



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 10

ISSUE 5



President's Message

We have been deeply sorry to learn of the sudden accidental death of one of our popular tutors, Norm Barry. Norm usually came in for Tuesday classes where his cheerful manner won him many friends. A number of tutors and other members of the club attended his funeral, where the number of mourners indicated the esteem in which he was held. He will be sadly missed.

On a more cheerful note, Session Three courses are under way and are very nearly all full. Remember that you can check for vacancies on the website and also on the updated lists in the clubroom hall. It is not too soon to put your name down for Session Four courses. There is a wide variety of short courses scheduled for the next few months, so make sure that you check the lists in the vestibule.

There will be a number of courses for taking better photographs, so if you can't book a place in one session, there will be others later in the year.

Our next Morning Tea will be on Monday, 21st June at 10:00am in the school hall. After our highly successful morning last month, we hope that our next speaker will be as interesting.

Remember that "partners" are welcome – but if they're not members, they're not eligible for free courses. If you have the name of an interesting speaker for future get-togethers, please let one of the committee know.

DigiPals is certainly filling a need for those people into digital photography and 15 people enjoyed the afternoon at Walcha Water Works. Some excellent examples of members' handiwork are displayed on the DigiPals site. The Lake Macquarie Light Rail excursion should prove interesting for many photo opportunities but will be open for all members to participate. With the Veteran Cars club attending there on the same day, there will be plenty to interest the car buffs (maybe we'll even recognise some of the cars we drove in our younger days!).

Obviously, digital photography is one of the most popular developments in the photographic field. One of the beauties of the digital medium is that you can take a huge number of photographs (virtually for free) and then select only the best which you can simply display on the computer or have them printed commercially or accept the challenge and print them yourself. Having recently examined colour film taken about 14 years ago, the degradation of colours was quite noticeable. That's another advantage of using digital photographs – the colours will not deteriorate over time.

Special thanks must go to Nev Clifton and those members of the technical team who came in to update the computers during the school vacation. Most people who come in to the classes are unaware of the amount of work that is done every week to keep everything at optimum performance.

Welcome back for our new school term and please come along to the Morning Tea on the 21st June.

The enthusiasm at the last meeting was great!

Bruce

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

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

Committee Report

Even though our April meeting was held a week earlier than usual because of the new Anzac Day holiday, we still managed to find sufficient to do to fill the agenda. The list of invitees to the AGM/Anniversary has been finalised and invitations will be sent out in due course. It has been proposed that the AGM will start at 11:00am, with lunch to follow at 12:30pm. Of course, we'll make sure that everyone is notified of all the details well beforehand.

Merv told the non-DigiPals committee members about the recent successful photo shoot to Walcha Water Works, while Dawn was able to give us details of the next activity for all members.

I'm sure that she will have full details elsewhere in this Newsletter.

Nev has been authorised to purchase a large-capacity external hard drive to ease the work and time associated with maintaining the computers which are now using three different operating systems.

All reports indicated that things are functioning well in all areas.

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

IMPORTANT DATES TO REMEMBER:

ComputerPals Picnic..... 23rd May Toronto

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
	Immediate Past President	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.



We had a classroom session where we reviewed photos taken at our outdoor shoot and Merv Pope and Barry Keen demonstrated some more of the features of Picasa.

The Walka Water Works at Maitland proved to be a popular spot for the monthly outdoor shoot and a good turnout resulted in many good photos being taken after a picnic luncheon was enjoyed in lovely surroundings.



Your committee have almost completed the program for a Picasa course that will be a 5 week course run in the second half of the year.

We will publish a “pathway” for members to follow covering all photographic training available under the ComputerPals banner. Lindsay Threadgate has nearly completed an updating of his original “Digital Photography” course and this will be available also in the second half of the year.

With such a comprehensive range of courses ComputerPals will be a great place to learn and also a place to refresh ones photographic skills in a pleasant relaxed environment with lovely people.

Our next outdoor meeting is on Sunday May 23 at Toronto and it will be a picnic day with ComputerPals, so it is a day not to be missed. Autumn is a great time for sunset photos so take advantage of our great weather and snap some. Happy snapping.
Graham

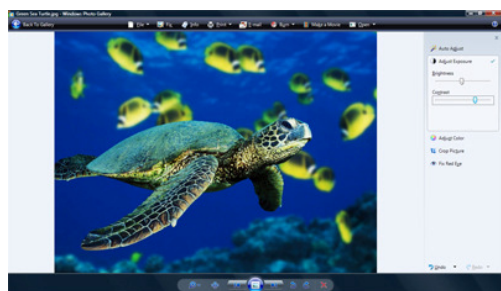
Windows Photo Gallery: Photo Editing and Other Features

Almost everyone owns a Digital Camera these days and if you're an enthusiast, you probably own a D-SLR. Many of us have a huge collection of photos and use Windows Photo Gallery to view them, but tend to overlook some of the additional features available within Windows Photo Gallery.

Let's take a look at some of these features.

