



Computer Pals for Seniors
Northern Beaches Inc.
Member of ASCCA

The Tramshed
Arts & Community Centre
1395a Pittwater Road
Narrabeen NSW 2101
Tel. 9913 1433

July 2009 No.151
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This is a volunteer organisation.
ABN 84 043 912 101

Welcome to our July Newsletter

Notice to members:
Annual General Meeting
The Club AGM will be held on
Thursday 20 August 2009 at 1.30pm
in the Tramshed Arts and Community Centre,
Narrabeen.



Please put your nominations for
a new President and Committee members
in the
voting Box in the clubroom.
Nomination forms are on page 3 of this
Newsletter and are also available at the
clubroom.
Nominations should be in the box
before 1 August 2009.

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WHAT IS COMING UP?

Well, during July we have a break, and therefore there will be no Presentation.

August is our AGM month and so, again no presentation, but all are invited to come to the AGM on Thursday 20 August at 130pm.

In September: we will have a presentation:

"Drama, the Stage and the Actor"

which has nothing to do with Computers, and should therefore interest everyone!



We hope to see you all.
Bring your friends... all are welcome.

This club is supported by:



Pittwater RSL Club



Dee Why RSL Club



Warringah Council



LEADERSHIP

From time of birth we have someone,
 Someone who's there to guide,
 When we are kids we need that help
 With parents by our side.

And as we grow we also have
 Those teachers at our schools,
 With knowledge they impart to us,
 So we don't end up fools!

Throughout our life there's always some
 Who guide us there and back,
 We need these folk who work for us,
 They help keep us on track.

So now's the time to choose the folk
 To lead 'Pals' for the year,
 So make your choice and come to vote
 For leadership right here.

The President has done her job,
 She's been a great one too!
 But now we need a brand new one,
 To lead us on and through.

Committee also needs our votes,
 Who'll guide the Club for us?
 We need some folk we know will work,
 Some people we can trust.

When meeting's over, voting done,
 We'll welcome the new year,
 To leaders we will raise a toast ...
 Come join me for a beer!!

The club's AGM is coming up on 20 August 2009

It is time to call for nominations for our Management Committee for the next 12 months.

I have had members ask just what is needed for someone to nominate as a Committee member, so here are some thoughts:

Our club, all clubs, need dedicated, diplomatic and people oriented management. We are a technology club but the Management Committee is responsible for the governance of the club.

The Committee members obviously must understand the training/technology side of the club but don't necessarily have to be techno whizzes. That is why we have an instructors' meeting each month to discuss the more technical aspects of club life and that group/committee then feeds back the needs, findings and challenges relating to the technical side of the club to the Management Committee for discussion and then decisions or agreement.

It is excellent and necessary that most of the Management Committee members are instructors because decisions can then be made with a real understanding of the situation.

All positions on the Committee are open for nomination and our president, Pat Kingham, has served her full 4 year term. So if there is someone who you think can fill her shoes, please encourage them to nominate.

We need a president who is dedicated, diplomatic and people oriented; one who can see the bigger picture and place our club within our community as an important contribution to the general wellbeing of seniors. If he or she has technical skills, even better.

That person also needs to be active within the club and know the members. We need a leader to empower the club.

Please find below: the Nomination Form (for members only), print it, and fill it out. Please put your nomination in the Box in our clubroom before 1 August 2009.



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Fourteenth Annual General Meeting 2009

Nomination of Office Bearers

I _____ propose _____

For the Office of _____

Seconded by _____

I _____ accept nomination

Date _____

Apple/MAC Group



As we now have several Instructors, knowledgeable on Apple/Mac computers, our Apple/Mac teaching has now been organised into a group.

The lessons will be organised into a certain set of instructions, which we will follow and this will make it easy for everyone. That way, Instructors will be able to take over from each other if necessary, and continue teaching where the previous instructor left off, if necessary, without any hassles! Great work here, by David Bennett.



