



Forest News

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Editor: Rowena Barnes

Our Web Address:

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

Our Email Address:

ForestCompals@swiftdsl.com.au

In this issue

Page 1

- This Month's Speaker
- New Website
- Club Raffle

Page 2

- Minutes of June Meeting
- Letters to the Editor

Page 3

- Travel Tips
- Good News
- Cheers Luncheon
- Special Courses
- Important Notices

Page 4

- General Information
- Training Information

What's on in 2005

- **Wed. 6th July:**
Committee Meeting,
Memorial Hall, 1.45 pm.
Trainers' Meeting, 4 pm
- **Wed. 13th July:**
Newsletter Folding, Club
Office, 9am.
- **Thurs. 28th July:**
Monthly Meeting,
Memorial Hall 2 pm;
Guest Speaker Sarah
Theiss, Microsoft
- **Wed. 3rd August:**
Committee Meeting,
Memorial Hall, 1.45 pm.
Trainers' Meeting, 4 pm
- **Wed. 10th August:**
Newsletter Folding
Club Office 9 am
- **Thurs 25th August:**
Monthly Meeting
Memorial Hall 2 pm;
Guest Speaker: Bob
Starling, Westlakes
Seniors Computer Club

THIS MONTH'S SPEAKER

Our Guest Speaker at the Monthly General Meeting on Thursday 28th July will be Lesley Irwin, Teacher of Computing at Manly Warringah Community College and also The College of Law.

Lesley Irwin gives computer courses for beginners up to an advanced level, which includes hardware and software basics and office applications including Word, Excel, PowerPoint, Internet Explorer and Outlook Express.

Lesley will give a training session on MS-PowerPoint, showing us how to create effective presentations and bring them to life using graphics and illustrations, transitions, effects and animation, action icons and sound.

Come and be a part of this professional lesson.

New website a wealth of information

Despite its bland-sounding name, the newly launched website www.seniors.gov.au contains a rich lode sure to be a hit with the over-50s.

As well as connecting cyber-savvy seniors with information from more than 290 government and non-government agencies, the website has four interactive features. One of these, a "living history" section, enables users to share their stories of events which helped shape Australia.

Other features include a calendar with information on community events of interest to seniors, a "meeting place" for discussion about hobbies and other leisure interest, and a Q&A forum which enables older Australians to discuss online a wide variety of topics with key professionals.

Although computer use by people over 65 doubled between 1988 and 2003, this figure represents only about 20 per cent of people in the age group.

With this in mind, the new website has been specifically designed to make surfing the Internet easier for Australians over 50 who now account for about 30 per cent of the population.

Federal Minister for Ageing Julie Bishop, who launched the website, said older people were now spending more than other age groups on goods and services purchased on the internet, but only a small proportion of seniors were accessing government services via the web.

"The Australian Government would like this to change," she said.

Club Raffle !

Microsoft Windows XP Home Edition
Microsoft One Note 2003
Microsoft PowerPoint
Two Microsoft Tee shirts

First prize
Second Prize
Third Prize
Fourth & Fifth Prizes.



Tickets are \$2 each or three for \$5.
Raffle drawn at next Club Meeting July 28th.



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



Warringah Council

MINUTES OF JUNE MONTHLY MEETING

1. **ATTENDANCE.** 64, including seven members of the Belrose Probus club.
2. **APOLOGIES.** Five, including Archie Mcnaughton and Ian Parsons
3. **CORRESPONDENCE.** An invitation to attend the annual Community Art Centre Exhibition and Sale on Friday July 22nd (Bookings essential – see notice in club office). A copy of Northern Beaches newsletter (circulated)
4. **TREASURER'S REPORT.** Income for June was just over \$1,000, while expenses were \$445. Assets were over \$20,000, including \$18,000 in the cash management account.
5. **TRAINING COORDINATOR,** Darrell Hatch, reminded new members that a Saturday morning class would be held soon, just for them.
6. **PURCHASING OFFICER,** Fay Stewart, reported an incident where a club member had experienced some trouble after utilising the merchandise of an ink provider who delivered to the home. Fay reminded members of the need to deal with established reputable suppliers. She also advised of a paper supplier offering discount prices on craft papers a wide range is available at good prices. Interested members should contact Fay for more details.
7. **PRESIDENT'S REPORT.** Colin used a PowerPoint presentation to drive home the need to have up-to-date anti-virus, firewall and related programs such as Ad-Aware and Spybot programs loaded on one's computer. Several of these were available free from the internet. He had prepared a CD containing some of the programs, which was available on loan. Websites where free programs were available included:
 8. **AVG** – <http://free.grisoft.com/freeweb.php/doc/2/> **AVAST** – http://www.avast.com/eng/down_home.html **ZoneAlarm** – <http://www.zonelabs.com.au/downloads/>; **Ad-Aware** – <http://www.lavasoftusa.com/>
 9. **Microsoft Anti-spyware** – <http://www.microsoft.com/athome/security/spyware/software/default.aspx> **Spybot** – <http://www.safer-networking.org/en/download/index.html>
 - He also urged the audience to ensure they had a copy Windows Activation file. Instructions on how to save a copy of this file were on the club website – <http://home.swiftdsl.com.au/~ForestCompals/>
 - Members Help – Windows XP Activation - follow the instructions

An up-to-date Boot Disk (System Disk) is essential in case it becomes necessary to reinstall your computer. Open My Computer, and then click the floppy disk drive to select it. On the File menu, point to the name of the floppy drive, and then click Format. Under Format options, click Create an MS-DOS startup disk. Click Start.

