President's Message

The other day I was pondering the various aspects of our club, what aspects of our club are well developed but more importantly what aspects could do with improvement. Personally I think the club is among the best of its type in Australia but let's not get conceited or too comfortable about that. There are some areas where improvement could be made. Yes, I would like to hear your constructive criticism on where you think we could improve. The sort of thing I would like to hear is *"we have good courses, the theory is covered very well however I think it could be improved by....."*. This would give excellent feedback for course development. I only pick on courses as an example, there are many other aspects, some might even be areas where we have no activity. Who would have thought that DigiPals would take off like it has?

I am pleased now to be able to report that our new presentation equipment has arrived, a data projector, notebook computer and other supporting hardware. I look forward to seeing it in use and in fact using it. I am very impressed with the image shown by the data projector, the clarity is excellent. I just hope the content of presentations can match the quality of equipment, which is the challenge.

Our mobile phone workshop has attracted so much interest we have had to declare it full, look for details on page 3 of the Newsletter. It should be an interesting morning. Most important, if you have put your name down, please come as if you don't you will have denied someone else a place. Look forward to this it should be good.

I like things in threes, I can mostly remember three things, this month my three things are Disk Cleanup, Disk Defragmenter and System Restore, you will find them at "Start/All Programs/ Accessories/System Tools". If you want Help just click on the Start Button and then Help and Support and type each of these three in turn. You will not lose any data and your computer might just go a lot better. How long since you defragged your hard drive? Well, do a Disk Cleanup first. System restore is such a good safety net, make sure you set a restore point before you install any software (program) that someone has given you even when they have assured you that it is OK. If all else fails ask someone at the club, there is sure to be someone who knows or knows who will know.   *Your President ,Lindsay*

Information regarding activities and dates appears on the *Members* page of the Website.
IMPORTANT DATES TO REMEMBER:
*Digipals Meeting***: Friday, March 13, 1pm ;** *Digipals Field Trip***: Friday, March 27**
*Enrolment Day***: Friday, March 20, 10am - 11.30am**
*President's Morning Tea (incorporating Mobile Phone Workshop)***:**
Monday, March 16, 10am

Course Sessions: Tuesdays, Wednesdays, Thursdays of each 5 week session

8.45 - 10.15 am	12.15 - 1.45 pm
10.30 - 12 noon	2.00 - 3.30 pm

Extra courses will be scheduled for Friday mornings when demand is high.

Committee Report

The committee was shown our new equipment which consists of the following:

    Toshiba Laptop with external keyboard and mouse
    Data Projector
    Screen
    Portable PA system
    Desk

This equipment can be used for functions in the hall as well as Train the Trainer sessions. The screen will be permanently mounted in the school hall and is for school use as well as ours.

Courses were discussed and we will be teaching some courses on Friday mornings whilst necessary, due to the demand.

Members are to be encouraged to put their names down early for the follow-on course as courses are filling very quickly.

The emergency plan is now ready and the poster is on the wall next to the first aid box.

The technical team has been busy repairing and checking all computers weekly and have recommended an upgrade of our tutor program, LanSchool. *Jan*

One of our tutors, Jack McLaughlin, is on the road to recovery after a successful heart operation in St. Vincent's Hospital, Sydney.
We hope that you are soon back to your old self Jack and we look forward to welcoming you back to the teaching scene.
You have been missed!

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*

COMMITTEE

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

Committee Members

Denise Brandon	**Jo Moonan**	**Mitzi Gordon**	**John Saunders**

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.
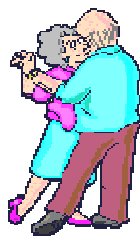
PRESIDENT'S MORNING TEA
and Mobile Workshop
Monday 16th March, 10am

Unfortunately we have had to stop taking names for this function as we are fully booked. Crazy John's are absolutely amazed at the interest shown in the workshop.   We may run another one later in the year to cater for those who miss out this time so watch the Newsletter and Notice Board in the clubroom for more information.

SENIORS WEEK SUNDAY 15 - SUNDAY 22 MARCH 2009

**On Thursday 19th March there will be a
DANCE ACROSS NSW
This is a Tea Dance with the Milton Ward Orchestra which includes afternoon tea. It will be held in the Starlight Room, Wests Leagues Club, Hobart Road, New Lambton. Bookings are essential as spaces are limited. Please phone 4974 2855 to book.**

Can you help ?

