



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 10

ISSUE 6



President's Message

We have something really special for you at our Members' Morning Tea on Monday 21st June. Ashton Mills, the Editor of *CHOICE Computer Magazine* will be our guest speaker. *CHOICE* is particularly well-known and respected. The group has recently launched the new magazine which should be of real interest to a lot of our members. Dawn, our Social Activities director, will give more details in her report later in the newsletter.

Just on 50 members enjoyed the latest activity that Dawn organised when we visited Lake Macquarie Light Rail at Toronto on Sunday, 23rd May. On Saturday it poured rain, but when I rang to ask Dawn what the wet weather arrangements were, she assured me that everything would be fine for the Sunday. How she arranged that one I'll never know! Our DigiPals members had plenty to occupy them with photographs of the veteran cars that were there as well as the trains. With all the cameras around we had to make sure that we weren't caught bending over as there was bound to be a camera aimed right at you. (Particularly if Barry Keen was anywhere around!) The photos on the Picasa DigiPals website are well worth a look for those DigiPals who couldn't make it to the excursion. Requests have already been made for more outings so you'll be kept informed.

Carolyn Keene, our Enrolments Officer, has been a little concerned by the fact that all courses are not being filled to capacity, so we need your feedback to ensure that we are offering the courses you want. While our primary purpose is to start people off with computers, there are also those people who want to explore other more advanced programs and we try to strike a balance between the two extremes. Please let us know your ideas. - The **SUGGESTION BOX** is right beside the clubroom door and we'd really appreciate your input. One great feature of this club is that it doesn't remain stagnant and we are always looking for new avenues to explore and new challenges to be met and overcome.

Bert Haig, our Education Officer, has completed a revision of our Vista courses for a series of Windows Seven courses, so if you've recently purchased W7, the first of our courses will be up and running from now on. If you're already familiar with Vista, we suggest you start Windows Seven at Stage 2 where the new feature start being explained. With the popularity of the Digital Photography courses, the courses are being completely revised. This is being done by members of DigiPals and Graham Woolridge has said that it should be one of the best photography courses around. Merv, Carolyn, Fred, Graham, Lindsay and Jack have all contributed to this course (or series of courses) so we are drawing on a wealth of knowledge and expertise.

One challenge facing us, is the number of e-mail programs which now differ from one version of Windows to another. We are considering some sort of a *general* e-mail course for beginners followed up by short courses for each of the different e-mail clients. Please let us know what you think of this idea. Your suggestions would be appreciated.

Make sure that you put the 21st June into your diary and come along with your "other half" or a friend to our Morning Tea – 10:00am in the school hall. It really does promise to be something you shouldn't miss.

See you then, **Bruce**

Committee Report

Every committee meeting brings forward something new for consideration, and this month was no exception. Bert Haig presented committee members with folders containing the drafts of four courses for *Windows Seven* and these were discussed at length. Along with the notes was a CD with hyperlinks to a series of Internet videos. A small group of tutors has already trialled the first couple of courses, and immediately after the committee meeting, Bert conducted a training session for the 20 tutors who attended. Nev Clifton and his willing team of helpers now have all computers triple booting into XP, Vista and Seven so that we can try to satisfy the needs of people with the different Windows versions. (Someone has also suggested Linux as another operating system – forget it! Three is enough!)

For our AGM/Anniversary meeting we have snared a Microsoft representative, Paul Clark, who should prove most interesting. Over the years, Microsoft has been a major supporter of our club with the provision of major donations of free software and we feel that Paul will be able to explain future directions for both software and hardware as well as explain the community support that Microsoft provides.

One of the features of the meeting was the announcement of the annual ASCCA competitions. Daphne Luker will enter our Newsletter in the that competition, while Bruce Carter will enter our re-vamped website. Merv Pope has accepted the entry form for the photographic competition and with the expertise of our DigiPals, our expectations are high. Now it's up to you all. **Any member** can enter for the Digital Photography, Creative Writing and PhotoStory Video sections. With the talent available in the club, I hope that interested people will contact the committee for all the details. Entries are due by early August so there is plenty of time to start. The Creative Writing competition may be either a story or poem (1,000 word limit) on the topics *The Accident - Compromise - Freedom*. (Come on Kathy, you've already proven you can do it with your poetry.)

Unfortunately, Bert Haig has announced that he will be retiring from the role of Education Officer so we'll definitely be needing someone to fill this essential position. Please consider volunteering (or you may care to suggest someone else so that we can do some arm twisting.) To maintain the quality of our training we must have someone willing to undertake revision of our courses.

