



Switched on Seniors

**Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA**

VOLUME 10

ISSUE 8

AUGUST, 2010



President's Message By the time you read this, it will be shortly before our AGM and 10th Anniversary luncheon, so we hope to see many of our members (and their “other halves”) at Mayfield “Diggers” to enjoy the day.

We’re still waiting for someone to volunteer for our two key positions of Newsletter Editor and Education Officer. Any takers? Or are we going to see our monthly newsletter stopped and our course content stagnate?? Either one would be a shame, as we’ve established two really good reputations in both these areas.

Throughout the past 12 months we’ve continued with successful courses and introduced new courses in Windows 7. At the same time, we’ve enjoyed better-than-ever attendances at our Morning Teas. DigiPals has gone from strength to strength and the enthusiasm throughout the entire club hasn’t been higher since our first meeting at City Hall way back in 2000.

There is such a band of willing workers who make the club’s atmosphere so great. Obviously the tutors do a great job (and generally enjoy themselves at the same time) but there are also the members of the technical team. These people arrive from 7:30am each Monday morning and rarely leave before midday. During this time they battle with updating all the downloads for our Microsoft programs, anti-virus software and other updates, as well as maintaining the network and all the bits associated with it (and believe me, they do encounter problems from time to time!) At present our LanSchool program is not functioning as well as it previously did, so we are about to evaluate another program which is receiving good reviews. Fortunately, we can obtain a trial version for a month to see if it does what we want on the different operating systems.

The website has to be updated each month and this requires another small team to maintain our site (which we are entering in this year’s ASCCA website competition).

And finally we have the Roster team – and believe me, this is a time-consuming task that has to be done all the time. To try to ease the work load for the future, there are proposed changes in the way the roster team will work and you’ll all be advised of the changes when they have been fully discussed by the committee.

I suppose we really should include the committee members as another team – considering that it is made up of tutors, website updaters, technical team and roster team members. These people are simply gluttons for punishment, because as well as their other duties within the club, they also take care of the morning teas, purchasing all the computer equipment and items for the lunchroom, organising our newsletter, activities and preparation of courses.

Take out any one of these groups and you can understand how quickly we’d cease to function properly, so at the end of the current year, and with some of our committee members standing down after having made their contributions over the years, my personal thanks to all of you who have contributed to another successful year. **Bruce**

Committee Report

A new supply of business cards has been received, so please make sure that you have a couple to hand out to prospective members. We intend placing some of the cards in various targeted locations such as doctors' surgeries and libraries as both of these are areas where "seniors" have been asking about groups such as ours. We are also investigating the distribution of small brochures advertising the club so that people can be informed about what we have to offer. If you have any suggestions as to the content or locations for distribution, please let us know.

An offer has been received from Australian Hearing for a guest speaker and also the conducting of free hearing tests. We will have one of their representatives talk at our February Morning Tea to explain what is involved and we'll probably follow this with a scheduled screening test for those people interested. (Men suffering from "domestic deafness" need not apply – that is a defence mechanism that men have perfected!)

The installation of an NEC Computer Kiosk was considered but will not be introduced because of constraints with the space needed and also the fact that we are only open during school terms.

Members of DigiPals were encouraged to submit either individual entries or a group entry to the ASCCA photography competition. If you are a keen photographer (and not a member of DigiPals), you are also invited to submit some photographs.

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 on Friday mornings when demand is high.

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

IMPORTANT DATES TO REMEMBER:

Enrolment Day: Friday, 6th August, 10 - 11.30am

Digipals Shoot: Saturday, 7th August, 1pm

AGM & 10th Anniversary Lunch: Monday, 9th August, 11am

Digipals Clubroom Meeting: Monday, 16th August, 1pm

COMMITTEE

President	Bruce Deitz	Vice President	Roger Cornish
Secretary	Maura Rainbow	Treasurer	Maree Field
Assistant Treasurer	Mervyn Pope	Technical	Neville Clifton
News Editor	Daphne Luker	Social	Dawn Howe
Education	Bert Haig	Tutor Rosters	Mitzi Gordon
Rosters	Carolyn Keane	Assistant Rosters	Denise Brandon
Committee Member	Michael Pitt	Committee Member	Jo Moonen
	Immediate Past President	Lindsay Threadgate	

The committee members listed above may be contacted by following the instructions on the **CONTACT US** page on the club website.

