



## Member your February 2017 Newsletter

### Monthly Meeting Guest Speaker

This month's guest speaker will be the club's president Colin Ward, a member of Forest Compals for 23 years, 20 years as president.



Topics covered are the club's new interactive website (Launched in January 2017) and how you can help it as it helps you. Providing answers to those questions you are embarrassed to ask in meetings. It's usually the question on several people's minds as well.

We will also cover how to help you, start to taming Windows 10 without needing an encyclopaedia to figure out the terms used.

Windows comes pre-installed with loads of programs most of which you don't need or won't use. It also comes with loads of spyware, Microsoft says are OK! These can be turned off if you wish and I'll help you navigate were to do just that.

### SENIORS FESTIVAL 2017 OPEN DAY at Forest Computer PALS

Start your technology journey and join us for the Forest Computer Pals Open Day on **Thursday 9th March from 10.00am – 3.00pm.**

Our trainers can demonstrate **Windows** 7, 8.1 and 10 and **Apple Mac Sierra**. Also

**iPads, Android** tablets and **Smart** Phones.

An information table located at the Forestville shopping centre will be staffed by volunteers who welcome the opportunity to answer your questions regarding one-to-one and small group tuition, including the very popular 6-week iPad course.

Tickets will be sold in a raffle with the 1st prize being a 12 months subscription to Forest Computer Pals valued at \$120 along with other prizes. Ticket prices are 3 tickets for \$5 or \$2 per ticket. Raffle will be drawn in the Forestville shopping centre at 3:30pm on Thursday 9th March.

Refreshments will be available throughout the day in the meeting room at the Memorial Hall.

The ability to safely use technology is very important in today's world so join us, bring a friend and learn new things this year in a safe, friendly and fun environment.

Enquiries please phone Irima Kirk 9451 7485 or Shirley Palmer 9451 0158

## Batteries and devices



All of us have devices that use batteries, right? Remotes, Mouse, and laptops to name a few. If you're not going to be using them for any period of time like 2 weeks or more. Then **remove the batteries** if possible.

This was highlighted recently while cleaning up the Compals rooms over the Christmas break. As a number of devices were found to have been stored with the batteries still in them and now leaking.

Most modern batteries are Alkaline so they don't burn you, but they can totally destroy the circuitry of a device, and are a time consuming job to clean and make working again, if possible.

If your not familiar with how to remove the batteries i.e. Laptops as each brand is slightly different seek guidance at the club, professional help or in the first instance check out the devices manual.

***Remember: Device not being used for 2 weeks, remove the batteries.***

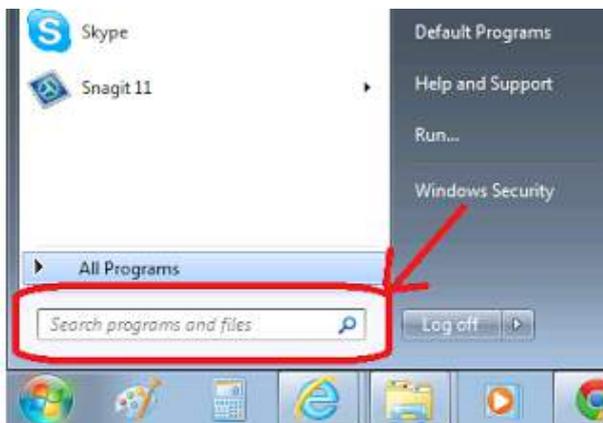
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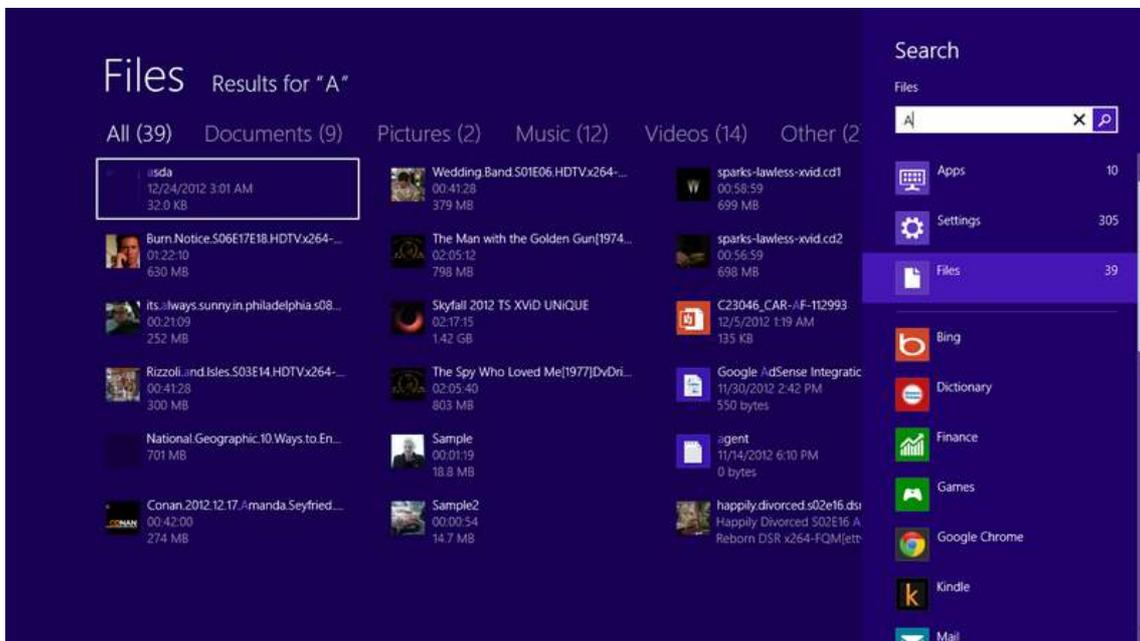
## Using Search in Windows