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 by following the instruction on the **CONTACT US** page of the club website.

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.

MEMBERSHIP RENEWALS

Members are reminded that the annual membership fees of \$20 per person are due at the end of June for the next financial year, July 2010 to June 2011.

Please forward your cheques made payable to ComputerPals to:

**ComputerPals for Seniors
PO Box 73,
BROADMEADOW NSW 2292**

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

IMPORTANT DATES TO REMEMBER:

Digipals Shoot: Saturday 5th June, 2pm
Enrolment Day: Friday 18th June, 10 - 11.30
Members' Morning Tea: Monday 21st June, 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 on Friday mornings when demand is high.

Listed below are some of the very popular short courses which are held on Fridays throughout the year. If you would like to attend one or more of the classes please place your name on the list in the clubroom. Enrolment for these classes will also be taken at the

Members' Morning Tea on 21st June.



SHORT COURSE	HOURS	FRIDAY	MONTH	SESSION	LEAD TUTOR
"Beginners' Practical Guide To Taking Better Photographs"	3	25 th	June	4	Jack McLaughlin
Regular Computer Care	3	13 th	August	5	John Saunders
Movie Maker Vista	3	20 th	August	5	John Saunders
"Beginners' Practical Guide To Taking Better Photographs"	3	27 th	August	6	Jack McLaughlin
BCC - Denise & Mitzi		3 rd	September	6	Denise & Mitzi
		17 th	September	6	
"Beginners' Practical Guide To Taking Better Photographs"	3	24 th	September	6	Jack McLaughlin
Advanced Publisher 3 dimensions		15 th	October	7	Dawn Howe
"Beginners' Practical Guide To Taking Better Photographs"	3	22 nd	October	7	Jack McLaughlin
Advanced Publisher 3 dimensions		5 th	November	7	Dawn Howe
"Beginners' Practical Guide To Taking Better Photographs"	3	12 th	November	7	Jack McLaughlin



May has gone and hopefully the unsettled weather as well.

Our combined day out with all our ComputerPals colleagues was a great success last Sunday. The venue, Lake Macquarie Light Rail at Toronto was superb. The weather, although threatening in the few days before, could not have been better. We shared the venue with two other groups and that added to the fun and the atmosphere.

Our enthusiastic members took hundreds of photos but sadly only a dozen of our members ‘uploaded’ their shots to our Digipals website. I ask, why? Were the photos not good enough or was it a case of not knowing how to go about the uploading? We had the incentive of a competition and three very nice bottle of wine as prizes.

During June we will be having another outdoor shoot on Saturday, 5th. The venue will be the ‘Old Post Office’ and we will meet at 2pm in front of the Soldier’s Memorial. We will have a schedule of shots to be taken on the day. There are a number of good spots for coffee and for those wishing to practise their ‘low light’ skills remember to bring along your tripod as we will have a few shots as the light starts to fall. So roll up one and all and we will have a fun time.

We also intend putting on a Picasa course for members, showing how to ‘upload’ your photos.

Please let Carolyn know if you have any particular bother with your camera and we will do our best to cover that issue at our next in-house meeting. In the meantime keep practising as it is the only way to become familiar with your camera and it will help you become a better photographer.

We hope to see you at the old GPO next Saturday.

Happy snapping. *Graham*

Merv Pope judged the photo competition and the winners are featured below.

Further photos may be viewed in the Digipals photo gallery.

**CATEGORY B
Best Group Photo
(3 or more people)**

CAROLYN KEANE



Proud Grandparents with three of their grandsons



**CATEGORY A
Best Train Photo**

IAN WATKINS



**CATEGORY C
Best Vintage Car Photo
(taken at the venue)**

NEVILLE CLIFTON



Social Report

Our day at Lake Macquarie Light Rail was just great, with the Vintage Car Rally adding to the day.

The Digipals photographers had a lovely time clicking away to their hearts content.

The weather was kind to us and the ground underfoot wasn't too bad. There were rides on the trains and the tours of the workshops were really interesting.

Check out some of the photos taken by members of the DIGIPALS Group.



We are looking at some different Coach Tours towards October so watch this space!

The next MEMBERS' MORNING TEA at 10am on 21st June will be most interesting as we have Ashton Mills, the Editor of 'CHOICE COMPUTER MAGAZINE' coming to speak to us.

This is the latest addition to the famous 'CHOICE' range of magazines.

He will be demonstrating the newest computer gadget to hit Australia and there will be copies of the magazine for members attending, come early to get a seat. ***Dawn***

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.

