

# PALS *by the* LAKE



COMPUTER PALS FOR SENIORS NORTHERN BEACHES INC. MEMBER OF ASCCA

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Meetings;  
First Wed. of each month  
starting at 12.30pm  
ABN 84 043 912 191

## Welcome to our Newsletter



### "GETTING TOGETHER"

WE INVITE ALL OUR NEW MEMBERS, MEMBERS, TRAINERS AND FRIENDS TO COME AND ENJOY THE PRESENTATION BY

**MR. GRAHAM CLARK**

### "TIPS AND TRICKS WITH WORD 2010"

THIS WILL BE A GREAT START FOR 2012

ON

**15 FEBRUARY 2012  
STARTING AT 12.30**

**AT THE 'TRAMSHED'  
1395A PITTWATER ROAD,  
NARRABEEN**



**THIS IS A FREE PRESENTATION  
AND REFRESHMENTS WILL BE PROVIDED  
BRING YOUR FRIENDS  
ALL ARE WELCOME - NO BOOKINGS NECESSARY**

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We gratefully acknowledge the assistance provided by the following sponsors



**YOUR INSTRUCTORS**

Monday	<b>Greg Ennis</b> <b>Joe Paardekooper</b> <b>Patricia Novikoff</b> <b>Greg MacGuire</b> <b>Peter Whalan</b> <b>Linda Francis</b> <b>Allan Burrowes</b>
Tuesday	<b>Alan Taylor</b> <b>Judi Page</b> <b>Greg Macguire</b> <b>Allan Burrowes</b> <b>Guy Williams</b> <b>Elaine Burnes</b> <b>Neo Orth</b> <b>Pat Kingham</b> <b>Ken Brown</b> <b>Pam Hunt</b>
Wed.	<b>Jim Parker</b> <b>Henri Osieck</b> <b>Win Nielsen</b> <b>Mary Anne O'Reilly</b> <b>Joe Paardekooper</b>
Thursday	<b>John Brennan</b> <b>Paul Treichel</b> <b>Corry Dancaster</b> <b>Judi Page</b> <b>Ida Greenway</b> <b>Kerry Orr</b>
Friday	<b>Christine Smith</b> <b>Gerri Cumpstey</b> <b>Glenda Kelly</b> <b>Paul Treichel</b> <b>Len Slater</b> <b>Judi Page</b> <b>Robert Richardson</b>

Goodbye Brian Curran.

It is with regret and sadness that we have to announce that Brian Curran has tendered his resignation from the Committee and as trainer for 2012.

Brian was a Committee member and our software and equipment coordinator. Brian always did a fantastic job and he will be sincerely missed.

We wish Brian all the best for the future.



Goodbye Evelyn Iggulden

Again it is with regret that we announce the resignation of Evelyn Iggulden.

Evelyn has been a Trainer with this club for a very long time and we appreciated her lovely way of teaching, and helping students. Evelyn did a great job and we are sorry to see her go. However, as she is moving to the Central Coast, it is a bit far to come to Narrabeen each week. Evelyn is sure to find another Computer Pals club, a bit closer to her new home

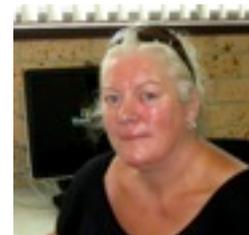
We wish Evelyn all the best for her future.



Welcome Kerry Orr

We welcome Kerry Orr as our new Trainer. Kerry is a very capable and experienced new Trainer. She will be at the Club on Thursday mornings.

Welcome Kerry, we hope you enjoy your time with us.



Welcome Neo Orth

We are very fortunate to have Neo join our club, Neo is very experienced and knowledgeable. Neo has started teaching on a Tuesday and she is doing a great job.

We hope Neo enjoys her time with us - welcome Neo.



And welcome to Pam Hunt. Pam has been a member of this Club as a student and has now progressed to be a Trainer. Needless to say: she is good and has gained a lot of confidence.

