# Switched on Seniors

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

## President's Message

As I sit to write this the new year for ComputerPals has already started. Yes, Nev and our technical team are at work making sure all the computers are up to date and working well, Bruce is on the job with updating the tutors on what is new for 2009 and our first enrolment day for 2009 is done.

As I cast my eye over the enrolment sheets with Carolyn she expressed concern that our classes are filled well in advance. Yes that is true, with only a few spaces left for Session 2 and not many more for Session 3. This is good and bad, good because it means we must be offering what you, our members, want, bad because it means that you may have to be patient or plan well ahead to get into the course you want to do. Look on the Website under Courses, what is on is published well ahead.

Islington School has a new Principal this year, Andrew Price, I have met him now and look forward to him feeling his way into the job and getting to know us. Andrew has already asked if anyone could help with reading or storytelling. We have had members do reading with the children in the past and this is rewarding for those who participate. I expect we will hear more on that front.

Our very dedicated Treasurer, Michael, has indicated that he is coming to the end of his time and would like a smooth hand over to a new treasurer. No point in saying anything else, there is a bit of work in this job, however our club makes a very worthwhile contribution to our community and we must have a treasurer. I hope someone in our midst has some appropriate skills and the willingness to take on this role. If you think you could do the job let me or any of our committee know.

I cannot fail to note the enthusiasm that I hear coming from our DigiPals group, if you are interested in digital photography, then involvement is a must. It is not just point and shoot, a little knowledge gained from this group will make improvements that you would not believe.

An interesting statistic, 10% of our members are now involved in tutoring, As Bruce so often says, if you want to learn, then teach. We are teaching ourselves about how to use computers, you might say mastering technology, and keeping involved. *Lindsay*

---

**Information regarding activities and dates appears on the *Members* page of the Website.**
### IMPORTANT DATES TO REMEMBER:
*Digipals Meeting*:  **Friday, February 13, 1pm**
*Digipals Field Trip*:  **Friday, February 27**
*Enrolment Day*:  **Friday, February 20, 10am -  11.30am**
*President's Morning Tea (incorporating Mobile Phone Workshop)*:
**Monday, March 16, 10am**

---

### Course Sessions:  Tuesdays, Wednesdays, Thursdays of each 5 week session
**Times of Sessions:**
1.    **8.45am -  10.15am**
2.    **10.30am -  12 noon**
3.    **12.15pm -  1.45pm**

**Short Courses:**
**Friday Mornings**

## Committee Report

Our first committee meeting was held on 19<sup>th</sup> January. Because of the Xmas break there is not a great deal to report.

As school had not gone back the technical team could not report to the committee.

The latest version of Photo Impact has been purchased and will be ready for the Fiddling with Photos course.
The new 2009 CD's are now available for Windows Vista, XP and also Google.

The Emergency Plan is now ready to be laminated and will be mounted on the clubroom wall.
Emergency procedures will be gone through at the Train the Trainers sessions.

Social activity planning is well under way with an Airport Tour booked for April.  *Jan*

## BOUNCING EMAILS

If you are not receiving regular emails from ComputerPals then your email address that we have is incorrect. Please send an email to secretary@computerpals.org.au  with your full name in the subject line and I will correct it…. *Jan*

*Change in layout of Newsletter*

*You have probably noticed that the Newsletter looks a little different this month.  The change has come about because it was becoming difficult to fit our President Lindsay's report into the allotted space.  As his report is always so interesting and such a valuable source of information, I have moved things around a little to accommodate his contribution.  Daphne*

---

### COMMITTEE

| | | | |
|---|---|---|---|
| *President* | **Lindsay Threadgate** | *Vice President* | **Roger Cornish** |
| *Secretary* | **Jan Whiteman** | *Treasurer* | **Michael Pitt** |
| *Assistant Treasurer* | **Mervyn Pope** | *Technical* | **Neville Clifton** |
| *Education* | **Bruce Deitz** | *Rosters* | **Carolyn Keane** |
| *News Editor* | **Daphne Luker** | *Social* | **Dawn Howe** |

**Committee Members**

| | | | |
|---|---|---|---|
| **Denise Brandon** | **Jo Moonan** | **Mitzi Gordon** | **John Saunders** |

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.**

# PRESIDENT'S MORNING TEA
## Monday 16th March, 10am

*An invitation is extended to attend Morning Tea with Club President, Lindsay Threadgate.  Please come along and meet the committee and fellow members of ComputerPals.  This is an entirely free morning and tea/coffee, juice and delicious cakes and biscuits will be provided.*

*During the course of the morning, a mobile phone workshop will be conducted by staff  from Crazy John's.  (see details below)*

*We would love to have a good roll-up on this day and we look forward to meeting you.*

*If you are interested in attending please place your name on the list in the clubroom to give us some idea of  numbers for catering purposes.  Spouses, partners, friends, neighbours are most welcome to come along.*

## MOBILE PHONE WORKSHOP

Most of us own mobiles these days but do we know how to send SMS, take photos etc?  Crazy John's will be conducting a 2 hour workshop for Newcastle ComputerPals *aimed at Seniors,* that will cover the most commonly asked questions about mobiles.  There will be a discussion about phone jargon, call rates and plans and how to save money on phone bills.  A hands-on session will follow working with members' specific mobiles to teach us how to get the most out of our phones. The workshop will conclude with a Q&A session .

