



Forest News

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Coming Up

Thurs 22nd June

- Monthly Meeting Memorial Hall 2pm Guest Speaker Richard Dodd, Corel Corporation

Wed 5th July

- Committee Meeting 1.45pm
- Trainers Meeting 4pm

Wed 12th July

- Newsletter Folding Club Office 9am

Thurs 27th July

- Monthly Meeting Memorial Hall 2pm Guest Speaker Beth Worrall, Microsoft

THIS MONTH'S SPEAKER

Our Guest Speaker at the Monthly General Meeting on Thursday 22nd June will be Richard Dodd, from Corel, who will give a demonstration of Corel products, showing us how to confidently create projects easily with the new *CorelDRAW Graphics Suite X3*, *Corel Painter IX.5* and *Corel Paint Shop Pro X*.

CorelDRAW Graphics Suite X3 delivers the ultimate combination of design capabilities, ease-of-use, speed and affordability that cannot be matched by any other graphics software. With this comprehensive graphics suite, users can confidently deliver graphically rich projects, personalising their work and transforming ideas into professional results.

Corel Painter IX.5 is the world's most powerful Natural-Media painting and illustration software. Featuring unique digital brushes, art materials and textures, it allows the user to create original works of breathtaking digital art.

Corel Paint Shop Pro X delivers a complete set of photo editing tools to help you create professional-looking photos fast. An easy-to-use photo editor for anyone who wants to create stunning photos right out of the box. Plus, it includes *Corel Photo Album 6 – Standard Edition*, the easiest way to organise and share your digital

IS YOUR COMPUTER MISBEHAVING?

Recently a friend of mine encountered trouble with his computer. It would unexpectedly shut down. Having just downloaded an upgrade for SpyBot he suspected something had gone wrong with the download, so uninstalled SpyBot and re-entered it. Things were OK for a couple of days, then the shutdowns restarted. He explored many different possible fixes, including buying Spy Doctor and talking to an Indian call centre, thinking he had copped a Trojan. To cut the story short, eventually he discovered that the CPU in his Toshiba laptop was overheating. A thorough clean out of the fan area fixed the problem. The moral is that all computers, especially laptops, need an occasional "spring clean", preferably at least annually. Have you ever had yours cleaned?

Dick Manuell

Looking After LCD Monitors

The June issue of Manly Mouse, the newsletter of Computerpals for Seniors—Manly Inc. contained some very useful advice on looking after LCD monitors. As Forest Computer Pals has three LCD monitors in the club rooms which are used to instruct members this advice is being reproduced in Forest News for the benefit of all our members and readers.

"LCD monitors, which are used on laptops and an increasing number of desktop computers, are much more easily damaged than the CRT monitors because the LCD screen is made from plastic and not from glass. If you touch an LCD screen with a sharp object, such as pen or even a fingernail, the screen may be permanently

damaged or if you attempt to clean it by spraying it with water the screen may malfunction. So here are a few don'ts:

- Do not touch the screen.
- Do not spray any liquid on the screen
- Do not try to clean the screen with chemicals such as ethyl alcohol (methylated spirits), acetone, nail polish removers etc.
- Do not use proprietary glass cleaners such as Windex or Jif as they usually contain ammonia which may yellow and embrittle the screen.
- Do not use any harsh materials such as paper towels or even tissues as they may scratch the screen

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Forest Computer Pals for Seniors welcomes the support of :-



Warringah Council

General Meeting, Thursday 25 May 2006

The meeting opened at 2.00pm with salutations from President Colin to Members and Guests.

Acceptance of the Minutes of the April meeting were proposed by D. Rowland, seconded by A. Karalus, carried.
Secretary: No correspondence to report.

Treasurer: Refer to separate report in the Club Information column. The Treasurer was questioned as to Club's assets. The amount was given and is shown in the separate Report on page 4.

Training Coordinator: As always the Club is in need of additional Trainers. Contact Darrell for details.

Purchasing Officer: JMZ, a retailer that displayed at the Club's Senior Week Exhibition, still have Laptop Computers priced at \$440.00. These are pre loved from the Dept of Education. Contact Fay for details.

Attendance Secretary: Present were 35 Members, 9 Visitors and 7 apologies were tendered.

A GET-Well Card for Member Frank Burke, who is seriously ill, was circulated by G. Savage for signing by Members and Friends.

