

# PALS by the LAKE



The Tramshed  
Arts & Community Centre  
1395a Pittwater Road  
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Computer Pals for Seniors  
Northern Beaches Inc.

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*This is a volunteer  
organisation*

ABN 84 043 912 101

*Welcome to our April Newsletter*



**The Club will be closed for the Easter  
holidays until  
19 April.  
Enjoy the break!**

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**Coming up:**

On 21 April we have another  
"Getting together" in the Tramshed Hall  
Starting at 12noon

Our guest speaker will be the very  
popular

## Peter Stanford

who will be speaking about the latest  
road rules and tips for driving.  
Bring your friends—all are welcome  
Light lunch will be served.



*This club is supported by:*



## Our Open Day on 24 March 2010



Our Open Day was a great success. Regardless of a few minor problems, all went very well, and these pictures speak for themselves.

**We again thank all our wonderful helpers** who once more excelled themselves in the Tramshed Hall, in our Computer Room, for demonstrations, and also Maria and Vlatka, in the kitchen where the work went smoothly and the food served was delicious!

Ron Hare and Christine Smith did a wonderful job explaining Computers and how they work. Programs like PowerPoint, Corel and PrintMaster, and also the Apple/Mac Computer, were demonstrated and there certainly was plenty of interest.

**Well done everyone!**



*Left: Ron Hare, the audience, Ken Brown presenting PowerPoint, John Brennan with Apple/Mac,*

*Top right:: Christine Smith, right below: Henri Osieck showing Corel.*





**T**he Dee Why Beach promotion on 21 March was a great success. It was fun and entertaining. We enjoyed the music on the beach and gave out our brochures to many people. We need to spread our name and let people know what we do, and this was a wonderful way to do it. We would like to say **thanks to our willing helpers** on the day, and also to **Warringah Council** for giving us this opportunity to promote ourselves. The next opportunity will be at Narrabeen Markets, on 18 April, come and visit us!

## *Easter and the new Term*

Easter means a lot of things,  
A different thought to each,  
To some it's church related,  
To some it's more the beach !

There may be chockie eggs and  
An Easter gift for kids,  
But 'Big Kids' like their treats too,  
Though they may cost some quids !

Hot Cross Buns are everywhere,  
So eat them while they're hot,  
They're really good for supper,  
But diet fare they're not !

It's time to have some fun, for  
That 'puter lies in wait,  
Enjoy its many skills now,  
Make it a weekly date.

'Pals have been on holiday,  
We're back, refreshed and new,  
Compute your brain and fingers,  
Create a "brand new YOU" !!!

*Lexie Warder*



**Corel Group**

We meet each second Wednesday of the month at 1pm.  
 This is a very interesting Program with which lots of things can be learned from Win Nielsen, our leader, such as creating beautiful Graphics and much more.  
 Cost is \$5.00 per hour.

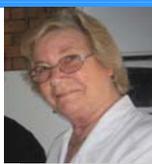


**Dates to remember**

<b>April 2 till April 18 April 7</b>	<b>Club closed Easter holidays</b> 12.30 Trainers Meeting 2 pm Committee Meeting Club re-opens Term 2 1pm "Getting together" PrintMaster 1.30 "Getting started"
<b>April 19 April 21 April 24 April 30</b>	
<b>May 5</b>	12.30 Trainers Meeting 2 pm Committee Meeting
<b>May 7</b>	1.30 "Tips for Word"
<b>May 12</b>	1pm "Corel Group"
<b>May 14</b>	1.30 "Tips for Internet"
<b>May 19</b>	1pm "Getting together"
<b>May 21</b>	1.30 "Tips for Excel"
<b>May 28</b>	1.30 "Setting the Scene"

**PrintMaster Group**

This Group will be starting again in April. **The next PrintMaster lesson will be on 24 April**  
 Cost will be \$5.00 per hour.



**Digital Photography**

You can put your name on the list for the next course by ringing Brian Hinds on 9918 7181



**We welcome the following new members:**

Irene Gavrily, Roger Blake, Richard Peterson, Judith Ann Howe, Ann Curran, Jenny Hall, Kaye Brindle, Geoff Williams, Colleen Nielsen.

We hope you will enjoy your time with us.



**Appreciation Courses with Ron Hare—Term 2—2010**

The Appreciation Courses are for Members. To become a member: just pay \$30.00 for twelve months' membership, so that you can join Groups, Workshops and Courses.

Appreciation Courses cost \$15.00 each for members, including a CD with all the information.

Members can put their name on the list in the Clubroom to enrol.

