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Next Meeting
Wednesday 5th April 2006
Quick Committee Meeting 7
PM
7.30 Demonstration by Julie
& Dennis
Vinyl & Tape to CD

Newstream Articles

Deadline : 10 Days before Meeting

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General Information

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Ron's Ramblings

Now and then I have to use one of the programmes I have put in the Newsletter. An instance of this happened during March.

Some time ago I had to reinstall Windows XP SP 2. When I tried to repair the previous installation I found that I was not able to reinstall my internet connections as a dial up. The only option was to install as broadband.

Everything went fairly well and a couple of hours later it was finished.

I went into "My Computer" only to find that I had left my jump drive in the USB port. I now had Drive A 3 1/2 Floppy, C & D Drives my 2 10 Gig Hard drives, E: was my Jump Drive and my CD RW was F: and the CD drive was G:.

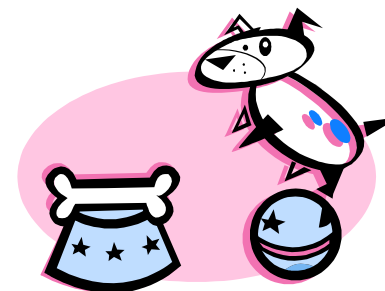
I persevered with this until I was editing this month "Newstream" when I came across LangaList's Article (Pages 11 & 14)

A quick set of clicks and I had the tool open.

Change Jump Drive to H:, CD RW to E:, CD drive to F: and Jumpdrive to G: where its absence when removed does not leave a gap in the sequence. Problem solved:-)

It just goes to show you can teach an old dog new tricks, and I qualify as an OLD dog.

Ron Baker



OPEN NEWSLETTER – APRIL 2006

Launceston Computer Group
SOFTWARE LIBRARY
Dated 1st April 2006



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 Julie on 6344 5686. 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

The Shareware Library is available in between meetings from the following person. Please telephone first to arrange a suitable time.

The library is also available at the venue - Studioworks most Wednesdays 9am to 3pm. Email: opencomputingtas@hotmail.com

Launceston Computer Group
Monthly Meeting
Wednesday April 5
At 7.00 pm



**CREATING CDS FROM
VINYL RECORDS AND
CASSETTE TAPES.**

NEW TUTORS

The recent influx of new members has placed an increased workload on our Tutor Group.

So a big **THANK YOU** to Barry, Jacqueline, Debbie and Reg, who have provided some of their time to help new members come to terms with the joys (?) of computing.

“EMBROIDERY GROUP”

Due to the Easter break the Friday afternoon Embroidery Group will only be conducting one session in April – on **Friday April 28**. Contact Eleanor Horder for details.

“APOLOGY”
Due to technical problems with the Launceston Computer Group web-site we have had to use alternative facilities to e-Mail this month's newsletter. This means that some of you who don't normally receive 'Newstream' may find yourselves back on the mailing list. We are sorry for any inconvenience this may cause.

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



NORTHERN TASMANIAN CAMERA CLUB

For details of the next meeting of the Camera Club please check the notice board at OPEN (due to Easter the date has not been decided yet.)

If you are interested in learning more about digital cameras and related subjects contact Kai Johnson on 6326 2358.

NEXT TUTORS MEETING

Will be held on **Thursday April 6 at 3.15 pm** (after normal classes)

OPEN NEWSLETTER – APRIL 2006

“THE IMPORTANCE OF BASICS ”

Imagine that you've been transported back in time to 1986. You've just bought your first PC (Personal Computer) - there is no hard-drive, just a cassette drive, or perhaps one or two floppy drives if you're really lucky. You turn the PC on and all you see is a blinking cursor or the following prompt – A> . If you want anything to happen you have to type in some form of command. There is no fancy 'My Computer' or 'Windows Explorer' - if you want to know what is on your floppy disk you type in **DIR** to see a **DIR**ectory of the contents, and how much free space is available on the floppy.

At the time a friend of mine was using her 1986-vintage PC for business purposes and had a database program written for her by a local 'whiz-kid'. On occasions I suggested to her that she should type in **DIR** to check the contents of the disk, but she protested that she didn't have time to learn all that 'DOS stuff'. Some time later I received a call from her complaining that the program had stopped working. It was fairly simple really – she had kept entering record upon record into the database without ever checking how much space was left on the disk. Now the disk was 'chock-a-block' full and couldn't be accessed.

"It's OK" she smiled, "I'll just use my back-up file." But where was it? Allegedly, on that same floppy disk! In fact there had never been a back-up file, the program was flawed and didn't create a back-up. My friend would have discovered that if she had taken the time to learn the simple command **DIR** to check the disk's contents.

Sometimes you just can't escape having to learn the basics ...

(continued)

“THE IMPORTANCE OF BASICS” cont

Now 1986 is a long time ago and computer technology has advanced at an astronomical rate, but many of the basic principles that applied back then are still relevant. Windows Explorer, for instance, may not be the most glamorous program on your computer but it is indispensable if you want to know the contents of the hard-drive and other devices that are connected to your computer. Just hold the Start (or Windows) key, tap the 'E' key and all will be revealed. Well, almost!

Access to the 'latest and greatest' in technology is not a guarantee that computing life will be easy. That was a common misconception 20 years ago and it still is, to a certain extent. "Windows XP", "MYOB" and other computer terminology that rolls easily off our tongues are not 'magic bullets.' If you want to share in the considerable benefits that a computer can offer it is inevitable that you have to make an investment, not only in the financial sense, but also in terms of time and effort to learn the basic procedures.

Recently an analogy was made between computing and driving a car. "Why can't we just press a button on the computer and get instant results ... like getting in a car where we turn the key and just drive?" That comparison is a massive under-stating of the tasks involved in driving a car. Think about all the effort that goes into learning to drive, of arranging fuel supplies and maintenance, paying registration and insurance, of planning your trip and being aware of other traffic.

There is much more to it than simply turning a key.

Dennis Murray

“VICTOR”

Has your computer picked up a virus? Do you need help installing a new program? Has your computer ground to a virtual halt?

The Volunteer ICT OutReach program (VICTOR) is available to assist members who may require assistance with computer difficulties at home.

For a small hourly fee one of our volunteers can visit your house and help solve your problems.

Contact VICTOR's Co-ordinator Rob Tierney on 0417 555 398 for details.

A TIP FOR LAP-TOP OWNERS

When using a flash-drive, pen-drive or similar removable device with your lap-top computer be careful not to knock or 'snag' the device against some other object. It is possible to damage the USB connector on your computer and this could be expensive to repair. *Tip provided by 'PC User' magazine.*

A LIGHT-HEARTED LOOK AT COMPUTING

The following 'rural' definitions of computer terminology were contributed by Debbie Morrison.