Do you have some spare time available to help with reading at Islington Public School? Call in and see Susan at the school office before or after one of your classes if you can help with this very important matter. She will be happy to arrange a time (usually 1/2 to 1 hour) that is mutually agreeable to both you and the school. Susan can also be reached by phoning 4969 3903.

NEVER Underestimate GOOGLE!

This is a true story. I was very tired one evening and thought I would do a load of washing.
Put it all in, added the soap powder and pressed the button and bingo… nothing happened.
To my frustration it would not start and kept beeping and flashed a "DE" error at me.
That's all I need I thought. The manual did not mention this error message so I left it and went to bed, meaning to phone the serviceman in the morning.
During the night I had a flash of inspiration.. I can Google this error and find out what it means. So I typed in *"Samsung DE error message"*.
Believe it or not others had been there before me and quick as a flash the answers came up.
DOOR OPEN ERROR.
Feeling very sheepish I closed the lid on the machine and it worked.
When I am travelling I keep a pen and paper handy and as questions arise during our conversation I make a note of them and we Google them when we get to our destination.

Want to know something? Google it! *Jan Whiteman*

Bits and Pieces

Which is the correct course for you to take?

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.* To check availability of courses please phone 4961 6576 during office hours. Most Courses are repeated in later sessions.

WELCOME TO OUR NEW MEMBERS

Ken Jones	Delma Tisdell	Shirley Johnston	Alan Seaman
Yvonne Seaman	Catherine Buxton	Heather Davidson	Nicky Cathcart
Pauline Unthank	William English	Margaret English	Nancy Herford
Peter Payten	Kay Fordham	Kevin Simpson	John Stevens
Douglas Green	Diane Green	Gordon Terry	Roderick Ross
Dianne White	Maureen Francis	Lauren Rowen	Margaret Thirlwell
Robyn Adams	Brian Adams	Karen Williams	Margaret Hobson
June Johnstone	Ray Tranby	Colleen Tranby	Rose-Mary Plunkett
Ruth Buckney	Beverley Pegg	Michael Mitchell	Virginia Blackham
John Chapman	Anne Blackwell	Keith Jones	Rhonda Doosey
Pat Doosey	Pauline Maher	Beth Harradine	Trish Chauncy
	Kevin Randall	Rhoda Randall	

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.

Condolences

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

February saw the start of our 2009 program. Our first meeting in the Clubroom was well attended and we had 5 new members sign on. We discussed taking photos in poor light, when and when not to use flash.

The prizes for the Xmas Lights competition were presented and we discussed the Newcastle Herald Summer competition results.

Our next meeting in March is on the 13th at 1.00pm at the Club Room and we will cover Fill in Flash and Shooting under lights indoors and the non use of flash indoors. We will explain the introduction of discussion groups and practical hands on training we are about to introduce. Discussion groups will be based on camera brands and a team of 4 persons and a tutor.

Our outdoor shoot to Ash Island was disappointing for the almost total absence of bird life. We could hear them but we couldn't see them, however the day was a great success from a social point of view and the weather was perfect. We had a delightful picnic lunch and had 31 attendees. The venue and in particular, The Schoolmasters Cottage is a very interesting part of the Hunter and the Manager Rob Henderson gave us a potted history lesson and explained what is being planned for the future development of the area.

It will be interesting to see the photos (post them to our Digipals site please) and there will be some surprises, you can bet on that.
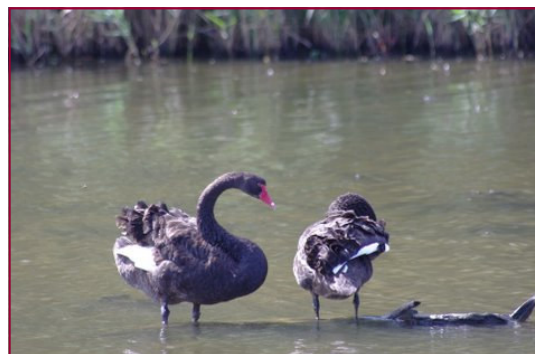Happy snapping and we'll see you on the 13th March. *Graham Woolridge*

The School Master's Cottage Built in 1890   *Rob Henderson briefing the group*

Some of the bird life captured by Digipals members

Social Report

Up Close and Personal
At Sydney's Airport

An Australian "WORLD FIRST"

This informative and interesting tour provides an exciting way to learn about SYDNEY AIRPORT from the inside.
*A special "**behind the scenes**" tour.*
18th April 2009.
Cost $50 ea.
Closing Date 4th April.