VENUE :  Islington Public School Hall, Hubbard Street, Islington
DATE    :  Monday 16th March, 2009
TIME     :  10am
COST    :  FREE

# HOW LUCKY WE ARE!

On Monday, 2nd February, the day before classes commenced, we held the first of 16 scheduled "Train-the-Trainers" meetings.  In the school hall there were 38 animated people waiting to start.  The atmosphere was tremendous – happy, eager, co-operative and above all friendly.  These are the volunteers who give their time so willingly to help all our members.

We now have 43 active tutors.  The five tutors who couldn't attend all sent their apologies and their reasons for not being there were because of holidays or medical appointments. When you consider that our tutors now comprise about 10% of our membership, it must mean that we're doing something right, and that we have a great group of people as our tutors.

The demand for our courses is almost overwhelming!  Our first five-week session is fully booked, the second session has only a very small number of places left, while bookings are already flowing in for sessions 3 and 4.  That means that we have courses being booked all the way till the beginning of July.

By the end of the **first day** of classes, two of our tutors (who are already committed to teaching various classes) have volunteered to take additional classes on Fridays!!  It says a lot for them and also the popularity of the courses.  It's obvious that we could run two class-rooms five days per week – (but we won't!!)

Throughout the year, tutors have volunteered to present a wide range of topics to our other tutors, so there is plenty of interest being generated and the involvement of our tutors is really appreciated.

With the flying start to 2009, it looks as though this could be one of our best years. Actually, each year has been more successful than the preceding one ever since our club began.

Don't forget to thank your tutors – that's all the payment they receive and they do appreciate the fact that you appreciate their contribution to what must be one of the most successful ComputerPals groups in the country.

*Bruce - (Your elated Education Officer)*





*Some of the dedicated tutors at the meeting*

A bright and very warm New Year has arrived and with it many, many photo opportunities.  So dust the camera down, charge the batteries (ensure your spare is operative or fully charged) and refresh your memory from your notes.  We begin classes again on Friday the 13th at 1 pm at Islington.

We have some interesting programs in the pipeline both for the classroom and our outdoor shoots.  We also have some members who have acquired new equipment who will be keen to demonstrate their expertise.  Beware of John Saunders, he is allegedly snapping any thing that moves.  Father Xmas (Kevin Rudd in real life) and some hard bargaining at a certain Hi Fi store put a permanent smile on his face, some even say he now glows, sorry I mean gloats !

Best wishes to Beryl Elsley for a speedy recovery after her operation during the month.  Get well soon Beryl and get that G 10 snapping again.

There is an excellent magazine available for about $16 called Digital Photography for Seniors.  It is a very good publication as it covers all basic functions and is a good source of information.

See you on the 13th, keep snapping and be happy.

Photos for your perusal.  *Graham*

Sunset taken by
Beryl Elsey

A study in concentration at
Speers Point Photo shoot.
Taken by Bruce Deitz

Merewether Beach Surf Club -  Judy Wallace

Stockton Beach -  Graham Woolridge

*Social Report*

# Up Close and Personal
## *At Sydney's Airport*

### An Australian "WORLD FIRST"

*This informative and interesting tour provides an exciting way to
learn about SYDNEY AIRPORT from the inside.
A special "**behind the scenes**" tour.
18th April 2009.
Cost $50 ea.
Closing Date 4th April.*

**7.15 am**     Board your air conditioned Coach for travel to
                *Sydney's Mascot Airport at the International Sports Centre.*
*9.45 am*     Enjoy a complimentary Morning Tea on arrival, then join the tour.

*This tour is conducted from the comfort of an Airline Coach*

•     *View a 747 'Jumbo' Jet from under the wing.*
•     *Listen to pilots communicating with the tower.*
•     *Watch jet aircraft take off & land from a vantage point only possible
      within the airport.*
•     *Marvel at the massive maintenance hangers and jet base.*

*\*Please note, **Security Screening** will be necessary ; so **no** bulky
items to be taken on the tour.
I.D. will be required—Photo Licence or Medicare Card.*

**1pm**     Lunch at your own expense at ST. GEORGE LEAGUES CLUB.
**2.15**      Rejoin your coach for homewards travel.
**5 pm**     Approximate arrival home
     *\* There are limited seats for this tour, so please make your booking early
And send your cheque to -
Social director
P.O. Box  181
Toronto    2283*

*We have lots of  Social Events planned for 2009,  watch this page.*
***Dawn** — Social Director.*

## Bits and Pieces

### So Far

Courses began again on Tuesday, February 3.   Courses are heavily booked at this stage with many classes in Session 2 full or nearly full.  Session 3 is filling up fast.  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.

