



FOREST NEWS

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For the calendar

Next Committee meeting May 14
Next Monthly meeting May 28.

MEMBERS MONTHLY MEETING ON THE 28TH MAY 2015

2 pm to 4pm, afternoon tea break, Guest Speaker

Guest Speaker Mr Dave Darcy,
the Police Commander in the Northern Beaches Area

We are privileged to have none other than Mr Dave Darcy the Commander of Police in our area to be our guest speaker for our May meeting. He not only lives in our area but has had 33 years experience in the NSW police force.

More importantly for us, Dave will cover more recent changes in the Northern Beaches police force, their successes and some of the local problems that have to be solved and which are critical to our area.

Members, we promise you will not be disappointed, so please attend in force to experience one of the better addresses; one that will include some of the things that you would not expect to occur in our local community.

WELCOME TO NEW MEMBERS

We welcome the following new members and wish them well as they explore the world of computing with us:

*Rick Kramer,
Johanes Shirvastian,
Nazik Shirvastian
and Jean Paul.*

There will be a prize at this

Guests of members come!



Lucky door meeting.

bers wel-



OFFICE ASSISTANTS

Thank you to the kind lady member who responded to our appeal for Office Assistants last month. However we still need more Assistants!

In case you need help making up your mind, we include here an outline of the tasks done by the OA. This list was prepared by Marie Bailey, a very experienced OA, who also prepares our name tags at meetings and records attendance, not to mention afternoon tea!

OFFICE ASSISTANT DUTIES

- Check answering machine and attend to messages
- Answer telephone and attend to calls
- Collect mail from PO Box 116 and place mail in appropriate pigeon holes
- Attend to any payments by entering details in office diary, place cheque and any accompanying mail in envelope with name and membership number on the outside and put into the treasurer's locked box. Change members' due date on list on cupboard door.
- Enrol new members as per instructions in office.

Marie has also volunteered to coordinate enquiries about the post. Best time to catch her is at the club office on Wednesday mornings (phone 9975 7762), or simply drop in and see her personally, or during afternoon tea at monthly meetings. She's waiting for you members, ladies or men.

APRIL MEETING

President Colin welcomed members and guests in opening the meeting, which was attended by 26 people, with 4 apologies. Club membership was 149 and asset balance \$5,483. Members were reminded of the increase in annual subs to apply from July 1. (\$80 per annum, or \$30 per quarter).

Colin expanded on the Training Exercises he had collated, and made available on USB drives or on line. Website <http://fcfanswers.info> has full details. Username is **fcfcs**, but the monthly password will only be provided at monthly meetings. **Those unable to attend can get the password by contacting Colin with their Full Name and Membership Number** The USB, or site, provides information and programs for many useful items, including the new free version of Libra office, fully compatible with MS Word. The Knowledge Base on the club website is being replaced by a more updated information section.

Following afternoon tea and coffee in "Marie's Kitchen" Anna introduced **Brian Fairweather** from the Ray White Agency at Killarney Heights. Brian spoke about housing trends in our area. Among other things he mentioned that the present spate of price rises was probably not a bubble for the district, although the new Frenchs Forest hospital was influencing prices above the trend in Frenchs Forest. In general, interest from overseas buyers was strong and the shortage of new houses was also contributing to the upward pressure. Despite these trends, he still saw the Forest area as a bargain priced field.

Responding to many questions, he suggested that those preparing their home for sale should consider carefully the real value of spending a lot of money on say kitchen renovations: as such investment may not be returned. Instead, painting the exterior, or sprucing up the garden may cost less and attract more buyers. State government regulations had overruled council requirements for "Granny Flats" on approved sites recently, indicating where the property regulation power resided.

He was entertaining in his address and provided his email address for anyone who would like to receive his free newsletter, or property advice It is brian.fairweather@raywhite.com. **Thank you Brian!**

SECRETARY NEEDED!

The committee is searching for a new secretary. Duties include preparing agendas for committee meetings, taking and distributing minutes of meetings, making Memorial Hall bookings for future events, maintaining the club notice board, sending out invitations to dignitaries for attendance at club functions, among other things.

Experience nice, but not essential; speak to any committee member for further details.

REVIEWING DOCUMENTS

Sometimes, we need to ask a friend to look over a document we've prepared: it may be a will (*you do have one don't you!*), a recipe, an inventory of things at your golf club, a letter to the editor, or lots of other items, even a new book! MS Word in versions from 2007 on can help you do this easily. Here is one way to utilise this technique:

Prepare the draft document, and then email it to your friend. If they are unfamiliar with the **Review** ribbon, suggest that they follow these instructions:

Open the document in Word, then click on the button **Review**. Start reading the document and when you reach the first spot where you wish to make a suggestion, click on the position and then click on **New Comment**. A window will appear on the right-hand side of the document. Type your suggestion or comment in the little coloured box. (When first opened, colour will be pink, but after being saved it will be purple). Continue to the next spot for a comment and repeat the process. Note that each box has a number assigned. If halfway through the review, you wish to change an earlier comment, simply go back and make the change, or if you find something you missed first time round, just insert a new comment and the numbering will automatically re-align. When you've finished, save the document with a different name and send it back to the author, or whoever is to get it next.

