



Switched on Seniors

Newsletter of ComputerPals for Seniors Newcastle
A Member of ASCCA

VOLUME 10

ISSUE 4



President's Message

The response to our Seniors' Week Morning Tea was outstanding with what is one of our largest gatherings ever. Les Chantor's presentation was particularly interesting and certainly gave a lot of information to those of our members approaching 75 or 85. Thanks to Jo Moonen for arranging his visit through the NRMA. Les has a completely different presentation on road safety for seniors, and is willing to come back again next year, so hopefully we'll be able to arrange this.

At the morning tea, our enrolment team of Carolyn, Denise and Maree set up "shop" and were pleased with the response, with a couple of new members signing up and a number of people enrolling for new courses. This was so successful that they intend doing this at future morning teas AS WELL AS our advertised enrolment days. Keep your eyes on our website and on the newspapers for details of these dates.

Just a reminder about the Telstra workshops. We have a number of people already signed up to start the first workshop on Friday 30th April but if you want to enrol, time is running out to put your name down on the lists in the vestibule outside the clubroom. Remember, you don't have to enrol for all workshops, and the content of each workshop is printed on the sheets. If you want to attend one of the later workshops, there will be time for you to do this after the school vacation.

Enrolments for our "short courses" are filling rapidly and naturally, "Taking Better Photographs" is again proving popular. One suggestion is that we present a short course on using "Facebook" so a couple of our tutors will be working together to prepare a suitable workshop. Look elsewhere on the site to find details of courses already proposed.

Installation of Windows 7 is proceeding and despite difficulties, more than half of the computers are now up and running with access to XP, Vista and Seven. Bert Haig already has drafts prepared for courses for Stages 1, 2 and 3. These will be trialled before the first of our Seven courses begin in Session Five.

Lindsay Threadgate has almost completed the cataloguing of our library. It's a lot smaller now as out-of-date materials have been removed. With a full index of books available on the shelves, it should make it easy to find books which interest you. Remember it's an honour system so don't keep the books out indefinitely. If you have come across a book which you think would be of particular interest to our other members, please send an e-mail to cpalsnewcastle@computerpals.org.au and we'll see about purchasing it. Not everyone is a "reader" of technical books but if we can provide materials for those who are, we're happy to do so.

By the time you read this, Easter will have passed, so I hope you had an enjoyable time with your families as Easter seems to be one of the times for family gatherings. If you have young grandchildren (as we do) it's great to watch them searching for hidden Easter eggs. I'm sure that we will all enjoy a break, especially the tutors and technical team members who turn up week after week to ensure our club continues so successfully.

Yours in computing for "oldies". 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

The main outcome of our meeting held on 29th March was a decision on the location of our AGM/Anniversary luncheon. Different locations were visited and discussed and we appreciated the input from members who are not on the committee.

After having considered all the possibilities of transport, parking, facilities, central location and cost, the committee decided that Mayfield Ex-services Club was the best for a special function such as our tenth anniversary. Dawn Howe will now be in charge of arrangements for the day and she'll give you more information in her report later in the newsletter and throughout the coming months.. At our next meeting we will be discussing special people who should be invited. If you'd like to make a suggestion, please contact one of the committee.

Positive reports were received from all the committee members, so we look forward to the upcoming term and the challenges we'll have to face.

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

IMPORTANT DATES TO REMEMBER:

Digipals Outdoor Photo Shoot: Saturday, 10th April, 12noon
Digipals meeting: Monday, 19th April, 1pm

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 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.

FREE BASIC MOUSE AND KEYBOARD SKILLS TUITION

New and inexperienced members who are interested in attending a 3 hour session in the use of the mouse and keyboard are asked to phone 4961 6576 for details. One of our tutors, Dave Lester, has kindly offered to teach this class. *Thanks Dave!*



I would like to take this opportunity to thank Dawn Howe for assisting me in getting this edition of the newsletter completed and published. The May edition will be edited by Carolyn Keane, and I thank her also.

I am going on a trip to Singapore, South Africa and Hong Kong, leaving Australia on April 1 and arriving back towards the end of April.

It is a pleasure to be part of the committee of Newcastle ComputerPals and to know that there will always be someone who will step in and fill the breach when the need arises.

I wish you all a safe and happy Easter. *Daphne*



Photos taken at the Members' Morning Tea



Thanks to Barry Keen for these photos!



March provided great holiday weather but in some respect just a little bright and glary for our camera buffs. The first light of day and the last hour are magical times to take really sharp photos, otherwise filters are required to reduce the brightness and glare.

