Bits 'N' Bytes

June 2010
Website: http://www.sccc.org.au
Email: sccc@sccc.org.au
Info Line: 0754921005
The Official Magazine of the Sunshine Coast Computer Club Inc.

What's in this month's edition...

What's On......General Meeting Wednesday 5 June at Caloundra

Technology Education Centres	• Get hands on help with all your technology problems. • Tutorials are presented during each session. • Internet and intranet access is available. **Windows, Linux and Apple Mac operating systems are supported.**
Caloundra	**Every Saturday** between **9.00 am and 1 pm** Caloundra Youth hall, Queen Street Caloundra, (opposite High School).
Buderim	**Every Wednesday** between **9.30 am and 12.00 noon**, Good Life Centre, 100 Buderim Pines Drive, Buderim.
Yandina	**3rd Wednesday** of the month between **1.30 pm and 4.00 pm.**, RSL Hall, North Street, Yandina
Notice about SCCC Monthly General Meetings Commencing in May 2010 the SCCC Monthly Meetings will alternate between the Caloundra and Buderim venues. In Caloundra the meeting will be on the first Saturday of the month and in Buderim the meeting will be on the first Wednesday of the alternate month. The next SCCC Monthly Meeting will be at Caloundra on Saturday 5 June 2010 at 11.00 am.	

From The Editor - Heather Atkinson

Bits'N'Bytes is produced monthly from February to December each year.

Contributions for the newsletter are always welcome. Please send copy for the next issue to reach the editor as early as possible after the monthly meeting or by the deadline: 25 June 2010.

Email: editor@sccc.org.au or Snail Mail: The Editor PO Box 549, Mooloolaba, Qld 4557.

This magazine is created with OpenOffice and produced in printed form and also electronically in PDF format.

Copyright - material in this newsletter may be copied in other publications provided that copyright rests with the Sunshine Coast Computer Club Inc., This permission is on condition that reference is made to SCCC (with original published date) in the reprinted item.

Liability - Although articles in this newsletter are checked for content, no warranty can be given for any loss resulting from the use of material in the newsletter. Articles and advertisements are printed in good faith and views and opinions are not necessarily those held by the club.

SCCC Privacy Statement - In joining the Sunshine Coast Computer Club please note that it is a club operated by volunteer members and operating within the community involving many activities relating to meetings, instructional and social functions for members and at times visitors.

This requires the keeping of a member data base and the publication of the names of new members. The Club guards the member data base as best as possible and does not publish member's addresses nor telephone numbers unless authorised.

At times photographs are taken at meetings and functions and are sometimes published. Should you have any problems relating to your personal privacy which arises or is likely to arise, it is your duty and responsibility to advise the Club secretary in writing of the circumstances and requirements.

What's on Bulletin - What's On Bulletins are sent once a week, generally on a Monday afternoon, to all members who have provided the Club with their email address. These bulletins give details of up-coming tutorials and topics to be covered at the various meeting venues. You will also find items of interest and club announcements in these bulletins.

Membership Cards for Collection - Membership cards for those members who joined or renewed membership for the month ending 20 January 2010 are available for collection at Caloundra and Buderim meetings. Cards that have not been collected in the previous twelve months are also available.

Note - Membership cards show the next renewal date of membership.

Raffles

Congratulations to Frank McAllister who won the $200 Gift Voucher which was drawn at the Caloundra Meeting on Saturday 22 May 2010 using the Random Number Generator. The winning ticket was number 53.

The next SCCC Raffle will be drawn at the Buderim Meeting on Wednesday 30 June 2010.

Win a 750 GB My Passport Essentials Hard Drive

This portable hard drive will store a massive amount of data and features automatic, continuous backup and password protection.

There is also a fifty dollar gift voucher to be won. Hand the Voucher back to the Club and receive fifty dollars cash to spend where ever you like.

Tickets are only one dollar each and are available at all meetings.

Treasurer's Report
Income and Expenditure
21 April 2010 – 20 May 2010

Income

Donation	11.82
Fundraising	360.92
Interest	17.89
Meetings	2530.91
Membership fees	2038.29
Sales	20.91
Total Income	**4980.74**

Expense

Administration	600.00
Hall Hire	1,300.00
Internet Service Provider	13.59
Library Expenses	133.52
Office Supplies	18.18
Postage	68.15
Printing/Stationery	403.64
Refreshments and Entertainment	431.98
Software Puchases	180.91
Repairs and Replacements *	4584.41
Travel re-reimbursement	28.71
Website Expenses	151.82
Total Expense	**7914.91**
Excess of Expenditure	
over Income	**-2934.17**

* Includes 23" Monitor, 2 Data Projectors and 22 Tables

Minutes of the General Meeting
Held at The Good Life Centre Buderim
5th May 2010

Meeting: Commenced: 11.00 am

Apologies: None

Minutes of Previous Meeting: No Business arising from the previous minutes, A Motion proposed by Denise King, that the previous months minutes be accepted was Seconded by John Pollett, **CARRIED**

New Members: Randal and Maude Berry, Joan Coppins, John Fengler, George Hanslow, Elaine Hewitt, Lorraine Heath, Jean Hughes, Maureen Jefferies, Jean Liset, Billie Nixon, Peter Smart, Pauline Timms, Yvonne Weekes.

