

Internet and Computer Resources With Angela Lewis



Hi everyone,

As I have been run off my feet at work this month, I haven't had a chance to research Internet sites for this issue—my apologies and I promise they will return to the next issue! On the topic of being time-poor, I recently read an interesting article (Time-saving tips and tools online, Nett Magazine Aug 2009) that focussed on all the time people spend dealing with the Internet—most often email. One of the suggestions in the article was to 'batch' tasks. With regard to email, this means allocating time for reading and responding to email to specific times of the day (say once or twice morning and afternoon). This stops the constant interruption of dealing with emails as they arrive and also means that as your contacts become accustomed to your email schedule, they will no longer expect instant replies (or so the logic goes).

The Dangers of Facebook

The Melbourne Herald Sun ran a story recently on Facebook ('Facebook about-face', 28/8/09), in which it reported that Facebook had admitted handing personal details of tens of millions of users to private firms. The social networking website has up to now shared personal information on members including ages, interests and personal messages with many third party organisations—even after people have closed their Facebook accounts. The US Marines have banned Facebook, along with MySpace and Twitter, claiming that '*these internet sites in general are a proven haven for malicious actors and content and are particularly high risk due to information exposure, user generated content and targeting by adversaries*' (Znet.com 4/8/09). All of the corporations I work with ban all social networking sites as they consider them a risk and I would caution members who use these type of websites to keep in mind that their photos, comments and information can never be considered completely private.

Drop Down History Hint

Have you ever been looking for a page on a particular web site you had visited and haven't been able to find it? You may know the site name (www.sitename.com) but the actual page name eludes you. Well, with Internet Explorer and Mozilla Firefox, you can just type in the name of the site—like for example Qantas—(note you don't really need the ".com" part), then hit your down arrow. A list of all the pages you've visited on the site will be displayed.

What are Zipped Files?

A zip file is basically a 'package' of one or more compressed files. If you download a lot of software (or very large documents) you will run across these all the time. They are not difficult to work with, but users without Windows XP or Vista will need an 'upzipping' program to use them. Popular ones are WinZip or Winrar.

Microsoft Office: Get Right to That File

When you open a file in one of your Microsoft Office programs do you find that you're often navigating away from 'My Documents' to some other folder and wish that it would just open up to that specific location in the first place? Well if that's you, then here's the good news—you can set each of your programs to go directly to whatever location you want when you go to open a file. Everyone needs to work in the Options dialog box and as always, that means different directions for different

versions. **Let's begin with the older versions of the MS Office Suite.**

1. For **Word** you will need the **Tools** menu, then the **Options** choice.
2. Locate the **File Locations tab**: select the **Documents** file type and then click the **Modify** button.
3. In the next dialog box **locate the folder** and click **OK**. Then click **OK** again to exit the Options dialog box.

1. For **Excel** you will need the **Tools** menu, then the **Options** choice.
2. Locate the **General tab**: select the **Documents** file type and then click the **Modify** button.

For PowerPoint follow the same steps but choose the **General tab** in Tools, Options.

Now, **Office 2007** users:

1. You begin with the **Options** button for whatever program you are using, located in the **Office Button** list.
2. Go to the **Save** options category and locate field for **Default file location**.
3. Some programs will let you browse and select the default location, others will not so you will have to type it yourself.
4. Once the correct location is in the field click **OK** to exit the Options dialog box.

OverType!

Have you ever gone back to change a thing or two while typing and instead of moving the text to the right to accommodate the space, the text was overwritten? You probably ended up having to re-type an entire paragraph because of it. Looks like you were a victim of the **Insert** key! This happens because you have accidentally tapped the **Insert** key, because when the Insert key is pressed your computer goes into 'overtyping' mode. . Next time that happens, just press the **Insert** key again to get back to normal.



Websites

<http://www.lexisum.com>: a new kid on the Internet block, with Lexisum, users can type in a keyword and have it search Wikipedia to find the best match, which is summarised so that you don't have to read through the whole Wikipedia article to get the gist of it. Once you have searched for your keyword and gotten your summary, you can also print out the information

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