



FOREST NEWS

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APRIL SPEAKER

The Mayor of Warringah, Michael Regan, who is also our Patron, Will be the guest speaker for April. Michael is the first popularly elected Mayor of Warringah and was re-elected in 2012. Highly experienced in local government activities and the private sector, he is well able to understand the needs of both citizens and businesses. He is very keen to see realistic, useful long-term results for Warringah for the benefit of all.

In his talk, entitled "**STAYING WITH IT IN WARRINGAH**", he will discuss the latest developments in Special Rate Variations (SRV), Outcomes from recent housing forums, WIFI in the Forestville area and what's been happening in Council activities.

Members and their guests will be most welcome at this special meeting.

PLEASE NOTE THAT BECAUSE OF THE MAYOR'S OTHER COMMITMENTS, THIS MONTH WE WILL HEAR THE SPEAKER FIRST AT 2 PM, SO PLEASE DO COME EARLY, SO WE CAN START RIGHT ON TIME!

MINUTES OF THE MARCH MONTHLY MEETING

President Colin opened the meeting at 2 pm and welcomed guests and members. Apologies were received from six members. There were 18 members present. Minutes of the February meeting were accepted. There was no correspondence.

Treasurer Joe reported YTD Income as \$10,827, YTD Expenses \$15,763 and Total Assets \$9,760. Membership as at February end 150. Accepted.

Darrell Hatch, Training Coordinator appealed for volunteers to become Trainers, reminding members that becoming a trainer was the quickest path to learning! (The club has a trainers' course available, spread over just 4 weeks for those interested.) He had attended the Avalon club course on using Tablets effectively. Joan Kohler reported that she had sent cards to Lynne Johannes, Pam Hunt, Joan Fay, and Richard Smith with best wishes from members.

President Colin reminded members that Microsoft support for OS XP would stop in April (see also page 3). He encouraged all members to maintain their security systems at a strong level, recommending several good, free, programs. These may be viewed on the club website.

After a pleasant afternoon tea and chat, **Julie Sutton** reminisced about her early days in Warringah Council, noting that there were 11 men and herself on Council in 1984, causing some problems, including politically driven issues, but which were eventually overcome. The area covered by Warringah stretched from North Manly to Palm Beach. She survived many unwarranted attacks on her probity and was the first person in NSW to be granted legal costs support during those attacks. Later as a marriage celebrant she officiated for Max Delmerge, who had bought the Sea Eagles (Manly). Julie is still active in Warringah community affairs.

Meeting closed about 4 pm. For next meeting see top item this page.

Forest Computer Pals thanks Warringah Council for its support.



Warringah Council

BITCOIN AND OTHER VIRTUAL CURRENCIES

Some users of Bitcoin have saved money (on transaction fees or other charges) by using this system, but others have lost life savings. If you'd like to learn more about these currencies, the March issue of MoneySmart provides accurate information. Go to website

<https://www.moneysmart.gov.au>

for the full story. There are several other articles of possible interest, including handling credit card debt sensibly and recent scams.

Subscription to MoneySmart is free. It is operated by ASIC—The Australian Securities and Investments Commission, a federal government authority.



FUNCTION KEYS

The keys sitting quietly at the top of your keyboard can be useful friends, as they usually provide a quick means of bringing up another program. As computers developed over the years, there have been many changes in what happens when a particular function key is pressed, so some people avoid their use altogether.

The table below applies mainly to personal computers using Windows operating systems, and MS Word, but you can try them out on any system. Sometimes hitting the Control (**CTRL**), **Shift**, or **Alt** key simultaneously with the function key opens other shortcuts, depending on which program is in use.

