

COMPUTER PALS FOR SENIORS, GALSTON AND DISTRICT INC.



P O Box 43
Galston 2159

THE PRESIDENT'S DESK

December
2006



Bi- Monthly Workshops are always great Fun!

At every workshop I meet new members, who are keen to explore some new interest in home computing and I am always amazed at the great variety of interests which our members wish to pursue. There is always a question or two asked, which challenges our level of experience but this is the very purpose of our workshops. We are very fortunate to have tutors and members who are continuing to pursue a wide variety of projects and interests with their computers. So there is usually someone in the group who can provide the answer or helpful advice in regard to most questions.

I would like to invite members, to send in requests for topics you would like discussed at our workshops. This will help greatly to ensure the workshops contain information of interest to members and allow time to research the answer to your question.

Member participation at our workshops. "Show and Tell" is great Fun! -

I am sure we have all been very interested and amazed at the variety of projects which one of our newer members Dennis Bollom has shown us at recent workshops. Dennis has shown, examples of printing to fabric, glass, and ceramics. His creation, using Windows Movie Maker, of a visual presentation with sound, picture and special effects, was most impressive. Dennis has also created some very nice artwork for a company logo and has used Microsoft Access to create a database in another of his projects.

I know there are many members who have completed all sorts of projects which will be of interest to members.

So why not bring your project with you to a workshop and we can show the other members what you have achieved. In this way you may help others to find new ways of enjoying their computer experience.

Vinyl LP records to CD's - Special Workshop/Demo

On 27 October, I ran a workshop/ demo for a group of our members who had indicated an interest in this project. I felt it best to run a separate work shop on this occasion, as this sort of project demo requires a session of a couple of hours duration and tends to appeal to a special interest group.

As with the best laid plans, as they say!

In spite of having rehearsed and pre tested the record which I intended to demonstrate, the system failed to identify the individual tracks when recording, as it had done in an earlier test.

Well that's what happens with computers sometimes! "Murphy's Law", I Think!

So to save time, we moved on and recorded tracks from a different record, successfully identifying the tracks which required only a little editing, to clean up some crackle and surface noise.

I hope the group enjoyed the workshop and went away with a little more knowledge of what is involved with this project.

I know everyone enjoyed the cuppa and chat afterwards!

Don't forget!

Please let us know if you have a question you would like discussed at our workshop meetings.

Also! Let me know if you are interested in

Have fun with your computer!

Lindsay McIntyre

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REMINDER

FROM THE SECRETARY



Hello everyone

Once again thank you to all those who sent me articles for this News Letter. It would be lovely if some of our students could send me something too. My job is made a lot easier with your involvement.

We welcome the following New Members **Jeff Churchill, Dale Lithgow, Ross Lithgow and John Meikle.** May you all enjoy your time of learning with us.

The Next Meeting-cum-Workshop of

Computer Pals for Seniors, Galston & District will be our Christmas Get-Together To be held at

History Cottage 412 Galston Road, Galston

Friday 8th December, 2006

Time 10.30 am

HAPPY CHRISTMAS TO YOU ALL

Rosemary



Useful Hints

Need to get **back to the top** of a long webpage? Just **hit the Home button** on your keyboard. It is in the keys above the arrow keys. This also works in many other programs

Do you know the difference between **APPLY AND OK**? If you were to make an adjustment to a setting on your computer and you then click **OK** the adjustment would only last **while the computer was on**. When you reboot, it would be back to the original setting. If you were to click **Apply** then **OK** the adjustment **would be permanent**.

Effects of new word processor programme – Microsoft Works.

Question from Student: “Why is it when I attach my letter to an e-mail my friend cannot open the letter?”

Answer from Tutor: There are quite a few economy packages being sold by Computer Companies like Dell, Compac & Hewlett-Packard that are using **Microsoft Works** as a word processor. The problem is that “**Works**” uses a file extension of **.wps** instead of **.doc**. Most versions of **Microsoft word can't read .wps** files and therefore are unable to open these files for reading.

You must **change the file extension to .doc** before attaching it to your e-mail.

How to do this..... In **Works** window select “file” button at the top left-hand end of the toolbar. In the drop down menu box select the “save as” option. In the drop-down window ensure three things!

- 1) Ensure that the window titled {save in} specifies ‘my documents’. If it doesn't, change it.
- 2) Make sure the window titled ‘file name’ has the name changed to a suitable title to send. *Do Not Use the default name “untitled document”.*
- 3) In the ‘file type’ window select the down arrow at the right-hand side of the window and from the drop down menu select ‘microsoft word document’. This will change the default file name to .doc.

