



# Forest News

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**Coming events**

- Committee June 9
- NewsLetter folding June 9

Forest Computer Pals thanks Warringah Council for its support



Warringah Council

**PLEASE READ THIS MESSAGE FROM THE COMMITTEE**

**CHANGE TO MEMBER APPOINTMENT SHEET**

At present there are many vacancies on the appointment sheets. To enable better use of our facilities and trainers' time, the committee has decided that the club can accommodate more attendees per week and members may now book 2 separate 1 hour sessions weekly. When attendances increase again the system may revert to a limit of 1 hour weekly.

The present arrangement of being able to phone in and enquire if there space available for you to use on that day will continue.

Group and special classes are not affected by this new arrangement.

**MAY MEETING**

Will be held on May 27 in Meeting Room 2 at the Memorial Hall, starting at 2 pm. President Colin will speak about Virtual Machine Ware (VMWare). It's about using multiple operating systems within a single OS. Come to the meeting to find out more. In the interim you can read about VMWare on website [http://en.wikipedia.org/wiki/windows\\_Virtual\\_PC](http://en.wikipedia.org/wiki/windows_Virtual_PC).

Following afternoon tea at 3, we'll hear from our own KEN MOORLEY, who will tell us how to install and use Windows 7, the latest OS.

Members and their guests will be most welcome.

**WHO SAID THAT?**

*(Answers next month)*

1. Elementary, my dear Watson!
2. All for one and one for all.
3. Genius is 1% inspiration and 99% perspiration.
4. La Dolce Vita.
5. Life is mostly froth and bubbles.
6. Where ignorance is bliss, 'tis folly to believe.
7. She who must be obeyed.
8. The boy stood on the burning deck.
9. If it ain't broke, don't fix it.
10. Australia's sons, let us rejoice.

**COMMITTEE MEETINGS**

As from Junes 9, committee meetings will be held on the second Wednesday of each month. Please note this change in case you wish to ask the secretary, Sandra Brophay, for an item to be considered, giving her at least ten days notice.

## WHAT DID YOU SAY?

As seniors, it is likely that some of us can hear better than others. For many people it is only when they begin to notice hearing loss that they appreciate the importance of good hearing. Unfortunately, there's not much can be done to restore lost hearing, but we can all do something to help those who have reduced hearing to hear better. It often requires some effort for users to adapt to their hearing instrument and a sympathetic approach by their friends is often appreciated. The following suggestions are reproduced with permission, from the April edition of "Your Hearing News", published by the Hearing and Balance Centre of St Vincent's Hospital.

**Hearing aid users need our support! You can help them by applying these practical tips:**

1. **Speak clearly and naturally.** Please don't shout – it's unnecessary and may cause distortion of your voice or even discomfort the listener. Do maintain your normal speaking voice, speak clearly, but not too quickly.
2. **First attract the listener's attention.** You can do this by addressing them by name, or by moving into their field of vision.
3. **Move closer.** A shorter distance between speaker and listener improves the understanding, especially if there is background noise.
4. **Face the listener.** Position yourself so the listener can see your face and lips. "Lip-reading" is instinctive to us all, but the hearing impaired are more dependent on it than the rest of us.
5. **Allow for the surroundings.** Avoid trying to have conversations from one room to another, or in noisy rooms, or while the vacuum cleaner is running, or while loud music is playing.
6. **Recognise there are performance limits.** Don't expose the hearing impaired listener, or their equipment, to an unfair test. Both user and equipment have their limits.
7. **Appreciate that using a hearing instrument can be tiring.** When one's hearing is diminished, it needs a lot of concentration to maintain a conversation, so watch out for signs of weariness.
8. **If you need to restate your message,** try to use different words; some sounds are harder to pick up than others, even with modern aids.
9. **Finally,** try and be a good listener yourself, displaying good humour and patience. You will be rewarded by an improved relationship with your listener and everyone being more relaxed.

If you would like more information about "Your Hearing News", please ring Wendy Hughes on 1300 134327, or email her on [wendyh@hearingbalance.co.au](mailto:wendyh@hearingbalance.co.au)

## MY EMAILS ARE NOT COMING THROUGH!

This complaint is most common with people who have dial-up Internet connections, and the usual story is *My son, daughter, grandchild etc has sent me an email but I have not received it or in fact any more emails since they sent me this email.*

The usual cause is a large email is "stuck" in the inbox and is waiting for you to download. A recent instance of this was an email containing a video of 14.8MB long; under normal dialup downloading this would take over 10 hours to collect. So what we need to do is either remove or otherwise dispose of this email.

To remove a large email under dialup what you need to do is look at the email as stored at your ISP. This is done using webmail. So either go to your ISP web address and look for a webmail application or use [www.mail2web.com](http://www.mail2web.com) and enter in your full email address and your password. The webmail program will retrieve the email headers from your ISP and display them. Then all you need to do is delete the large email and all your other emails can be read using your normal email program.

