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Next Meeting

6th June 2007

6.30 Committee Meeting

7.30PM Tips & Tricks Microsoft Publisher

Presented by Ron Baker

Newstream Articles

Deadline : 10 Days before Meeting

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Ron's Ramblings

June!! The month for weddings and for those of us old enough to remember the Second World War , this month reminds us of D Day the 6th of June 1944.

Half the year gone already!! Tempus Fugit. (My classical education showing off).

With the latest government measues on Education n the news, I am reminded more and more of my own education. The importance paced on the three Rs, Reading, Writing and 'Rithmetic. Spelling and Grammar were as important as legible writing.

History (British of course), Physics and Chemistry were essentials while at my High School in Sydney, French and Latin were the main eclectic subjects along with Bookkeeping, Greek and German.

Not a sign of Japanese, (It was just after VJ Day) Indonesia nor other languages.

The computers we heard about were those involve in solving the problems of the Atomic Bombs.

Oh Dear!! Have I been reminiscing too much? I must give credit to the students of today, along with everything else they have to learn 60 or more years of history as well as the advances made in other areas including computers and other technology.

This Old Fogey will conclude these ramblings by giving thanks that I am "Still on the right side of the Fairway"

Ron Baker

OPEN NEWSLETTER – JUNE 2007

ADVENTURES PLUS!

So much has happened in my life in the last month or so!

Things were sailing along fairly smoothly until Easter Tuesday when a couple of members noticed that I looked more colourful than usual— a yellowing of my skin indicated liver problems and over the next 2-1/2 weeks I had tests, scans and eventually two endoscopic procedures to remove a blockage in my system. I'm feeling pretty well at the moment.

While all this was going on I received a job offer that now sees me working three days per week. The impact of that is that I won't be spending as much time at OPEN as I had previously. Once my new job settles down a bit I'll probably be coming in most Thursdays. I hope to be able to continue some of my 'behind-the-scenes' work such as helping compile the newsletter and assisting the Treasurer with the 'bookwork', and I may be available from time to time to ease Rob Tierney's VICTOR workload a little.

Thanks to those members who rang or expressed an interest in how my health dramas were playing out and to Rob T. for stepping in at short notice to get the May newsletter to press.

To those members who I do see in the coming weeks and months don't be alarmed if you hear me speaking a 'strange language' from time to time - one of the side-effects of my new job is that I am working on a Macintosh (MAC) computer. I haven't been lured to the 'Dark Side' completely but using the MAC is an integral part of my job so I've had to make a fairly rapid adjustment to a different operating system.

Dennis Murray



Launceston Computer Group

Monthly Workshop

Wednesday June 6th 7.30 pm

INTRODUCTION TO MICROSOFT PUBLISHER

"Newstream" editor Ron Baker will conduct this session to take you the basic steps of creating newsletters and other publications using Microsoft Publisher.

OPEN MONTHLY MEETING

Wednesday, June 6

From 1.00 pm onwards

Come along to find out the workings behind the club and perhaps offer your suggestions for improving our organisation.

PUBLIC HOLIDAY???

Monday June 11 is gazetted as the Queen's Birthday holiday.

Members who usually attend on Mondays should check with their tutors to see if classes will be held.

The OPEN Newsletter is part of the Launceston Computer Group's publication "Newstream".

"Newstream" is distributed by E-mail each month, or alternatively can be viewed or downloaded as a PDF file from the LCG Web-site.

The next newsletter will be July 2007.

"IN CASE OF EMERGENCY"

At the October 2006 OPEN meeting it was decided to give members the option of providing the club with details of a contact person should some emergency situation arise e.g. a doctor, next-of-kin or family member. The info could be written on the back of your name-tag for instance.

See your tutor for details.

SPECIAL INTEREST GROUPS

The Northern Tasmanian Camera Club will hold its next Workshop session on Saturday, June 16.

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

The Friday afternoon Embroidery Group is having a short break due to school holidays and will be resuming on June 22.

Sessions take place from 1.00 pm to 3.00 pm at the OPEN clubrooms.

For more details please contact Eleanor Horder.

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Launceston Computer Group

SOFTWARE LIBRARY

Dated 1st June 2007



DISK 2000 - Your Library on Disk

Disk 2000 is now available. The change from a floppy disk to a CD has enabled us to include much more in the way of games, information and utilities. Existing members can upgrade to the new CD version for just \$1.50 . Ask at the club or contact Judy via the e-mail address shown below. This disk is free of charge to all new members.

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

At present the Shareware Library is only available during the club's opening hours.

Speak to one of the tutors at the venue -
 Studioworks, 1 Pipeworks Road, South L'ton.

BASIC GRAPHICS FOR BEGINNERS

With Eleanor, Adri and Karia.

Wednesday June 13, 9 am–12 noon

A continuation of the course that provides the basic skills needed to get your photos and other images on to the computer and to enhance them using programs such as Paint Shop Pro.

Please check the registration sheet at the club to see if a place is available for you.
 Class numbers are limited.

ADVANCED GRAPHICS

With Paint Shop Pro 7 and 8

Wednesday June 20 1 pm to 3.30 pm

AND

Wednesday June 27 1 pm to 3.30 pm

- That's right! Two sessions for Advanced Graphics in June. This could be an opportunity for those who have completed the Basic Graphics course to take the next step.
- Numbers are limit to 8 people. Please check the notice-board or contact the club for details.

SUPPLEMENTARY E-LEARN CLASSES

Members taking part in the E-Learn classes are advised that Eleanor Horder will be conducting additional E-Learn sessions on the **1st and 3rd Friday afternoons** of each month (1.00 – 3.00 pm). If you feel that you need some extra help to complete the course please contact Eleanor at the club. June's sessions are on Friday the 1st and Friday the 15th.

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
 Please do not leave any messages.

0413 698 610

FAMILY HISTORY ON-LINE

June 13 - 1 pm to 3.30 pm

June 27 9 am to noon

Due to Judy Hall's absence this month's sessions will be conducted by Margaret Gilpin, assisted by Janet Headlam.

New information is being added to our resources on an on-going basis to help you trace your family's origins. Contact the club for more information

Classes are limited to 8 people.

TUTOR'S MEETING—JUNE 4 10 am to 12 noon including technical advice from Dennis Murray.

An ideal opportunity to compare notes and techniques with other tutors.