Treasurers Report: Heather Atkinson presented the Treasurers Report for the period 21/03/10 to 20/04/10. Over this period we have bought five new laptop computers, other expenditure was normal, most of the money being spent on hall hire, and printing. The cost of the new data projectors will appear in next months financial report. The Treasurers Report is published each month in the Bits'N'Bytes. A Motion proposed by Heather Atkinson that the Treasurer's Report be Accepted, was Seconded by Ann Karmann. **CARRIED**

General Business: Peter confirmed that at the last meeting the members decided that the excess funds we have, should be spent on services for the club. We have purchased new data projectors for Caloundra and Buderim, and tables for Caloundra, and many other purchases which will be published in the club magazine. Lots of things have already been implemented including the new PA system for Buderim although this still needs some fine tuning. Peter said that what we needed to discuss today was the issue of Training. We are putting in place more areas where a few people can sit down in front of a monitor, with a trainer, but should we be training the trainers. Heather said she would like to see this implemented, where volunteer trainers could attend TAFE courses, that would qualify them to conduct courses within the club, that would provide members with a certificate at the outcome to say the course had been completed. Peter suggested that a bulletin be put out to test the level of interest before we decide on professional training. We would also have to look at the cost of training volunteers, and putting in place contracts to ensure the trainers remain in the club. More discussion would be needed on this subject. He also suggested that workshops be held within the club to help presenters fine tune their skills. Another option would be to develop the club website, where members have access to online courses and have volunteers trained to answer their questions.

A Motion was proposed by Robin Cameron that we do not bring in paid professional trainers, this was seconded by John Pollett. **CARRIED**

A Motion was proposed by Udo Heuermann that we do not provide a bursary for a Student was seconded by Jim McGregor **CARRIED**

A Motion proposed by Ann Karmann that we do not pay outside volunteers to do presentations was seconded by John Pollett. **CARRIED.**

General consensus was that we should put more effort into training our own presenters and provide more areas where people can get basic help.

We will purchase two copies of the latest Microsoft Office one each for Buderim and Caloundra, to help members using this programme.

The next general meeting will be held in Caloundra when we will be discussing Finances.

Peter declared the meeting closed at 11.40am.

Marie McGregor (Secretary)

Set Up an Entertainment Centre by President Peter Daley

It is very easy to set up an exciting home entertainment centre on your personal computer, plus you can do it for little cost, or for free. Why purchase all those extra boxes, e.g. DVD player / recorder, Video Recorder, Desktop High Definition TV box, Radio, CD player, and Hi-Fi system, plus have all those messy cables lying around, when you can do everything neatly in one box, your computer?

Yes, you can go and purchase a dedicated home entertainment centre computer if you want, but why would you, when all you need is a modern computer system, no more than two years old, with a reasonable video card and 80 GiG or larger hard drive, with a minimum of 512 megs of RAM, and install one of the excellent free home entertainment software packages, that will turn your computer into a sophisticated home entertainment centre.

For Windows based systems you install the free home entertainment software program, Media Portal, http://www.team-mediaportal.com/

For Linux use Myth TV, http://www.mythtv.org/

Both these programs will turn your home computer into an advanced home entertainment media centre. They will organise and play all your media files, music, radio, and allow you to watch your stored video, and DVDs, even display the local weather report. They also turn your computer into a recorder for your TV and Digital video.

To use the Radio, TV or scheduled TV recording features, you will need to install a High Definition or Analog TV/Radio tuner card into your home computer, or use an external USB TV High Definition or Analog tuner plug-in device. These cost from $100 upwards. Dual tuner cards will allow you to watch one station, and record another at the same time.

(Tip: If you are using Linux, make sure you check out which TV tuners will work with Myth TV before purchasing a device.)

I personally prefer the USB tuners, because you can move them from one computer to another, with ease. If you have multiple computers in the house, you can turn any one of them into a High Definition TV player/recorder, by simply installing the USB device's software on each machine, and then plug in the USB tuner into the computer you wish to use as a TV set at that time.

(Tip: make sure you purchase a TV Tuner card, or USB TV, with good signal sensitivity.)

In most areas you will need to plug the TV/Radio tuner device into an external roof mount aerial, to get good reception. An important point that will greatly improve the enjoyment and usability of your home entertainment centre, is to have all your entertainment media, music and videos, organised in a logical sensible fashion, in your computer filing system, before you install the media centre software.

(Tip: Make sure you do regular backups of all your multimedia files!)

During the installation process, these programs will search your hard drive and index all your stored media files as you have organised them on your computer. So it doesn't matter how good the media centre software is, it's ease of use will be determined by how logically you have organised your media files on your computer.

© Peter Daley 2010

As I Mature

I have learned that you cannot make someone love you. All you can do is stalk them and hope they panic and give in.

I have leaned that it takes years to build up trust, and it only takes suspicion, not proof, to destroy it.

I have learned that we are responsible for what we do, unless we are celebrities.

I have learned that the people you care most about in life are taken from you to soon and all the less important ones just never go away.

Impress Presentation Tutorial by Heather Atkinson

Impress is the presentation program included in the free OpenOffice office suite.

