Switched On Seniors

President's Report

Happy April Showers. That is showing my age!

Only 2 more weeks and we will finish Session 2 then having a holiday before Session 3 starts on 30th April. Some people are having difficulties with naming of the Sessions. It is a ComputerPals thing, so please just bear with us and realise that it makes life so much easier for the Roster Team to have designated Sessions, like 3, 4 etc.

On the Roster Sheets in the foyer you will note that each five week sheet has a Roster number on it. When you send in your form, with money, it helps when the session number and all the other information is filled in correctly.

Seniors' Week was successful. Nearly everyone who attended the Morning Tea commented on how much they had enjoyed themselves. We had a number of new people join who will soon be involved in our classes. Thank you to all who participated to make the morning a success.

Lindsay and Barry have been busy investigating the viability of a new larger TV or HD Projector and black-out for our room, so that we are able to make our teaching more effective.

Also we are looking at venues for the AGM (August) and Christmas Party (early December). We do need to plan ahead.
Barry Keen has some interesting Social outings planned for the rest of the year. Try to get to some of them, so that you are able to interact with members in a purely social setting.

The Domayne Workshops have commenced again on the LAST Thursday of the month. Don't forget to take your membership card along to receive a discount should you decide to spend some money.

Your committee is working to make your computing experience fruitful and fun. Keep those suggestions coming on classes you would like to do. Remember this is your club and we aim to please. Happy computing and have a good holiday.

Agapé, Elaine Butler
ComputerPals Newcastle President

INSIDE THIS ISSUE

Committee Members

President
Elaine Butler

Secretary
Carmel Smith

Treasurer
Maree Field

Vice President
Barry Keen

Ass. Treasurer
Michael Pitt

Education Officer
Bruce Deitz

Technical Officer
Neville Clifton

Rosters
Judy Wallace

Newsletter / Webmaster
Bruce Carter

Tutor Roster
Mitzi Gordon

Social Organiser
Barry Keen

Committee
Janet Cater

Immediate Past President
Lindsay Threadgate

Special News - Office 2013

Microsoft has again changed its license agreement for its Office 2013 productivity suite, which now allows you to transfer serial numbers to new systems and activate it to allow the software to work.

Office is one of the more popular programs for many activities, so having it on a system is often quite convenient to have; however, Microsoft has had an ongoing licensing restriction with its latest Office versions that prevents you from activating a previously used serial number on newer systems, even if you have uninstalled the software from prior systems.

This setup obviously frustrates those who need to purchase new computers; however, recently Microsoft has changed this policy to now allow people to transfer their licenses without restrictions.

Even though this news is mainly for IBM compatible users with Office 2013, MacTech is reporting that the changes also affect the licensing for Office 2011 for Mac, so if you run into problems activating licenses on new systems that you have previously activated on other systems, then you will now be able to do so.

The new agreement now says:

"You may transfer the software to another computer that belongs to you, but not more than one time every 90 days (except due to hardware failure, in which case you may transfer sooner). If you transfer the software to another computer, that other computer becomes the "licensed computer."

"You may also transfer the software (together with the license) to a computer owned by someone else if a) you are the first licensed user of the software and b) the new user agrees to the terms of this agreement before the transfer. Any time you transfer the software to a new computer, you must remove the software from the prior computer and you may not retain any copies."

You must first uninstall the license from the original computer if the transfer is to occurr successfully.

Social Report
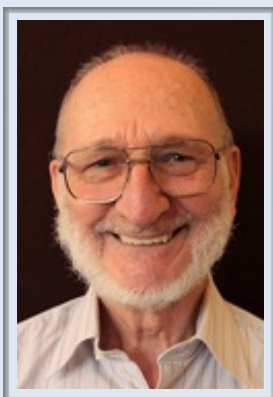
Barry Keen
(Social Secretary)

COMPUTERPALS / DIGIPALS SOCIAL DAY OUT
Saturday 6th April

Our next social day out is a big one !!! Saturday 6th April, 2013.

Starship Cruise aboard the "Lady Kendall" for a cruise on Brisbane Waters, Pittwater, Broken Bay & Hawkesbury River. Includes a delicious buffet lunch, morning and afternoon tea, plus comprehensive commentary.

Cost per person is $66 for the cruise + $2.50 for the train (seniors/pensioners).

Train leaves Newcastle 7:23am; Civic 7:25am; Wickham 7:27am; Hamilton 7:30am; Broadmeadow 7:33am; Adamstown 7:36am; Kotara 7:38am; Cardiff 7:43am; Cockle Creek 7:48am; Teralba 7:50am; Booragul 7:52am; Fassifern 7:57am and arrives Woy Woy 8:57am

We'll have a little time to wander Woy Woy marina area before boarding the Lady Kendall for departure at 10:00am. The cruise should bring us back to Woy Woy by about 3:30pm. Our train home leaves 4:26pm and gets back to Newcastle around 5:53pm - a full day!

SENIORS WEEK
Activities Report

We proposed to 'open house' and invite seniors to drop in and see our classes in action. On most days we had a host to 'Meet & Greet' and conduct visitors to the classroom and endeavour not to disturb the class or the tutors.

Some members invited friends who were also seniors to see what we do and the environment that we work in. There was an open invitation to our Members Morning Tea and during the week for a look at a class in action.