LOG ON Make the barbecue hotter

MONITOR Keep an eye on the barbecue

LAPTOP Where the cat sleeps

MODEM What you do to the lawns

CURSOR What you say when the ute won't go

YAHOO What you say when the ute does go

SERVER The girl who brings out the counter lunch

MAIL SERVER The bloke who brings out the counter lunch

More next issue!

Family History WebSites & News – April 2006

New CD available at OPEN:

..anarkshire 1851 Census Index
Sussex Marriage Index
..ondon Marriage Licences 1521-1869
1841 Sussex Census on CD Rom

New Books

Births, Marriages & Deaths on the Web Parts 1 & 2
Index to Examiner Vol 15 1961-65

Now available for purchase at FHS, 2 Taylor Street, Invermay. Examiner Index
1961 to 1965

Great websites:

The Tasmania Library indexes; a number of Tasmanian newspapers currently on-line. Included on line is the old "Stilwell Index" which is an index of The Mercury, Hobart Town Advertiser (and other titles) in the 1800s (not sure of the late range - 1860s - 1890s at least). A typical search will probably be dominated by recent articles; if you want the old stuff either click on the "Sort" button on the left, then choose "Date" then go to the last set of results (even then, somehow, it mixes recent articles in here too, but most will be the later ones) OR use the "Limit" function on the left to restrict the date search. <http://www.talis.tas.gov.au:8000/>

'Click here to start' "links" "Tasmanian Index (Newspapers and Journals)"

VERY GOOD

St Catherine's Index Images Online

For those of you who have Tasmanians of British ancestry a Beta version of the St Catherine's index is available for viewing at Ancestry UK - you may have to register but no credit card details need be provided. Available at OPEN. <http://>

Free "Windows Defender" *From LangaList 23rd February 2006* Microsoft Antispyware is slowly evolving. At long last, beta 1 is finally ending for real, and some users already are being phased over to beta 2 via the auto update process. But you don't have to wait; you can grab the newer version right now.

Microsoft Antispyware has been renamed "Windows Defender" and the interface has changed. It's still pretty much the same software at its core, but cleaned up, streamlined, and improved. You can read about the changes here: <http://microsoft.com/athome/security/spyware/software/about/overview.mspix>, which also features a link to the new download; or, you can get there via the Windows Defender home page: <http://microsoft.com/athome/security/spyware/software/default.mspix> Microsoft also has laid out its larger plans for Windows Defender and several related products, such as "Live Safety Centre," "One Care Live," and so on, at: <http://tinyurl.com/ahfh4>. Interestingly, two of the five listed services appear to be heading towards fee-based operation. But Windows Defender, Windows Live Safety Centre and the Malicious Software Removal Tool will remain free; a good thing.. If you're still running beta 1, I suggest you uninstall it and then install beta 2. It's not the only security tool you'll need, but it's pretty good at what it does; and the price sure is right! <g

Newbie Club Articles

Tutorial ... "Inside Your PC - Motherboard"

When you open up a computer case you see a large printed circuit board underneath all the other components. This circuit board is the motherboard, and its function is to provide power and connections to all the other components of the computer.

The motherboard (or mobo as it is sometimes called) has various sockets for inserting stuff like video or audio cards. It also has a socket for the Central Processor Unit (CPU), and this socket determines what kind of CPU can be used in the motherboard.

----- CPU Socket

Motherboards are usually classified by their CPU socket. When shopping for a motherboard you will see Socket A, Socket 478, or Socket 775 for example. The different types of sockets use different pin layouts for accepting the CPU. You cannot fit a Socket A CPU into a Socket 478 motherboard. At least not without breaking it :-)

When you see a name like Socket 478 or Socket 939, the number refers to the number of contacts that the CPU has. Socket A (also called Socket 462) was the most popular type of layout for AMD processors until recently. It is gradually being replaced by Socket 754 and Socket 939.

Socket 478 is a common layout for Intel processors such as the Pentium 4.

Intel is gradually introducing a new socket layout called Socket T (also called Socket 775 or LGA 775).

----- Chipsets

Chipsets are the intermediary between the CPU and the other components of the computer and are divided into two parts -- the Northbridge and the Southbridge.

The Northbridge is the faster of the two. It connects directly to the CPU through the Front Side Bus (FSB). The Northbridge also connects directly to the memory and the AGP graphics slot.

The Southbridge connects to the PCI cards, the USB ports and the hard drive. Information from the CPU must first pass through the Northbridge to the Southbridge and finally to the external components.

Unlike CPUs, chipsets cannot be removed from the motherboard. It's important that you consider the chipset when buying a CPU/motherboard combination. CPUs are optimized for certain chipsets, so you should choose a motherboard with a chipset that complements the CPU.

----- Buses

All aboard! Computer data needs a way to travel from one component to another. Like many people, data takes a bus. Huh?

Buses connect the various parts of the motherboard to the CPU through the chipset. The speed of the bus determines how fast data can reach the CPU. The speed is measured in megahertz (MHz) and is an important factor in computer performance.

The Front Side Bus (FSB) connects the CPU to the Northbridge so the speed of this bus is a very important specification of any motherboard. There is a broad range of bus speeds on current motherboards -- from about 200 MHz all the way up to 1600 MHz.

----- Memory Slots

Most motherboards will have two or three slots for memory chips, but some have up to seven memory slots. The slots are designed to accept memory modules with a certain number of pins, and it's important to buy the correct type of memory module for your motherboard.

Modern motherboards are designed to accept Double Data Rate (DDR) memory, which is twice as fast as regular memory because it can be accessed on both the up and down cycles of the CPU.

DDR2 is even faster than DDR, and is quickly becoming the standard for computer memory.

Time to give your brain cells a rest:-)

Article by Joe Robson, founder of the outrageously successful Newbie Club at <http://newbieclub.com>

See his other sites listed at <http://www.joerobson.com>

Top 12 Mistakes To Avoid When Writing Email"

By Lydia Ramsey

Your email is as much a part of your professional image as the clothes you wear.

Lydia Ramsey reveals this nifty checklist of the top twelve e-mail mistakes to avoid:

1. Omitting the subject line

We are way past the time when we didn't realize the significance of the subject line. It makes no sense to send a message that reads "no subject" and seems to be about nothing. Given the huge volume of e-mail that each person receives, the subject

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Reader is essential if you want your message read any time soon. The subject line has become the hook.

2. Not making your subject line meaningful

Your header should be pertinent to your message, not just "Hi" or "Hello." The recipient is going to decide the order in which he reads e-mail based on who sent it and what it is about. Your e-mail will have lots of competition.