David Bennett



Glenda Kelly



Gerri Cumpstey



Corry Dancaster



John Brennan

OUR COREL GROUP

This is the oldest group within our club and is run by Win Nielsen, and over the years she has taught many of our students.

If you would like to join this Group, please put your name on the list in our clubroom, so that Win knows who to expect. Even if you are completely new and just learning how to use a computer, you will enjoy learning this wonderful program. **Come and enjoy the 'Corel Group' second and fourth**

Wednesdays, at 1 pm.

This is FREE so any member can join.



Win Nielsen



Pat Kingham

OUR PRINTMASTER GROUP

Our Printmaster Group is a very active group, run by Pat Kingham on the Third Saturday of each month and it is free.

It is easy to learn and you can create cards for every occasion. Come and join. Please put your name on the list in our clubroom and come on the third Saturday and enjoy!

Appreciation Courses with Ron Hare —Term 2—2009



Ron Hare

These Appreciation Courses are for members. To become a member: just pay \$25 for 12 months' membership to be able to enjoy groups, workshops and courses.

All Appreciation Courses cost \$10 each and include a CD with the information.

Members can put their name on the list at the club.

If you are unable to come, please let Ron Hare know on: 9918 9469

Friday July 10	Getting Stared	Friday 21 August	Ebay
Friday July 31	Tips for Word	Friday 28 August	Setting the Scene in PowerPoint
Friday 7 August	Tips for the Internet	Friday 4 Sept	VHS tapes to DVD
Friday 14 August	Works Suite	Friday 11 Sept	Introducing Excel
		Friday 18 Sept	Vinyl to CD

Australian Seniors Computer Clubs Association (ASCCA)

11th Australian Seniors Computer Conference

Tuesday 18 and Wednesday 19 August 2009

ASCCA's 11th conference will once again be held at Sydney's Powerhouse Museum, a very popular venue with easy access from the monorail, light rail and reasonably priced parking stations. The venue and the food are just fantastic!

Each year ASCCA offers a varied program of excellent speakers and workshops to educate and stimulate - and encourage communication. with opportunities to share our experiences as adult learners and teachers .

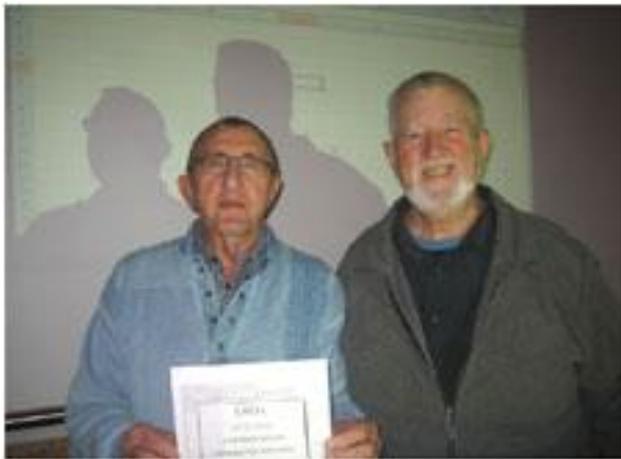
If you would like more information, go to ASCCA's website www.ascca.org.au

If you would like to go: please contact Corry at: corryten@gmail.com

Our "Excel" presentation on 17 June

In spite of the weather being absolutely awful, heavy showers and cold, we had the usual turn-up of interested people for this 'Excel'ent presentation.

We were not only presented with a clear way of using 'Excel'. We were also shown some Tips and Tricks within 'Excel" and we learned that we can do a lot more than just attend to accounts, etc. even manipulate and enhance photographs!



*Paul Treichel and Allan Burrowes
Photograph by Christine Smith*

This is just a marvellous and interesting program, but without this presentation most of us would not have known how much can be done with it.

We thank Paul Treichel and Allan Burrowes for making this a very interesting afternoon.

We would also like to point out that anyone who is interested, can attend **Ron Hare's Appreciation Course on 'Excel' on the 11th of September.** You will get a CD with full instructions as well as a 2 hour course in 'Excel' all for \$10 for members.

