



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 9

ISSUE 7

President's Message

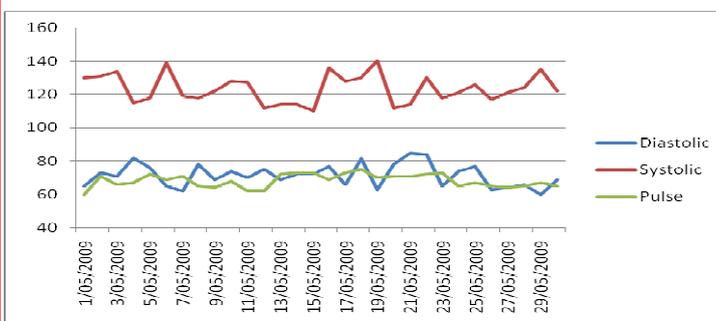
Another financial year has ended, the world is still in economic crisis and we hear daily of this. I hope that our members are not too badly affected or at least I hope you all are able to find the \$20 necessary to renew your membership with ComputerPals. Yes, our membership year starts on 1 July, and anyone who has put their name down for a course that starts in July or later really does need to renew their membership.



On 9 June Mitzi and I attended the ASCCA Members forum in Sydney, very interesting, read about it further down. E-Security was a big topic and most important for anyone who carries out any kind of transaction online. Who said "What is ASCCA?" It is Australian Seniors Computer Clubs Association, the President is Nan Bosler, a very dynamic lady and it is worth visiting the site just to read about her under the Directors link.

I have filled in for Bruce teaching Excel, never taught it before although I have used Excel extensively during my working life, and still do for many small things, but teaching it, checking with Bruce's notes to make sure that I was not going to trip myself up, or at least not fall in too big a heap, did a couple of things. It reminded me what a powerful tool it is and made me realise how much it has improved since I last seriously looked at its capabilities. If you do anything that requires a data base, calculations or graphs then look at Excel as the software to use. Of course the next step is to enrol in the course to learn how to use it.

One of the things that I use Excel for is to record my home monitoring of my blood



pressure. OK, I could just write it in a book, *I do*, but once I enter it in Excel I can graph it, that gives a really good picture to impress the doctor.

Don't be fooled, that is not my real blood pressure and I do not measure it each day. I used a random number generator to create this data, yes you can do that too. I was enthused teaching Excel, what else could I do?

How many of you have been driven mad by Email supposedly from financial institutions such as the Commonwealth Bank, St George or a Credit Union. First I hope you all saw our Email saying that financial institutions do not send such Emails. A good way to avoid getting these onto your computer is to download and install MailWasher Free. Yes, it is free and if you select the option "Load MailWasher Free on start up" it will let you delete these at your mailbox.

Just a reminder, the Annual General Meeting is coming up in August and there will be some changes on the committee. If you believe that you could contribute then talk to any of our committee members. *Your President Lindsay*

Remember

ASCCA's Newsletter and its informative items can be accessed on the web site:

<http://www.ascca.org.au>

Committee Report

The technical team reported that various problems with our computers have been resolved. There have been updates to software including Lanschool.

The asset register is currently being updated to add our new equipment.

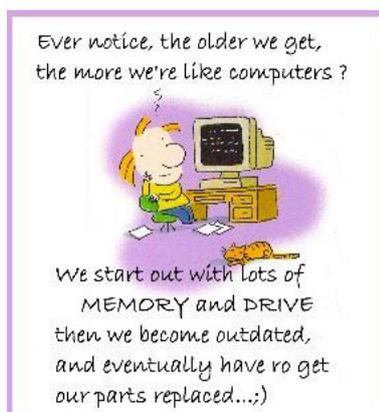
Preparations for the AGM are under way and the annual audit will be performed next month.

Our broadband plan was not increased last month as previously reported and usage is currently being monitored to see if an increase is warranted.

Members are requested to use black/greyscale when printing rather than colour if possible due to the high cost of colour cartridges.

The microphone is to be used in the school hall so that everyone can hear easily.

That's all for now. ***Jan***



Information regarding activities and dates appears on the *Members* page of the Website.

IMPORTANT DATES TO REMEMBER:

Mid Year Lunch: Friday 31 July, Belmont 16 Footers 12 Noon

Enrolment Day: Friday, August 7, 10am - 11.30am

AGM: MONDAY 10 AUGUST at 10am

followed by Members' Morning Tea featuring a demonstration on SKYPE

COMMITTEE

<i>President</i>	Lindsay Threadgate	<i>Vice President</i>	Roger Cornish
<i>Secretary</i>	Jan Whiteman	<i>Treasurer</i>	Michael Pitt
<i>Assistant Treasurer</i>	Mervyn Pope	<i>Technical</i>	Neville Clifton
<i>Education</i>	Bruce Deitz	<i>Rosters</i>	Carolyn Keane
<i>News Editor</i>	Daphne Luker	<i>Social</i>	Dawn Howe

Committee Members

Denise Brandon	Jo Moonan	Mitzi Gordon	John Saunders
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The committee members listed above may be contacted via the links on the **ABOUT US** page on the club website under **CONTACTS**.

