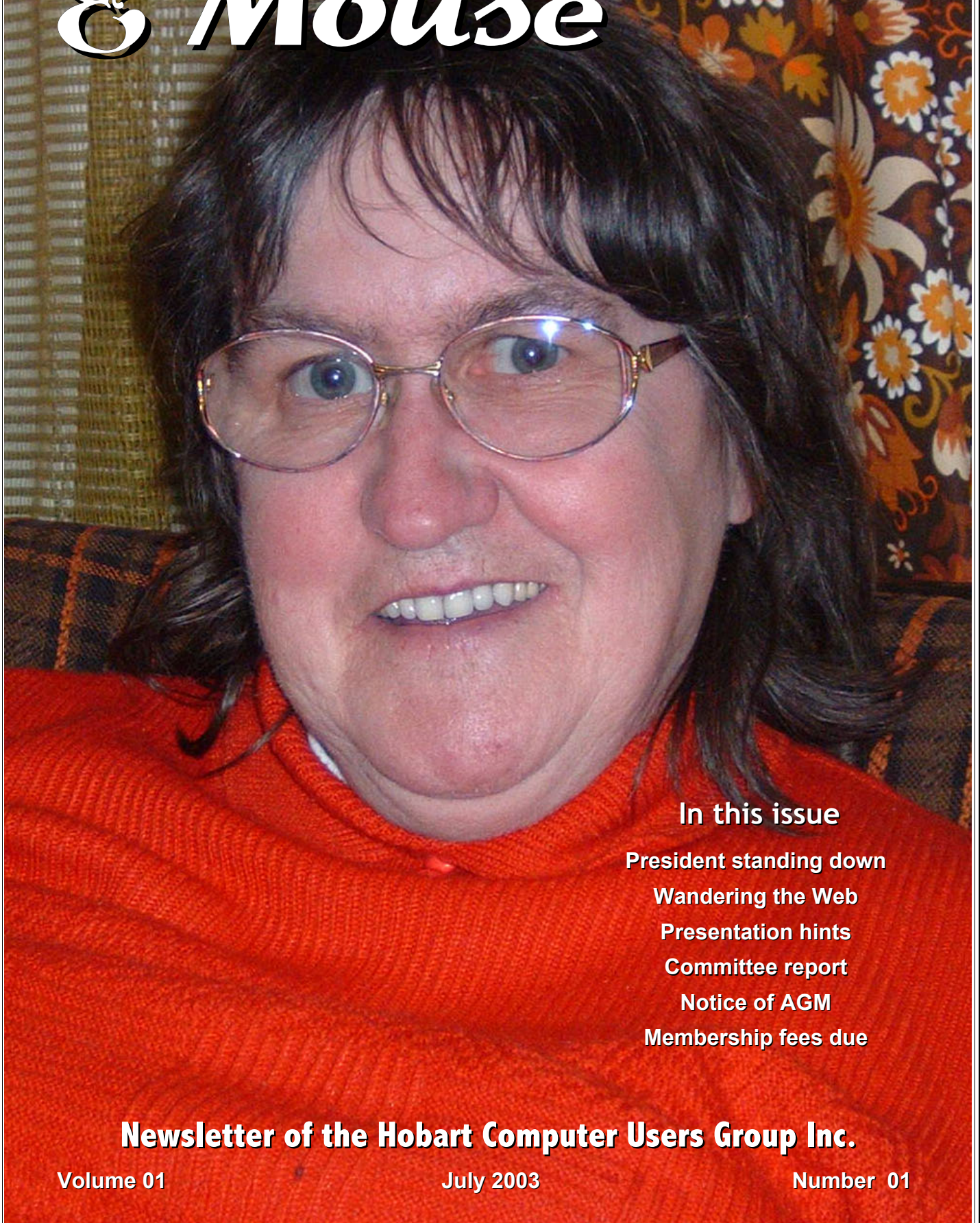


Keyboard & Mouse



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Newsletter of the Hobart Computer Users Group Inc.