This is what openoffice.org has to say about it:

"IMPRESS is a truly outstanding tool for creating effective multimedia presentations. Your presentations will stand out with 2D and 3D clip art, special effects, animation, and high-impact drawing tools.

Master Pages simplify the task of preparing your materials. Save even more time by downloading templates from our Extensions repository (http://extensions.services.openoffice.org/templates).

A complete range of Views are supported: Drawing / Outline / Slides / Notes / Handouts to meet all the needs of presenters and audiences, plus an optional multi-pane view to put all the tools at your fingertips.

IMPRESS supports multiple monitors, so that presenters can look at something else while presenting their slides on a projector. Make the most of this With the free Presenter Console Extension, (http://extensions.services.openoffice.org/project/presenter-screen) which lets you see your next slides as well as the time and the speaker notes.

IMPRESS has a complete range of easy-to-use drawing and diagramming tools to spice up your presentation.

'Park' your most commonly used drawing tools around your screen ready for single-click access.

Slide show Animation and Effects bring your presentation to life. Fontworks provides stunning 2D and 3D images from text. Create lifelike 3D images with astounding speed and response.

Save your presentations in OpenDocument format, the new international standard for office documents. This XML based format means you're not tied in to IMPRESS. You can access your presentations from any OpenDocument compliant software.

Of course, you are free to use your old Microsoft PowerPoint presentations, or save your work in PowerPoint format for sending to people who are still locked into Microsoft products. Alternatively, use IMPRESS's built-in ability to create Flash (.swf) versions of your presentations."

When you first start Impress, you will be presented with a wizard which will step you through setting up the style and behaviour of your presentation. If you do not want this wizard to appear every time you start the program you can tick "Do not show this wizard again".

You may choose to create an interactive presentation which requires input from the viewer, such as clicking with the mouse to proceed to the next slide, or have your presentation automatically progress through the slides.
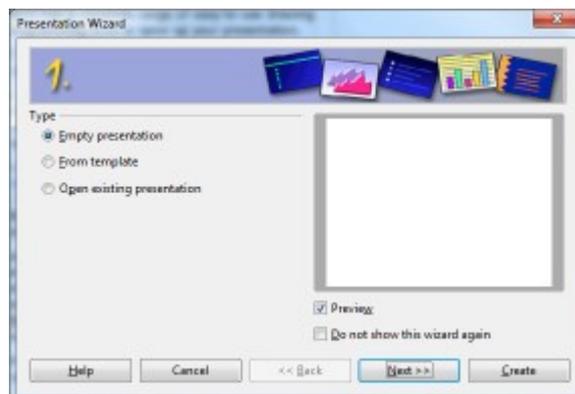
Let's create a simple interactive educational game for kids. It is called ABC and requires the child to progress through the alphabet and match the correct word to describe an image. Thanks to Jim Haxton for this idea.

From the Presentation Wizard select "Empty Presentation" and then click "Create".

Click on the "Tasks" panel from the resulting screen and choose "Master Pages" and select the appearance of the page you like.

Click on "Layouts" and choose the layout closest to what you want. It can be edited later. I chose the "Title, Clipart, Text" layout. Hover your cursor over the thumbnails to see a description.

Double click in the image place-keeper to add a saved image.

Click in the text place-keeper areas to add text. Try a right click to see the context menu. Amongst other options, you will be able to edit the style including font type and size

Note: You will get different right click context menus depending on where you click. If you click within the text box you will get different options than if you click on the text box border (so that you see the eight handles around the box).

Passwords by Bill Maxwell

This question was actually asked of me recently when I configured a new computer. I strongly suggested that the primary user create a new and unique user name and password for her Westpac Account, one that no one could possibly guess, and I advised her to not write it down anywhere. How in the heck am I supposed to remember it, she asked? It got me thinking about how reliant we are on passwords, how often we use them, and how vulnerable we are because of them.

What are the most common passwords? Password, 12345, qwerty, and so on, are pretty common. Your kid's or spouse's name, your pet's name, and such are also pretty common. I suppose that's because these are so easy to remember. However, they're also easy for busybodies, thieves, cheats, and swindlers to guess. Identity theft has become one of the most common crimes in today's technological world, and easy password theft plays a big part in that. Passwords are used for any number of purposes.

E-mail account passwords, a second or third e-mail accounts password, document passwords, server log-in passwords, application management passwords, application user passwords, FTP site passwords, Web site passwords, vendor Web support passwords, e-commerce passwords (such as eBay, PayPal, and on-line banking), WIFI passwords, and the list goes on and on. One can't possibly use a unique password for each and every case, much less change it periodically — all without writing it down. Yeah, right.

Here's the advice I gave to the user who asked me how to remember passwords.

For the relatively benign types of uses, I'll use something easy to remember, and one I'll never change. Something like a name or easily remembered number. For example, when Hewlett Packard, Download.com, the Los Angeles Times, or some other vendor requires a user name and password to download a driver or access some content, it's always the same one.

Example: User Name: MickeyMouse46

Password: DonaldDuck

I couldn't care less if someone else knows what it is. What's the worst that can happen? They download hundreds of drivers in my name? Who cares? For these types of things, I use the same one over and over again, I never change it, and I never will. If I have to go to that vendor Web site only once every couple of years, I don't have to rack my brain remembering its own unique password.

