

Email report – meeting 14/02/2011

Agony Corner: - We had a lot of queries today!

How to insert symbols in 'Word'?

a) In Office 2000/2003.

- On the document, put the cursor where you want the symbol to go.
- On the toolbar, left click on 'Insert'
- Click 'Symbol' (if you don't immediately see the 'Symbol' tab, click the double down arrows to see more options) - will bring up the symbol dialogue box - and in the 'Font' box click 'Wingdings', Wingdings 2, Windings 3 or normal text to search for the symbol you want.
- Click to select, then 'Insert' to insert in the selected place (or just double click the symbol)

b) In Office 2007

- On the document, put the cursor where you want the symbol to go
- On the tabs select 'Insert'
- On the RHS of the ribbon click the Greek Omega symbol, Ω.
- Some common symbols will be displayed. If the one you want is there, just click to insert. If not, click 'More Symbols' to bring up the Symbols dialogue box and follow the procedure above.

Refining searches in Google?

We discussed several different ways to refine and narrow your search criteria. The best information can be found in Google itself - suggest you explore the following links which will provide all the information you need:-

Google basic search help <http://tinyurl.com/dk4toz>

Web Search Checklist <http://tinyurl.com/4zeklbw>

Google advance search <http://tinyurl.com/cgfk4>

Google Guide to refining searches <http://tinyurl.com/64zxb7a>

Saving and filing email attachments?

We often receive pictures and documents attached to emails but finding them again at a later date can be difficult and, indeed, impossible if the email has been deleted. The best way, for anything you wish to keep, is to save them to a folder on your hard disc. If, for example you have been sent some pictures from a holiday.....

- Click 'Start' (bottom LHS of your screen) then 'My Documents', then 'My Pictures' and double click this to open.
- Click 'File' (on top LHS), then 'New' then 'Folder' (this can also be done by right clicking on any blank space in the folder and again selecting 'New' then 'Folder').

- A folder will appear, named along side as 'New Folder'. Just type the name you want, say, 'Holiday 2011' and it will be renamed (any folder can be renamed at any time by selecting it then right clicking and selecting 'Rename').
- Go back to your email and click the paper clip sign, then 'Save Attachments'. This brings up the Save Attachment box..
- At the bottom, under 'Save to', browse to find your folder, click OK in the next box then 'Save'.
- After this you can use the same folder or create a new one as required.

Moving files to a different folder?

As always, there are different ways that this can be done.....

a) Drag and drop.

- Open the folder (the source folder) containing the file you want then locate the folder to which it's to be transferred (destination folder).
- Left click on the required file in the source (or if there are several, hold Ctrl down and click each) then without releasing, drag the file(s) to the destination folder (it doesn't necessarily have to be open) and release the button.

b) Copy and paste

- Select the file(s) as above then press Ctrl+C. This copies the file(s) to the clipboard.
- Open the destination folder the press Ctrl+V to paste the file(s) into the new folder.
- This operation can also be done using the 'Edit' tab (copy then paste) or right clicking the original, again selecting copy then paste)
- Delete the file from the original folder.
- It is also possible to 'Cut' using, Ctrl+X then pasting. *However some of the members were wary of this in case the file accidentally got lost in transit.*

c) Move dialogue

- Select as above, then click Edit
- Click 'Move to folder..' when a box opens.
- You have a choice of selecting an existing folder or creating a new one. Click move and the file is safely transferred.

Download Music, mp3?

Music is available both free (out of copyright) and by subscription. Group members recommended www.classicfm.co.uk , (you might also look at <http://tinyurl.com/y9vfg3f>), iTunes www.apple.com/uk/iTunes and www.jazz-on-line.com.

Corrupted Outlook Express?

Very old copies (v6 2001/2002) can be found by searching the web but it's better to go for the current 'Microsoft Windows Live Mail'. This is because Microsoft no longer supply Outlook Express with recent versions of Windows, Vista and 7. Follow this link for

more information <http://explore.live.com/windows-live-mail-xp> . If there is anything left of your OE data it may be possible to import it into Live Mail.

Topic for the Day, Google Picasa 3:

Many thanks to **Pam Webb** for this well prepared and interesting demonstration of the power and versatility of this free program.

- Going back to the very start, she took us through taking the memory card from the camera, finding the pictures required on the card and copying them to a folder of choice on the computer.
- On launching Picasa, the program automatically searches for all available pictures.
- Pam then demonstrated just a few of the possibilities for photo manipulation - rotating, cropping, adjustments to colour and more.
- We also looked at making video slide shows and how to order prints direct from the programme.

There are many more things that you can do in Picasa. I would strongly recommend watching this video http://youtu.be/rskC6c_5L1M. If you like it follow this link to download the program to your machine <http://picasa.google.com/> .

PS There were some questions about a new version, Picasa 4. I've looked at this and can confirm that the latest version is definitely Google Picasa **3.8.117.24** - it seems that some American third party downloaders are calling this v4 to draw people to their site.

Next Meeting

Monday 14th March. Marian Brown and Harry Orde will be introducing us to basic photo manipulation using **PhotoShop Elements**. Once again, you might like to bring some more of your pictures to add to those you've already put in your folder.