Forest News

Our Web Address:	**Our Email Address:**
http://home.swiftdsl.com.au/~ForestCompals	ForestCompals@swiftdsl.com.au

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What's on in 2005

- **Wed. 2nd March:** Committee Meeting, Memorial Hall, 1.45 pm. Trainers' Meeting, 4 pm

- **Wed. 9th March:** Newsletter Folding, Club Office, 9am.

- **Thurs. 24th March:** Monthly Meeting, Memorial Hall 2 pm; Guest Speaker: Colin Pike

- **Wed. 6th April:** Committee Meeting, Memorial Hall, 1.45 pm. Trainers' Meeting, 4 pm

- **Wed. 13th April:** Newsletter Folding Club Office 9 am

- **Thu. 28th April:** Monthly Meeting Memorial Hall 2 pm; Guest Speaker: Tom Rimmer, Upgrading your Computer.

March Speaker

Our Guest Speaker at the Monthly General Meeting on Thursday 24th March will be Colin Pike—owner of Thistle Cottage Software Pty. Ltd.

Website: www.DoNeatThingsWithYourStuff.com

Here is an invitation to attend a presentation by Colin Pike who will demonstrate the best way to manage your collection of digital photographs. Colin is the developer of DoNeatThingsWithYourStuff, which is the only Australian product in its class and has won no less that 11 international awards.

Whether you are resurrecting your shoebox photographs, are a great photographer or "happy snapper", this presentation will enthuse and inform you on organising, preserving and getting the very best out of your digital and scanned photo collection.

Software for this program will be available for members at a special price.

J A W S

Responding to an invitation from Warringah Council I attended the launch of JAWS Software for people with vision impairment. JAWS (Job Access With Speech) provides speech technology that works with your computer.

This remarkable program will either read out the individual letters as you type or the text word by word and if your typing is not up to par there is also an automatic tutor that annunciates the keystrokes as you practice. With adjustable voice settings you can select person, pitch, rate, and typing echo to meet your individual needs. The program can also guide you step by step in using emails and when exploring the web can read complex web pages as if they were a word processing document. Wish to recommend this program or trial it yourself then visit Warringah Library, Dee Why Branch, where the program is installed complete with headphones and scanner.

The downside, if it can be called that, is the cost of the program at approx. $1600.00 with an abridged version at approx. $800.00.

With the program being demonstrated by a lady with severe visual disability it proved extremely effective in use and also proved that effectiveness by enabling her to be actively employed in the commercial world.

A demonstration CD of the program is available at the Club. Coincidentally Tom Pillans had an article in the Manly Daily on the 10th December 2004 on "How To Convert text to Speech". This uses a little known feature in Windows XP. If you would like a copy of the article leave a request in my pigeonhole at the Club and I'll post a copy in your name on the notice board.

Archie Macnaughton.

Warringah Council

E-Mailing Photos to Friends and Family

Digital pictures can capture a staggering amount of data. The problem with those super-high-density images, of course, is that the resulting image files are huge! That poses special problems when you want to send a photo to a friend or family member. If you attach the file to an e-mail message, you run the risk that the message will be rejected by one or more mail servers along the line. Not only that, but when the recipients open the attached file, they might discover that it's too large to view comfortably So how do you shrink the pictures to a manageable size that's safe for sending? No problem. Just perform the following steps:

1.   From My Pictures (or your folder where your photos are stored) window, select the image or images you want to send.

2.   Right-click and choose Mail Recipient from the Send To menu.

3.   In the Send Pictures Via E-Mail dialog box, click Show more options. This expands the dialog box so that you see the three choices under Make my pictures this size, as shown on left. (To restore the smaller, simpler dialog box, click Show fewer options.)

4.   Select the size you want to use for the converted images. When in doubt, choose the Small option.

5.   Click OK. After a brief pause as the files are converted, a blank e-mail message window opens, with the selected (and now shrunken) images attached.

6.   Address the message, add any text to the body of the message, and click Send.

7.   When you use this trick, your files are converted, if necessary, to JPEG format, shrunk in size, and compressed. The results can be very impressive. For example, an original digital image can go from more than 800 kilobytes (KB) in size to approximately 56 KB, a reduction of more than 90 percent!

