



# Forest News

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- Next monthly meeting  
May 24

#### Meetings

- Committee meeting May  
9, 2007 at 1.45 pm
- Trainers meeting May 9,  
2007 at 4 pm

Forest Computer Pals for  
 Seniors welcomes the sup-  
 port of:-



Warringah Council

## ***DID YOU SPOT THE NEW WEBSITE!***

***OUR WEBMASTER, COLIN WARD, HAS COMPLETED THE INSTALLATION OF OUR VERY OWN WEBSITE [www.forestcompals.org.au](http://www.forestcompals.org.au). DO TRY IT OUT SOON! YOU CAN FIND OUT ALL SORTS OF THINGS ABOUT THE CLUB—INCLUDING ITEMS THAT ARE NOT PUBLISHED IN THIS NEWSLETTER.***

## **THIS MONTH'S SPEAKER**

Our Guest Speaker at the Monthly General Meeting on Thursday 26th April will be **John Stanhope**, who is a member of the Society of Australian Genealogists, amongst membership of several other organisations. A man of many interests and considerable knowledge, John has published two books and is currently working on a third.

In his presentation John hopes to encourage interest in recording our own family and personal histories to entertain future generations with some real life people and events in families, and to suggest ways forward for those wanting get started in this activity. Come along and learn how to accurately record your own family and personal histories. (Thank you Gay Savage for this item)

## **I COULD NEVER BE A TRAINER? OR COULD I?**

Members of YOUR Club, Forest Computer Pals for Seniors, have weekly access to hourly one on one training sessions and several Group training programs. The Club's continued existence depends on trainers prepared to give their time to assist fellow members to further their knowledge of computing. Without them the club could not continue. We **URGENTLY** need members to join our Training team. If you have even a limited knowledge of Word Processing or other programs, then your expertise will be welcomed. We have an easy training course to show you how to teach seniors, which takes just 4 one hourly sessions over 4 weeks. By becoming a trainer you will learn much more widely by answering other members' questions and assisting them to learn the various programs. New Trainers have the backing of more experienced Trainers who will assist if there is a question that is difficult to answer. Members understand if trainers have to seek elsewhere for answers! And it's good fun too!

Our current Trainers also have commitments outside the club, just like everyone else and cannot be available continuously. At present, there are days when we are forced to reduce the number of hourly slots available because there are no Trainers available. We have heard members complaining that they are unable to get a time slot for three weeks, which is due to the Trainer shortage. From time to time the number of people wishing to join the club exceeds our capacity to offer regular training, and they are put on a waiting list until vacancies arise in our membership.

Of our 250 or so members, just over 10% participate as Trainers, so out of the remaining 225 there must be at least 20 more who could help with Training and/or relief assistance. Your Club has sufficient computers to offer at least four slots per hour which would increase the number of members able to use the club facilities, but without additional Trainers we cannot achieve this.

Contact our Training Co-ordinator Darrell Hatch, or come along and tell the duty Trainers that you would like to try out tutoring some of our beginner members, or join the next "Train the Trainer" program and see how much benefit you can gain from tutoring. (Thank you John Ray for this item)

### Monthly General Meeting Minutes, March 22, 2007

**Welcome:** President Colin opened the meeting at 2pm with a welcome to Members and Guests.

Minutes of the February General Meeting were accepted.

**Correspondence:** nil.

**Treasurer's Report:** Refer to detailed report on page 4. Report accepted.

**Training Coordinator:** Marlene Saunders has volunteered as a trainer and will be training on a non-scheduled basis. A question was raised on the availability of the Open Office Suite of programs being promoted as a substitute for Microsoft Office and other similar suites. Open Office is a free program compatible in many ways with MS Office and is available on two computers in the Club. It is also available on disk at the Club and members may burn a copy for their personal use.

**Purchasing Officer:** There are many printers available costing less than \$100 and in some cases this is less than the cost of replacement cartridges. The low prices of printers are not reflected in the cost of ink cartridges so contact Fay for recommendations on where to get the best price for cartridges.

**President's Report:** President Colin reviewed the recommended software programs outlined at last month's meeting for protecting one's computer. These were detailed in the February 2007 Newsletter. There is a CD in the Club office containing these programs to avoid downloading them from the Internet. PLEASE copy the CD and do not take the original from the Club; it is there for all members who wish to copy it.