When it returns home, open it, then the **Review** ribbon and click on the first spot where a comment was made. If you like it, in the block named **Changes** click on **Accept**, but if you don't like it, click on **Reject**. When you've finished, save the new version as your finished document. *Voila!*

Now if you find this tedious, you can always add your comments in brackets after the word or phrase you wish to modify, and using **Strike Through** in the **Font** block (in Effects) to fully identify the phrase you wish to be changed. This process is not so easy on the original author, for they need to go through each suggestion, reversing the process the reviewer used.

DO YOU USE THE WINDOWS KEY ON YOUR KEYBOARD?

Second in from the left on the bottom row of your keyboard, the Windows key was put there for easy access, but not everyone uses it, (including your editor). Here are a few of its uses:

- With the Tiles window open, a click on the Windows key will take you straight to the Desktop, and if you have the Desktop open, a click on the Windows key takes you back to Tiles.
- If in the Tiles window, click on the tile entitled "Keyboard Shortcuts". There you will find a number of useful ways of quickly navigating your Windows 8 system, most of which use the Windows key. After you have become familiar with those you like, you'll use them more often.
- *But only if you practise!*

SOME ALLEGEDLY ZEN PRINCIPLES

- Never test the depth of the water with both feet.
- Always remember you're unique. Just like everyone else.
- Before you criticize someone, you should walk a mile in their shoes. That way, when you do criticize them, you're a mile away and you have their shoes.

2014/5 COMMITTEE

NAME	POSITION	PHONE	NAME	POSITION	PHONE
Colin Ward	President	9451 1000	Ken Moorley	Vice-president	9451 0494
	Secretary		Joe Magno	Treasurer	9451 0592
Darrell Hatch	Committee.	9982 7139	Janece Burge-Lopez	Committee	9975 3465
Anna Karalus	Committee	9451 5573	Reg Flew	Committee	9971 0325
John Ray	Committee	9451 9396	Marie Nicholls	Committee	9402 4558
Susan Howell	Committee	9415 1167			

THE TABLE BELOW INDICATES ON WHICH DAYS THE VARIOUS TRAINERS ATTEND THE CLUB. TO FIND WHICH PROGRAMS THEY CAN TEACH, PLEASE REFER TO THE CHART ABOVE THE BOOKING SHEETS AT THE CLUB OFFICE.

We have about 14 trainers at present, but would like to have a few more. Most trainers will tell you they have learned more about computing by becoming a trainer than by any other means. They'll also agree it's good fun and rewarding. If you are interested in becoming a trainer, please contact Darrell Hatch, our Training Coordinator.

DAY	TRAINERS AM	CONTACT NUMBER	TRAINERS PM	CONTACT NUMBER
MONDAY	Derek Rowland 9 am–1 pm	9451 3969	Jan van der Hilst Joan Kohler 1–4 pm	9452 5475 9905 5193
TUESDAY	Graham Allen Steve Richard 9 am–1 pm	9451 4336	Trainers Training with Ken Moorely Booking essential	9451 0494
WEDNESDAY	Gay Savage Dick Manuell 10 am–1 pm	9452 1937 9451 1578	Susan Howell Jack Wilson Colin Ward (by appointment) 1–4 pm	9415 1167 9450 2114 9451 1000
THURSDAY	Richard Smith Anna Karalus Detlef Volmer 9 am–1 pm	9451 5573	Special Courses As notified on notice board (Experimental writers course underway)	
FRIDAY	Kate Holland Pam Perrin John Ray 9 am–noon	9810 2451 9449 2734 9451 9396	(Club closed until enough members request lessons on Friday afternoons)	

Trainers specialising in i-Pads, Androids etc

TRAINER	I-PADS & TIME AT CLUB	ANDROIDS, ETC & TIME AT CLUB
Ian Parsons	Wednesday PM	(Not at present—Ian is ill.)
Derek Rowland	Monday AM	
Detlef Volkmer	Thursday AM	
Janece Burge-Lopez	Wednesday AM (Thursdays by appointment)	
Colin Ward	Wednesday PM	Wednesday PM

FINANCIAL ADVISORS

Not everyone needs a financial advisor, but those who are fortunate enough to have funds available for investment have faced many problems with some advisors more interested in their own welfare than that of their clients. Choosing a reliable advisor can be daunting.

ASIC has developed a register of advisors, available through StaySmart, ASIC's excellent Newsletter, a free governmental service. (Website <https://www.moneysmart.gov.au>). The April edition includes details of the voluntary register and advice on how to choose an advisor that suits your situation. Well worth a visit, especially today when interest rates are so low on bank deposits and term deposits.

As always, be wary and avoid high risk deals.