OPEN NEWSLETTER – JUNE 2007

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Monday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	Basics and Beyond
Tuesday	10 am –12	E-Learn & Beginners [all day]
	1 pm – 3 pm	Mac [all day]
Wednesday		Special sessions or Meetings
		As for mornings (see rosters)
Thursday	10 am –12	E-Learn & Beginners
	1 pm – 3 pm	E-Learn & Beginners
Friday	10 am –12	E-Learn & Beginners
2nd, 4th Fridays	1 pm – 3 pm	Embroidery Group
2nd or 3rd Saturday	10 am –12	Camera Club

Date	Time	Topic	Details
June 6	10 am–12 noon	Tutors' Meeting	Tutors are requested to make an effort to attend this meeting to discuss current techniques.
	1 pm onwards	OPEN Annual General Meeting	General meeting to discuss the operations of our club. New members welcome to attend.
	7:15 pm onwards	Launceston Computer Group Monthly Workshop	There will be a short committee meeting at 7:15 pm, followed by Ron Baker's intro on how to use Microsoft Publisher.
June 13	10 am – 12 noon	Basic Graphics	Learn how to transfer images to your computer and perform basic editing techniques.
	1 pm–3.30 pm	Family History	Margaret Gilpin And Janet Headlam help you trace your family's origin.
June 20	10 am–12 noon	Questions and Answers (Extra Learning)	A general forum for you to seek the answers to the computer questions that have been troubling you.
	1 pm– 3.30 pm	Advanced Graphics PSP	Use the popular Paint Shop Pro programs to enhance your photographs.
June 27	9 am–12 noon	Family History	Use our considerable range of CDs and other resources to help you with your research.
	1 pm–3.30 pm	Advanced Graphics PSP 2nd session for the month	Use the popular Paint Shop Pro programs to enhance your photographs.

OPEN NEWSLETTER – JUNE 2007

TALES FROM THE VICTOR VAULT

VICTOR PHONE NUMBER 0408 174 235

This month will be a short potpourri of information ... First of all I would like to apologize for any inconvenience caused by the recent notice of no new VICTOR call-outs being available until the 5th of June. Depending on demand this may happen occasionally so again I thank you for your patience, and as always if your computer is in need of major attention then it is best to take it back to where it was purchased, or to somewhere technically capable of helping you with your problems such as "Another Computer Store". We are only amateurs and volunteers and at times our knowledge base doesn't go to the extent to cover some peoples needs.

We have a lot of people who are into photos etc. and on my travels this month I have come across an interesting site with freebies (*which I like a lot*) to do with image editing, photo albums, corrections, image viewers etc. As always be careful what you download — if you are not sure then its best to leave alone. The website is :

www.photo-freeware.net.

The next interesting little program I came across is one called the "PC decrapifier" - apologies if anyone is offended by that name but that's what it is called. The program is designed for people who buy a new machine and when they start it up have pop-ups offering free trials of software, WebPages etc. This little program gives you the power to get rid of those.

(continued in next column)

Continued from previous column ...

But you would need to have a bit of knowledge to know what a regular program is and what is a pesky trial offer. Again as always if you are not sure ask someone who knows about these sorts of things.

<http://www.pcdecrapifier.com/download>

Limiting user rights in Windows XP.

Using a Windows limited user account for your normal work is an effective way of reducing the chance of your computer getting infected by malware. That's because most viruses, trojans, key-loggers, root-kits and other 'nasties' require administrator level rights to install. When you use a limited user account with reduced privileges these products simply can't get a foothold. It sounds like a great idea but there are many problems in practice.

First, lots of simple routine tasks like changing the system clock, plugging in a USB drive, running a defragger and updating software can't be carried out in a limited user account. Secondly, many applications, including a lot of security products, won't work either. Some of these problems can be solved by the judicious choice of software while others can be addressed by temporarily switching to an account with administrator rights to run any software that needs these rights.

Till next time

Happy Computing :O)

Rob Tierney

WHAT'S IN A NAME?

Apart from all the technical 'stuff' that we have to negotiate as computer users it is not unusual to find some bewildering names being given to the programs we use. I can recall my own confusion the first time I encountered the term 'PowerPoint' - I didn't have the foggiest idea of what it was but now I use it quite often for conducting tutorials.

More recently one of our committee members expressed concern about something called Ubuntu—was it some 'nasty' conceived by the same African people who send those e-mails that try to extract money from you? In fact **Ubuntu** is one of the variations of Linux, a lesser-known alternative to the Windows and Macintosh operating systems. As Linux is often written by 'non-commercial' programmers there are several versions of it.

What about **Ashampoo**? Sounds like something you'd wash your hair with, but in reality it is a company that produces a range of useful software. If you look on our new OPEN14 Vista machine you will see **Ashampoo Burning Studio** which is a free CD and DVD burning program. Why is it there ?

Because our existing CD-DVD burning software is not compatible with Vista!

Coffee Cup? No, I'm not offering to make you a drink—Coffee Cup produces a great piece of free software (**Pix Converter**) that enables multiple photo images to be re-sized at the same time.

The list goes on ... IrfanView, Picasa2, Mozilla

Firefox and Thunderbird, Apache. The names may sound weird but these free programs are all used on a regular basis at OPEN. Like most things involved with computing learning the 'jargon' is just another part of the process.

Dennis Murray

Vegetables



The best thing about Eddie's new job was the huge celery...

How DEP can protect your PC

Newer processors, such as those from Intel and AMD, support a useful feature that Microsoft calls hardware Data Execution Prevention (DEP).

Unfortunately, it's not enabled for all the software you may be running. Here's how to remedy that situation

How does Data Execution Prevention work? Data Execution Prevention aims to protect your computer by making it harder for hackers to silently execute their programs in your PC.

As Windows runs, its Virtual Memory Manager maps addresses in RAM to locations on the hard disk (in the pagefile or swapfile). At the same time, hardware DEP inserts a special bit into the disk version of an address, marking it as non-executable.

If a hacker program attempts to write code to such a location and then execute it, a DEP-enabled processor detects the exploit and registers an error. If so, Windows can shut down the problem application or, if the hacked code is in an area used by Windows, halt a portion of the operating system itself.

Windows XP Service Pack 2 (SP2) has a software-only version of DEP, which is not as effective as the hardware version. Fortunately, Vista provides support for both software DEP and hardware DEP. In either case, you'll want to turn on those DEP settings that you can benefit from. Vista users should read on, while XP users can skip down to the section entitled "Turning on DEP."

Does my system support DEP? Follow the steps below to find out if the processor in your Vista computer supports hardware DEP:

Step 1. In Vista's Windows Explorer application, launch the System Properties dialog box by right-clicking Computer in Explorer's folder

list.

Step 2. Choose Properties, or launch the System icon in Control Panel's System and Maintenance category.

Step 3. Click Advanced System Settings in the task bar on the left.

Step 4. Click Continue, if prompted by User Account Control.

Step 5. Under Performance, click Settings.

