Pals by the Lake

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Next Trainers Meeting:
12.30 Wed. 4 May
Next Committee Meeting
2pm Wed. 4 May

ABN 84 043 912 191

INSIDE THIS ISSUE:

Welcome to our May Newsletter

We hope everyone had a good break and a Happy Easter.
We are back for Term 2, 2011 and wish you all a successful Term.
Happy Mothers day to all the Mothers and Grandmothers.We hope that you will enjoy your special day!
Enjoy Term 2
Enjoy your computer!

On Sunday 15 May 2011

the Clubroom will be open to receive visitors who attend
the Tramshed Arts & Craft Exhibition, all day!
Please come and visit us and see what we do.
Make a note in your diary - and show your support!

Coming up in May

On Wednesday 18 May we will have a "Getting Together" afternoon at the Tramshed Arts & Community Centre in Narrabeen starting at 12.30pm

Julie Sutton

will be talking to us about:

"Adventures of a Marriage Celebrant"

This should be an interesting, enjoyable and fun afternoon
All are welcome. Bring your friends
Refreshments will be served

This club is sponsored by:

RSL CLUB

PITTWATER RSL CLUB

PITTWATER COUNCIL

Warringah Council

YOUR INSTRUCTORS

Monday	Greg Ennis Patricia Novikoff Allan Burrowes/ Enrolments Joe Paardekooper Linda Francis Peter Whalan
Tuesday	Evelyn Iggulden Maureen Wannell Alan Taylor Allan Burrowes Judi Page Pat Kingham Kristina Mitevska Hamish McLean Corry Dancaster
Wed. Morning	Henri Osieck Jim Parker Mary Anne O'Reilly Win Nielsen Judi Page Joe Paardekooper
Afternoon	Reserved for Meetings
Thursday Morning	John Brennan Brian Curran Paul Treichel Corry Dancaster Lesley McQuire Judi Page
Afternoon	Reserved for Courses
Friday Morning	Christine Smith Paul Treichel Glenda Kelly Gerri Cumpstey
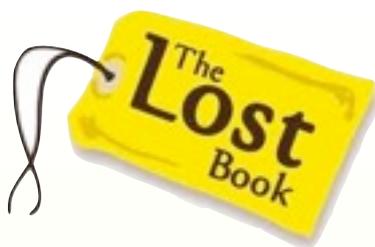
One of our Trainers has lost a book - do you have it?

Will the person that removed a book from the cupboard in our Clubroom, **please return it**?

This book was in a yellow envelope addressed to
Julie Kudses.
The book,(I forget the name) has all the
Web sites for all countries.
One of our Trainers had to send to England for this book,
and it is very precious.

It was left in cupboard No.1 to lend to Julie Kudses and she never got it.

If you have it, please leave it in cupboard No.1 in our Clubroom

no questions will be asked.

THANK YOU

COREL USERS GROUP:
A wonderful way to learn to create Graphics and more. Anyone wanting to join this Group is welcome - Ring Corry 9997 2384

PRINTMASTER GROUP:
Learn to make cards for your special people. Put your name on the list in the Clubroom and come on the 3rd Saturday of the month.

*Welcome to all our new students:
We hope you will enjoy your time with us!*

WELCOME!

DATES TO REMEMBER

May 4 May 4	12.30 Trainers meeting 2pm Committee meeting
May 18 May 21	12.30 "Getting Together" PrintMaster
June 1 15 18 29	12.30 Trainers meeting 2pm Committee meeting 12.30 "Getting Together" PrintMaster Trainers lunch

Introducing:
Joe Paardekooper
teaches on the Apple/
Mac computer.
Keith Stirling
teaches on PC
Welcome to both of you.
We hope you enjoy your
time with us!

The best vitamin for making friends: B1

Handy shortcuts for using Internet Explorer. Do you surf the Internet using Internet Explorer? Try these handy keyboard shortcuts next time you are online...

Toggle between full-screen and regular views of the browser window	F11
Go to the next page	ALT+RIGHT ARROW
Go to the previous page	ALT+LEFT ARROW or BACKSPACE
Find on this page	CTRL+F
Close the current window (if you only have one tab open)	CTRL+W or ALT+F4
Open Favourites	CTRL+I
Switch between tabs	CTRL+TAB or CTRL+SHIFT+TAB
Go to the search box	CTRL+E
Print the current page	CTRL+P
Select the text in the Address bar	ALT+D
Add "www." to the beginning and ".com" to the end of the text typed in the Address bar	CTRL+ENTER
Display a list of addresses you've typed	F4
Add the current page to your favourites	CTRL+D
Select all items on the current webpage	CTRL+A

BabelFish - http://babelfish.yahoo.com/ Have you ever wanted to translate German in English, French in Spanish or another language translation? Babelfish offers a super easy way to translate phrases on-the-fly. It's a fantastic tool but be warned... it can sometimes render ... unexpected results.
Go to Babelfish

- Pick a random phrase and type it into the white box. (Try typing "Just give me what you can and we'll call it even.")
- Use the little arrow to pick "English to Korean", then click "Translate".
- Highlight the Korean words with the mouse and copy.
- Paste the Korean words into the white box.
- Change the language to say "Korean to English" and click "Translate".