Volume 01

July 2003

Number 01

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COMING MEETINGS

Preliminary advice only. Subject to change without notice.
Check the website <http://hobartpcgroup.org.au>
for the latest information and further details.

8 July 2003	Your home library with Senior Librarian, Warwick Lee
22 July 2003	Outlook 2003 with Mandi Wilson from TasLAN
12 August 2003	TBA
26 August 2003	Annual General Meeting
9 September 2003	TBA
<i>Updates will be advised via the HCUG-list. Are you a subscriber?</i>	

GENERAL INFORMATION

- The Hobart Computer Users Group Inc. currently meets on the second and fourth Tuesday of each month from January to November and on the second Tuesday in December.
 - We produce a newsletter ten or eleven times a year, usually in time for the second meeting of the month.
 - We also run an email list (hcug-list@southcom.com.au). Members can use the list to seek help, offer items for sale and for general discussion. To subscribe to the list, go to the URL below:

<http://lists.southcom.com.au/mailman/listinfo/hcug-list>
- Your subscription request will be acknowledged and you must then reply to activate the subscription.
- We meet at the New Town Senior Citizens Club rooms, 22-28 Creek Road, Lenah Valley (opposite Lenah Valley Primary School).
 - Doors open at approximately 7.30 pm to allow time to set out the chairs and set up the computer and projector. Meetings begin at 8pm.
 - An entry fee of \$2 per person applies. We regret the necessity of even this modest charge. However, it is necessary to cover hall hire, equipment provision and supper.
 - Visitors are always welcome. Don't come alone. Bring a friend, or two, or three.
 - Annual subscription is \$25.00 per household per year, payable on 1st July. This entitles the household to one newsletter and one vote.

New service: All members can now have a free permanent email address e.g. yourname@hobartpcgroup.org.au. Apply now by emailing the Editor!

"Keyboard & Mouse" is published on the fourth Tuesday each month and distributed to members, visitors and advertisers. Copies are also exchanged with other user groups in Australia and overseas.

Editor: Peter Campbell

Asst. Editor: Vacant

Contributors: Cindy Campbell, Peter Campbell, Bob Curran, Neil Hutton, Ted Martin

DTP Programs: StarOffice 6.1 beta running under Windows ME

PDF Conversion: Acrobat Distiller

Printing and collating: The Xerox Shop, Hobart

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Advertisers please note:

Deadline for next issue is 9 July 2003. All advertising copy must reach the Editor by the advertising deadline, or it may be excluded at the discretion of the Editor.

We regret the necessity for this, but compliance with deadlines is essential so that the newsletter can be finalised and printed in time for the second meeting each month. Advertising rates and deadlines on application to the Hon. Secretary.

Making a photo website

Peter Campbell explains how to use OpenOffice.org Impress to make a photo website

Impress with Impress

Impress is the OpenOffice.org and StarOffice 5.x's equivalent of Microsoft's Powerpoint. StarOffice 6.x calls the same tool "Presentation". It lacks some features of the latest version of Microsoft's presentation application, but is quite suitable for this particular exercise.

But first, let's consider why you might construct a website instead of sending the photos as email attachments.

Website vs email

If you email high resolution photographs, or a large number of lower resolution photographs to friends as attachments, those emails will take a long time to download if the recipient is using a dialup modem. In addition, you run the risk of so clogging their email box that other emails cannot be received. They won't remain your friends for long if you keep doing that to them!

Of course, if the photographs are compressed, low resolution, or small ones, you can email them a few at a time without causing problems.

If you set up a website, you only have to notify your friends what the website's URL is and they can go there and download the photograph files directly to their computer without them passing through their email box. This gives you the chance to package the photographs as a slide show, and that is really what this article is about.

StarOffice 6.x vs OpenOffice.org 1.x

OpenOffice.org is free, and freely distributed, while StarOffice 6 sells for around \$190. Both have a similar word processor, spreadsheet, presentation program and drawing tools. Why, then, would you pay for StarOffice?

Firstly, StarOffice 6.0 includes Adabas D relational database, which Sun Microsystems license from a German company. Secondly, StarOffice 6.0 includes clipart, templates, AutoPilots (wizards) and photos that are not included in OpenOffice.org. However, for our

purposes these are not necessary, as we can use clipart from elsewhere to decorate our presentation.

