



Forest News

ISSN 1448-2347 (Print Version) 1448-2355 (Online Version)

Editor: Dick Manuell

Our Web Address:
www.forestcompals.org.au

Our Email Address:
ForestCompals@swiftdsl.com.au

Club Location
 Memorial Hall,
 3 Starkey St. Forestville
 PO Box 116, NSW 2087
 Phone: (02) 9975 7762
 Skype: forestmarilyn

IN THIS ISSUE

Page 1

- Monthly Meeting May 22
- Special McAfee offer
- Beware share predators
- Treasurer appeal

Page 2

- April Monthly Meeting minutes
- War Memorial request

Page 3

- Trainers & Courses
- Window key tips
- Important Notices

Page 4

- Care of CDs & DVDs
- Committee
- Newsletter contributions
- ASCCA Seminar

MAY MONTHLY MEETING

Will be held on Thursday May 22 as usual, in Meeting Room 2 in the Memorial Hall, starting at 2 pm.

After the business meeting the guest speaker will be:

Mr Jim Quinsey,
 of Redbank Instruments.

Jim's topic will be **LOW VISION AIDS**, and will cover items such as macular degeneration, hand-held magnifiers, portable "shoppa" magnifiers, TV screen enhancers, among other things.

Guests will be welcome and if you have a friend with vision problems, do bring them along!

SPECIAL OFFER ON MCAFEE PROTECTION PROGRAM

Last month's guest speaker was Rod Duckworth of Hi-Speed Networking and during that talk he came up with a great offer for members.

That offer is to supply the corporate version of the McAfee Protection software (Anti-Virus, Anti-Spyware, Anti-Phishing, firewall, SiteAdvisor etc.) The price Rod quoted was \$129.00 for 2 Years. On Monday 27th, that price improved to \$110.00 for 2 years.

The offer will work this way: If the member has a virus free computer, Colin, the president, will handle the installation, for the cost of software only. If the Computer has Viruses it will need to go to Hi-Speed Networking for remedial cleaning and installation of the software. Cost will include removal of viruses and installation of the McAfee program.

Call Colin soon if you would like to take up this generous offer!

BE WARY OF UNSOLICITED OFFERS TO BUY YOUR SHARES!

There is a lot of legitimate activity at present involving Telstra and Origin Energy shares.

However, holders of shares in Telstra or Origin Energy should also be aware that unscrupulous predators are sending official looking offers, personally addressed, to buy your shares, with the inducement that they pick up all brokerage and other costs, BUT at prices around half the actual market price. Do not accept their offers, instead report them to ASIC or ACCC., or at least talk to your financial advisor first.

Forest Computer Pals for Seniors welcomes the support of:-



Warringah Council

TREASURER

Front page this time!

Wouldn't some kind member please consider helping our treasurer Paul Brenac, even for a short time!
 Please call Paul (9416 4578) to find out what's involved.



The club also thanks Many-Warragah Rugby League Club for a generous donation from its Community Development and Support Scheme for the purchase of additional computer equipment.

MINUTES OF THE GENERAL MEETING 24TH APRIL 2004

Meeting opened with President Colin welcoming Members and Guests.

Minutes of the March general Meeting; acceptance proposed y D. Rowland, seconded A. Karalus; carried.

Secretary; Email received from the Pittwater/Warringah SES This branch of the SES is desperately looking for new members to assist in a very essential service to our community. Members of Forest Computer Pals are particularly suited to the office needs of this organisation, being familiar with computers and their uses. The duties would be restricted to the office using phones and computers and would not involve field work. Contact Dick Manuell for further information.

Seniors Week Open Day. A great disappointment, with few visitors attending. The most encouraging aspect of the Day was the work of Club Members who once again rallied round to set up displays, enthusiastically endorsed the Club to visitors, ran lectures, provided a pleasant tea and coffee café and finally helped to tidy everything away at the end of the day. Thank you all very much.

Purchasing. Malcolm Fell is now acquiring printer cartridges for the Club's printers. He may be able to help with advice on cartridge prices. If looking for a new computer then refer to Paul Brenac for advice on ACER products.