KEY	OUTCOME WHEN PRESSED
F1	In any program, opens the Help file.
F2	While you have a file list open, allows you to rename a file. CTRL+F2 gets Print Preview.
F3	Opens a Search window.
F4	Lets you repeat the last thing you did. CTRL+F4 closes running programs.
F5	Mainly acts as a Refresh operator. In Word takes you to Find and Replace
F6	In Internet Explorer, puts the Mouse cursor on the Address bar
F7	Mostly brings up the Spell or Grammar checker. Shift+F7 opens the Thesaurus
F8	When starting Windows XP, brings up Safe Mode, if held down or pressed repeatedly.
F9	Used in Quark 5 programs. No response in my computer!
F10	Usually opens the menu bar. Not very useful.
F11	Doesn't do anything on my computer (Windows 8), except highlight an email address.
F12	A short cut to Save As in Word applications, !.

If members find other uses (or errors) than those mentioned above, please send them to Dick Manuell, (rman77@bigpond.net.au) and we'll share them around.

<p>CAN'T FIND THE PROGRAM YOU SEEK?</p> <p>Ask Darrell Hatch, our Training Coordinator and he'll see what can be done to help you.</p> <p>We have about 18 Trainers, but we need more. Most trainers will tell you that they learned more about computing by becoming a trainer than by any other means.</p> <p>If you'd like to consider becoming a trainer, talk to any trainer, or Darrell, about it. We can provide training for you.</p>	<p>TRAINER INFORMATION</p> <p>This table shows at which times trainers attend the Club. To find which programs Trainers can offer, check the list above the booking boards.</p> <p>We welcome Detlef Volkmer, to the ranks of our club trainers and trust he'll enjoy being with us on Tuesday mornings</p>					
<p>Got any news for the Newsletter?</p> <p>Please send it to the editor, Dick Manuell, on rman77@bigpond.net.au</p> <p>Articles, items, queries, letters, photographs, whatever. He'd be pleased to consider including it, with a credit to you.</p>	Mon am	Jan van der Hilst Bruce Adams	9452 5475 9958 3685	Mon pm	Bruce White Joan Kohler Malcolm Fell (by appointment)	9451 9779 9905 5193
	Tues am	Graham Allan Steve Richards Detlef Volkmer	9451 4336	Tues pm	Special courses: see Notice board and Trainers & Courses, page 3	
	Wed am	Gay Savage John Robinson Dick Manuell	9452 1937 9451 5977 9451 1578	Wed pm	Ian Parsons Ken Moorley Susan Howell Jack Wilson	9452 4249 9451 0494 9415 1167 9452 1148
	Thur am	Richard Smith Anna Karalus	9451 5573	Thur pm	Special courses: see Notice Board	
	Fri am	Kate Holland Pam Perrin John Ray	9810 2451 9449 2734 9451 9396	Fri pm	Derek Rowland	9451 3969

CAN'T FIND A CHARACTER OR SYMBOL YOU WANT?

Occasionally we encounter a neat little character someone has used in an email or document that isn't sitting on the keyboard, but we'd like to use it ourselves. Or sometimes we need a tick (✓) or a cross (✕).

The logical place to start looking is in Symbols. In Word 2007 and later, go to Insert, then Symbol (under the Ω sign), then More Symbols and have a hunt for your target. You may need to change the Font in the Symbol window. Be patient! It's not easy going. However, when you find the character you seek, click on Insert and then Close. The chosen character will be in place. Don't forget to return to your original font before proceeding. Oddly enough neither ticks nor crosses are in Symbols (leastways I couldn't find them). But they are in Webdings, a font rarely used. To insert a tick in a document, change font to Webdings and type in an "a", whereupon a tick will appear. Similarly for a cross, also go to Webdings and type in an "r". It's then easy to adjust font size by selecting the character to be increased or reduced by modifying the font size in the Home ribbon.

There are lots of fun characters in Webdings and a few good ones in Wingdings I and II. If you wish to use them often, it's a good idea to make a table, indicating in the first column, the normal font letter and then in subsequent columns, listing the corresponding Webdings etc character. You can then save or print the document somewhere handy for ease of reference.

