



# Forest News

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

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**What's on in 2005**

- **Wed. 4th May:** Committee Meeting, Memorial Hall, 1.45 pm. Trainers' Meeting, 4 pm
- **Wed. 11th May:** Newsletter Folding, Club Office, 9am.
- **Thurs. 26th May:** Monthly Meeting, Memorial Hall 2 pm; Guest Speaker Nicholas Jacobson, Quicken Aust.
- **Wed. 2nd June:** Committee Meeting, Memorial Hall, 1.45 pm. Trainers' Meeting, 4 pm
- **Wed. 9th June:** Newsletter Folding Club Office 9 am
- **Thurs 30th June:** Monthly Meeting Memorial Hall 2 pm; Guest Speaker: Colin Murace. Aust.Net Guide.

**THIS MONTH'S SPEAKER**

- Our Guest Speaker at the Monthly General Meeting on Thursday 26<sup>th</sup> May will be Nicholas Jacobson, from Quicken Australia.
- Web: [www.quicken.com.au](http://www.quicken.com.au)
- Nicholas will be demonstrating the excellent financial program Quicken Personal Plus 2005, which is the easiest way to manage your finances.
- Quicken Personal Plus 2005 can help you track your spending and savings easily, optimise your investments, prepare for taxes and plan for your future.
- For your opportunity to discuss the Quicken program and ask questions, come along and be a part of this informative demonstration.

**2005 Digital Photography Competition**

All Members interested in digital photography are invited to enter ASCCA's 2005 digital photography competition. Members may enter up to 6 digital photos. One each in any one of 2 groups of 3 categories. These are: 1. Enhanced a) Landscape; b) People; c) General and 2. Not Enhanced a) Landscape; b) People; c) General. Only one photo can be entered in each section (composite photos count as one in the enhanced group). Each photo must be taken by the member after 15 September 2004. The enhanced group includes photos with any alterations whatever, including cropping and rotation. Entries must reach ASCCA address by Friday, 23 September, 2005. Detailed conditions of Entry and Entry forms can be downloaded from the Forest Website. If you are reading this Newsletter on line you can click on the following link: (<http://home.swiftdsl.com.au/~ForestCompals/2005%20Competitions/2005%20Digital%20Photography%20Competition.pdf>). For Members with printed newsletter go to Forest home page and click on one of the links.

Come on members with digital cameras, join in the fun by entering the competition and believe me digital photography can be and is a lot of fun. Paul Brenac, May 2005.

**Club Raffles**

At each of our monthly meetings over the next few months there will be a raffle commencing with a Hewlett Packard Colour Printer ( USB Port Connection). The printer has been donated by Upgrade Yourself Computers, South Creek Road, Dee Why. At later meetings the prizes will be software. Tickets will be available in the office at \$2 per ticket or \$5 will buy 3 tickets. Any queries contact Darrell Hatch 9982 7139

**ACKNOWLEDGEMENTS**

Forest Computer Pals for Seniors would like to acknowledge the generous support given by our major sponsors.



## MONTHLY GENERAL MEETING – 28<sup>TH</sup> APRIL 2005

President Colin welcomed Members and Guests to the meeting.

The President then asked for acceptance of the March General Meeting Minutes as published in the April Newsletter. Proposed by I. Parsons, seconded by J. Van der Hilst, carried.

Correspondence: Letter to Business White Pages re incorrect phone number.

Connexions In Time an initiative of Warringah and Brewarrina Councils to involve the youth in a photographic project. FCPFS is cooperating by permitting the use of the Club facilities.

<b>Treasurers Report:</b>	Monthly Income	\$1233.00
	Of this amount; Members subscriptions =	\$1040.00
	Bank Interest =	\$ 193.00

	Monthly Expenses	\$ 352.00
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Balance YTD \$18705.00 with \$17173.00 in Cash Mgmt Account

**Training Coordinator's Report:** The Basic Training Course for new Members and those new to Computers will be held on the 7th May 2005. The course requires a minimum of 4 attendees otherwise it will be cancelled. So please enter your name on the registration form in the Club Room if you are interested. Members were reminded 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.

**Purchasing Officer:** The Good Guys at Chatswood are still offering deals on printer cartridges. Contact Fay if you wish to take advantage of these offers. Members are getting very competitive prices on equipment when dealing with Vital Peripherals Supplies in Brookvale. Please let Fay know if you find a great deal.

**Presidents Report.** Colin displayed a listing of free programs such as, AVG and Avast Anti-Virus, Zone Alarm Firewall, Spybot and AdAware, together with commercial programs available that will provide protection for your computer. He emphasised that while it's nice to have them they are of no benefit if you do not keep them up-to-date and exercise them often. Check out the ASCCA website for more information.

**General Business:** M. Fell informed that "TOM", the computer, has a separate user start-up.

Selecting this function allows larger icons and print to be displayed on the screen for the benefit of those having trouble reading the displays.

R. Flew requested a demonstration, possibly on a Tuesday afternoon, on the operation of computer maintenance programs such as anti-virus and spyware. Many members hear about these programs but are still unsure of how they operate and what to do with them.

R. Flew also requested that some visitor from a Probus club be permitted to attend these demonstrations.

Query regarding Outlook Express not allowing Attachments to be downloaded. Go to the Tools dropdown menu / Options / Security then untick "Do not allow attachments etc etc"

This procedure was projected on the screen to demonstrate how-to-do-it.

Query regarding changing hard drives in the computer ala C. Ward. These harddrives are installed in a drawer that fits into a compartment installed in a 5¼" slot in the computer tower. The drawer (harddrive) then may be withdrawn and replaced with a similar drawer (hard drive). This is a good device for backing up your computer on a separate hard drive.

