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Next Meeting
Next Meeting
Wednesday 6th May 2009
Guest Speaker
Michael Ferguson
CEO Clifford Craig Medical Trust

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

Single \$15, Family \$20 (Includes Email edition Newstream)

Printed & Posted Newsletter \$20 extra

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Keep Membership database up to date.

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Tutor Co-ordinator: Robert Tierney. Keep regular contact with Tutors to bring ideas and concerns to meetings

Assistant Tutor Co-ordinators: Eleanor Horder and Janet Headlam.

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OPEN NEWS TO BE PUBLISHED SEPARATELY

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NEWBIE CLUB TUTORIALS

Tutorial ... "Do You Hog Your Spent Emails?"

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.

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 ... "Email Tips"

Don't be rude!

When we were young, most of us were taught the basics of good manners, like saying 'please' and 'thank you'. So why should an email message be any different?

And make sure you sign it with your name. Remaining anonymous does not gain respect.

Be Professional:

Don't use lots of emoticons when writing to someone you don't know. LOL and IMHO may be meaningless to many people.

Use a spell checker:

Most email software has a built in spell checker. The odd spelling error may be overlooked by most people, but an email filled with typos

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creates a bad impression. So use it. Even though it may mean spending a few seconds longer before sending it off.

Check your Tone of Voice:

It is very easy to come across as rude and demanding in an email. Even if that's not your intention. So read your message before sending it off, and try to read it as your recipient would. Remember, she may not know you.

Be Precise:

Keep your message short and to the point by all means. But ensure you have given all the information your recipient needs to act on your query. Especially when writing to a support desk.

Ask before sending an attachment:

Many people - especially those in business, will **never** open an attachment because of the risk of a virus infection. If it's important to send an attachment, write first for permission to do so. Even then, some will refuse to accept it - unless they know you extremely well.

Tutorial ... "Adding Shortcuts to Your Start Menu"

When using your PC, you'll often have some open windows on screen. Without closing them, the Start Menu provides access to lots of programs. But let's say you're lazy, and want a quick click solution... create a shortcut that appears on the Start Menu... so you don't have to chase down the program on the Programs Menu!

Windows 98 and higher makes this real easy for you.

Using the left mouse button, click on an icon and drag it from the Desktop (your main screen) and hold it over the Start button for a couple of seconds. You'll see the Start Menu open up.

Keep holding the left mouse button down, and move the icon up to the area above the "Programs" time. You'll see a dark "bar" appear. Slide the icon up and down, and the bar moves up and down. Release the mouse button, and the icon that was on the Desktop is now on the Start Menu.

If you want the icon to be in both places, Desktop **and** Start Menu, use the RIGHT mouse button when dragging the icon. When you release the button, you'll have options... choose the option to "copy here".

If your computer is like mine, something will freeze up. My Start Menu got stuck and wouldn't close. What a drag. I had to reboot the computer to fix it.

Why these things happen is unknown to human beings, but they happen. If cars were built the same way, we'd have stop and go traffic all the time.

Tutorial ... "How To Change Your Resolution"

Are you seeing everything at the size you want to see it? If your icons are huge, or way too small, you can adjust the entire way your screen looks. Here's how.

1. Right click on a blank area of your screen.
 2. Select 'Properties' from the popup menu.
 3. Click the 'Settings' tab on the Display Properties window.
- See the slider gizmo in the middle of the box? It'll have 640x480, 800x600, or 1024x768 listed in the 'Screen area' section.

Adjust the slider. More pixels means more screen 'real estate'.

Lower numbers mean you'll have bigger icons, but less room to see your stuff.

Your video card's abilities will determine the number of colors you can choose at a particular resolution. (Resolution is the total number of

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pixels you're displaying on the screen. Just multiply the two numbers: 800x600 gives you 480 thousand pixels, and 1024x768 yields 786,432 pixels.)

Your monitor must also be capable of displaying higher

resolutions. Most modern monitors can easily display 1600x1200 pixels. And most modern video cards will display true color, which is millions of colors at that high resolution.

You can test your system's capabilities by sliding the Screen area slider. Shove it all the way to the right. See what happens to the Colors section. It'll either stay where it is, or it will drop down in colors. '16 colors' is the lowest setting. 'True Color' is the highest setting.

If you want to save your changes, click the Apply button, and answer Yes to the questions you'll see. You may just find a different look is better for you!