**New students are urged to attend the first three courses during their first year of Membership. These three courses will be repeated each Term**



<b>April 2</b>	<b>No course on Good Friday</b>	<b>May 28</b>	<b>1.30 "Setting the Scene" in PowerPoint</b>
<b>April 30</b>	<b>1.30 "Getting Started"</b>	<b>June 4</b>	<b>1.30 "Skype"</b>
<b>May 7</b>	<b>1.30 "Tips on Word"</b>	<b>June 11</b>	<b>1.30 "From VHS to DVD"</b>
<b>May 14</b>	<b>1.30 "Tips on the Internet"</b>	<b>June 18</b>	<b>1.30 "Buying on Ebay"</b>
<b>May 21</b>	<b>1.30 "Tips for Excel"</b>	<b>June 25</b>	<b>1.30 "Tips for Scanning"</b>

**We say goodbye to Lexie Warder**

Lexie has decided to retire from teaching computers, starting with Term 2. She will, however, keep on writing her great poetry for us, which we enjoy, and also still come to the club for more lessons (there is always more to learn) and will continue to proofread our Newsletter, so we are not losing her completely.

Lexie has been a great asset to our club in many ways, and we appreciate that there are other things to do in life. We wish her the best in the future and with her many interests. Here is a picture of Lexie which appeared in the Manly Daily recently, showing her enjoying her interest in poetry.



Thank you so much Lexie, we will miss you!

<b>Monday</b> Morning	Allan Burrowes (Enrolments) Greg Ennis Patricia Novikoff Raphael Wang	<b>Tuesday</b> Morning	Evelyn Iggulden Ken Brown Alan Taylor Allan Burrowes	<b>Wednesday</b> Morning	Jim Parker Henri Osieck Mary Anne O'Reilly Win Nielsen
	Afternoon		Allan Burrowes Peter Whalan Linda Francis John Kim Corry Dancaster		Afternoon
<b>Thursday</b> Morning	Brian Curran Paul Treichel Barry Cafe John Brennan Corry Dancaster		<b>Friday</b> Morning	Christine Smith Paul Treichel Gerri Cumpstey Glenda Kelly	
	Afternoon	Reserved		Afternoon	Reserved for Appreciation Courses



**Warringah  
Council**



**Warringah's Housing Future - Let's solve the puzzle.**

**Community Summit – 'Talk of the Town 2010'  
Sunday 23 May 2010  
11.30- 3.30 Dee Why RSL**

Warringah Council is hosting a Community Summit - Talk of the Town 2010 on Warringah's Housing Future and we are looking for 500 Warringah residents to come together to assist in developing preferred directions.

Warringah will need to accommodate more than 10,000 extra dwellings, and about 25,000 new residents, by 2031 based on the State Government Metropolitan Strategy.  
**Should these extra dwellings be built in your suburb?**

For Warringah residents aged 15 and over we would like to encourage you to register before 23 April to have your say on 'where should the housing go and what it should look like?'

Register online at [www.warringah.nsw.gov.au](http://www.warringah.nsw.gov.au) or call **9942 2660**.  
You can also have 'your say' online at [www.yoursaywarringah.com.au](http://www.yoursaywarringah.com.au).

## Accessibility Options for Visually-challenged Users

Visually-challenged users have many resources available for improving on-screen legibility. Word processing is no problem, since font sizes can easily be enlarged. Of course, this also generates a larger paper printout. What's better is to increase the screen "zoom" view. In pre-2007 versions of Word, click on **View>Zoom** to make the adjustment. In Word 2007/2010 a Zoom Scale appears in the lower right corner of the page that can be easily adjusted.

The Internet Explorer 8 browser has a similar zoom adjustment in its lower right corner. If you use a mouse with a centre scroll wheel, roll the wheel forward while pressing CTRL to increase the font size in other browsers and documents.

You can pick up extra screen space by temporarily hiding the Taskbar. Right-click it and choose **Properties>Taskbar>Auto-hide the Taskbar**. Now it will remain out of view until your cursor touches the lower edge of your screen, whereupon it will reappear for normal usage. Move the cursor away and the Taskbar will again disappear.

More legibility options can be found at **Start>Programs>Accessories>Accessibility>Accessibility Wizard**.

For instance, one choice is a **full-width magnifier** that will appear at the top of your screen. Grab the magnifier's bottom edge to increase its height. Now the magnifier will follow your mouse or other text-editing maneuvers to display everything at double its normal size.

Other Accessibility options let you choose super high-contrast color combinations and/or a larger cursor. Another option is "**sticky keys**" for folks who have trouble pressing two or more keys at once, (as in Ctrl+Alt+Delete). Press each key separately in succession to execute the desired command.