Presidents Report: Colin reminded members of the need to update their anti-virus and firewall software. He also demonstrated how to update Ad-aware, Spybot Search and Destroy and A² (A squared).

Guest Speaker: Today's presentation was given by Wayne Mott of Telstra Adaptive Technology who displayed the variety of telephonic equipment available to assist those with minor and serious disabilities. The equipment provided adaptations for those with sight, hearing, and handling difficulties. Full details are available at all Telstra Shops.

Meeting closed at 4.06pm.

(Continued from page 1)

- Do not use any cloth unless it is absolutely clean.

Follow the manufacturer's instructions for cleaning the screen if they are available. If they aren't then try the following procedure:

1. Switch off the computer and the monitor
2. Slightly dampen a clean microfibre glass cleaning cloth with warm water
3. Gently wipe the screen from top to bottom to remove marks

4. Using a clean and dry microfibre glass cleaning cloth gently wipe the screen to remove any streaks and to polish it or
5. Try a proprietary product, Klear Screen, which is available through specialist computer shops, and which is recommended by many computer manufacturers. It is said to safely remove the most difficult marks and it is supplied as a pack including micro-chamois cloths - a "Starter Kit" costs around \$30 or so."

MORE ON DIGITAL CAMERAS

In last month's issue of Forest News I mentioned that Mark Bedson had stated during his address at our April General Meeting that various models of digital cameras came with many types of incompatible storage cards. He recommended cameras that came with Compact Flash (CF) cards which he considered were best for quality, value and capacity.

The problem with this recommendation is that fewer and fewer digital cameras are being produced with Compact Flash Cards. Certainly most of the small compact consumer cameras now have secure digital (SD) cards. The SD cards are smaller in size than CF cards and their capacity can be quite large. The top capacity of these cards is increasing and often greater than the camera's maximum capability. Increasingly the CF cards are being limited to larger format cameras such as Digital SLR professional and semi professional cameras from Nikon, Canon and Olympus

I must admit that I do like the 4GB CF card that my son-in-law purchased for \$259 in Kuala Lumpur for my 8 Megapixel Olympus C-8080 Wide Zoom camera. This will

allow me to store approximately 2000 high quality photos. Surely enough for my next trip to Europe.

Mark also gave some advice on batteries. For cameras that use A4 size batteries he recommends "Varta" batteries that have a 15 minute charge capacity. They have two options available. Option 1: Four penlight batteries packaged with an Australian power supply (240v only). Option 2: Two penlight batteries packaged with an international charger capable of being used overseas. Good for travellers (110 to 240v variable). Extra batteries can be purchased separately if necessary.

Although Mark suggested that it was better to store photos on an external hard drive for long term storage because CDs and DVDs will eventually fail. He does recommend CD and DVD media manufactured by 'Taiyo Yuden'. The distributor is CD Rom Services in North Sydney, contact 9954-9885. He emphasises that any CD or DVD media should not be used for long term storage especially where certain files cannot be replaced. He suggests that the use of this media should be restricted to short term storage say from 18 months to two years.

OPEN OFFICE

The feature article in the June 2006 issue of Australian PC User was titled 200 Best-Kept (and worst-kept) Secrets. I particularly liked the section on OpenOffice.org by Helen Bradley.

Here are some of the points made in the article which should be of interest to members looking at spending less on software. "OpenOffice is a fully featured free office suite continually under development. If you haven't

checked recently, visit www.OpenOffice.org and download the most recent version (2.0.2).

1 OpenOffice is a great way to create PDF documents. It can do this from a text document or a worksheet. All you need to do – once you've saved a regular version of the document in case you need to make alterations later on – is go to File -> 'Export as PDF' make a few choices

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SPECIAL COURSES

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 sessions are 13th, 20th and 27th June.

DIGITAL PHOTOS, WINDOWS XP AND SKYPE COURSES BY SANDRA BROPHEY

Contact Sandra Brophey on 9939 7737 (best before 9am) to book for any of the following courses. Sandra will run courses whenever there are a minimum of 4 bookings on either Saturday mornings or Thursday afternoons. Indicate your preferences.

COURSE 1: Beginners' Simple Changes to Digital Photos

Putting program on machine; Red eye, cropping, emailing, photos to CD; printing This course is 2 sessions long and will be ongoing and can be on a Thursday afternoon or a Saturday morning.