3. Failing to change the header to correspond with the subject

For example, if you are writing your web publisher, your first header may be "Web site content." However, as your site develops and you send more information, label each message for what it is, "contact info," "graphics," or "home page." Don't just hit "reply" every time. Adding more details to the header will allow the recipient to find a specific document in his/her message folder without having to search every one you sent. Start a new message if you change the subject all together.

4. Not personalizing your message to the recipient

E-mail is informal but it still needs a greeting. Begin with "Dear Mr. Broome," "Dear Jim," "Hello Jim," or just "Jim." Failure to put in the person's name can make you and your e-mail seem cold.

5. Not accounting for tone

When you communicate with another person face to face, 93% of the message is nonverbal. E-mail has no body language. The reader cannot see your face or hear your tone of voice so choose your words carefully and thoughtfully. Put yourself in the other person's place and think how your words may come across in Cyberspace.

6. Forgetting to check for spelling and grammar

In the early days of e-mail, someone created the notion that this form of communication did not have to be letter perfect. Wrong. It does. It is a representation of you. If you don't check to be sure e-mail is correct, people will question the caliber of other work you do. Use proper capitalization and punctuation, and always check your spelling. Remember that your spellchecker will catch misspelled words, but not misused ones. It cannot tell whether you meant to say "from" or "form," "for" or "fro", "he" or "the."

7. Writing the Great American Novel

E-mail is meant to be brief. Keep your message short. Use only a few paragraphs and a few sentences per paragraph. People skim their e-mail so a long missive is wasted. If you find yourself writing an overly long message, pick up the phone or call a meeting.

8. Forwarding email without permission

Most everyone is guilty of this one, but think about it. If the message was sent to you and only you, why would you take responsibility for passing it on? Too often confidential information has gone global because of someone's lack of judgment. Unless you are asked or request permission, do not forward anything that was sent just to you.

9. Thinking that no one else will ever see your email

Once it has left your mailbox, you have no idea where your e-mail will end up. Don't use the Internet to send anything that you couldn't stand to see on a billboard on your way to work the next day. Use other means to communicate personal or sensitive information.

10. Leaving off your signature

Always close with your name, even though it is included at the top of the e-mail, and add contact information such as your phone, fax and street address. The recipient may want to call to talk further or send you documents that cannot be e-mailed. Creating a formal signature block with all that data is the most professional approach.

11. Expecting an instant response

Not everyone is sitting in front of the computer with e-mail turned on. The beauty of Internet communication is that it is convenient. It is not an interruption. People can check their messages when it suits them, not you. If your communication is so important that you need to hear back right away, use the phone.

12. Completing the "to" line first

The name or address of the person to whom you are writing is actually the last piece of information you should enter. Check everything else over carefully first. Proof for grammar, punctuation, spelling and clarity. Did you say what needed to be said? How was your "tone of voice"? If you were the least bit emotional when you wrote the e-mail, did you let it sit for a period of time? Did you include the attachment you wanted to send?

If you enter the recipient's name first, a mere slip of the finger can send a message before its' time. You can never take it back.

----- Summary

E-mail makes everything easier and faster including making a powerful business impression and establishing positive professional relationships. The businessperson who uses the technology effectively and appropriately will see the results of that effort

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reflected in the bottom line.

Article by Lydia Ramsey who is a business etiquette expert, professional speaker, corporate trainer and author of MANNERS THAT SELL - ADDING THE POLISH THAT BUILDS PROFITS. She has been quoted or featured in The New York Times, Investors' Business Daily, Entrepreneur, Inc., Real Simple and Woman's Day.

Tutorial .. "Why Not Just Delete A Program with Your Mouse?"

Here's a nagging question that bothers every Newbie on the planet, and the answer.

Q: When I use 'Remove Programs ' in 'My Computer', should I answer "Yes" or "No" to the question, "Do you want to remove a shared file?"

A: Shared files have the file extension ".DLL" on them. That means they're a Dynamic Linked Library file. All this means is the file in question can be used by different programs. A word processor and another program may share a DLL file. So removing that file may cause another program to malfunction.

You may have seen a message stating that a certain file cannot be found. That file is needed in order to open the program you're trying to use. Why is it missing? Could be that you removed it when you uninstalled another program.

The bottom line: If you aren't familiar with a filename, and you're asked if you want to delete it - DON'T. Just answer "No" to the question. The genie inside your PC will leave the file alone.

How To Choose a PDA and Avoid a Costly Mistake"

From Joe Robson <http://newbieclub.com>

PDA?

Well it may be known by different names - handheld organizer, Palm Pilot, iPac, PDA, and handheld, to name but a few - but no matter what you call it, a personal digital assistant (PDA) is an invaluable tool to help manage your life.

PDA's can help you with everything from

writing a novel to storing a client database,

capturing and showing photos or video,

performing extremely complex calculations,

maintaining an address book,

storing recipes,

prioritizing daily tasks,

sending and receiving emails,

surfing the Internet,

playing games,

reading a book,

relaxing to some music,

tracking your extremely busy schedule,

cooking your supper ... well not yet:-) and much more.

These super-powerful mini-computers fit into a purse or a shirt pocket, and can transfer all their files to a home computer and vice-versa, and they're becoming more and more popular as people become more computer-connected and mobile.

Even cellular phones are being manufactured with PDA's built right into them.

Once you've decided that you've just got to have a PDA, answering the following questions will help you purchase the model that's just right for you.

1. What will be the PDA's primary function? Do you need to keep track of your schedule better, or be able to categorize and prioritize your daily tasks? Do you need to show clients some photographs or video? Do you listen to downloadable audio books or mp3 music, or do a lot of self-development reading?
2. What will be the secondary use for the PDA? Re-answering some of the above questions, and some of your own, will help you decide where else your interests are.
3. Does it need to have a built-in microphone and sound?
4. What physical size should it be? Does it need to be small enough to fit into a shirt pocket or small purse, or do you plan to use a book-style cover that can also hold other items?
5. What kind of specialized software do you plan to run on it? This will determine a number of factors, including the processing power and memory you will need, and the type of operating system Windows CE, Palm OS etc.
6. What kind of expansion card do you like to use or maybe already have in your digital camera etc.? If you have a digital camera that uses a certain type of memory card, you may consider buying a PDA with a similar expansion card. This way, you can take pictures with your camera, then plug the camera's card into your PDA and download the

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photos directly onto the unit. Some PDA's, however, come with a built-in camera.

7. Does the PDA need a wireless connection to the Internet or to other equipment, even your computer?

Let's face it, if we all had terrific memories we wouldn't need day planners, notepads, to-do lists, and daily reminder alarms. But since we don't and the technology is there, let's use it to full advantage.

