



# Forest News

ISSN 1448-2347 (Print Version) 1448-2355 (Online Version)

Editor: Dick Manuell

**Our Web Address:**  
[www.forestcompals.org.au](http://www.forestcompals.org.au)

**Our Email Address:**  
[ForestCompals@swiftdsl.com.au](mailto: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**

**Page 1**

- Special Notice
- Monthly Meeting April 24 at 2 pm
- Computer start-ups

**Page 2**

- Technical aid to the disabled (TAD)
- Minutes of March meeting
- Extensions

**Page 3**

- Special Courses
- Important Notices
- Welcome to new members

**Page 4**

- General Information
- Training Information
- The Treasurer Hunt!

**COMING UP**

- Newsletter folding, May 14
- Next monthly meeting April 24 at 2 pm
- Committee meeting May 7 at 1.45 pm
- Trainers meeting May 7 at 4 pm

Forest Computer Pals for Seniors welcomes the support of:-



Warringah Council

**\*\*\* ATTENTION ALL MEMBERS \*\*\***

**THERE IS A CHANGE TO THE WAY THE MEMBERSHIP FEES WILL BE PAID IN THE FUTURE.**

**FOR FULL DETAILS REFER TO THE INSERT IN THIS NEWSLETTER**

**APRIL MONTHLY MEETING, (24th)**

**Rod Duckworth**, our honorary club IT consultant, who recently designed and supervised the installation of our very own server, will speak about the many devices available for safe and effective Internet operation, illustrating his talk with practical demonstrations

Rod has been active in IT work for many years and operates a support and service company (**High-Speed Networking Pty Ltd**) at shop 3, 98 Starkey St, Killarney Heights, phone 9451 4343, (web address [www.hi-speed.com.au](http://www.hi-speed.com.au)).

The meeting will commence at 2 pm, with an afternoon tea break at 2.30 pm, followed by Rod's talk at 3 pm. Members and their guests are welcome.

**IS YOUR COMPUTER SLOW TO GET GOING?**

You may have too many programs being loaded at start-up. This can be checked by clicking on Start, then Run and then entering MSCONFIG, then Enter. In the Msconfig window, click on Start-up. This will display all the programs that start automatically. Look for those you don't often use and untick them. This doesn't stop access to them as they can be summoned when you do need them, but it does ease the load on the start-up process. If you are unsure about some of the less easily identified programs, you can untick them and then, if necessary later, on reinstate them. However do not untick essential programs such as your anti-virus or firewall programs!

There may be other causes too, such as inattention to regular defragmenting, or removal of stuff no longer needed, such as cookies, or temporary internet files.

**A Senior Moment?**

A senior was telling his friend about the expensive but wonderfully effective new hearing aid he had just had fitted. The friend said that was great; "What type is it?", he asked.

"Twelve-thirty", replied the proud owner.



The club also thanks Many-Warragah Rugby League Club for a generous donation from its Community Development and Support Scheme for the purchase of additional computer equipment.

**TECHNICAL AID TO THE DISABLED (TAD)  
(ABN 82 002 042 462. CFN 10944)**

**TAD** does a great job renovating donated used computers and making them available to housebound disabled people at nominal rents. Some large companies replace their computer systems periodically and give the old ones to TAD. Many individuals do this too.

Staffed by volunteers, the organisation was hosted at Glebe island by the P&O company rent free for several years: now TAD has moved Northmead, where it continues its good work.

Its present addresses are as follow:-

**Postal:** Locked bag 2008, Wentworthville, NSW 2145

**Location:** Unit 10, 185 Briens Road, Northmead, NSW 2152

**Telephone:** 02 9912 3400, or 1300 663 243 (local call cost from out of Sydney)

**FAX:** 02 9890 1911 (general), 02 9890 1912 (Custom Design Aids Service)

**Email:** [tad@tadnsw.org.au](mailto:tad@tadnsw.org.au)

**Website:** [www.tadnsw.org.au](http://www.tadnsw.org.au)

Gifts to TAD over \$2 are tax deductible

**Minutes of the General Meeting 28<sup>th</sup> March 2008**

**President Colin** welcomed Members and Guests. An 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 11<sup>th</sup>.

Members were invited to assist in running the event. A notice has been posted in the Clubroom outlining some of the behind the scenes work needed to be done to make the day successful. Please enter your name on the notice if you can assist.

**Treasurer's** 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 Treasurers burden.

**Social Secretary:** 48 members attending, 6 apologies, and 4 guests.

**President's Report.** Members may have noted the 3 new computers now in use. All the older style monitors have been replaced by 19" LCD monitors. In addition to the existing broadband internet access a new wireless broadband connection has been 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, at a cost of \$2 per session.

Club Committee Members and Officials now have Club Email Addresses.

For example [president@forestcompals.org.au](mailto:president@forestcompals.org.au) ; other addresses refer to a committee position or a committee member's title. Lists have been posted on the noticeboard and in the March N/L. He then read out a list of the volunteers who cleaned the office and carried out maintenance on equipment over the Christmas Break to. He then asked that those listed stand and be recognised for their efforts which were acclaimed.

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 the reviewed these 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 in a storm is to "pull-the-plug" and totally disconnect 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.