Welcome Pam. Enjoy your time with us.



**February 2012**

- Feb. 1** 12.30 Trainers Meeting  
2pm Committee Meeting
- Feb. 15** 12.30 Presentation 'Tips and Tricks with Word'
- Feb 18** PrintMaster Group

**March 2012**

- March 7** 12.30 Trainers Meeting  
2pm Committee Meeting
- March 17** PrintMaster Group
- March 22** Seniors Day 12.00 - 4pm

Join these free groups:

**COREL**

(a wonderful program to create Graphics and much more)



Win Nielsen

or

**PRINTMASTER**

(a card making program)

Please contact us



Pat Kingham

[info@compalsnb.org.au](mailto:info@compalsnb.org.au)

**Everyone likes short, quick Windows tips.** These following 21 tips work in all versions of Windows, unless otherwise noted. We hope you find these tips useful!

1. To change computer time: Right mouse click on the clock in your **system** tray (lower far right) or right-click in system tray and choose "adjust date and time".
2. To save a picture/image from a web page, right mouse click and choose "Save Picture As" or "Same image as" (depending on your **browser**). You can rename it – if you wish – when you save it to your hard drive. You can rename it – but you cannot change its extension. If you want to change image formats – you can open the image in your favorite photo editor and re-save it in the format of your choice.
3. To see how much hard drive/hard disk space you have left, do this: **Double click** My Computer. right mouse click on your C drive (or any hard drive) and chose properties.
4. Most common image formats are JPG, GIF, **BMP** and PNG. Most common image format exported from a digital camera is a JPG.
5. If you accidentally delete a file, click Control key + Z to bring it back instantly. You can also look in your recycle bin if you don't realize it until later, then just right-click on the file and choose "restore" and it will go back to where it came from.
6. If you hold the shift key down when deleting a file, it bypasses the recycle bin. Control Z will still bring it back.
7. If you occasionally see a red X instead of an image on a web page, it is not a setting problem with your browser. It usually means the webmaster who made the page put in a bad link.
8. F1 key opens Windows Help quickly!
9. You can quickly maximize a window by double clicking the title bar of the window... this is the areas with the program's name at the top of your window. Double click again to bring it back to the size it was prior to maximizing.
10. Alphabetize the items in your start **menu** by clicking Start, Programs, and while hovering over any program, right mouse click and choose Sort by Name. (Windows XP)
11. Quick View of your System: If you hold the Alt key down while double clicking My Computer, it will open the System Properties Window. This is where you can find your computer's name, system restore, auto updates, hardware, and more. The first screen will show you a lot of information about your system such as what version of Windows you are using, who the computer is registered to, how fast your CPU is and how much RAM you have.
12. To open a "Run" command, just press **the Windows** Key + R.
13. To open Windows Explorer press the Windows Key + E.
14. To close any window that is in focus (on top of the rest) click ALT + F4
15. Use the ALT key + the Tab key to move between open programs.
16. Press the Windows key plus the "D" key to instantly return to your desktop
17. When browsing the Web using your favorite browser, tapping the F11 key will maximize the browser window and give you the maximum amount of viewing area (no address bars or toolbars in your way). Tapping the F11 key again, returns your browser window to its normal state.
18. Click F4 while your browser is open and the last 25 addresses you have typed out in your address bar will show. Here' how to do it: Place your cursor in the address bar and tap the F4 key.
19. Press the Windows Key plus the L key to lock your computer. (Works only if your Windows user account is password protected.)
20. While in Windows Explorer, Press ALT + P and a preview should appear on the right.
21. To view properties menu of a file, folder, etc., highlight it and click Alt + Enter. Highlight My Computer and click Alt + Enter to view System Properties.

FEBRUARY



Feb. is the month of love, they say,  
The day fourteen's on show,  
Great cards abound from those we love,  
Or suitors we don't know !