Sometimes I wonder how we managed before the Information Age.

Keep smilin'.

Tutorial.... "Speedy Reboot Without The Painful Wait"

For Windows 98 users (yes, 40% Of Members still use it)

You know the times when you need to close down your PC and restart it again immediately?

Like when you get an Error Message, or you're running short of memory?

In other words the times when your PC decides to let you know that YOU do not have control over it after all:-)

Well instead of going to ...Start Shut Down Restart OK... and becoming hypnotized by all that white font on a black screen, supposedly informing you of what's happening. When the reality is that you just don't have a clue what's going on and just trust to luck and HOPE it boots up OK?

Try this instead ...

Start Shut Down Restart

Hold down 'Shift' key (left hand side of your keyboard with a vertical arrow on it)

Click OK while holding down the 'Shift' key.

No more hieroglyphics buzzing around your screen.

It's not much use, but it's less intimidating. It also tells your computer that YOU are in charge after all.

And it helps me fill this newsletter:-)

Of course if you use XP you just click on the 'Restart' button.

Another Hidden Gem: The Windows Disk Management Tool Before we get into the details, let me tell you why we're covering this now: Several weeks ago, I was challenged by a reader who disbelieved me when I said in print that it was possible to put together a terabyte (1,000 GB) file server for around \$500. Well, you can--- the example system I put together is humming happily on the other side of my office with far more storage than I currently know what to do with. A thousand gigabytes is a *lot* of disk space! <g In assembling that system and its collection of disk drives I realized that, because large single hard drives are more or less standard in many new PCs, most users have never had to deal with the details of drive installation, initialization, and configuration either for adding multiple drives to a system; or for swapping drives into and out of an already set up system. Both these processes raise questions as to the safest, best ways to set things up; and to avoid data loss, especially if you're moving a current PC's setup and files to a new drive, and don't want the hassle of having to tear everything down and rebuild the operating system from scratch. Today, we'll look at the part of the process that almost all of us will be able to use from time to time--- even if you're not trying to build a terabyte server! <g The key is Windows' little-known, built-in Disk Management tool for creating, formatting or deleting partitions or drives; for changing drive letter assignments and paths; setting up disk mirroring and RAID; and so on. This free tool lets you do most of the basic tasks that many people buy third-party tools for--- software like Partition magic, BootitNG, and Acronis Disk Director. The Windows Disk Management tool even gives you one-click access to defrag and chkdsk for all the drives or partitions on your system, without having to use Windows Explorer to open each one in sequence. Next, I'll show you a slightly non-standard way of adding a drive to an existing, in-use system--- a way that I find easier and safer for data than the methods recommended by some drive manufacturers. And finally, we'll take a close look at that from-scratch, roughly-\$500 terabyte server, including complete lists of where I got the parts, and for how much. Whether you're looking to add new, inexpensive, massive file storage capacity; or want to add or swap a drive in an existing system; or just want to learn more about a powerful tool built into Windows that most users have never even heard of; the next few columns should have something very interesting for you. Let's get started with a look at the built-in--- free--- Windows Disk Management Tool:

<http://www.informationweek.com/showArticle.jhtml?articleID=180207718> Click on over and learn about a powerful tool that's on your hard drive right now, but that you may never have even heard of!

<http://www.informationweek.com/showArticle.jhtml?articleID=180207718>

From LangaList 23rd February 2006

The Facts About Computer Security" From Joe Robson <http://newbieclub.com>

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This article was written to answer many of the most frequently emailed questions to us on this topic. Please don't just read it and move on - ACT on the information before you regret it!

Do you want to know whether your computer is secure or not? Afraid that someone may be looking through your files and altering or erasing it. Uneasy about the thought that someone might be monitoring your every move in cyberspace?

These are some of the things that usually comes to one's mind when faced with the problem of hackers, viruses, and other security risks that abound in the Internet .

Below are some tips on how to make your computer as safe as possible.

----- Updates

It is important that you keep your computer updated. The latest critical updates and service packs from Microsoft's download centre should be installed. The next thing to do would be to configure the system to utilize Automatic Updates. If the operating system that you use does not have this feature, then you can get updates directly from the website of Microsoft's download centre. Service pack 2 is the most current service pack to date for Window XP . ----- Firewall Protection

Using a firewall will increase the security level of your computer. This monitors the activity that ensues while connected to the Internet, specifically the points of entry to your system. Suspicious programs are immediately cut off and prevented from entering the computer system. Anything coming from unauthorized and unknown sources are denied access to prevent possible infection by viruses, worms, and other malicious codes.

----- Anti-virus pack and anti-spyware program

Although your computer is protected by your firewall, it is still necessary to buy an anti-virus pack. This is another layer of armour for your computer which makes it harder for hackers and their malicious programs harder to penetrate and control your computer.

A terrific free software is AVG from Grisoft. Some well known anti-virus packs include Norton, Trend Micro PC-cillin, and Mc Affee . You should also get a decent anti-spyware program to reduce the chances of spyware getting into your computer. This will improve your level of privacy and this is particularly important if you like to buy products online.

Important information that must remain confidential like credit card numbers, social security numbers, and police records can be obtained by hackers if they know your activities by the use of a spyware program.

----- Home network protection

There are instances where you might not be aware that you are actually using a

network at home. You have a computer network at home if you have more than one computer at home, and each one shares the same Internet connection or if you have a wireless Internet access. Securing a single computer is useless if you have a home network. The whole network should be protected as well.

----- Home networks face different kinds of risks.

If you are using a wireless connection, anyone within the range of your network may be able to look at the Websites that you frequent as well as the contents and kinds of files that are shared within the network.

A lot of networking devices employ their own security mechanisms. Using this alongside each computer's own security defenses should be sufficient enough to thwart attempts from hackers to hi-jack your network and use your computers. Most routers function as Network Address Translators (NAT) which makes your connection to the Internet safe.

These are just some of the things you should check to increase the security of your computer.

For a full and comprehensive tutorial on computer and Internet security using freely available programs which are proven to be as good as the fee based ones, get your hands on the Newbie Club course written especially for Newbies at

<http://newbieclub.com/security>

----- Article from Joe Robson, founder of the outrageously successful Newbie Club at <http://newbieclub.com>

See his other sites listed at <http://www.joerobson.com>

Tutorial" Do You Really Need To Save All That Email?"

Have you any idea how much disc space is being hogged by your received emails?

I thought not. But just because you have a hard drive bigger than Texas doesn't mean you should clutter it up with unwanted stuff - like your attic!

And if you have a smaller hard drive you are wasting valuable space. And slowing down your PC every time it boots up.