Fix Photos – Editing Photos within Windows Photo Gallery

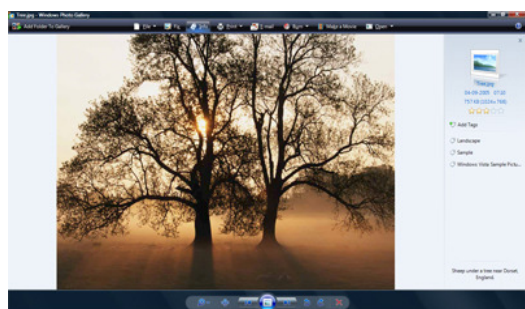
Simple photo adjustments such as adjusting exposure and colour as well as cropping and red-eye correction can be performed by using the Windows Photo Gallery.



1. Click on the Fix button on the top menu and the editing options are visible on the right panel.
2. Choose the option required on the right panel.
3. Exposure is adjusted by modifying Brightness and Contrast sliders
4. Color is adjusted by modifying Temperature, Tint and Saturation Sliders
5. Pictures can be cropped to a specific size or to a custom size by drawing a rectangle as required
6. Red-eye correction is performed by drawing a small rectangle over the red-eye to be corrected

Rate Photos

Photos can be rated on a scale of 0 to 5 stars by clicking on a suitable number of stars for the photo. Ratings can be altered by clicking on a different star on the fly.



Note: Clicking the Info button on the Top panel will display the Rating & Tag information on the right panel.

Add Tags

Multiple Tags can be added to easily identify photos and add some metadata (data about data). Captions can also be added for each photo as can be seen from the right panel.

Burn Photos – Backup photos onto a disc

Selecting many photos in the Gallery view and clicking on Burn Photos, ejects the CD drive and prompts you to insert a blank disc so as to burn the photos onto a disc using Windows Vista. This is a very useful feature and can be used to backup important photos to external media to guard against a system crash.

Make a Movie – Create a video using photos with Windows Movie Maker

Selecting many photos in the Gallery view and clicking "Make a Movie" in the top panel automatically opens Windows Movie Maker, creates a new project, imports all the images and add them into a sequence.

In order to complete the movie, one only has to add a title and an ending screen, along with audio if required and publish it.

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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.



Attention Members..Membership fees are due 1st July 2010.



Welcome New Members



*Judith Morris Beryl Green
Barbara Strang Robert Pirie
John Loughnan*

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.

*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.

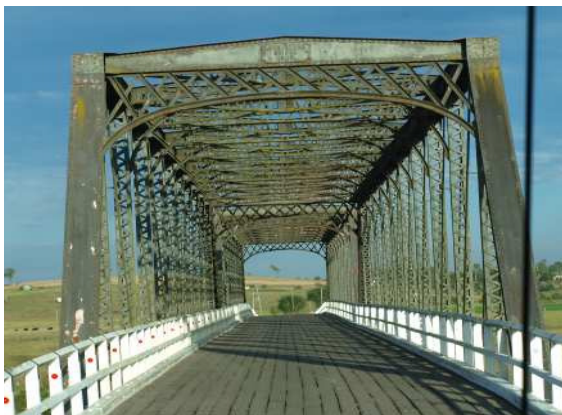
Remember

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

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

Social Report.

The Bridges of the Hunter tour was a wonderful day with everyone amazed at Ed Tonk's knowledge of our beautiful Hunter area. I'm sure we'll never look at a bridge the same way again! The cameras were clicking at a rapid rate every time we stopped for a history lesson; what a great way to learn! Such a lot of happy students. Not only does he talk about the bridges' history but places of interest all along the way. I'm sure we all agree ... 'A great day was had by all.' Thank you all for helping make the tour such a great success..... Dawn



More Social News

ComputerPals Picnic.
Sunday - 23rd May 10.30



A picnic - photo shoot has been arranged at
Lake Macquarie Light Rail
at Onslow Road Toronto.

Sunday is the only day the facility is available.

There will also be a Vintage Car Rally on the day, so it's a perfect opportunity for
DigiPals to enjoy a different style photo shoot.

You will need to bring the usual - every thing to make your day comfortable, i.e.
Picnic tables and chairs - food - etc.

The directions are simple - just continue straight through Toronto and at the bottom of
the hill on your right you will see the entrance to Onslow Road; because of road
markings you may need to go a little further to Nomad Road then u-turn back to
Onslow Road.

There will be a fee of \$5 on signing in, which entitles you to ride the trains at will and
also tours of the railway workshops and areas usually normally out of bounds to the
public.

You can view the website at www.lmlr.org.au just copy and paste into your browser.

Please email me if you intend coming to clubactivities1@gmail.com
so I can advise the owners of expected numbers.

This is a privately owned enterprise and by invitation only.

Come along, bring your partners and friends
and enjoy a most unusual and entertaining day.

Don't forget your camera!

Cheers.....Dawn

Tips and Hints



Flash Drive - Proper Removal

Are you one of the many who use a flash drive these days?