(Extracted from Microsoft Unlimited Potential Digital Media Fundamentals Instructor Manual)

What would you like to see in your Newsletter?
Any suggestions—let me know.
rowenabarnes@optusnet.com.au

Report on Monthly Meeting
Thursday 24th February 2005

In the absence of the Secretary no formal minutes were taken of this meeting. The following is a general report about the meeting.
President Colin Ward opened the meeting at 2 pm welcoming members and guests.
Minutes of November General Meeting as published in December 2004 Newsletter were accepted as read.
The Treasurer, Jack Wilson reported that Year to date income was $18543 and Year to date expenditure $13679. The club's assets totalled $22,689 of which $20,078 was in a Macquarie cash management account.

Our Guest Speaker was President Colin Ward who started a Questions and Answers discussion with some good advice on:

• Cleaning your computer

• Protecting and increasing the speed of your computer

• Backing up files, folders and software with Norton Ghost and Genie Backup Manager

• What makes your computer better

The quality of your monitor is the most important thing of all. It is what you look at not what is inside the box.

The full presentation can be found on the Forest Website http://home.swiftdsl.com.au/~ForestCompals
Click on What's On and then on the link in the Topic Column. The presentation is in PDF format. It can be downloaded and printed. Everything is set out in a step by step format.

The meeting concluded at 4 pm.

POSSESION PROTECTION

The Club has received a copy of the program "Possession Protection- peace of mind when you need it most". The Author was inspired to compile this program by the devastation of the bush fires in 2002 & 2003 and the trauma that transpired when people realised that they did not have a record of their assets and possessions.

Imagine trying to make an insurance claim relying on your memory to list all your assets.
This program claims to be simple to use and fulfill all your requirements in this regard. The program is being advertised in the Senior Card Magazine and Seniors Card holders can purchase it for $39.95 plus$3.50 postage and handling. Contact Alan Cottee on 02 94400461, email alancottee@optusnet.com.au, or visit the website www.possessionprotection.com.au.

Check it out for yourself and see if it's suitable for your needs. You'll find a copy of the program installed on "HOPE" the computer that is. If you do use the program please let me know how it performs.

                                                                        Archie Macnaughton

A Note from your New Editor

This is my first Newsletter on my own, Paul has now handed over the reins after three years of being Editor, he has been a good teacher and I will endeavour to live up to the high standard he has set. To keep our newsletter interesting I would like to ask members to contribute, maybe you have a computer tip you can share or an interesting site you have found, an article you have read, or a place you have visited.
Next month by special request we will have Marie's special Fruit Cake recipe, the one that she brings to the meeting each month. Help me to fill the Newsletter with interesting news, look forward to hearing from you.
                                                    Rowena (rowenabarnes@optusnet.com.au)

SPECIAL COURSES

WORD PROCESSING-GROUP TUITION—Microsoft Word - Basic to Intermediate levels

 Derek Rowland will be conducting Group Network Tuition Courses on each of six Friday afternoons from 1 to 3pm. The next course will start on 18th March 2005. During these courses you will learn how to enter, select and edit text; work with fonts, formatting, folders, files, templates; arrange margins, alignments, print settings, headers and footers, indents and tabulations; insert columns and tables. WordArt, graphics, spreadsheet and drawing features will also be introduced. A working knowledge and understanding of MS Word will provide members with a good insight into most word processing programs. Notes will be provided at each of the 6 weekly sessions. If you are interested, please add your name and telephone number to the list displayed in the club room or ring Derek on 9451 3969.

INTERNET

John Ray's internet group sessions are held over three weeks on Tuesdays from 1 to 2pm for a maximum of 12 persons. The dates for the next internet group session are 15th, 22nd and 29th March.

DIGITAL PHOTOGRAPHY

Paul Brenac will be conducting a 6 session digital photography course starting on the first Thursday in April 2005 from 2 to 3pm for a maximum of 8 persons. The dates for these sessions are 7th, 14th & 21st April and 5th, 12th and 19th of May 2005. This course is currently overbooked and no further names should be added to the list at the Club. Subjects to be covered during the course will include: Digital versus Film; Knowing and Choosing your Camera; Starting with Digital Photos; From Camera to Computer; Basic Editing; Sharing Digital Photos. All interested members should also attend the 24th March 2005 General Monthly Meeting when Colin Pike of Thistle Cottage Software will be our guest speaker at the meeting.

IMPORTANT NOTICES

Welcome to New Members

  The President, Colin Ward and the Committee would like to welcome Phyllis & Clive Brewer, Maree Hogan, Jenny Hector, Lesley Beattie, Jean Woodley, Bruce Greening, Carol Messenger, Barbara Chisnall, Joan & Howard Butler. Brian Lee, David Dilanchian and Martin Edie who joined the club during February.

