

# SeniorNet Canberra

Volume 2 Issue 2

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## Subscription

SeniorNet Canberra have a yearly subscription which is as low as \$10 to cover administrative costs. The subscription commences 1 July each year and members joining now will be covered until 30th June next year.

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## SeniorNet Canberra News

The format of the monthly meetings have been changed. Workshops will be held at the Tuggeranong Community Centre on the following Sundays this year: 16 Jun, 18 Aug, 20 Oct, 15 Dec. Formal meetings with a guest speaker will be held at the Weston Creek Sports Club, Crowder Street, Stirling on the following Wednesdays: 24 Jul, 25 Sep, 27 Nov.

All meetings will commence at 1.30pm. An Executive meeting will be held prior to the meeting. Guest speakers will be arranged for the Weston meetings.

## Use the Internet Wisely—Safety

### Internet Safety Tips

1. Keep your passwords private, even from your best friend! Your online service will never ask for them, so neither should anyone else.
2. Use only your Log-in Name and/or e-mail address when chatting or sending e-mail. Never give out personal information like your name, address, or phone number.
3. Always delete unknown e-mail attachments. They can contain destructive viruses.
4. Remember that nothing you write on the Web is completely private -- including e-mail. So be careful and think about what you type and who you tell.
5. People are not always as nice, cute, or funny as they may sound online. Never make plans to meet an online "friend" in person.

## SeniorNet discount from HiMicro

Frank Fanayan of HiMicro (6/18 Whyalla Street, Fyshwick -- ph: 02 6280 7520) is a sponsor for SeniorNet Canberra. He will give 5 per cent discount on computer hardware and repairs (PC) to anyone producing evidence that they are a member of SeniorNet Canberra. Next time you want some hardware or repairs contact Frank.

**5% discount from HiMicro  
for Senior Net members**

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## Microsoft Word Tips—Using the mouse

### What articles would you like to see in this newsletter ?

If you don't understand something about your PC or the internet let us know—we will try and produce an article on the subject—we all learn from these articles—including the person writing it !

If you have an article you feel would be useful to our members send it to us and we will publish it if suitable.

We need your input.

President

**WORD**—To highlight a word Double click on the word.

**SENTENCE** - Place cursor anywhere within the sentence hold down the CTRL key and click.

**LINE**—Bring your mouse out to the left hand side of the screen. Your mouse will change to a white point, the arrow will be pointing to the right then Click.

**PARAGRAPH**— Bring you mouse out to the left hand side of the screen. Your mouse will change to a white point, the arrow will be pointing to the right then Double Click.

**DOCUMENT**— Bring you mouse out to the left hand side of the screen. Your mouse will change to a white point, the arrow will be pointing to the right then Triple Click. OR Bring you mouse out to the left hand side of the screen. Your mouse will change to a white point, the arrow will be pointing to the right then CTRL Click.

### FOR SENIORS INTERESTED IN TRACING THEIR ROOTS

The Internet contains a wealth of information; it's just a matter of knowing where to look. The following are some recent Web Sites:

[www.records.nsw.gov.au](http://www.records.nsw.gov.au)  
[www.genhomepage.com/world.html](http://www.genhomepage.com/world.html)  
[www.famil.search.org](http://www.famil.search.org)  
[www.zades.com.au/genlink.html](http://www.zades.com.au/genlink.html)  
[www.genuki.org.uk](http://www.genuki.org.uk)  
[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

These sites can provide a wealth of information. Joyce Cramer

### Blind Copies In Outlook Express/Outlook

Let's imagine that you'd like to send the same e-mail message to a dozen or so people. The thing is that you'd rather each recipient not know who else is getting the mail. What you need to do is use the Outlook Express blind copy option. To do this, click Create Mail. If the "Bcc" entry box doesn't appear, choose View-All Headers. Now, enter your e-mail address in the "To" entry box. Enter all the recipient e-mail addresses in the "Bcc" entry box. Separate the names with a semicolon. Type in the message and click Send. You will get the message and all the other recipients will see that you are the primary recipient and they are getting a copy--their own private copy. They will have no idea who else is getting a copy

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## Internet Explorer Tips

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### Bookmarks

The bookmark feature of a browser lets you store and organise the addresses of Web sites you want to visit again (Internet Explorer calls bookmarks “Favourites”). Whether you use Netscape or Explorer, a quick way to bookmark is to hold down the Ctrl key on your keyboard and then press the “D” key. Your browser will automatically bookmark the Web page you are on.