One tip: When creating a user account on a web page such as Yahoo or Download.com, DO NOT give them your real name or date of birth. Create a pseudonym and use it. This will help protect you from Identify Theft.

DO NOT use your main email account. Create a Yahoo or Gmail account and give them that email address. Use your pseudonym when you create these accounts.

For things that might be of little consequence if someone guessed it, but I wouldn't really want it to happen, I'll use a different password. The worst that can happen is that someone stumbles upon it and causes a mild disruption, but it couldn't really do any significant harm. I might change this password from time to time, but certainly not on a regular basis. My TechRepublic password, for example, is something that's meaningful to me, something that I'll not forget, but it's not unique. I use the same one for several sites.

For uses that are very personal and private, ones that could have serious repercussions if anyone ever gained access, like Westpac or Paypal, I do indeed follow the standard advice. This is what I told the user who asked me, because hers was such a case. I do indeed change them from time to time, probably about twice a year, and I never write it down. I make it extremely difficult for anyone to guess (or a program to hack), and I use a combination of numbers, characters, and letters, both upper and lower case. And to make it easy for me to remember, I pick something meaningful to me, but arrange it in such a way to be meaningless to others.

For example, I might remember Central High School class of 1964 and create the password *CenHS-co64*.

Or I'll remember the make and model of my first girlfriend's car — the one I put a nasty scratch on, and the incident over which her father almost killed me! Remembering that 1965 Thunderbird might result in a password, *Tbird65+IstGF*. How could I ever forget that car? It was a pink convertible with a 300 horsepower 390 Cubic Inch V8 engine.

If you have two kids, Mary and Billy, aged 16 and 12, respectively, you might be able to create a password, *2k-Ma16&Bi12*.

Package Management by Tony Tasker

Any distribution, Windows or Linux, includes many applications for performing common tasks. We always want more, it's human nature. Windows users download programs from various sources, then a double-click on the correct file does the rest. Windows users should go to trusted sites only, and scan for viruses as well.

With Mandriva Linux, the process is slightly different but just as easy, once understood. For a start, there is a huge number of programs already loaded, but of course we want extras. Where do we get them from?

1. The Mandriva DVD version has a terrific number of apps apart from those initially loaded, but it can never be up to the minute, so we look for the latest online.

2. The official websites offer thousands and we can trust them to be genuine. (It is only when you look further afield that you need any technical knowledge.)

BROAD OUTLINE:-

1. Tell your PC where to look for new software.

2.
   a) Ask for an app with a certain name;

   b) Answer any questions asked – Yes (or No).

3. Wait till it finishes.

4. Look in your Main Menu and start up the app. (It is rare to see an icon appear on your desktop, but they are easy to create.)

In many cases there will be some first-time configuration, especially with email clients and such like. That applies to Windows users as well.

HERE IS THE DETAIL :-

1. 1.

   a) Open MandrivaControlCentre(MCC).

      If you don't have an icon for this, go to Menu > Tools > SystemTools > ConfigureYourComputer.

      Your root password is needed – you don't want the kids installing things without your say-so!

   b) In the SoftwareManagement page choose ConfigureMedia and make sure it is set up to look on the DVD or online or both. The DVD may be

called "CDROM" as DVDs and CDs are both the same really.

If you want online sources that aren't already there you will need to click Add. This only ever needs to be done once - it stays done.

2. Close the ConfigureMedia page and open Install/RemoveSoftware. A simple search tells you what you can have, and what you need to download to have it. Answer "Yes" if it asks your OK for dependencies.

3. WAIT. It doesn't usually take long at all.

4. You may have to search your Menu to find where the new menu item has been placed.

Once you know where it is in the Menu you can create an icon if you want to. Drag&Drop onto your desktop does the trick, but if you have any problems, ask one of the Linux group at one of the Club venues.

UPDATES

The procedure is exactly the same, but in Step 1b you should unmark all sources except those for Updates, and make sure all Update sources are ticked in both columns. Don't do an Install and an Update at the same time.

The other difference is in Step 3 – the download/install process can take a long time – very, very long sometimes! If you update regularly, there will be less to do each time.

Incidentally, the procedures above are the only time you would go online with root privileges. Do not forget this. It is the main difference between secure browsing with Linux or Mac versus virus-ridden browsing from Windows. If you browse as an ordinary user, any underhand scripts would do no harm at all, since they would be UNABLE TO RUN . That is why the black hackers don't bother trying to infect Linux.

OTHER WAYS

To get the latest version of OpenOffice or some other apps, we sometimes employ a different technique. It becomes a bit technical, so the best way is to find a Linux person at the Club who is comfortable doing it.

Tech Support:	'OK. In the bottom left hand side of the screen, can you see the 'OK' button displayed?'
Customer:	'Wow. How can you see my screen from there?'

Can You Trust What You Read Online? by Deb Shinder

(This article was written by Deb Shinder in WXP News – a free email newsletter published by Sunbelt Security Software)

"It must be true - I read it on the Internet." That line is nearly always sure to get a laugh as most people know that just because someone put it on a web site, that doesn't mean the information is trustworthy. Anyone with an Internet-connected computer can put up any kind of page and disseminate any kind of information - or misinformation. You don't need a lot of money or, with today's user-friendly HTML editing tools, any special talent or technical skill to do it.