President's Report; Please note that Gay Savage is running the Friday afternoon series of WORD lectures for the time being. Places may still be available so contact Gay on Wednesday mornings at the Club for information. Gay also advised that the next 6 week course "Basic Computing" will start on 27th May. Enrol now to ensure your place in the class. "Basic Computing" is a varied course enabling you to get more enjoyment from your computer.

The Club CD contains recommended programs to help and protect your computer; all you need and more. PLEASE make a copy at the Club for your personal use. Yes! another copy has been made to replace the "borrowed" copy taken from the Club.

VISTA; Service Pack 1 has been released and makes a big difference to Vista. Vista users are strongly recommended to install it. It is a big download (400 MB) SO find a copy on disc at the Club, burn a copy to your disc, and save yourself a lot of time. Meanwhile thanks to Malcolm Fell for putting it on the Disc for your convenience.

M/S office 2003; Service Pack 3 has been released. Once again it is recommended that you install SO find a copy on disc at the Club, burn a copy to your disc, and save yourself a lot of time.

President Colin's CD production "Basics of Windows 95 and 98SE" as well as covering Windows Me, Windows XP, and Word Processing, has been expanded to include Windows Vista including a copy of the SP1 update. This disc quickly provides illustrated guidance with comprehensive index to all those questions that arise when using the programs. The Disc costs \$20.00 and is available from Gay Savage or Colin.

Colin then gave an in-depth coverage of programs needed to keep computers in good operating condition. If you weren't at the Meeting ask a trainer for an update. Most programs recommended are on the "Club Disc".

Questions; Is there an advantage or disadvantage in using GMAIL. Ans; Gmail is like Hotmail, Yahoo Mail, and many others including your ISP's webmail. There is no disadvantage, though the advantage is that should you change your ISP you will not lose your Email records. Q; Stopping Spam on Email. Ans; The best you can do is to take precautions by installing programs to combat spam and keeping them up-to-date. Check out the "Club CD" for recommended programs.

Guest Speaker. Rod Duckworth of "Hi-Speed Networking" in Killarney Heights. (Rod inspired and assisted the Club with the new Internet/ Wireless installation). Well if you weren't there you certainly missed out. Rod gave members present an understandable insight into the realms of computer protection against the nasties trying to infiltrate or damage systems. And with that came advice on what you can do to provide protection for your system. Rod illustrated this by logging onto a porn site and showing how the programs recommended jumped to the defence of the computer. A really valuable lesson to be learned. The recommended suite from McAfee is not available from Retailers but if you are interested see the notice on page 1.

Meeting closed 4.10 pm.

SCROLL BARS

If you ever find the useful vertical and horizontal scroll bars are missing from your Word or e-mail documents, here's how to recover them:

Click on Tools, then Options and in the Options window, open View. Find the two boxes marked Scroll Bars and pop a tick in both of them, then click on OK and return to your document, where the scroll bars will have been reinstated.

REMEMBERING THOSE AUSTRALIANS WHO DIED IN WARFARE

The National War Memorial at Canberra is trying to match the names of individuals, whose names are already in the Roll of Honour at Canberra, with an appropriate photograph and is appealing to relatives and friends who may have suitable photos in their personal collection to make a copy available to the Memorial.

If you are interested a good starting point is the ABC website www.abcnet.au/news/stories/2008/04/2219936.htm. You can find out more detail at the site or link to other related sites. (Thank you Joan Willis for this lead)

TRAINERS AND COURSES

There are about 23 trainers assisting club members at present and their help is greatly appreciated. Trainers agree that teaching fellow members how to use computers is very rewarding, not only because they are helping others but particularly because they learn so much more about computing. *Perhaps you would like to become a trainer? The club runs a special course to "train the trainer". Please contact any trainer or Darrell Hatch, our Training Coordinator, for more details.*

MICROSOFT WORD PROCESSING

Derek Rowland: Runs group training sessions in MS Word. He covers the full range of Word's capabilities. WordArt, graphics, spreadsheets and drawing features. Notes will be provided at each of the 6 weekly sessions. While Derek is away, **Gay Savage** will lead the course. The next course will begin on June 20. Please add your name to the list in the office.