Welcome New Members



Graham Turton

Hilary Owen

Donata Torti

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.

FREecycle Jan Whiteman, who is our former Secretary, has suggested a site that may interest some of you. Jan has used the site to give away unwanted bits & pieces. Items that you no longer use but think may be of use to others can be listed. Articles may or may not be computer related. Below is Freecycle's description of what the organisation is about:

The Freecycle Network™ is made up of 4,813 groups with 7,250,933 members across the globe. It's a grassroots and entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns and thus keeping good stuff out of landfills. Membership is free, and everything posted must be FREE, legal and appropriate for all ages.

Go to www.freecycle.org to find out more.

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>**



MEMBERS' MORNING TEA

*An invitation is extended to all members
to attend the Members' Morning Tea.*

WHEN: 21ST JUNE

TIME: 10AM

**WHERE: ISLINGTON PRIMARY
SCHOOL HALL,**

HUBBARD ST., ISLINGTON

COST: FREE

Bring along your Spouse, Partner, Friend

GUEST SPEAKER:

ASHTON MILLS (EDITOR)

CHOICE COMPUTER MAGAZINE



*A copy of the magazine will be distributed
to attending members.*



Recently after one of our classes, Dawn Howe was telling me how happy she was with her Mail Program, 'Incredimail'. Dawn had been experimenting with adding music and animations to her mail and had been very happy with the results. So I asked her to share her new found knowledge with the readers of the newsletter and she put together the following:

[ADDING ANIMATIONS AND MUSIC TO INCREDIMAIL](#)

As so many of us have Windows 7 and aren't happy with the mail program included, here's a way to have fun with Incredimail. It's really easy to add animations, Cloud8 backgrounds and Music to your Incredimail emails. Cloud8 are now making backgrounds (Letters) especially for Incredimail, so just go to their site and down load.

It is interesting to know that Incredimail accepts MIDI, MP3 and Wav files where Outlook Express only accepted MIDIS.

To add Music.

Go to **WRITE**- A style Box appears on the left of screen with headers- (tabs)

Letters (I add Cloud 8)

Ecards

Animations

Sounds.

Click on the **SOUNDS** tab and at the bottom click on **ADD** then go to your folder of music files using any of the above types and click on your chosen file; it will be inserted immediately.

Remember that a WAV file is usually quite large, and will make your email larger than normal and of course take longer to send and receive. Either reduce the WAV file size or use MIDI for ease of use.

The same procedure applies to adding animations. *Have Fun! Dawn,*

As anyone who has ever been in one of my classes would know, I like to share knowledge, tips, hints etc. If you have any little shortcut or pointer that you think would benefit other members, please send it to me for inclusion in this publication. You will find my contact details under the Contact Us tab on the club website. Daphne

There are still a few vacancies in some of the classes in Session 4. If you are interested in attending any of the courses where vacancies exist, please phone 4961 6576 during office hours. The Session 5 list of courses is on display in the clubroom and enrolments will be taken at the Members' Morning Tea.

Session 4

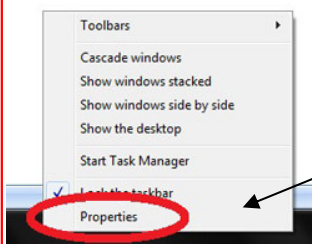
2010	Tuesday 1st June	Wednesday 2nd June	Thursday 3rd June
8.45 - 10.15	XP STAGE 1	WORD 2007 STAGE 1	WINDOW 7 STAGE 1
	full	4 vacancies	full
10.30 - 12.00	XP FILE MANAGEMENT	EMAIL STAGE 2 OUTLOOK EXPRESS	DIGITAL PHOTOGRAPHY
	2 vacancies	1 vacancies	full
12.15 - 1.45	VISTA STAGE 2	DIGITAL PHOTOGRAPHY STAGE 2	WINDOWS 7 STAGE 2
	1 vacancies	1 vacancies	full
2.00 - 3.30	INTERNET STAGE 1	VISTA FILE MANAGEMENT	WORD 2002/3 STAGE 1
	7 vacancies	3 vacancies	2 vacancies

Tips and Hints

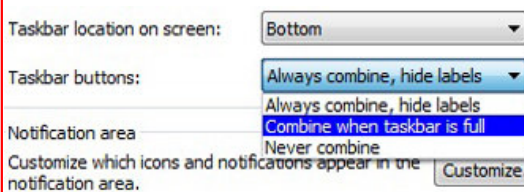
Windows 7 Taskbar

I was one of the many who upgraded to Windows 7 as soon as it was released in stores. The one thing I noticed straight away after I upgraded was the new format of the taskbar. Instead of long, rectangular buttons, Windows 7 features a space-saving small button design. To be honest, I don't particularly like the new buttons, and would love to return to the old style. I didn't think this was possible until recently, when I chanced upon an option under Taskbar Properties to change this.