Most people save emails to read later - and never do.

Most people read emails and don't delete them - in case they need to refer to them later - but never do.

Some people organize their emails into folders for specific newsletters or topics - and hardly ever get around to reading them all.

Clear out the junk from ...

Your SENT box.

(Continued on page 12.)

Continued from page 11)

Everything you have ever emailed out is stored in your out (SENT) folder until you delete them.

Your folders. Go through them all and trash what you don't need.

Your Deleted Items folder. Do you ever go in there to retrieve a deleted email? Empty it once a week. If you didn't need to retrieve something in the past 7 days, chances are you never will.

How do you delete this stuff?

Just highlight the unopened email and click the delete button on your keyboard.

To delete a block of emails, highlight the first one, hold down your shift key and click on the last in the block. This will highlight the block of emails. Then click delete.

DON'T FORGET ...

After you've dumped all this stuff, it all still lies there in your 'Deleted Items' folder. Delete them!

Tutorial ... "Don't Send Mysterious Emails"

OK here's gripe that I and just about every Internet business owner has to suffer.

Here's an email I received yesterday ...

I did as you asked but still had problems".

That's it. Nothing else. Zilch. Zero. Not even a subject line.

The sender must have thought that I remember every detail of the 2 emails I answer each day!

Now I had to send a reply asking what he or she was referring to.

And so on and so on.

Please remember this very simple tip ...

When you answer an email, click the 'Reply' button in your top toolbar. The original email comes up, and you type your message at the top of the page. Then send it.

It's vitally important to do this so that the recipient knows what you're talking about, because he/she can read the original email at the end of yours. It's called a thread.

Do NOT type your reply at the end of the original email. I know it sounds logical, but the recipient has to scroll down to the bottom to read it. And he can't read your message in his preview panel.

Man I get soooo exasperated by those mysterious messages that I cannot understand, because I just can't remember what Janice, or Bill, or Harry, wrote to me about yesterday.

One other no-no ...

I get emails with NOTHING in the body of the email itself. Just a sentence in the subject line saying something like "I got it".

Got what - scarlet fever?

I suppose it all boils down to being good mannered in your emails.

A Touch of Humour

A married Irishman went into the confessional and said to his priest, "I almost had an affair with another woman"

The priest said, "What do you mean, almost?"

The Irishman said, "Well, we got undressed and rubbed together, but then I stopped." The priest said, "Rubbing together is the same as putting it in. You're not to see that woman again. For your penance, say five Hail Mary's and put \$50 in the poor box."

The Irishman left the confessional, said his prayers, and then walked over to the poor box. He paused for a moment and then started to leave. The priest, who was watching, quickly ran over to him saying, "I saw that. You didn't put any money in the poor box!" The Irishman replied, "Yeah, but I rubbed the \$50 on the box, and according to you, that's the same as putting it in."

When our lawn mower broke and wouldn't run, my wife kept hinting to me. That I should get it fixed. But, somehow I always had something else to take care of first, the truck, The car, fishing, always something more important to me.

Finally she thought of a clever way to make her point. When I arrived home one day, I found her seated in the tall grass, busily snipping away with a tiny pair of sewing scissors. I watched silently for a short time and then went into the house. I was gone only a few minutes. When I came out again I handed her a toothbrush.

"When you finish cutting the grass," I said, "you might as well sweep the sidewalk."

The doctors say I will walk again, but I will always have a limp

.angaList Advice

Windows' Free Disk Management Tool

referred to Windows' free Disk Management tool as a "hidden gem" in the current (free) Information article at

<http://www.informationweek.com/story/showArticle.jhtml?articleID=180207718> , and many of you agreed, as shown by letters like this:

Fred: Just read your latest on Disk Management. If I had been dressed when I read it it would have blown my socks off. That's hard to do when barefooted though. Thanks for the heads-up to a "get-by for free" tool. ---Gary

Windows' little-known, built-in Disk Management tool lets you create, format or delete partitions or drives; change drive letter assignments and paths; set up disk mirroring and RAID; and so on. This free tool lets you do most of the basic tasks that many people buy third-party tools for--- software like Partition Magic, BootitNG, and Acronis Disk Director. The Windows Disk Management tool even gives you one-click access to defrag and chkdsk for all the drives or partitions on your system, without having to use Windows Explorer to open each one in sequence.

And it's available in all normal versions of XP (and a very similar tool is available in Win2K).

Hi Fred, I can usually understand most of the instructions you pass out, but.... I am using Win XP Home edition - is it included there? I am using a German-language OS - would they have left it out? I went to Control Panel (on my machine

'Start/Settings/Control Panel") but there is nothing there that says "Performance" (in German or English). Any suggestions please? Sounds like a good deal but I have never seen it, yet! ---John
Yes, The Disk Management tool is normally part of a full install of XP Home, and can be accessed from Admin-level accounts there. I can't tell you the exact nomenclature in the German variants, though; I have no German-language copy to play with here. Also, some OEM custom distributions may not have all the system tools installed; I have no way of telling what you have from here.

But again, the Disk Management tool is normally part of a full install of all versions of XP.

But to clarify how to access it, note that I often use a common shorthand when I describe a series of clicks. For example, by "click Start/Control Panel/Performance and Maintenance/Administrative Tools/Computer Management." I mean: click the Start button. Then click Control Panel. Then click "Performance and Maintenance," which in a default US-English setup is the lower-leftmost item; shown by a pie chart icon. Then click "Administrative Tools," labelled with an icon of a PC with a hammer and wrench alongside it. Then click "Computer Management," tagged with a PC/monitor icon. You're there!

For step-by-step instructions on using the Disk Management Tool, illustrated with many screenshots, click over to

<http://www.informationweek.com/story/showArticle.jhtml?articleID=180207718> .

The free tool just may be able to take care of all your basic disk management needs! And remember--- you've already paid for it! <g

Check out the article at

<http://www.informationweek.com/story/showArticle.jhtml?articleID=180207718> for full details!

IS OPENOFFICE OUT OF DATE? Microsoft honcho, Alan Yates says that OpenOffice is ten years out of date!

His comments about OpenOffice flushed out the usual anti-Microsoft suspects.

Sounds outrageous and was probably intended to grab a headline.

You can argue about the timeline but he's right that there's no product that is as developed and comprehensive as Microsoft Office.

But does that matter for many people?

While Microsoft focuses on server linkages and team collaboration tools there are plenty of people who haven't caught up with that technology and maybe don't need it.

If your needs are modest then OpenOffice.org is worth a look, especially at the very low price.

Email can be handled with Outlook Express or one of the many other email clients out there.

On the other hand, many people don't make use of features in Office that would benefit them a lot - the learning curve is steep and time is short.