7.15 am   Board your air conditioned Coach for travel to
        Sydney's Mascot Airport at the International Sports Centre.
9.45 am   Enjoy a complimentary Morning Tea on arrival, then join the tour.

This tour is conducted from the comfort of an Airline Coach

- *View a 747 'Jumbo' Jet from under the wing.*
- *Listen to pilots communicating with the tower.*
- *Watch jet aircraft take off & land from a vantage point only possible within the airport.*
- *Marvel at the massive maintenance hangers and jet base.*

Please note, **Security Screening will be necessary ; so **no** bulky items to be taken on the tour.*
I.D. will be required—Photo Licence or Medicare Card.

1pm   Lunch at your own expense at ST. GEORGE LEAGUES CLUB.
2.15   Rejoin your coach for homewards travel.
5 pm   Approximate arrival home
    * There are limited seats for this tour, so please make your booking early
    Send your cheque made payable to ComputerPals to -
    Social director
    P.O. Box 181
    Toronto   2283

We have lots of Social Events planned for 2009, watch this page.
***Dawn** — Social Director.*

Train the Trainer

At our second Train-the-Trainers meeting for the year, as well as demonstrations of CPR and Resuscitation, we were subjected to a demonstration on the use of the fire extinguisher. This was a new experience for most of us, and of course a certain person picked on the most timid of the female tutors to demonstrate.

Actually, it was a valuable lesson which we hope we will never have to use in real-life situations. The noise of the extinguisher was quite unexpected, as was the degree of coldness experienced as the equipment was used. We could all see why there was a real need to be aware of keeping our hands away from any metallic parts.

We were joined by the "Starstruck" team and Susan from the school office, none of whom had participated in a demonstration. Coupled with our First Aid, Emergency Procedures and Evacuation Routines, we should now be in a better position to safeguard our members.

Bruce Deitz

Photos courtesy of Carolyn Keane

A SPANISH Teacher was explaining to her class that in Spanish, unlike English, nouns are designated as either masculine or feminine.

'House' for instance, is feminine: 'la casa.'
'Pencil,' however, is masculine: 'el lapiz.'

A student asked, 'What gender is 'computer?'

Instead of giving the answer, the teacher split the class into two groups, male and female, and asked them to decide for themselves whether 'computer' should be a masculine or a feminine noun. Each group was asked to give four reasons for its recommendation.

The men's group decided that 'computer' should definitely be of the feminine gender (' la computadora '), because:

1. No one but their creator understands their internal logic;

2. The native language they use to communicate with other computers is incomprehensible to everyone else;

3. Even the smallest mistakes are stored in long term memory for possible later retrieval; and

4. As soon as you make a commitment to one, you find yourself spending half your pay cheque on accessories for it.

(THIS GETS BETTER!)

The women's group, however, concluded that computers should be Masculine ('el computador'), because:

1. In order to do anything with them, you have to turn them on;

2. They have a lot of data but still can't think for themselves;

3. They are supposed to help you solve problems, but half the time they ARE the problem; and

4. As soon as you commit to one, you realize that if you had waited a little longer, you could have gotten a better model.

The Women Won!

Thanks to Jeanette Watkins for submitting this article and to Dawn Howe for creating the male and female computers (using her Publisher skills).

Tips and hints

Another Way To Close Windows (all versions)

If you have multiple program Windows open you can *minimize* them all at once by pressing the Windows key plus the "M" key and all your Windows will instantly hide in the taskbar.

If you have multiple Windows open and you want to *close* them all at once do this: Hold down the SHIFT key while you click the "X" in the top-right corner of the last window you opened. When you do this, it will close that window and all windows you opened before it.