**EXTENSIONS**

File extensions sometimes cause confusion because they appear unbidden when you are saving a document. They usually consist of three characters preceded by a dot and appear at the end of a filename. The extension enables the computer to ascertain the correct program to use to open the particular document, (or file, to use US terminology). For instance, all MS Word documents have ".doc" automatically added to the title you assigned to the document. If your computer doesn't have an appropriate program to open say an email attachment you cannot read the document. You can either obtain the necessary program, or email back to your friend requesting that the attachment be resent using a program you do have.

There are thousands of extensions and if you'd like to learn more about them, look up this website [www.computerhope.com/doseext.htm](http://www.computerhope.com/doseext.htm). It's a free site and it has other useful information explaining computer jargon for instance.

### TRAINERS AND COURSES

There are about 23 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.*

#### MICROSOFT WORD PROCESSING

**Derek Rowland:** Runs group training sessions in MS Word. He covers the full range of Word's capabilities. WordArt, graphics, spreadsheets and drawing features. Notes will be provided at each of the 6 weekly sessions. The course advertised for March 14 has been postponed until there at least 6 participants. Please add your name and telephone number to the list. Derek will contact participants to tell them the start date.

#### INTERNET COURSE

**John Ray:** Conducts Internet group training sessions. The starting date for the next course will be advised in the next N/L

#### BASIC COURSES

**Darrell Hatch:** Darrell's next basic course for newcomers will be held on Saturday, May 24, 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](mailto: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 May 27 and run for 6 weeks. (Please book on the notice board as numbers are limited)

#### NEW DIGITAL PHOTOSTORY 3 COURSE

**John Robinson** runs a Photostory 3 course for 2 or 3 weeks, commencing at 1 pm on Thursday afternoons. For the next course starting date, please phone John.

### WELCOME TO NEW MEMBERS

The club welcomes the following new members: Jan Burge-Lopez, Bruce Page, Robert Hayter and Frances Foley. We hope you will all enjoy learning about computers and also enjoy 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 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 **\$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. Also, see special notice in this issue. Alternatively, post it to:

The Treasurer, Forest Computer Pals for Seniors, PO Box 116, Forestville 2087, or make an EFT payment di-

rectly to Forest Computer Pals for Seniors Bank Account. The Treasurer's email address is:-

[treasurer@forestcompals.org.au](mailto: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	TRAINER INFORMATION					
<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>	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	9451 6050 9451 4660 9451 9779 9905 5193
	Tue am	Don Muir Graham Allan Shirley Palmer	9451 6548 9451 4336 9451 0158	Tue pm	Special courses — see page 3 & Notice Board	
	Wed am	Dick Manuell Archie Macnaughton Gay Savage	9451 1578 9938 1971 9452 1937	Wed pm	Ian Parsons Ken Moorley Susan Howell Jack Wilson	9452 4249 9451 0494 9415 1167 9452 1148
	Thu am	Len Johnson Richard Smith Anna Karalus	9450 2167  9451 5573	Thu pm	John Robinson runs a Photoshop 3 course from 1 pm	9451 5977
	Fri am	John Ray Kate Holland Shanelle Breusch Pam Perrin (10 am)	9451 9396 9810 2451 9452 5680	Fri pm	Derek Rowland MS Word groups	9451 3969
<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 fee is \$25. Subscription fees are paid annually (\$70 per annum) and are payable as they become due (See enclosed special notice for details.) All members, including trainers, pay full membership.</p>	OTHER TRAINING INFORMATION					
	Colin Ward	Computer Maintenance and repairs	By Appointment	9451 1000		
	Paul Brenac	Digital Photos and Publisher	pm Wednesdays 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 Brophay	Skype & dig. photos	By Appointment	9939 7737		
	Lexie Keston	Tuesday am	Office Assistant			
	Anna Karalus	Genealogy	By Appointment	9451 5573		
Committee for the year October 2007 to October 2008						
Colin Ward President	9451 1000	Reg Flew Vice-President	9971 0325			
Archie Macnaughton Secretary	9938 1971	Paul Brenac <i>Acting Treasurer</i>	9416 4578			
Gay Savage Speaker Organiser	9452 1937	Darrell Hatch Training Coordinator	9982 7139			
Fay Stewart	9451 1959	Sandra Brophay	9939 7737			
John Ray	9451 9396	Ken Moorley	9451 0494			
OLD-TIMERS						
<p>Two elderly residents of a retirement village were comparing notes. The lady said that at 83, she felt pretty worn out and asked the man how he fared. He replied "Oh I feel like baby!" Amazed, the lady said "How can that be?" The man said, " Well I have no hair, no teeth and I think I just wet my pants!"</p>						
Newsletter Contributions						
<p>Contributions from members are welcome at any time. Please email them in plain unformatted text to Forest News editor, Dick Manuell: <a href="mailto:rman77@bigpond.net.au">rman77@bigpond.net.au</a>, or leave a document in the pigeonhole box.</p>						
<p><b>THE TREASURER HUNT IS NOT OVER YET!</b></p> <p><b>THE CLUB NEEDS A VOLUNTEER TO REPLACE PAUL BRENAC, WHO WILL BE OUT THE STATE SHORTLY FOR AN EXTENDED PERIOD. PAUL HAS SIMPLIFIED THE CLUB'S ACCOUNTING PROCEDURES, MAKING THE TASK EASIER. ALL MEMBERS ARE ASKED TO CONSIDER WHETHER THEY MIGHT TAKE ON THIS JOB, AT LEAST FOR A MONTH OR TWO. PLEASE CALL PAUL AND HAVE A CHAT ABOUT THE DUTIES.</b></p>						