



FOREST NEWS

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EDITOR: Dick Manuell

OUR WEB ADDRESS: <http://forestcomputerpals.org.au>

OUR EMAIL ADDRESS: forestcompals@swiftdsl.com.au

CLUB LOCATION
MEMORIAL HALL
3 STARKEY STREET
FORESTVILLE

PO BOX 116 NSW 2087
PHONE: 9975 7762
SKYPE: forestmarilyn

**PLEASE NOTE! THERE WILL BE NO MONTHLY MEETING IN APRIL
BECAUSE THE 25TH IS ANZAC DAY.
THE MAY MEETING WILL BE HELD ON MAY 30
AND SPEAKER DETAILS WILL BE IN THE MAY NEWSLETTER**

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Dates to watch;

Committee meeting on Apr 10
Monthly meeting on May 30

Forest Computer Pals thanks Warringah Council for its assistance



Warringah Council

MINUTES OF THE MARCH MEETING

President Colin opened the meeting at 2 pm, welcoming guests, visitors and, particularly, Warringah Mayor Michael Reagan, who has graciously agreed to succeed Julie Sutton as the club's patron.

Treasurer Joe Magno reported that the club assets were down and now stood at \$11,165.85. Year to-date income was \$ 10,816 and Expenditure \$ 15,764. There were 160 members.

The President warned those present of the continuing need to install and maintain high quality antivirus protection. His full report maybe accessed on the club web-site.

After afternoon tea, The Mayor addressed the gathering and the following report was provided by our secretary Sandra.

We turned our meeting partially around this month so that we could listen to the Mayor, Michael Regan, speak to us about the great work happening with Warringah Council and although we may disagree with some of the policies it was wonderful to hear someone who had such a brilliant grasp of all that the Council is involved in and his obvious dedication I think won all our hearts. He told us that the State Auditor had stayed only a few days, finding that this Council shone well above the rest in the manner in which it was run and should be held as the gold stamp for other councils within the State ,with excellent forward planning and having its finances well in positive territory, unlike the councils on both sides, and which allows our fees to remain relatively low.

We were so entranced by his extraordinary grasp of all that was going on that we asked him to tell us about his background which was very extensive in terms of town planning and community organisation. He had had a great variety of work running up to the Olympics and after and I am sure that this man has always worked many more hours than required of him.

We did manage to challenge Michael on Warringah's hefty hall hire charges and he suggested we try to get some Council grants. *(Here we have no one putting up their hand for this job so if anyone out there can help us, with possible help from Julie Sutton, it would be well appreciated as our funds are getting perilously low. Please contact Sandra if interested.)*

Kerry our Webmaster was ill and did not follow on but we hope she recovers soon and congratulate her on her recent engagement. Colin was able to give us his run down for security and warn of scams. We have a great afternoon tea and we had 25 present, with a couple of guests.

KEN MOORELY'S KEYBOARD SHORT-CUTS FOR WINDOWS 8

Windows 8 features a computer touch screen for the first time, just like smart-phones, but it retains the more conventional system of keyboarding and mouse usage. Here are some keyboard combinations to help you get around Windows 8 quickly.

We've assembled a list of our favourite Windows 8 shortcuts, tricks, and workarounds. Many focus on making the most of the OS on a traditional desktop PC, so if you're interested in touch gestures, please check out the PC World article (www.pcworld.com/articles/2013022/mater-windows-8-gesture-commands.html) that focuses directly on the Windows 8 touch experience. Now let's start our journey of discovery with a look at easy-to-use (though often tough to remember!) Windows 8 hotkey commands.

The hottest hotkeys we know

Hold down the Windows key (normally located between Alt and Ctrl) when (Windows) is shown.

- Press (**Windows**) to enter the tiled Start screen.
- (**Windows**) + **M** minimises everything that's showing on the desktop.
- (**Windows**) + **E** opens Explorer for quick access to folders.
- On the Start screen, press (**Windows**) + **D** to instantly get to the desktop.
- (**Windows**) + **Tab** opens a list of currently running programs.
- (**Windows**) + **Print Screen** takes a screenshot and saves it in a Screenshots folder nested in your Pictures folder.
- To take a screenshot on a Windows 8 tablet, simultaneously press the **Windows button and the volume-down button on the tablet chassis**.
- (**Windows**) + **Q** opens a global search menu. Type what you're looking for and where you would like to look.
- (**Windows**) + **W** opens a search in your system settings to quickly locate and change system properties.
- (**Windows**) + **F** opens a file and folder search.
- (**Windows**) + **Pause** opens the system properties page to show you a quick rundown of your specs.
- (**Windows**) + **"," (that's the comma sign!)** makes all current windows transparent, giving you a peek at the desktop as long as you hold down (Windows).
- (**Windows**) + **"," (the period)** snaps a window to the right or left side (toggling each time you press ").").
- (**Windows**) + **R** prompts the Run command—useful for quickly launching apps and other routines with a command prompt.
- (**Windows**) + **X** opens the Quick Access Menu, exposing system functionality such as the Command Prompt, Disk Management, File Explorer, Run, and more. It's perfect for people who Start Menu. Alternately, you can right-click on the bottom right corner of the screen to spawn the Quick Access Menu.
- (**Windows**) + **I** opens the settings menu, giving you quick access to the Control Panel, Personalisation, and your Power button, among other features.
- (**Windows**) + **O** locks orientation on devices with an accelerometer.