Change font size in Windows Vista for a better viewing experience.

If you want to increase the size of your font in Vista, it's just a couple clicks away! To do so, right click on your desktop and choose **Personalize**. Then in the left pane, click on the "**Adjust font size (DPI)**" link. *After you do that, a type of warning will pop up asking for your permission to continue*. Just hit the **Continue** button and move on. *(That's only there because you're changing something on your computer and they want to make sure it really is okay with you).* Next, click on the option that says "**Larger scale (120 DPI) - make text more readable**." When you're all finished, click **OK**.

You should see an instant change, but you can check it out even further by opening up your Web browser and going to your favourite Web site. Or, try opening a document you've been working on. Either way, the font size will be much larger and you'll no longer have to strain your eyes to see what's written. Increasing the font size will reduce the number of headaches you get while working on your computer and you'll just be happier all the way around. It doesn't get any better than that! *Erin* World Start (published with permission from World Start.

Line Spacing In Word

To change line spacing in your text, select the paragraphs you wish to adjust and choose the Paragraph option from the Format Menu. Here you can adjust the line spacing. Your options include single, 1.5, double, at least, exactly, and multiple. While single and double are obvious, some of the others are not.
At least - provides minimum spacing, the actual spacing may increase.
Exactly - sets the exact point of spacing.
Multiple - increases or decreases spacing by a specific percentage. For example, .5 or 50% is half spacing, while 1.25 is somewhere between single spacing and 1.5 spacing.

There is a keyboard shortcut to allow you to quickly change between single, 1.5, and double spacing. Select the text you wish to change and hold down the Control (CTRL) key while clicking the appropriate number.

- CTRL-1 - Single Spacing

- CTRL-2 - Double Spacing

- CTRL-5 - 1.5 Spacing

More Tips and Hints
The difference between http:// and https://

- **http** stands for "Hyper Text Transfer Protocol", the primary technology protocol on the Web that allows linking and browsing. If we didn't have http, we would be up the Web river without an http paddle (and yes, that is the absolute worst semi-joke ever).
- **https** is "Hyper Text Transfer Protocol" with an added dash of "s", or Secure Sockets Layer, another protocol primarily developed with secure, safe Internet transactions in mind.

So when you navigate to a site such as **Amazon** or **eBay** and you go to pay for something, either through a secure shopping cart or an outside payment system such as PayPal, you should see the address in your browser address bar change significantly if the site you have arrived at is a https site, because the https in front of the URL indicates that you are now in a "secure session."

For instance, you might log into your bank account on the Web. You will have to enter in a user name and password, and then after that you'll see your account info. Pay attention the next time you do this, and check the address bar at the top of your browser. It should indicate that you are now in a secure session with the addition of "https" at the front of the URL. For added security, always log out of any secure session when you're done, and especially if you are on a public computer.

If a website ever asks you to enter your credit card information you should automatically look to see if the web address begins with https. If it doesn't there is no way you would enter sensitive information like a credit card number.

Portable Document Files (PDF) For those unfamiliar with these formats, PDF
means *Portable Document File*, a file type usually created with Adobe Acrobat to produce documents that can be opened by anyone, anywhere, with any computer. All one needs is *Acrobat Reader*, which can be freely downloaded from Adobe.com.

Unlike traditional word processing documents that depend on a reader's having a compatible word processor and fonts matching those used in a file, PDF documents are embedded with everything needed to have the same appearance when opened in a Windows, Macintosh, Linux, or any other operating system environment. This is why most downloadable government forms are offered in a PDF format. It's also worth noting that nowadays many book publishers will only accept manuscripts in a PDF format.

Adobe Acrobat can be rather pricey, but some free programs, such as OpenOffice and Google Docs, can create PDF files. One normally creates, say, a regular word processing or a spreadsheet document and then clicks on **File -Export -PDF** to convert the file.

Thus, creating a PDF file is relatively easy; however, editing an existing PDF document usually requires Acrobat. Well, Acrobat can be downloaded from Adobe.com for a 30-day free trial. If you decide to buy the product, Amazon.com usually charges less than Adobe.

Information re PDF files was submitted by Carolyn Keane from an article by Don Edrington & Mary Hanson
(PC Don)