



# Forest News

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Editor: Dick Manuell

Our Web Address:  
[www.forestcompals.org.au](http://www.forestcompals.org.au)

Our Email Address:  
[ForestCompals@swiftdsl.com.au](mailto:ForestCompals@swiftdsl.com.au)

**Club Location**  
 Memorial Hall,  
 3 Starkey St. Forestville  
 PO Box 116, NSW 2087  
 Phone: (02) 9975 7762  
 Skype: forestmarilyn

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**Coming Up**

- Newsletter folding, August 8th.

**Meetings**

- August 1, committee from 1.45 — 4 pm
- August 1, Trainers' meeting, 4 pm

**LOOKING FOR PAGE 4 INFORMATION?**

As indicated in the April issue, at present we are only printing the page 4 info each alternate month so we can include more articles. If you ask us to revert to the old format, we will. However, if you send us suitable items or suggest subjects for items in future issues we would be better pleased! No comments so far, so readers must have no complaints about this arrangement. We'll keep it going!

**THE ANNUAL AGM WILL BE HELD ON OCTOBER 25**

Full details will be included in the August Newsletter, however this is a special reminder to those who have never been involved in running the club. **Please don't always leave it to others!** It's fun and there are plenty of experienced people to help you if you need help. There will be vacancies for a secretary and a treasurer and maybe other positions. Have a think about it; talk to committee people or trainers, or discuss it with other members. It will not cost you anything beyond a small amount of your time!

**JULY MONTHLY MEETING**

Angela Doolan, Aged Services Development Officer, Warringah Council will talk to us about:

- Warringah Council's Aged Service's Role,
- Other Council Services available for seniors,
- Local services to support Independence,
- Group activities and volunteer opportunities.

Angela has been involved in this valuable Council activity for many years and has a lot to share with us. As usual all members and their guests will be very welcome.

For further information about Warringah council's Aged Services, visit its website - [www.warringah.nsw.gov.au/services/aged.aspx](http://www.warringah.nsw.gov.au/services/aged.aspx)

The meeting will be held on Thursday, July 26, starting at 2 pm. Afternoon tea and coffee will be served about 2.30 pm, following the business meeting.

Forest Computer Pals for Seniors welcomes the support of:-



Warringah Council

**SHOULD EMAIL ADDRESSES BE UNDERLINED?**

Underlining an email address certainly makes it stand out clearly; however, if the address includes an *underscore* ( \_ ) in the actual address itself, the reader may miss the underscore and record an incorrect address. Underlining may be deleted or added as you wish. The simplest way to control this is to open Tools, then AutoCorrect, AutoFormat and then Format as You Type Tab. In that window, add or remove the tick from the box marked "Internet and network paths with hyperlinks" to suit your personal preference. You may note that in the email version of the newsletter, we show email addresses in blue. (Another reason to receive your newsletter by email!)

### Minutes of General Meeting 28th June 2007

Meeting opened at 2.00pm by President Colin welcoming Members and Guests.

**Minutes of July General Meeting** proposed acceptance D. Rowland, seconded R. Flew, carried.

**Treasurers Report;** refer to separate report this Newsletter.

**Secretarys Report;** no correspondence to report.

**Training Coordinator;** Saturday 30th June Basic Computer Course. 3 vacancies available.

**Purchasing Officer;** Flashdrives are now more affordable with Toshiba 1GB capacity being available for \$18 at Good Guys, Chatswood. Similar good prices are available elsewhere so shop around. Please note that many computers offered for sale do not come with Operating Software (or Operating System) installed. The Operating Software for example, for Windows 98, ME, XP, or Vista is required to make your computer functional. So beware! Try to negotiate the cost of the Operating Software at the time of purchase otherwise to buy it separately is expensive. Of course you could always use one of the Linux products that are free or at low cost.

**Presidents Report;** Have YOU been to the ASCCA website recently? Well there is a new address, [www.ascca.org.au](http://www.ascca.org.au), and the site has been updated with lots of new info. The old web address will redirect to the new address. Are you aware that as a Member of Computer Pals you are entitled to purchase the Academic versions of Microsoft Software Products? Of course there is the option to use the likes of the Open Office Suite of programs.

**Social Secretary;** 48 present, 4 apologies, 2 visitors.

**Queries:** Q; What is Abiware? A; This is a standalone Word Processing Program with basic features suitable for normal office procedures. Q; Tried to uninstall Norton, tried the ADD/Remove feature in Control Panel but was unsuccessful. A; Most programs have their own uninstall feature, try this. Try the Symantec (Norton) site for advice. In general you can enter an error message or your problem in Google and you may find others have had the same problem and solutions have been presented. Q; Internet connection on ADSL keeps dropping out. A; Check your telephone connections and connectors. The junction boxes, generally on skirting boards, may have dirty or gungy pins, or may be loose. Install new connector boxes and leads to ensure good fitting connection. Q; Daylight Saving changeover time has altered will the computer automatically respond? A; Should do but if not, it's easy to change the clock. Double click on the time at bottom right of screen then change time on the popup screen. Q; Internet Explorer 6 is giving problems. A; This has been noticed and it is advised to use Internet Explorer version 7. Q; What is the advantage to using Linux software? A; Linux based programs are generally FREE or at low cost compared to commercial products. They have all the same facilities as mainline products and have improved in recent years to become as user friendly as their commercial competitors.