For many years the real competition for Microsoft Office has been earlier versions of the same product.

It's harder and harder for customers to justify the high cost of upgrading Office.

Microsoft can take shots at their competitors but they know that their biggest rival is their own success.

Stop Windows' 10-minute reboot reminders

By Brian Livingston

A raging controversy over whether Windows patches ever reboot a PC without permission has been solved. Reboots *can* happen when you're not expecting it — but you *can* minimize the problem or eliminate it entirely.

This subject sparked a debate when reader Evan Katz wrote in to ask whether Microsoft patches had started rebooting Windows automatically, even when the Automatic Updates control panel is configured to notify the user of downloads instead of installing them without notice. His comments were printed in the paid version of our [Dec. 15, 2005](#), newsletter.

I've found that there are several little-known cases in which a Microsoft patch can trigger a reboot when you're not expecting it. No, my findings don't support a conspiracy theory — Microsoft hasn't deliberately changed its patches to make you lose your unsaved work in surprise reboots. The true answer lies within the secrets of Windows.

How patches can automatically reboot

In my research, I interviewed Mike Cook, a security support engineer in Microsoft's Product Support Services (PSS) team. We turned up several reasons why a PC that requires a reboot might do so without warning:

1. Settings in the Automatic Updates control panel. The default for Automatic Updates is "Automatically download recommended updates for my computer and install them every day at 03:00," or whatever time is specified. If this option is selected, patches will be downloaded from the Microsoft site in the background and installed automatically at the specified time, after a 5-minute countdown is displayed. Reinstalling Windows or some Windows components can silently reset Automatic Updates, making reboots happen without user intervention.

2. "Helpful" security add-ons. Some Microsoft programs can reset Automatic Updates to its most automatic option. The beta of Microsoft's [Windows OneCare Live](#) security program, for example, notifies the user upon installation that this will be done, but this can easily be overlooked.

3. Windows Server Update Services (WSUS). Windows patches can be pushed to PCs on a network via WSUS, a server program from Microsoft. If so, a particular update can be assigned an installation deadline by an IT admin. "When an update is set to a deadline," says Microsoft's Cook, "it overrides any client configuration settings." This can make a PC reboot even if an end user has Automatic Updates set to not automatically install patches. The PC would display a countdown, but if the user is away from the machine, the timer wouldn't be seen before the reboot.

4. 10-minute reboot reminders. I believe this is the most common cause of reboots that aren't expected. When you install Windows patches, and they require a reboot, you're shown a dialog box asking whether you wish to "Restart Now" or "Restart Later." (See Figure 1.) If you press the letter N, the reboot starts immediately. Pressing L closes the dialog box. But the default time for the dialog to reappear is **every 10 minutes**.

a Readers respond on controlling reboots

a By Brian Livingston **Patching Windows is good, and rebooting right after you've patched is good, too. But if you're right in the middle of something, seeing Windows reboot when you didn't expect it can be very bad.** My top story on [Mar. 2](#) revealed several little-known settings you can use to control how often Windows reminds you to reboot after installing patches — or whether you want any reminders at all. The problem is that, by default, Windows reminds you **every 10 minutes**. And, if you happen to be typing in some application and you press the N key when the reminder window pops up, you've launched Windows' **Restart Now** option. There's no way out of it. I want to re-emphasize the importance of rebooting before and after installing patches. I've heard warnings about the way patches can leave Windows in an "unstable state" until it's rebooted. (No one's given me any verifiable examples of this, though.) Having said that it's important to reboot, it's also true that unexpected reboots are simply unacceptable. Microsoft should never have programmed the reboot-reminder dialog box to grab the keyboard focus and launch instantly from an accidental key press. Clicking the **Restart Now** button with a mouse, or pressing Alt+N, should be the only ways the reboot process gets kicked off. If it's so important for a PC to be rebooted before and after patches are applied, Microsoft should make this a requirement for every such patch. Windows users should be informed that their applications must be closed before patching begins, so no work is lost. By the same token, if a user is so deeply involved in a project that **Restart Later** is his or her choice, the operating system must absolutely respect that choice. Patching to defend

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against a Windows security hole is a great idea, but it's not worth losing all the windows you may have had open on your busy Desktop. This is why I revealed in the last issue several settings you can change to specify how often the reboot reminder pops up after patches are installed. As always, my readers have even more ideas about how you can take control of the reboot process. Let's get started, shall we? **Remote Desktop causes unexpected restarts** Tony Hunt found that Windows itself isn't the only culprit in rebooting your PC without adequate warning: "I recently discovered another way in which Automatic Update causes a machine to reboot. When I disconnected a Remote Desktop session on Windows Server 2003, my session was logged off the machine and Windows Update decided that it was time to reboot as there was now nobody logged in to it. That was a production server running our organization's main SQL database!" Needless to say, we will be very careful about even installing updates on our servers in the future."

Windows servers are a special case, demanding rigorous testing before you install patches. This is one reason why we always publish a Windows Secrets Newsletter only two days after Microsoft's regular Patch Tuesday schedule -- so we can tell you about any side-effects of the latest patches. (See the [Patch Watch](#) and [Over the Horizon](#) columns in our paid version.) Obviously, however, Windows isn't the only program that can reboot, and you must pay heed to them all

^a **Symantec Ghost triggers reboots, too**

- ^a Many products that automatically update themselves request (or require) a reboot to complete their installation processes. Regardless of the trigger, the end user usually does play a role in the process.
- ^a Brian Harder, who works in a health-care organization, reports that unexpected reboots affected his users' Great Plains Dynamics billing applications built on Microsoft's SQL Server: "What triggered the user's PC to reboot in the first place? A software push from Symantec's Ghost product for a completely unrelated third-party product. Ghost triggers reboots automatically, but only if Ghost determines that it is needed. In addition, there is typically a warning window and countdown when the software delivery is taking place. It, too, is modal and clearly warns the user to close other applications." The trick is, the warning window sometimes 'freaks out' the end users and they panic. Rather than following the Ghost message, they stop using their computer altogether until the PC reboots automatically and the messages stop. "In addition, the Ghost warning messages are set for 'Always on Top' and do not contain the Minimize button most users expect. The correct action is to simply click away from the warning window and do what you need to do. However, for a naïve or inexperienced

user, this is just a bit too easy to get wrong." This isn't just a technology problem. Human factors wind up playing a major role. We warn our users about upcoming Ghost software pushes. However, you can't know that they saw the messages or understood them. The Ghost warning messages can be experienced, from a user's perspective, as a jarring and unexpected intrusion. It's a factor out of their control and they know it." We ask users to contact us if they don't understand, but they almost never do. I think many users are afraid of asking questions for fear of looking 'dumb'. So we do the best we can, but in the end there's a task to be done and a timeframe for it to be done in."