Step 6. In the Performance Options dialog box, click the Data Execution Prevention tab. If your processor supports this feature, a sentence to that effect appears in the lower part of the dialog box.

Here's a fast way to get to the same dialog box using only the keyboard, with minimal mouse clicking:

Step 1. In Vista, press Win+R to open the Run dialog box.

Step 2. Type SystemPropertiesDataExecutionPrevention and press Enter.

Step 3. Click Continue, if prompted by User Account Control.

Are all of my applications using DEP? As the Performance Options dialog box suggests, DEP is turned on by default for most Windows services and programs — but not all. Vista users can see which applications aren't covered by taking these steps:

Step 1. Right-click an empty area of the taskbar and choose Task Manager (or press Ctrl+Shift+Esc).

Step 2. Click the Processes tab and choose View, Select Columns.

Step 3. Scroll to the bottom of the Select Process Page Columns dialog

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box and check Data Execution Prevention.

Step 4. Click OK.

The new column shows you which processes have DEP enabled (most of them) and which do not — notably Explorer (explorer.exe) and Internet Explorer (iexplore.exe). If you happen to have Windows Media Player (wmplayer.exe) or Outlook 2007 (outlook.exe) running, you'll notice DEP is disabled for these applications as well. You may also see some IE plug-ins listed here, like Java (jusched.exe) or the Google toolbar (GoogleToolbarNotifier.exe).

If DEP is so useful, why is it disabled for important applications like Outlook 2007 and IE 7? The answer is that many developers disable DEP to maintain backward compatibility with other products, such as add-ons or plug-ins. For example, although plug-ins such as Adobe's Acrobat Reader and Flash Player now work with DEP enabled for IE, as of this writing, the Google toolbar and Sun Microsystem's Java plug-in do not.

How to turn on DEP Both Vista and XP let you turn on DEP globally, while allowing you to make exceptions for applications that have problems. To do that, you need to return to the Performance Options dialog:

In Vista, click Start, type SystemPropertiesDataExecutionPrevention, and press Enter. Click Continue in the User Account Control dialog box.

In XP, click Start, Run, then type sysdm.cpl and press Enter. Click the Advanced tab. In the Performance box, click Settings. Click the Data Execution Prevention tab.

In both XP and Vista, select Turn on DEP for all programs and services except those I select.

In Vista only, take time now to specify a few of the programs you saw

listed in Task Manager earlier to keep DEP disabled for them. To do that, click Add and browse for the .exe file of a program you know normally does not use DEP (for example, explorer.exe, wmplayer.exe, outlook.exe). Select the filename and click Open. Click OK to acknowledge the risk of turning off DEP for that application. Repeat for each application that normally doesn't use DEP.

The strategy here is to enable DEP for these applications one at a time over an extended period to see if they can live with this feature. Start by unchecking one of the boxes for an app you added to the exception list. Click OK (and OK again to acknowledge the restart prompt) and restart your system. If the unchecked application runs well for a few days, return to the Performance Options dialog box, and uncheck another app. Repeat until everything is running with DEP — or until you find one or more apps that need DEP disabled to run properly.

XP users have no way to spot applications that don't use DEP by default, but they can start with Outlook 2007 and Windows Media Player 11. If Windows closes an application with a Data Execution Prevention error message (or any serious error on a regular basis), you can add that application to the exclusion list, as explained above. If you're lucky, the error message will contain a Change Settings button to get you to the dialog box more quickly.

Note that the Data Execution Prevention tab of the Performance Options dialog box only lets you adjust DEP settings for 32-bit applications. If you have the 64-bit version of Vista installed (which can run both 32- and 64-bit apps), you're covered: Windows applies DEP to all 64-bit services and programs. In fact, if you try to add a 64-bit application to the exclusion list, Vista displays an error telling you it can't be done.

Working around the IE exception Contrary to what you might expect, one type of program in particular ignores the settings in the Data Execution Prevention tab — namely, browsers such as Internet

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Explorer 7. The only way to enable DEP for IE 7 is in the Internet Options control panel in Vista. XP users apparently have no way to activate DEP for IE 7.

To get a DEP-enabled IE browser in Vista, begin by disabling most or all of your IE add-ons. From the IE command bar, choose Tools, Manage Add-ons, Enable or Disable Add-ons. In the Manage Add-ons dialog box, select a helper application in the list and click the Disable button below. Repeat for all items in the list, except those you know to be safe (such as Adobe Acrobat and Flash). Click OK.

Now let's turn on DEP for Internet Explorer:

Step 1. Click Start, type inetctl.cpl, and press Ctrl+Shift+Enter to open the dialog with administrative privileges. (If you don't run this dialog as an administrator, the option in question will be greyed out.)

Step 2. Click Continue in the User Account Control prompt.

Step 3. Click the Advanced tab and scroll to the bottom of the Settings list.

Step 4. Check Enable memory protection to mitigate online attacks.

Step 5. Click OK.

Now, restart Internet Explorer (if it was running). If everything seems to go smoothly, return to the Manage Add-ons dialog box. Enable one of the plug-ins, click OK, and restart IE again.

As with the applications you specified earlier, you'll want to use IE for a while to make sure everything works as desired. If IE won't start or you see errors with some Web sites, you may need to disable the problem plug-in. If you can't live without a DEP-intolerant plug-in, you may have to turn off DEP for IE altogether.

Other apps that are DEP exceptions IE 7 is not the only program that ignores Windows global DEP settings. Even with DEP turned on globally, Task Manager shows that neither Mozilla Firefox nor Opera support DEP.

If DEP is important to your sense of Internet security, IE 7 is the only major browser that supports it — until the other applications provide support for this feature.

Managing installer and application problems Although the DEP is supposed to display a message indicating when it has shut down an errant program, some sources claim that the messages don't always appear, and that DEP can sometimes even prevent programs (especially installers) from launching. These sources go so far as to recommend turning off DEP entirely.

Such advice is like throwing out the proverbial baby with the bathwater. If you do have problems with applications that end abnormally or won't run, you can always return to the Performance Options dialog to turn off DEP temporarily as a test. This can help you get your software installed, for example, if an installer won't run.

Overall, you're much better off making exceptions for a few problem programs (and reporting the difficulty to the manufacturer) than shutting down DEP entirely.

Finally, you should look at DEP as only one weapon in your security arsenal. DEP adds an important layer of protection, but it isn't a reason to give up your other security tools.

From Windows Secrets 8th May 2007

TRIALS AND TRIBULATIONS

Colin Freeman

[Editor's Note: While disasters are not unknown in the Macintosh world – Oh Yes Ermintrude, it is True – I thought the following experience of my walking companion who belongs to the Dark Side of computing might be of value to any of our members tempted to “switch” the wrong way!]