Our constitution, as amended at the 2008 AGM, is available to be downloaded and read via the link on the Member's page on the website.

ASCCA MEMBERS' FORUM REPORT by *Lindsay Threadgate*

Mitzi Gordon and I attended the ASCCA (Australian Seniors Computer Clubs Association) Members' Forum on 9 June and we both found it quite interesting. The forum covered the topics of e-Security - it was National e-Security Week; a demonstration of Apple Macs, a recent Videoblog workshop, Guide, which is multi award-winning software for users with low vision. There were some ideas on club meetings and speakers, a project undertaken by the Parramatta club with the local Council, and future technology.

The Forum is reported on the ASCCA Website <http://www.ascca.org.au/> under the link "Members Forum 9 June presentations" and while not everything presented is as yet available they are working on it. The most interesting topics I thought were:

e-Security Presentation

The e-Security presentation by two Australian Federal Police officers was most informative and ASCCA have added an e-Security page to their Website. Of particular interest is a Government Website, Stay Smart Online (<http://www.staysmartonline.gov.au/>), they referred to the usual Anti Virus/Anti Spyware which I hope all our members understand anyway and the need for regular updates etc. What I did find interesting however was the suggestion of setting up a separate user account, without administration rights, on your computer for use on the Internet and Email and block it from the HDD. I would like to understand more about this.

Other suggestions were:

- Strong Passwords, min 8 characters with a mixture of upper and lower case and numerals, change twice a year
- Think before clicking, if it looks too good to be true it probably is!
- For a Website with which you want to transact, always type the address directly into the address bar, never follow a link
- Regularly check the status of your online transactional accounts and especially look for any small transactions that you have not initiated.
- Do not use "Shared" PC's (Internet Cafes) or wireless Internet "Hot Spots" for transactions.
- Be aware of "Mule recruitment".
- Make sure your wireless network is secured.
- See the ACCC Government Website SCAMwatch, <http://www.scamwatch.gov.au/>

Presentation on Apple Macs by David Bennett

This was interesting mainly due to the compact design lowering the computer footprint and the different presentation which, although being very clever, would take a bit of learning. In other words I am not racing out to buy an Apple Mac.

Guide, multi award-winning software for users with low vision

This presentation by Tim Connell of Quantum Technology was most interesting, "Guide can magnify text and images, has crystal clear voice and above all, is so very easy to use – No knowledge of computer is required". You can find it under Products:Australia & NZ/Low Vision Products/Easy Computing/Dolphin Guide.

(Continued on next page)

ASCCA MEMBERS' FORUM REPORT *(continued)***Computer Skills for Community Groups**

Deborah Martin of the Parramatta Club gave a very interesting presentation of a project that they undertook with Parramatta Council. The paper is available on the ASCCA Website.

Videoblog Workshop See the ASCCA Website and follow the links.

Your President, Lindsay

**The AGM will be held on
Monday 10th August at
10am in the School Hall**

**This will be followed by a
demonstration of SKYPE
by club members
Graham Woolridge and
Dick Wubbels**

Then join your fellow members and newly elected Committee for a delicious

Members' Morning Tea

Cakes, biscuits, tea, coffee and juice

will be served

***This is an entirely free morning with the chance of
winning a lucky door prize of a webcam with built in
microphone.***

What is SKYPE

SKYPE is software that allows users to make calls over the Internet. The calls are **FREE** to anyone who has SKYPE to anywhere in the world. It is a great way to keep in touch with friends and family members who live overseas or interstate and it is **FREE!**



We had a good turnout for our June meeting. We had to use the school hall as the clubroom could not handle the number that turned up. Bruce Deitz launched “Improving your photography” and we had a lively discussion on a number of topics.

Our outdoor shoot was held at the Newcastle Fish markets and over 30 enthusiasts turned out on what looked like being a wet afternoon, but our luck held and we had a great afternoon, followed by a really jolly get together for coffee at the “Seasalt” which capped off a very pleasant outing. Photos were taken of boats old and new, big and small, old ferries, million dollar gin palaces, birds and people.

It is interesting to see how some members are learning and how cameras are no longer set on “auto”. Creative talents are becoming apparent even though the odd member still forgets to charge batteries or bring a spare !!

