



Forest News

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

Editor: Rowena Barnes

Our Web Address:

<http://home.swiftdsl.com.au/~ForestCompals>

Our Email Address:

ForestCompals@swiftdsl.com.au

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What's on in 2005

- **Wed. 1st June:**
Committee Meeting,
Memorial Hall, 1.45 pm.
Trainers' Meeting, 4 pm
- **Wed. 8th June:**
Newsletter Folding, Club
Office, 9am.
- **Thurs. 23rd June:**
Monthly Meeting,
Memorial Hall 2 pm;
Guest Speaker Sarah
Theiss, Microsoft
- **Wed. 6th July:**
Committee Meeting,
Memorial Hall, 1.45 pm.
Trainers' Meeting, 4 pm
- **Wed. 13th July:**
Newsletter Folding
Club Office 9 am
- **Thurs 28th July:**
Monthly Meeting
Memorial Hall 2 pm;
Guest Speaker: Lesley
Irwin, Manly Warringah
Community College

THIS MONTH'S SPEAKER

Our Guest Speaker at the Monthly General Meeting on Thursday 23rd June will be Sarah Theiss, from Microsoft, presenting a session about Microsoft Office – the free resources Microsoft make available on the web and the newsletter you are able to download at no cost. Get access to free online training, the latest downloads, how-to articles, tips, product news, support articles, templates, clip art, and special offers. In addition, Sarah will run through how to do a mail merge using Microsoft Word, and show you how to produce some lovely Birthday cards using Microsoft Publisher. Come along and bring a friend to this informative learning experience.

CERTIFICATE OF RECOGNITION



Our club has about 250 members. It is officially administered by "the Committee" in accordance with the Associations Incorporation Act and its regulations. The basic work of running the club is done by the volunteers, some 50 or so, including Trainers, Newsletter folders, Office

Assistants, the Librarian, the Social Secretary, the Equipment and Purchasing Officers, The "Fix-it" man (who fixes the many problems our computers suffer!) and the nice lady who cleans the place every Monday. Then there is our lively group of Trainees, who regularly book in for training sessions and occasionally dazzle our Trainers with their brilliant ideas!

All these people are greatly appreciated, for without their help our club would soon collapse.

Our Trainers constitute the hub of all this activity. We're very proud of them. The Committee has decided it's about time we recognised their contribution to the club's progress and service to seniors, so it is introducing a long service award certificate for those who have given 5 years' service as a Trainer. These certificates will be presented at the next AGM. We will also change Trainers' nametags to indicate their long service and experience. Watch out for them after the AGM.

It may also be a time for you to think about your input to club operation. Additional Trainers are always needed. If you think you'd like to try it out, have a chat with Darrell Hatch, our Training Coordinator. We have an In-house Training program for new Trainers. It's short (4 by one hour sessions) and if, after finishing it, you decide training is not for you there's no pressure to continue. Many present Trainers were shy about starting, but have been agreeably surprised at how much they have learned since becoming a Trainer!

Computer Giveaway.

The club has three more computers to give away. They are Pentium 2's with Windows 98 & are basic computers suitable for Word processing, Spreadsheets & operating on the Internet. Talk to your trainer if you don't have a computer or phone Darrell on 9982 7139.

ACKNOWLEDGEMENTS

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



Warringah Council

MINUTES OF MAY MONTHLY MEETING

President Colin opened the meeting at 2 pm and welcomed members and their guest.

Minutes of the April meeting were approved (moved Jack Wilson, seconded Derek Rowland).

Attendance: 32 members were present, one guest and 9 apologies.

Correspondence: 1. Australia Post, advising that the club had won a Canon IXUS 30 digital camera in a contest in which everyone who renewed their Post Office box contract was automatically entered in draw for one of twenty cameras. 2. Russell Wolfe, Community Centre Coordinator, for Warringah Council advising Fees and charges for the period 2005/6, with the welcome news that the rent for the club's office would be reduced.

Treasurer's Report: Jack Wilson reported that the month's income had been \$741, expenses \$144 and that assets were \$19,478, including some \$17,000 in the Cash Management Account.

