



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 10

ISSUE 3



President's Message.

Keep your eyes on our website! After having been unchanged for a number of years, there should be a complete makeover of the website by the end of this month. From the drafts we've seen, the new pages will be extremely "clean" and modernised thanks to the contributions of our small group of "webmasters" who met over this weekend to discuss the changes and to become familiar with Microsoft's Expression Web program which has been purchased.

Another small group of committee members was forced to sample the food at Mayfield Services Club as a possible venue for our AGM, mid-year lunch and anniversary party. (Isn't it wonderful to have such a group of self-sacrificing members?!) When we find out more details, we may be changing our venue because groups of members have expressed dissatisfaction with previous venues at Cardiff and Belmont. While we can't satisfy everyone – we do our best. Anyone who knows a good venue with reasonable prices for large groups, please let us know and maybe we'll be able to convince our committee members to give it a try for some future date.

Our Telstra mobile phone workshops have proven very popular, with over 70 people having been involved. Some people missed out at the beginning of the year because of prior commitments, so there will be five workshops presented during session 3. These workshops will be conducted on five consecutive Friday afternoons from 1:00 till 3:00pm and these will start on Friday, 30th April. Sheets will be available in the clubroom vestibule and will detail the content of each workshop. If you wish to participate, come along, print your name on the enrolment sheet/sheets of the workshops you wish to attend AND THEN TURN UP on the day! No charge, lots of fun and many problems solved - but be warned – you'll have to bring your phone manual as there are so many different phones and they all seem to have some functions that are different. Maybe at some future date we'll present the workshops, but these will be the last for this year. Remember, you don't have to attend all workshops but you'll need to read the sheets to find out what each workshop contains. (Texting seemed to be one of the main things that people wanted to learn but that's the fifth workshop as there are other things you can learn before you start texting.)

Seniors week will be celebrated at ComputerPals on Monday, 22nd March at our Morning Tea. (10:00am till Noon in the school hall). As well as morning tea, we'll be presenting some of the committee's activities, treasurer's report and we have a special "Years Ahead" presentation from the NRMA. It emphasises risks to older drivers and pedestrians, safety check lists and mobility alternatives. Members may want to bring their wives/husbands/partners along for the morning. (Limit of one wife/husband/partner per member!)

We'd like to start presenting the popular "short courses" once again. Most of these will be on Friday mornings, but we'll occasionally have the opportunity to present these courses on other days of the week. PLEASE let us know if there is a particular course you'd like presented. The short courses will be advertised on our website and in the vestibule so make sure you visit regularly as there may only be a couple of weeks' notice.

Hope to see you at the Morning Tea on Monday, 22nd March.

Bruce

Committee Report

Carolyn Keane and Bruce Carter presented their own drafts for updating our website. After discussions during the weekend, the probability will be that the final site will be a composite of both drafts. It was decided to purchase copies of *Expression Web 3* for the development of the updated website.

Bert Haig has been involved in modifying our present Vista courses for Windows 7 and has asked tutors to read the notes to see how they present.

After discussion of locations previously used for luncheons, it was decided to investigate at least one other location before a final decision is made next month. Obviously the final decision needs to be made to ensure that we can meet our August 9th date.

Work continues to install Windows 7 as part of a triple booting option on the computers. There are technical problems involved which have made this a slower process than previously thought. Google Chrome has been installed ready for an updated course about Google and its features in Session 3.

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:

Digipals Outdoor Photo Shoot: Saturday 6th March

Enrolment Day: Friday, 12th March, 10am - 11.30

Members' Morning Tea: Monday, 22nd March, 10am

COMMITTEE

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

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.



February and beautiful Warners Bay heralded the start of our 2010 year. The weather was great and although a smaller crowd than normal turned out a good afternoon was had by all, with an enjoyable session over coffee at Lena's. Photos have been loaded on the Digipals website.

Yours truly has been absent for some months as I was in London visiting family. I went over full of enthusiasm expecting to take a lot of photos, especially of the English countryside, alas the weather was dreadful. We cancelled 3 side trips as the roads were closed and rail travel a shambles.

Taking photos in dangerous conditions is no fun. If any of our members intend travelling to snowbound and wintry venues I will happily share the knowledge I acquired. (how to use a plastic bag to protect your camera and how not to fall and injure yourself; I managed to tear an Achilles and am still hobbling). Our President Bruce, in producing a CD on photography, mentioned that personal safety when taking photos was most important. He was right; trying to stay upright and protect your equipment on icy sidewalks is no easy task.

We are meeting on the 6th March at Catherine Hill Bay for a fun afternoon, bring your camera, a snack, a hat and sunscreen and have a fun time. See you there at 12.30am.

Graham



Photo from Carolyn's collection



Taken by Barry at Warners Bay Shoot



Sailing boats at Warners Bay

Photography by Kay

Social Report**ComputerPals Newcastle****Only six seats left — First in — Get the seats!****Saturday 24th April**

We'll meet at Energy Stadium at 8.30 to depart
on our tour; visiting the beautiful
Old Bridges and Vineyards of the Hunter

Ed Tonks, will be guiding us
through the Gresford, Paterson, Elderslie and Luskintyre regions.
This should be a most interesting trip.
Ed is a geography teacher and has an incredible knowledge of our area..

A most delicious *home made* Morning Tea, will be supplied by
Grays Coaches, *and we know how good that is don't we!*

Lunch—Beer battered Barramundi with Chips and Salad and Roast Beef with
vegies served alternately, followed by a selection of Cheese Cakes with
Tea and Coffee.

at

The Hotel Beatty, East Gresford.
Approximate arrival back at Energy Stadium ...5pm.