Be prepared to experiment, with the modern digital camera it costs you nothing. The more you practise, the more comfortable and proficient you become with your camera and adjusting things like ISO, white balance and utilizing the various modes on your camera become second nature.

We intend having our future meetings on a Monday instead of a Friday and a notice will be sent out detailing these changes, so check you’re Digipals G-mail. We are trying to be more flexible, in order to accommodate those members who find Fridays a little awkward. We will be flexible with our outdoor shoots as well; Saturday seems to suit a greater number of people.

Happy snapping and keep practising. *Graham*



*Enjoying coffee at ‘Seasalt’
after the Fish Markets shoot*

Social Report

ComputerPals mid year lunch will be held in the Quarter Deck Room at the Belmont 16 footers Club on 31st July at 12 noon. The previous venue was becoming very expensive to hire and the committee decided it was time to try other venues. As we are a non-profit, local organisation, the board of the 16 Footers have kindly donated the use of the Quarterdeck **free of charge.**

This dining room has a huge balcony overlooking Lake Macquarie; affording a wonderful view, and has it's own facilities and bar so there is no need to go into the public part of the club. An elevator is available in the foyer which allows ease of access to the venue which is upstairs.

The cost for lunch; consisting of Main meal, Salads, 3 different Desserts and Tea or Coffee is \$22 per person.

Come along, support and celebrate our great Club!

A list will be in the clubroom for names of members and their partners who are interested in attending. Cheques need to be made payable to:



Computer Pals
and mailed to:
Social Secretary
P.O. Box 181
Toronto N.S.W. 2283



Money for the lunch must be received by 24th July

***There will be a photo competition
for the best photo taken from the balcony of the
Quarterdeck after lunch; so bring along your cameras.
This is open to everyone, not limited to Digipals.***



PICNIC AT BLACKBUTT by *Kay Williams*

On Monday 1st June, on a dismal first day of Winter, a group of around 20 intrepid Picnickers went off to Blackbutt to have a picnic lunch in the pavilion off the Freyberg Street entrance. There were a number of 'new' faces at the outing.

Some of us had our cameras (one whose name shall remain anonymous, discovered a flat battery on arrival!) so we happily snapped away at the Swans and the Ducks for our DigiPals site. Unfortunately Joan Hall was attacked on the leg of her jeans by a big black Swan - must have got too close. She was not hurt but did get a nasty shock. (We all missed the photo!)

We sat in the shelter enjoying our lunch and generally talking about other proposed outings and our experiences with ComputerPals. It was an enjoyable lunch-time in other people's company discussing our common interests.

Trusting our next picnic enjoys a sunny day - fingers crossed. Kay



Photos courtesy of John Saunders and Graham Woolridge

Bits and Pieces

To check availability of courses please phone 4961 6576 during office hours.

And the Next Course?

An outline of the courses is available on the website and on notices in the Clubroom. If you need further explanation, the Tutors will be more than happy to advise which course is the most suitable for you to take. **As demand for the courses is high it is imperative to enrol early and confirm your position by forwarding your payment.** *Please check that a vacancy exists in the course before sending payment.* Most Courses are repeated in later sessions.



Patricia Morgan

Alan Little

Valda Pett

Maureen Mark

Jackie Dawson

Kay Bargallie

Joyce Dowding

Joan Greenwood

Rhonda Martin

Robert Coady

Douglas Gall

Peter Dawson

Norman Bakewell

Mary Woolridge

We hope that you enjoy the many benefits of belonging to Newcastle ComputerPals and enrol in the courses that interest you. The Tutors and their assistants are also Seniors and conduct the courses in a relaxed atmosphere. They remember how daunting it was when they started out so are able to empathise with all of those who are new to the world of Computing.



Congratulations and Best Wishes

For our members who are celebrating birthdays and anniversaries -
Congratulations!

To those who are ill our best wishes for a speedy recovery. Many of our members, including a number of the committee, have not been well lately. Some of these people have had stays in hospital and hopefully they are all 'on the mend' now.



Condolences

To all of our members who have lost loved ones recently, please accept our condolences.

BOUNCING EMAILS

If you are not receiving regular emails from ComputerPals then your email address that we have is incorrect. Please send an email to secretary@computerpals.org.au with your full name in the subject line and I will correct it.... **Jan**

Tips and hints

GOOGLE'S CALCULATOR

Another interesting Google feature is its 'Search Box' Calculator. If you type a formula into Google's Search Box, pressing Enter will display the result. For instance, typing **36+120** will produce the sum of **156**. Typing **240-20** will result in **220**. Use an asterisk ***** for Multiplication and a slash **/** for division. *Information Courtesy of PC Don (Don Edrington)*

THE SPACES TOO IN MS WORD?

In MS Word, what is the difference between **Ctrl + U** and **Ctrl + Shift + W**
The answer is one little word: spaces.