HAPPENINGS AT MICROSOFT

Following a complaint upheld in the English courts, Microsoft had to rename its cloud service "Skydrive", choosing "Onedrive" as the new name (originally it was called Windows Live). Read more about it on website: <http://www.eweek.com/cloud/microsoft-to-rebrand-skydrive-after-uk-court-ruling>.

There are several cloud systems available providing secure data storage and sharing. Our club uses Dropbox.

Windows XP loses its Microsoft support this month, as Colin reported last monthly meeting. This does not mean existing users have to abandon it and buy an upgraded system, such as Windows 8.1, however there probably are some drawbacks in continuing to use it. For a good Australian opinion on its future by David Tuffey at Griffith university, visit website: <http://www.lifehacker.com.au/2014/03/how-to-deal-with-the-death-of-windowsxp/>

PAM HUNT

Our energetic secretary, Pam, fell and broke her femur on March 10. It was successfully repaired and she is now at the Lady Davidson Centre for physio treatment (at the time of preparing this newsletter). She was expecting to go home on March 24. If you'd like to send her a get-well card, her address is 68 Wakehurst Parkway, Narrabeen, NSW 2101.



TRAINERS AND COURSES

There are about 18 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.*

SOME OF THE COMPUTER TOPICS TRAINERS CAN HELP YOU WITH

BEGINNERS TUTORIAL

The next tutorial for newcomers will be held at the club office on a Saturday morning. Date to be advised. Darrell Hatch will lead the session. Booking recommended.

USING IPADS AND LAPTOPS

John Robinson, Ian Parsons, and Ken Moorley can all help. Make sure to bring your own device!

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.

GENEALOGY

Anna Karalus will help you get your family tree in shape, among other things. Anna trains on Thursday mornings.

DIGITAL PHOTOGRAPHY

Richard Smith is a whiz on photographic matters on Thursday mornings. Booking essential.

THE COURSE YOU WANT IS NOT ON THE LIST?

If there is a computer topic you'd like us to teach, please tell Colin Ward and he'll see what can be done to meet your need.

DISCLAIMER

All information supplied in the N/L, or by trainers, or speakers, is believed to be sound, but we cannot guarantee it. Members must satisfy themselves whether or not to use that information. Similarly, the club cannot accept responsibility for any damage that may occur to members' equipment while using that equipment on club premises.

Please Record Your Arrival and Departure Times

Most of us remember to **sign in** on 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. Please print clearly.

SUBSCRIPTION REMINDER

The Joining fee is \$25, with quarterly subscriptions of \$25.00, payable in advance for the periods Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec; or an Annual Fee of \$70.00, for a 12 months period, commencing at the beginning of any of the quarterly periods mentioned. The address label on mailed newsletters will advise when subs are due.

If you receive your newsletter by email, reminders are emailed just before your subscription expires. When paying, please put your cheque or cash in an envelope with your name and number on it and hand it to a trainer or office assistant to record it in the diary and put it in the cashbox. Alternatively, post it (cheques only) 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. For further information the Treasurer's email address is:-

treasurer@forestcompals.org.au. The Subscriptions of most of the Club members will become due at 30th June 2014 and prompt payment would be appreciated. This may be done by post to Forest Computer Pals, P O Box 116 Forestville 2087, or paid at the club office. For any queries, please phone Joe Magno on 9451 0592.

Members Training/Appointment Calendar

Members are asked to print their **First** and **Family Names** on the appointment 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 one hour session each week. However, if a member wishes to have extra tuition that member may, on the second day they wish to attend, phone the club and if there is space available, they may book an extra hour. (This requirement does not apply to Special Group courses as they are not listed on the appointment calendar).

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

WELCOME TO NEW MEMBERS!

We welcome the following new members to Forest Computer Pals club:

Geoff Brown, Rosemary Danaher, Colin Jarrett and Shanelle Breusch, (Happy Returns to Shanelle!). We hope you have fun exploring the ever-changing world of Information Technology with us. Do come to the next club monthly meeting on April 24 and meet more of your fellow members over afternoon tea/coffee and hear from an interesting speaker. (See page1) Bring a friend if you wish.