



### MONTHLY GENERAL MEETING – 24<sup>TH</sup> MARCH 2005

President Colin welcomed Members and Guests to the meeting.

The President then asked for acceptance of the February General Meeting Minutes as published in the March Newsletter. Proposed by J. Wilson, seconded by R. Smith, carried.

Correspondence: The Secretary had no correspondence to report.

|                           |                                         |            |
|---------------------------|-----------------------------------------|------------|
| <b>Treasurers Report:</b> | Income YTD                              | \$20696.00 |
|                           | Of this amount; Members subscriptions = | \$13770.00 |
|                           | and Donations/Grants =                  | \$ 2667.00 |
|                           | Expenses YTD                            | \$21644.00 |
|                           | Of this amount; Rent for premises =     | \$ 9451.00 |
|                           | Liability Insurance =                   | \$ 2401.00 |
|                           | Computer and peripherals =              | \$ 4901.00 |

While this month's balance sheet shows a deficit of \$930.80 the general account has a balance of \$2346.76 with \$20077.00 being held in the Cash Management account.

**Training Co-ordinator's Report:** The Basic Training Course for new Members and those new to Computers will be held on the 2<sup>nd</sup> April 2005. Please enter your name on the registration form in the Club Room, as spaces are limited.

**Purchasing Officer:** Identification supplied by the Purchasing Officer will be required by those desiring the discount on ink cartridges from the Good Guys Store on Eastern Valley Way.

**Presidents Report:** Once again it is very difficult to help Members who have trouble with their computers due to neglect in carrying out basic preventive maintenance such as, keeping the Anti-virus program up-to-date (on a weekly basis at least), updating and running spyware programs, updating and using a firewall program, running the Disk Defragmenter and Scan Disk programs.

With free programs such as, AVG and Avast Anti-Virus, Zone Alarm Firewall, Spybot and AdAware, available for download on the Internet there is no excuse for neglecting to protect your computer.

**General Business:** D. Manuell advised the meeting that Tom Pillans Computer Article in the Manly Daily of Thursday 24<sup>th</sup> March gives an easily understood explanation on the need to protect your Computer from outside influences and how to do it.

D. Hatch reminded Members that many of the programs recommended by the President to protect your computer are recorded on Disk at the Club. So make a copy of the Disk, load it into your computer and save the aggro of downloading it.

Attendance Secretary: Attendance 56 with 5 Visitors and 7 apologies.

This Month's Speaker was Colin Pike of Thistle Cottage Software. "DoNeatThingsWithYourStuff" is a program created by Colin to provide "image manipulation, viewing, and collection management" of photographs and images on your computer. And that's just what Colin demonstrated. The ease with which images can be catalogued and retrieved was amazing. The manipulation of the images was impressive and best of all regardless of the number of transitions carried out in getting the image to the desired result there was no degradation in the original image as so often happens with other programs. Colin is constantly upgrading the software program and best of all any upgrades are free to registered. Worth mentioning is that Colin has demonstrated this Program at ASCCA seminars and many Computer Pals Clubs and the response has been overwhelming as it was at this meeting.

**What would you like to see in your Newsletter - Send me some copy -  
rowenabarnes@optusnet.com.au**

### ODD CHARACTERS I HAVE MET!

Sometimes, we want to use a character that is not evident on the keyboard. The first place to explore is the "Symbol" window, which is found in MS Word 2003 by left-clicking on Insert in the Menu Bar and then Symbol. There is a variety of options open here and if you search well, say, starting in Verdana for example, you'll find the English pound sign (£), the Euro, (€) the Japanese yen, (¥) and many other useful tid-bits. For temperatures, there's a neat little degree sign (°). You can find nearly all the fractions you'll ever need too. The second place to look in is the Character Map. If you have a Word document open, go to Start, then All Programs, Accessories, System Tools, and then Character Map. The selection is somewhat broader than in Symbols and you may need to search around for the character you want. If you can't find what you want there, try the ASCII system in the number pad. Turn on the number lock on the righthand side of the keyboard, and, while holding down the ALT key, type in three or four numbers on the numeric keypad. For instance, ALT + 156 = £, ALT + 157 = ¥, also ALT + 0128 = €, ALT + 230 = µ, and many more. There's a full list of ASCII characters available on the website [www.asciitable.com](http://www.asciitable.com). Have a peruse of it sometime, you may discover a couple of useful ideas.