Some of our trainers seemed to have enjoyed their Xmas New Year break a little too much and have forgotten a few basics. One of the simplest things is Searching in Windows for launching (opening) a program. This is particularly useful if you don't use a program regularly. So here goes.

Windows 7: Start: Search. Type program Name. "Writer" for LibreOffice or Open Office word program.



Windows 8: Put mouse in bottom or top right corner of screen and click on Search icon. Magnifying glass.



Windows 10: Bottom Left of screen on task bar click Magnify icon and start typing the programs name.



If your trainer has forgotten perhaps you can show them. Happy program hunting.  
Colin

## Getting Scammed Once, bad, but Twice

Scammers tried twice in the last month to scam payments from me for my ISP (Internet Service Provider) account. I get an auto generated bill from my ISP and the scammers have tried to duplicate it. With the logo and other details perfectly copied. Close but not close enough.

After contacting my ISP, they told me to delete the first one. With the second I went direct to the [ScamWatch](#) site. Filled out the form and uploaded both files of the scams. Important to note you can't upload an email. You must convert your email to a "text" or "Photo" format file. The best is PDF and your safest option.

The easiest way to create that sort of file is to print to a PDF printer. A small program called [CuteWriter](#) converts the file to PDF and allows you to then upload to ScamWatch.

CuteWriter can be copied to a flash drive at the club or downloaded direct from the CuteWriter website <http://cutepdf.com/>

Please if someone tries it on you go directly to the [ScamWatch site](#) and fill out the form. The more information the better and faster they catch the scammers.

## ApplePALS

**First Wednesday of each month between 1-3pm**

Come along with questions or problems you might be having with your Apple devices  
inc...

**MacBooks - iPads - iPhone - iPods**

Everyone welcome, non-members are asked to donate \$5 to the club.