We had an outdoor shoot at Catherine Hill Bay and Murrays Beach and the turn out was really very good. An enjoyable picnic lunch preceded our photo shoot and the two different venues provided many varied opportunities for our snap happy members.

During the afternoon I had a brief moment of reflection. Watching so many cameras firing almost continuously I reflected on the good fortune that digital photography has blessed us with: with film cameras we would not have been so free and easy, cost of film and printing would have made us all much more conservative and less inclined to take as many photos.

Our next meeting is at the Walka Water Works at Maitland on Saturday April 10. You will receive more details by our g-mail message service. This promises to be a very good venue.

I have come across a book “Digital Photography for Seniors”, it is part of the In easy Steps series (www.ineasysteps.com) and I recommend it for use by anyone new to the mysteries of photography or anyone who may want to have a reference book that covers each step of the process in a simple logical manner. The book is well illustrated and has many handy tips. It should cost about \$25/30. As always, happy snapping.



Social Report

ComputerPals 10th Anniversary.
9th August 2010.

As you will have read in the Committee report, this year is our tenth anniversary; To make this a special day, the committee has decided to incorporate the AGM and mid-year lunch together making a celebratory lunch.

We will be going to the Mayfield Diggers' Club.

There will be more news concerning the lunch in later newsletters.



The Bridges of the Hunter coach tour for the 24th April is sold out. I'm sure we'll all have a great time with Ed Tonks guiding us through the Hunter area.



I'm looking into a great picnic site, and hoping to include the DigiPals for a photo shoot I think they will enjoy. Again, details in a later Newsletter. Cheers.....Dawn



**“Hello, Bob? It's your father again.
 I have another question about my new computer.
 Can I tape a movie from cable TV then fax it from
 my VCR to my CD-ROM then E-mail it to my
 brother's cellular phone so he can make a
 copy on his neighbor's camcorder?”**

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



**Nancy Lott
John Friend
Gail Wennen
Vincent Rush
Barbara Liddiard**

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>

Tips and Hints

Cycling through the taskbar on Windows 7

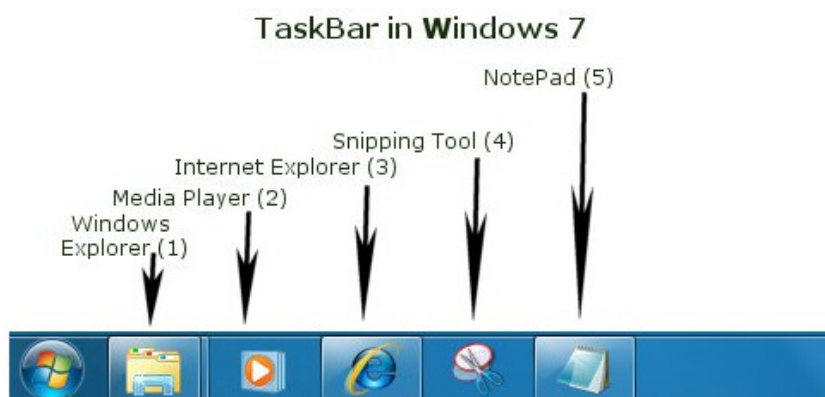
Here is a neat way to cycle through and open windows in your Task Bar using your Windows Key: Hold the Windows Key down and click the number that corresponds with the window you want to open, and it will open!

Let me explain by example! Lets say you have 5 programs showing in your Task Bar to include Windows Explorer, Media Player, Internet Explorer, Snipping Tool and Notepad. If you hold the Windows Key down and click the number 4, your Snipping Tool will open as it is the 4th one on the list. Hold Windows Key down and click 5, and Notepad, which is 5th on the list, will open.

You can even take it a step further. Lets say you have several Internet Explorer browser pages open. You can hold the Windows Key down while repeatedly clicking "3" and it will cycle through all the open browser windows and open them.

This works for both open programs and programs you have pinned to the Taskbar. In my example, I have Internet Explorer and Notepad open; the other three items showing in my Taskbar are not open, but pinned links. This tip will open any of the items on the Taskbar, even if they are not currently active.

I click the Windows Key + 4 and show you a screenshot of my example:



Tip courtesy of Cloud Eight Info Ave Premium.

