

PALS by the LAKE



Computer Pals for Seniors
Northern Beaches Inc.

The Tramshed
Arts & Community Centre
1395a Pittwater Road
Narrabeen NSW 2101

May 2010 No.160

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*This is a volunteer
organisation*

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Welcome to our May Newsletter



we wish all students who are a Mother or a
Grandmother,
or maybe even a Great Grandmother,
A very
Happy Mothers Day!



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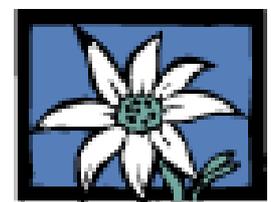
"Getting Together"

We have Mr. James Kelly,
A presenter from Owen Hodge Lawyers
who will talk to us about

Wills and Estates

We should all know and understand that getting our
"Homework" done gives a great feeling of satisfaction.
Be at the Tramshed on 19 May 2010 at 12 noon
1395a Pittwater Road, Narrabeen
Light refreshments will be served,
All friends are welcome.

This club is supported by:



Warringah Council



"Mac Pals by the Lake"

With our Apple/Mac computer teaching becoming very popular, we are starting a short Newsletter Appendix, specially for Apple/Mac students with Hints and Tips, and information, just for them.

This will be a separate download from our usual Newsletter and Apple/Mac students should refer to our main Newsletter, to keep up with what is going-on within our club, timetables, news items etc.

For the appendix go to page 8 or: just click on this link:

http://www.compalsnb.org.au/docs/mac_appendix.pdf

Enjoy the new production!



Narrabeen Markets Promotions

Another great day at the Markets, on the shores of Narrabeen Lake. We had lots of volunteers on the day and as usual everyone enjoyed themselves. We also had many interested people drop in, and we were able to give out much information.

Well done everyone.

These promotion days are becoming very popular with us, and are a great way of working together for the good of this Club. We spread our name around, letting people know who and where we are, and have an enjoyable time as well.

Thank you to all the helpers, we do appreciate all your efforts.

*In the picture: L—R: Jim Parker, Pat Kingham and Hamish McLean.
Photograph by Allan Burrowes.*

"Getting Together" on 21 April 2010

Our "Getting together" afternoons with interesting presentations are getting very popular and once again we enjoyed the time spent at our club with an interesting subject. The main Presentation by **Peter Stanfield**, an approved RTA presenter was most informative and very helpful to senior drivers. The delicious light lunch afterwards was appreciated by all.

We once again thank all our helpers and especially Peter Stanfield, for the efforts they all made.

The next "Getting together" will be on 19th May, same place in the Tramshed and we are hoping to get **Mr. James Kelly from Owen Hodge Lawyers**, with some helpful advice for the future!

Don't miss it. We start at 12 noon.

Peter Stanfield



Corel Group

We meet each second Wednesday of the month at 1pm.

Lots of things can be learned from **Win Nielsen**, our leader, such as creating beautiful Graphics and much more.

Jean Robins from our Corel Group will be giving a demonstration on how to make cards **on**

Wednesday 12 May, starting at 1pm

Henri Osieck will also be there to answer questions.

All members are welcome.

Cost is \$5.00 per hour.



Win Nielsen

PrintMaster Group

Learn how to make beautiful cards and much more with PrintMaster.

This Group meets on the 3rd Saturday of each month. Put your name on the list in our Clubroom or just come. Cost is \$5.00 per hour.



Dates to remember

May 5	12.30 Trainers Meeting 2 pm Committee Meeting
May 6	12.15 Meeting for Mac Trainers. 1.30 "Tips for Word"
May 7	1pm "Corel Group"
May 12	1.30 "Tips for Internet"
May 14	12 noon "Getting together"
May 19	1.30 "Tips for Excel"
May 21	1.30 "Setting the Scene"
May 28	
June 2	12.30 Trainers Meeting 2.00 Committee Meeting
June 4	1.30 "Skype"
June 9	1.00 Corel Group
June 11	1.30 "from VHS to DVD"
June 16	12noon "Getting together"
June 18	1.30 "Buying on Ebay"
June 19	"PrintMaster"
June 25	1.30 "Tips for Scanning"

Digital Photography Course

To attend the next course, please ring Brian Hides on 9918 7181



Our **Trainer John Kim** had to return to Korea, so we said "Goodbye and Thank you" to John. We enjoyed his company and help as a volunteer Trainer. We wish you well for the future John!



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.



