



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 9

ISSUE 5

Vice President's Message

Lindsay has taken a well earned break and is trying out his new car on a trip down to Eden. Nonetheless the monthly committee meeting was still held as the smooth running of the club depends on these regular meetings.

I'm very mindful and appreciative of all who give so generously of their time and knowledge, both those on committee and those tutoring. The club couldn't and wouldn't function without them.



Apart from the routine administration matters that a club of our size have to manage we are very aware of the varied interests of our members and try to satisfy as many as practical. We spent quite a deal of time addressing some member concerns recently drawn to our notice:

- We are mindful of people wanting to get into courses and then moving smoothly through the courses they wish to undertake. This inevitably becomes a case of pleasing some and disappointing others but, while we can't be all things to all people, we do have a good success rate and will continue to monitor this important issue.
- Also, social activities that suit some may not suit others. We will continue to offer a variety of events that include bus trips, picnics and meals and the degree of support will assist with future planning. Although not a core function of the club we know members enjoy these informal get-togethers and the club will encourage and support such activities.
- Some of the course notes were discussed in terms of their detail and content and the Education Officer, through his monthly "Train the Trainer" classes, continues to address these matters. It has to be recognised that while the courses satisfy the needs of the majority of members they can't be expected to fill the needs of everyone and tutors have a good success rate in helping those members.

We need and encourage feedback as this is the only way we can be confident that the club is doing the best for its members. Suggestions, brickbats, and even bouquets are welcome.

Happy computing, *Roger Cornish*

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

IMPORTANT DATES TO REMEMBER:

Digipals Meeting: Friday, May 8, 1pm

Digipals Field Trip: Friday, May 22

President's Morning Tea (including Open Office demonstration)

Monday, May 11, 10am

Enrolment Day: Friday, May 15, 10am - 11.30am

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

Vice President Roger Cornish chaired the meeting in the absence of President Lindsay.

The technical team reports that the professional version of Avast Anti-virus is now installed on all machines and running satisfactorily and that there are no problems after the Easter break.

Updated versions of Quicken and a new laptop are to be purchased for Treasury use. Maree Field is now assisting Treasurer Michael and will be taking over as Treasurer in the near future.

Bruce announced his intention to step down as Education officer at the next AGM. Carolyn reported that the next session only has one vacancy and that all other sessions are filling rapidly.

Dawn reported that the Airport tour was successful with 31 people attending. Next outing is a picnic along with a tour of Fort Scratchley.

Access to the data projector was discussed and although it will be used mainly in the school hall it can be used in the clubroom. Tutors who want to use it will have to demonstrate their ability to use the machine prior to use.

The 'President's Morning Tea' has been renamed "Members' Morning Tea" and the next one is on Monday 11th May where there will be an open forum for members to ask questions and air their views along with a power point presentation on 'Open Office'.

Comments from various members re problems and concerns within the club were outlined. Discussion on social activities followed along discussion on course content and ability to get into courses. These are issues that are regularly monitored so as to best meet members' expectations. *Jan*

COMMITTEE

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

Committee Members

Denise Brandon	Jo Moonan	Mitzi Gordon	John Saunders
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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.

MEMBERSHIP RENEWALS

Members are reminded that annual membership fees of \$20 per person are due at the end of June for the next Financial year July 2009 to June 2010. It would be appreciated if Members would please send in their renewals in May to help alleviate the heavy workload that the end of the Financial year entails for the Treasurer & the Auditor.

This request is also a timely reminder to those members who have booked courses in the new Financial year to also send in their annual dues now to ensure that their courses are confirmed with the Rostering team.