Saint Valentine had lots to say,  
His words are very clear,  
Love one another every day,  
Throughout the whole long year.

But love can come in many forms,  
Not just for friends and kin,  
For we at 'Pals have found one more,  
A friendly metal thing !!

Our 'puters sit there day by day,  
Just hoping we come near,  
When they are sick we are distraught,  
When they are well, we cheer.

So it's all right to love your 'pute,  
Though some may think we're queer,  
'Cos it's a pal, a French "ami",  
We "like" it much, but "love" it dear !!!



*Lexie Warder*

*Happy Leap Year!*

**One of the first things we always tell people:** never use more than one antivirus program. This is because using two antivirus programs causes software conflicts, can slow your computer down, and your computer may be less well-protected because of the software conflicts caused by using two antivirus.

Most free antivirus programs (we can't say all because we surely haven't tried them all) do not merely quarantine malicious files - they remove them. This is true of MSE as well as Avast, AVG, and AntiVir. In fact, many times the free antiviruses are rated higher in protection than many paid antivirus programs - so price is not a valid way to judge an antivirus program's efficacy.

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.

Disclaimer: Please note: although everything in this Newsletter has been tried and was found to be safe to use, 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 use of its content.



## Mouse Whispers



Below is a list to help familiarize you with basic terms that you may have heard "everybody" use and had no idea what they meant.

**Boot:** To start up your computer. If your computer is already on, reboot means to restart it.

**Browser:** A browser is a program that you use to "browse" or "surf" the web. If you sit down at your computer and you get on the internet, you are using a browser. You cannot visit anything on the internet without a browser. Some examples of current browsers are Internet Explorer, Firefox, Opera, Google Chrome, and the latest, Avant.

**Desktop:** Like the top of your desk, the desktop on your computer is the part of the screen that contains folders, icons, etc. It's kind of a file system. There can be folders, icons, documents, and you can arrange them any way you like, or even toss them out, since there is a Recycle Bin (which is called a garbage can in my office)..

**Download:** When you download something, you are transferring data from another computer to your computer, usually over the internet. You are going to receive the data. On the other hand, if you want to upload something, you are going to give something from your computer to someone else's.

**Font:** A font is the style and size of lettering. For instance, if you want to compose a letter that looks like it has been written in calligraphy, you might want to use a font like Monotype Corsiva, instead of the one I have been using here, which is called Arial. There is a huge selection of fonts that you can download for free off of the internet.

**Hard Drive:** Simply put, a hard drive is where all of your files, pictures, videos, programs, etc. are stored. There are different sizes of hard drives, depending on how much stuff you want to have on your computer. For example, if you are a video editor, you need a very large hard drive (videos can be very big files). If you only use your computer for the internet and to do your taxes, you don't need a very big hard drive. When you hear about people "losing their hard drive" it means that they have lost all of the data that was stored on their computer.

**Hardware:** Hardware is all of the *physical* stuff of your computer, like your mouse, your keyboard, your monitor, your printer, your stereo speakers, etc. **Software**, on the other hand, runs as the non-tangible part of a computer. Your anti-virus program is software. Data, files, images, and videos are all examples of software. You need both software and hardware for a computer and its parts to run.

**Icon:** An icon on your computer screen is a very small image that represents an object or program that you have on your computer. Some examples of icons:

**Link:** When you click on [www.compalsnb.org.au](http://www.compalsnb.org.au) you have clicked on a link. A link is the address of wherever you want to go. Sometimes the link can be to a file, an image, or a video as well as a website.

**Operating System or O/S:** "What operating system are you running?" The first time I was asked this many years ago I felt like an idiot having to ask the tech what that meant. Simply put, an operating system (or O/S) is the main program (software) that manages the hardware and software of the computer which allows you to use it. Current operating systems include Windows 95, Windows 98, Windows XP, Linux, Windows Vista, and the new Windows 7.