I am old enough to still remember the days when, if you read something in the newspaper, you could be reasonably sure it was probably accurate. That was in the olden days when publications carefully vetted their reporters and employed fact-checkers to verify information before it went into print, and (most) journalists prided themselves on adhering to a code of ethics.

Now, before I get inundated with messages from readers reminding me that 'yellow journalism' has been around for a long time (in fact, the term originated during the 1800s when Joseph Pulitzer and William Randolph Hearst were competing for circulation), I'm well aware of that. Nonetheless, publishing a newspaper was a relatively costly endeavor and publishers had a lot invested in their reputations, so they were arguably at least a little more careful about what they published. And if they weren't, they were held accountable because their identities were well known.

Today, much of the information on the Internet is published anonymously, or collaboratively (as with wikis) where the original author's material may be edited and changed many times by other people. Wikipedia is a good case in point; it's the place where many casual Internet users turn first to look up an overview of a subject, but it's also dismissed in many circles as unreliable and full of inaccuracies. Wiki technology is useful for creating collaborative projects, but since anyone can contribute an article - or edit or delete the articles written by others - those with a political or personal agenda can use the wiki's openness to purposely or unintentional propagate falsehoods.

Many schools frown on the use of Wikipedia and other wikis by students as sources for papers and research. Here's what one college has to say on their library's web page: "Because anyone can add or change content, there is an inherent lack of reliability and stability to Wikipedia. Authors of articles may not necessarily be experts on the topics they write about, leaving a lot of room for errors, misinformation, and bias."

While academic institutions have been wary of wikis, the tech community has been quicker to adopt the format. Microsoft is beta testing the TechNet Wiki, a forum where IT professionals can post articles on Microsoft technology and edit those that others post. It's a total departure from the way TechNet content has been published in the past - a long editorial process that includes detailed reviews and edits before the article ever makes it to the web site.

The concept of the wiki is the same as that behind open source software: that by allowing anyone to make changes, you create an environment where any errors in the original will be quickly identified and corrected by the community, and that it will naturally evolve into something better. In a perfect world, it would indeed work that way. But in the real world, Linux - the most popular open source desktop operating system - has managed to garner only about 2% of the global market share, despite the fact that it can be had for free. Is that because it's too hard to use, because people don't trust it, or because the open source model tends to result in a rather chaotic situation whereby there are so many different versions and iterations that people get confused?

Now, it takes a certain amount of knowledge and skill as a programmer to modify an operating system. Modifying written information only requires literacy in the English language (or whatever language the information is published in). There is no guarantee that the person(s) making the modifications have any expertise in the actual subject matter at all. So trust may be a bigger issue with written content than with computer code. Chaos and confusion are very real potential drawbacks of relying on "wikified" information, too. I've seen numerous Wikipedia articles that, because of partial editing, contained conflicting "facts."

Of course, the wiki approach can save a company money that would otherwise be spent to pay professional writers - and that's one of the big attractions from the publisher's point of view. But professional writers make their livings that way, and many of them don't have the time nor inclination to contribute much, if any, to an unpaid wiki.

Anyway, I advised her to come up with a phrase or a

combination of things she could easily recall and condense them into upper and lower case letters, some numbers, and a character or two to connect them. After some time goes by and she might want to change it, simply start remembering something different.

Another way to build a middle level password is to take two words you can remember and combine them.   Mickey & Donald become

Mdiocnkaelyd&

Very Strong Passwords are completely random and never contain any word found in the dictionary. They contain letters, numbers, upper-case letters and symbols.

Example: E78++uetP8

That was my advice. Do you have a method to the madness of remembering passwords that you could divulge? (Without giving anything away, of course.)

WHAT NEXT?

With winter almost upon us here is a gift idea for that computer geek who has everything!

USB Heating Gloves!!

These wool gloves with heating elements inside have two heat settings and can rise ten degrees in five minutes, making sure your hands are toasty warm

But let's put the money issue aside for a moment. Professional writers also take pride in their work and most have some emotional investment in it. Are pros going to write articles that any and everybody can come along and change at will?

Sure, professional writers are used to working with editors who make changes but in most cases, the writer still has a lot of control over the final product and an important point is that in the typical professional writing project, there is a final product. Once the edits have been done and the compromises have been reached, the articles goes into print or up on the web and the author doesn't have to worry about checking it every week to see if someone has changed it and introduced inaccuracies. Certainly, if it's online it can be easily updated or any errors that get through the editing process can be changed, but it's not a "living document" that can turn into something completely different without the author's knowledge.

So if professional writers have little incentive to write for a wiki, who will contribute to something like the TechNet Wiki?   Microsoft could have their own employees write the articles - but if those articles can then be changed by everyone, will readers be able to trust the content?   It's technically possible to "lock down" the content so that it can't be edited - but then is it a wiki anymore?