Please forward your cheques made payable to ComputerPals to:

ComputerPals for Seniors – Newcastle
PO Box 3204
Hamilton Delivery Centre, NSW, 2303

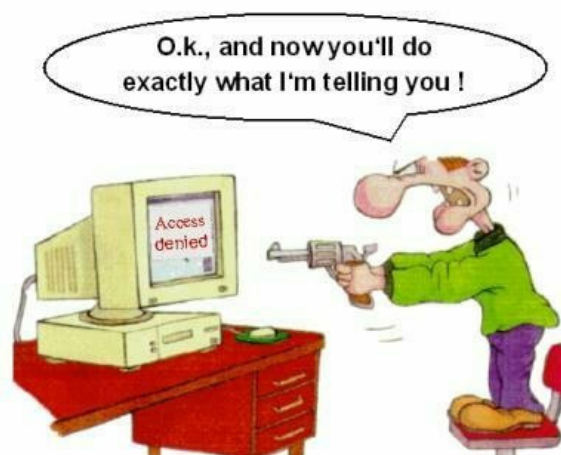
BOUNCING EMAILS

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*

I had an email from a gentleman by the name of Ron Rainford who is 88 years old and lives in Burpengary, Queensland. *(Isn't it interesting to see where our website reaches?)* Ron decided that he wanted to build a website when he was 80 but he did not want to learn HTML.

He eventually found a way and has now published a simple guide to help other seniors to do the same. If you are interested go to www.freiwebsite.bravehost.com *Daphne*

Ron's motto: "**Aut viam inveniam aut faciam**"
I'll either find a way or make one





MEMBERS' MORNING TEA

Monday 11th May, 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 demonstration of 'Open Office' will be conducted. (See details below)

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

Please come along and support your club

OPEN OFFICE DEMONSTRATION

OPEN OFFICE is a FREE, COMPLETE OFFICE SUITE. It includes a word processor, spreadsheet, presentation tool, drawing package and a database. It is a **FREE alternative** to Microsoft Office and is compatible with Microsoft Office and Word Perfect.

Bruce Deitz, our Education Officer, will present the demonstration which will be long enough to show just what you can do with this programme but short enough to allow time to ask questions and then mingle with your fellow ComputerPals members and the Committee.

We will provide all refreshments free of charge and hopefully satisfy your 'thirst for knowledge' at the same time.

**We will have 10 copies of OPEN OFFICE
to give away during the morning.**



Venue: School Hall, Islington Primary School, Hubbard St., Islington



April has been a quiet month. School holidays and the unavailability of tutors meant we cancelled the planned meetings. Our next meeting is in the clubroom on Friday 8th May, starting at 1 pm. We will be covering Picasa and the connectivity of it with our Digipals Google site. This is a must for any serious member.

We are now finding that members are using our club as a source of information which we hope will be helpful. A number of members have upgraded their cameras a sign of serious commitment to photography - *well done*.

Autumn is a great time of the year for keen shutterbugs so take advantage of the softer light and great autumn colours.

Bruce Deitz, ever the enthusiast, has produced an excellent Power Point presentation and notes and we are hopeful he will present it at our June meeting. It really is top class and typical of Bruce he has made it very easy to understand.

Enjoy the cooler weather and happy snapping. *Graham*



Some photography from the Digipals group



Social Report

Our tour of Behind the Scenes at Sydney Airport was an eye - opener for all of us. We were fortunate that we had a beautiful day and only found rain as we approached Wallsend on the way home. The security was really strict and those who had “new knees” were spotted straight away, as we had to go through the same screening as if we were going on board one of the great planes that we saw in the back blocks of the airport. Gives one a really good feeling to know we are so well protected.

Our guide was a fountain of knowledge, he knew everything about every plane in the airport and was happy to answer any questions we could throw at him. Gray's Coaches supplied the most wonderful home – made morning tea with delicious slices, melting moments and cookies... so everyone joined the Airport Tour Bus very contented passengers.

*Lunch at St. George Leagues club was a happy affair with everyone mixing and enjoying great food, ranging from Bangers and Mash for \$7 up to Grilled Seafood for \$17. I'm sure everyone enjoyed the day & I know our happy, friendly group made the day for me. Trish Chauncey won the on board raffle. Thank you all, **Dawn***



There will be a BYO everything picnic at Blackbutt off the Freyburg Street entrance on Monday 1st June at noon. Come along and enjoy a chat and get to know your fellow members.

Bits and Pieces

So Far

Courses have began again after the Easter break. To check availability of courses please phone 4961 6576 during office hours.

Which is the correct course for you to take?