Tutorial ... "How To Find The Program Behind A Shortcut"

Some of us are just plain curious, and like to see how things work. We all feel more comfortable with our computers when we get a glimpse behind the curtain, as it were. Removing the mystery is part of what this newsletter is all about. So this next tip will help you get just a tiny feel for things.

You know what a shortcut is, but can you find the program it's referring to? Maybe you downloaded Keyboard Magic!, First Website Builder, or some other ebook from The Newbie Club and aren't sure where the file is located, but you do see a shortcut. Okay, it's easy enough.

We'll use the right click method. As you'll see, right clicking reveals a lot.

Right click any shortcut, and choose 'Properties' from the menu that

appears.

In the 'Properties' dialog box, you'll see some interesting information. The 'Target' gives you the path to the program. (Most programs end with the three letter file extension '.exe'.)

The 'Start in:' line shows you the path that leads to the file itself.

You can envision your computer as giant forest full of rabbit trails. Along each trail is rabbit hole. The rabbit hole is the program, and the trail is the path. The rabbit hole is also the 'Target'. And now you know why Netscape Navigator's browser uses the words, "Save Target As..." when you right click a download link, or any link on a web page. 'Coz the lead programmer for the Netscape browser was raised by a family of rabbits. :-)

The 'Target' is always the file you want to use. And a file can be a program, a picture, a video, or a document

Geek - Speak Buster ... "Title Bar, Menu Bar, Status Bar"

The top line of the active window is the Title Bar.

The Menu Bar is the list of items under that, usually starting with File, Edit, and so forth.

The Status Bar is at the very bottom of each window, and gives various bits of information

I can only install Office twice

Microsoft's Product Activation is the source of a lot of questions to Office Watch and clearly it's not well understood. Microsoft has little interest in making the rules clearer, partly for their security reasons and partly because they know the 'fear, uncertainty and doubt' can lead to people buying extra copies of Office that they don't really need.

A standard MS Office retail licence allows for TWO installed copies of Office at any one time – one on a desktop computer and another on a portable device for use by one person. (There are different rules for corporate licences as well as the Office 2007 'Home and Student Edition' and 'Military Appreciation Edition' that we've written about on the Office-Watch.com web site –

Office 'activation' is the post-installation process where the software checks with Microsoft to make sure you're allowed to use the unique Product Key you entered. Activation matches the product key to the machine it's installed upon and is usually done via the Internet but can also happen by phone.

That 'two installations' rule leads people to believe they can only install and activate Office twice – after that they have to buy another copy of Office. Definitely NOT true.

Product Activation is a lot more flexible than a quick look at the rules might suggest. Microsoft knows that people switch hardware and move their software for a variety of reasons. A new computer might not work properly and, at worst, is entirely replaced. You might lose a computer and buy a replacement. These are all valid reasons to move your licensed copy of Office to a new computer. If you upgrade the components on a computer, it might be sufficient to require re-activation even though you haven't touched Office itself.

Install Office on a replacement computer and, when you are ready, do

the product activation. The worst that can happen is that you're prompted to call Microsoft for confirmation. We've done this many times and it's never been a problem. We explain the situation (upgrading computer etc) and an activation code is given in a few minutes. Have a pen/paper ready or enter the activation code directly as it's read to you.

We've heard of cases when activation is refused but usually that's when the product code has been used many times over a relatively short period. That can be people abusing their licence or perhaps the product key has been stolen and used by others without your knowledge. See our series "What happens if your Product Key is stolen? _The 'two activations' also depend somewhat on the time between activations. If you try for a third or fourth activation soon after the first requests then you might be asked to explain. However if the later activations are many months or years later they are more likely to be approved automatically.

The Product Key that comes with a copy of Office should be stored safely – without it you'll have to buy another copy of Office. The CD/DVD is less important because you could borrow/copy a friend's disk to reinstall using your unique Product Key.

It's also a good idea to keep a record of your installation/activation of Microsoft Office. If you need to call Microsoft for activation it can be useful, in case of difficulty, to know which computer you activated on and when plus any time you uninstalled Office. You have to activate Office as soon as you install Microsoft's setup encourages you to activate your copy of Office as soon as you install – however you don't have to do that and we'd encourage people NOT to. Getting a product activation registers your use of Office on a particular computer – you should not do that until you're sure you are happy with that computer.