Training Coordinator's Report: Darrell Hatch reported that the club was supporting the project "Connexions in Time" by permitting the young people involved to use club computers (under club supervision) and sought volunteers to assist. Warringah Council IT staff would provide the program "Photoshop Elements" for the project.

President's Report: Colin spoke on "Voice over Internet Protocol" (VOIP), as becoming a popular way to communicate with friends and relative anywhere in the world using a program like "Skype". Headphones purchased at the computer markets by Paul Brenac for less than \$20.00 were great value and very good quality. He then gave a short tutorial on the use of Ad-Aware, a useful program for eliminating data miners, undesirable cookies etc. He warned against allowing a request to make one's computer a server. Ad-Aware supplemented the antivirus programs and firewalls now considered mandatory for all computers with Internet access. He had prepared a floppy disk with Ad-Aware and Spybot which could be copied by members; trainers would have it available.

General Business. Eva Morrison reported that she had tried out a new printer ink service. Kerry Blakeman (0408233710) of "Ink on the Run" was providing an ink re-filling service at the customer's home, at favourable prices. His website was www.inkontherun.com, and the email address enquiries@inkontherun.com.

Our guest speaker, Nicholas Jacobson, then drew the raffle for the HP printer donated by Up-grade-yourself Computers (Phil Hurst). The winner was ticket D30 - Marlene Saunders

GUEST SPEAKER was Nicholas Jacobson, Training Manager for Quicken. He gave an overview of the new Quicken program Quicken Personal Plus 2005. This new version operated in a manner more like Microsoft systems than earlier versions, making it easier to follow. There were also expanded menus and the new system did not cause any registry blips. Options to purchase included an annual Supplementary Program which entitled purchasers to upgrades and technical support at no further cost. The usual technical all-up fee for purchasers of the standard program was \$4.95 per minute. Nicholas kindly provided his email address for those wishing to make further enquiries or to request a copy of the user manual for study – nicholas.jacobson@quicken.com.au.

Meeting closed at 4.20 pm.

Letters to the Editor.

It has been suggested that we have a segment in the Newsletter for "Letters to the Editor". This month we have another tip for "Selecting Text" from Clem Salem who says "I prefer to use the following method, which is very good for beginners because the selecting is very positive and doesn't waver around as it can do when drag and drop is done too quickly and carelessly. I left click the mouse to put the cursor at the beginning of the text to be selected, then go to the end of the text and hold the Shift key down while mouse clicking (left click). This works in my email program as well as Windows Word.

To keep this going I need some feedback from members so please let me have some, we can all learn from one another. Send your Tips or Comments to rowenabarnes@optusnet.com.au.

June Raffle

At the JUNE monthly meeting the club will draw two lucky winners in our raffle. First prize will be Microsoft Office XP standard & second prize will be Microsoft Front Page 2000. The tickets will be on sale in the club's room at \$2 each or three for \$5.

A Happy Winner - Marlene Saunders was the happy winner of the brand new Hewlett Packard Desk jet printer raffle drawn at the last meeting. The Printer was donated by "Up Grade Yourself Computers"

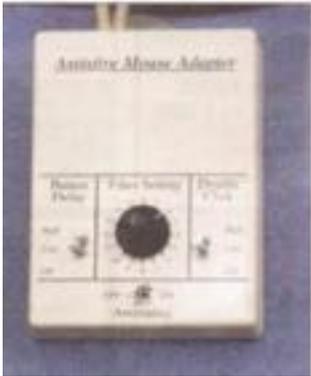
Digital Photography Course

Along with 7 other club members I have just finished the Digital Photography Course run by Paul Brenac. I have had my camera for a number of years and it has only been used to point and shoot, I have to admit that I had never read the manual until I started the course with Paul. Whilst my camera is a very simple one, mainly because it is about 4 years old and things have changed a lot in that time, I still found that there were a number of things that even I could do and I couldn't wait to get home to put my photos onto the computer. Paul put together a very comprehensive course and presented it extremely well. I know there is a waiting list for the next course which cannot be held until next year due to Paul's travelling but take a word of advice from me, if you are not on the waiting list, get on to it, it is really worthwhile.