Ctrl + U will underline Text, spaces and all like this:

Hello, how are you?

In contrast, **the Ctrl + Shift + W will underline only the text**, like this:

Just fine, thank you.

See how the spaces are not underlined?

In a word, the difference is the spaces. *Thanks to April at World Start for this tip.*

RIGHT CLICK KEY

Has anyone noticed the key (circled) that is on the right side of the keyboard between the Window Key and the Control Key. Let's call it the "Menu Key". Why? Because when you press it, it opens up a drop-down menu for whatever program you're in. The menu includes all the information you would see if you right clicked, so I guess you could also call it the "Right-Click" Key.



So, next time you're typing away and need an edit menu or some other feature that you normally right-click to get, just head down to the Menu Key.

Submitted by Dawn Howe

The article above leads to the item below that was sent by Elaine Butler:

Tech Support: *'I need you to right-click on the Open Desktop'.*

Customer: *'OK'*

Tech Support: *'Did you get a pop-up menu?'*

Customer: *'No'*

Tech Support: *'OK, Sir. Can you tell me what you have done up until this point?'*

Customer: *'Sure. You told me to write 'click' and I wrote 'click'.*

The customer needs to go to one of Bruce's classes where we all learn what this finger is for:

It is, of course, our right-click finger!!!!

Daphne



More Tips and Hints

The following tip has been re-published at the request of a number of our members.

SHUTDOWN SHORTCUT FOR VISTA

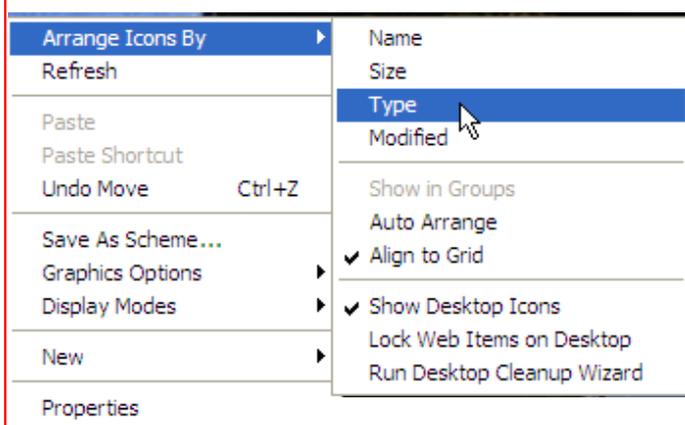
If you would like to create a shutdown shortcut for your Vista computer, here's what you need to do. First, right click on your desktop and choose **New**. Click on the **Shortcut** option and then wait for the **New Shortcut** wizard to come up on your screen. Once it does, it will ask you for the location of your new shortcut. In the box, type **shutdown -s -t 01**. Then click on the **Next** button to finish out the process.

Thanks to Dick Wubbels for this very handy hint.

ARRANGING DESKTOP ICONS

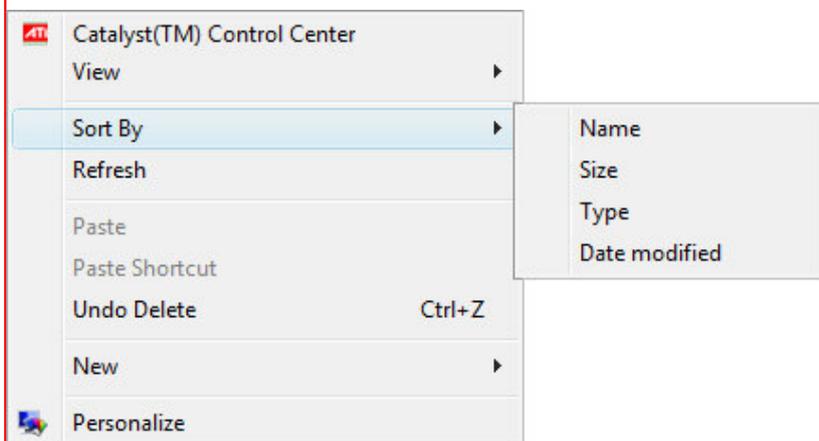
Do you have icons scattered all over your desktop and want them lined up? Or maybe you have them lined up in neat little rows but would prefer them grouped in different areas of your desktop. We will try to satisfy both with the following tip.

To organise scattered icons in Windows XP: Right-click the desktop and select 'Arrange Icons'. You'll be presented with a sub-menu that's chock full of icon arrangement options.



Choose one of the options here

For Windows Vista: Same idea here, Right-click on your desktop and a menu will pop up, only in this menu the option to arrange your icons is found under 'Sort By'



Choose an option

Thanks to Steve at World Start for this tip.