*Price **all inclusive** - \$48 each*

Should be a great Day!*Please send your cheque addressed to**ComputerPals**and post to**ComputerPals**Box 181**PO Toronto 2283**No later than**16th April.**Dawn.. Soc Sec*

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.



Joan Smith
Margaret Lydiard
Margaret Kidd
Diane Sheeley
Gordon Law
Anne Gobden
Ann Creed
Tom Lundy

David Smith
John Deadman
Margaret Kirkness
Cheryl Owens
Jackie Jackson
Margaret McLellan
Norman Birt
Carol McMurray

Neil Slavin
Rhondda Kukec
Mary Deadman
David Kirkness
Jocelyn Gilmour
Errol Fern
Maxwell McLellan
Paula Lundy
Bruce Carter

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, friendly 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.

happy
birthday !!



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>

Tips and Hints

Free Programs

If you're looking for free software via a Google search, it's easy to click on misleading links. For instance, I wanted to install the *VLC Media Player* on a new netbook, and typed **VLC** into Google. Well, I was surprised to see three "Sponsored Links" along with all the non-sponsored links. This struck me as strange, since providers of free software don't normally pay to advertise what they are giving away at no cost.

Nonetheless, I decided to click on the first link, which was "<http://vlc-media-player.us>." Well, guess what - my Microsoft Security Essentials software immediately kicked in with a message that I was about to download some kind of malware. So, I cancelled out of the download and clicked on the second "sponsored link" - and the same warning popped up.

So I went to old reliable Download.com and got the VLC Media Player there - with no malware warning. However, even there you have to be careful because Download.com often tries to nudge you into downloading other software along with the program you actually want. You have to watch each click very carefully. *Courtesy of PC Don*

Insert a Checkmark (✓) into a Document

To make a checkmark symbol in MSWord. Click on **Insert>Symbol** to see many non-keyboard characters in different fonts. Checkmarks are in the **Wingdings** font.

Symbols can also be found in WinXP under **Start>Run**, where typing **charmap** (character map) will display all of the above. In Vista and Win7 type **charmap** into the Search box.

Creating a "Signature" in Your Email

To create a signature that will appear at the end of each of your emails:

In **Outlook Express** click on **Tools>Options>Signatures** to create such a message.

In **AIM Mail** click on **Settings>Compose> Signature**.

In **Gmail** click on **Settings>General>Signature**. You can also add your picture to a Gmail Signature.

Internet threat update from Cloudeight InfoAve.

BE ON GUARD - USE YOUR HEAD...

AND KEEP YOUR ANTI-VIRUS SOFTWARE and YOUR ANTI-SPYWARE SOFTWARE UPATED.

INSTALL THE LATEST WINDOWS UPDATES!

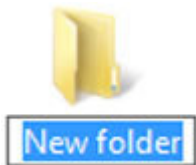
Make sure you have an anti-virus installed. Make sure you have at least two good anti-spyware programs installed. And, above all, keep them current. Don't let your updates lapse. Update frequently (at least several times a week). An anti-virus program that is not up-to-date can be worse than having no anti-virus at all. And anti-spyware programs can only be effective if you keep them updated.

Most importantly, your first line of defence is always your own good, common sense. Trust it. Trust your instincts. If your common sense and instincts tell you something's wrong, something probably is. Common sense - use it! The miscreants who produce all the various Trojans, adware and spyware are not stupid. They change names, file names, and installation tactics to try to stay a step ahead of the anti-spyware and anti-virus developers. In two words: Update often.

More Tips and Hints

New Folder Shortcut for Windows 7

If you're the kind of super-organized Windows 7 user that creates a lot of new folders, then today's tip is specifically for you! Sure, you can just right-click and select "New Folder" to get the job done, but shortcuts combinations are always quicker! Besides, you'll look cool doing it, too!



Simply go to the location where you'd like to create a new folder and press **Ctrl+Shift+N**. A new folder will appear and all you have to do is type a name for it! Quick and easy!

Oh, and this shortcut even works to create a new folder on your desktop, too!

Thanks to Andrew at World Start for this tip.

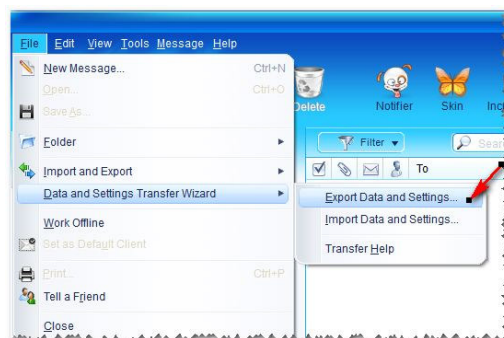
Backing up your Email and Settings, Rules, etc. in Incredimail

All versions of Windows (must have Incredimail installed)

Incredimail makes it really easy to backup your files and settings. Whether you are formatting your computer, have a system crash, upgrading your operating system, or changing your computer altogether, you don't have to worry about losing all your email messages, folders, contacts, or email account settings. You can backup your mail and settings and restore to the same computer, or another computer altogether.

To backup, click File -> Data and Settings Transfer Wizard-> Export Data and Settings, and follow the prompts. They are quite easy and user friendly to follow, but be sure you pay attention where it is storing your backup so you can find it easily if you need to restore your mail and settings. By default, Incredimail will suggest a folder in your Documents folder, but you can change it to any place you want, including an external hard drive or a USB Flash Drive. Depending on how much mail you get, and how important it is, you may want to do a back up a few times a week, or a few times a month.

See image:



If you ever need to recover your files and settings, you can select File> Data and Settings Transfer Wizard> Import Data and Settings. Follow the user-friendly prompts, choose the file you created above and it will restore your files and settings, including your mail. *Hint courtesy of InfoAve.*