Sometimes the new computer doesn't work properly and has to be

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repaired or replaced. Or you might decide to switch Windows versions (eg XP to Vista or vice-versa). These or other events might force you to reinstall Office yet again. Sure, you can call Microsoft and explain what happened but if you didn't activate Office in the first place, the later install and activation is more likely to go through quickly.

You can use Office 2007 without product activation (or even a Product Key in many cases) for the first 25 times you start an Office program. Make use of that opportunity.

Everyone is moving to Office 2007 except me!

Much as the Microsoft marketing people would like you to believe that – it's not true.

Plenty of individuals and companies are sticking with earlier versions of Office – Office 2003 or Office XP mostly. That's either for financial reasons or simply because they don't see a compelling reason to switch over. Others are moving to OpenOffice or making use of online services like Google Docs as a replacement or supplement to Microsoft Office.

Microsoft will talk a good game about the incredibly high sales of Office 2007 and having the lion's share of the Office suite market means those, usually vague, numbers can be impressive. However occasionally Microsoft will admit that their biggest rival for new Microsoft Office sales is earlier versions of Office. Their hardest job is convincing people that it's worth paying for the changes in a newer version of Office.

Even if you get a replacement computer, you don't need to buy a new copy of Office. It's quite possible to install Office with your original product key and CD/DVD on the replacement computer.

Multiple versions of Office on one computer You can install

and run multiple versions of Word, Excel and Powerpoint on the one computer. For example you can have Word 2003 and Word 2007 installed together.

Outlook is the exception – only one version of Outlook can exist on a computer at any time.

The main trick to co-existing versions of Office is to install the older version of Office first. For example install Office XP before Office 2003.

Make sure you deselect any option to replace an existing version of Office and ensure each version of Office is installed in a different folder under /Program Files.

Despite the assurances about multiple Office versions there can be hassles when you try. Occasionally Office programs don't behave, seemingly because some component isn't playing nice. There's often confusion about which program will open an Office document when you double-click on it.

These days there is a better way. Virtual machines let you have separate operating systems run at the same time on one computer. Microsoft's Virtual PC is available for free from Microsoft Each virtual machine can run a separate version of Office, including Outlook, without conflicting with your main computer's setup. If you do a lot of work with multiple versions of Office, virtual machines are worth trying.

Problem Opening 'old' documents When Microsoft was trying to gain market share over rivals like WordPerfect, they spent a lot of time and trouble making Office import other document formats easily and correctly.

Times have changed, Microsoft Office has the overwhelming share of

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the office application market so they don't feel the need to spend development money on 'foreign' formats.

That came to a head with Office 2003 Service Pack 3 where Microsoft decided to block the ability to open some 'legacy' document formats including some made Microsoft itself. We often hear from people trying to open old Word documents which are blocked by Word 2003 SP3, because these files have .doc extensions (same as other Word documents) and the Word error message isn't at all clear, it looks like a bug in Word.

The excuse was 'security' but really Microsoft decided it was cheaper for them to block access to some document types than fix the document conversion code to work safely.

After customer complaints, Microsoft released details of how you can bypass the block on certain file types here <<http://office-watch.com/kb?938810>>.

This might seem like a small side problem, but every week we get emails from people who have Office 2003 SP3 and later discover they can't open some old document. The message that appears gives no real clue to the problem or solution. Since the same documents could be opened by Office in the past, the customers are left with an unopenable document.

This and other SP3 problems are covered in our feature Traps in Office 2003 SP3 Office 2003 SP3 is now effectively compulsory see Office 2003 support declines

Color or B&W printing It is possible to have a colored document but print it in black ink only – this is faster and more efficient than having two versions of a document one in color and another without (don't laugh we've seen several

people do that).

Color printing is expensive so it makes sense to print drafts or other non-important versions using cheaper black ink only.

Any Office document (Word, Excel or Powerpoint) can be printed on black ink only sometimes from options inside Office programs or, more likely, using printer properties options.

In Word and Excel open the Print dialog box and choose Properties. The options you see depend on which print and print driver you have installed but there should be a 'Grayscale' or 'Black and White' option available. In Powerpoint there are specific 'View' options for either Pure Black/White or Grayscale as well as what your print drivers will permit.

Why does the document look different?

