# 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

### IN THIS ISSUE

### COMING UP

- Newsletter folding, April 9

- Next monthly meeting April 25 at 2 pm

- Committee meeting April 2nd at 1.45 pm

- Trainers meeting April 2nd at 4 pm

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## THIS MONTH'S SPEAKER

Our Guest Speaker at the Monthly General Meeting on Thursday 27th March will be Kaye Fallick, Publisher of "Your Life" magazine, Editor of "About Seniors" and Author of "Get a New Life".

Kaye was Guest Speaker at the 9th Australian Seniors Computer Clubs Association Conference last year, and judge of the ASCCA inaugural Creative Writing Competition.

Kaye believes that older Australians in particular have fabulous stories and wisdom to share, and will talk to us about Life Stories and Creative Writing.  Come along and learn how to tell your story.

Discover also a wealth of diversified knowledge on the websites below.
Websites:  www.yourlifechoices.com.au          www.getanewlife.com.au
          www.aboutseniors.com.au

## SENIORS WEEK EVENT

### WE'LL BE "OPEN FOR BUSINESS!"

**On Friday, April 11, from 9.30 am to 2.00 pm, our club will be open to all Seniors who would like to see a Computer Pals Club in operation. This is an opportunity to show your friends what computers can do, to let them try them out, or to see displays of artwork and special documents created on computers.**

**No experience necessary!          Non-users especially welcome.
No bookings needed and it's ALL FREE, including a cup of tea or coffee with our compliments.**

**The location is shown at the top of the left column.**

**And if you'd like to help the club prepare for the event, please add your name to the list on the club notice board, but do it soon so Archie can organise the resources fairly.**

Forest Computer Pals for Seniors welcomes the support of:-

Warringah Council

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.

### AUTOCORRECT

This MS Word feature can be very helpful, however if you dislike the change Autocorrect offers, all you need to do is press Backspace and the suggestion vanishes.  You can also remove that suggestion permanently by opening Tools, then Autocorrect Options, selecting and then deleting the offender.

## THE THREE Rs ARE BECOMING BETTER KNOWN

**REDUCE, REUSE AND RECYCLE** are the catchwords to encourage us all to help reduce the national environmental footprint, but few of us ever actually make the effort to act on those words.

The computer/electronic area is one where we can do something positive. Did you know that about 2.4 MILLION computers are dumped to landfill every year in Australia? What did you do with your old computer, or its peripherals, or your old TV, VCR, or microwave oven, for that matter? Put it out for a council collection and subsequent dumping in your local landfill site?

**1800EWASTE** is an enterprising "E-Waste" collection service that comes to your home, collects the electronic junk and takes it to a special end-of-life recycling plant on the Central Coast, where a great deal of the waste is recycled after stripping down each unit. As a result, about 90% of the material is saved from being tossed into a tip.

Computer kits contain about 23% of plastic, 32% of ferrous metals, 18% of non-ferrous metals, 12% of motherboards (with gold and other precious metals) and some 18% of glass, by weight. Now I know that adds up to 103%, but it is only approximate! The point is, most of the material is recycled and only a small portion goes to landfill. This produces a double benefit, firstly landfills last longer, saving we ratepayers money and secondly, natural resources are conserved, aiding the environment and the future users of resources, including your grandchildren perhaps.

For an average home the cost of this service is about $66 and is readily arranged by phoning 1800EWASTE's national phone line 1800 392 783. Or you can visit their website  www.ewaste.com.au/about-us.php  for more information.

(Since preparing this item, **1800EWASTE** have agreed to allow Forest Computer Pals members 10 % discount for the month of March. If members wish to accept this offer, on ringing the company be sure to tell them you are from Forest Computer Pals and that Mr Tim Waters had authorised the discount.)

This item was not sponsored by EWASTE – we simply wanted you to know how to dispose of your electronic junk