Thanks Ken.

COMPETITION

Thanks to all members who sent in a word ending in "dous" to complement the three listed, namely *horrendous, hazardous and tremendous*

In our little "Odd-ball bits about the English language" last month.

Reg Flew was the winner of a bottle of wine with "*stupendous*". Since preparing the item, your editor has discovered at least 27 words with the same ending, but being mainly technical or scientific words they are not usually seen in common use.

THINKING ABOUT WINDOWS 8?

Ken provided lots of keyboard shortcuts for the new system (above), but if you haven't already installed it, you may want to check that your computer can handle the system before you install it, because it needs a lot of "grunt" to operate smoothly.

Microsoft provides useful information about checking the ability of older computers to deal adequately with Windows 8 on website <http://windows.microsoft.com/en-US/windows-8/system-requirements>. The site also provides access to the "Upgrade Assistant", which can make the check for you and then tell you what extra hardware or software you may need.

You may not have a touch screen like a smart phone, but your old mouse and keyboard will work just like they do for Windows 7 or XP. Your editor doesn't have a touch screen, but understands they are faster than the older systems. You will need a Hard disk capacity of at least 20 GB and the more memory the better; at least 2 GB, but even 8 is not extravagant. And of course you must have Internet access!

| CAN'T FIND THE PROGRAM YOU SEEK? | | TRAINER INFORMATION | | | | | |
|---|--------|--|--|--------|---|--|--|
| | | This table shows at which times trainers attend the Club. To check which programs Trainers can offer, check the list above the booking boards. | | | | | |
| <p>Ask Darrell Hatch, our Training Coordinator and he'll see what can be done to help you.</p> <p>We have about 20 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> | Mon am | Jan van der Hilst Bruce Adams Richard Crighton | 9452 5475 9958 3685 9972 0429 | Mon pm | Malcolm Fell Bob Brisebois Bruce White Joan Kohler | 9451 6050 9451 4660 9451 9779 9905 5193 | |
| | Tue am | Graham Allan Steve Richards Lynne Johannes | 9451 4336 | Tue pm | Special courses: see Notice Board and Trainers & Courses, page 3 | | |
| | Wed am | Dick Manuell Archie Macnaughton Gay Savage John Robinson (10-1 pm) | 9451 1578 9938 1971 9452 1937 9451 5977 | Wed pm | Ian Parsons (off ill) Ken Moorley Susan Howell Jack Wilson | 9452 4249 9451 0494 9415 1167 9452 1148 | |
| | Thu am | Richard Smith Anna Karalus | 9451 5573 | Thu pm | Specials—see notice board | | |
| | Fri am | John Ray Kate Holland Pam Perrin (10 am) | 9451 9396 9810 2451 9449 2734 | Fri pm | Derek Rowland | 9451 3969 | |

| COMMITTEE MEMBERS OCT 2012-OCT 2013 | | | | GOT SOME NEWS FOR THE NEWSLETTER? | |
|-------------------------------------|-----------|---------------------------------------|------------|--|--|
| Colin Ward President | 9451 1000 | Reg Flew Vice-president | 9971 0325 | <p>Your editor appreciates items for the N/L or requests for particular topics to be published as well as feedback in general.</p> <p>His hide is tough so be as direct as you wish!</p> <p>Please communicate with him via email:</p> <p>rman77@bigpond.net.au</p> | |
| Sandra Brophey Secretary | 9939 7737 | Joe Magno Treasurer | 9451 0592 | | |
| John Ray | 9451 9396 | Darrell Hatch Training Coordinator | 9982 7139 | | |
| Ken Moorley | 9451 0494 | Bruce White | 9451 0494 | | |
| Anna Karalus | 9451 5573 | Lynne Johannes | 9412 22922 | | |
| Richard Smith | | | | | |

GRAVE HUMOUR

Is the title of a book about tombstones and headstones, by Franz Spiegel. One, supposedly in Woolwich churchyard in the Borough of Greenwich, London, took my eye. I can only record the words here as I have no photo of it.