**Our Speaker today was Kim Sanderson from the NSW Office of Fair Trading,**

The topic was Consumer Information for Seniors covering your rights when shopping, how to avoid swindles, schemes, rorts, and rip-offs. The interest in this subject was evidenced with the number of questions raised by the audience and it was a wonder Kim managed to get through her presentation. If you missed this meeting you missed a goodie, but don't despair, we have other interesting meetings coming up.

Meeting closed 4.20pm.

Inc & Exp report 30/06/2007		ASCCA
<b>Income</b>		All members of our club are automatically members of ASCCA. ASCCA is the national peak body for computing clubs for Seniors and has won many special deals for us all. It is often consulted by government agencies about computer advice for Seniors. Nan Bosler, who lives on Collaroy Plateau, is ASCCA's hardworking President and our own Colin Ward, is vice-president. You are encouraged to participate in ASSCA activities, including its occasional meetings in Sydney as well as workshops and conferences. Usually these events are easy to reach by public transport and either free or available at very reasonable cost. They provide a good opportunity to meet members of other Computer Pals clubs, or to introduce your friends to the fun and fellowship of computing among seniors. It's easy to keep up-to-date with ASCCA events and news by visiting the ASCCA website <a href="http://www.ascca.org.au">www.ascca.org.au</a> . At that site you will discover many interesting things.
Subscriptions	21,205	
Grants/donations	455	
Interest	1,121	
Other	546	
<b>Expenses</b>		
Computer exps	5,373	
Postage	1,022	
Printing	1,233	
Rent	6,246	
Tel/internet	1,608	
Insurance	1,876	
Volunteers dinner	1,032	
Other	1,101	
<b>Surplus YTD</b>		
	\$3,836	
<b>Total Assets</b>		
	\$25,630	

### MS WORD 2007 TRAP

Users of MS Word 2007 sending documents as attachments to emails will find that recipients without MS Word 2007 cannot open the attached document. There are two options to deal with this dilemma:

1. The sender should save the original document in an earlier version of MS Word than 2007 if the recipient is known to not have MS Word 2007

2. The recipient should consider downloading a big patch from Microsoft to enable MS Word 2007 documents to be read. It is available from [website http://office.microsoft.com/3n-us/word/HA10044731033.aspx](http://office.microsoft.com/3n-us/word/HA10044731033.aspx).

People who use Open Office vers 2.0+ as their word processing program should not be troubled by this nuisance.

### SPECIAL COURSES

The club has some 25 trainers regularly attending and providing tuition for members. Most training is on a one-on-one basis, but Group training classes are also held. It is essential to book for both one-on-one training and group courses on the appropriate lists. Group courses currently available include those indicated below.

*We need more trainers! We can provide tuition in training seniors in 4 x 1 hour fun sessions. Check with Darrell Hatch for more information.*

#### MICROSOFT WORD PROCESSING

**Derek Rowland:** Runs group training sessions in MS Word. The next course will commence at 1 pm on Friday, July 20th and will run for 6 weeks. It covers the full range of Word's capabilities. WordArt, graphics, spreadsheets and drawing features. 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 office or ring Derek on 9451 3969

#### INTERNET COURSE

**John Ray:** Conducts Internet group training sessions. The next course will begin on Tuesday August 14 and continue on the 21st and 28th. Sessions run from 1 pm to 2 pm. Please add your name to the list on the notice board, or call John on 9451 9396

#### BASIC COURSES

**Darrell Hatch:** Usually runs a special basic course for newcomers on the first Saturday each month. It's easy to follow and a good starting point.

#### EXCEL SPREADSHEETS

**Malcolm Fell:** teaches MS Excel either in groups or one-on-one on Mondays from 1 pm to 3 pm. 7 to 10 sessions are needed to cover the topic. Call Malcolm on 9451 6050 for details.

#### COMPUTER MAINTENANCE

On Wednesday afternoons, except the first Wednesday of each month, 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.

#### DIGITAL PHOTOGRAPHY

**John Robinson** is back from his holiday and ready to help you with digital photography on Thursday afternoons, except for the fourth Thursday, when the monthly meeting is held.

**Paul Brenac** is off to France for a well-earned holiday and will be away for several months—*heureux jour ferié!*

### WELCOME TO NEW MEMBERS

The club is pleased to welcome the following new members and wishes them a happy rewarding time learning about using computers: Rosemary Cannings, Margaret Davis, Kevin Holm, Trish McLaren, Jann McHugh and Malcolm Scott.

### IMPORTANT INFORMATION

#### Recording Your Attendance and Departure times

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 please.