Now that many applications grab your Internet connection to update themselves, there must be scores of ways a reboot sequence could be initiated. Do I have a list of all such apps? Nope. You'll just have to keep your eyes peeled. **How to**

schedule reboots on stand-alone PCs In my Mar. 2 article, I [described](#) how to completely disable reboot reminders or, preferably, re-schedule them to occur every 12 hours, so (if you forget to reboot) you'll see a reminder the next morning, when you're not actively typing. I explained the procedure for users of Windows Server Update Services ([WSUS](#)), a free Microsoft program for distributing patches. But reader Charles Little offers a way XP Pro users can re-schedule the reminders without WSUS: "In **gpedit.msc**, navigate to Computer Configuration, Administrative Template, Windows Components, Windows Update. In that screen, select **Re-prompt for restart with scheduled installations**. Open this, click Enabled, and then set the time interval in the same dialog."

We haven't yet found a way to control this on XP Home machines. You should also be aware that an IT administrator can restrict the use of the Group Policy editor (**gpedit.msc**) by individual XP Pro users. In that case, the above trick won't work.

Use Task Scheduler for planned reboots Andy Helsby recommends a way to make patch-install reboots fairly painless -- even when you can't physically be present at a server that needs rebooting: "I have a couple of sites where I don't have remote access to the server out of hours but also need to install patches and reboot out of hours. "I install the patches as late as I can in the day, normally after most people have gone home. At this point, the reminders start appearing, but I can't reboot the server as I still have people on it. "I know I can reboot either tonight or the following night, so I schedule a reboot using Task Scheduler or at the command line (the latter is my personal preference). I then stop the Automatic Updates service on the server. "The notifications stop and the 'shield warning' icon disappears. When the server reboots, the service is automatically restarted." As Microsoft only releases patches on a monthly basis, I can be reasonably certain that I am not going to miss a new automatic update between now and the scheduled reboot of the server. "Note that I only do this for servers that I can't immedi-

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ately reboot and that I am fairly sure won't have major problems if I install a patch and don't immediately reboot."

Good Advice on forwarding Email

EVERYONE SHOULD TRY WORKING ON THIS PROCEDURE. IT IS REALLY SIMPLE AND IT WORKS.

This excellent message ABSOLUTELY applies to ALL of us who send e-mails.

Read the text below...

Do you really know how to forward e-mails? 50% of us do; 50% do NOT. Do you wonder why you get viruses or junk mail? Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses & names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for someone down the road to get a virus, and his or her computer can send that virus to every e-mail address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel! How do you stop it? Well, there are two easy steps:

1) When you forward an e-mail, **DELETE** all of the other addresses that appear in the body of the message. That's right, **DELETE** them.

It only takes a second:

You MUST click the "Forward" button first, then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

Highlight all of the other addresses and delete them, backspace them, cut them, whatever it is you know how to do.

2) Whenever you send an e-mail to more than one person, do NOT use the **To:** or **Cc:** columns for adding e-mail address.

Always use the **BCC:** (blind carbon copy) column for listing the e-mail addresses. This is the way that people you send to only see their own e-mail address. If you don't see your **BCC: option** click on where it says To: and your address list will appear. Highlight the address and choose **BCC:** and that's it, it's that easy.

When you send to BCC: **your message will automatically say "Undisclosed Recipients"** in the "TO:" field of the people who receive it.

So please, in the future, let's stop the junk mail and the viruses!

Finally, here's an idea!!! Let's send this to everyone we know. (But strip my address off first). This is something that SHOULD be forwarded.

In Future when I send the Newsletter to lcg-announce it will follow the above rules.

@ WHO'S TO BLAME FOR PHISHING?

Phishing is now an established part of computer life.

Almost everyone gets messages that seem to come from banks and other companies – the idea is to trick you into going to a web site, that looks like the real one, and entering your account details and password.

Once the bad guys have that info all sorts of trouble can ensue.

But who is to blame for these messages?

From readers email it seems some people don't understand the phishing messages are NOT real and don't come from the company they pretend to.

That especially applies when the messages appear to come from a company you've never dealt with.

"Why does Citibank keep writing to me – I've never used them"

"Paypal is a nuisance – they keep sending me emails about an account that doesn't exist."

"How and why does my bank send messages to me at a different address from the one I've given them?"

Phishing is done by criminals and has nothing to do with the targeted company.

The email addresses are 'farmed' in various ways in the same way that spammers do.

You should treat phishing messages in the same way as you do any other unsolicited messages – delete them.

The targeted companies, after a slow start, now try to warn customers about fake messages.

Aside from that there's not a lot they can do to stop the flow of messages.

Some action can be taken against individual scams but even that's hard with the origin and hosting of the scams is spread across many countries.

Citibank in the US does have a small move to identify their real messages – they include the last few digits of your account number near the top of genuine messages from

them.

As long as you know what those digits are you can tell if the message is real.

You'd think that options like digitally signed messages would be an obvious choice for financial institutions but the support for signed messages in email clients is poor.

Most spam filters also try to detect phishing messages but it's hard for software to tell the difference between fake messages and real ones.

If you're looking for an email from a bank or Paypal have a look in your Junk Mail folder, it might have been put there by accident.

Kindergarten Story

A mum was concerned about her kindergarten son walking to school. He didn't want his mother to walk with him.

She wanted to give him the feeling that he had some independence but yet know that he was safe. So she had an idea of how to handle it.

She asked a neighbour, Mrs. Goodnest, if she would please follow him to school in the mornings, staying at a distance, so he probably wouldn't notice her.

Mrs. Goodnest said that since she was up early with her toddler anyway, it would be a good way for them to get some exercise as well, so she agreed.

The next school day, Mrs. Goodnest and her little girl, Marcy, set out following behind Timmy as he walked to school with another neighbour boy he knew.

She did this for the whole week.

As the boys walked and chatted, kicking stones and twigs, Timmy's little friend noticed the same lady was following them as she seemed to do every day all week.

Finally he said to Timmy, "Have you noticed that lady following us to school all week?"

Do you know her?"

Timmy nonchalantly replied, "Yeah, I know who she is."

The friend said, "Well, who is she?"

"That's just Shirley Goodnest", Timmy replied, "and her daughter Marcy."

"Shirley Goodnest?"

Who the heck is she and why is she following us?"

"Well," Timmy explained, "every night my Mom makes me say the 23rd Psalm with my prayers, 'cuz she worries about me so much.

And in the Psalm, it says, 'Shirley Goodnest and Marcy shall follow me all the days of my life'," so I guess I'll just have to get used to it!