I 'm pleased to report the Morning Tea was once again very successful.

Cheers
Barry

Special Seniors Poem

The computer swallowed Grandma,
Yes, honestly it's 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 Mr. Google
My searches to refine.
The reply from him was negative,
Not a thing was found 'online.'
So, if inside your 'Inbox,'
My Grandma you should see,
Please 'Copy, Scan' and 'Paste' her,
And send her back to me.

This is a tribute to all the Grandmas & Grandpas, who have
Been fearless and learned to use the Computer.........
They are the greatest!!!

Course Sessions
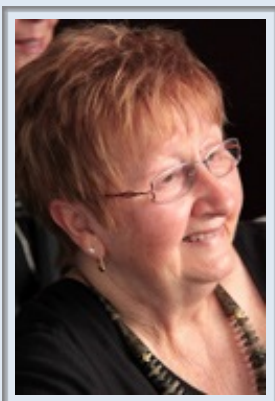
Tuesdays, Wednesdays, Thursdays of each five week session

8.45 - 10.15 am

10.30 - 12 noon

12.15 - 1.45 pm

2.00 - 3.30 pm

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

We do not stop playing because we grow old;
We grow old because we stop playing ..

NEVER Be The First To Get Old!

Thanks to Maree Field for the contribution.

Important People

Judy Wallace
Roster Officer

Mitzi Gordon
Tutor Roster

ComputerPals Mission

Our mission is to assist clubs to educate seniors in the use of computers as a way of enriching their lives and making them more self-reliant.

We bridge the generation gap and assist seniors to find ways to benefit the community through their collective experience and knowledge.

Tutors

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.

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.

ASCCA is the Australian Seniors Computer Club Association ASCCA exists to support and encourage seniors to take advantage of modern information technology to meet their individual needs and to provide further challenges. To become computer literate at their own pace, in a friendly non-threatening environment and to have fun whilst doing so.

ASCCA's Newsletter and its informative items can be accessed on the web site at www.ascca.org.au

Hints & Tips

Why You Should Never Defragment an SSD

(From WebMinds February Newsletter)

You've probably heard of SSDs (solid state drives). In fact, if you have a really new laptop, chances are that it has an SSD and your computer is really fast. In the past, a proven way to make computers faster was to run a disk defragmenter. Well, if you have an SSD, this is something you should never do again.

Because SSDs have no moving parts, defragmenting them doesn't increase their speed. In fact, defragmentation damages them because it uses up write cycles, which reduces your SSD's lifetime. Defragment your SSD too often and your disk will pack up before you know it. So, if you don't want that to happen, forget that your computer has a disk defrag utility.

Saving an Excel Document as PDF

Portable document format – commonly known as PDF – is a way to preserve a document's formatting. Whenever someone prints or views a document that's been saved as PDF, it remains formatted exactly the way you intended.

Not only does this make PDF ideal for anything that you plan on reproducing (for distribution, marketing or even commercial printing) but it also creates documents that are pretty much universally accepted.

PDF is ideal for newsletters, legal documents, and anything you intend to be read and printed, but not altered. Most Microsoft Office applications allow you to save your creations as PDF files, with minimum fuss.

How to Save Using Different File Formats in Word

Many computer users experience frustration when they try to use different formats. For instance, a co-worker might send a format that uses Microsoft Office Windows XP. If you only have Windows 97 then it can be difficult to open the file. Different file formats can be a source of much wasted time and energy and so it is best to avoid the problem early on. This article provides step by step instructions for how to save a file using different formats.

How to Save a File In Word

In order to save a file, click on the tab labelled "File". This will reveal a number of options. You should select the option entitled "Save as". At the bottom of the window you will see a bar labelled "File Name". Here you can choose the name you would like to use to save the file under, for instance, you might name the "File 1". Underneath this bar there is an identical bar called "File Format". Click on the downwards arrow to the left of this bar. Several options will be listed, such as "Word 97 – 2003, Word (Original)."

Select File Format In Word

Select the file format which is most appropriate for the person who will be receiving your file. For instance, if you know that your coworker has an old version of Windows you can select "Word 97-2003". Although this may result in a minor change in formatting, such changes are typically insignificant in the overall appearance of the document.

Add Page Numbers to Microsoft Word Documents

If you're a Microsoft Word 2007 or Microsoft Word 2010 user, do the following to number the pages of your document:

- Go to the Insert tab.
- Click Page Number, which you can find in the Header & Footer set.
- A drop-down list will present you with the following page number location options: Top of Page, Bottom of Page, Page Margins, and Current Position.
- Clicking on any of the page number locations will display a number of page number templates.
- From the available templates, choose your preferred page number design.
- If you don't want to start numbering your document on the first page, tick the Different First Page check box in the Design tab.
- To change the number style from Arabic to, for instance, Roman numerals, return to Page Number and then click Format Page Numbers to bring up the Page Number Format dialog box.
- Choose a number style from the Number format drop-down list.
- Click Close Header and Footer to exit the Header & Footer Tools menu.

The page numbering tool of Microsoft Office Word can seem intimidating if you're not familiar with it, but as long as you know which tabs and menus to navigate to, you'll discover that it's easy to figure out.