It began in August 2006 when Microsoft advised they would be halting the provision of Office 2007 trial software to Australia. Since I have been a regular user of Microsoft Office software I decided to download and try out the package. I downloaded this to my ancillary mobile LaCie drive.

After some days I was fairly comfortable with the new formats and the software became a regular feature on my computer. My machine is an IBM Desktop Pentium 4 (3 GHZ) and 4 GByte RAM with a NVIDIAGeForce 6800 GT graphics board. I am running Windows XP with service pack 2.

On the last day of March 2007 I switched on my computer and found that the beta software for Office 2007 Professional had expired. Microsoft gave no prior warning of this event. One opened up the Outlook software and was told that it must be removed from the computer. There was some limited functionality allowed in that one could receive emails but nothing could be composed or sent.

As I had a copy of Office 2000 I dutifully deleted my installation software from the mobile drive. Then went to Windows Control Panel to Add/Remove Programs and found Office 2007. I requested Delete only to receive the message “Your software is corrupted and cannot be removed”

I was told to fix this problem I had to reload the software and or see the Computer Administrator. But I no longer had the software! And I am the Administrator.

I then trawled through the directories on my computer looking for any files that possibly related to Office 2007 beta and deleted them. Then went back to Add/Remove programs to find Office 2007 beta had reduced in size but still refused to delete.

There was the possibility of using Restore but I had loaded quite a few programs in the six months since I installed Office 2007 beta and I did not wish to lose these. Next step was Regedit looking for any Keys with Office12 values. Each of these I dutifully deleted and returned to Add/Remove Programs. The software still would not Delete.

After spending some five or six hours on this fruitless task I then purchased a new copy of Office 2007 and brought that home. I commenced the install but this halted and told me that there were copies of Office 2007 beta or related technologies on the computer and thus the software could not load - See the Administrator!

So I went back to my copy of Office 2000 and loaded that to provide me with functionality. I thought someone else might have had this problem. Sure enough there were plenty of comments on the Web and one kind person had provided a step-by-step guide for manually removing the Office 2007 beta software. I followed this religiously and cleaned out this “Damned Spot” from the computer.

Now I loaded the new version of Office 2007. This went quite smoothly and voila I had the new version back on my Computer. I checked Word and Outlook then the computer crashed completely.

After three reboots each of which took me to the Desktop screen before crashing and then giving me the blue screen with the message

“irq! not less or equal”.

I solved that by restoring to just before I loaded the new Office 2007 and downloading the latest driver for the NVIDIA card. At the moment I am using Office 2003 and functioning without problems. The question that demands an answer is shall I try to use Office 2007 again?

All in all that exercise took about nine man-hours. Perhaps in a week or so I shall try again

From AppleACT May 2007

Newbie Club Tutorials

Tutorial: "How To Create Commonly used Desktop Shortcuts"

You know how annoying it is sometimes when you want to use a program, or open a folder and have to go digging around your hard drive to find it?

The answer is to create a shortcut 'button' to open your commonly used programs and folders. When you click on the shortcut you automatically opens it up for you.

How?

Open your desktop and click on 'My Computer' RIGHT Click on the folder you wish to create a shortcut for.

A menu box opens Left click on 'Create Shortcut' Woahhhh there - a box will appear saying you cannot create a shortcut there. However it will ask you if you wish to create the shortcut and place it on your desktop.

Click Yes.

Done.

Now whenever you wish to open the contents of that folder, just go to your Desktop and click on it to open.

----- "To create a Shortcut to your favourite Programs" ...

Let's choose your Internet Explorer or FireFox program as an example.

Click on your 'Start' button at bottom left of your screen.

Open 'Programs' RIGHT Click on 'Internet Explorer' Left Click on 'Create Shortcut' Done. Now you'll find a shortcut on your desktop.

OR ...

RIGHT click on the shortcut icon and keep the button depressed while you draaaag the icon onto your taskbar at the bottom right of your screen When you position the cursor where you want it, just release the button and 'drop' the shortcut icon into place.

Magic!!!

Tutorial ... "How To Increase Your Screen Viewing Area"

Want to give yourself a little more elbow room when using Internet Explorer?

Open A Web page <<http://newbieclub.com>> If you see a text description next to your icons in the top toolbar, here's how to get rid of them ...

Click on 'View' Click on 'Toolbars' Click on 'Customize' Go down to the 'Text Options' drop down box Select 'No Text Labels' Then open the 'Icon Options' drop down box Select 'Small Icons' Click 'Close' Now you'll see that you have a little more screen space available for viewing.

----- "Want even MORE space?"

OK, how about using the WHOLE screen for viewing a Web page?

Open a Web page.

Click on F11 key on your keyboard ...

Now you'll have more space than a skunk in a Supermarket!

To return to normal screen, just click F11 again.

OR go to view, 'Toolbars' 'Customize' In the left window click on 'Full Screen' Click 'Add' and 'Close'.

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Now you'll have a 'Full Screen' button in your top toolbar. Just click on it to go Full Screen and click again for Normal Screen.

Tutorial; "Computer CD Player Tips"

This does not work with Windows XP but it's still a very commonly asked question because a high percentage of members are still using Windows 95 and 98 ...

"I'm having a problem with my PC CD player - what can be wrong?"

Your computer CD player is a marvellously gifted piece of hardware. Able to use a laser beam to sample microscopic dips and jiggles in a fine foil layer, it has the ability to make you say, "That's music to my ears." Put the whirly twirly to use with these tips and tricks.

The CD player is opened following this path:

Start Programs Accessories Entertainment CD Player.

It's pretty smart, and knows if you've popped a music or data CD in the slot. Open the drawer that holds the CD and slip one in.

It should automatically start playing. Assuming you have speakers and sound card of course.

If your CD doesn't start playing when you insert it, check to see that the Auto insert notification checkbox is indeed checked. Visit your friendly CD-ROM Properties dialog box for all the info you'll need.

You can do it right now by simultaneously pressing the Windows Logo key and the Pause key. When the System Properties dialog box appears, click the plus sign next the CD class (class is a techie word for "item") to reveal your actual CD player.

Highlight your CD's name, and click the Properties button. All of the properties surrounding your particular player will be displayed.

The stuff that really matters is listed on the Settings tab of the CD Properties dialog box. This is where you adjust the, um, settings. I'll leave that to you to browse around and play with

Tutorial ... "Browser Tips and Shortcuts"

This section contains all the ways you can browse the web, and I hope you discover something that will make your own experience even more fun than ever. These tips apply to Internet Explorer and you can try them with other browsers if you want, but results may vary!