There are also many handy icons lurking around in Fonts. These will vary according to what Fonts are loaded on your computer. If you discover icons you'd like to use, such as this dinky little telephone icon (☎), you can make a table of all the special symbols you may occasionally use. Can you work out how to do it?

RWM.

## Do Neat Things With Your Stuff

As mentioned elsewhere Colin Pike of Thistle Cottage Software was our guest speaker at the 24<sup>th</sup> March General Meeting. Colin is a very entertaining and informative speaker. His program 'DoNeatThingsWithYourStuff' with numerous unique and wonderful features is a must for anyone who wants to maintain a serious collection of digital photographs. It can take a while to get used to mainly because of the large number of useful things it can do. But a little persistence will be very well repaid. Colin Pike is willing to present his program to any seniors' computer pals clubs and will shortly have a digital photography tutorial course on his web site as a free download. Visit [www.DoNeatThingsWithYourStuff.com](http://www.DoNeatThingsWithYourStuff.com) or send an email to Colin Pike at [Feedback@DoNeatThingsWithYourStuff.com](mailto:Feedback@DoNeatThingsWithYourStuff.com).



You can easily download Colin Pike's program from the Web Site and use it free for a 15 day trial period. It is available for a normal modest price of \$60. However, members of ASCCA clubs can purchase a copy for \$40. Colin is continuously adding new features to the program and all updates can be downloaded and installed at no extra cost. Like a good bottle of red wine his program just keeps getting better with age. *Paul Brenac 6/4/2005.*

## LIBRARY NEWS

In the March/April issue of Computer Choice, there are several topical items. The latest tests on anti-virus software are always welcome. USB keys, or portable storage devices are getting cheaper. CompactFlash cards vary hugely in prices! Who has had a virus recently? Do you know what to do? What's the best monitor to buy? If you don't know the answers to any of these questions, ask a trainer or office assistant to show you where the magazine is in the library and have a good read!

Dick M.

## Brewarrina Project. Trainers & members please help !

Warringah Council has a project where a number of teenagers swap between Brewarrina & Warringah & indulge in Digital Photography. They then view ( No Manipulation ) the photos on computer & our computers have been chosen. This will involve 2 members over a number of nights to attend & represent our club. It is anticipated it will commence 16<sup>th</sup>. May & run for 2 weeks. We will need lots of assistance.

Contact Darrell 9982 7139

## 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 3 pm. The next course will start on 6th May, 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 2 pm for a maximum of 12 persons. The dates for the next internet group session are 3rd, 10th and 17th May.

### DIGITAL PHOTOGRAPHY

The Digital Photography Course starting on 7th April is fully booked. All those accepted for the course have been notified. Those who have missed out on this occasion will be given preference for the next course. However, as I will be overseas from June to November, the next course will not commence until early 2006. Paul Brenac.

## IMPORTANT NOTICES

### Welcome to New Members

The President, Colin Ward and the Committee would like to welcome John Marron, Ray Comber, Di Aston, Pamela Sanger, Penny Cross, Margaret Clarke, Maureen Hill, George Lawson, John Gwillim, Phyllis Kelly, Patricia Hall, Leonie Schuback, Jerry Diask and Judy Diask, Norman Henderson, Kay Straiton, Thomas Brack, Henry Fulcher and Edie Martin who joined the club during March.