Subscription Reminder

  If you receive your newsletter by mail, your membership subscription to Forest Computer Pals for Seniors ends at the end of the month shown on the top right corner of the address label on the envelope in which this newsletter was enclosed. If it shows **Mar 05** your subscription will expire at the end of March 2005. You should pay your subscription before then to avoid becoming non financial and having your name removed from the mailing list. If you receive your newsletter by email, reminders will be emailed about a month before your subscription expires.

  If attending the clubroom please place your payment of $25 for a quarter's or $70 for a year's membership in an envelope showing your name and membership number in the cashbox provided. Alternatively, post it to: The Treasurer, Forest Computer Pals for Seniors, PO Box 116, Forestville 2087 or make an EFT payment direct to Forest Computer Pals for Seniors Bank Account. Please send an email to Jack Wilson at:- jwilson@exemail.com.au requesting detailed instructions on how to pay your fees via on line banking.

Recording Your Attendance and Departure

  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. If in doubt about this, please ask the receptionist or a trainer for advice.

Members Training Calendar

  Members are normally allowed to book for one hour of training plus any course attendance per week. However, when there are many vacant spaces on the booking sheets all members may book an additional hour of training per week. Irrespective of any other bookings members may use any available free times by phoning in and checking if there is any time available on the day of phoning.

GENERAL INFORMATION
Club Location
Memorial Hall, 3 Starkey Street, Forestville 2087.
PO Box 116 Forestville 2087
Phone: (02) 9975 7762
Fax: (02) 9453 4077

ABOUT THE CLUB
Through mutual help we assist members to develop or improve their computer skills, including accessing the Internet. We do this in a relaxed atmosphere 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.

Entry Fee & Subscription
The entry 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.

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. Enquiries from prospective members are welcome. Please call the club office (9975 7762) or the Membership Coordinator (Reg Flew 9971 0325).

Newsletter Contributions
Contributions from members are welcome at anytime. Please email them in plain unformatted text to Forest News editor, Rowena Barnes on:

rowenabarnes@optusnet.com.au

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

Training Information

Mon am	Jan Van der Hilst Richard Crighton Sandra Brophey	9452 5475 9972 0429 9939 7737	Mon pm	Malcolm Fell Bob Brisebois Joan Kohler	9451 6050 9451 4660 9905 5193
Tue am	Don Muir Graham Allan Shirley Palmer	9451 6548 9451 4336 9451 0158	Tue pm	Special courses see page 2 & Notice Board	
Wed am	Dick Manuell Archie Macnaughton Gay Savage	9451 1578 9938 1971 9452 1937	Wed pm	Ian Parsons Jack Wilson Susan Howell Paul Brenac	9451 4515 9452 1148 9415 1167 9416 4578
Thu am	Len Johnson Fay Stewart Richard Smith Bruce Adams Anna Karalus	9450 2167 9451 1959 9958 3685 9451 5573	Thu pm	Special courses see page 2 & Notice Board	
Fri am	John Ray Kate Holland Shanelle Breusch	9451 9396 9810 2451 9452 5680	Fri pm	Derek Rowland Word groups	9451 3969

Colin Ward	Computer Maintenance and repairs	By Appointment	9451 1000
Frank Burke	Genealogy	By Appointment	9451 2364
Marie Bailey	Wednesday morning	Social Coordinator & Office Assistant	9451 5307
Pat James	Monday morning	Office Assistant	9905 1882
Elaine Mulligan	Friday morning	Office Assistant	9939 2686
Bruce White	Monday afternoon	Office Assistant	9451 9779

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

TRAINERS' MEETINGS
Club trainers meet on the first Wednesday of each month in the club's room at 4:00 pm (except January). Trainers' co-ordinator: Darrell Hatch.

MEMBERS' PURCHASING
Fay Stewart, the club's Purchasing Officer, can often help members to buy computer ware at good prices. If you are seeking a new item, software, hardware, services such as re-filling printer cartridges or other relevant items, call Fay at the club on Thursday mornings (9975 7762). Archie Macnaughton assists Fay and in her absence call Archie on Wednesday mornings on the same number. Also, if you hear of a good deal, please let them know about it.

Committee for the Year
Oct 2004 to Oct 2005

Colin Ward, President	9451 1000	Paul Brenac, Vice-President	9416 4578
Archie Macnaughton, Secretary	9938 1971	Jack Wilson, Treasurer	9452 1148
Gay Savage, Speaker Organiser	9452 1937	Darrell Hatch, Training Coordinator	9982 7139
Dick Manuell, Public Officer	9451 1578	Fay Stewart, Purchasing Officer	9451 1959
Reg Flew, Membership Coordinator	9971 0325		