Understanding the WWW addressing method.

A typical address looks like this:

<http://host.domain/directory/file.name> Now here's the breakdown...

host.domain: The domain name of the host computer where the page resides.

directory: The host computer directory where the page resides.

Usually a folder on the host computer.

file.name: The name of the page. Most web pages use the file extension .htm or .html.

The HTTP part tells the computer to communicate using the Hypertext Transfer Protocol, which is a standard for web pages.

Other standards are HTTPS (the S stands for Secure - used in financial transactions) and FTP, which stands for File Transfer Protocol, used for downloads.

Surfing web pages is so easy. Once the browser is open, you just click click click click. But here's a review of your options to open a page.

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You can type a URL into the Run dialog box. Select Start, Run, type the URL and click OK.

Type any URL in the Address bar.

IE and the various folder windows have address bars.

It's freaky, really, because you can type a URL into Windows Explorer, and it'll display the web page for you.

Then type C:, and it'll display the contents of your hard drive.

This tip assumes you are connected to the Net while doing any of this.

Internet Explorer has an address bar that contains 25 of the last sites you've visited. You can select a site from that list and surf. Just click the one you want to revisit.

Use the Open dialog box. Press Ctrl+O (Oh, not zero) to display the box, type the URL, and click OK.

Open web pages on your computer with the Open dialog box. Yes, your computer has dozens of web pages already in it. You can browse your computer from within this Open dialog box for pages.

Use the Links bar button. The buttons can be customized. Just right click on any button for the context menu options, and select from the list. This is almost intuitive - once you see the options appear, just follow the instructions.

Ok, so you open a page using one of the methods outlined above.

Now, what about navigating the pages themselves? Here's some more techniques you can use.

Click a link. Hypertext links are usually underlined or colored differently from non-hyper linked text. When clicked, a new page loads into the browser. You can see the page you'll be visiting if you hover the mouse pointer over the link, and look at the status bar (the lower edge) of your browser window. The URL appears there.

Click an image. Many images on a web page are linked to other pages. This is called an image map.

Open a link in another window. You don't have to let your browser do your thinking for you! If you don't want to leave the page you're on, just right click the link you're interested in, and click Open in New Window. Another browser instance opens and the page displays. Magic!

Even more magical - hold down the shift key while clicking on a link. A new browser window opens with the page displayed. The bag of tricks is endless.

Forward and Reverse your way through pages using the Forward and Back buttons. After you've clicked open a few pages, click the back button to retrace your steps. Click the forward button to advance. And click the little down arrow next to the Forward and Back buttons for more options.

You can speed up the movement through pages using the keyboard.

Alt+Left arrow works for the back button, and Alt+Right arrow for the Forward button. If your speakers are on, you'll hear little clicks to accompany your mouse or keyboard clicks.

Use the History bar. Click the toolbar's History button or choose from the menu. Select View, Explorer Bar, History, and IE adds a History bar to the left side of the window.

From Newbie Club Insider dated 30th May 2007

While this article is Mac based the hardware parts apply to PCs as well

Mac add-ons

George Carrington

When you think about it, your Mac comes, straight out of the box, equipped with most of the things you might need for a happy computing life: almost, but not quite. Here are a few bits 'n pieces, both hardware and software, that you might like to consider adding to your Mac.

Hardware RAM Out of the box your Mac comes with at least 512 MB RAM preinstalled. The desktop Macs, apart from the Mac Mini and the base level 17 in iMac, come with one gigabyte of RAM. If you're going to limit yourself to using e-mail, browsing the Web, writing the odd letter, listening to iTunes and doing a bit of photo editing in iPhoto, then you'll find that 512 MB RAM is adequate: if you don't mind that your Mac is, at times, a bit slow. However, if you're planning on running something like Photoshop Elements and/or an audio recording/transcription application as well as what I mentioned above, you'll find that even the apparently generous pre-installed 1 GB isn't quite enough. You see, in Mac OS X, clicking on the red button in the top left corner of a document shuts down the document, but doesn't quit the application for that document. Before you know it you have half-a-dozen applications running in the background: none of them use very much RAM in that mode, but when you add them all up! Your Mac's 'engine' comes in two parts: the CPU that does the actual processing, and RAM, where your Mac stashes all the stuff it needs to feed to the CPU, and all the stuff that the CPU has processed. In addition, your Mac stores, in RAM, its own operating system's instructions, instructions used by any applications you (or your Mac) have open and running, and, finally, any data that is being currently processed. Your Mac stores stuff at two levels: the latest and most current stuff in RAM (where it can be got at really fast), and anything else on your internal hard disk. Once your Mac runs out of space in RAM it'll shunt the overflow to a cache on your hard disk, which slows things down. Because your Mac uses some space on your hard disk for caching, it is generally recommended that you should have at least 5 GB of space free for this: which can get a bit difficult when all you have is a 10 GB HD! Whatever you do, however, never let your internal hard drive get down to having less than a gigabyte of free space: if you do

you may find that your Mac will freeze up and refuse to start up. I would therefore strongly recommend that, whatever Mac you're getting (if you're getting it new), you add another gigabyte of RAM to it before you take delivery. RAM prices vary, depending on how much and what type you need, the phases of the moon and/or how long it's been since Chinese New Year: expect (currently) to pay somewhere between \$150 and \$250 for that extra RAM. And even if you have an older Mac, it is still well worthwhile to stick extra RAM into it: you'll be pleasantly surprised at how much faster it runs.

Printers Printers come, as I see it, in three configurations: Inkjet, laser and multifunction. If you're lucky, then your Mac will have the your printer's driver pre-installed, though you may need to hunt around a bit to find the correct one, as you may find there's more than one with a similar sounding name. If you're not so lucky — i.e. you have a printer other than from one of the 'Big Four' — you may need to use the CD that came with the printer. However, before you install the driver(s) from the CD, make sure they are meant to run under whatever version of the Mac OS you are using. Personally, whenever I have had to install a new printer, I have gone straight to the manufacturer's Web site and downloaded the latest driver(s) for my printer. In the long run this has saved me a lot of hassles. **Inkjet** Inkjets have one advantage: they are, initially, cheap to buy. You can pick up an adequate four colour/two cartridge (one black, one tricolour) inkjet for less than \$100. It will produce, on inkjet quality paper, reasonable B&W and colour graphics. Inkjet quality paper costs roughly \$8 – \$9 per ream, compared with \$5 per ream for standard copy paper. Using high gloss paper (at about \$1.50 per sheet) you can get it to produce quite acceptable photographs. However, a set of tanks will last you — with luck (and not too many photographs) — through about 300 pages, and at \$30 for the black, and \$42 for the colour cartridge, if you're going to do any amount of printing... If you're anywhere near seriously into digital photography, and you desire to produce your own prints, then an inkjet printer is the only practical answer. However, to get the best quality results you'll need to look at spending \$350+ on a six or eight cartridge inkjet, about \$20+ per cartridge (depending on make and model) and about \$30 on a packet of twenty sheets of glossy (or matte) A4 photographic paper. I use an Epson inkjet primarily because the printer driver adjusts the