You get a document sent to you or maybe you've sent a document out and it looks different on the receivers computer, maybe quite unreadable. Why?

Most likely it's a font compatibility problem. The fonts you use in a document (Word, Excel, Powerpoint), PDF files plus emails and web pages are NOT included when you send it off to someone else.

When the document, PDF file, email or page is opened on another computer the software tries to match the fonts named against installed fonts. Often that's not a problem with common and core fonts like Arial, Times New Roman and Courier that have been installed on Windows for many years. However if you include less common fonts or fonts you've installed separately, the receiving computer tries a 'best guess' to match the font name against something it has available. Usually that works OK but other times the results are screwy. Fonts like Cambria and Calibri were only introduced with Office 2007 and documents with

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those fonts may look different when opened with earlier versions of Office.

If the document formatting is tight and dependant on precise measures it can look different on another computer because the precise metrics or measurements of the font are slightly different (eg if the letters are a little wider or taller than the original).

The fix for senders of Office documents and PDF's is to embed the font (or at least the needed parts of a font) into the document. This inserts font details into the document for other computers to use when opening it. This slightly increases the file size but increases the file viewing fidelity. In Office documents you can do that from the Tools | Options | Save (Office | Options | Save in Office 2007). Or simply stick to commonly available fonts like Arial, Times New Roman, Courier New, Garamond Gill Sans MT and Verdana.

For receivers you can select the strange text, choose another font or ask the sender to try again with embedded fonts.

For PDF files you can try the 'Use local fonts' option in the viewing software or, again, ask the sender to try again with fonts embedded in the PDF.

Emails and web pages have the additional problem of HTML compatibility. Each web browser displays web pages slightly differently – anyone who has compared web sites on Internet Explorer and Firefox or Chrome will have seen differences, usually small and sometimes major. The same can happen with HTML formatted emails between email clients, especially since Outlook 2007 uses a specially made browser to show emails rather than sharing the Internet Explorer engine.

Comments made in the year 1955!

That's only 53 years ago!

'I'll tell you one thing, if things keep going the way they are, it's going to be impossible to buy a week's groceries for \$20.00.

'Have you seen the new cars coming out next year? It won't be long before \$2, 000.00 will only buy a used one.

'If cigarettes keep going up in price, I'm going to quit. 25 cents a pack is ridiculous.

'Did you hear the post office is thinking about charging 10 cents just to mail a letter

'If they raise the minimum wage to \$1.00, nobody will be able to hire outside help at the store.

'When I first started driving, who would have thought gas would someday cost 29 cents a gallon. Guess we'd be better off leaving the car in the garage.

'I'm afraid to send my kids to the movies any more. Ever since they let Clark Gable get by with saying DAMN in GONE WITH THE WIND, it seem every new movie has either HELL or DAMN in it.

'I read the other day where some scientist thinks it's possible to put a man on the moon by the end of the century. They even have some fellows they call astronauts preparing for it down in Texas .

'Did you see where some baseball player just signed a contract for \$75,000 a year just to play ball?

It wouldn't surprise me if someday they'll be making more than the

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President.

'I never thought I'd see the day all our kitchen appliances would be electric.

They are even making electric typewriters now.

'It's too bad things are so tough nowadays. I see where a few married women are having to work to make ends meet. 'It won't be long before young couples are going to have to hire someone to watch their kids so they can both work.

'I'm afraid the Volkswagen car is going to open the door to a whole lot of foreign business.

'Thank goodness I won't live to see the day when the Government takes half our income in taxes. I sometimes wonder if we are electing the best people to government.

'The drive-in restaurant is convenient in nice weather, but I seriously doubt they will ever catch on.

'There is no sense going on short trips anymore for a weekend, it costs nearly \$15.00 a night to stay in a hotel.

'No one can afford to be sick anymore, at \$35.00 a day in the hospital, it's too rich for my blood.'

'If they think I'll pay 50 cents for a hair cut, forget it.'

Know any friends who would get a kick out of these, pass this on!

Support Your Partner!!

It is important for men to remember that, as women grow older, it becomes harder for them to maintain the same quality of housekeeping as when they were younger. When you notice this, try not to yell at them. Some are overly sensitive, and there's nothing worse than an over-sensitive woman.