 - **Important** Creating an MS-DOS startup disk erases all information on the floppy disk.
8. **RAFFLE!** Sarah Thiess, from Microsoft, kindly brought along a number of "Goodies" donated by Microsoft and these were added to the software already included in the club raffle, so instead of two prizes there were eleven! Sarah drew the winning tickets. Prizewinners included May Bratby, Trish Lockyer, Eva Morrison, Bill Hughes, Glad Rose (two prizes!), Rose Dellagiacoma.
9. **GUEST SPEAKER,** Sarah Thiess was introduced by Gay Savage. Sarah spoke about resources available from Microsoft free on the Internet in their "Office Online" (website – www.office.microsoft.com/en-au/training/default.aspx). Guidance was readily accessible for programs such as Word, PowerPoint, Excel, etc and included specific techniques like Mail-merge, slide presentations, demonstrating these on-line as she spoke. A free monthly newsletter could be received by visiting the site. She passed on several useful tips to an appreciative audience. A most rewarding afternoon for us all! For more details visit Forest Web Site <http://home.swiftdsl.com.au/~ForestCompals/>
10. Meeting closed at 4.10 pm. Next meeting to be held on July 28th.

Letters to the Editor.

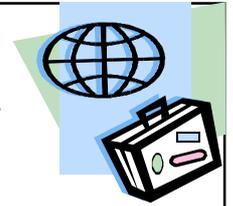
I run MS XP Home, but I still use my trusty old MS Office Professional 97. My Outlook Express (ver 7) would not spellcheck with this combination; however after my last XP update all of a sudden the spellchecker works in Outlook Express! Has any member an explanation for this MS generosity towards old systems? Cheers, Dick M.



When using my Canon i550 Printer I had a "paper jam" and consequently my monitor showed a message on the screen saying "There is no paper!" and although I had made sure there was paper the message kept repeating itself over and over again. So solution in this case was to simply Hold down the right hand button on the printer and when you get two flashes let it go and then after a bit of grumbling the printer decides to print your work and says yes there is paper there! Helen Campbell.

A frequent question I am asked is "How do I organise my favourites I have so many that it is difficult to find the page I want?" - To sort, open the Favourites list from Internet Explorer page title bar with a left click (The one at the top of the page NOT the toolbar button). Right click within the folder list (NOT the headers) and from the menu select "Sort by name" and left click. All Favourites should now be in alphabetical order, files first, followed by "loose" pages. The easiest way to organise is file as you go. When you find a web page you want to save left click on the favourites button in the toolbar, left click on add and the add favourite screen appears. If there is a folder already in the list on the same subject left click on that folder to highlight and then left click OK. If there is no folder left click on the New Folder button, give it a name and left click OK, the new folder appears highlighted in the main list then left click the OK button. A folder may contain sub folders eg Animals(main) Birds(sub) etc. - When in the favourites list left click on Organise which allows the list to be edited, New folders can be added and files moved to folders. Loose files can also be moved using "drag and drop". John R.

Travel Tips



Further to Travel advice in the June Forest News and ASCCA Newsletter I suggest that Members may wish to check their ISP website since many have a Webmail facility which can be used when travelling. This keeps the mail in one system and any replies use the normal email address. Telstra has webmail which requires registration to activate. AOL seem to operate away from home without the need to do anything. DODO and Intercoast have Webmail facilities. With the increase in electronic notifications there is a need to check email on a regular basis. Many companies advise by email to reduce costs and paper use.

It is possible to link Yahoo mail to other ISP who use POP mail. Yahoo mail can be linked to Bigpond eg. Open Yahoo mail select "Mail options" go to Mail accounts, click add, and follow instructions. Before starting take a note of your ISP Incoming mail server details. Whilst your normal user name and password are retained by Yahoo, the system appears to be secure. When travelling is finished the ISP password can be changed which will stop any future mail going to Yahoo. At Internet Cafes, apart from making sure that the email system is closed before leaving, it may be of benefit to go to IE/Tools/Internet Options and "Clear History", "Delete Cookies" and "Delete Files". When sending email by Yahoo ensure "Save sent item is ON" if a record of sent mail is required. John R.

Good News on Archie

You'll all be pleased to learn that Archie Mcnaughton, after all his surgical tribulations and tours of hospitals, is now doing well, despite being confined to barracks for a while yet. He's as cheerful as ever, is recovering his rosy cheeks and giving Nancy plenty of cheek too! He has to take it easy at home until August, sees the surgeon about August 16, after which a return to Computer Pals seems possible. Hooray for Archie!

Cheers (Cheerful Healthy Eating for Seniors) Luncheon
Tuesday 16th August, Malibu Café Restaurant, 996 Pittwater Rd, (cnr Anzac Ave)
Collaroy, 12noon—2pm— Cost \$15-\$20

Cheers offers residents the opportunity to come together at local cafés and restaurants to build on social networks, experience new foods & gain knowledge on healthy eating from a qualified dietitian. **Registration 9976 9579** - Organised by Northern Sydney Health & Warringah Council.

SPECIAL COURSES

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

Derek Rowland has advised that the next Course will commence on Friday 5th August. If you are interested in doing this course 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 Julie Nicholson, Noeline Male, CleoJean Devine, Louize Zarzavatjian, who joined the Club in June.

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 is now overdue 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 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 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).							
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.							