Forest News

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

COMING UP

- Next monthly meeting February 28 at 2 pm

- Committee meeting February 6th at 2 pm

- Trainers meeting Feb 6th at 4 pm

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TWO GLASSES OF WINE

At the start of a New Year, or when your life seems to be becoming more difficult, or when life gets more hectic, remember the mayonnaise jar and the 2 glasses of wine. It goes like this:

A professor stood before his philosophy class with several items in front of him. When the class began, wordlessly, he picked up a very large empty mayonnaise jar and proceeded to fill it with golf balls.

He then asked the students if the jar was full. They agreed that it was. The professor then picked up a box of small pebbles and poured them into the jar. He shook the jar lightly. The pebbles rolled into the spaces between the golf balls. He again asked the students if the jar was full. They agreed it was. The professor next picked up a sack of sand and poured it into the jar. Of course, the sand filled up the remaining space. He asked once more if the jar was full. The students responded with a unanimous "YES!"

The professor then produced two glasses of wine from under the desk and poured the entire contents into the jar, effectively filling the empty spaces between the sand. The students laughed.

"Now", said the professor, as the laughter subsided, "I want you to recognize that this jar represents your life. The golf balls are the important things; your family, your children, your health, your friends, and your favourite passions; things that if everything else was lost and only these remained, your life would still be fulfilling. The pebbles are the other things that matter like your job, your house and your car. The sand is everything else; the really small stuff.

"If you put the sand into the jar first", he continued, "There is no room for the pebbles or the golf balls. The same goes for life. If you spend all your time and energy on the small stuff, you will never have room for the things that are really important for you. Pay attention to the things that are critical to your happiness. Play with your children. Take time to get medical checkups. Take your partner out to dinner. Play another 18 holes. Take one more run down the ski slope. Start that painting. There will always be time to clean the house and fix the garden. Take care of the golf balls first; the things that really matter. Set your priorities. Look after your job and your house, the pebbles, next. The rest is just sand."

One of the students raised her hand and inquired what the wine represented. The professor smiled. "I'm glad you asked. It just goes to show you that no matter how full your life may seem, there's always room for a couple of glasses of wine with a friend!" (*Thanks to Archie and Derek for this delightful piece of philosophy*)

Forest Computer Pals for Seniors welcomes the support of:-

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

CLUB REOPENS ON MONDAY JANUARY 14TH.

Phone the office (9975 7762) to make a booking, or call by the office, choose your appointment and say Hello to the other members present.

Christmas Party

*There were fifty five people at our Christmas party! Thank you to the ladies who brought fine Christmas fare for us all and the gentlemen who supplied an excellent variety of cool drinks. Lucky door prizes were won by **Sandra Wolfswinkle, Phyllis Pharo, Julie Sutton and Evelyn Read.** Thank you all for coming, it was happy afternoon.*

PURCHASING FOR MEMBERS.

As Fay Stewart is still recovering from her stroke, she is unable to help find good cheap sources of both software and hardware, we have discontinued that service, we hope temporarily.

In the meantime, Sandra Brophey will collate good tips and sources for us all. However, she'll need our help in finding the bargains. If you know of a good, reliable source for computers, software, or peripherals, please call her (see committee on page 4 for her phone number.

2007 ASCCA Creative Writing Competition

@boutSeniors website was honoured to be invited by the Australian Seniors Computer Clubs Association to judge the winners of their inaugural [Creative Writing Competition](#).

Three topics – *A Memorable Happening, What learning to use a computer has meant to me,* and *I Wish* – encouraged excellent entries, making the selection of winners a difficult task indeed. So it is with great pleasure we share the winning articles, including the poignant poem by Marianne Camplin-Campbell, describing her feelings when a judge's decision means [the loss of her only daughter](#).

ASCCA members have talents in other areas as well – see their award-winning [digital images here](#). It is also timely to congratulate Club President, Nan Bosler, on winning the APIA–Adult Learning Ambassador of the Year award for her tireless efforts assisting seniors to get the most out of technology.

Word Toolbars

Creating your own toolbar

Step 1: Click on View   → Toolbars → Customise.
Step 2: The Customize window opens. Click on New.
Step 3: The New Toolbar window opens.
Step 4: Put in a Name under Toolbar Name and Click OK. Don't change "Make toolbar available to Normal".
Step 5: When you click OK a small window appears. It will show the first 2 letters of your new toolbar + ∇ & x.
Step 6: Your Customize window will now have a new entry.
Step 7: Click on the "Commands" Tab.
Step 8: Click on first **Category** and you'll see a list of **Commands. Click** on as **Command** and, holding the Mouse (left) button down drag "New" to the pale area on the new toolbar, below the heading.
You'll see it become visible.

Repeat above Step 8 for each icon you require.
Step 9: Select the next category. Repeat Above after selecting it.
Step 10: Is a repeat of Step 9. As you select a Category select only the Commands you use most frequently. Remember even if you forget one now, it can always be added later.

Finished Toolbar:
In position: Drag the toolbar by left clicking on the left edge; (it will turn into a 4 headed arrow) and place it under the current toolbars.

Removing old Toolbars: To remove old toolbar go to **View** then **Toolbars** remove the ticks beside the ones you no longer need.