'LET'S BE CREATIVE'

Basically, the rules are that members can create a card with any program on your computer.

Cards need to fit into a C6 envelope, therefore they need to be a quarter-fold card. Please read the rules in our clubroom. The winner is announced each month in this Newsletter, and a prize is awarded to the person with the best card.



**FIRST PRIZE FOR
JUNE GOES TO:
ELAINE BURNES.**



The best things in life aren't things" -Art Buchwald



MOUSE WHISPERS



Technical Aid for the Disabled (TAD) has recently become a Microsoft Authorised Refurbisher and has changed from a computer loan service, specifically for the disabled to a sales based service for the disabled and anyone in receipt of a Centrelink benefit.

TAD can now offer a choice of good budget computers with a range of options and an extended warranty, at very affordable prices - with free delivery in NSW and a two year service agreement.

Computer options and costs can be found at

<http://www.tadnsw.org.au/Services/Computers/computersale.php>

This is great news because the revenue created will enable TAD to continue its support to the disabled in the community.

The TAD Computer Support Service currently supports over 1,000 clients throughout NSW, and in the past few years they have supplied more than 6,000 computers to people with disabilities.

It is a not for profit organisation that aims to provide this service to anyone of any age with any disability.

Although the volunteers contribute their time and skills without charge, the clients are asked to make a payment towards the services they receive to cover the materials, travel and other expenses of the volunteers. There are more than 300 of these practical and visionary people from technical, trade and engineering backgrounds who have an amazing **network to source 'ingredients' or discuss possible solutions for simple or complex** problems.

Staff, TAD members and volunteers are rewarded by seeing their clients enjoy a better quality of life. TAD is an Australia wide organisation and if you go to this web page <http://www.tadnsw.org.au/About/tadaust.php> you will find out how to contact them in all States.

TADAust Connect <http://www.tadaustconnect.org.au/> Internet Service Provider is now also offering a range of broadband, mobile and home telephone services.

Can you Help? Warringah/Pittwater SES unit are in need of Volunteers for phone answering for which a reasonable level of Word-processing ability is desirable. They **can train people for using their program for handling requests for assistance etc. It's a** pretty straightforward system, using an ordinary PC, modem etc and headphones for connecting to callers, leaving hands free to enter details directly into the computer. Warringah/Pittwater SES unit covers from North Manly to all of Pittwater, including Scotland Island. The headquarters are on Thompson Drive, off Kamber road, off Mona Vale road, right on the boundary between Warringah and Pittwater. Both Warringah and Pittwater Councils support their work.

If you can help, please contact: Dick Manuell, on email address rman77@bigpond.net.au

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 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.**

Web Pages Too Wide for Screen and/or Printer?

There is a "Shrink to Fit" command we can use on Web pages that are too wide for a monitor, as well as the printer. Do you constantly scroll left and right to view a page, **and does the printer cut off much of a page's right side?**

Well, if nearly everything appears too wide on one's monitor, the most likely culprit is its screen resolution.

Windows XP users can right-click their Desktop and choose Properties > Settings to find an adjustable knob marked Screen Resolution.

Vista users can find these options by right-clicking their Desktop and choosing Personalize > Display Settings.

Lower resolutions (such as 640x480) are often preferred by persons with vision limitations. Well, changing these settings works well on CRT (cathode ray tube) monitors, but LCD (liquid crystal display) flat screens are designed to use a specific resolution; and changing it can reduce the sharpness of text and images.

As for viewing Web pages, modern browsers offer easy ways to make them fit comfortably on a screen. Internet Explorer 7 and 8 users can click the down arrow next to 100% in the lower-right of their screen and choose percentages from 50% to 400%. Mozilla Firefox users can click on View > Zoom for sizing options and Google Chrome users can click the "page" icon in the upper-right corner of their screen to find "zoom" options.