Support is another consideration, especially in a business context. OpenOffice.org is not supported, while StarOffice 6.0 comes with some support included. Further support and training is available from Sun Microsystems and its resellers around the world.

New versions

Both StarOffice and OpenOffice.org will be released in new versions, possibly by the time you read this. These have been given an improved interface and many other new features. These are described on Sun's website so I won't dwell on them here. Suffice it is to say that you should get the new version, rather than the old, or upgrade if you already have StarOffice 6.0 or OpenOffice.org 1.0.

Making your presentation

- Click on File, New
- From the menu that opens, choose Presentation or Impress
- Choose Empty Presentation
- Click Next
- If you are using StarOffice 6.0, you will be presented with a large number of possible backgrounds. In OpenOffice there may not be any. In either case, for Presentation Background choose <Original> as we do not need a fancy background for this exercise
- For Output Medium, choose Screen and click Create
- Name the first slide *Introduction* and choose the blank slide as the AutoLayout. You will see a blank work area representing your blank slide.
- If there is not a dotted grid showing, go to Tools, Options and click on the + beside Presentations
- Click on Grid
- Under Grid, tick Snap to Grid and Visible Grid

- Under Resolution, set 0.50cm as both the Horizontal and Vertical Resolution
- Under Snap, tick To Snap Lines and To The Page Margins
- Click OK. This will set a dotted grid that will help you position the elements in your title slides.

Now we are ready to create our Main Title slide, or Introduction.

Making slides

At the moment we have a completely blank, white slide – not a particularly attractive prospect. Let's add a background colour:

- Click on Format, Background
- Choose Color, Gradient, Hatching or Bitmap, depending on what sort of background you require
- Select the colour or design
- Answer “Yes” or “No” depending on whether you wish to apply that background to all slides. I would recommend “Yes” in this case.

Now we need to add some text to the slide and, perhaps, a graphic or two. (See Fig. 1)

- At the left of your work area you will see a large “T” icon. Hold



Fig 1: Main title slide with pale yellow background, active grid, and 'plane graphic.

down your left mouse button over it and a pop-out menu opens.

- Slide your mouse along to the large “T” on that menu. Release the mouse.
- When you bring your mouse back over the main work area, the cursor will change to a crosshair.
- Use this to sketch out a box approximating the text you wish to insert.
- Type in the text.
- If you want text in another area, you can add a couple of line feeds and change the font style, as in Fig. 1, or repeat the process of making a text box and typing text into it.
- To add a graphic go to the Insert menu and choose Graphics, or go to the Tools menu and open the Gallery.
- From the Gallery you can drag a graphic into your workspace.
- **Note:** The graphic will be in front of any text that you have already inserted. Look for the Arrange icon on the left.
- When you hover over it, the word “Arrange” will appear.
- Hold down your left mouse button to pop out the menu. Select



Fig 2: Text laid over graphic. Place graphic first, then text, or use Arrange button at left or workspace.

the arrangement you want and click on it.

- Your graphic will be placed behind the text, as in Fig. 2.
- Make title slides for the various sections of your presentation, as required.
- To insert a photograph, use Insert, Graphics.
- Hold the Shift key and stretch the photograph with your mouse until it is the size required. (See Fig. 3)

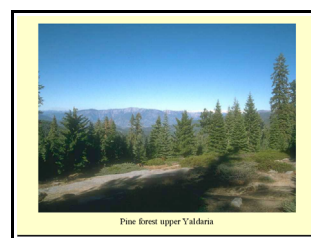


Fig 3: Stretch photograph to size by holding down the Shift key and using mouse. Add caption, if desired.

- Place a caption under it, if required, using a text box.

Making the website

Converting your presentation to a website is the easiest part of the process. Impress/Presentation does all the work for you.