That's what you're left with, your very own custom toolbar.
(Thank you Colin Ward for this item)

TRAINERS AND COURSES

There are about 25 trainers assisting club members at present and their help is greatly appreciated. Trainers agree that teaching fellow seniors 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. The next course will commence at 1 pm on Friday, Jan 21 and will run for 6 weeks. It covers the full range of Word's capabilities. WordArt, graphics, spreadsheets and drawing features will also be introduced. Notes will be provided at each of the 6 weekly sessions. Please add your name and telephone number to the list displayed for the next course in the club office or ring Derek on 9451 3969.

INTERNET COURSE

John Ray: Conducts Internet group training sessions. The next course will begin in March. Sessions run from 1 pm to 2 pm and a registration list will be on the office notice board.

BASIC COURSES

Darrell Hatch: Darrell's next basic course for newcomers will be held on Saturday, Feb 2, 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.

BASIC GROUP TUITION FOR BEGINNERS

Gay Savage: Gay's next course, covering Word Processing and greeting cards, will commence at 2 pm on Mar 11 and run for 5 weeks. (Please book on the notice board as numbers are limited)

NEW DIGITAL PHOTOGRAPHY COURSE

John Robinson will run a Photoshop 3 based dig. photography course on Thursdays from February 7, running for 2 or 3 weeks, starting at 1 pm. It is important for interested members to attend a planning meeting on January 31, starting at 1 pm.

WELCOME TO NEW MEMBERS

The club welcomes the following new members and hopes they will have fun learning how to get the best out of computers!: Mary and Jim Gallagher, Emile Oomens, Leslie Moule, Fran Kelly and Rod Sutton.

IMPORTANT NOTICES

Recording Your Attendance and Departure times

Most of us remember to **sign in** upon arrival at the club-room 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 it shows **DEC 07** your subscription was due before Dec 31 and payment by then was required to avoid termination of your membership, as required by Club Rules. 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 **$25** for a quarter's, or **$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 it in the 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 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.

Would members who have booked time and cannot keep the appointment please phone as early as possible to allow others to utilise the slot. (This requirement does not apply to Special group courses as they are not listed on the booking sheets).

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).

The entry application fee is $25. Subscriptions can be paid quarterly ($25 per quarter) or annually ($70 per annum) and are payable as they become due on the first day of each quarter. All members, including trainers, pay full membership.

We Are Looking For

A Treasurer!

Paul Brenac is holding the fort at present, but will be going away shortly.

We need a volunteer to sit with him now, in order to learn the procedures we use at Forest.

If you have had some bookkeeping experience, or can use a spreadsheet and would like to help out, please call Paul Brenac (9416 4578) soon. He'd love to hear from you!

TRAINER INFORMATION

Mon am	Jan van der Hilst Richard Crighton Bruce Adams	9452 5475 9972 0429 9958 3685	Mon pm	Malcolm Fell Bob Brisebois Bruce White Joan Kohler	9451 6050 9451 4660 9451 9779 9905 5193
Tue am	Don Muir Graham Allan Shirley Palmer	9451 6548 9451 4336 9451 0158	Tue pm	Special courses — see page 3 & Notice Board	
Wed am	Dick Manuell Archie Macnaughton Gay Savage Joy Quinn (10 am)	9451 1578 9938 1971 9452 1937 9971 0204	Wed pm	Ian Parsons Ken Moorley Susan Howell Jack Wilson (2—4 pm)	9452 4249 9451 0494 9415 1167 9452 1148
Thu am	Len Johnson Richard Smith Anna Karalus	9450 2167 9451 5573	Thu pm	John Robinson runs a digital photography course from 1 pm	9451 5977
Fri am	John Ray Kate Holland Shanelle Breusch Pam Perrin (10 am)	9451 9396 9810 2451 9452 5680	Fri pm	Derek Rowland MS Word groups	9451 3969

OTHER TRAINING INFORMATION

Colin Ward	Computer Maintenance and repairs	By Appointment	9451 1000
Paul Brenac	Digital Photos and Publisher	pm Wednesdays By appointment	9416 4578
Frank Burke	Genealogy	By Appointment	9451 2364
Marie Bailey	Wednesday am	Social Coordinator & Office Assistant	9451 5307
Pat James	Monday am	Office Assistant	9905 1882
Elaine Mulligan	Friday am	Office Assistant	9939 2686
Gay Savage	Friday pm	Office Assistant	9452 1937
Sandra Brophey	Skype & dig. photos	By Appointment	9939 7737
Lexie Keston	Tuesday am	Office Assistant	

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 *Acting Treasurer*	9416 4578
Gay Savage Speaker Organiser	9452 1937	Darrell Hatch Training Coordinator	9982 7139
Fay Stewart	9451 1971	Sandra Brophey	9939 7737
John Ray	9451 9396	Ken Moorley	9451 0494

ASSCA RAFFLE RESULTS

First prize was won by **Lyn Davies**, of Warriewood.
Second by **Bea Carney**, of Seaforth
Third by **Hurstville Senior Computer Club**.
Thanks to all who purchased tickets—perhaps next time we'll get even closer!

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.