One advantage of the Wiki over much of the other TechNet content is that it does give the author a byline, so that whoever writes the article gets credit - and accountability. I prefer knowing who wrote a particular piece to the anonymous papers and articles that are seemingly written "by Microsoft" (or any other company). The issue of reputation is an important one - in both the security world and in the world of information dissemination. I want to know whom I'm dealing with - that way, I can use historical information (whether that author has provided accurate and reliable info in the past) to help me judge whether to trust the current content. And as an author myself, I like to "own" what I write - there is much more incentive there to make double and triple sure that everything in it is accurate and that it's as well written as I can make it.

What type of online content do you trust most? When it comes to technical matters, do you want authoritative documentation from the vendor or a recognised expert, that can't be changed by others whose credentials are unknown? Or do you think we end up with more comprehensive and more accurate information in the long run if we let everybody chime in? Do you trust what you read in Wikipedia or other wikis, or do you take it with a grain of salt? Do you distrust all online content? Is it inherently less reliable than printed content? Or can you believe anything you read anymore?

Open Office Tips by Jean Lear

Open Office Extensions

Like Firefox, OpenOffice also comes with extensions that can be used to improve its functionality.   The site - http://extensions.services.openoffice.org/application lists Extensions. At this page it is possible to view All Extensions or view them as applicable to the various Applications in Open Office (e.g. Writer, Base, Calc, Draw etc) or by the Highest Rated, Most Popular, Most Recent etc. People 0904 all over the world create these extensions and then provide them for all users of Open Office so it is not uncommon to find extensions that are in a foreign language. The site includes instructions on installation of extensions as does the Help Files in the Open Office applications.

Colour Two Rows

http://extensions.services.openoffice.org/node/1039

This extension enables rapid colouring table rows with different colours to selected or used areas.   Once the extension is installed an icon called 'Two colour row' will appear on the tool bar.   Open an Open Office Calc document and highlight a number of cells. Click on the Icon and Color2Rows Window comes up. Here choose the colours from the drop down list for the lines inside the listing fields and click 'Performing' On a filled table choose a starting point in the table, e.g., A1 and the programme will automatically recognize the end of the used table section. Additionally the column titles can automatically be formatted as bold and/or centred using the Options Columntitle part of the window. If the table does not have column titles, there is the ability to not choose this feature. The last check box selection and the last colour selection is automatically saved.   To make changes to the selections made highlight the cells and the 'Two colour row' icon and change. To remove all colours highlight the cells and then >Format > Cells > Background > No Fill > OK

One disadvantage to this extension is that if a row is deleted after the colours have been set up the colours do not change to cope with the deletion. The work around would be to delete the colours as set for the whole document and then redo. The alternative with the limitations of adding colour to every second line (See separate article) copes with the deletion or addition of rows and automatically changes the whole document. The choice is to use the method thought to be best suited to your needs.

OPEN OFFICE CALC (SPREADSHEETS)

ADDING BACKGROUND COLOUR TO EVERY SECOND LINE

If working on a spread sheet there can be advantages to have each second row shaded in

a particular colour throughout the sheet. This will stay constant even if rows are deleted or added to the sheet during work on it.

Open Open Office Calc - Select any single cell within the sheet to format it with the colour required. Go to Format > Cells > Background > click on colour required > click on OK

Next step is to give that format a name. Go to Format > Styles and Formatting > In the Styles and Formatting Window > click on the 'New style from Selection' Icon (the middle icon at the top right hand corner of the Window. In the 'Create Style' Window > Style name > insert a name of the colour to identify the background chosen > click OK. This inserts that name in the list on the Style and Formatting Window. Close the window by clicking on the 'X' in the top right hand corner. Go back to the Spreadsheet and take the format off the chosen cell. (Format > Cells > Background > choose No Fill > click OK)

Select all cells in the spread sheet either 'Ctrl + A' or Click the blank cell in the top left hand corner of the spread sheet at the intersection of the row and line number. Now apply conditional formatting to the entire sheet. Go to Format > Conditional Formatting.

In the Conditional Formatting Window > tick the Condition 1 box > in the spin box below that, change to 'Formula is' In the box opposite this type in formula " mod(row()+1;2)=1" without the inverted commas. In the Cell Style from the drop down choose the colour there that was chosen previously for the spreadsheet. Click OK. Take the highlighting off the spread sheet and every second row will be the chosen colour. If intending to use this regularly on new spreadsheets save as a Template.

Bits and Pieces - by Jean Lear

Online Conversions
http://www.convert.net

Convert.net is an online conversions calculator for a variety of unit measurements featuring natural language queries for Measurements, Temperature, Time Zones, Cooking, Calculator.

You can use Convert.net to sum up a list of numbers, convert from pounds to kilograms, or evaluate any other mathematical expression.

Convert.net can evaluate mathematical expressions involving basic arithmetic, advanced math and logic, and conversions of a large number of unit measurements in different fields.

Also on this site are links to other information sources such as Abbreviations, Definitions, Phrases, Quotations, References, Rhymes and Synonyms. Each of these pages is divided into categories to simplify searching and with search boxes for narrowing down search results. Also some allow browsing alphabetically.

E Mailing - Using BCC and CC

When sending an email, some people place all the email addresses in the To: field. There are two drawbacks to this practice:

1. the recipient knows that you have sent the same message to a large number of recipients, and

2. you are publicising someone else's email address without their permission.