- Click on File
- Click on Export
- Select where you want the webpage files saved. I suggest you create a new folder for them to keep them separate ready for uploading to your website.
- Name the website presentation *index.htm*. Web browsers look for a file called *index.htm* or *index.html* and use it as the start page. In a few

cases, the start page may be called *default.htm* or *default.html*. If in doubt, check with Internet Service Provider for the correct name.

- Click Save
- You will be asked the choose a design. Your choices will decide what navigation buttons will be used in your presentation and how the website will be laid out.
- Choose New Design
- Click Next
- Choose Standard HTML Format. (You may care to experiment with the other choices so that you understand the differences.)
- Untick Create Title Slides
- Untick Show Notes
- Click Next
- Choose Save Graphics as JPG
- Set the Quality. A higher quality means bigger file sizes. The default is 75% but I found 50% to be a suitable setting for this project.
- Set the screen resolution for the monitor type you expect will most commonly be used. The default is 640 x 480 pixels, but 800 x 600 pixels is a more usual setting these days.
- Untick Export Sound
- Click Next
- Choose one of the four types of buttons, or tick Text Only
- Click Next
- Choose the colours to be used. I suggest you accept the default settings in this dialogue

box.

- Click Create and your new website will be created.

Uploading your website

To complete your website, you have to place it online by transferring the files to a web host.

Most ISPs give their customers 5 – 20 MB of space. Some provide an upload mechanism. With others you will need to use an FTP program, such as WS_FTP.

If you need help with the upload process, consult your ISP's technical support.

PDF

If you have OpenOffice.org 1.1 or StarOffice 6.1, you can also export your presentation as a PDF file.

This could be a good choice if you are going to distribute your presentation on CD. The recipients will need Acrobat Reader installed, but most people now have that. If they don't they can download it from <http://www.acrobat.com>.

The Reader is free and you could, perhaps, include it on the CD to save them downloading it.

Microsoft PowerPoint

OpenOffice.org and StarOffice can save an Impress/Presentation as a PowerPoint file. This is another way you could package a CD of your presentation.

- Click on File
- Click on Save As
- Drop down the Save As Type menu and choose Microsoft PowerPoint 97/2000/XP
- Click OK

Recipients of your CD would not need to have MS PowerPoint installed, they can download a free viewer from <http://www.microsoft.com>.


Flash

OpenOffice.org 1.1 and StarOffice 6.1 also offer an Export option of Macromedia Flash format. This would be a good choice if you wanted to automate the show.

Flash can be viewed by media players and by web browsers which have the appropriate plug-in.

If you intend to put your Flash show on your website, be aware that it will load much more slowly than an HTML version. You would also need to add instructions on how to change to the next slide, unless you automate the slide-changes before making the Flash presentation.

K&M



Basic Product List

We can supply a vast range of supplies for your home and small business computer users. Best prices given to members of the Hobart Computer Users Group Inc. who identify themselves when purchasing. Even if you only try us for items that others cannot, or will not, supply, we will use our best endeavours to do so. Combined with friendly and personal service, you will be pleasantly surprised.

▪ Computer consumables	▪ Copy paper
▪ Photocopy consumables	▪ Envelopes
▪ Laser consumables	▪ Desk accessories
▪ Printer	▪ Computer paper
▪ Fax rolls	▪ Pens and pencils
▪ Register rolls	▪ OHP Products
▪ Packaging tape	▪ ATM Rolls

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Wandering the Web with Ted

Ted Martin uses the Web to solve a baffling problem

Google to the rescue!

Thankfully I have few problems with my computer but a couple of recent bugs had me scratching my head. Eventually I used the Google search engine to solve them and was suprised that many others had been similarly troubled with what I thought were rather bizarre problems.

A few weeks ago I noticed that whenever I opened a file in Microsoft Word [Word 2000] the file opened but the frame blinked, the file could not be accessed and the program did not respond. I tried Alt-Tab to try to find the answer, but could not find an info box until I pressed Ctrl-Alt-Del. I then found a box with the words "Do you want to revert to the saved "filename.doc" ". The only "filename.doc" was the one I had just opened, there was no saved file. On answering, no, the file was then accessible.