If done properly, the translation and re-translation of "Just give me what you can and we'll call it even," will be, "Party shoes and we' What which is the possibility of doing only give me; ll even it shouting."

This little game can have surprising results. Just type a phrase, translate it, then translate that phrase back into English.

Here are other examples: "All we have to fear is fear itself," ceases to comfort when it becomes,"We all must fear fear itself." (Russian)

"Do you know where the *can* is?" becomes an insulting, "You know where the can you are? (Portugese)

" Just suck it up" unfortunately becomes "Pleasesuck it" (Chinese - trad)

Sometimes a live person does a better job, one should hope so!   *Thanks to Allan Burrowes for this item.*

SHORTCUTS

Hubby and I were on a trip
To see some friends for lunch,
But we were running very late
When it came to the crunch.

"Hurry up, but do drive safely"
I urged my man along,
"It's all right, dear, " he quickly said,
"I won't do one thing wrong".

"I have a plan to get us there,
I know a good shortcut",
So on we went for miles and miles,
It was a pretty drive……..BUT !!

You know the ending to this tale,
That shortcut was a joke,
We got to friends so very late
That no-one even spoke !

However, shortcuts on the 'pute,
They help us every day,
So use them oft, they're not a joke,
Enjoy them, come what may.

Lexie.

Google Chrome, Firefox, and Internet Explorer Keyboard Shortcuts

Windows XP, Vista, and Windows 7 (all versions)
Internet Explorer, Chrome, and/or Firefox

Keyboard shortcuts are great for those who don't like using a mouse. They can also save you time.
Since many of you have already downloaded and tried Google's Chrome, we thought it would be an excellent time to go over some browser keyboard shortcuts. A few of these are tagged "Chrome only" which means they work in Google's new Chrome browser only. But most of these shortcuts work in Firefox, IE, and Chrome. So whether you use Internet Explorer, Firefox or Chrome, or all three, you'll find some useful tips that will help make your browsing easier.
The following two shortcuts are for Chrome only.

* (Chrome only) Ctrl+B toggles the bookmarks bar on and off.
* (Chrome only) Shift+Escape opens Google Chrome's Task Manager.

All of the following shortcuts work in Firefox and Chrome. Most work in Internet Explorer as well.

* Ctrl+L to move your cursor to the address bar.
* Ctrl+K moves your cursor to the address bar to enter a Google search.
* Ctrl+T opens a new tab.
* Ctrl+N opens a new window.
* Ctrl+Shift+T opens the last closed tab.
* (Chrome only) Ctrl+Shift+N opens a new window in "Incognito Mode."
* Ctrl+Tab cycles through open tabs; Ctrl+Shift+Tab reverse cycles through open tabs.
* Ctrl+J opens the Downloads tab.
* Ctrl+W closes the current tab.
* Ctrl+R refreshes the current page.
* Ctrl+H opens the History tab.
* Alt+Home loads your homepage.
* Ctrl+1 through 9 switches to a particular open tab position.
* Ctrl++, Ctrl+-, Ctrl+0 Enlarges, reduces, and restores default text sizes, respectively.

And did ya know...

You can use the up/down arrow keys on your keyboard to scroll up or down a web page when browsing, instead of using your mouse. Indeed, you can save your carpal tunnels :-) by using this little trick. And, if you want to scroll up and down on a large page you can click the Page Down button on your keyboard, and it will scroll in increments until you get to the bottom. You can use the Page Up button to go back up. If you want to go back to the top of the page from anywhere on the page - just hit the "Home" key. Now don't those old carpel tunnels feel better already?

Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A

Mouse Whispers

Welcome to ePrintable.com, a website where you can generate printable weekly planners and monthly and yearly calendars for free. With just a few clicks you will be able to personalize these calendars by adding an image and any text you'd like.

Just select the calendar type and choose from our collection of pre-selected images and quotes, click the button, and your printable 2011 custom calendar is ready to be printed out! Don't forget to bookmark this site if you like it!

Print it out and place it on your desk, refrigerator or wherever you like and never forget an important date, appointment or birthday anymore. To print your free calendars visit www.ePrintable.com.

iPad Tips and Tricks iPad (laptops, Nooks, Kindles and other devices too)
1. If you are not online, set to airport mode. You can do this from settings menu. On iPad it is the very first setting choice in your settings menu.
2. Adjust screen brightness down; you can find this under Settings/Brightness and Wallpaper on your iPad.
3. Do not leave your device in a hot car or storage area; heat will run batteries down quickly! Never leave in direct sunlight.
4. WiFi uses less battery power then 3G, so be sure your iPad is set to pick up WiFi when available.
5. Auto-lock settings vary from 2 minutes to NEVER, so NEVER chose NEVER and always choose 2 minute auto-lock. You can find this setting in Settings/General/Auto-lock (shuts screen down). Better yet, turn it off yourself as soon as you are done and make it a habit (press your awake/sleep button found at the top of your iPad).
6. If there are updates available for your device, be sure to get them. Many updates/upgrades will optimize battery life.
7. Turn off Push Notifications by going to Settings and turn off Notifications. When you open an app, it will let you know if there is an update.
8. Turn off Location Services, or turn off those you don't use much. This can be found in Settings, Location Services.
9. Always charge to 100% and about once a month, let the battery drain completely, then recharge.
10. Go to Settings/General/Sounds and turn off sounds you really don't need. Also, using lower volume conserves battery power.
11. Learn all the options in Settings menu and you will find some other things you can turn off to conserve battery power too!