Select the “save” button to save the document in the ‘My documents’ folder on your computer. You can now open your e-mail programme and select the file you just saved to attach to your e-mail, from the ‘My documents’ folder.

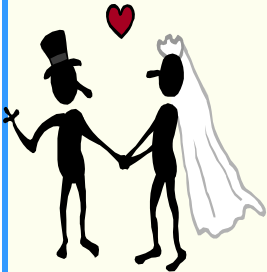
John Eland



Seniors are Australia's most valuable skills asset.



Just because you have retired from the job market, or are considering retirement, it doesn't mean you have to retire from the skills pool. As a member of the over 50's, you have an enormous **wealth of skills** to offer the Australian workforce and community. Having built and developed skills through various vocations, interests, and life experiences, you are Australia's most valuable skills asset.



OUT OF THE MOUTH OF BABES

HOW CAN A STRANGER TELL IF TWO PEOPLE ARE MARRIED?

You might have to guess, based on whether they seem to be yelling at the same kids. - **Derrick, age 8**

WHAT DO YOU THINK YOUR MOM AND DAD HAVE IN COMMON?

Both don't want any more kids. - **Lori, age 8**

WHAT WOULD YOU DO ON A FIRST DATE THAT WAS TURNING SOUR?

I'd run home and play dead. The next day I would call all the newspapers and make sure they wrote about me in all the dead columns. - **Craig, age 9**

WHEN IS IT OKAY TO KISS SOMEONE?

When they're rich. - **Pam, age 7**

IS IT BETTER TO BE SINGLE OR MARRIED?

It's better for girls to be single but not for boys. Boys need someone to clean up after them. - **Anita, age 9**

HOW WOULD THE WORLD BE DIFFERENT IF PEOPLE DIDN'T GET MARRIED?

There sure would be a lot of kids to explain, wouldn't there? - **Kelvin, age 8**

HOW WOULD YOU MAKE A MARRIAGE WORK?

Tell your wife that she looks pretty, even if she looks like a truck. - **Ricky, age 10**

Dale Rodham



PEACH KRUCHEN



Base

1 packet plain cake mix,
Rub in 250g butter or margarine and ½ cup coconut.
Press into greased lamington tin. Bake in moderate oven
approximately 15 minutes till brown.

Filling

Small tin peach slices **very well** drained. Spread evenly over base.
Sprinkle with caster sugar and cinnamon.

Topping

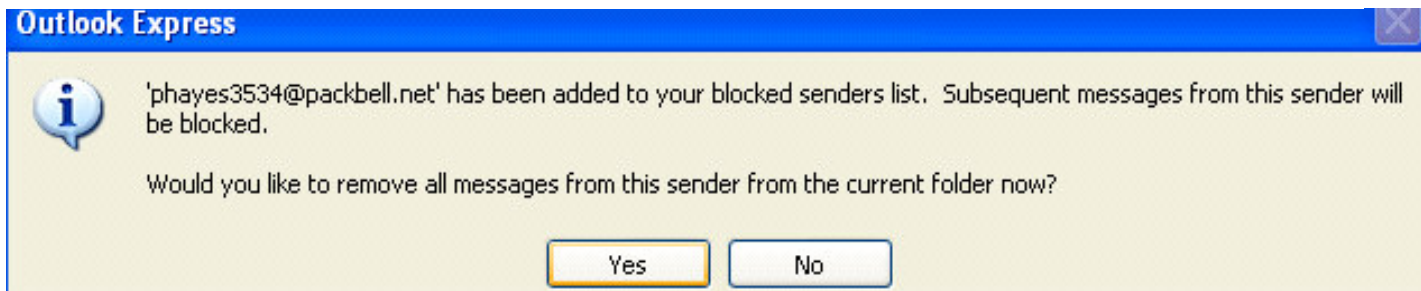
Combine 1 carton sour cream and 1 egg. Pour over peaches.
Bake a further 10 minutes till set.