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printer's ICC colour profile to match — as far as that is possible — my screen's ICC profile. I get prints that, on paper, near enough for my needs looking very much like what they looked like on the screen. Laser When I got my first laser printer, back in 1988, it cost my Department some \$5000. It was slow, had a maximum output of 6 ppm at 300 dpi and required AppleTalk. The one I'm using now — a Kyocera FS-1020D — cost me \$425 two years ago. It prints 20 ppm at 600 dpi (default, it can print at 1200 dpi) single sided and it has both Ethernet and USB. I could have got a similar one for about \$100 less, except that I wanted double sided printing. The cartridges for this printer are good for about 5000 pages, cost me \$105 at the Cartridge Factory in Phillip, and I get one for it every Christmas. In fact, I have been getting a cartridge for my lasers for Christmas for years now, and I do a fair bit of printing. Today you can pick up a reasonable laser for under \$200. Although it will print in B&W only, you can use the cheapest copy paper around — heck, you could use newsprint if you could get it in cut sheets — and it will produce crisp black typescript. Pushed (by being set to 1200 dpi and on moderately calendared paper) my laser will produce quite adequate B&W photos. My experience with consumer level colour laser printers has been that they will produce very nice colour type and graphics, but they still have some way to go before they can match an inkjet in producing photographs. Professional units that can print photos, on the other hand, start at well over a thousand dollars. Colour laser printers have now come down in price quite significantly. Colour lasers that would have set you back well over \$1K even a year ago are now available in the \$500 – \$600 range. There's one catch (there always is, eh), a colour laser requires four cartridges, and, at about \$150 – \$200 each (depending on the brand) they are not cheap. On the other hand, unless you do a lot of printing in colour, these should last you for years.

Multifunction I have nothing against multifunction printers: just as I really don't mind riding a camel. They have two advantages: they occupy less space on your desk than a separate printer and scanner, and you can use one as a colour photocopier. If you want the quality output you'd get from a dedicated printer or scanner, be prepared to pay about the same for a multifunction unit as you would for a separate printer or scanner together. And they use the same cartridges as their stand-alone brethren. If you plan to use the fax function on one of these units, make sure that it

can use your normal phone line: I know several members who have got caught here.

Scanners Like printers, scanners have come down in price and size, and gone up in quality. The first scanner I ever used was about 60 cm * 30 cm * 20 cm, weighed about 20 kilos, and scanned in B&W only at 300 dpi max. I have no idea what the Department paid for it, but I bet it wasn't cheap. The one I use currently is about 35 cm * 25 cm * 3 cm, weighs about half a kilo and scans at 9600 dpi (max) in colour. Your Mac does not come preloaded with scanner drivers, so you have to install your own. IMHO the best thing you can do with the CD that comes with your scanner is to sneer at it before using it as a coaster for your coffee mug, after which you go to the manufacturer's Web site and download the appropriate driver(s). Or you can use VueScan <www.hamrick.com/vsm.html>, which seems to work with any scanner I have ever used. VueScan comes in two versions: \$US39.95 for the Standard version and \$US79.95 for the Professional. I use the Pro version. **Picture** Most of you will be using a scanner for copying pictures, i.e. a flatbed scanner. Unless you're planning on scanning 10 in * 8 in prints and then extracting and enlarging some minute portion only, the cheapest scanners with a 2400 dpi * 2400 dpi resolution, at somewhere below \$150, will be more than adequate. I believe an Epson scanner's driver includes the facility to adjust the scanner's ICC profile to match your Mac's, I achieve the same result using VueScan. Once upon a time (or maybe it was because I was working in a government department?) most software that came with a scanner included some form of OCR (Optical Character Recognition), which allowed me to scan in text and convert it into editable form. I haven't used OCR in donkey's ages, but the one time I tried, the quality of the output produced by VueScan was adequate for a small job: it had about a 98% hit rate. If you're planning on using OCR regularly I would recommend you look at OmniPage, a commercial OCR package with an amazingly high hit rate and pretty well all the features you're likely to want. **Film** If you're planning to also scan slides as well as prints, then you will need to look at a scanner with a transparency holder, and a price to match: meaning that you won't see much change out of \$400. Scanners with a film attachment usually include a multi-slide holder, allowing you to scan several slides at once. If you're

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really interested in quality, or have a lot of slides to scan, then you should look at a dedicated film scanner: however the cheapest I've seen was about \$800. It may well be more economical in terms of your time and effort to have your slides scanned professionally. Try Fletcher's or Ted's for a start.

Mice If you have a newish desktop Mac, it'll have come with a Mighty Mouse, Apple's take on a multi-button mouse. I use my mouse left-handed, and have become accustomed to using a mouse with two physical buttons. The touch sensitive 'buttons' of the Mighty Mouse seem to work for me only if I use it right-handed. In addition I have to plug the Mighty Mouse into the right-hand USB slot on my keyboard if I want to use it as a two button mouse. Instead I use a Logitech Notebook mouse, which, several years ago, set me back some \$30. It has two buttons and a scroll wheel, is about two-thirds the size of the Mighty Mouse, and plugs into the left-hand USB port on my keyboard, leaving the right-hand USB port available to plug in anything from a flash drive to my camera or a scanner. If you're using a laptop a lot you may find that using the track pad becomes a bit tiring, and you might consider getting a mouse designed to go with a laptop. Unless you're particularly fussed by cables, I would recommend against a wireless mouse. If you decide to go wireless, get a Bluetooth mouse (ordinary wireless mice still need a USB port for their receiver!) for round about \$90.

Security cables It is highly unlikely that you'd have two-three thousand bucks worth of jewellery lying around the house where any burglar could walk in and readily steal it, yet time and again I have been in homes where a computer worth just as much is simply sitting on a desk, with no sign of a security cable or chain. That's OK if you've got an eMac. At nearly 26 kg, and with an awkward shape, it's unlikely to 'go walk-about', but today's 17 in iMac weighs in at seven kilos (even my 20 in iMac weighs only ten kilos!), and the so-called laptops weigh even less: three kilos for the 17 in MacBook Pro. That makes them very portable (or pinchable, if you prefer). The solution is a security cable. You secure one end of such a cable to some part of a desk where it cannot be readily removed without cutting it, and the other end slots into a 'security' slot on your Mac. If you don't know where your Mac's security slot is, have a look at the 'manual' that came with your Mac. You can pick up a Kensington laptop cable for about \$60: it's fairly short but retracts into its carrier, making it a neat little package.