| Michael Macaulay | Ron Barbie |
|---|---|
| Marie Simpson | Catherine Clarke |
| Wendy (Cripps) Clark | Pat Stirling |
| Ben Horwitz | Carol Southall |

*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.  They remember how daunting it was when they started out so are able to empathise with all of those who are new to the world of Computing.*

### 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.

**Quote of the day**

**There are more important things in life than money. The trouble is, they all cost money.**   *Sam Levenson*

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

**http://www.ascca.org.au**

There is an email doing the rounds at the moment that contains some very good tips on how to forward emails.  I thought it was worth repeating some of  the advice here.  *Daphne*

## HOW TO FORWARD E-MAIL APPROPRIATELY

(1) **When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You MUST click the 'Forward' button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on 'Forward' first, you won't be able to edit the message at all.**

(2)   Whenever you send an e-mail to more than one person, **do NOT use** the To: or Cc: fields for adding e-mail addresses. Always use the **BCC: (blind carbon copy)** field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the  address and choose BCC: and that's it, *it's that easy.* **When you send to BCC: your message will** automatically say 'Undisclosed Recipients' in the 'TO:' field of the people who receive it.

(3)  Remove any 'FW :' in the subject line. You can re-name the subject if you wish or even fix spelling.

**(4)** *ALWAYS* hit your Forward button from the *actual e-mail you are reading.* Ever get those e-mails that you have to open 10 pages to read the one page with the information on it? By Forwarding from the actual page you wish someone to view, you stop them from having to open many e-mails just to see what you sent.

Finally, before you forward an Amber Alert, a Virus Alert or any of the other ones floating about these days, check them out before your forward them.  Most of them are junk mail that have been circling the net for years!  Just about anything that you receive in an email can be checked out at Snopes.
**Just go to http://www.snopes.com**

## *Tips and hints*

Our Technical Officer, Neville Clifton, has sent in the following tip regarding RSS Feeds:
Subscribe to ABC TV RSS feed and get the daily TV Guide using an RSS newsreader. RSS is an alternative view of a web page that allows you to subscribe and read the content in RSS newsreader software. Whenever the web page is updated your newsreader will automatically display the new item.

There are many news readers available and many are free. Some news readers are programs you download and install on your computer and others are web-based services that you access with your web browser. There is a list of RSS readers maintained at DMOZ Open Directory Project.  To subscribe to an RSS feed, right-click on the orange XML `XML` icon and select "Copy Shortcut" or "Copy Link Location" to copy the location URL and then paste it into the appropriate place in your RSS reader. Follow the instructions for your particular news reader Terms of Use.

*ABC RSS feeds are protected by Australian and international copyright laws and are available for personal, non-commercial use only.  Info. from the ABC website.*
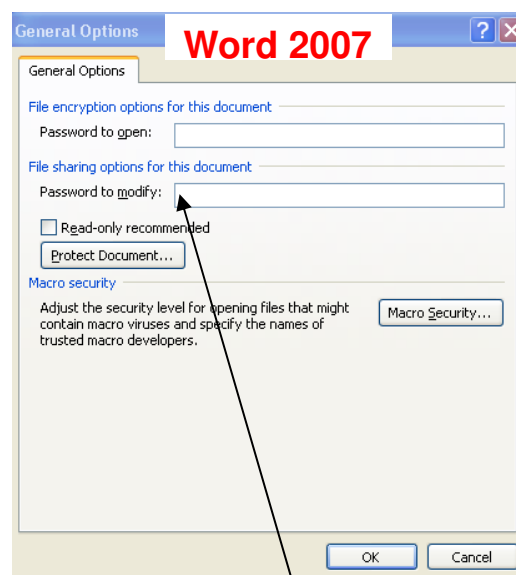
### PASSWORD PROTECT WORD DOCUMENTS

If you have a document that you want to protect from prying eyes, it is possible to assign a password to that document.  *You must remember the password* **as Microsoft has no way of recovering it for you!  Write it down if you have to.**
- With the document open, click *File, Save As*.
- Click the *Tools* button, then *Security Options* in Word 2003 (or *General Options* if you're using Word 2007). Enter a password.  This must be entered every time you want to open the document.
- Click OK



**Word 2003**

**Word 2007**

**Password to Open**  is used if you want to keep the password private (for your eyes only).

**Password to Modify** is used if you want to share the password for editing purposes.

## *More Tips and Hints*

### Why Turn Off the Message Preview in Windows Mail or Outlook Express?

The message preview pane is useful, but it comes with the risk of catching a worm or virus by just previewing an email if your virus protector is not up to date.  That's why it is best to disable the preview pane for security reasons in Windows Mail or Outlook Express.

### How to Disable the Preview Pane in Windows Mail or Outlook Express:

- **Select *View / Layout...* from the menu.**
- **Make sure *Show preview pane* is not checked.**
- **Click *OK*.**

**Remove the tick from this box** ⟶