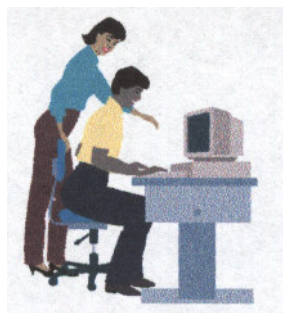


Alloura Waters Computer Club



Newsletter April-May 2007

Questions and Answers with Julie Wilks

At our meeting on Wednesday 14th April we were treated to a Question and Answer session conducted by Julie Wilks of Exact Computing. Members had posed the questions mostly in advance and Julie had prepared a very comprehensive response. Some of the topics discussed included:

- Changing Internet Service Providers
- Backing up to a spare hard-drive or other suitable device
- The lifespan of CD/DVDs
- Movie files and codecs
- Microsoft Outlook and spam
- Helping yourself with the Internet
- Saving .doc files as a portable document file (PDF)

The range of questions illustrated just how diverse is the range of interest among our members in various aspects of computing. Much of the content was outside my area of operations at present, but it is fascinating to realize just how much of a resource we now have at our disposal if we can only make the best use of it.

For those members who weren't able to be at the last meeting, or anyone who wishes to look at any of the information again, go to Julie's website www.exactcomputing.com.au and click on "Alloura Waters Computer Club Meeting – Your questions".

At our next meeting, which will be held on Wednesday 2nd May at 9.30 in the Auditorium, we will hear from Jan Ilsley who is going to talk about "Using a Computer without a Mouse"

The joys of a new computer

Some of you will know that I have recently taken delivery of a new computer thanks to Julie and while it looks beautiful, (Windows Vista and a big, flat screen) it is always a trying time. The first hurdle is getting your files from the old computer to work in the new one, when you've found them. Thankfully, the hard part of this exercise was done by Julie, but I found that some of my files wouldn't open. Julie suggested a slight change to the file extension and all was well. I have also found the right-click solution "Open with.." to be invaluable.

The next challenge for me is to navigate my way around Word 2007. A totally different looking Word, although all the elements are there, they are presented very differently, so it is a matter of patience and perseverance. And, of course, occasionally I strike a little glitch and I can't tell if it's me or the system. So, from now on I'll be in a slightly different world waiting for you all to catch up with me. Fortunately, because I have quite a bit of word processing to do I should pick up the basics fairly quickly.

One point Julie thought would be worth mentioning concerns those of us who are given computers by family members which are already up and running. It is very important to be sure you have the system disks which belong to the computer, as not having them can cause difficulties down the track if service is required.

Editor - Rosemary Cartmill Unit 206

Computer Housekeeping

Every so often it's worth reviewing those things we should do on a regular basis to keep our computers safe and secure. I know like most housekeeping tasks it can get a bit boring but it's very important, and it's been a while since we visited this subject. So here goes:

- 1) **Antivirus protection** is essential if you are using the Internet or e-mail. You should run a **scan** at least once a week. Most anti-virus programmes can be set up to do this automatically and you should check in the Options menu of your antivirus software to be sure that your system is as you want it.
- 2) You should also ensure that your antivirus programme is **updated** regularly and you should be able to set it to ensure that this happens automatically.
- 3) You should also make sure that you have an **adware/spyware programme** on your computer. While this is not as serious a virus protection it is still very important. Good free programmes are available and if you need advice as to which to use ask your nearest computer club expert! And make sure your **Firewall** is switched on.

So much for protection from the nasties. Now we should consider what we can do to clean up space in our computers.

- 1) First thing is to run a **disk cleanup** regularly. To do this click on **My Computer** and look for the **c: drive**. Right click on that and choose **Properties**. This will bring up a pie chart which shows how much space you are using and how much is available to you. Click on the **Disk Cleanup** button and let it run!
- 2) Next, go through your **Add/Remove** programmes (**Start, Control Panel**) and get rid of some of the unwanted items in there. There are always a few programmes that we have installed at some time and rarely use. The **Add/Remove** function will tell you when you last used the programme so that will be an indication of whether

you really need it in your computer or not. Remember, you can always download it again if you need it.

- 3) You should also go through all your **files** and clean some of those out too. Delete those not-so-good photos and just keep the ones you're really proud of. You can also delete old e-mails from the system. If you're never going to read them again why keep them? And make sure you empty them from the **Deleted** folder and **Sent Items** folder as well, not just the Inbox.
- 4) If you use the Internet a lot it's not a bad idea to occasionally clean out your **Web browser history** and delete your cookies and files. Just go to your Web browser, click on **Tools**, Internet Options and under Temporary **Internet Options** click **Delete Cookies** and **Delete Files**. Then, under **History**, click on **Clear History**. This gets rid of all the Web pages you've visited and all that goes with them.
- 5) You can also clear up **unused icons** on your Desktop. Just right-click on the icon and click Delete.
- 6) And when you've done all that, fine the **Recycle Bin** on your desktop, right-click on it and choose the **Empty Recycle Bin** option. Then you really will have cleaned up your computer. And you won't have to do it again till next month!



Stupid computer
keeps saying
"you got mail"