I decided to remove Office 2000 and then reinstall. This seemed to fix the problem with Word, but the next time I opened a file in Access as soon as the file was displayed on the screen I got an info box with the message: "This patch package could not be opened. Contact the application vendor to verify that this is a valid Windows Installer patch package." I was not sure what this meant, but I decided to remove Access and try to install again. This was easier said than done as I got the same message from Windows Installer, when trying to remove.

I considered deleting all the Registry entries relating to Access, but decided that as there were many hundreds of entries this was not a practical approach. The best alternative seemed to be search for the error message on the web. To my suprise and relief this approach turned up many web pages, including a Microsoft page (<http://support.microsoft.com/default.aspx?scid=kb;en-us;Q295823>) which suggested using a Windows Installer CleanUp utility (msicuu.exe for Windows 2000 and XP; msicu.exe for Win95, 98 and ME).

I downloaded and ran the CleanUp program to remove Access 2000 and then reinstalled it, this time with no problems. However, the next time I opened a Word document I got the "Do you want to ..." message again. Having used Google to clear up one problem I tried the same tactic with "Do you want to ..." and again I found that I was not alone and that others had been similarly plagued. I tried <http://csc.calumet.purdue.edu/faq2/printable.asp?q=490>. This Purdue University site gave three possible methods to fix the problem, the simplest of which was:

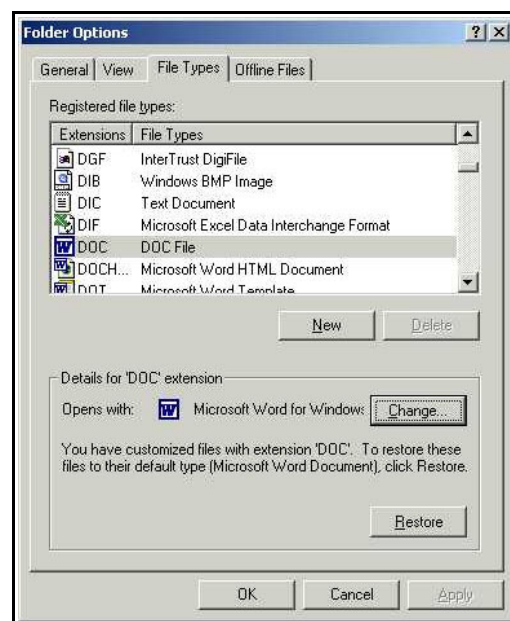
"Method 1: Remove the Microsoft Word Document file type.

1. Quit Microsoft Word, if running.
2. Go to Start.
3. Select Programs.
4. Select Windows Explorer.
5. On the View menu, click Folder Options (Options if you are using Windows NT).
6. Click the File Types tab.
7. Select Microsoft Word Document and click Remove. [Delete ?]
8. Click OK.
9. Restart Word.

Note: When you restart Word, the application will be re-registered."

When I examined the entry in the File Types list DOC was listed as "DOC file" and the option to Delete was greyed out. I pressed the Restore and the listing was now "Microsoft Word Document". On restarting Word all was back to normal. Why the DOC file type had previously changed I shall never know.

Have a nice day!



K&M

Bobbie's Best

Bob Curran suggests some ways to get the best out of your presentations

Do you need it?

Our guest speaker on transferring LPs to CDs regards PowerPoint and similar presentations as something used by people who cannot give a talk/lecture/address.

Not everyone would agree, but using a presentation as a substitute for a properly prepared talk is not easy and it is probably best used to enhance such a talk, not take its place.

Keeping pictures in proportion

Sometimes you need to do some resizing of elements in PowerPoint/Impress/StarOffice Presentation and you want to size them so that they all remain the same size in relationship with each other. This is done by making sure that when you're resizing something, that you resize everything at once. If you have three or four pictures that you have to resize, and they have to stay the same size in relation to each other:

- You click the first picture
- Hold down the Shift key
- Click the other three pictures
- Then you mouse drag the picture to the size you want.

Save your fonts with your presentation

If you are going to prepare a PowerPoint presentation that you intend to distribute to others, be sure that you save this presentation by clicking on the Tools button in the File/Save As dialogue box. This will work for most True-Type fonts on the Windows platform.

