Forest News

Our Web Address:	Our Email Address:
www.forestcompals.org.au	ForestCompals@swiftdsl.com.au

Club Location

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

Coming Up

- Monthly meeting 28th February

Meetings

- Committee March 5
- Trainers Meeting March 5 at 4 pm.
- Newsletter folding March 14

DO YOU STILL GET YOUR CLUB NEWSLETTER BY SNAIL-MAIL?

Members who receive the Newsletter by email are helping the club by reducing postage and paper costs and also helping the battle to contain global warming at the same time! They can read the newsletter when it suits them and only print-out items of lasting interest About 45% of our members already assist in this manner and we would like to achieve 65% this year, with your help. If you are able to download the Newsletter by the Internet but have not yet done so, would you please consider emailing the Treasurer and requesting that your name be added to those who already get the Newsletter in this efficient way. His email address is on page 4.

THIS MONTH'S SPEAKER

Our Guest Speaker at the Monthly General Meeting on Thursday 28th February in the Memorial Hall, Meeting Room 3, will be **Bill McCully** from Easy Computing for Seniors Pty. Ltd. Bill will speak at 3 pm approximately, but there will be a business meeting starting at 2 pm and a "cuppa" about 2.30pm, for a chance to chat with other club members

Bill will demonstrate the second in the series, "Take the Teacher Home – New Email & Internet for Beginners" course, which is an easy way to learn basic computer skills, by watching step-by-step CD lessons demonstrated on your own computer. If you've ever struggled to follow instructions in computer books, you know how confusing they can be! But seeing every step clearly displayed on your own screen is a quite different experience. This set of seven CDs, including a bonus CD, shows you exactly how your screen should look as you follow the clear and friendly instructions. At any stage you can simply restart your CD and replay anything you're not sure of over again. Then just practise each step on your own before you go to the next stage.

This easy way to learn New Email & Internet For Beginners has the full support of the Australian Seniors Computer Clubs Association, (ASCCA).
Bill McCully is a long term instructor at ASCCA clubs and has a lot of practical experience in teaching seniors computer skills.

Easy Computing For Seniors Pty Ltd   Website www.taketheteacherhome.com
Bill McCully can be contacted on Phone: 1300 793 013 & Mobile: 0421 664 257

Forest Computer Pals for Seniors welcomes the support of:-

Warringah Council

Thankyou Manly Warringah Rugby League Club and Warringah Council.

The Club applied to both these organisations for grants to enable our Club to update our service to members by providing tuition in Microsoft's Vista Software.
Thanks to the Grants graciously presented, the Club has purchased new computers complete with Vista Software and tuition is now available.

FAY STEWART

Members will be heartened to know that Fay has settled in at Wesley Gardens (corner of Forest Way and Morgan Rd, Belrose), where the staff are very attentive and helpful. Fay is now receiving physiotherapy treatment every weekday, although her left side is still rather slow in responding. Alex is visiting her daily and is a good carer. Both Fay and Alex are most appreciative of the many visitors, cards and phone calls from Computer Pals friends and asked that their thanks be passed on to you all. Fay enjoys having visitors; early afternoons seem to be good time for visits if you are considering a visit.

CPR —WHAT DOES THIS ABBREVIATION STAND FOR?

Christmas Present Return? Cost Price Reduction? Cardio Pulmonary Resuscitation? Fine if you chose version three, but CAN YOU DO IT? It's not really difficult and if you can do it, you won't feel helpless if an occasion arises when knowing it could save someone's life.

If you have learnt it before, do you know the latest procedure? For those who did learn it, the two simple changed rules are, firstly, a CPR rate of 30 compressions for every two breaths (30:2) and secondly, five cycles of 30:2 every two minutes. If those words seem unintelligible, or if you'd like to learn CPR, the first thing to do is look at the St John's Ambulance website – www.stjohn.com.au. That site also contains more info about where you can learn CPR. Have a look now while your computer is on!

SO YOU WANT TO START A DOCUMENT IN THE MIDDLE OF THE PAGE?

Open Word (at least up to Word 2003, because that's the version I use!), click on View, then on Print Layout and simply double click at the spot where you wish to start typing. (This assumes you have a fairly normal sort of Page Setup arrangement). You could get to the same spot using the Normal View and hitting Enter and Tabs until you reach the same place of course!

DO YOU USE MICROSOFT OUTLOOK EXPRESS?

If you do and would like to make it go faster for preparing emails, try this:
Open Outlook Express, then Tools, then Options, then the Mail Format tab. In that box, remove the tick in the box for using Word to edit mail messages, then click on OK. This will allow you to start straight into a new email message when you open New (message) in the top toolbar.

TWO HELPFUL NEW CDS IN THE CLUB LIBRARY

ASCCA has provided us with a new CD featuring all the current ASCCA Training Manuals and other useful programs.