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.



Jan Mountford	Kenneth Couchman
Manuel Baleato	Carolyn Golledge
Maree Magin	Bettie Adam
Pauline Fayle	

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.

An important aspect of the club is the Social Calendar where outings, picnics and the Members' Morning Teas are organized to encourage members to meet and mix socially without the constraints of classes. Please come along to our next function and be part of these entertaining occasions.



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:

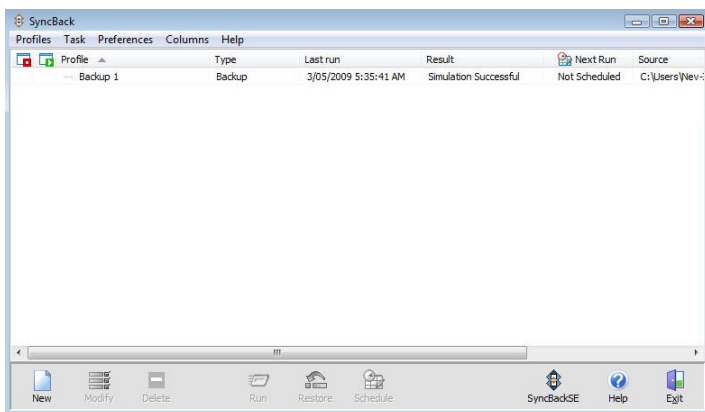
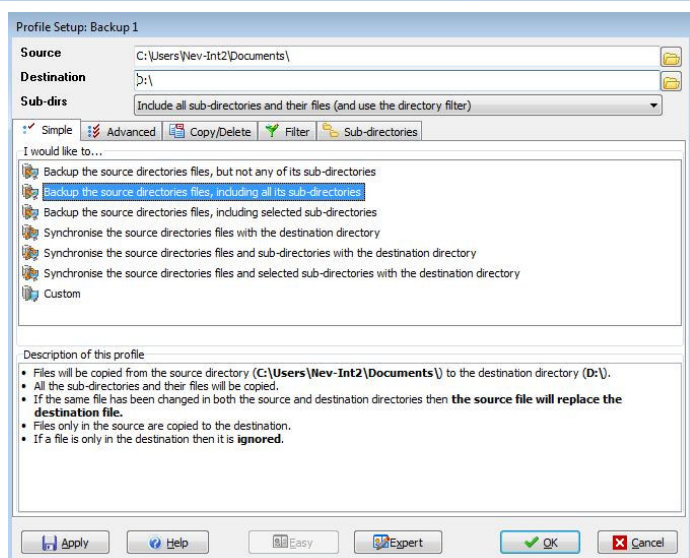
<http://www.ascca.org.au>

A simple way to back up data - Nev Clifton, Technical Officer

Sometimes backing up our data is not as easy as we would like it to be. For instance using windows backup does not leave our data in a useable format - whether it's photos, music, Word or Excel files. It creates a backup file which has to be restored to be usable.

A pair of clever characters in the USA have created a little back-up program called Syncback. Go to the website <http://www.2brightsparks.com/> and look for the International version which is free. There are several versions that you pay for but the free one works very well.

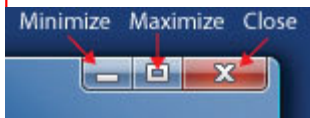
It allows you to backup everything in the Documents folder to a flash drive, an external hard drive or another drive in the system as *useable files*. In other words it doesn't change their format.



This program works well. After a profile is created, it can be run weekly or monthly as you require. It can also be set to automatic to do the work itself. *Nev*

Tips and hints

What are those three little buttons on the upper right-hand corner of an open window?



Those are the Minimize, Maximize, and Close buttons.

The "X" closes the window.

The "Box" maximizes the program, making it full screen. If it's already maximized, it looks like a box on top of another box. If you click it in that state, it will make your window smaller.

Finally, the little "_" is the minimize button. It reduces the current window to a [Taskbar](#) button.

Clicking the button on the Taskbar restores the window to its former state.

These 2 hints are published with the permission of Worldstart.com

How to re-size a window.