#### 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 the newsletter was enclosed. If it shows Sep 07 your subscription will be due at the end of Sep. and payment by the end of Sep. is required to avoid termination of your membership, as required by Club Rules. If you receive your newsletter by email, reminders will be emailed just before your subscription expires. If attending the club office please place your payment of \$25 for a quarter's, or \$70 for a year's membership in an envelope with your name and number on it and hand it to a trainer or office assistant to put it in the cashbox. Alternatively, post it 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. Please send an email to Jack Wilson at:-

[jwilson99@optusnet.com.au](mailto: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 Names 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 for 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 and cannot keep the appointment please phone as early as possible to allow others to utilise the slot. (This requirement does not apply to Special group courses as they are not listed on the booking sheets).

### CDs, DVDs, CD-ROMs, Vinyls, DVD-R/RWs and so on.

Discerning readers may well ask "How did Vinyls get in there?" Because when CD (Compact Disks) audio disks first came out (was it as long ago as 1983?), I thought they sounded less rich in tone quality than my vinyl records. Besides, they were dear! The manufacturers of CDs also gave us a heavy sales pitch based on the surgically clean manufacturing requirements to justify the high price. So I continued to listen to vinyls and for some items, perhaps they are still superior. Vinyls use an Analogue technique for recording that provides a continuous wave signal. The clarity of CDs however, was undeniable, due to the new technology employed – Digital - little bits of information based on a binary system projected quickly enough to deceive the ear into thinking the sound was as continuous as the sound from a vinyl? Today, CDs are accepted by all but audiophiles because they are clear, require little maintenance and can hold a great deal of information.

In fact they can hold as much information as a whole encyclopaedia, or even an entire movie in their more recent derivatives. We've come quite a way from plain "old" CDs and the array of new developments grows by the week.

For our computers, the change from floppy disks to CDs for loading programs onto our machines was easy, and necessary as program sizes expanded exponentially. Those CDs are now known as CD-ROMs. They could be read or listened to, but could not be changed in any way. They remain very useful and these days can be produced so cheaply that newspapers include them for free. Then DVDs (Digital Versatile Disks) burst on the scene. They can be read, copied, rewritten to as well as used to store vast amounts of information, as in backups, or used as repositories for all those digital photos you may never look at again.

There are several freeware programs for recording information on DVDs (this is called *burning*, by focusing the laser beam through the plastic and pulsing its laser to heat areas of the organic dye layer. The writing process does not produce indentations (pits); instead, the heat permanently changes the optical properties of the dye, changing the reflectivity of those areas to equal a bit of data) as well as commercial programs that may come with the new drive.

Special drives are needed in the computer to execute this burning. If you are considering having a DVD drive installed in your existing, or proposed, computer, it's a good idea to get the latest you can afford (they are now as cheap as \$50). DVD-R/RW drives can do everything a CD drive can do and more, including reading, writing (or burning) on most disks. DVD-R/RW dual layer drives can also handle the latest dual layer disks, whose capacity is 8.5 Gigabytes whereas a CD will only hold 650 Megabytes.

The new Sony Blue-ray DVD will store 25 Gigabytes in single layer or 50 Gigabytes dual layer, however with a current price of around a \$1000 for the drive and \$41.95 per disk, I think we should wait a while.

See <http://en.wikipedia.org/wiki/CD-R> or <http://en.wikipedia.org/wiki/DVD> for the full story.

If you'd like to read more about DVDs in subsequent issues of Forest News, please tell us! Meanwhile, I'll just clean an old vinyl, put it carefully on the turntable, check the stylus and lower it slowly onto the record and relax for fifty minutes or so until I have to put on another, or will I just pop a CD into the slot?  
(Thanks to Ken Moorley, Colin Ward and Paul Brenac for help with this item)

### What do you do with your old mobile phones?

Hi-tech people, such as the members of this club, often accumulate technological junk as they catch up with the latest new item. Disposal of the discarded material can become a problem. The Australian Mobile Telecommunications Association (AMTA) has initiated a recycling and disposal service for old mobiles that recovers some of the useful components. Find out more on their website [www.mobilemuster.com.au](http://www.mobilemuster.com.au).

### USB MESSAGE STICKS, KEYS, THUMB DRIVES

Regardless of what name you call them by, these small gadgets are really handy. The prices have come down as steadily as their capacities have risen. If your computer has a USB port, a USB key is the easiest way to bring your homework, problem or example of a Birthday card to the club; or to take some information back home again. I can fit a whole issue of the club's newsletter on my USB key, allowing me to prepare the N/L at home and take it to the club office for printing and emailing. They are available at many places, including post offices. If you need more information, ask your trainer about them.

*"Plan for the future because that's where you are going to spend the rest of your life"* Mark Twain (1835 –1910, American writer—remember Huckleberry Finn?)

*"It's sad to grow old, but nice to ripen"* Bridgette Bardot (French actress, or actor, if you prefer!)

*"Best wishes for a happy and successful first marriage"* (Marc Rosen, whoever he was, or is!)

*"I can resist everything except temptation"* (Oscar Wilde, from Lady Windemere's Fan, 1892)