**PC:** Your computer! This stands for personal computer.

**Reboot:** This means to *restart* your computer. Often programs will ask you to reboot after you install them (Windows Updates is a good example of this). To boot a computer means to start it the first time.

**Search Engine:** Sometimes when you ask someone about something particular they will tell you to "Google" it. What they are telling you is to go look it up on a search engine (in this case, it's Google). A search engine is a program that searches for documents with information based on the criteria it is given and returns the results. For instance, if I wanted to know why my HP printer all of a sudden quit and has a red blinking light, I could go to a search engine and type in "Printer stopped red blinking light HP" and the search engine will return pages of documents where I could go to see how to rectify my problem. There are many search engines you can use, such as Yahoo, AskJeeves, or Altavista. If you want a list of search engines, you can go "Google" one!

**Upload:** When you going to upload something, you are going to transfer it from your computer to someone else's, usually over the internet. You are going to *give* it to someone else. When you download something, you are transferring it from their computer to yours; you are *receiving* it.



**On iPad how do I delete apps I no longer want?** With more than half a million applications available on the iTunes App Store, it's tempting — and easy — to fill up your iPad with apps you use once or twice and quickly lose interest in. Fortunately, Apple makes it easy to delete unwanted apps and free up space for the killer apps you can't live without.

Make sure the iPad is turned on and unlocked. On the home screen, or the screen containing the app you want to delete, touch and hold your finger on an app until all the apps onscreen start shaking. You'll see an "X" in the upper left corner of each app.

Touch the "X" on the application you want to delete. A message will appear, asking you to confirm that you want to delete the app. Tap "Delete" to delete the app from your iPad, or "Cancel" to change your mind. Deleting the app also removes all associated data, such as saved games or documents, from your iPad.

**Eight useful summer apps** - from the summer list in the current issue of Good Weekend

**Hurley Surf Coastalwatch** (\$2.99, iPhone, iPod touch and iPad)

Keeps you up with all the action at the beach, including swell, tides and wind conditions, a detailed history of the day before and predictions for the day ahead, as well as up-to-date coastal images. It uses GPS to tell you how far you are from each beach you select.

**Read More** (\$1.99, iPhone, iPod touch and iPad)

Need help getting through that stack of summer reading material? Enter the title of the book and how many pages it has and this reading log will keep track of your progress. It also archives the books you've read.

**Ask The Butcher** (\$1.99, iPhone, iPod touch and iPad)

Even if you've never thrown a shrimp on the barbie, this app will help you show off. Developed with Vic's Meat, it features recipes and info on all cuts and varieties, with cute graphics. But we love the timer: input cooking type (barbecue or roast), weight of meat and how you want it cooked, and an alarm will sound when it needs to be flipped.

**Sun Smart** (free, iPhone, iPod touch and iPad)

If you plan on soaking up the sun, this app will help keep your skin out of the red zone. It offers a seven-day weather forecast, UV levels for each day, and when to slip, slop, slap. It also calculates how much sunscreen you need, and includes an alarm for when it's time to reapply.

**Road Trip Fun** (99 cents, iPhone, iPod touch and iPad)

Pull this out at the "Are we there yet?" stage. It features car games, from I Spy and 20 Questions, to Punch Bug and Licence Plate Bingo, with descriptions of how to play each one.

**Everguide** (free, iPhone, iPod touch and iPad)

This what's-on guide to entertainment, arts and culture across Australia includes Summer Music Festival Insider, a national festival guide.

**Trip Journal** (iPhone, iPod touch and iPad) A detailed app for the avid traveller. It lets you document your holiday using photos, videos and maps and share them via Facebook, Twitter, YouTube and Flickr. It also keeps a record so you're left with a slick travel journal once you get home.

Read more: <http://www.smh.com.au/digital-life/smartphone-apps/eight-useful-summer-apps-20111217-1p0de.html#ixzz1gvG4wrn0>