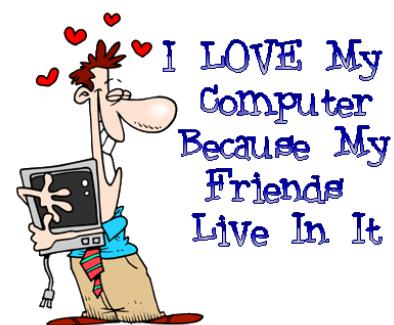
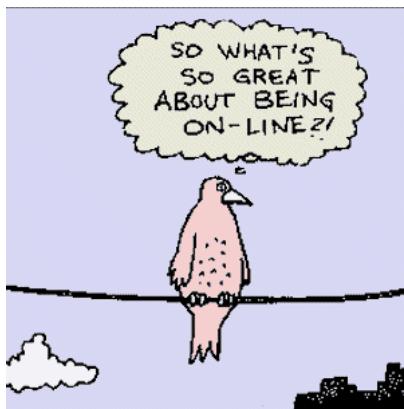
Thank You

As this newsletter is the last that I will produce as Editor, I would like to take this opportunity to sincerely thank everyone who has assisted me with the publication.

- Our President, Bruce Deitz and former President, Lindsay Threadgate who both encouraged me and submitted articles whenever they were asked.
- Jan Whiteman, our former Secretary, who was such a great help to me when I very tentatively took on the position of Editor.
- Bruce Carter for uploading the Newsletter onto the club website.
- Dawn Howe for completing some of the newsletters when I was on holidays which enabled me to go away and forget about the publication.
- The Treasurer Maree Field, and former Treasurer Michael Pitt, for providing the new members list each month.
- Dawn Howe (again) for submitting her Social report in such a colourful and interesting way.
- Graham Woolridge for providing a Digipals report which was always informative.
- Merv. Pope who submitted the Digipals report when Graham was on vacation, maintaining the same high standard that Graham had set.
- Barry Keen for providing photos of any of the functions that were held by ComputerPals.
- Kay Williams for taking on the task of writing articles whenever she was asked.
- Dave Lester, Chris Priestley, Dick Wubbles and Neville Clifton for submitting articles that were always interesting and enjoyed by the readers.
- All the members who sent in jokes, articles etc. that they thought would be appreciated by other club members.

Without the assistance of the people mentioned I would not have been able to produce this monthly publication. I have enjoyed the position of News Editor that I have held for the past two years and the mostly positive feedback that I have received. Although I am standing down from the Committee I will still, very happily, be a part of ComputerPals.

Daphne



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.



Although we were not blessed with the greatest weather during July, there were many opportunities to practice macro, flash and low light photography. I even managed to collect a few wild shots of storm clouds.

Your committee has all but finished the photo courses that will be part of our “Pathway to photographic competence”. We have reviewed all courses, added to some and modified others and we plan to launch the program in October.

We meet for our next outdoor shoot on Saturday the 7th August at 1 pm at the Lovett Gallery to view the wonderful wildlife photos on display. The photos are really worth seeing so make an effort to be there. The gallery closes at 2pm after which we intend taking photos in Laman St. and the surrounding area before we meet up for coffee and a chat in Darby Street.

Barry Keen is in China visiting his son so we can expect him to come back with some great shots, hopefully he will show some at our next clubroom meeting on the 16th August. At that meeting we will help anyone who is still having trouble coming to grips with Picasa. We assume all members have now downloaded Picasa, if not, please do as it is an integral part of our “Pathways to photographic competence” program.

There are a number of opportunities to complete “Taking better Photos”, check the booking sheets at the clubroom or book online through our website. This is an excellent 3 hour course run by Jack McLaughlin who makes this a fun and a practical few hours, you can't help benefitting from the program.

The details of the ASCA photo competition have been sent out and we intend finalising our entries at our meeting on the 16th August.

Hopefully we get some better weather and spring will let us really work on our photography. Now is the time to check all your equipment, particularly check your batteries and read your manual if you are unsure about a particular subject.

Happy Snapping, see you at the Lovett Gallery. **Graham**

Below are some of the beautiful photos that have been uploaded onto the Digipals site.

Thanks to Ian, Joan H & Marg for these very interesting shots.



Bits and Pieces

So Far

Courses are well under way and continue to be very well patronised. 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.