In order to re-size a window, you need to be sure it's in a "normal" state, and not Maximized. If your Maximize button is a single box (as shown above), then you can re-size. If it's a double box, click it and it will turn to a single box.

Then to resize your window, just hover your mouse cursor over an edge or corner of the window you want to re-size. It should turn into a double-arrow. Just left-click, hold and drag till the window is the size you want.

Finally, here's a hint : If you resize using a corner (preferably not the corner with the min, max, and close buttons) you can resize both height and width at the same time.

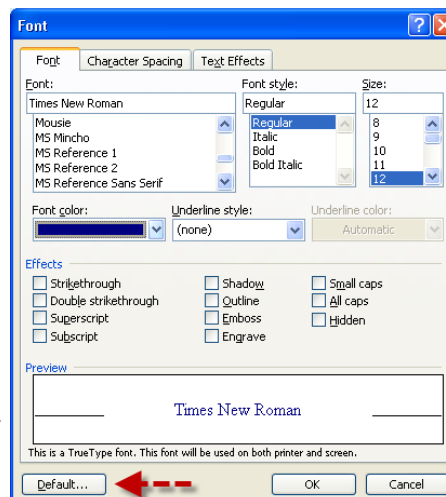


Setting a default font.

If you want to set a specific font in MS Word as your default just follow the instructions below:

- Open a new, blank document
- Click on **Format**, then **Font**
- Change to the desired font, style, size and colour
- Click the default button in the bottom corner
- Click **YES** to confirm your choices

The next time a new Word document is created the new settings will be applied



More Tips and Hints

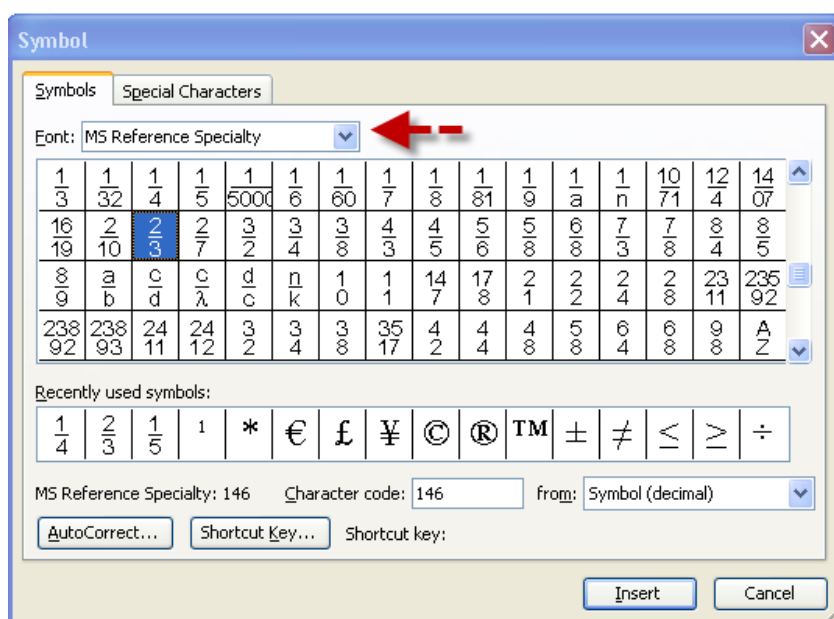
Using Small-Character Fractions

(½ instead of 1/2)

There is a way of typing a fraction such as 2/3 so it will be displayed with a small 2 over a small 3.

MS Word automatically converts 1/4, 1/2, and 3/4 are to a small-character format (¼, ½, and ¾) when they are typed; but other fractions are not converted. A number of other small character fractions are available with a font named *MS Reference Specialty*, which most Windows users now have.

To access this font (and other special-character fonts) MSWord users can click on **Insert** then **Symbol**. Simply click the drop-down arrow to the right of **Font** to find *MS Reference Specialty*. (*Fonts are in alphabetical order*)



To make font size larger or smaller using your keypad.

- Highlight the words etc.
- Hold down Ctrl and Shift together and press on the caret key
- < for smaller
- > for larger.