Saving your toolbar configurations

If you like to customise your PowerPoint UI, move tool-bars around, configure tool-bars, and tidy up all the bits and pieces, then you'll want to know that all this information is stored in c:\windows\application data\microsoft\powerpoint\ppt.pcb

By copying this file, you can move all your customisations to other computers.

Keyboard shortcuts in tool tips

If you would like to see the any available PowerPoint keyboard shortcuts for menus, commands, and toolbar buttons, go to Tools/Customise, click on the Options tab, and click on "show shortcut keys in screen tips".

Getting rid of tri-pane view

Sad to say, there is no way to permanently avoid this recent PowerPoint "improvement", but you can get rid of it very quickly by holding down the CTRL key when you click on the Slide View button.

Impress and Presentation sensibly don't implement this controversial view and instead have a choice of Drawing, Outline, Slides, Notes and Handout views for your workspace. Click on View, Workspace to change them, or use the small buttons on the scrollbar.

You can also set a Master view of Drawing, Notes or Handout by clicking on View, Master.

Using ctrl + drag to copy

You can quickly make a copy of any subject, by holding down the CTRL key while you drag on the subject. This will then give you a new copy. This tip works in almost all Windows applications.

Making slides print correctly

PowerPoint has certain defaults as to how it prints each object on the page. You can over-ride these defaults if you feel like it. Go to View/Black and White; this will show you a grey-scale preview of how your slide will print. To change the print settings on any given object, right-click on it, then click "Black and White", and then choose the print option you want for that object. Master objects can be selected by going to the Master page View.

In Impress and Presentation, go to View/Display Quality and choose from Color, Greyscale, Black and White, and High Contrast.

Select an object and then right click on it gives you access to a menu with many options, including converting the object to greyscale, polygons, bitmaps and more. The choice of options will depend on the nature of the object.

Preview slide show effects

While editing a PowerPoint presentation, hold down the CTRL key while clicking on the slide show view button; this will open a small preview window showing that slide in slide show mode.

In Impress and Presentation, simply click on View, Preview to pop-up the small preview window.

Setting the default text style

If you want to change the style of text that appears in PowerPoint when you type things that are not the title on the slide body, do the following:

Make sure no objects are selected. From the Format menu, select Font. Make all the changes that you want there, and click OK. From then on, new text will be printed in that style.

To set the formatting for the title or slide body objects, go to the Slide Master and format these objects on the master.

Different backgrounds

Users of Power-Point 2000 and any previous ones, will only have two background designs automatically supplied with the Masters (counting both the Slide Master and the Title Master). However, you can have any design you want on any slide. From the Format menu, select Background. Check the box

that says "omit background items" and this will make the slide ignore the Slide Master's design. You can then place whatever design you want on the slide.

If you want to do this to a number of slides at the same time, go to the Slide Sorter, select the slides, and then use the Format menu command.

But if you choose to put a photographic background, or something similar on many of your slides, instead of doing it once on the Master, your file size will increase dramatically.

Power-Point 2002 supports multiple background masters.

Impress and Presentation do not support multiple background masters, but the master background is automatically overridden when you set an individual background for a slide.

To set the Master Background, go to View, Master and then Format, Page. Go to View, Slide to return to the individual slide view and use Format, Page to set an individual background.

Using guides to measure

Make the Guides visible by using View/Guides. Hold down the SHIFT key while you click and hold a guide; the tool-tip for the guide will display. As you move the guide along, the distance the guide covers from the beginning of the drag will be displayed in the units of your ruler. In this way you can measure distances between objects and place guides at places you want them.

In StarOffice and OpenOffice.org, turn on the grid (Tools, Options) and use it to position objects. Snap lines are being added to the forthcoming versions (StarOffice 6.1 and OpenOffice.org 1.1) but are not

working in the beta I'm currently using.

Slides and text

If you need to create printable pages that have notes or descriptive text associated with each slide, Power-Point has a feature designed to do this, called Notes Pages, or Speaker's Notes, depending on which version of Power-Point you are using. To view the Notes page for any slide, go to the View menu and select Notes Pages. You will see an image of your slide there, and a place-holder for adding your script, notes, or any other text you wish.