Helen Campbell

Ray McElligott

Julia Hodder

Father Paul Simms

Mary Leopold

Dr. Paul Walsh

Carolyn Harper

Max Turvey

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. Your questions are welcome during the classes and there is no need to feel embarrassed if you need to ask for something to be repeated. The classroom is fitted with a hearing loop for those people who wear hearing aids.



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.

Remember

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

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

The following poem was submitted by Roger Cornish:

THE COMPUTER SWALLOWED GRANDMA



**The computer swallowed grandma.
Yes, honestly its true!
She pressed 'control' and 'enter'
And disappeared from view.**

**It devoured her completely,
The thought just makes me squirm.
She must have caught a virus
Or been eaten by a worm.**

**I've searched through the recycle bin
And files of every kind;
I've even used the Internet,
But nothing did I find.**

**In desperation, I asked Google
My searches to refine.
The reply from him was negative,
Not a thing was found 'online.'**

**So, if inside your 'In-box,'
My Grandma you should see,
Please 'Copy,' Scan' and 'Paste' her
And send her back to me.**

Bruce's One Liners! With thanks to our President, Bruce Deitz

Real computer users never need the Hlp key.

Hard work never killed anybody – but why take the risk.

If at first you don't succeed, destroy all evidence that you tried.



Tips and Hints

Copy an Address Book (Contact List) onto a New PC or into a New Email Program

Some programs make this chore somewhat easier by offering **File>Export** and/or **File>Import** options.

But most do not.

Here's the easiest method we've found – and it works with all email programs.

1. Open your email program and click on *Create Mail* (or *Write* or *New Message*).
2. Use whatever method the program offers for clicking an email address into its "**To:**" field.
3. Click all the addresses you want to copy (move, transfer, whatever) into this field.
4. Now put your cursor anywhere in this field and do **Ctrl+A** (Select All). All names/addresses will then be selected.
5. Do **Ctrl+C** (Copy) to copy all the selected data.
6. Now click into the message area of this email and do **Ctrl+V** (Paste). This action will paste in all the copied email addresses, looking something like this:

John Doe <bigjohn@xyz.com>

Jane Lee <ladyjane@xyz.com>

7. Now you can copy and paste these addresses onto a USB flash drive, for placing in an Address Book on a new computer.

This tip is courtesy of PC Don

How to convert DocX files

If you receive a Word document with the DocX extension and can't open it because you do not have Office 2007 but an earlier version, there are some alternative ways of opening such files.

DOCX files can be opened by **OpenOffice** (free from OpenOffice.org) and a free DOCX-to-DOC converter can be had from Microsoft.com. DocX files can be opened within **Google Docs** which is free from Docs.google.com.

Saving files with the Word 97 - 2003 doc option will make it easier for all Word users. If the document is saved with the 'RTF' (rich text format) extension, the file will be compatible with all word processors.

More Tips and Hints

Quick Windows Tips

Windows XP, Windows Vista, Windows 7

Quick Change

Want to change the name of a desktop icon, folder, file etc? Click whatever you want to rename, then click the F2 key and make your change!

Quick View

To view properties menu of a file, folder, etc., highlight it and click Alt + Enter. Highlight My Computer and click Alt + Enter to view System Properties.

Quick Print

Click Control + P to open the Print Dialog.

Quick Favorites

Click Control + D to quick save a web page to your Favorites menu.

Quick Windows Explorer

Click the Windows Key + E to open Windows Explorer in a flash!

Quick-Lock Your Computer

(This tip only works if your account uses a password)

Click the Windows Key + L to lock your computer. You'll need to type your password to log back into your user account.

With thanks to Cloudeight for this and the following tips

Open Web Pages Maximised

There are several ways to do it, but the simplest way works well and only takes a second. Next time you open a page in your browser and it opens minimized, maximize the window by clicking the maximize button at the top-right of the window (it will be the rectangle between the minus sign and the "x"). The trick to making the window open maximized the next time is to hold down the SHIFT key while clicking the "X" to close the window. The next time you open your browser the page will open maximized.

How to remove text from desktop icons

Windows XP, Windows Vista, Windows 7

Most of the time you know a program's icon by hear - so you don't need the text under it to tell you what it is. Did you know you can remove the text from desktop icons? This trick works only with icons; it does not work with folders. So before you go off right-clicking everything, stick with only icons and this method will work for you.

1. Right-click on the icon from which you want to remove the text
2. Click "Rename"
3. Hold down the ALT key and use the numeric keyboard and type 255
4. Release the ALT key and press the Enter Key.

No more text!