As for printing, there is no standard "width" for Web pages.

However, choosing *landscape* rather than *portrait* printing usually makes them fit. In Internet Explorer 8 click on File > Print > Preferences, and choose Landscape.

Personally, we find it more practical to print out just the story we are interested in by copying and pasting it into an email message or onto a word-processing page.

Thanks to Don Edrington

Right and Left Mouse clicks.

Generally the right click is used to explore a menu or choose an alternate to something you are doing. Left mouse click is usually for clicking and selecting. You can learn a lot about options by simply clicking the right mouse button and see what comes up when you are in different programs, menus, etc. Remember: right click means you are clicking the right side of the mouse. Most often left-clicks are "action" clicks and right-clicks are "dialog/properties" clicks.

Believe it or not, this is something many of us take for granted that everyone knows. If you are left-handed you may want to reverse these basic functions to make your device more comfortable to use. Most mouse software gives an option to change these two selections around; check your control panel, mouse properties for these options.

Freebie of the Month: [CodySafe](#) lets you carry your favourite applications with you so you can access them from any computer.

CodySafe is a menu utility for portable applications. Turn your USB flash drive to a computer-on-stick. You may add, manage and launch your portable applications with ease and comfort. You can manage documents, multimedia files and pictures. You can keep your disk healthy with Drive Doctor. You will always know how much memory is used and available on your disk. These and numerous other useful features and options make CodySafe indispensable. Enjoy operating your USB flash drive or portable hard disk with CodySafe. <http://downloads.zdnet.com/abstract.aspx?docid=988857&tag=nl.e530>

Free Registry Scan & Repair from Microsoft

A Microsoft freebie you should take advantage of is their free registry scan & repair. You can find this service here: www.microsoft.com

"Cats are smarter than dogs. You can't get eight cats to pull a sled through snow."

Jeff Valdez

Welcome to our new members:
Elaine Ell
We hope you will enjoy your time with us.



Dates to remember:

July 1	12.30 Instructors Meeting 2pm Committee Meeting
July 8	1pm "Corel" Group
July 10	1.30 "Getting Started"
July 11-26	Club closed for break
July 31	1.30pm "Tips for MS Word"
August 5	12.30 Instructors Meeting 2.00pm Committee Meeting
August 7	1.30pm "Tips for the Internet"
August 12	1pm "Corel" Group
August 14	1.30pm "Works Suite"
August 15	"PrintMaster" Group
August 18 & 19	ASCCA Conference
August 20	1.30 our AGM
August 21	1.30 "Ebay"
August 26	1.00pm "Corel" Group
August 28	1.30pm "Setting the Scene"

YOUR INSTRUCTORS



Mon 9-12	Greg Ennis
9-12	Patricia Novikoff
9-10	Pat Kingham/Enrolments
9-1	David Bennett/Apple Mac
1-3	Lexie Warder
1-4	Anthony Staniforth
12-4	Peter Whalan
Tues 9-12	Ken Brown
9-12	Evelyn Iggulden
9-1	Alan Taylor
9-1	Anne Parsons
9-1	Don Roberts
1-4	Pat Kingham
1-4	Kevin Bowering
1-4	Michael Sunderland
1-4	Allan Burrowes
Wed 9-12	Henri Osieck
9-12	Jim Parker
9-12	Mickey O'Neill
9-12	Mary Anne O'Reilly
10-1 pm	Reserved for Meetings
Thur 9-12	John Brennan
9-12	Brian Curran
9-12	Paul Treichel
9-12	Corry Dancaster
9-12 pm	Barry Cafe
	Reserved for courses such as Digital Photography
Fri. 9-1	Christine Smith
9-1	Paul Treichel
9-12	Glenda Kelly
9-12 pm	Gerri Cumpstey
	Reserved for Appreciation courses with Ron Hare

For researching your Family tree:
Please contact:
Don Roberts
9944 7456



For File Management and Digital Photography:
Please contact
Brian Hindes: 9918 7181