Dale Rodham

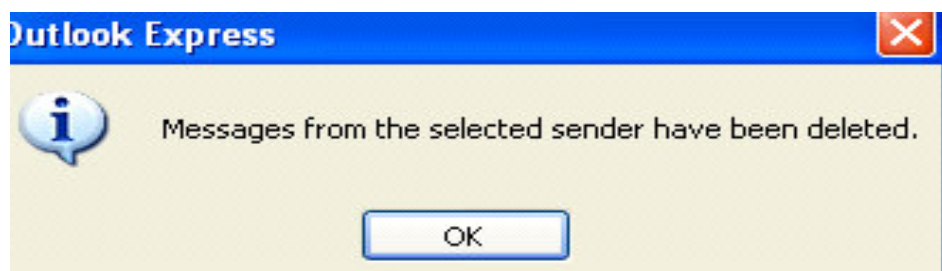
QUESTION

I frequently receive lots and lots of SPAM. I now follow the following procedure every time I access my emails to eliminate the “rubbish”. I never ever open the spam.

First of all I put my cursor on the SPAM, then I click on *Message* from the Toolbar. Then I click on *Block Sender*. The following pops up:



I then click on Yes and the following pops up.



Seasons
Greetings

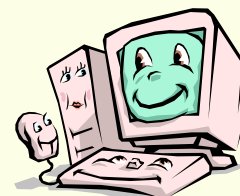
Celia

I'VE LOST MY GRANDMA



The computer swallowed Grandma, Yes, honestly it's true,
She pressed 'control' and 'enter' and disappeared from view.
It devoured her completely, the thought just makes me squirm.
She must have caught a virus or been eaten by a worm.

I've searched through the recycle bin and files of every kind,
I've even used the Internet, but nothing did I find.
In desperation, I asked Jeeves, my searches to refine.
The reply from him was negative not a thing was found 'online'.
So, if inside your 'Inbox' my Grandma you should see.
Please 'Copy', 'Scan' and 'Paste' her, and send her back to me!



Celia

Internet Child Security

To apply on the internet for a free security kit from Government go to this site
www.netalert.net.au

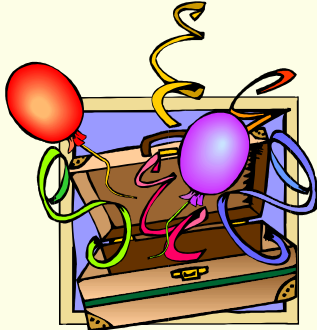
Windows Explorer TIP—To make a New FOLDER

Right click anywhere in the **right** pane, just not on any object like a file or folder. In the drop down menu click **New**, then click **Folder** and give the New Folder a Name.

Word Suggestion how to use formatting in a document such as your Autobiography.

Look in books and magazines you normally read and pay attention to how they use character and paragraph formatting. Note how much formatting there is on title pages of books and in Magazine articles. Think about how you would implement that type of formatting in your own work. Note how they place pictures with text wrapping. Try using those ideas yourself.

Email Tips



To, Cc and Bcc

With only three choices for addressing an e-mail, i.e. the 'To', 'Cc' and 'Bcc' fields, you would think addressing would be trouble free. Unfortunately, that's not the case.

Firstly, there are the users who have no idea that the 'Cc' exists. Every address is listed in the 'To' even if the email is

only directed to one person. In cases such as this the receivers have no clue as to who should take action so either, they all do something or they all do nothing.

Secondly, there are users who never read the names of the people who receive a copy of an e-mail. For example, person **X** sends an e-mail to persons **A, B and C**. **C** immediately forwards it to **A and B** with the question 'Did you see this?' not bothering to see that **X** had already sent **A and B** copies.

In summary, here's a rough guide on how to populate the address fields:

The addresses in the 'To' are for the people you are directly addressing.

The addresses in the 'Cc' are for the people you are indirectly addressing.

Don't over do it here. Copy only those who need to be copied; not your entire address book.

The addresses in the 'Bcc' are like 'Cc' except that the addresses in 'To' and 'Cc' do not know that the addresses in the 'Bcc' are included in the conversation. The 'To' and 'Cc' addresses are blind to the 'Bcc' addresses. As you can imagine, use of the 'Bcc' is somewhat unethical and therefore its use is discouraged.

SPAM QUERY

In relation to receiving Spam and rubbish on the internet, I read somewhere that whenever you are asked for your email address, type it out in "full", as follows, and there is less possibility that your email address can be linked to other sites –

marybrown at optus dot net dot au. Can somebody please confirm



Celia

REMINDER

The **Next Meeting-cum-Workshop** of Computer Pals for Seniors, Galston & District Will be our **Christmas Get Together** and will be held at **History Cottage**
412 Galston Road, Galston

Friday 8th December, 2006

Time 10.30 am



PUBLISHER TIP

Try using different borders and colour fill effects. Insert Clip art and play with positioning it. Use Formatting and the Format Painter. Always work in boxes and note how this little box does not have a border.



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