Rowena

Article by Tom Pillans—Manly Daily - Help at hand for tremors



IBM has come up with a device to help people who suffer from hand tremors to control a computer mouse.

The computer mouse adaptor filters out the shaking movements of the hand, making it possible for users to operate a PC or navigate the internet, simple functions usually denied to them because of the erratic movements of the cursor on screen.

No additional software is needed. The adaptor simply plugs in between the computer and the mouse and can be switched on and off or adjusted depending on the severity of the tremor. It can also be set to filter out unintended multiple clicking caused by a shaking finger.

IBM has licensed the mouse adaptor to a small British electronics company, Montrose Secam Ltd, which is selling the device for less than \$US100. www.montrosesecam.com

How to use Email when traveling

To use email when traveling you need to set up a web based Email account. Hotmail www.hotmail.com and Yahoo www.yahoo.com are two popular ones, and they are free. It's easy to set one up, just follow the instructions. Before leaving home set up the Address Book which comes with the account. You can set up group accounts for family and friends which allows you to send one email to a number of people. This saves time and keeps costs down.

I find there is Internet access everywhere when we go caravanning, even in small out of the way places. You can find access at Tourist Information Centres, Public Libraries, Cafes and Clubs etc and some Caravan Parks have an Internet Café. If you are on a budget Public Libraries are the cheapest and were even free in South Australia. Some Servicemen's Clubs have free Internet for members and guests. The most expensive is coin in the slot type of access so I only use these if nothing else is available.

A Hotmail account is also handy when you are without your computer for repairs and upgrades etc. Just access your email from a relative or neighbour's computer.

If you need to access to your ISP Internet account just go to one of these websites www.mail2web.com or www.mailstart.com All you need to do is enter your user name and password.

Extract from ASCCA Newsletter written by Ruth Bingham.



SPECIAL COURSES

WORD PROCESSING-GROUP TUITION—Microsoft Word - Basic to Intermediate levels

Derek Rowland has advised that due to lack of interest the Course scheduled for the June has been postponed. If you are interested in doing this course at a later date 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. 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

IMPORTANT NOTICES

Welcome to New Members

The President, Colin Ward and the Committee would like to welcome Doreen Macfarlane, Pat McFadyen, Alan and Françoise McCallum, Elizabeth Paton, Ian Mercer, Allan Skehan, Peter Trist and Mary Bowie who joined in May.

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.

Subscription Reminder

If you receive your newsletter by mail, your membership subscription to Forest Computer Pals for Seniors ends at the end of the month shown on the top right corner of the address label on the envelope in which this newsletter was enclosed. If it shows June 05 your subscription will expire at the end of June 2005. You should pay your subscription before then to avoid becoming non financial and to avoid the termination of your membership as dictated by Club rules. If you receive

your newsletter by email, reminders will be emailed about a month before your subscription expires. If attending the clubroom please place your payment of \$25 for a quarter's or \$70 for a year's membership in an envelope showing your name and membership number in the cashbox provided. Alternatively, post it to: The Treasurer, Forest Computer Pals for Seniors, PO Box 116, Forestville 2087 or make an EFT payment direct to Forest Computer Pals for Seniors Bank Account. Please send an email to Jack Wilson at: jwilson@exemail.com.au requesting detailed instructions on how to pay your fees via on line banking.

Members Training Calendar

Members may book ahead for tuition 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 & if there is space available then and only then they may book extra time. Would members who have booked time & cannot make the appointment please phone as soon as possible to allow others to occupy the slot. (Special courses do not count as they are not listed in the booking sheets).

GENERAL INFORMATION		Training Information					
Club Location 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	
		WEEKLY TRAINING CALENDAR					
		Members are asked to print their First and Family Name on the schedule so that, if a trainer needs to contact them for any reason their identity will be clear.					
		TRAINERS' MEETINGS					
		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.					
		MEMBERS' PURCHASING					
		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.					
		Committee for the Year 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				
ABOUT THE CLUB 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.							
Entry Fee & Subscription 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 McAskill 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).							
Newsletter Contributions Contributions from members are welcome at anytime. Please email them in plain unformatted text to Forest News editor, Rowena Barnes on:							
rowenabarnes@optusnet.com.au 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.							