



# Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle  
A Member of ASCCA

VOLUME 10

ISSUE 2



## President's Message

Children returned to school on Thursday, 28<sup>th</sup> January, but on Monday, 25<sup>th</sup> January there was a team of 8 volunteers working on our computers to make sure that everything was functioning properly for classes to begin. These are the sorts of people who work behind the scenes to make our club such a success. By the way – they are all volunteer tutors as well. Special thanks to our Technical team for the work they do every Monday (even when the school is not open.)

All of those people who are doing the Telstra courses have been notified by e-mail or phone but there are also notices in the clubroom setting out the contents of the workshops which will be running for five weeks this session and probably for five workshops during Session 3. If you would like to start the workshops during Session 3, there will be sheets available for you to print your name and e-mail address well before the starting date. Please make sure that each time you come to the club you take the time to read the notices as they change from time to time and the information is not always in the newsletter. You know that this year is our tenth year of operation and we'll be trying to come up with special activities to celebrate. Our anniversary dinner will be held on the same day as the AGM – that date will be Monday, 9<sup>th</sup> August. We know the date and will let you know the location and other details well beforehand. If any member has suggestions for the day, please use the Suggestion Box or simply talk to one of the committee members – you can even send an e-mail – whatever way you choose, your ideas will be very welcome.

A bus trip in the Valley proved very popular last year and Dawn is arranging another one that sounds very interesting. For those who like fish'n'chips, keep reading the newsletter each month because that's another activity being planned for the slightly cooler weather.

Of course, our main activity is the presentation of computer courses. New ones are being prepared but we'd also like your input for short courses you'd like presented. With the breadth of knowledge of our tutors I don't think that you can come up with many suggestions which would be impossible for us to meet. Most of these short courses will be held on Fridays when there are no mobile phone workshops.

We hope you find our courses challenging but enjoyable and we look forward to seeing lots of folk at our morning teas, but more especially in the clubroom. The tutors love to see it "when the penny drops" for our beginners and we do like to hear what you've done with the courses we present. One of our members has written and illustrated a book, another one has prepared a database on the speckled ducks at the Wetland Centre and others have really researched their family histories. What have you done that's a bit different? We'd really like to know!

See you in the clubroom. *Bruce*

### 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.**

### *Committee Report*

With no Committee Meeting in December, committee members had a well-deserved break, but that was only till the January meeting when a considerable amount was accomplished.

Our Windows Seven DVD and licences have arrived and Nev Clifton is raring to go with the installation, while Bert Haig is looking at modifying our current Vista courses to take into account the differences between Vista and Seven.

After considerable correspondence to and fro, our website is assured of continuing for another 12 months.

Carolyn is a little concerned that some of our courses were not filled for the first session in 2010 but we're confident that we'll soon be back to full operation. One of the possible causes is that this first school term is a very short one and there was no time to have an enrolment day before classes began. Keep a watch in the newspapers and our newsletter for the upcoming enrolment dates.

Telstra workshop groups have been arranged for the first session and plans have been discussed for further workshops in session 3, so if you are interested please let us know. Details are displayed in the clubroom.

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

#### **IMPORTANT DATES TO REMEMBER:**

*Digipals Outdoor Shoot: Saturday, 6th February, 3.30pm*

*Enrolment Day: Friday, 12th February, 10am - 11.30*

*Digipals Clubroom Meeting: Monday, 15th February, 1pm*

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

### **COMMITTEE**

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

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.**

*Many of our members now have computers that have the Windows 7 operating system installed. There has been some confusion on which email programs may be used with this new system. Our President, Bruce Deitz, has submitted the following article, which should help in making the decision of just what to use, somewhat easier. Thanks Bruce!*

### E-Mail Clients for Windows 7

XP's e-mail client was **Outlook Express**.

Vista's e-mail client was **Windows Mail**. (Very similar to Outlook Express.)

Windows 7 has **NO** e-mail client and neither Outlook Express nor Windows Mail will work in Windows 7.

So how do you send e-mails?