Next Sessions will be on Thursdays 6 and 20 July from 1 to 3.15 pm with ½ hr. tea break. Full notes and program provided. Cost \$2.50

COURSE 2: Understanding Windows XP; Filing using Windows Explorer; CD Burning.

Next Sessions will be on Saturdays: 1, 15, and 22 July from 9 to 11.15 am with 1/2 hr tea break. CDs & full notes supplied. Cost \$3.00

This is an intermediate course and beginners need to have mastered saving and opening files. Learn to play with files in windows explorer so that you can move them. place them in sub folders ; understand more about browsing for files; burn to CD. transfer information from CD to My docs. copy CDs; In August this course could be on Thursdays.

COURSE 3: Skype

Start talking to your friends for free over the internet using Skype. Sandra Brophey can give you the program on CD and show you how to set it up. Time by negotiation (phone 9939 7737). Sandra has friends in New Zealand and Indonesia and locally and they all talk for free. Cost \$2.50 for CD and notes.

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about what is included and you're done.

2 It comes with built-in image editing tools. When a clip art image needs some work, select it and use colour corrections or even apply filters using the toolbar options.

3 It is easy to create Web sites using OpenOffice as explained in PC User.

4 In Calc, when you're stuck for a function, put the Function Autopilot to work by clicking Insert-> Function .It comes with a range of built-in styles that let you format text with a single click. There are styles for headings, lists body text which are accessed by clicking Format -> 'Styles and Formatting'. You can also modify

styles to meet your own needs.

5 To insert a long piece of text, use AutoText instead of typing it manually. Simply type the text once, create it as an AutoText entry and you can use it anytime by typing the shortcut keys and pressing F3.

6 Another time-saving tool is the slide master in Impress which allows you to preformat the various levels of text that will be displayed on a slide. Changes are applied automatically to all slides in a slideshow".

There are many more secrets in PC User's feature article. Too many to reproduce here. So I suggest that if you want to find out about those that exist in Microsoft Office and other software find a copy of the June 2006 issue of PC User. It could be worth the effort.

IMPORTANT NOTICES

Welcome to New Members

The President, Colin Ward and the Committee would like to welcome Jim Brain, Bevely Dauth, Jan Davies, Allan Davis, Maralyn Godwin, Warwick Hungerford, Rhonda Sharkey and Norma Van Leur who joined the club recently.

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 06 your subscription will be due at the end of June and payment by the end of July is required to avoid the termination of your membership as dictated by Club Rules. If you receive your newsletter by email, reminders will be emailed just 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: - jwilson99@optusnet.com.au requesting detailed instructions on how to pay your fees via on line banking.

Members 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

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 and 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).

ABOUT THE CLUB		Training Information					
<p>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.</p> <p>Entry Fee & Subscription</p> <p>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.</p> <p>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.</p> <p>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 Co-ordinator (Reg Flew 9971 0325).</p>		Mon am	Jan Van der Hilst Richard Crighton Bruce Adams	9452 5475 9972 0429 9958 3685	Mon pm	Malcolm Fell Bob Brisebois Bruce White	0411208567 9451 4660 94519779
		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 Ken Moorley Susan Howell	9452 4249 9451 0494 9415 1167
		Thu am	Len Johnson Fay Stewart Richard Smith Anna Karalus	9450 2167 9451 1959 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	
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 2005 to Oct 2006							
		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, Also Public Officer	9451 1578	Fay Stewart, Purchasing Officer		9451 1959	
		Reg Flew, Membership Coordinator	9971 0325				
Income & Expenditure Report Year To-date May 2006							
Income	\$23,685						
Subscriptions	20,073						
Donations	839						
Interest	907						
Other	1,866						
Expenses	\$18,148						
Rent	5,922						
Computer expenses	3,110						
Insurance	1,883						
Printing	1,481						
Tel/internet	1,522						
Seniors Week	1,175						
Other	3,055						
Surplus - 11 months	\$550						
Total assets	\$26,798						
Newsletter Contributions							
Contributions from members are welcome at anytime. Please email them in plain unformatted text to Forest News editor, Paul Brenac on: paulbrenac@optusnet.com.au							
If sending a word document as an attachment avoid any formatting (no headers etc.). The document will have to be reformatted to fit the newsletter layout. If possible, do use Verdana 9 font as this is the current default font for the newsletter, which is recommended for web viewing. Contributions will be included in a forthcoming newsletter depending on available space.							