May 7	1.30 "Tips on Word"	June 4	1.30 "Skype"
May 14	1.30 "Tips on the Internet"	June 11	1.30 "From VHS to DVD"
May 21	1.30 "Tips for Excel"	June 18	1.30 "Buying on Ebay"
May 28	1.30 "Setting the Scene" in PowerPoint	June 25	1.30 "Tips for Scanning"

**"Enjoy when you can, and endure when you must."
Johann Wolfgang Von Goethe**

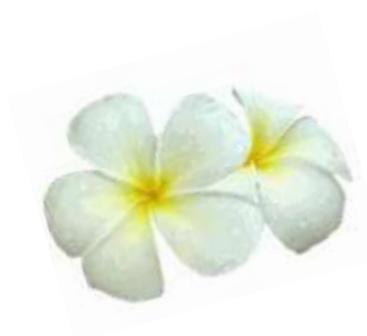


MOTHER TAUGHT US WELL

The days when we were growing up
Were filled with good advice,
Our parents wanted us to grow
And be all good and nice.



For most of us our Mums were there
To teach us how to live,
That's why we celebrate this month,
Our love, with presents, give.



Remember Mum on Mothers' Day,
Give thanks that she was there,
Though sons and daughters may be gone,
All scattered everywhere.

A phone call or a card is good,
She does not need a fuss,
She taught us well and now we're grown,
She loves a word from us.



So now we're old and learning still,
We've had a nice long rest,
We're back at 'Pals to work again,
"Hey, Mum, we'll do our best !! "



Lexie Warder

A Sense of Achievement



When I started at Computer Pals, I knew absolutely wonderful trainer with a great sense of humour. The Wednesday morning always had a ready answer for Somehow all of them got together and urged me to become a trainer. They told me I could do it and besides I would find I would learn a lot. I doubted all of that and I was reluctant but what they had said to me has proved to be true.

nothing. I had a other trainers on Mary's questions.

One of my first pupils was a delightful lady with a quiet sense of humour. We have taught each other so much along the way. I marvel when I look at what she is doing at the moment---her life story packed with pictures. Her grandsons and daughters help along the way and again, I have learnt much from them.

This year has brought along another star pupil. She knew what she wanted from the computer and after much discussion we set out to make sense of Word. Remember, like me, she knew very little about computers. We firstly wrote a letter, saved it and printed it. We then looked at editing a document. We had fun playing around formatting—different fonts, larger and smaller colour changes and so on. A few weeks later, in she she had written on the computer. She proceeded to envelope she had done and wasn't happy with.



w i t h print size even came with a letter produce a n Mind you, I had

not even mentioned envelopes. I told you I had a star on my hands. I told her this was all easily fixed. I proceed to go to Envelopes and Labels thinking to myself that, at least this is easy and then I had a mental blank. Where do I find Envelopes and Labels???? This voice said beside me, "Mary, I found them under Tools." Well, there you are, my student was guiding me.

I have enjoyed my time at Computer Pals both as a student and as a trainer. I love the fact that I continue to learn and I am grateful to my students for accepting the fact that I do not know much more than they do but instead, so often, we learn together. To the other trainers who answer my endless questions---thank you!

Mary Anne O'Reilly

A Computer Pals Mum





"E-Buy by the Lake"



Buy or Sell? Win-Win-Win!

In this section of our Newsletter we will try something new.

Without any charge, we will advertise for our Members, any item they would like to sell.

"Buy & Sell"

A service to Members

If you want sell or to buy something, send us a short description (no pictures) with your contact phone and/or email address and we will put it in the newsletter for you.

If you sell something, we ask you to donate 10% of your selling price to the club.,
Note: The club does not accept any responsibility for the sale of any goods that is between you and the other party.

For Sale: \$1200.00
One "As new" Apple Computer
24 inch screen, 2 years of warranty,
Includes: Keyboard, Mouse, iWorks, Office for Mac 2008.
Ring: 9918 7181

For Sale; \$165.00
Dell 'Inspiron 2200' laptop with 14 inch screen Windows XP SP2 installed
60Gb Hard Disk; Speed 1.4Ghz; RAM 760Mb Office 2003 installed and
many more Battery Good. Battery Charger; Wireless Mouse
For more details Contact Ron Hare 9918 9469 or
rhare23@optusnet.com.au

Please send the notice of items for sale to: info@compalsnb.org.au

Our volunteer Trainers

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



Mouse Whispers



CAPTCHA is rather odd sounding, but it's something we all have to deal with on the Internet from time to time. CAPTCHA stands for Completely Automated Public Turing [test to tell] Computers and Humans Apart. It's basically a kind of response test used with computers to determine if a user is human or not.