I have printed this previously but with so many new members I think it worthy of reprinting

**Recently, I was diagnosed with A. A. A. D. D.
- Age Activated Attention Deficit Disorder.**

This is how it manifests:

I decide to water my garden.

As I turn on the hose in the driveway, I look over at my car and decide my car needs washing.

As I start toward the garage, I notice that there is mail on the porch table that I brought up from the mailbox earlier.

I decide to go through the mail before I wash the car.

I lay my car keys down on the table, put the junk mail in the garbage can under the table, and notice that the can is full.

So, I decide to put the bills back on the table and take out the garbage first.

But then I think, since I'm going to be near the mailbox when I take out the garbage anyway, I may as well pay the bills first.

I take my chequebook off the table, and see that there is only one cheque left.

My extra cheques are in my desk in the study, so I go inside the house to my desk where I find the can of Coke that I had been drinking.

I'm going to look for my cheques, but first I need to push the Coke aside so that I don't accidentally knock it over. I realize the Coke is getting warm, and I decide I should put it in the refrigerator to keep it cold.

As I head toward the kitchen with the Coke, a vase of flowers on the counter catches my eye--they need to be watered.

I set the Coke down on the counter, and I discover my reading glasses that I've been searching for all morning.

I decide I better put them back on my desk, but first I'm going to water the flowers.

I set the glasses back down on the counter, fill a container with water and suddenly I spot the TV remote. Someone left it on the kitchen table.

I realize that tonight when we go to watch TV, I will be looking for the remote, but I won't remember that it's on the kitchen table! , so I decide to put it back in the den where it belongs, but first I'll water the flowers.

I pour some water in the flowers, but quite a bit of it spills on the floor.

So, I set the remote back down on the table, get some towels and wipe up the spill.

Then I head down the hall trying to remember what I was planning to do.

At the end of the day:

the driveway is flooded

the car isn't washed,

the bills aren't paid,

there is a warm can of Coke sitting on the counter,

there is still only one cheque in my cheque book,

I can't find the remote,

I can't find my glasses,

and I don't remember what I did with the car keys.

Then when I try to figure out why nothing got done today, I'm really baffled because I know I was busy all day long, and I'm really tired.

I realize this is a serious problem, and I'll try to get some help for it, but first I'll check my e-mail.

Do me a favour, will you? Forward this message to everyone you know, because I don't remember who I have sent it to.

OPEN Session Times

At Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions \$4.00

[Some special tutorial materials may incur additional charges]

OPEN NEWSLETTER – APRIL 2006

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Monday	10 am –12	E-Learn &
	1 pm – 3 pm	Basics and Beyond
Tuesday	10 am –12	PC & Mac Support for Beginners
	1 pm – 3 pm	E-Learn &
Wednesday		Special sessions or
		As for mornings
Thursday	10 am –12	E-Learn &
	1 pm – 3 pm	Mac [afternoon]
Friday	10 am –12	E-Learn &
2nd, 4th	1 pm – 3 pm	Embroidery Group
2nd or 3rd	10 am –12	Camera Club

Date	Time	Topic	Details
April 5	10 am – 12	Tutors Meeting	Learning to use Family History software
	1 pm onwards	OPEN General Meeting	General discussion on matters affecting OPEN.
	7.00 pm	Launceston Computer Group Meeting	Monthly Workshop. How to convert record and cassette music to CD format.
April 12	9 am – 12 noon	Basic Graphics with	A session for beginners to learn how to use PSP7 for enhancing photographs.
	1 pm – 3.30	Family History On-line	Research your family history using the Internet and
April 19	9 am – 12 noon	On-line Courses	Explore on-line learning opportunities, or find out how the auction site E-Bay works.
	1 pm – 3.30	Advanced Graphics	Continuation of the Advanced level classes.
April 26	9 am – 12 noon	Family History On-line	Research your family history using the Internet and
	1 pm – 3.30	MS Access Database	Tutors Only
SPECIAL	3.15 pm -> Thursday	Tutors' Meeting	Thursday meeting scheduled for those who can't attend usual Wednesday meetings.
PUBLIC	HOLIDAYS	CLUB CLOSED ON	Good Friday (April 14), Easter Monday (April 17) and Anzac Day (Tues April 25)

Did You Know?

The liquid inside young coconuts can be used as a substitute for Blood plasma.
No piece of paper can be folded in half more than seven (7) times.
Donkeys kill more people annually than plane crashes.
You burn more calories sleeping than you do watching television.
Oak trees do not produce acorns until they are fifty (50) years of age or older.
The first product to have a bar code was Wrigley's gum.
The King of Hearts is the only king WITHOUT A MOUSTACHE
American Airlines saved \$40,000 in 1987 by eliminating one (1) olive from each salad served in first-class.
Venus is the only planet that rotates clockwise. (Since Venus is normally associated with women, what does this tell you!)
Apples, not caffeine, are more efficient at waking you up in the morning.
Most dust particles in your house are made from DEAD SKIN!
The first owner of the Marlboro Company died of lung cancer. So did the first 'Marlboro Man.'
Walt Disney was afraid OF MICE!
PEARLS MELT IN VINEGAR!
The three most valuable brand names on earth:Marlboro, Coca Cola, and Budweiser, in that order.
It is possible to lead a cow upstairs...but, not downstairs.
A duck's quack doesn't echo, and no one knows why.
Dentists have recommended that a toothbrush be kept at least six (6) feet away from a toilet to avoid airborne particles resulting from the flush. (I keep my toothbrush in the living room now!)
And the best for last.....
Turtles can breathe through their butts (I know some people like that, don't YOU?)
I know some people who talk like that.

Priest Don't Lie (Laugh for the Day) A very distinguished lady was on a plane arriving from Switzerland. She found herself seated next to a nice priest whom she asked: "Excuse me Father, could I ask a favor?" "Of course my child, What can I do for you?" "Here is the problem, I bought myself a new sophisticated hair remover gadget for which I paid an enormous sum of money. I have really gone over the declaration limits and I am worried that they will confiscate it at customs. Do you think you could hide it under your cassock?" "Of course I could, my child, but you must realize that I cannot lie." "You have such an honest face Father, I am sure they will not ask you any questions", and she gave him the 'hair remover'." The aircraft arrived at its destination. When the priest presented himself to customs he was asked, "Father, do you have anything to declare?" "From the top of my head to my sash, I have nothing to declare, my son", he replied. Finding this reply strange, the customs officer asked, "And from the sash down, what do you have?" The priest replied, "I have there a marvellous little instrument destined for use by women, but which has never been used." Breaking out in laughter, the customs officer said, "Go ahead Father. Next!"