Or you can get a full sized cable for about \$90, which will work comfortably with any desktop. If you have one of the recent flat panel iMacs, simply get yourself two-three meters of chain, enough to go through the hole in the support leg on the iMac, around a secure part of your desk, and a padlock, and you're set. External storage Flash drives Back when I started playing with Macs we used 800 KB 3.5in floppies. We used them not only to store data on, but also to move data from one Mac to another, using what we called the 'Sneaker net', simply because few Macs (or Windows PCs for that matter) were networked. Fast forward twenty years, and, even though all the Macs in my house are networked, I still find that the quickest way to move one (or even quite a few) files is by Sneaker net, except that now I use a memory stick or flash drive. Flash drives come in varying sizes and with varying physical attributes. Expect to pay about \$30 for a 512 MB, \$40 for a 1 GB, about \$60 for 2 GB or about \$230 for an 8 GB model. I feel that a 1 GB flash drive is an good economic proposition. You won't get one at Woollies or Coles, but otherwise pretty well everyone seems to sell them. External hard drives I have several external hard drives which I use for backing up. I routinely backup my whole internal hard disk: currently about 100 GB all up. If you decide to use an external hard disk for backing up, may I recommend you get one at least as big as your internal hard disk? You're looking at about \$250+ for a 250 GB HD with USB2, about \$275+ for the same capacity with FireWire. Note that you can boot a PPC Mac (which is what most of you have, unless you got yours very recently) only using FireWire. Regardless where you buy the external drive, it will almost certainly come formatted for FAT32, the common Windows format. Before you use it, I recommend you re-format it using Disk Utility (Applications > Utilities > Disk Utility). In the left hand column of Disk Utility you will see that you have two lines identifying your new hard drive: select the top one, and click on the Erase button in the right hand panel of Disk Utility. Accept whatever format Disk Utility offers, but make sure you tick the Make Bootable box. You can't, as we used to do under OS 9 and earlier, simply copy the contents of your internal hard disk over to an external one and be sure that everything needed is actually transferred, much less that you'll have a bootable drive, hence the need to use dedicated backup software. Most likely your new hard drive will come with a copy of Retrospect (or something similar) as a backup utility. If you enjoy using Windows you'll

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enjoy using Retrospect, otherwise may I recommend you have a look at SuperDuper! (www.shirt-pocket.com/), \$US27.95) or SwitchBack (www.glendower.co.nz/switchback), \$US30).

USB cable/hub Your flash drive comes with a short cable that plugs into a USB port on your Mac at one end and lets you plug in any USB device in at the other end. You may have noticed that on a desktop Mac the USB ports are either on the side or at the back: not precisely readily accessible! This is where these cables come in handy. For most of us one of these little cables is enough, but, with some people old habits die hard, and they cannot accept that it's possible to plug in USB devices only when you need them, and otherwise keep them stashed away out of sight. USB hubs were designed specifically for such people: they simply multiply the number of USB ports you have to hand. If you are going to invest in a USB hub, make sure it's self-powered: I'm sick and tired of telling people to unplug one or more devices they have attached to an unpowered hub so that the remaining one device will work.

Speakers I enjoy listening to music while working on my Mac, or even watching movies (after all, what better excuse have I got for having a 20 in iMac?), and whilst the in-built speakers on my Macs are 'adequate', it is nice to have 'proper' speakers hooked up to my Mac. I picked up a pair of LogiTech speakers (with a bass speaker) at Dick Smith for just under \$50, without the bass unit I could have got them for about \$30. They simply plug in to the earphone jack on the back of my iMac. And, for those times when I don't want to disturb the whole neighbourhood, I also have a set of \$19 earphones. Why should I spend more, when, to my ears at least, the set-up I have is perfectly adequate?

Software Maintenance OS X is based on Unix, which in turn was devised to run 24/7 on computers too expensive not to be running all the time. Unix includes a series of daily, weekly and monthly maintenance scripts that help to keep your computer 'healthy'. So as to interfere as little as possible with the normal use of the computer, these scripts run at about three am. And they will run on your Mac, providing it is actually running: not asleep: at that time of the day (or night?). You can reset this time fairly readily using Terminal, but, for those who are not comfortable mucking around with Terminal, here are a couple of alternative solutions. **Macaroni** (www.atomicbird.com/), \$US8.99) is a small utility that watches

the last time any of the daily, weekly or monthly scripts have been run, and runs them when they are due, whenever your Mac is switched on and idle for any length of time. The advantage of using Macaroni is that you don't have to remember to run the scripts manually. **OnyX** (www.titanium.free.fr/pgs/english.html), free) is a general purpose maintenance utility, which includes the facility to manually run the daily, weekly and monthly maintenance scripts. If you're going to run your scripts manually, I'd recommend running all three once a week. You're obviously not using your Mac a lot, in which case failing to run the daily script every day is no big deal, and neither is running the monthly script more often than required. **SMART** If you don't know what SMART stands for, you're not very smart (couldn't resist that one!). Essentially, SMART monitors your hard drive, and warns you that it might be on its last legs, giving you time to create that backup you promised yourself for the last (here insert appropriate period), and to order a replacement HD. The latest version of OnyX will run SMART for you whenever you launch OnyX: simply set it up in OnyX Preferences by ticking the appropriate box. **Caches** One way your Mac has of speeding things up is by caching stuff on your HD. Even if you have plenty of space, if your caches get too big, your Mac will slow down. Here again OnyX (or Cocktail: www.maintain.se/cocktail/index.html), \$US14.95, or Tiger Cache Cleaner: (www.northernsoftworks.com/tigercachecleaner.html), \$8.99) provides a solution. In OnyX you can choose to clean your browser's caches (or every damn thing your browser has temporarily stashed away), or your System and User caches, or even both. I find that I need to 'clean' my browser's caches about once a week, and the others occasionally: when I notice my Mac is getting sluggish! **Multiple Clipboard** I still remember using my first PC: a Microbee running CP/M, which I got in about 1980. One of its features was that I could highlight a snippet of text, copy that text to the 'Clipboard', and then paste it wherever my cursor was. The clipboard would 'remember' what I had put there until I copied a new snippet to it or until I switched the computer off. Sounds familiar? Admittedly, most of the time that's about all most of us need the clipboard for, however every now and again you may find yourself thinking that it would be nice to be able to copy several items out of one document to the clipboard and then paste

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them somewhere in another document, i.e. it would be handy to have a multiple clipboard. This is where PTHPasteboard (<http://pth.com/products/pthpasteboard/>), free) comes in. It's a clipboard that will store up to one hundred items — text, graphics, audio, etc. — and lets you paste them at your convenience. The best part about PTHPasteboard is that if you're copying just one item at a time, the normal keyboard shortcuts (Command-C to copy and Command-V to paste) work as they have always done. It's only when you want to paste something you copied some time ago, or if you are copying/pasting several items, that you need to click on the PTHPasteboard icon and locate the item you want to paste.

