

NCC Meeting, Dec.6,2007

- The first ½ hour of the meeting was our AGM . Members of the Executive returning for the next year are Cliff Farmer, Gregg Wilson, Niels Jorgensen and Steve Wawrykow. Two or more directors are required. If you have the time please join the executive as a director. Gord Hussey and Alan Forest attend the executive meetings as “advisors”. We certainly appreciate their help.
- After the AGM, Steve Wawrykow gave a presentation on various topics as described below.
- Thanks to all members of the meeting who pitched in with question and answers,
- The following topics were discussed:
 - Opening email attachments - If you try double clicking and it does not work, save the attachment to where you can easily find it and then double click on it again.
 - Bcc and other email practices - cleaning up email before forwarding etc. emailstripper
 - Group mailing -how to set up
 - Backup your address book
 - Snopes A website that list hoaxes that are found in emails. If you find a frightening warning in your email or a story and/or picture you find hard to believe, check it out with Snopes. <http://www.snopes.com/>
 - Print Screen Print Screen key saves screen view to the clipboard. Steve illustrated its use.
 - Shrink-to-fit from print preview in MS Word. Steve illustrated how you can shrink a page and a few lines on a second page to fit on a single sheet.
 - **Extract an Embedded Midi (music) file.** Steve illustrated how to change an email with embedded music and pictures from Html mode to plain text mode and extract the music or picture from the email onto your computer.
 - Tools >options >send >plain text >, then read>read all messages in plain text. Then forward the message to yourself. Save the music file to a chosen folder.
 - There were various other questions that arose and were discussed. Once again thanks to all the people who took part. That made the meeting not only informative but fun as well.
- Thanks to the members of the front row for their help- thanks John and Doug.
 - **Submitted by Steve Wawrykow**