And Colin has produced a club CD with many useful free programs, including Zone alarm, Avast, Zip Central, Photo Story 3, Open Office 2.3.1, Power Desk 3, Picasa Free, among others. Ask your trainer to show you the discs.

VALE FRANK BURKE

It is with much regret that I inform members of the death of long serving member and tutor Frank Burke.   Frank who was 85, passed away suddenly in hospital on Friday, February 1 after a long illness.

Frank was a good friend of Computer Pals and his knowledge of Genealogy was second to none. He shared this knowledge willingly with many members wishing to learn the intricacies of building and nourishing their family tree using a computer program.

Frank collected a great deal of memorabilia over his lifetime and recently assisted North Steyne Surf Life Saving Club by providing them with historical information to include in their 100 year history of the club.
(*Thank you Derek Rowland for this sad news*)

SEARCH ENGINES

Google is such a great Search Engine we tend to forget others which can specialise in areas not always so well-covered by Google.
If you'd like to browse some other engines, go to website www.searc-2.com. There, you'll find engines you'd never heard of before, but They might have the very thing you couldn't find elsewhere. *(Thanks ASCCA for this tip)*

SPECIAL COURSES

The club has some 24 trainers regularly attending and providing tuition for members. Most training is on a one-on-one basis, but Group training classes are also held. It is essential to book for group courses on the course lists. Group courses currently available include those indicated below.

MICROSOFT WORD PROCESSING

Derek Rowland: Runs group training sessions in MS Word. The next course will commence at 1 pm on Friday, March 14 and run for 6 weeks. . It 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. Please add your name and telephone number to the list displayed in the club office or ring Derek on 9451 3969

INTERNET COURSE

John Ray: Conducts Internet group training sessions. The next course will begin on Tuesday April 1, through to April 15. Sessions run from 1 pm to 2 pm. Please add your name to the list on the notice board, or call John on 9451 9396

BASIC COURSE

Darrell Hatch: Usually runs a special basic course for newcomers on the first Saturday each month. It's easy to follow and a good starting point.

COMPOSITE COURSE, INCLUDING CARDS

Gay Savage: Runs a Word, Outlook Express, Internet Explorer and card designing course (Printmaster and American Card Company) over 6 weeks. The current course commenced on Tuesday, Feb 5 through to March 11, from 2—4 pm.

DIGITAL PHOTOGRAPHY

John Robinson, who is a Thursday afternoon trainer, is an expert in digital photography and Photo Story 3.

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.

BECOMING A TRAINER?

If you'd like to become trainer, please call Darrell Hatch. We can help you prepare for it and it's a beaut way to learn more while you help others to compute.

WELCOME TO NEW MEMBERS

The club welcomes the following new members and hopes they enjoy learning how to use computers and the Internet:
Catherine Geddes; John Wright; Irene Price; Diana Sharam; Audrey Norris; Robyn Ross; Betty Dykes; Robyn Hughes; Genevieve Robinson and Dianne Stanton.

PHOTOSTORY 3—COURSE PLANNING MEETING HELD

17 members attended an information session on Photo Story 3 on Thurs 31st Jan. John outlined the course which is a cost free download from Microsoft of software which allows for text, panning/zooming/music over digital shots. A US $20.00 cost does apply for the ability to burn a disk for replay on DVDs, otherwise it can be played through a media player.

Members wishing to undertake the course will attend for 3 to 5 weeks for approximately 90 minutes from 2 pm on Thursday afternoons. Further courses may be run later in the year depending on the demand.

IMPORTANT NOTICES

Recording Your Attendance and Departure times

Most of us remember to **sign in** upon arrival at the clubroom 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 subscription to Forest Computer Pals ends 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 at the end of December and was required by then 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

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.

(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 slot.

CONTACTING CLUB OFFICIALS

To assist members wishing to send emails about club business, specific email addresses have been assigned to the following people:

Colin Ward	President	president@forestcomplas.org.au
Paul Brenac	Treasurer	treasurer@forestcompals.org.au
Archie Macnaughton	Secretary	secretary@forestcompals.org.au
Dick Manuell*	Editor	editor@forestcompals.org.au

Members are encouraged to use these easy to remember addresses for all queries or comments about club business.

* For Dick, you may also use the email address at the bottom of this page. (He'd love to hear from members with ideas or items for the Newsletter!)

TRAINERS AVAILABLE

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	9451 1578 9938 1971 9452 1937	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 (except fourth Thursday)	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

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 may 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.

NO MORE RECEIPTS

The committee decided on 06/02/08 that receipts would no longer be issued for subs. When cash payments are inserted into the treasurer's cash box please ensure details are entered in the club diary.

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
Sandra Brophey	9939 7737	Fay Stewart Purchasing Officer	9451 1959
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

If sending a word document as an attachment avoid any formatting (no headers etc.) as the document will need to be reformatted to fit the newsletter layout. If possible, do use Verdana 9 font as this is the current default font for the newsletter, which is recommended for web viewing. Contributions will be included in a forthcoming newsletter, depending on available space.