INTERNET COURSE

John Ray: Conducts Internet group training sessions. The next course will commence on July 1, for 3 sessions, which will run from 1 –2 pm. Please add your name to the list in the office.

BASIC COURSES

Darrell Hatch: Darrell's next basic course for newcomers will be held on Saturday, May 24, starting at 9.30 am. It's easy to follow and a good starting point. Please put your name on the list at the club office to register for attendance.

MS EXCEL SPREADSHEETS

Malcolm Fell offers training in MS Excel on an appointment basis. Call him on 94516050 or email him on mmfell@optusnet.com.au.

COMPUTER MAINTENANCE

On Wednesday afternoons, you may bring your troublesome control tower or laptop to the office, when **Colin Ward** may be able to suggest a solution to your problem, or make an adjustment. Appointments are necessary for this often lengthy procedure.

GROUP TUITION FOR BEGINNERS

Gay Savage: Gay's next course, covering MS Word Processing, Outlook Express, Internet Explorer and greeting cards, (Printmaster & American Greeting Cards) will commence at 2 pm on May 27 and run for 6 weeks. (Please book on the notice board as numbers are limited)

PHOTO STORY 3

John Robinson runs a Photo Story 3 course for 2 or 3 weeks, commencing at 1 pm on Thursday afternoons. The next course will start in July. Please phone John, or enter your name on the list if interested.

HAVE YOU TRIED USING THE WINDOWS KEY ON YOUR KEYBOARD?

Windows (W) alone opens the Start menu.
W+M minimises all open windows.

W+F opens the Search menu.
W+R opens the Run dialogue box

IMPORTANT NOTICES

Recording Your Attendance and Departure times

Most of us remember to sign in upon arrival at the club office but sometimes some of us depart without recording our time out and our signature. It is important to record this in the attendance book please.

Subscription Reminder

If you receive your newsletter by mail, your membership renewal to Forest Computer Pals for Seniors is due at the end of the month shown on the top right corner of the address label on the envelope containing the newsletter. If you receive your newsletter by email, reminders will be emailed just before your subscription expires. If attending the club office please place your payment of \$70 for a year's membership in an envelope with your name and number on it and hand it to a trainer or office assistant to put in the diary and cashbox. Alternatively, post it to:

The Treasurer, Forest Computer Pals for Seniors, PO Box 116, Forestville 2087, or make an EFT payment directly to Forest Computer Pals for Seniors Bank Account.

The Treasurer's email address is:-

treasurer@forestcompals.org.au

Members Training/Appointment Calendar

Members are asked to print their First and Family Names on the schedule so that, if a trainer needs to contact them for any reason, their identity will be clear.

Members may book ahead for tuition for only one hour per week. However, if a member wishes to have extra tuition that member may, on the day they wish to attend, phone the club and if there is space available then, and only then, they may book extra time. (This requirement does not apply to Special Group courses as they are not listed on the booking sheets).

Would members who have booked time and cannot keep the appointment please phone as early as possible to allow others to utilise the place.

ABOUT THE CLUB

Through mutual help we assist members to develop or improve their computer skills, including using the Internet. We do this in a relaxed environment where we also enjoy fellowship and exchange of ideas. We operate on a minimum budget and are very dependent on prompt payment of members' subscriptions to maintain this objective.

The club was honoured to receive the Premier's Award in 1995 and the Frank McAskill Trophy in 1996. A recognition certificate award was received from Cota (NSW) in 2002 for good practice.

The club is a founding member of the Australian Seniors Computer Clubs Association (ASCCA). Forest News obtained first place in ASCCA's 2004 newsletter online competition. The work of the club is voluntary and depends on its members for its resources in management and training.

APPLYING FOR MEMBERSHIP

Enquiries from prospective members are welcome. Please call the club office (9975 7762) or the Membership Co-ordinator (Reg Flew, 9971 0325) for more information.