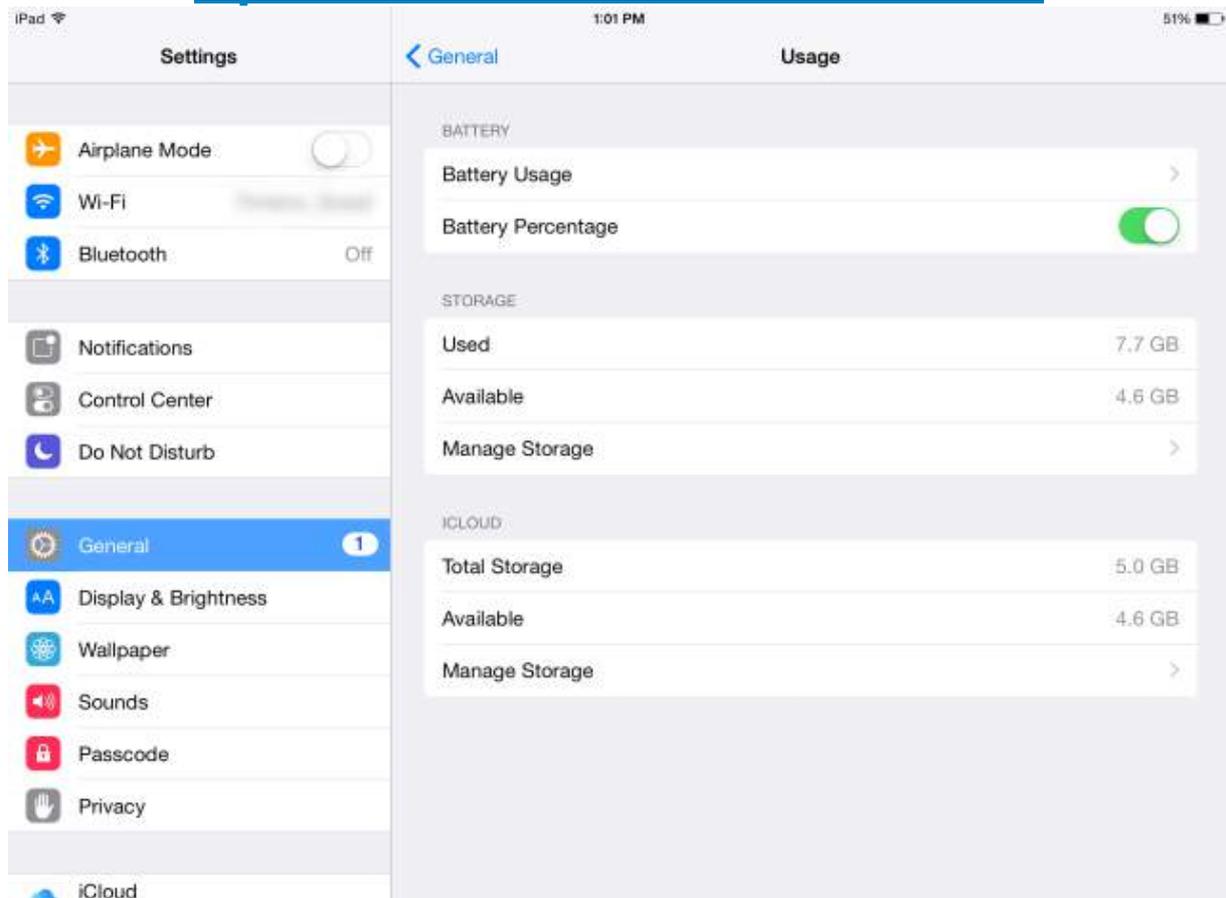




Brian Fairweather the Killarney Heights estate agent will donate \$1000 to the club if a member refers a property for sale and is successfully sold.

Brian's contact 0402 938 870

## Tips iPad & iPh Owners Should Know



### **Show the battery percentage to see exactly how much juice you have left**

Sometimes it's helpful to know exactly how much power your battery has remaining. You can set it so that the precise percentage displays next to the battery indicator by navigating to Settings > Usage > Battery Percentage. Make sure the switch is toggled on.

### **Organise your apps with folders**

Folders allow you to organise your device and separate apps into groups. To create a folder, simply hold your finger down on an app's icon till they wiggle. Next, just drag that app on top of another app and a folder will be created containing those two apps. To add more apps to that folder, simply drag them over and drop them on the newly created folder.

### **Turn down the brightness to save battery power**

A quick way to get the most out of your devices battery is to turn down the screen brightness. You can do this by going to the devices settings and choosing "Display & Brightness" from the left-side menu. (If you have an older device, the option may be called "Brightness & Wallpaper".) Move the slider to adjust the brightness. The further to the left you move the slider, the less bright the screen will be (and thus the less power it will use). I

have mine at about 33%, but your setting will depend upon the amount of ambient light in your house and how bright you need your device.

### **Skip the apostrophe when typing**

The auto-correct can sometimes get on your nerves, but there are other times when it can really be nice. If you type a lot, you'll no doubt need to use the apostrophe on a regular basis, especially when you are typing in a contraction like "can't" or "won't". But did you know you can skip the apostrophe?