You can cut-and-paste text from Word here if you like. To print these pages, bring up the Print dialogue, and at the bottom of the dialogue where it says "Print What:", select Notes Pages. These pages can be designed to be used as audience hand-outs, and with space for the audience to take notes, and can also be used as speaker's notes: the text block would have the script of the presentation, to be used by the speaker, or for sales binders to educated sales people.

Using more guides

If you like using guides, and you would like a few more, you can create additional Guides by simply holding down the CTRL key while dragging on an existing Guide. This will create a new guide. To get rid of guides, just drag them off the edge of the slide.

Making files smaller

Prior to Power-Point 97, there was no internal file compression code inside of Power-Point, and files could get very big, very quickly.

The most usual cause of large files is the addition of large bitmaps. Power-Point 97 compresses these bitmaps, but previous versions did not.

To keep your presentations as small as possible, try reducing the resolution of your bitmaps, which will bring their size down tremendously. For viewing on screen, the bitmaps don't need to be more than 96 dpi. They won't print very well until they are up around 150 or higher, but the screen will usually display satisfactorily at 96 dpi, so if the primary viewing medium is the screen, there is no point in having the bitmaps on a higher resolution.

Also, the bitmap format can make a big difference to your file sizes. JPEG and PNG both have good internal compression code. GIF has some, but not nearly as good as JPEG. BMP files are the largest; TIFF files will also be very large.

Sometimes, as you're working on a PowerPoint presentation, you'll notice that the file seems to get bigger. To fix this, save the file using "File/Save As" and give the file a new name. This can reduce the file size up to 50%.

Controlling your bitmap sizes also works in Impress and Presentation. However, they use an XML- and compression- based native format, so, unless you need to save as PowerPoint, use this for smaller file sizes.

Distribution to others

If you are making a Power-Point presentation, and you intend to give it to many different people, here are a few things to watch out for that will cause some problems:

1. Stick with the fonts that come installed with Windows, some fonts that appear on your machine will cause problems if everyone

else doesn't have them.

2. Avoid embedding sounds and videos: these will not go from Mac to Windows, and you have to be really careful about how you insert the files in order to get them to "travel" properly.
3. Try looking at the presentation from a different platform, such as Mac vs Windows, be prepared for some visual changes in your file, the version or platform may not support some of the features you've put in, so be sure to check your file on several different machines and versions before you share it around!

The same rules apply when designing using Impress and Presentation. Bear in mind, too, that some effects may not be preserved when you save as PowerPoint.

Changing case easily

If you have text in PowerPoint that is in the wrong case, select the text, and then click Shift+F3 until it changes to the case style that you want. Clicking Shift+F3 toggles the text case between ALL CAPS, lower case, and Initial Capital styles. You will be surprised how often you use this little trick once you get used to it!

In Impress and Presentation, you can use Format, Character to open the dialogue box. Then choose the Font Effects tab and drop-down the Effects menu. You will find the four possible options there and can apply whichever is needed to make the changes you want.

If you select an object in Impress and Presentation and hit

Shift + F3, you will open a dialogue box that lets you duplicate the object, including varying various parameters as the duplication is done.

Nudging objects

In all three presentation programs discussed in this column, you can use the arrow keys to move objects over very small distances. This is a good move for those laptop users who have no mouse. Select the object, then use the arrow keys. Each press of the key will move the object about two millimetres or so, if you hold down the ALT key. If you have the grid turned off, you can move the objects roughly one pixel at a time.

Across multiple disks

From the File menu, select Pack and Go. This wizard will compress your Power-Point presentation and copy the file onto as many floppies as you want. Be sure to format a few floppies before you start, and make sure they are empty. This feature requires PowerPoint 95 or higher.

While there was a similar utility in StarOffice 5.x, it has been dropped from the present versions. In OpenOffice.org 1.0 and StarOffice 6.0 save your presentation as a PowerPoint one and use the free Microsoft PowerPoint viewer on computers that do not have PowerPoint installed.