Microsoft recommends that you download Windows Live Mail (which is really only an update on Hotmail) **BUT**, reviewers, and those people who have tried Windows Live Mail do **NOT** recommend it.

**Microsoft Outlook** will work well with all three versions of Windows, but it is an expensive application. If you have Microsoft Office Professional, you will have Outlook included as one of the applications but remember, it is designed for business use and includes many features which are used very little by most home users.

There are numerous free e-mail programs, of which **Thunderbird** is one. **Mozilla Thunderbird** is a popular e-mail client which works well in Windows 7 and is familiar to many people. It lacks some features of Outlook Express and Windows Mail but is a good alternative in all versions of Windows.

The e-mail client being recommended at present is Incredimail PREMIUM (Not the free version). In the past the free version of this program had a number of undesirable features but these have now been removed and the privacy rules have been completely revised but this version still adds advertising material at the end of the e-mail. The Premium version costs a little over \$22 Australian at present and there are no advertisements. The one-off cost allows endless updates.

To use "teen talk" – it's a "fun" program. I prefer to describe it as entertaining and capable of inserting a range of colourful stationery, emoticons, sounds and themes. (I'd recommend these features for e-mails between friends but I certainly wouldn't recommend them for serious e-mails to businesses).

You can download Incredimail Premium from:

<http://www.incredimail.com/english/order/premium.aspx>

After you've installed it, **PLAY** with it. (And I do mean **PLAY** – it's that sort of program.) It takes only a few clicks to develop a unique "look" and sound for your e-mails. Install it and have fun. **Bruce**

IncrediMail Premium 



The start of a new year is a suitable opportunity to outline the beginnings of DigiPals.

DigiPals was formed following a ComputerPals social outing in May 2008, a cruise up the Hunter River to Raymond Terrace. Most of our members had new fangled digital cameras and a common lack of knowledge about this new technology. Many requests were made to form an interest group to exchange ideas and learn more about this new "Digital" Photography - *Electronics as an alternative to Film*.

A voluntary group of members with an interest in photography was formed and a format developed that combined outdoor photographic events (*practical application*) with classroom sessions to learn more about the complexity of options available on a digital camera. The success of this interest group will be greatly enhanced by input from all those involved. Please contribute by offering suggestions for outdoor shoot locations and any topics you would like for classroom education, as our DigiPals program of events for 2010 is in the planning process.

Our first event will be an outdoor shoot on Saturday, 6<sup>th</sup> February, 2010 at Warners Bay. We will meet near the Rotunda on the waterfront, opposite the commercial centre at 3:30pm, with Coffee and a chat to follow at one of the coffee shops opposite (to be advised on the day).

The first clubroom meeting at Islington will be on the 15<sup>th</sup> February at 1:00pm. Our DigiPals team member, Judy Wallace, has introduced us to Barry Madden who conducted a photographic course that Judy recently attended. Barry has agreed to be our guest speaker at this meeting. His topic will be on the History of Photography. This will be an interesting insight to the evolution of photography and we hope to arrange more presentations on other topics in the future. Place the date in your diary as we hope to see as many members there as possible.

While your Diary is open, these are the scheduled event dates for 2010:

**Club/Classroom Meetings:-**

15<sup>th</sup> February – 19<sup>th</sup> April – 21<sup>st</sup> June – 16<sup>th</sup> August – 18<sup>th</sup> October

**Outdoor Shoot Events:-**

6<sup>th</sup> February – 6<sup>th</sup> March – 3<sup>rd</sup> April – 1<sup>st</sup> May – 5<sup>th</sup> June – 3<sup>rd</sup> July – 7<sup>th</sup> August – 4<sup>th</sup> September – 2<sup>nd</sup> October – 6<sup>th</sup> November

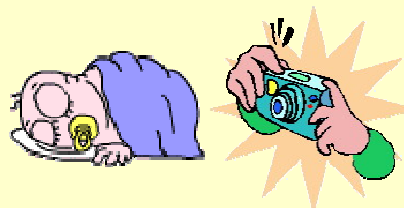
Scheduled meeting dates for the year are also included in the ComputerPals 2010 Calendar available from our Website.