My name is Jim. Let me relate how I handled the situation with my wife, Peggy. When I retired a few years ago, it became necessary for Peggy to get a full-time job, along with her part-time job, both for extra income and for the health benefits that we needed. Shortly after she started working, I noticed she was beginning to show her age.

I usually get home from the golf club about the same time she gets home from work. Although she knows how hungry I am, she almost always says she has to rest for half an hour or so before she starts dinner.

I don't yell at her. Instead, I tell her to take her time and just wake me when she gets dinner on the table. I generally have lunch in the Men's Grill at the club, so eating out is not reasonable. I'm ready for a home-cooked meal when I hit that door.

She used to do the dishes as soon as we finished eating. But now it's not unusual for them to sit on the table for several hours after dinner. I do what I can by diplomatically reminding her

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several times each evening that they won't clean themselves. I know she really appreciates this, as it does seem to motivate her to get them done before she goes to bed.

Another symptom of aging is complaining. For example, she will say that it is difficult for her to find time to pay the monthly bills during her lunch hour. But, boys, we take 'em for better or worse, so I just smile and offer encouragement. I tell her to stretch it out over two or even three days.

That way she won't have to rush so much. I also remind her that missing lunch completely now and then wouldn't hurt her any (if you know what I mean). I like to think tact is one of my strong points.

When doing simple jobs, she seems to think she needs more rest periods. She had to take a break when she was only half finished mowing the yard. I try not to make a scene. I'm a fair man. I tell her to fix herself a nice, big, cold glass of freshly squeezed lemonade and just sit for a while. And, as long as she is making one for herself, she may as well make one for me too.

I know that I probably look like a saint in the way I support Peggy.

I'm not saying that showing this much consideration is easy. Many men will find it difficult. Some will find it impossible! Nobody knows better than I do how frustrating women get as they get older. However, guys, even if you just use a little more tact and less criticism of your aging wife because of this article, I will consider that writing it was well worthwhile. After all, we

are put on this earth to help each other.

Jim

EDITOR'S NOTE:

Jim died suddenly on May 27 of a perforated rectum. The police report says he was found with a Calloway extra long 50-inch Big Bertha Driver II golf club jammed up his butt, with barely 5 inches of grip showing and a sledge hammer laying nearby. His wife Peggy was arrested and charged with murder. The all-woman jury took only 15 minutes to find her not guilty, accepting her defense that Jim somehow, without looking, accidentally sat down on his golf club



More Newbie Club Tutorials

Tutorial ... "How To Create Stunning Desktop Backgrounds"

Sick of your boring old desktop background image? Sure you can change it to other default images installed with your PC, but you can do better than that.

Much Better!

To examine your own Desktop wallpaper settings, do this:

1. Right click a blank portion of your screen.
2. Select "Properties" from the menu.
3. On the Desktop Properties window, click the Background tab.

You can see what wallpaper choices are already installed. They're pretty bland "out of the box" so if you want to jazz up your life a tad, go to Webshots.

Webshots is probably the best place on the Internet to get excellent photos for your desktop. Wallpaper, that is. A world of photos for your computer. Neatest thing is that the pictures change every day. And you get daily photos you can download.

They become your screen saver, too. Some of the pictures are breathtaking in their beauty. Strikingly real. Add sound effects, and you'd have to stop from reaching out to touch the purring cat.

Have a look at <http://www.webshots.com> for more info. The installation instructions are on the site. They do a good job of explaining things to you there.

.Tutorial ... "404 Error - Page Not Available"

How many times have you clicked a link to visit a Website, and all that came up onto your screen was a page saying the requested page was not available. Or just simply '404 error'?

Many people assume that the page does not exist. Someone's made a typo. Some fool has messed up!

Well that's not always the case.

I know you're not interested in the techie reasons for this happening, but sometimes if you click 'Refresh', the page will load for you.

You'd be surprised at how often you'll be successful.

If that doesn't work, try returning later and see if it loads.

And sometimes you may find that a page is taking aaaaages to load. The bar in your taskbar is crawling across at a snail's pace, and you feel your eyes beginning to grow heavy and your chin slowly drops closer to your chest.

As I've advised before, it is NOT recommended that you squirt lubricating oil into the back of your PC. However, the burning smell *will* keep you awake whilst you're staring at a black screen.

It's better to try clicking 'Stop' and refresh the page.

Sometimes the page loads almost instantaneously.

Why? Coz it's technology, that's why:-)