The entry fee is \$25. Subscription fees are paid annually (\$70 per annum) and are payable as they become due. All members, including trainers, pay full membership.

STAY ALIVE ONLINE

Is the title of a special ASCCA seminar on e-Security as part of National e-Security week. It will be held at 280 Pitt street, Sydney on June 10.

If you have any fears or doubts about establishing or maintaining security on your computer, you should make sure you attend this seminar. Expert speakers will cover virus control, spam protection, firewall selection, wireless broadband theft, among other aspects

More details will be available on the club notice board soon.

CARING FOR CDS AND DVDS

We use CDs and DVDs to store very valuable information – family or holiday photos, family histories, important documents etc. Sometimes they are irreplaceable. And yet we often treat them as if they were readily replaceable! Here are some suggestions for ensuring the longevity and security of your material recorded on optical disks such as CDs or DVDs.

STORAGE. If the disk came in a *jewel case*, keep it in there, returning it to its case as soon as you have finished with it. If it came without a good protective case, buy one for it, or buy a special cabinet for disks. Store disks vertically if possible. Don't store disks, even if in cases, in direct sunlight, but in a cool dry environment. Never leave them in the glove box of a car! If wet, do not dry them in a microwave oven, as you will probably destroy both!

CLEANING. Both types of disk use polycarbonate plastic in the outer layer, sometimes with a thin layer of lacquer as well. DVDs may also contain dyes. Over time, these components can absorb moisture or oxygen, in sufficient amounts to make them unplayable. Well cared for disks should not require cleaning, however, if they do become soiled, try blowing dust etc off the surface (use a photographic puffer) first. If that doesn't work, try wiping the surface with a dry soft cotton cloth or chamois, using radially directed gentle wipes (do not wipe around the disk, or use a dry paper tissue). Thirdly, try a soft cotton cloth barely moistened with isopropanol, methanol, or ethanol, or an optical wipe such as used for cleaning glasses with plastic lens. Do not use acetone, mineral turpentine, or solvents such as xylene, or alkalis such as ammonia. If all else fails, rinse briefly in clean warm water with a small amount of mild detergent added, rinse in clear water and leave on a tea towel or similar to dry (do not rub dry).

HANDLING. Hold disks by the edges and centre hole. If necessary, wash your hands first! Avoid putting greasy fingerprints on the surfaces. Keep disks flat and do not flex them, as this can cause mechanical stresses and damage. Avoid scratching either side of disks (scratches may deflect the laser beam and make the disk unreadable). When changing disks, or needing to keep them handy for a while, always place them on a clean surface, label side down.

LONGEVITY. Modern disks, well cared for, should last for a very long time (some say 30 years). The main hazard is mechanical damage, so if your disk is precious, make a copy for everyday use and put the original somewhere where it will be safe and not used by mistake.

LABELLING. Do not use adhesive labels; a misaligned label can cause massive vibration at the 500 RPM rotational speed and result in the disk shattering and destroying the drive mechanism as well. A felt tipped marker pen, with water based ink, is preferred and of course, only write on the label side. Never use ball-point pens or pencils.

USING. According to several reports, most disk damage occurs during loading into drives, or when removing them. Always ensure the disk is accurately positioned in the holder before closing the drive door. If a disk will not eject, most drives have a small hole which will allow you to insert an opened paper clip to force the drive door to open with the PC powered off.

Committee for the year October 2007 to October 2008

Colin Ward President	9451 1000	Reg Flew Vice-President	9971 0325
Archie Macnaughton Secretary	9938 1971	Paul Brenac <i>Acting Treasurer</i>	9416 4578
Gay Savage Speaker Organiser	9452 1937	Darrell Hatch Training Coordinator	9982 7139
Fay Stewart	9451 1959	Sandra Brophay	9939 7737
John Ray	9451 9396	Ken Moorley	9451 0494

Newsletter Contributions

Contributions from members are welcome at any time. Please email them in plain unformatted text to Forest News editor, Dick Manuell: rman77@bigpond.net.au, or leave a document in the pigeonhole box.