

GLENGARA SENIORS COMPUTER CLUB

February 2010

Newsletter No 35



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Glengara Seniors Computer Club Dinner.

The annual dinner will be held on Thursday 20th May 2010.

You should have received a Survey Questionnaire by now which with your support will make the night another success.

Please complete the Questionnaire and return to John Lord villa 227 by 31st March.

Be as critical or constructive as you wish. All comments will be considered, and will be kept confidential.

A firm booking will be sent to you a couple of weeks before the event.

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Forwarding Email



1. When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

2. Whenever you send an e-mail to more than one person, do NOT use the "To" or "Cc" fields for adding e-mail addresses. Always use the "BCC" (blind carbon copy) field for listing the e-mail addresses. This way the people you send to will only see their own e-mail address. If you don't see your "BCC," option click on "To" and your address list will appear. Highlight the address and choose "BCC." It's that easy. When you send to "BCC" your message will automatically say "Undisclosed Recipients" in the "To" field of the ones who receive it.

3. Remove any "FW" in the subject line. You can re-name the subject or even fix spelling.

4. ALWAYS hit your "Forward" button from the actual e-mail you are reading, not

from the one who sent it to you!! *Ever get e-mails where you have to open ten pages first to read the one page with the wanted information on it?* By Forwarding from the actual page you wish to be viewed, it eliminates extra e-mails people have to wade through.

5. Have you ever gotten an e-mail that is a petition? It states a position, asks you to add your name and address and then requests that you forward it to ten or 15 people or your entire address book. **Do NOT do it** delete it straight away no matter what it reads.

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Windows 7



The full version of Windows7 has been installed on computers 2 & 8 in the computer room.

Why not try it out and keep up with the latest from Microsoft.

We hope to be able to purchase new equipment later this year which will include the latest Apple programs.

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Don't forget to visit our web page garaclub.info or <http://members.westnet.com.au/garaclub/> for informative sites to visit.

Forever Learning