LINDSAY'S LATEST WORD DISCOVERY


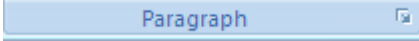
I love the Format Painter, that little paint brush in the Toolbar of Word 2003 or the Home Ribbon of Word 2007. However it has always frustrated me that it seemed to be a once only tool, i.e. it only applied the selected format once. I have now discovered that if you double click on that little paint brush then you can Format Paint as many times as you like. It works in both Word 2007 and Word 2003 at least. **Try it.** *Thanks to Lindsay Threadgate for this tip.*

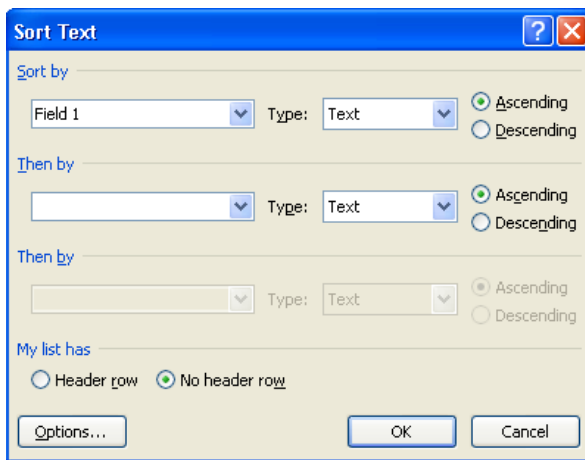
Tips and Hints

How to sort names alphabetically in MS Word 2003.

- Each name is to be on it's own line.
- Highlight all of the names
- Click Table
- Choose Sort
- Click OK.

Sorting names alphabetically in MS Word 2007:

- ◆ Each name to be on it's own line.
- ◆ Highlight all of the names.
- ◆ Click on the Home Tab
- ◆ Click on the Sort button  in the Paragraph section 



Make your selection - A-Z or Z-A

Click OK

What is a botnet?

"The term bot is short for robot. Criminals distribute malicious software (also known as malware) that can turn your computer into a bot (also known as a zombie). When this occurs, your computer can perform automated tasks over the Internet, without you knowing it.

Criminals typically use bots to infect large numbers of computers. These computers form a network, or a botnet.

Criminals use botnets to send out spam e-mail messages, spread viruses, attack computers and servers, and commit other kinds of crime and fraud. If your computer becomes a part of a botnet, your computer might slow down and you might be inadvertently helping criminals."

Source: Microsoft's "What is a botnet?"

We couldn't have explained it better. Botnets are just one of the many good reasons to keep your anti-virus and spyware up-to-date; and why you should never click on links in emails from people you don't know. Don't open attachments in emails unless you're positive you know who those emails came from -- and you were expecting an attachment. If you follow those suggestions, your computer will never be part of a botnet. If you don't? Can you spell Z O M B I E?

Article courtesy of Cloudeight Info Ave.

More Tips and Hints

Those people who were at the Members' Morning Tea will remember the good advice that was given by our President Bruce Deitz regarding 'unsubscribe' links. The same information was given in the Cloud Eight Premium newsletter and is repeated here for those who were unable to attend the Morning Tea.

DO NOT EVER CLICK AN UNSUBSCRIBE LINK IN A SPAM EMAIL

The only thing you'll be doing is verifying that your email address is live and working. The spammers will then save your email address in their database as a "good, working, email address" and when they've gathered up enough of them (hundreds of thousands) they sell these "verified" addresses to other spammers for lots of money. So don't ever unsubscribe to something you never subscribed to in the first place. You'll only end up getting more spam.

This of course does not apply to newsletters you willingly subscribed to, i.e. legitimate newsletters. The unsubscribe links in legitimate newsletters are required by the "Can Spam Act".

A good rule of thumb is this: If you didn't subscribe to it, you can't unsubscribe from it. If you can't remember if you did or not and it appears to be a legitimate site, visit the site and look for the newsletter subscription form. Normally there will be links or information telling you how to unsubscribe.

HOW TO ENLARGE TEXT ON A WEB PAGE

Make Text Bigger in Mozilla Firefox

Click "View", move the mouse over "Text Size", and select either "Increase" or "Decrease".

Make Text Bigger in Internet Explorer

Click "View", move the mouse over "Text Size", and then select a new size from the list that appears.

The easiest way of all is to hold down Control and use the scroll on the mouse - forward for larger and back for smaller. This will work on most web pages but not all!

**A Senior Personal
ad taken from a
Florida newspaper**



SERENITY NOW:

*I am into solitude, long walks,
sunrises, the ocean, yoga and meditation.
If you are the silent type, let's get together,
take our hearing aids out and enjoy quiet times.*