If you're like me, and want to get a blast from the past by switching back to the old taskbar format, here's how:

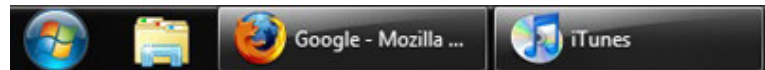


Firstly, right-click on a blank space on the Taskbar. A menu will appear... select **Properties**.



Select the Taskbar buttons dropdown menu and choose **Combine when taskbar is full**.

Click **Apply** and voila! Your taskbar should now look like this:

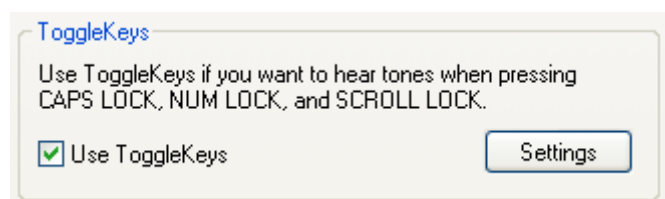


Although this isn't the exact look that you get on Windows Vista, it's very similar. This way, instead of a non-descriptive icon, the taskbar shows the name of the program. You still have the option to preview the window you're planning to open by simply hovering over the icon in the taskbar, just like before. Have fun with your new taskbar! *Brandon Zubek World Start*

CAPS LOCK AUDIO WARNING

Hitting the CAPS LOCK key accidentally while typing can be quite annoying. It is possible to give an Audio Warning when this happens so that a BEEP is heard when the CAPS LOCK key is pressed. Follow the instructions below to configure this feature in **Windows XP**.

1. Go to CONTROL PANEL
2. ACCESSIBILITY OPTIONS
3. Place a tick in the box next to 'Use Toggle Keys'



To configure Vista and Windows 7

Simply hold down the NUM LOCK key for 5 seconds.

More Tips and Hints

Your Recycle Bin

Windows XP, Windows Vista, Windows XP

Deleting files sends them to the trash bin, where they are "saved". To completely remove them, you should empty your Recycle Bin every month or so by right clicking on the Recycle Bin icon on your desktop and choosing "empty". You may want to take a peek at what is there first; right click and choose "explore".

The default for recycle bin size is usually 10% of the total size of the hard drive. This was OK back in the day when hard drives were a few GB, but with so many hard drives today being 500 or more GB, 10% is just way too much to allocate for the Recycle Bin. If you have a very large hard drive, you might want to adjust the percentage to 5% - which is still plenty of space if you have 500GB (or larger) hard drive. It's even hard to imagine you'd ever need 25GB of space for your Recycle Bin, you surely don't need 50GB of space.

If you want to change the default settings for how much space is allocated for use by the Recycle Bin, you can do this by:

1. Right Click on the Recycle Bin icon.
2. From the menu that appears, Click Properties.
3. In the Properties window, select the drive on which you want to reduce the space allocated to the Recycle Bin
4. Use the Custom Size box to input the actual amount of space you wish to allocate for the recycle bin, and then click the OK button. *With thanks to CloudEight for this and the following tip.*

PROTECT YOURSELF FROM IDENTIFY THEFT

Here's the best tip we can give you to protect yourself from identity theft while using the Internet. When logging in to your bank account, credit card account or any place that has sensitive personal or financial information, never go to the site from a link in an email, always type the address in your browser. After you type the address in your browser's address bar, double-check it carefully to make sure there are no typos. Many bogus sites are squatting in the background on the Web waiting for you to make typos in URLs. To save yourself time, once you've verified the site you're on is the correct one (secure sites always show [https:// in the URL and you'll see a lock icon in your browser](#)) you should bookmark the site. It's vey easy to transpose a letter or two when typing in a URL, so double check what you type into the browser's address before proceeding.

Remember too, many phishing sites look exactly like the real site - always make sure your secure site's URL starts with **https://** and you see a lock icon displayed in your browser.



Never assume because the site looks authentic that it is.

ACTIVATE THE CALCULATOR IN WINDOWS 7

To find the calculator in Windows 7:

- Click on START
- PROGRAMS
- ACCESSORIES
- CALCULATOR

To create a shortcut to your Desktop, right click on the Calculator icon and choose send to Desktop (create shortcut).