In other words, when you're on certain Web sites, have you ever had to type in a series of letters and numbers in order to continue on? If so, that's a CAPTCHA test! The code is sometimes distorted or it will have a design behind it that makes it a little harder to read.

CAPTCHA tests are usually used on sites that allow you to do your shopping online. Even sites like MySpace and Ticketmaster, among others, use them a lot too.



Now, I know what you're probably thinking.

Yes, CAPTCHA tests are sometimes hard to solve, but they are there for our own good. They are mainly used for security, especially on Web sites that require you to enter in your personal information.

See, sometimes hackers use what are called bots to attack users. The bots are generated by computers and in reality, computers are unable to solve the CAPTCHA tests.

Only humans can type in the right code and continue on, so that really helps in keeping you safe. So, while it's true that these tests can be quite a nuisance, I always feel better when I see them. I know I'm in good hands when I do. I'm sure you'll think differently about them now too!

There's more to Gmail than Gmail

All computer users - Gmail account required
First, if you don't have a Gmail account, you can get one free at www.gmail.com . If you don't have one and don't want to get one, that's fine, but the rest of this tip won't be of any value to you if you don't have a Gmail account.

Once you've signed into your Gmail account and have your email all taken care of, look up toward the top of the page. You notice a link that says "Documents". If you click on it, you'll enter the world of **Google Docs**.



Did you know that with **Google Docs** you can create and save documents, spread sheets and presentations, in Office compatible formats? You can also create PDF files too. You can import almost any file and convert it to Google Docs format, edit it, and then save it in any number of formats including PDF, DOC, RTF and others.

And do you know that Google Docs offers dozens of professionally designed templates you can use to write résumés, cover letters, or create invoices, family or business budgets and a lot more?

There are a lot of great reasons to use Google Docs.

Google Docs might be the solution you've been looking for.

If you're just looking for a great FREE replacement to Microsoft Office, you'd be wise to consider Google Docs. It does almost everything MS Office does, and does it as well or better - for a lot less money.

So your Gmail account just got a lot more valuable, didn't it? Learn more about Google Docs by logging into your Gmail account and clicking the "Documents" link near the top of the page.

Thanks to Cloudeight



Welcome to our First Mac Appendix May 2010

Honey, I shrunk the keyboard! When you purchase AN Apple Desktop computer (as opposed to a laptop) the default keyboard supplied is the Apple Wireless keyboard. This keyboard is the exact same shape and size as the keyboard on a laptop computer.

However, many people are unaware that they can order (for no extra cost) the "extended keyboard" Apple call it the Apple keyboard with Numeric Keypad.

The "extended keyboard is not wireless, but it does have two USB slots, one at each end of the keyboard.

Note also that there is a third option. This is the same size as the shorter keyboard, but it is wired and includes two USB slots like the bigger version. Remember you must make a choice when you place your order. If you wish to change your keyboard, you can purchase direct from Apple or Apple resellers, like JB HI-FI, Myers, etc.



Did you know . . .

Apple have hundreds of video tutorials you can view for free on the Internet?

<http://www.apple.com/ilife/tutorials/>

<http://www.apple.com/business/theater/>

<http://www.apple.com/support/mac101/tour/>

Do I need a virus protection on my Mac?

Short answer= NO!

If you are switching over from the Windows World, this might seem uncomfortable. But as you get used to your new Mac, viruses will seem like Bad Things That Happen To Other People, namely Windows people.

What about Windows Viruses?

Windows viruses can only bring down your Mac if you are running Windows on your Mac, and it will most likely be contained to the Windows environment. Another thing to keep in mind, is that the Mac can spread Windows viruses in files and emails like a Windows computer, but the Mac won't be affected by them.

Does this mean that I am safe using my Mac?

You are safe from viruses but not from Trojan Horses and Phishing schemes. These programs need your help to download and be authorised to run on your computer. You download them through some sort of action on your part. Usually this is by tricking you by mislabelling a program from an unreliable site. In the same way, **Phishing** is getting you to enter information on a malicious website by tricking you into thinking it is a legitimate website. The easiest way to defeat this attack is to NEVER click on a link from an email you received asking for a response from you.

For example: if you bank at Suncorp Bank, never click on a Suncorp link on an email. Always access the bank by typing the address in your web browser (Safari).

Footnote: A Trojan Horse is a computer program that appears benign, but is actually designed to harm or compromise the system it is installed on. On a Mac, an Administrator password must be typed in to authorise the installation of the Trojan Horse.