**Disconnect and download**—To avoid constantly being regularly disconnected from the Net, remember the following points about your phone line:

Make sure that you do not have “call waiting” turned on when you are on the Internet. Otherwise, your Internet connection will be cut off when the line receives an incoming call.

If your modem shares a line with a telephone, fax or answering machine, try disconnecting these devices before you connect. Also ensure that no one picks up another phone while you are online, as this can also disconnect you from the Internet.

Check for and clear any message from your line prior to connecting to the Net, or disconnect the messaging service.

If your modem disconnects during a download and the download window stays open, keep the window open, reconnect to the Internet and start downloading the file again. Often, Internet Explorer will resume the download from where it left off.

### Favourites

Favourites is a function of the IE browser that lets you store and organise your most visited Web sites. To set a site as a favourite, go to the page you want to add to your Favourites list. On the Favourites menu, click Add to Favourites. Type a new name for the page if you want to.

### History

To find out which Internet sites last used on your computer: just click on the History button on the top of the screen. If any sites are available, they will be displayed down the left hand side of the screen. You then expand each day/week to see what was visited. You can set up this history period manually by going to Control Panel/Internet Options/History.

### Automatically dial your ISP

To set up a desktop shortcut that will automatically dial your ISP and connect to a favourite Web site when you click on it, put your mouse on the desktop and right click. Select New, then Shortcut. In the Action window, type in the URL of the site you want to regularly connect to. You will then have created a shortcut to the site and will be automatically connected when you double click on it.

### Home page

To choose which home page loads every time you load your browser, go to the page you want to appear when you first start Internet Explorer. On the Tools menu, click Internet Options. Click the General tab. In the Home Page area, click Use Current.

### Find out how long you have been on line ?

Double click the icon in your taskbar that looks like two little flashing computer screens. This icon only appears when you connect to the Net. Once you double click, you’ll see how long you’ve been connected for, what speed you’re connected at, and how much data you’ve transferred.

## SeniorNet Canberra

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We are on the web:  
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**Thanks to everyone for their contributions which we'll see over the next few newsletters. Keep the contributions coming - send to Elizabeth Murphy at [emmurphy@ozemail.com.au](mailto:emmurphy@ozemail.com.au) - this is what OUR newsletter is all about!**

### Grandma

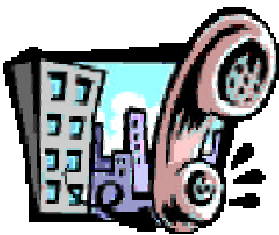
In the dim and distant past when life's tempo wasn't fast, Grandma used to rock and knit, crochet, tat and baby-sit, When the kids were in a jam they could always call on Gran. In that day of gracious living Grandma was the gal for giving, But today she's in the gym exercising to keep slim. She's off touring with the bunch or taking clients out to lunch, Going north to ski or curl, all her days are in a whirl. Nothing seems to stop or block her Now that Grandma's off her rocker!! from Alsa Braslins

**Don't forget our ISP sponsor—Netspeed—they have lots of different types of plans to subscribe to —and are accredited with TransACT to get you going on Broadband as it is rolled out in the ACT.**

### **Inserting Attachments In Outlook Express**

When you need to attach a document or picture to an Outlook Express 6 e-mail message, you have at least two routes to take: you can click the Attach button in the New Message toolbar or, if the button isn't available, choose Insert-File Attachment.

If you want to be really cool, you can drag a file into the message body. This will make it an attachment.



### **Loud Modem**

If the screeching sound make by your modem (called handshaking) is too loud, you can decrease the volume. Go to the Control Panel and click the modem icon. Click the Properties button and in the general tab, slide the speaker volume as far to the left (towards off) as you want until the sound is at a level that you want. You can even turn the volume the entire way off if needed

### **Create a new file from the desktop**

Right click the desktop and choose New from the dropdown menu. A list of file types will appear. Choose one file type, and Windows will start the application for you to create your new and spiffy file.