Microsoft Office 2010 no longer allows direct scanning into WORD/POWERPOINT or PUBLISHER.
When searching the Web we can find that many users are bitterly complaining that Microsoft has cut out this handy feature. Rumours are that Microsoft will release soon optional software for purchase to cover this hole in the latest Version of Office.
Microsoft's current advice is to scan from a Printer to the PC, create a File which then in a second operation can be inserted into Office Programs. That means twice the work! Fortunately there is however an option to avoid this double work (which Microsoft may have forgotten to delete in Office 2010).
 If you use the Office Clip Organizer you will find that the clip–art manager still includes support for scanners and cameras, allowing you to add images to your clip Library and then drag them into Publisher / WORD or Power point.
 Thanks to Paul Treichel for this item.

There are two means of refuge from the miseries of life
Music and cats - Albert Schweitzer

Mac Pals by the Lake
Bridging the Gap

Learn Apple Mac online, at your own pace
On the www.apple.com website there are many freely available tutorials to teach you anything and everything about Apple Macs. These tutorials suit the first time beginner right through to the most experienced user. The tutorials are both text and picture based, as well as video tutorials that you can pause and rewind, etc.

## To "Right Click" or "Control Click" – that's the **contextual** question!

Control-Clicking The Dock
Control-clicking an icon in the Dock (right) allows you to reveal it in the Finder or have it open when you log into your computer.
You can also launch the application this way, or remove it from the Dock alltogether.
If you control-click on the dotted line (indicated by the long red arrow on the graphic on the left) near the right side of the Dock, you can turn on the hiding feature or reposition the Dock on the screen.

This issue shows some of the areas where you can use a Right Click (Control Click) to access the Contextual Menu items. Note in different circumstances you get different results when you "right click". Holding down the CONTROL key whilst Clicking will give you the same result if you haven't enabled "right clicking"
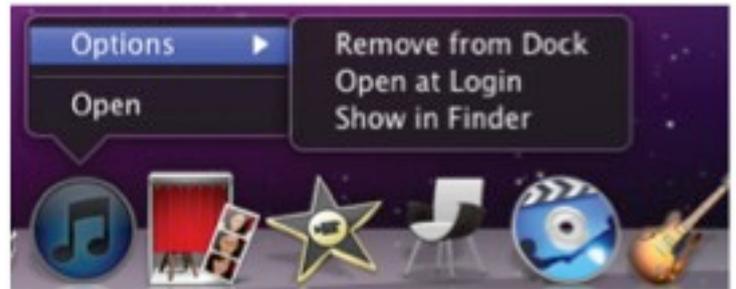
Control- Clicking in iPhoto Control-click on a photo in iPhoto and you get the options to rate it, hide it, copy it, throw it in the trash can, or open it in the editor.

Control-Clicking Files Clicking a file on your Desktop or in the Finder(right) will also deliver over a dozen hidden items. You can, among other things, duplicate the file, make an alias of it, or send it to the trash.
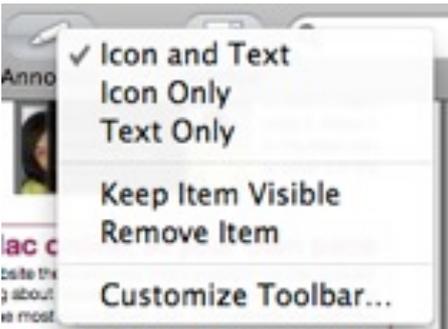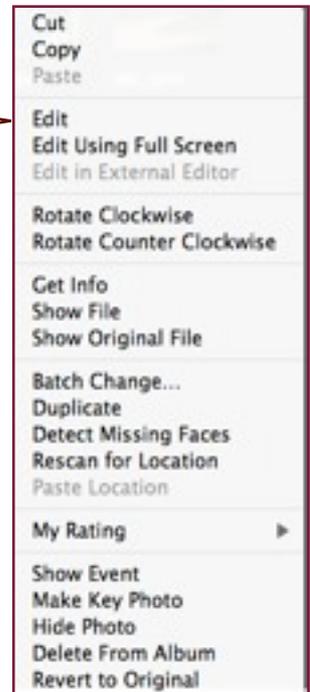
 Control-Clicking a Toolbar
Control-click a toolbar of a **Finder** window(left) and you will get options for quickly changing the views of the window. Notice the button for quickly removing an item from the toolbar. And the **Keep Item Visible** button? Select it after you click on a item in the toolbar that you want to remain visible when resizing the window containing that item. In other words, the icon always shows in the Toolbar.

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