### **Quick onscreen music controls**

Your device has buttons on the side for changing the volume, but how about skipping a song? You don't need to launch the music app just to skip a song. The control panel will let you do things like adjust the brightness of the screen, turn Bluetooth on and even get at a timer. These controls are a little hidden, but they are easy to locate if you know where to look. Simply slide your finger up from the very bottom edge of the screen. You can pause, play, skip forward or skip backwards.

### **Find apps quickly**

As you can imagine, I download a lot of apps. So how do I find a particular app I have installed on my device? I don't waste time flipping through the six screens filled with different icons. Instead, I use search, which can be accessed by sliding your finger down from the very top edge of your devices screen.

Do you have a burning how do I do that question? Send your questions to [helpme@forestcomputerpals.org.au](mailto:helpme@forestcomputerpals.org.au) and we'll answer your iPad questions in future newsletters.

## **Basic iPad Apps Course**

This is a group course for beginners presented by Derek Rowland. The course runs in 6 weekly cycles and includes sending emails, taking photos (and selfies) with your own iPad and including them in an email and lots more. Many of the apps on the standard Home Page are explored with the assistance of a projector/screen and course notes are distributed at each lesson.

**The course runs for 2 hrs - 10 am to 12 noon - every Monday**

with a 5 minute break for coffee and questions and friendly interaction with fellow trainees.

The maximum number in each session is limited to 9 trainees. For more information please contact Derek 9451 3969 or Shirley 9451 0158

### **\*\*\* Advanced Warning \*\*\***

During April and May the Memorial hall will be closed for renovations. More information will be posted as it gets closer. Colin

## **Our Trainers**

The following indicates which days various trainers attend the club. To find which programs they teach, please refer to the chart above the booking sheets at the club rooms.

We have about 14 trainers at present, however we're always on the lookout for more keen people. Most trainers will tell you they have learned more by becoming a trainer. They'll also agree it's good fun and rewarding.

If you are interested in becoming a trainer, please contact Shirley Palmer, our Training Co-ordinator.

Day	Trainers AM	Contact	Trainers PM	Contact
<b>Monday</b>	Derek Rowland 9am till 12 noon	<b>9451 3969</b>	Bev Robinson 12pm till 3pm	
<b>Tuesday</b>	Graham Allan 9am till 12 noon	<b>9451 4336</b>	Temporarily closed See news of members below.	
	Steve Richard 10am till 12 noon	<b>0418 939 944</b>		
	Pat Parsons 10am till 12 noon	<b>9451 1903</b>		
<b>Wednesday</b>	Gay Savage 10am till 1pm	<b>9452 1937</b>	Susan Howell 1pm till 3pm	<b>9415 1167</b>
	Dick Manuell 10am till 1pm	<b>9451 1578</b>		
<b>Thursday</b>	Richard Smith 10am till 1pm		Special Courses as per notice board.	
	Anna Karalus 10am till 1pm	<b>9451 5573</b>		
	Detlef Volkmer 9am till 12pm			
<b>Friday</b>	John Ray 9am till 12 noon	<b>9451 9396</b>	Club closed until demand for Friday afternoon session increases.	
	Pam Perrin 10am till 12 noon	<b>9449 2734</b>		

### Trainers Specialising in iPads

**iPads** - Derek Rowland, Gay Savage, Graham Alan, Pat Parsons.

**Androids** - Detlef Volker, Bev Robinson, Graham Allan.

**Smart Phones** - Detlef Volkmer, Bev Robinson, Graham Allan, Steve Richard, Susan Howell.

<b>Colin Ward</b>	President	<b>9451 1000</b>	<a href="mailto:president@forestcomputerpals.org.au">president@forestcomputerpals.org.au</a>
<b>Joe Magno</b>	VP / Treasurer	<b>9451 0592</b>	<a href="mailto:treasurer@forestcomputerpals.org.au">treasurer@forestcomputerpals.org.au</a>
<b>Irima Kirk</b>	Secretary	<b>9451 7485</b>	<a href="mailto:secretary@forestcomputerpals.org.au">secretary@forestcomputerpals.org.au</a>
<b>Shirley Palmer</b>	Trainers Co-ordinator	<b>9451 0158</b>	<a href="mailto:sepalmer99@gmail.com">sepalmer99@gmail.com</a>



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