

HTTP://WWW.BRIGHTWEBS.COM

# BRIGHTWEBS TIPS

Gerri's Computer Newsletter

April 2007

## Email tip—Forwarding messages

Sometimes someone sends you an email that turns out to have only another email inside, and another inside that - two or three or four emails all bundled together.

If you want to forward the joke or message on, without your contact having to open them all, keep opening them until you get to the final one, and then click the **Forward** button in that message.

Clean it up and take out all the names and email addresses of the people it was sent to. Add your own message. Change the subject line if needed.

Put in the addresses you want to send it on to. If sending it to multiple recipients, **use BCC**.

**Notice that if you put in the addresses last, you won't accidentally send it before you've cleaned it up.**



## Summer Travel Plans

We're off to Halifax on the train. We visited the Via Rail site at <http://www.viarail.com> and discovered their senior companion rates. So we're taking what every one who's travelled it says is the journey of a lifetime. I'll report back next month on how it went, but what's fun about it is that the whole trip was booked online—the train, the Westjet flight home, the hotel in Halifax, a rental car in Toronto, the Air-miles points. You can truly find anything on the web. Some of the sites I used were:

<http://www.travelocity.com>

<http://www.viarail.com>

<http://www.epinions.com>

<http://www.westjet.com>

<http://www.expedia.ca>

<http://www.tripadvisor.com>

And, of course, Google to get you started.

If you're uncomfortable using your credit card online, use the above sites to do your research, and then use the telephone numbers provided on each site to call and make your reservations.

## Quick Tip on Creating a Folder

If you want to organize all those documents in your **My Documents** folder, here's how:

### Start > My Documents.

Under **File and Folder Tasks**, click **Make a New Folder**. A new folder icon appears in the window, with the name **New Folder** selected. Give the new folder a name (just start typing) and press the **Enter** key.

Create folders for the categories you use most often in your photos, letters, or even web pages you want to save.

You can also create folders in Outlook Express or Outlook and organize your mail the same way. Just create the folders, then click and drag files or emails into them.

*Computer Basics Classes start again May 24 at Langara and there will be two sessions of four classes each. This beginner series is very popular—call Daniel Thorpe at 604.323.5266 for more info or to sign up.*

*Dan tells me there are already 4-5 people signed up for summer classes, so don't wait. We limit the class size to 15 for your benefit.*

*Also look for new topics in the fall Langara catalog—we're planning some great additions to the Plus50 series.*

## Windows Media Player 11

Have you ever looked at a web page from one of the news sites such as CTV or CNN or the BBC and clicked on a link to watch a news clip and nothing happened, or you got a message saying that you needed some other piece of software?

There are a number of free players that play these clips. One of the best known is **Real Player**, but there's also **QuickTime** from Apple, and **Windows Media Player** is built into your operating system.

As with other bits of your computer, the tech folks are working round the clock to make everything work better, and with Windows Media Player 11, they've



done good work.

You can use Windows Media Player to play audio CDs, music files, video files and access internet radio, television and movie

programs. You can even use it to copy music from CDs to your hard drive, This process is called 'ripping' a CD.

The commands built into Windows Media Player for listening to audio CDs are similar to your car or home CD player. Use your player's **Help** menu to find out more.

Windows Media Player should automatically start when you insert a CD or DVD into your drive, and version 11 will even play DVDs.

You can download the latest version of Windows Media Player online at <http://tinyurl.com/9rz5l> which is a shortened version of the Microsoft website link.

## Changing Views

The Windows Explorer window is split into two sections, with a list of files and folders on the left and a Details pane on the right.

There are six ways to view the Details pane. Click on the Views button to display each one.

The two I find most useful are **Thumbnails**, particularly in folders with pictures, and **Details** which lets you see when a file was created ("when did I write that letter to George?"), or how big it is, or to sort them alphabetically by name, or by the type of file (documents, pictures etc.). To sort, simply click on the grey bar that is the column header.

## What in the world is Bluetooth?



Bluetooth is a standard (a set of rules) that lets devices talk wirelessly over a short distance. For example, it is now possible to buy a Bluetooth enabled printer which can speak to your digital camera or to your computer or mobile phone.

I can hear you saying, "Gerri, get real, why would I want to?"

Well, I just got a new blue-tooth capable phone with a built-in camera, and when I plug in the adapter, the pictures are instantly

copied to my computer. And the phone can talk to the PDA and to a headset. The Bluetooth adapter (called a dongle ☺), is about the size of the little flash drives and cost me \$21.99 at London Drugs.

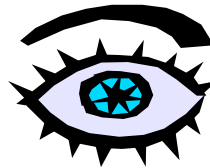
So when you buy your next digital camera or printer, consider Bluetooth as a plus.

## Dust your monitor occasionally

Are your eyes sore, tired, dry or watery? Do you have blurriness, light sensitivity or have trouble focusing after you've been on the computer a lot? The experts on vision problems say that setting your monitor display properly and keeping your screen clean can reduce the strain.

Right click on your desktop and choose **Properties > Display > Settings**. On the Advanced tab, I have my display set at **Large Size (120 dpi)**. Choices will vary between brands of monitor, but look at yours, **write down what's already there**, and then experiment a little.

And see your eye doctor for regular checkups, just to be safe.



## Open a file on a Floppy Disk

To open a file saved on a floppy (or a flash drive) and transfer it to your PC, insert the disk or flash drive into your computer, then **left click** on **Start > My Computer**. Under **Devices with Removable Storage—double click** on the **3 1/2 Floppy(A:)** icon. A new window will open with your file listed. **Click** once to select the file icon. On the left pane, under **File and Folder Tasks**, one of your options is **Copy this file** and another is **Move this file**. Personally I prefer to use the copy command and then once I know the file is safely copied, I can delete it from the floppy if I wish.

Don't save important files on only one floppy. It **will** die on you at the most inconvenient time.

*All Materials © 2007 Geraldine Sombke and Brightwebs.com  
Please contact me at 604-773-6107 for private lessons, with technical questions or to find out more about my classes. And visit <http://www.brightwebs.com>  
-check out the internet links and library pages. Tell your friends about them.*

*Thanks! See you next time.*

*Gerri*