In OpenOffice.org 1.1 and StarOffice 6.1, try exporting as Flash format. You should then be able to view it in a web-browser, (subject to the appropriate plug-in being installed) or with a media player.

K&M

The President Ponders

Some sobering comments from Cindy Campbell

Two years is enough

One group I belonged to a few years' back had a rule in their constitution that no member of the committee could serve more than two consecutive terms.

That group is no longer around, but I still think they were on the right track. Everyone should take a turn at running the group, organising meetings, or being involved in other ways. A voluntary group where no-one volunteers is a pathetic thing to behold.

It seems hard to believe that I've been in the Presidential chair for two years, but I have and, in that time, my other commitments have increased so that I can no longer give the job the attention it deserves. Therefore, I am standing down. So, too, are the Vice-Presi-

dent, the Secretary and the Caterer.

Replacing such a team in one hit is going to be hard and would not have been necessary had there been less reluctance to be involved. Peter, for instance, wanted to stand down two years' ago and, against his better judgment, was persuaded to stay on.

At times I have felt I have been banging my head against a brick wall. The Committee has worked hard to bring you an increasing number of guest presenters for our general meetings. Despite this, attendances have generally not improved, members don't go out of their way to persuade others to join us, and volunteers are thin on the ground.

There is only one good thing about banging your head against a

brick wall and, to experience it, you have to stop.

That said, the attendance at the meeting on 10 June was a significant, if temporary, improvement. Les Courcha was a very interesting speaker with a real passion for the subject of copying LPs to CDs and there were lots of people asking lots of questions. He has promised to return and demonstrate the type of equipment used.

I would like to thank the Vice-President for chairing the meeting. In the absence of the Secretary and the Caterer, I found it necessary to look after other matters including the supper. With Peter chairing the meeting and Kevin Burgess and Bill Ryan assisting in the kitchen, things went smoothly, showing what can be done when people pitch in to help.

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Committee Report

Peter Campbell summarises Kevin Burgess' minutes

Apologies

Apologies were received from Neil and Kathy Hutton.

Minutes' Secretary

In Neil Hutton's absence, Kevin Burgess agreed to keep the minutes for the meeting.

Confirmation of minutes

The minutes of the previous meeting were read and confirmed after minor amendments were made.

Matters arising

Peter Campbell reported that the hard drive from the Group's computer had still not been replaced. He will follow it up.

The design of membership acceptance letters and problem forms has still not been finalised.

Rules of the Association

It was resolved that a further meeting on 24 June 2003 would attempt to finalise changes to the Rules.

Treasurer's Report

The Treasurer did not table a report but promised to email it to the Secretary.

Newsletter

It was agreed the new name of the newsletter would be "Keyboard & Mouse". A notice re membership dues was to be included. Advertising: Xerox, Essential Office Supplies and Quality Secondhand.

Tribute

The Committee approved the placement of a death notice in memory of Peter Clark, partner of former President, Jenny Houghton. Flowers were also sent and this action was also approved by the Committee. Accounts will be presented later.

K&M

Notice

Members are reminded that annual membership fees fall due on 1 July 2003.

Members wishing to vote on the changes to the Rules of the Association are reminded that they must have paid their fees prior to the commencement of the AGM.

The Hobart Computer Users' Group Incorporated

The Annual General Meeting of the Association will be held at
New Town Senior Citizens Centre,
22 – 28 Creek Road, New Town, Tas 7008
at 8.00 p.m. on Tuesday, 26th August 2003.

The Business to be transacted shall be in accordance with Rule 11, of the Constitution and Rules and shall be conducted in the following order:

1. The reading of the notice convening the Meeting.
2. Apologies.
3. Reading and confirmation of the minutes of the previous Annual General Meeting.
4. Tabling of the President's Report.
5. Tabling of the Treasurer's Report.
6. Election of Office Bearers:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Committee (4 Members Required)
7. Fixing of Annual Subscriptions
8. Appointment of Auditor.
9. Approval of new Rules of the Association
10. Any Other Business to be transacted.

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