One way to get round this is to place all addresses in the Bcc: field. However, the recipient will only see the address from the To: field in their email, so if this was empty, the To: field will be blank and this might look like spamming. You could include the mailing list email address in the To: field, or even better, if you have Microsoft Outlook and Word you can do a mail merge and create one

message for each recipient. A mail merge also allows you to use fields in the message so that you can for instance address each recipient personally. For more information on how to do a Word mail merge, consult the Help in Word.

Use cc: field sparingly.

Try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy

of the message. Using the cc: field can be confusing since the recipients might not know who is supposed to act on the message. Also, when responding to a cc: message, should you include the other recipient in the cc: field as well? This will depend on the situation. In general, do not include the person in the cc: field unless you have a particular reason for wanting this person to see your response. Again, make sure that this person will know why they are receiving a copy.

Mobile Telephones - T9 Text (Predictive Text) Solutions

What is T9? T9 stands for "Text on 9 keys". It is software that comes preloaded on many mobile devices to make it faster and easier to type text on numeric keypads. T9 Text Input has been licensed by nearly all of the world's leading mobile phone manufacturers. Today more than 800 mobile phone models around the world are equipped with T9 Text Input capabilities. T9 unlocks the power of mobile phone keypads letting you enter messages faster and easier.

Visit http://www.mobileburn.com:8080/pressrelease.jsp?Id=8402 for general information about T9, and www.nuance.com/t9/ for an overview of T9 solutions. Here there are links to -

T9 Text Input, XT9 Smart Input, T9 Navigation, T9 Write, T9 Output, T9 Trace.

By clicking the 'More' on the T9 Text Input section the next page has a T9 Text Input Demo with 'View a Demo' which can be followed through by mouse clicks to enter text etc through the telephone keypad.

This should clear up some of the confusion for some of those members who attended the recent Telstra training Sessions 'Learn How to use your Mobile Telephones' particularly regarding the understanding of T9 Text. Not all of the demonstrations were covered in the Telstra sessions. With the number of different Mobile telephones in use be aware your mobile may not be able to be used in the same manner as the demonstrations but the site should clarify some points.

You can resize or move the text box or even delete it and replace it with a callout or fontwork gallery or any of the other tools available to you from the bottom of your Impress screen.

You will also find a very useful option in the context menu accessed from the border of any of your screen items - it is "Interaction". This will allow you direct the behaviour if the item when it is clicked on.
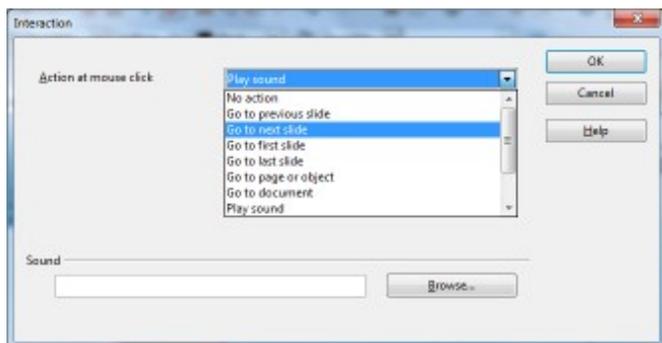
I did not use the next two tabs in the Task pane as they were not required for my presentation. They are Table Design and Custom Animation. These can be discussed at a later date.

The final tab is Slide Transition. As the name suggests this is where you can select different effects for transitioning from one slide to the next. There are many to choose from, but my advice is that unless the transition really adds to the story of your presentation either don't use them or stick to one style for the complete presentation. Just because you can, doesn't mean you should!

This is where you can also select background music to play throughout your presentation, or until you select another piece of music.

When you want to add the next slide select from the menu bar Insert/Slide or Duplicate Slide. Inserting a new slide will give you a slide with the background and the layout in place while a duplicate slide will give you an exact replica of your edited slide. This is what I did for the ABC game.

If you want to have a play with the ABC game you can download it (6720kb) from http://www.sccc.org.au/bnb/abc.odp. This game is completed to the letter L and it also has a "The End" page. You just need to duplicate the letter L or 13th slide and change the content.

Have fun!

Find Your Membership Number

Congratulations to Chris Rowland who found his membership number hidden in the May 2010 edition of Bits'N'Bytes. He was allocated 5 free tickets in the current club raffle.

Do you read your Bits'N'Bytes each month? Find your membership number hidden somewhere in one of the pages and win five free tickets in the current raffle.

The membership number will be chosen at random and will appear as a four digit number within the text of the magazine and may be on any page. If your membership number has 1, 2 or 3 digits, it will be shown with leading 0s.

Do not forget to thoroughly scrutinise every magazine for your membership number hidden within the text of articles each month.

The number is placed in the 8672 middle of a sentence like this!

Start looking now! The lucky membership number is hidden somewhere in this month's edition. Is it yours?

When you find your number contact the club by email at editor@sccc.org.au or phone 54921005 to claim your prize. You are allowed 60 days from the publication date to claim your prize. Otherwise, the prize is forfeited!

Chocolate Calculator
YOUR AGE BY CHOCOLATE MATHS

1. First of all, pick the number of times a week that you would like to have chocolate (more than once but less than 10)

2. Multiply this number by 2 (just to be bold)

3. Add 5

4. Multiply it by 50 -- Go and get the calculator

5. If you have already had your birthday this year add 1760 .. If you haven't, add 1759..

6. Now subtract the four digit year that you were born.

You should have a three digit number

The first digit of this was your original number

(i.e., how many times you want to have chocolate each week).