Two free programs recommended were SpyMechanic for checking spyware and CD Check that checks the condition of CDs.

**Attendance Secretary:** Attendance 33 with 3 Visitors and 3 apologies.

This Month's Speaker was Philip Hurst proprietor of **UPGRADE YOURSELF COMPUTERS P/L** located in South Creek Road Dee Why. Philip demonstrated the use of a computer as a multi media device for downloading and recording TV and Radio with the ability to interact with your TV and sound systems. He then demonstrated how to upgrade your computer by adding, memory, video cards, USB outlets, and various other computer components. A most impressive display that cleared up the mystery of the computers innards for many.

Meeting closed at 4.05pm

### For Sale.

The club has 2 Compaq Computers in working order which require a good home. The home to which they go must belong to a Club Member. Price Free. Contact Darrell 9982 7139.

Modem as new D-link DFM-560E high speed external data/fax voice with users guide \$50 O.N.O. Ali Nathans. [anathans@bigpond.net.au](mailto:anathans@bigpond.net.au)

### SELECTING TEXT

When we are working in MS Word, or most of the other word-processing applications, we are occasionally advised to "Select" or "Highlight" specific sections of our masterpieces, in order to make a change of some sort. The change may be any of the following: Size, Bold, Italic, Font, or to Cut and Paste, Copy and Paste, shift the selected item to another place and so on. This little talk is about doing those things easily.

Before we start, let's be clear about meanings – "Select" means to manipulate the item so it appears in reverse (white letters on black instead of black letters on white). After selection we can make many different changes, as alluded to above. "Highlight" means to surround a chosen word in black letters with a colour to make it stand out. When we highlight, that's it, nothing else can follow. We're talking here about "Selecting" in the table below. Also, note that the mouse pointer, or cursor, changes shape as it is moved about the screen. In particular, when it is in the body of some text it is in the form of an "I" beam, but when it is moved to the left of the text, it changes to an Arrowhead at a precise spot. The part of the screen where it becomes an arrowhead is called the "Selection" area. Try this out before proceeding to the table. One other thing, a reminder that when requested to do things sequentially, it is usual to indicate a comma between actions, but when both, or all keys, are to be hit simultaneously, there is a "+" between the keys. EG To try and correct a difficulty such as a screen freeze the instruction is often "Ctrl + Alt +Del", which means, while holding down both the Control (Ctrl) and Alternate (Alt) keys, tap the Delete key. In the table all clicks are left clicks.

TO SELECT:	DO THIS	OR THIS
One letter	Click next to letter, then hit Shift + right arrow	Click the insertion point at the close left of the letter and drag to its right
One word	Double click on the word	Click the insertion point at the close left of the word and drag to its right.
One line of text	Hit Shift + down arrow	Click the insertion point at the close left of the line and drag to its right, or Place the mouse cursor in the lefthand selection area (get the arrowhead!) and click once
One sentence	Hold down Ctrl and click anywhere in sentence	Click the insertion point at the close left of the first word of the sentence and drag to end of the sentence
One paragraph	Double click in the selection area opposite the paragraph	Triple click anywhere in the paragraph
One document	Hold down Ctrl key in the selection area anywhere in the document and click	Click on Edit in toolbar and then on Select All

This document was prepared in Verdana 9 point, with the main text justified. The headings were centre aligned. The table was prepared using "Table" in Toolbar. The contents in the table were left aligned. Rwmmar29,2005.

### 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 16th,23rd and 30th August

#### DIGITAL PHOTOGRAPHY

The Digital Photography Course started on 7th April . 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 David Van Kool, Suzanne Stevens, John Mattison, Claudia Henderson, Frank McMahon and Jacques Brenac who joined the club during April.

#### 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> Memorial Hall, 3 Starkey Street, Forestville 2087. PO Box 116 Forestville 2087 Phone: (02) 9975 7762 Fax: (02) 9453 4077		Mon am	Jan Van der Hilst Richard Crighton Sandra Brophrey	9452 5475 9972 0429 9939 7737	Mon pm	Malcolm Fell Bob Brisebois Joan Kohler	9451 6050 9451 4660 9905 5193
		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 Jack Wilson Susan Howell Paul Brenac	9451 4515 9452 1148 9415 1167 9416 4578
		Thu am	Len Johnson Fay Stewart Richard Smith Bruce Adams Anna Karalus	9450 2167 9451 1959 9958 3685 9451 5573	Thu pm	Special courses see page 2 & Notice Board	
		Fri am	John Ray Kate Holland Shanelle Breusch	9451 9396 9810 2451 9452 5680	Fri pm	Derek Rowland Word groups	9451 3969
		Colin Ward	Computer Maintenance and repairs	By Appointment		9451 1000	
		Frank Burke	Genealogy	By Appointment		9451 2364	
		Marie Bailey	Wednesday morning	Social Coordinator & 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</b> Oct 2004 to Oct 2005					
		Colin Ward, President	9451 1000	Paul Brenac, Vice-President		9416 4578	
		Archie Macnaughton, Secretary	9938 1971	Jack Wilson, Treasurer		9452 1148	
		Gay Savage, Speaker Organiser	9452 1937	Darrell Hatch, Training Coordinator		9982 7139	
		Dick Manuell, Public Officer	9451 1578	Fay Stewart, Purchasing Officer		9451 1959	
		Reg Flew, Membership Coordinator	9971 0325				
<b>ABOUT THE CLUB</b> 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.							
<b>Entry Fee &amp; Subscription</b> 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.							
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.							
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).							
<b>Newsletter Contributions</b> Contributions from members are welcome at anytime. Please email them in plain unformatted text to Forest News editor, Rowena Barnes on:							
<a href="mailto:rowenabarnes@optusnet.com.au">rowenabarnes@optusnet.com.au</a> 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.							