With respect to the speaker, Bill McCully, this afternoon Colin reminded members of his CD "What's on CD" that illustrates Windows XP and Microsoft Word in a step-by-step format and has a "How-do-I-do-this" index for quick solution of related problems. Cost of the CD is \$20. Contact Gay Savage for availability and details.

For those using rechargeable batteries [www.mittoni.com.au](http://www.mittoni.com.au) is recommended with AA batteries costing \$50 per dozen. Contact Fay re purchase.

**VISTA – did you rush out and buy it? Did you run "Vista Advisor" on your computer to confirm it was capable of running Vista beforehand?** You may have noticed that Vista is not installed on Club computers. This is in line with advice available from authoritative sources that recommend waiting for the official upgrade that will hopefully sort out some of the issues in the first version. If you are considering upgrading it is recommended that you get the "Vista Home Premium Upgrade for Academic/Home Use". It has better features than Vista Home Basic at a lower cost. Be aware that you cannot upgrade to Vista from Windows 98/ME and will need to purchase the entire new program.

Bill McCully, our speaker today, advised that Microsoft have stopped all licences for Windows XP which means that even if you purchase it today you will be unable to register it and therefore it will not work. Bill also commented that when using Picasa 2 if an image is deleted then it will also be deleted from the folder.

**Social Director:** Marie Bailey reported present 44; Guests 1; Apologies 5

**General Business:** Question Time; Q; Problem printing CDs. A; First check that CD is marked "Printable", then check the printer manual to confirm it is capable of printing CDs. Q; Should the computer be run 24/7. A; There is no advantage over shutting down after use. It is recommended that the computer be shut down and unplugged from the mains when not in use or during thunderstorms to prevent damage. Q; Mailwasher is letting spam through to the Inbox in Outlook Express. A; There may be occasions when Mailwasher does not intercept such emails from the server. However the benefits provided by Mailwasher outweigh the occasional spam that outwits it. Q; Email does not register in the Sent Box after being sent. A; Most unusual can only suggest you check the version of Outlook Express and perhaps revert to an earlier version.

**Speaker:** This afternoon's speaker was Bill McCully of Easy Computing For Seniors Pty Ltd.

Bill demonstrated a self tutoring program "Take the Teacher Home" that can be used at home to augment training at the Club. The program is contained in a set of CDs and is in wide use in the Computer Pals Club community and has been trialled and recommended by ASCCA. This is an extremely useful aid to all those coming to terms with computers and was evident by the number of programs sold at the meeting. Check out a demonstration at the Club and then contact Purchasing Officer Fay if interested in purchasing. There is a considerable discount for Club members.

**Next Monthly Meeting** will be on Thursday 24th May, 2007 at 2.00pm in the Memorial Hall.

#### CLUB LAP TOPS AVAILABLE FOR TRIALS WITH OPEN SOURCE SYSTEMS

Do you have Windows 95, 98, or ME as your operating system, or are you worried about upgrading to Windows Vista? Is your computer capable of running Windows Vista? Does the high cost of Windows Vista or other programs concern you?

THEN perhaps the solution is to go with **OPEN SOURCE PROGRAMS**.

President Colin has demonstrated these at past General Meetings and they are usually easy to use. These programs are leading edge technology and will work happily on either new or old computers.

**BUT** are you nervous about switching to these programs? **NEVER FEAR** help is here.

The Club has two Laptops with these programs installed and members can borrow them to try them out at their leisure at home.

**CONDITIONS APPLY;** a refundable deposit of \$50 is required with a time limit of 6 weeks.

Contact Darrell Hatch for more details. (Thanks Archie Macnaughton for this item)

#### PAGE 4 TRIAL

To try and fit more info in the N/L, from next month page 4 will only appear on alternate months, so keep a copy of that page for reference please and let the editor know if this arrangement suits everyone.

### SPECIAL COURSES

The club has some 25 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 30 and will run for 6 weeks, excluding April 21. 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 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 June 12 and continue on the 19th and 26th. 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 COURSES

**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.

#### DIGITAL PHOTOGRAPHY

**John Robinson,** who is a Thursday afternoon trainer, is an expert in digital photography and Photo Story. If you were given a digital camera for Christmas, book in for some good advice from him.