### 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 Dec 05 your subscription will expire at the end of December 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](mailto: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                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Training Information |                                                                            |                                                  |           |                                                           |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|----------------------------------------------------------------------------|--------------------------------------------------|-----------|-----------------------------------------------------------|--------------------------------------------------|
| <b>Club Location</b><br>Memorial Hall, 3 Starkey Street,<br>Forestville 2087.<br>PO Box 116 Forestville 2087<br>Phone: (02) 9975 7762<br>Fax: (02) 9453 4077                                                                                                                                                                                                                                                                                                       |  | Mon am               | Jan Van der Hilst<br>Richard Crighton<br>Sandra Brophay                    | 9452 5475<br>9972 0429<br>9939 7737              | Mon pm    | Malcolm Fell<br>Bob Brisebois<br>Joan Kohler              | 9451 6050<br>9451 4660<br>9905 5193              |
| <b>ABOUT THE CLUB</b><br>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.                                                                                               |  | Tue am               | Don Muir<br>Graham Allan<br>Shirley Palmer                                 | 9451 6548<br>9451 4336<br>9451 0158              | Tue pm    | Special courses<br>see page 2 &<br>Notice Board           |                                                  |
| <b>Entry Fee &amp; Subscription</b><br>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.                                                                                                                                                                                       |  | Wed am               | Dick Manuell<br>Archie Macnaughton<br>Gay Savage                           | 9451 1578<br>9938 1971<br>9452 1937              | Wed pm    | Ian Parsons<br>Jack Wilson<br>Susan Howell<br>Paul Brenac | 9451 4515<br>9452 1148<br>9415 1167<br>9416 4578 |
| The club was honoured to receive the Premier's Award in 1995 and the Frank McAskil Trophy in 1996. A recognition certificate award was received from Cota (NSW) in 2002 for good practice.                                                                                                                                                                                                                                                                         |  | Thu am               | Len Johnson<br>Fay Stewart<br>Richard Smith<br>Bruce Adams<br>Anna Karalus | 9450 2167<br>9451 1959<br>9958 3685<br>9451 5573 | Thu pm    | Special courses<br>see page 2 &<br>Notice Board           |                                                  |
| 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).                                 |  | Fri am               | John Ray<br>Kate Holland<br>Shanelle Breusch                               | 9451 9396<br>9810 2451<br>9452 5680              | Fri pm    | Derek Rowland<br>Word groups                              | 9451 3969                                        |
| <b>Newsletter Contributions</b><br>Contributions from members are welcome at anytime. Please email them in plain unformatted text to Forest News editor, Rowena Barnes on:<br><a href="mailto:rowenabarnes@optusnet.com.au">rowenabarnes@optusnet.com.au</a>                                                                                                                                                                                                       |  | Colin Ward           | Computer Maintenance<br>and repairs                                        | By Appointment                                   | 9451 1000 |                                                           |                                                  |
| 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.                                                            |  | Frank Burke          | Genealogy                                                                  | By Appointment                                   | 9451 2364 |                                                           |                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Marie Bailey         | Wednesday morning                                                          | Social Coordinator &<br>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 |                                                           |                                                  |
| <b>WEEKLY TRAINING CALENDAR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| Members are asked to print their <b>First and Family Name</b> on the schedule so that, if a trainer needs to contact them for any reason their identity will be clear.                                                                                                                                                                                                                                                                                             |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| <b>TRAINERS' MEETINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| 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.                                                                                                                                                                                                                                                                                                                     |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| <b>MEMBERS' PURCHASING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| 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. |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| <b>Committee for the Year<br/>Oct 2004 to Oct 2005</b>                                                                                                                                                                                                                                                                                                                                                                                                             |  |                      |                                                                            |                                                  |           |                                                           |                                                  |
| Colin Ward,<br>President                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 9451 1000            | Paul Brenac,<br>Vice-President                                             |                                                  | 9416 4578 |                                                           |                                                  |
| Archie Macnaughton,<br>Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 9938 1971            | Jack Wilson, Treasurer                                                     |                                                  | 9452 1148 |                                                           |                                                  |
| Gay Savage,<br>Speaker Organiser                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 9452 1937            | Darrell Hatch,<br>Training Coordinator                                     |                                                  | 9982 7139 |                                                           |                                                  |
| Dick Manuell,<br>Public Officer                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 9451 1578            | Fay Stewart,<br>Purchasing Officer                                         |                                                  | 9451 1959 |                                                           |                                                  |
| Reg Flew,<br>Membership Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 9971 0325            |                                                                            |                                                  |           |                                                           |                                                  |