Adrian

COMPUTERS CHANGED MY LIFE



I was born in the old Lancashire industrial town of Atherton. You'll have doubtless seen the paintings of L.S. Lowry, well, that will give you an impression of what our townscape was like when I was growing up: Rows and rows of red brick terraces, black iron bridges, huge box-like cotton mills, and smoking factory chimneys.

At fifteen I started work in a cotton mill. It was hard, noisy, repetitive labour. I believed it was to be my lot for the rest of my working life. When the mills closed the best that could be offered to me was hotel work, which was just as monotonous, with the extra hazards of fending off the

amorous advances of randy travelling salesmen.

This is how it was for me, until, after a painful divorce, I determined to regain control of my life and be in charge of my own mind. I began to take college courses and for the first time came in contact with computers. Initially, through the early Amstrad PCW's and then graduating to Wordstar, Windows and Desktop Publishing etc. I took to the study of computers like the proverbial Mallard to the village pond.

Whoever said that knowledge is power was right. Because in my own small way I found that I had more power than I thought possible: to be able to make a different life for myself. All because of my knowledge of computers. They even helped me release my, up to now stifled, creativity. I began to express my experiences through stories and poems. I joined writers-circles and found new friends of a like mind.

But most importantly, as I still needed to earn a living, I developed a greater confidence in the employment-market. I began to apply for jobs that I never would have dreamt of previously and at last landed my present position in a solicitor's office. Now you may say 'Big Deal' to this, but if so, then you certainly do not know what it is like to be condemned to years of soul-sapping work with no conclusion in sight, which could well have happened to me had it not been for my contact with computers; and that is why I can definitely say with hand on heart that computers changed my life. I can only hope that there may be others like me in my generation who can make the same claim.

Pauline A Green

HANDY HINT

Keep your IT bills down by adding your ISP's connection number to money-saving schemes operated by your phone company (e.g. BT's Friends and Family). Remember the Internet will download faster before America wakes up. 2 pm here is 9 am in New York.

ANSWERS TO PUNCTUATION PUZZLE



1. That that is, is. That that is not, is not that that is. Is that it? It is.
2. This is about an exam question in which the answer was either “had” or “had had”.

John, where Jane had had “had had”, had had “had”. “Had had” had the better mark.

Derek Alliban

A Review of E-mail addresses

Adrian's

Club stuff: - chair@thecompclub.org.uk

Personal: - adrian@thecompclub.org.uk

thecompclub@hotmail.com

adrian_Hooper@bigfoot.com

"Dodgy": - mail@thecompclub.org.uk (suspect e-mails,
viruses etc)

Web page: - webmaster@thecompclub.org.uk

Mailing list: - list@thecompclub.org.uk

The “Dodgy” account is for people to send suspect e-mails/files etc for me to check - it also seems to be the account that attracts junk mail. Anything sent to that address is treated with caution.

Gwen's editor@thecompclub.org.uk
gwen.hoskins@ukgateway.net



Items for Sale/Wanted

If you have an item for sale/wanted, please fill in the section below (or write the same information on a separate piece of paper) and send it to me, or hand it to me at a meeting .

Name:

Telephone:

E-mail:

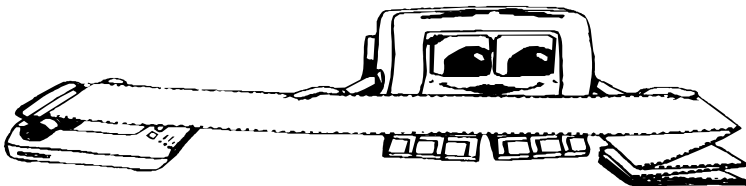
Is the item for sale, or wanted (please delete)?:

FOR SALE / WANTED

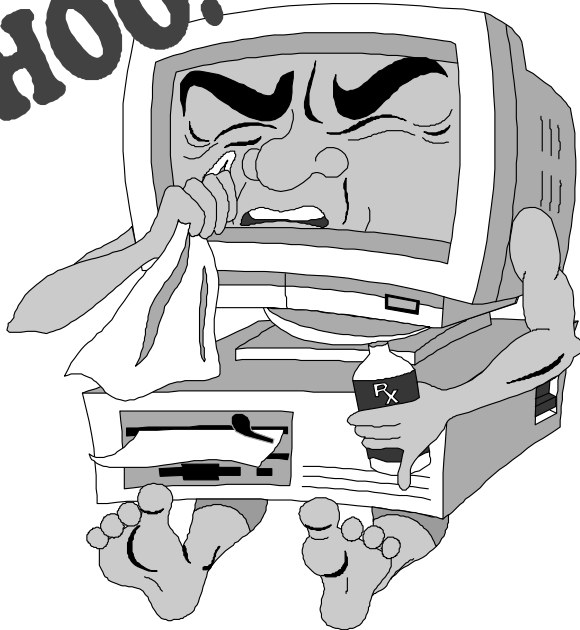
Description:

Price wanted/Willing to pay: £ _____

Date: _____



**AH -
CHOO!**



**Hay Fever
Time Again!**