The next two numbers are YOUR AGE! (Oh YES, it is!!!!!)

Classified Ads

Classified Advertisements in Bits'N'Bytes - Editorial Policy is that B'N'B Classified Advertisement -
1. Are for the use of members only.
2. Items must not be of a business or commercial nature.
3. Items submitted should be limited to a few items - no huge garage sale lists please!
4. Items should preferably be relevant to computers, graphics, video, audio, electrical or electronic hobbies etc. Adverts for other types of household goods will be accepted only if there is sufficient room for them.
5. Ads should preferably be forwarded direct to editor@sccc.org.au or phoned in to 54913279.
6. The Editor reserves the right to reject or edit any material .

FOR HIRE OR LOAN

The Sunshine Coast Computer Club owns data projectors, laptops, external DVD burners, scanners, digital cameras, etc.

This equipment is available for hire or loan to members when it is not required by the club for meetings and presentations.

Contact your club if you need to borrow or hire equipment.

Email: sccc@sccc.org.au

Telephone: 0754921005

FOR SALE

**Thomson SpeedTouch 536
ADSL2+ Gateway DSL Modem**

- ADSL2+ connection to the Internet
- 1x Ethernet port
- 1x USB slave
- Firewall
- NAT connection sharing including helpers for most popular protocols (SIP, RealAudio, etc.)
- VPN support

Seller will give technical assistance to install this modem on any broadband provider.

**$30
Heinz Bienholz**

Telephone 07 54501917

Place Your Classified Ad on this page.

CDs Available from SCCC Inc.

Please Print : Name(First)..(Last)..

Address...City...Post Code............

Item (Prices include GST)	Number	Cost
Club CD - Packed with free software, games and books.	@ $10 each	
Bits'N'Bytes Ezine Archives CD - June 1998 to December 2009. Bits'N'Bytes Ezine Archives CD – trade in your old copy.	@ $10 each @ $5 each	
Multimedia CD - Clip Art, Animations, Midi and Wav files and background colours to add to cards, emails etc. Multimedia CD Upgrade (With old version CD returned)	@$10 each @ $5 each	
Postage (for one or more CDs)	$3.00	
Post to : SCCC, Post Office Box 384, Caloundra 4551 Enclosed Cheque / Money Order / Cash	**Total**	

Member	Surf Watch - Members Web Sites...Submit Yours
Peter Daley	Very Useful Links http://www.ozemail.com.au/~vital1/lstlinks.htm
Peter Daley	Fantasyland Creations http://www.ozemail.com.au/~vital1/
Peter Daley	Daley Positive Personal Development http://www.ozemail.com.au/~vital1/freebks.htm
Jay Leboutillier	Website Design Centre http://www.websitedesigncentre.com.au/
Technologypals	Corporate member http://www.technologypals.com.au
Bill Maxwell	IT Knowledge Base for Seniors http://it.flexinet.com.au/
Richard Philippe (Aka Richi Who)	Be Master of Your Life http://www.personal-development-course.com Richi Who's http://www.psychic-mystic.com
Mathew Carter	Free Online Photo Community http://fotoforfree.com.au

Club Intranet

The Club Intranet is available at all meeting venues. It is packed with up to date free software, tutorials and back issues of Bits'N'Bytes. Access it from any networked computer at the venue.

Type In your browser address bar:
192.168.2.222 (If you are at Buderim) or 192.168.0.222 (If you are at Caloundra or Yandina)

Your Committee

President	Peter Daley	5491 3279 (VOIP)09134402
Vice President	Tony Tasker	5476 7129
Secretary	Marie McGregor	5492 5443
Treasurer	Heather Atkinson	5444 0886 (VOIP)09110928
Administration Co-ordinator	Jean Lear	5492 1151
Committee	Tom Bray	5479 3149
Committee	Morry Phillips	5491 1148
Committee	George Lupsa	5445 3850
Committee	Jim McGregor	5492 5443
Committee	Ian Smyth	5491 9139
Committee	Andrew Hadland	5491 8645
Committee	Don Wallace	0401093692

SCCC Membership Application/Renewal Form

**Applications can be posted to SCCC Inc., P O Box 384, Caloundra, 4551
or presented at a meeting**

☐ **I wish to apply for membership**

☐ **I wish to renew my membership**

Name(s):				
Address:				
City:		Postcode:		
Phone:				
Email:				
I will collect my membership card from Caloundra		Buderim		Yandina

Membership fees include the electronic version of the club magazine.	**Amount**	**$**
Individual	$35	
Family	$45	
Corporate (Includes a monthly advertisement in the club magazine)	$60	
Junior (Under 18 Years of Age)	$20	
For the additional cost of $12 you may subscribe to a printed and posted paper version of the club magazine.		
Magazine subscription	$12	
Total Enclosed	**$**	

Signature:
If after joining you don't receive your magazine within one month, please contact the Club.
SCCC Office Use

Date Paid:	Amount: $
Receipt Number:	Membership Number:
Signed:	Nominated: