

Email report – meeting 13/12/2010

Ursula Scott (from Stowmarket library) gave us an interesting introduction into PowerPoint at our December meeting. Everyone got involved, some doing their own thing, and we all learnt something new. Thanks very much to Ursula for a very entertaining session.

One or two of the issues discussed during '**Agony Corner**'

1) How to capture pictures from a web page?

a) Hover the mouse pointer over the picture. Right click then left click on 'save image as.....' in the dialog box. This will give 'filename.jpg' with an option to save to a folder. If you're happy with this click 'Save'. You can, of course, negotiate to a folder of your choice, say 'My Pictures' before clicking 'Save'. Or alternatively..

b) With your desired picture in view, press the 'Print Screen' or 'Prt Scr' button (top RHS of the keyboard). It will seem that nothing has happened but a copy of the whole page will be stored in the 'clipboard'. Open your favourite photo manipulation programme, (PhotoShop Elements, Serif Photo Plus etc) and open a new page. Go to 'Edit' paste and your clipboard picture will appear. Then use the 'Crop' feature to select the part you want then save as normal. If you don't have a photo programme, go 'Start', 'All Programs', 'Accessories' and then 'Paint'. This will open with a new window into which where you can paste the clipboard picture directly. Crop select, new page and paste as before. (There is an old, but very simple and effective programme, available for free download, which enables you to capture just the area on a web page you want, and save directly as a jpg file. It's called MWSnap which you can get here ...<http://www.mirekw.com/winfreeware/mwsnap.html>)

2) How to clear the desktop without closing all programmes down

If you have one or more programmes open but need, say, to open something else from the desktop, just press the 'Windows' key (bottom left of the keyboard) and D. This will minimise everything to the task bar and clear the screen for what you wish to do. Just click the icon(s) to return the programme(s) to the screen.

3) How to copy slides and negatives

There are some very cheap, £50-£100 negative scanners available but these are limited to 35mm film and of not very high resolution. An effective dedicated negative scanner can cost several hundred pounds. For most people a flat bed scanner including 'slide' and 'negative' adapters is effective. This is a big topic and should you wish to get into slide/negative scanning, do plenty of 'Googling' first!

4) How to sort emails

In Outlook Express, this is easy. Just click the 'From', 'Subject', 'Received' etc tabs at the top to toggle the options. One member had a problem with Yahoo Mail. Here, on the 'Inbox' there is a blue band at the top with several drop down boxes. Click the down arrow on the 'Actions' box. Here you will see several 'Sort' options. Clicking 'date' will order the emails in date order recent first, say, clicking again will sort the emails oldest first. Others are self explanatory.

Next meeting. Due to a clash of dates for Pam Web, I've had to move the Picasa session to February, so I will be doing the session on '**Windows Photo Story 3**' on **10 January**. This is an easy to use slide show maker which is freely available and already installed on the Stowupland computer network. Please bring a few (say 10-12) of your

own pictures along on a USB stick and we'll work through the programme together so you'll be able to take your own slide show home. (I know that several of you are experts at this kind of thing, with your own favourite programmes, but please come along to help those who may have not yet been as adventurous).

Our programme is now planned up to and including June 2011, details on the web (bottom of the page) at ... <http://u3astowmarket.wordpress.com/groups/stowmarket-u3a-computer-group/> ..