Below is a link where you can enter your phone numbers online to put an end to telemarketing calls.

<https://www.donotcall.gov.au/>

PASS THIS ON TO AS MANY PEOPLE AS YOU CAN...

## On-Screen Keyboard in Windows 7

Did you know that Windows 7's on-screen keyboard blows the old version away?

Click **Start** and in the search box type, "osk", minus the quotes and press **Enter**.

Click "**Options**" under PrtScn in the cluster of keys to the far right. From here you can set options to restore your numeric key pad, turn sounds on and off, set text prediction and even toggle the on-screen keyboard to start whenever Windows starts!

You can even set it up so you just have to hover your mouse pointer over a key for it to type!





## Mouse Whispers



### Customize Your Windows 7 Shut Down Button

Tell me, how often do you actually "shut down" your computer? More often than not, do you put it to sleep? Lock it? What if someone else consistently uses the computer after you? Wouldn't it be nice to just log off?

That's a lot of questions with one relatively easy answer!

Just **right-click** your **Start** button and select "**Properties**". Under the Start Menu Tab you'll see a selection that says "**Power button action:**" and a drop-down box next to it. Simply drop that box down and select the action you most commonly use with your computer and hit OK.

Now whenever you click the Start button you'll see the action you chose instead of the usual "Shut Down" option!

If you don't like it, just follow the same steps and re-select "Shut Down".

### Should I leave my computer on all the time, or turn it off?

This debate comes up often. Sparks continue to fly on both sides of the issue (especially if you don't have a surge protector!) I guess I'll give you the thoughts from both camps and let you decide.

#### Leave it on:

The electronic components within the computer tend to last longer if they aren't constantly cooling off and warming back up. Additionally, you don't get any kind of initial "spike" in power when your machine is first turned on. Finally, it's much more convenient to just plop down in front of your computer and start working than to sit through a lengthy boot-up.

#### Turn it off:

Your hard drive may last longer, especially if your computer doesn't put the drive on "standby" after a certain amount of idle time. The constant spinning of your hard drive motor can wear out the internal bearings. I personally don't think this is a big deal. Newer hard drives will probably be in good service longer than the computer they live in.

Another "turn it off" argument is that you'll save on your electric bill. Depending on your machine, it uses the same power as one or more 100 watt light bulbs.

Finally, you're going to pull more dust into your computer if it's running all the time. More dust = more heat. More heat = short lived computers, unless you clean it out regularly.

Those are the main reasons both ways. My opinion? I let it run during the day when I'm using it and shut it off at night.

I don't think it's good for the computer to have someone poking at the power switch constantly. If you're going to use it in the morning and then again in the afternoon, leave it run till you're finished for the day.

I used to leave mine run 24/7, but a few things have changed my mind.

For one, all modern processors need a cooling fan and heatsink to keep it from burning itself into a silicon cinder. These fans are not totally reliable.

If I'm using the computer and am getting signs that I have a CPU that's overheating (your computer will act \*really\* strange, some will play a little tune through the internal speaker), I can shut things down and get it fixed. If it happens in the middle of the night, I'll have a roasted CPU in the morning.

So, my advice is to run it when you need it, and when you're done for the day, shut it down. From: Worldstart.com

## Free Notice Board

### Download a YouTube Video to Your Own PC

Al Roller asked how to copy and save a YouTube video to his own computer. A free program for doing this can be found at [Youtubedownload.altervista.org](http://Youtubedownload.altervista.org). It's easy to use and offers various options as to which video format you'd like a download saved as.

However, while on this site, do **NOT** click on "[To Improve Video and PC Performance, click here to run a free system scan.](#)"

We have no personal experience with this particular link, but FREE SCAN OFFERS are notorious for saying you have all kinds of problems which can be fixed by buying a program they want to sell you. Worse yet, you may have already downloaded it when you clicked the FREE SCAN link, whereupon you're likely to be charged for removing the program (which has probably already installed spyware

**Please remember that the Club will be closed on 26 April for ANZAC DAY public holiday!**

Happy Easter everyone!



*Backups are like insurance.*

*You don't realize how important it is until you really need it.  
The time to back things up is when everything is working well.*

**Disclaimer:** Please note: although everything in this Newsletter has been tried and was found to be safe to use at that time, this newsletter is provided 'As is' without any warranty of any kind. Each reader of 'Pals by the Lake' newsletter assumes complete responsibility for the subsequent use of its content.

**Please note:** We make every effort to replace instructors when they are unable to attend on their teaching day but sometimes this is impossible. All our instructors are volunteers and have personal commitments. We will always try to contact the students if possible.