Application launcher When you first got your Mac set up under OS X you will have noticed that you have a Dock with a swag of application icons in it, and an Applications folder full of applications. If an application is not in the Dock, then you have two ways of launching it, open a file created by the application or dive into the Applications folder, find and launch the application. Fairly obviously it helps to keep those applications you use most frequently in the Dock, but there are limits as to how much you can cram into the Dock before it gets overcrowded. By the way, to get rid of something from the Dock, simply click on the icon and, in the dropdown menu, select 'Remove from Dock'. (Or simply drag it out and let it go in a puff of smoke — Ed) I tend to divide my applications into three classes: those I use frequently (generally daily), those I use rarely or never, and those that I use infrequently, but still want to be able to access quickly. Those I use frequently I keep in the Dock. For those I use infrequently, but still want to be able to access quickly I use TigerLaunch (<http://ranchero.com/tigerlaunch/>), free). It puts an icon on my Menu bar, and clicking on that icon drops down a list of all the applications I'm interested in. How does it know what I'm interested in? I told it! And I can always change my mind. Beats having to dig down into the bowels of the Applications folder every time.

Word processing Until a couple of years ago every Mac used to come with AppleWorks (or ClarisWorks before that) preinstalled. For the benefit of those not acquainted with AppleWorks, it was an integrated suite comprising a no-nonsense word processor, a basic spreadsheet, a basic database program, a painting program and a drawing and page layout

program. In their place we have now a try-out installation of Microsoft Office: word processor, spreadsheet, presentation program and an integrated management and e-mail program. I have two objections to Microsoft Office: the cost (\$650 for Microsoft Office 2004 Standard) and its bloat. I don't care which part of MS Office you plan on using, I'm willing to give you good odds that you will, at best, use about 50% of its 'features', and even then you may have a hard time finding all the 'features' you want. **TextEdit** (et al) Most of us use our Macs to do some basic word processing. Believe it or not, most people's needs for word processing can be more than adequately met by TextEdit, which, like Preview (which I use in preference to Adobe's Acrobat Reader 8 for reading PDFs), is one of those small applications that come as part of your installed software. First time you open TextEdit, go to TextEdit on the Menu bar, drop down to Preferences and select the Rich Text radio button under Format. Further down in the Preferences you can select your default font. And there you are. If you'd like a few more 'features', try iText Express (<http://members.aol.com/iText/iTextExpress/TryiTxtExp.html>), free): it reminds me of Word 4! On the other hand, if you really feel that you need all the 'features' that MS Office provides, but don't care for the price, have a look at NeoOffice (<http://www.macupdate.com/info.php/id/15797>), free: but it's a 118 MB download!). NeoOffice saves your work as .doc files, MS Word's current format, and the latest version not only can read from and save to Microsoft's new Office 2007 word processing format, but will also run Visual Basic macros in Excel. We have been 'promised' that the ability to read Windows Office 2007 formatted documents will be available for the Mac (courtesy of Microsoft's Mac BU) later this year, however, Visual Basic for the Mac has bitten the dust. Talk about biting the hand that feeds you!

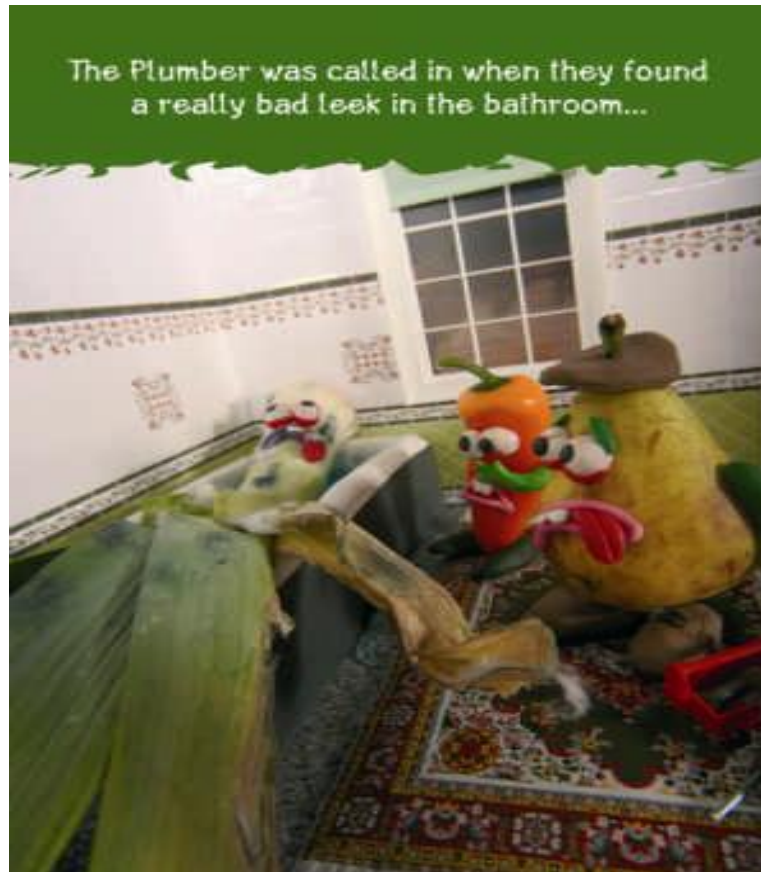
Character Palette Most of the time all the 'special' characters you need are there on the keyboard, but every now and again you need a really special one which is not there. Back under OS 9 we used to have something called KeyCaps, an online cheat sheet that would tell you what keys you had to press to get a certain character. Today the cheat sheet is called the Character Palette. Go to the blue Apple in the top left corner of your screen, drop down to System Preferences, select International > Input Menu and tick Character Palette. You'll notice that there is now a small Aussie flag on your Menu bar. Click on the flag, select Show Character Palette, and take it

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from there. To insert a 'special' character from the Character Palette you double-click the character or symbol you want (or select it and click on the Insert button). Just one word of warning: many of the characters and symbols in the Character Palette are in Unicode. Not all applications (e.g. MS Word: are you surprised?) can handle Unicode.

Apple Sauce May 2007



More Vegetables