SACRED

To the memory of
MAJOR JAMES BRUSH
 Who was killed by the accidental discharge of a pistol by his orderly
 14th of April, 1831
Well done, thou good and faithful servant

WELCOME TO NEW MEMBERS

A cordial welcome to the following new members:
Sammie Fancourt, Raymond Duparc, Jolanta Koszutska, Yvonne Viney, Lavendar Gentles and Julie Burgess.

We wish you well as you explore the world of computing and the Internet with us. Remember you, and your guests, are also welcome at our regular monthly meetings, held on the last Thursday of most months.

Omar Khayyám, Persian poet, author of the Rubáiyát, said, in that wonderful poem:
*"I often wonder what the vintners buy
 On half so precious as they sell"*

Ian Parsons, a trainer for many years and the person who ensures we always have paper for the copier and other printing, is still not well enough to return to club duties and will undergo further tests shortly. If you'd like to encourage Ian his phone number is on page 3. Hang in there Ian and come back soon! And speaking of trainers, a warm welcome back to **Bob Brisbois**, from all of us and especially your Monday friends.

CHOOSING COMPUTERS

If you are considering buying a new computing device, or simply wondering what's the difference between a laptop and a tablet, or a netbook etc., take time to visit:

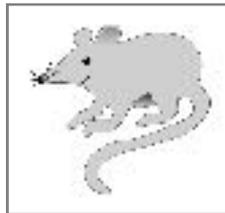
www.microsoft.com/athome/setup/choosepc.aspx#tbid=HLXhmDCZOjp

It may help you to resolve or clarify the issue.

MOUSE ANTICS

Occasionally, some members become frustrated by their mouses (or mice if you prefer) and look for changes that will make their mouses behave differently. There are several ways to achieve such changes – here's one way to do it on Windows systems.

Go to My Computer, the Control find that entry look for Devices or choose Mouse, followed by Config-



In the sub screen that opens settings, then try the various op- sursor settings, such as changing the shape or colour, or adding a trail. In the Activities section you can alter the speed needed for a double click and if your mouse has a wheel, change the scrolling speed. If none of the changes suit you, simply revert to the original, or default settings, which of course you did jot down when we suggested doing so, didn't you!

Panel, select Hardware and Sound (if you can't any title that may include the mouse), then ure my Mouse.

named Mouse Properties, jot down the current tions available and experiment with different cur- sors. In the Activities section you can alter the speed needed for a double click and if your mouse has a wheel, change the scrolling speed. If none of the changes suit you, simply revert to the original, or default settings, which of course you did jot down when we suggested doing so, didn't you!

MANIPULATING PDF DOCUMENTS

Sometimes we receive a document in PDF format, such as the club newsletter and we'd like to keep it, or a specific section, or modify it in some way. It's not easy to play around with PDF documents, but here's one way that you can use. It involves selecting the PDF document and embedding it in a new Word document.

First up, make a new Word document, give it a name you'll remember and do a "Save As" into an appropriate folder. Minimise the Word document and open the PDF document. If you decide to change the entire document to Word, go to Select in the menu bar or ribbon, then Select All. Then choose Copy, (you may need to use the key- board CTRL+C), restore the Word document from the task bar, hit one Enter, then Paste (you may need to use CTRL+V). Save the document, return to the PDF document and click anywhere to release the Selection.

Re-open the Word document and make any changes you desire, including re-naming it or removing its original title as you wish. Save it.

Having made those changes if you now wish to convert it back to PDF format, open the Word document, then Save As, then, in the Save as window, type in the name you desire, find the "Save as type" slot and scroll down to PDF, click on Save. You can then send that changed PDF document back to the originator if you wish. (Of course you can save any document you create, not only in Microsoft Word, by choosing PDF or RTF in the "Save as type" win- dow.)

A SUGGESTION FOR SHAREHOLDERS

Who feel their grievances go unregarded at company AGMS. A major complaint is that boards are free to set their own remuneration and that votes taken at AGMs on the topic are usually regarded as "Advisory Only".

Well, the Australian Shareholders Association (ASA) mainly has a similar unease with this arrangement. You can make the ASA your proxy for voting at AGMs, indicating your oppo- sition to such arrangements, without needing to actually join ASA. Simply spell out in full "Australian Shareholders Asso- ciation" in the spot where your proxy is to be indicated and mail your proxy to the required address. ASA usually gets heard at AGMs, often holding millions of proxies.

(your editor belongs to the ASA and this note was his idea entirely)

A STORY FROM DARRELL HATCH

Wife, at home, texts husband, at work, on a cold winter's morning:

"Windows frozen, won't open."

Husband texts back

"Gently pour a little lukewarm water over it"

Wife texts back five minutes later:

"Computer really screwed up now!"