## FEBRUARY MONTHLY MEETING

President Colin welcomed Members and Guests including a first time member.
**Apology** was received from Fay Stewart who is now residing at Wesley Gardens during her recuperation.
**Minutes:** of the November 2007 General Meeting, were accepted
**Correspondence:** Letter from Jonathan O'Dea, MP for Davidson, congratulating the Club on receiving a Grant from DADHC and commenting on the good works carried out by the Club.
**Secretary**; Seniors Week 2008. The Club will be holding an OPEN DAY on April 11th.
Members were invited to assist in running the event. A notice is on the Clubroom noticeboard showing what is needed to be done in order to make the event successful. Please enter your name on the sheet if you can assist.
**Treasurers Report**; The Equipment Account has been discontinued and all purchases will be handled under the General Accounts. The number of purchases did not warrant a separate account and this action will help alleviate the Treasurer's burden.
**Social Secretary**: 48 Members attending, 6 apologies, and 4 guests.
**President's Report**. Members may have noted the 3 new computers now operating. The old style monitors have all been replaced with 19" LCD monitors. In addition to the existing broadband internet access a new wireless broadband connection is being installed. This will give members with wireless equipped Laptops internet access. On connecting a password will be printed to permit access of 1 hour duration.
Club Committee Members and Officials now have Club Email Addresses. (See Feb issue)
For example president@forestcompals.org.au; other addresses refer to a committee position or a committee member's first name. Listing to be posted in Clubroom.
President Colin then read out a list of the volunteers that came into the Club over the Christmas break to clean the premises and carry out maintenance on equipment. He asked that those listed stand and be recognised for their efforts, which was acclaimed by all. 2008 Club CDs are now in the Clubroom including all the programs recommended by President Colin at these monthly meetings. Make a copy at the Club for your own use but please do not remove originals from the Club.
President Colin then reviewed several recommended programs (a listing will be placed on the Noticeboard) and commented on their worth and application. Remember to update and use your antivirus and spyware programs regularly.
**Q**; Surge protection. **Ans**; only good for one hit then must be replaced. A direct hit by lightning and goodbye equipment. Best protection before a storm is to shutdown and "pull-the-plug", totally disconnecting from the electrical service. Do not forget to disconnect from the telephone system as lightning can track down that way as well.

**SPEAKER  Bill McCully of "Take the Teacher Home" fame**. Many members bought his previous set of tuition discs "Introduction to Computers". Now he is introducing "Email and Internet for Beginners", a set of 6 discs. As he illustrated on the screen his easy to follow steps through surfing the web and the intricacies of email it was apparent that once again he had just what the new computer user required. NOTE a demonstration CD is available at the Club for you to view.
Next General Meeting March 27th 2008.

## TRAINERS AND COURSES

There are about 23 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, March 14 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 on Tuesday, April 1. . Sessions run from 1 pm to 2 pm and a registration list is on the office notice board.

### BASIC COURSES

**Darrell Hatch:** Darrell's next basic course for newcomers will be held on Saturday, March 8, 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 MS Word Processing and greeting cards, (Printmaster & American Greeting Cards) will commence at 2 pm on Mar 11 and run for 6 weeks. ( Please book on the notice board as numbers are limited)

### NEW DIGITAL PHOTOSHOP 3 COURSE

**John Robinson** ran a PhotoShop 3 course on February 7, running for 2 or 3 weeks, commencing at 1 pm. For the next course starting date, please phone John.

## WELCOME TO NEW MEMBERS

The club welcomes the following new members: Andrea Bergman, Lola Fursland, Janice Skelton, Lynne Karnaghan, Pat Thompson, Shirley Love, Judy Lucas and Geoff Rowlands. We hope you will all enjoy learning about computers and also fellowship with other members.

## 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 **Mar 08** your subscription is due before March 31 and payment by then is needed 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 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 slot.

## 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 STILL Looking For A Treasurer!

Paul Brenac is kindly holding the fort at present, but will be going away shortly, for an extended period.

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

If you have had any 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<br>Richard Crighton<br>Bruce Adams | 9452 5475<br>9972 0429<br>9958 3685 | Mon pm | Malcolm Fell<br>Bob Brisebois<br>Bruce White<br>Joan Kohler | 9451 6050<br>9451 4660<br>9451 9779<br>9905 5193 |
| Tue am | Don Muir<br>Graham Allan<br>Shirley Palmer | 9451 6548<br>9451 4336<br>9451 0158 | Tue pm | Special courses — see page 3 & Notice Board | |
| Wed am | Dick Manuell<br>Archie Macnaughton<br>Gay Savage | 9451 1578<br>9938 1971<br>9452 1937 | Wed pm | Ian Parsons<br>Ken Moorley<br>Susan Howell<br>Jack Wilson | 9452 4249<br>9451 0494<br>9415 1167<br>9452 1148 |
| Thu am | Len Johnson<br>Richard Smith<br>Anna Karalus | 9450 2167<br><br>9451 5573 | Thu pm | John Robinson runs a Photoshop 3 course from 1 pm | 9451 5977 |
| Fri am | John Ray<br>Kate Holland<br>Shanelle Breusch<br>Pam Perrin (10 am) | 9451 9396<br>9810 2451<br>9452 5680 | Fri pm | Derek Rowland<br>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<br>By appointment | 9416 4578 |
| 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

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

## REVERSE PRINT A DOCUMENT

To print out a document last page first, open File, then Print, then Print Properties, then Layout, and in Page Order, select "Back to front"; then OK and Print as usual and a multi-page document will print the last page first, thus saving you from needing to collate in order.

## 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.