Please be an active participant and contribute suggestions for outdoor locations and topics of interest. Look forward to catching up with all of you in 2010 - **Mervyn**

*In the maternity hospital a father of a newly born child is busy photographing his offspring. His furious activity attracts the attention of a nurse.*

*'Is that your first baby'? - she asks compassionately.*

*'No' – was the answer – 'my third, but it's my first camera'.*



## *Social Report*



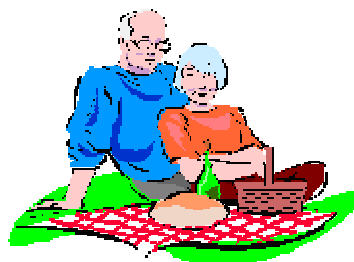
*We are waiting for date and cost of a coach trip with Grays Coaches. Those who enjoyed the “Pits and Pubs Tour” will be pleased to know; Ed Tonks, our Tour Guide will be guiding another tour showing the beautiful old Bridges and Vineyards of the Hunter through the Gresford, Paterson, Elderslie and Luskintyre regions. This should be a most interesting trip.*

*As you will remember Ed is a geography teacher and has an incredible knowledge of our area..*



*I am also organizing a Fish and Chips Picnic at Warners Bay. Hopefully the wet weather will have stopped by the time it is arranged. I will send an email to everyone as soon as I have confirmation of these functions.*

*Cheers.....Dawn Soc.Sec.*



## ***Bits and Pieces***

### ***So Far***

Courses resumed on Wednesday, 27th January at Islington Public School. 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.

<b>W</b>	Ken Harradine	Frances Timbs
<b>e</b>	Kevin Smart	Lynette Etheridge
<b>I</b>	Jeff Wilson	Lorraine May
<b>C</b>	Dennis Flanagan	Ralph Spooner
<b>O</b>	Elizabeth Pritchard	Alan Baker
<b>M</b>	Eleanor Bakewell	Desmond Bakewell
<b>e</b>	Joy Todd	Beverley Robinson
<b>N</b>	Diane Ryan	Anne Tulloch
<b>e</b>	Joy Bartley	Mary Atkins
<b>W</b>	Audrey Jones	Liz Temple
<b>M</b>	Sandra O'Neill	Diana Brown
<b>e</b>	Anne O'Connell	Barry Boyce
<b>m</b>	David Brown	Wendy Thew
<b>b</b>	Mary Graham	Anita Kirkwood
<b>e</b>	Mary Kirtley	David MacDonald
<b>r</b>	Annette O'Connell	Edith Cousins
<b>S</b>	Denise Platts	Milton Rigby

*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.*

### **Remember**

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

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



## **Members' Morning Tea**

*An invitation is extended to attend the first morning tea of the year. This has been scheduled to coincide with Seniors Week.*

**Where: Islington School Hall**

**When: Monday, 22nd March**

**Time: 10am**

**MORE NEWS ON THE GUEST SPEAKER  
IN THE MARCH  
NEWSLETTER**

*Come along & enjoy the company of fellow members while enjoying a 'cuppa' and delicious refreshments.*



## *Tips and Hints*

### Red X instead of a Picture

A number of readers have asked why emails they receive that should display a picture show a red **X** instead. There can be many reasons for this; here are a few :  
Many ISPs (Internet Service Providers) block pictures by default, and require users to click something that says it's OK to accept them.

Outlook Express users can click on **Tools> Options> Security**, and **uncheck** "*Do not allow attachments that could potentially be a virus*" along with deselecting "*Block images and other external content in HTML email.*" For sending pictures, Outlook Express, Windows Live Mail, and AOL offer "**Insert**" and "**Attach**" choices.

Outlook Express users who insert pictures should also click on:  
**Format> Send> Picture with Message.**

Emails received as greeting cards with animated graphics are usually prepared as HTML (Web page) documents that should look the same to all recipients. However, not all email services interpret HTML the same way, and often have different ways of handling pictures. If an AOL user forwards pictures to other AOL users they will arrive intact. If forwarded to users of other services, this may not happen.