They are so simple to use and just so convenient .

So, when you go to remove your flash drive from the USB port it's in, how do you do it?

Do you just yank it out and then go on with your day?

If you do, that's not really the proper way to do it and if you keep doing it that way, you could ruin your flash drive

There are actually a couple of different ways you can do it.

I suggest you read through them and choose the one with which you feel the most comfortable .

The first one has a few less steps than the second, so we'll start there.

When you're ready to take your flash drive out,

double click on the **My Computer** icon on your desktop and find the drive under which your flash drive is listed .

(It will usually be listed under a "**Removable Disk**" letter).

Right click on that drive and choose **Eject**.

You can then remove the flash drive with no risk of ruining anything.

The second way is to use your **Safely Remove Hardware** icon, located in your bottom system tray.

Double click on that icon (it's a little green arrow with a little gray disk underneath it).

Highlight the choice that says "**USB Mass Storage Device**" and click on the **Stop** button.

Next, find the entry for your flash drive and click on it so that it's highlighted. Click **OK**.

You will then see a little pop up window in the bottom corner of your screen, telling you it's now safe to remove the hardware.

Once you see that, you can remove the flash drive.

As you can see, both ways are very easy to do, but in order to keep your flash drive safe, you need to make sure you do at least one of them.



"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN
TO BE COMPATIBLE WITH ITS NEW SOFTWARE."

More Tips and Hints

10 most common e-mail mistakes people make.

(This tip is from <http://www.worldstart.com> and is used by permission.)

- 1.) **Vague subject line:** I don't know about you, but when I get an e-mail, I always look at the subject line first to see what it's about. The subject line is supposed to give you some basic details for what the e-mail is about and it gives you a reason to actually open the e-mail and read it. The subject line is especially important if you're dealing with work related e-mails. Your co-workers probably get several e-mails everyday and if they don't have a good subject line to go by, they may just skip past it and miss something important. The same goes if you're e-mailing a friend or family member. Take some time to make the subject line perfect!
- 2.) **No signature:** It's a good idea to include a signature at the bottom of all your e-mails. Otherwise, your recipients may not know who you are and they could by-pass your e-mail. Your signature should at least include your name and e-mail address. You can also include your physical address and phone number if you want to give your recipients more ways to contact you.
- 3.) **Unclear message:** When you send out an e-mail, make sure you use complete sentences, correct grammar and correct spelling. Also, take the time to really get your message across. If you don't make what you want to say clear enough, your recipients will be left dazed and confused. Plus, they probably won't bother replying to you, because they won't know what to say in return!
- 4.) **Rambling on:** When you're typing out an e-mail, it's best to be short and to the point. While still making yourself clear, you should use short sentences and paragraphs. Just say what you need to say and be done with it. Unless you're e-mailing a friend you haven't talked to in years an update on your life, you don't need to write a novel! Your recipients will better appreciate a clean, cut e-mail.
- 5.) **SHOUTING:** Don't use all capital letters when typing out an e-mail. When you do that, it's like you're shouting at your recipient and they might not like that too much! So, before you start typing, make sure the Caps Lock key is turned off. That will make for a much nicer e-mail!
- 6.) **Wrong tone:** It's hard to express your tone of voice over an e-mail, but you have to do your best with the way you write. For instance, if you're trying to crack a joke to one of your friends, make sure they'll take it the right way. Otherwise, you might end up offending them. If you think something will be interpreted the wrong way, it's best just to leave it out.
- 7.) **Too many attachments:** Do you like to send attachments along with your e-mails? That's all good and well, but if they're too large, you may end up annoying your recipient more than anything. It's hard to tell what type of Internet connection they will have or if their computer will even be able to handle a big file. If there's any doubt in your mind, just don't send it! Save your attachments only for the people who need them the most.
- 8.) **Incorrect e-mail address:** What's the worst thing you can think of when dealing with e-mail? How about sending one to the wrong person? Yeah, that's pretty bad! To prevent that from happening, you should always double check the recipient's e-mail address before you send it off. Otherwise, it could end up going to the completely wrong person.
- 9.) **Mixing e-mail accounts:** Do you ever use your work e-mail account to send your friends or family messages? If you do, you shouldn't! It's as plain and simple as that. Your work e-mail should only be used for work related issues and nothing more. Use your personal e-mail account for everything else.
- 10.) **Too much e-mail:** If you find yourself rambling on in an e-mail or if you're afraid the message will get mixed up, you're probably relying on e-mail too much. E-mails should be used for quick communication and if you have something more to say than that, you should probably just pick up the phone and call the person or talk to them face to face. Yes, e-mail is convenient and easy to use, but with certain things, it can be a little too much.

There you have it! The top 10 most common e-mail mistakes. If you have made some of these mistakes in the past, don't feel bad. We've all done it, but at least you now know what you can do to correct them. Proper e-mail etiquette is very important and it will help you stay in good relations with all your e-mail friends.