The same approach may be used for ADSL or other internet connections if necessary. If the problem bugs you, you could install MailWasher (free) from website [download.cnet.com/MailWasher-Free/](http://download.cnet.com/MailWasher-Free/)

Thanks to Malcolm Fell for this gem.

## APOLOGY

Owing to a serious glitch in the operation of the editor's home computer, it was not possible to include the minutes of the April monthly meeting in this issue.

### TRAINERS AND COURSES

There are about 20 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 2007. Next course starts on May 28 promptly at 1 pm and runs for 6 weeks. Derek covers the full range of Word's capabilities, including WordArt, Graphics, Tables and Drawing features, as well as Word Processing. Notes are provided at each of the sessions. Please add your name to the list in the office.

#### INTERNET COURSE

**John Ray's** next course starts at 1 pm on Sep 1 and runs for 3 weeks to Sep 15. Browsers, Email, Security and Settings will be covered. Please add your name to the list in the office .

#### BASIC COURSE

**Darrell Hatch:** Darrell runs a basic course for newcomers on selected Saturdays, 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. Please Email him on [mmfell@optusnet.com.au](mailto:mmfell@optusnet.com.au) for more info.

#### 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.

#### GENEALOGY

**Anna Karalus** will help you get your family tree in shape. Please call her on 9451 5573 to arrange an appointment.

#### DIGITAL PHOTOGRAPHY

**John Robinson:** Trains on Monday mornings and specialises in Photo programs.

#### TELSTRA MOBILE PHONE COURSE

**Gerry Benjamin:** the first course is complete. Put your name on the notice board list for a future course! Gerry still needs two or three helpers with modest mobile skills to assist in class work please. (Phone number on page 4)

#### PLEASE NOTE

If there is a course you'd like us to supply, please tell Darrel Hatch and he'll see what can be done to meet your need.

### IMPORTANT NOTICES

#### Recording Your Attendance and Departure times

Most of us remember to sign in on arrival at the club office 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

The annual subscription is \$70, if paid annually by June 30, or \$25 if paid quarterly. The address label on mailed newsletter will advise when subs are due. If you receive your newsletter by email, reminders are emailed just before your subscription expires. When paying, please put your cheque or cash in an envelope with your name and number on it and hand it to a trainer or office assistant to put it in the diary and cashbox. Alternatively, post it (cheques only) 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. For further information 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 appointment 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 two separate one hour sessions 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). NOTE: SEE PAGE 1—THIS ARRANGEMENT CURRENTLY NOT IN USE*

Would members who have booked time and cannot keep the appointment please phone as early as possible to allow others to utilise the vacant place.

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 is a founding member of the Australian Seniors Computer Clubs Association (ASCCA). The work of the club is voluntary and depends mainly 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) for more information.</p> <p>The entry fee is \$25. Subscription fees are paid annually (\$70), and are due at the end of June. All members, including trainers and committee persons, pay full membership.</p>	Mon am	Jan van der Hilst Bruce Adams	9452 5475 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 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			
	Fri am	John Ray Kate Holland Shanelle Breusch Pam Perrin (10 am)	9451 9396 9810 2451 9452 5680 9449 2734	Fri pm	Derek Rowland MS Word groups	9451 3969	
	<b>OTHER TRAINING INFORMATION</b>						
Colin Ward	Computer maintenance and repairs	By Appointment	9451 1000				
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				
Sandra Brophay	Skype & dig. photos	By Appointment	9939 7737				
Lexie Keston	Tuesday am	Office Assistant	9417 3354				
Anna Karalus	Genealogy	By Appointment	9451 5573				
<b>Committee for the year October 2008 to October 2009</b>							
Colin Ward President		9451 1000	Reg Flew Vice-President		9971 0325		
Sandra Brophay 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 9779		
Anna Karalus		9451 5573	Gerry Benjamin		9453 3255		
<b>NEWSLETTER CONTRIBUTIONS AND RECEIVING THE NEWSLETTER BY EMAIL</b>							
<p>Contributions, tips, problems, etc., 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><i>If you have an email address and would like to get the Newsletter by that means, please send an email to Dick requesting Newsletter by email. This will save the club on postage and paper and you'll get the N/L faster. Also if you have changed your email address, please tell us the new one!</i></p>							
<b>WELCOME TO NEW MEMBERS</b>							
<p>We welcome the following new members and wish them well as they compute and make new friends:</p> <p>Yvonne Morris, Lesley &amp; David Moule, Dounia Issa, Jill Whittingham, Earl Kasch, Bob Baird and Beryl Spencer.</p>							
<b>SECURITY</b>							
<p>Many of us are happy to use free software for computer security and most of the freeware is reliable.</p> <p>However if you want top protection, you should consider buying a program, as these usually provide a higher level of security than freeware.</p> <p>CHOICE COMPUTER for May/June recommends Symantec's Norton Internet Security 2010 as a Best Buy, out of 18 suites tested.</p>							