#### 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.

### CALLING MOVIE-MAKERS!

There's still time to register for the ASCCA Digital Cinematography residential course to be run on May 7 and 8 in Newcastle. It will be held at the Bimet Executive Lodge. Cost for the course is \$110. Accommodation is your responsibility. Some vacancies may still exist at the Bimet at a discounted rate. Registration forms can be completed on the ASCCA website [www.seniorcomputing.org/](http://www.seniorcomputing.org/). There's always useful information on the ASCCA website, so have a cruise through it next time you are on-line at your computer. You could even get to attend a studio session of the ABC's The New Inventors for free!

### OVERDUE SUBS

Members whose subs were due at the end of March are very politely reminded that there are a number of people waiting to join the club at present and that once your membership has lapsed, you will need to reapply for membership, with a possible wait before resuming, and a position at the end of the queue!.

### 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 for Seniors ends at the end of the month shown on the top right corner of the address label on the envelope in which the newsletter was enclosed. If it shows Jun 07 your subscription will be due at the end of May and payment by the end of May is required 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, or make an EFT payment directly to Forest Computer Pals for Seniors Bank Account. Please send an email to Jack Wilson at:-

[jwilson99@optusnet.com.au](mailto:jwilson99@optusnet.com.au)

requesting detailed instructions on how to pay your fees via on line banking.

#### 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.

Would members who have booked time and cannot keep the appointment please phone as early as possible to allow others to utilise the slot. (This requirement does not apply to Special group courses as they are not listed on the booking sheets).

<p><b>ABOUT THE CLUB</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>APPLYING FOR MEMBERSHIP</b></p> <p>Enquiries from prospective members are welcome. Please call the club office (9975 7762) or the Membership Co-ordinator (Reg Flew, 9971 0325).</p> <p>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.</p>	<b>Trainer Information</b>					
	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	0411208567 9451 4660 94519779 99055193
	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 Ken Moorley Susan Howell	9452 4249 9451 0494 9415 1167
	Thu am	Len Johnson Fay Stewart Richard Smith Anna Karalus	9450 2167 9451 1959 9451 5573	Thu pm	Joy Quinn John Robinson	9971 0204 9451 5977
	Fri am	John Ray Kate Holland Shanelle Breusch	9451 9396 9810 2451 9452 5680	Fri pm	Derek Rowland MS Word groups	9451 3969
<b>Other Training Information</b>						
Colin Ward	Computer Maintenance and repairs		By Appointment		9451 1000	
Paul Brenac	Digital Photos and Publisher		pm Wednesdays By appointment		9416 4578	
Frank Burke	Genealogy		By Appointment		9451 2364	
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		9982 7139	
Sandra Brophey	Skype & dig. photos		By Appointment		99397737	
Lexie Keston	Tuesday am		Office Assistant			
<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>Income &amp; Expenditure Report</b>		<b>Committee for the year October 2006 to October 2007</b>				
31/03/2007		Colin Ward President	9451 1000	Paul Brenac Vice-President	9416 4578	
INCOME	\$17,420	Archie Macnaughton Secretary	9938 1971	Jack Wilson Treasurer	9452 1148	
Sub'ns	\$15,820	Gay Savage Speaker Organiser	9452 7139	Darrell Hatch Training Coordinator	9982 7139	
Grants/don's	455	Reg Flew Membership Coordinator	9971 0325	Fay Stewart Purchasing Officer	9451 1959	
Interest	809	John Ray	9451 9396	Vacant		
Other	336					
EXPENSES	\$15,536	<b>Newsletter Contributions</b>				
Computers	4,393	Contributions from members are welcome at any time. Please email them in plain unformatted text to Forest News editor, Dick Manuell:				
Postage	836	<a href="mailto:rman77@bigpond.net.au">rman77@bigpond.net.au</a>				
Printing	1,134	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.				
Rent	6,246					
Tel/Internet	1,207					
Vol'rs dinner	1,032					
Other	688					
SURPLUS YTD	<u>\$1,884</u>					
TOTAL ASSETS	\$23,677					