### *Attach rather than Insert*

If pictures you are sending are not an integral part of the message it's better to send them as attachments. Look for "**Attach**" in your email program's toolbar or for a '*Paper Clip*' Icon and follow the prompts. *This tip was provided by PC Don and published with permission.*

### Can a USB drive be reformatted? If so, how?

When you plug a USB drive (flash drive, etc.) into your computer, it will recognize the device as an external hard drive. Since it does that, the USB device can easily be formatted. However, USB drives do not work with Windows 95 or Windows 98, unless you install the correct drivers.

To reformat your USB drive, double click on the **My Computer** icon on your desktop and then find the icon of the USB drive you have plugged into your computer. Right click the correct USB drive and choose the **Format** option. You can then make any changes you want to the Options screen that appears and when you're done, just click on the **Start** button. Windows will then format your USB drive. However, reformatting your USB drive will delete everything on the drive and all of your data will be lost. So, make sure you remove any important documents and files from your USB device before you proceed on with the reformat process. *Thanks to Dawn Howe for this article*

*The following ad was placed by a Senior lady and published in a Florida newspaper:*

#### **WINNING SMILE:**

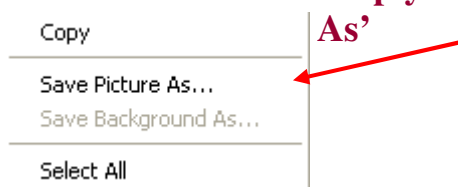
**Active grandmother with original teeth seeking a dedicated flosser to share rare steaks, corn on the cob and caramel candy.**



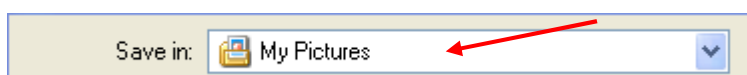
## *More Tips and Hints*

### How to save clipart, graphics or animations

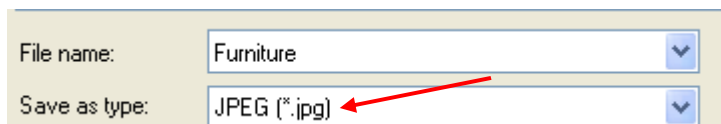
**If you see some clipart, a photo, graphic or animation that you would like to keep, simply Right click on the picture and choose 'Save Picture As'**



Then you can choose the location where you would like to save it - usually 'My Pictures' in Windows XP or 'Pictures' in Vista and Windows 7.



It is a good idea to rename the picture to something that you will associate with it to make it easy to remember.



Clipart usually gives the option of saving as a JPEG or BMP (bitmap). Animations are

generally saved as GIFs. When you have completed the steps above choose the chosen picture will then be available in your own files for future use. *Daphne*

### Sorting Your Start Menu and Favorites ( a useful tip from Lori at World Start)

I love to drag and drop. I can put anything I want wherever I want it without having to copy/paste or "Send to". If you would like to keep your Start menu or your Favorites in a certain order, then this tip's for you.

To sort the Start Menu quickly, point to Start (very left side of your screen on the bottom), then left-click on All Programs, and then point your mouse in a blank area of the Menu and right-click (in the example below, I right-clicked in the blank part of my Startup option). A small menu will pop up.

Left-click on Sort by Name and your menu is completely sorted in alphabetical order.

Let's say, however, that you don't want it sorted by alphabetical order; maybe you would like all of your games grouped together. Here's where the drag-and-drop comes in. Once again, point to Start, left-click on All Programs, and there's your Start Menu. This time you are going to left-click the entry you want to move and (without taking your finger off of the mouse) drag the program entry (up or down) to wherever you want it to go. While you are doing this, a black line will appear under the entry you are moving so that you can see where you're going. All of this works for Favorites, too.

**One added note:** Whenever you install a new program or add an entry to your Favorites, the entry is automatically added to the bottom of the menu. Just re-sort it using the methods above and you're good to go. *~Lori*