

Email Report, Meeting 09/05/2011:

Agony Corner:

1) I cannot **send** a 'Word' document by email. I get a message "This file is potentially harmful, and to protect your computer Windows has blocked this file".

- This problem is normally in relation to **received** email attachments, not ones you want to **send** and all the 'help' information available on the net deals only with this issue...eg
- In Windows Live Mail - far right, menu box (down arrow), Safety Options, Security - untick the box 'Do not allow to save'. When tried, this has no effect on files to be sent.
- It may be that for one reason or other, Windows thinks that the file has come from another computer. Check by finding the file, right click then at the bottom of the menu box, left click on 'Properties'. Look at the bottom of the 'General' tab for Security & the message 'This file came from another computer and might be blocked to help protect this computer'. - click 'Unblock'.
- Files like doc, exe and xls can be perceived as dangerous. Try changing the doc file to pdf or zip files (both described in the last email from the April meeting) and then it should transmit satisfactorily.

2) When do saved files leave the 'Recent' box and become part of the main list?

- In 'Start', 'My recent documents', these are shortcuts to the files, not the files themselves. The most recent update as new files are created. The full list (may be as much as a year) of shortcuts is usually in C:\Documents and Settings\My recent documents.
- If you've lost or forgotten where the file itself is, just right click on the shortcut, then left click on 'Properties' which will show you the target filename. 'Target' shows where the file is stored. To go to the file, just click 'Find Target' and make a note of the directory in which it's stored.

3) Where are 'favourites' in Vista Google?

- Vista is the Window's operating system, Google is a programme on the web. Google Chrome is a web browser which many people are using instead of Internet Explorer. Google Chrome calls favourites 'bookmarks'.
- In Google Chrome there are two right arrows, >> at the RHS. Clicking this shows recent web addresses that have been dragged to the task bar for saving. Along side this is a folder icon labeled 'Other bookmarks'. Clicking the folder will show you all the favourites that Chrome imported from IE when it was installed.

4) How do I 'resend' an email?

- There is no obvious 'resend' option on Outlook Express or Windows Live Mail. There are two ways around this..
- On the message you wish to resend select 'Reply All', delete your own email address and leave the recipient then click 'Send', or
- Select 'Forward' and reenter the recipient's address. Then 'Send'.

5) How do you create pictures like the ones sent with directions to the bowls club? (see my attachments to email dated 01/04/2011)

- Bowls Club email street view.jpg. This is just a screen grab from Google Street view. Go to www.maps.google.co.uk and find the place where you want the picture (normally search with the post code). Select 'Satellite' view or 'Map' it doesn't matter and zoom into the area you're looking for.

- On the LHS of the map there is an orange picture of a man. Left click and drag to the place you want (a green arrow will show you which way he's looking) and release.
- This will then open the Street View picture of the area. Manoeuvre around until you get the view you want then press 'Print Screen' on the keyboard which copies the whole desktop into the clipboard. Now just paste into 'Paint' or your usual Photo editing programme, crop to size and save.
- You can of course capture just the picture you want rather than the whole screen by using one of the techniques described in my email notes following the January meeting <http://u3astowmarket.files.wordpress.com/2011/04/notes-on-meeting-10-01-11.pdf> (I used MWSnap to capture my picture).
- Bows club email.jpg. Find the place you want in Google maps and select the satellite view. Zoom in to the area you want. To mark out a line (which also measures distance) you need now to enable a tool from Google Maps Lab. Go to <http://tinyurl.com/maps-distance> and a map window opens then another panel within it. Enable the 'Distance Measuring tool' then save changes.
- Your map will now have a small vertical rule icon in the bottom left hand corner. Click this and in the left hand pane you will have the 'Distance measurement tool'. Select the Metric or English then click on the map along the route you want.
- To capture the picture, use any of the methods above.

Photo Manipulation, the next stage:

Thanks very much to Roy Fidler for his very helpful and easy to follow instructions using Photoshop Elements. Amongst other things he took us through.....

- Opening Elements in 'Edit Mode', opening a jpg picture then saving with our own name.
- Looking at the histogram and seeing where the picture would need adjusting.
- How to enhance the picture using 'Levels', blacks from the left, whites from the right and 'gamma' adjustments in the middle.
- How to sharpen using the Unsharp (!) Mask.
- The picture loaded had a dull sky so we learnt how to improve this. We loaded a separate picture of a sky and using the magic wand on the original removed the original sky before replacing it with the new one.
- Finally, Roy demonstrated the use of 'Layers' by a simple cartoon 'How Layers Work.psd', attached (you will need have Photoshop Elements to view this).

Whilst the method of use of the tools may vary, most of the techniques can be used in other photo manipulation programmes. If you would like to learn more about using Photoshop Elements 9 there is plenty of free help on the web. A useful place to start is on the Adobe site <http://tv.adobe.com/show/learn-photoshop-elements-9/> where there is a whole list of tutorial videos.

Next meeting, Monday 13th June

We will be 'Exploring Skype' with **Wendy Kemp**. Skype is coming more and more into our computer lives, particularly for those of us of the older generation who like to keep in touch with the extended family around the world. Skype-to-Skype calls are free as are One-to-one video calls, Instant messaging and File-sharing. More extensive features are available at small cost.

If you have a Wifi enabled laptop (most recent ones are) please bring it along so you can log onto the staff network. You can if you wish, install the basic Skype programme on your machine beforehand which will save time on the day (<http://www.skype.com/intl/en-gb/get-skype/on-your-computer/windows/>).

If you don't have a laptop, don't worry because everybody should find this session very interesting either for immediate use or, almost certainly, in the future.