

# **COMPUTER PALS FOR SENIORS, GALSTON AND DISTRICT INC.**

**July  
2007**

**P O Box 43  
Galston 2159**

## ***THE PRESIDENT'S DESK***

July brings us once again to our AGM and I encourage members to step forward and volunteer your services by nominating for a turn on the committee. I would particularly like to speak to anybody who is interested in the role of President so that I can have a spell for a little while. The job is not at all difficult but after 5 years I feel that I would like a break and it would be a benefit to the club to have a change, while I am still prepared and able to provide help and support.

## **HAPPY 8th ANNIVERSARY**

Our AGM also marks the commemoration of the formation of the Club, so I thought it would be interesting to recall a little bit of the early history of our club. The following article, with the slightest alteration to the number of years, appeared in our July 2003 Newsletter. Thank you to the editor of that period Wal Aldwinckle for recording these details of the clubs history.

Computer Pals for Seniors – Galston and District Inc. began with a general meeting at the History Cottage on 21st June 1999.

A working committee had been formed earlier by Margaret Bombadier and June Roughley and they organised the inaugural meeting on 21st June 1999. The first president was Alan Oxenham, the secretary, Wal Aldwinckle and the treasurer Dulcie Fowler-Smith. Our club became affiliated with Australian Seniors Computer Clubs Association (ASCCA) and was incorporated with the Department of Fair Trading on 10th September 1999. The aim was a simple one – to teach the basics of using a Personal Computer to the “over fifty-fives“. Right from the beginning, a generous band of volunteer tutors gave freely of their time and expertise and in the first year or so over 100 members became “computer literate” and friendships were forged between tutor and student. After **eight** years of operation our Computer Club is still performing an important role in the life of this community.

### **Our Aim and Objective today:**

Although the operating system may have changed from Window 3 or 95, to the Windows XP or Vista systems in use today, our aim is still to teach the basics of using a Personal Computer to the “over fifty-fives” The same as it was back in those earlier years.

Of course, there are many examples where we provide help and support with the continuing need of our pupils to learn much more than the basics. We believe our Club can provide a friendly network with a variety of skills available, to support the learning process to the more advanced levels of todays programs and technology.

### **So why not try your hand as a tutor.**

We would like to have a few more volunteers to take on the role of tutor. You need not be an expert in all things or anything in particular. As long as you have a little patience, enough knowledge to start up the computer, work with a program you are familiar with and shut the computer down, you have enough knowledge to help a beginner get started with their computer.

### **Don't forget!**

**Let us know if you have a question you would like discussed at our next workshop meeting, which will follow the AGM meeting.**

**Have fun with your computer!**

***Lindsay McIntyre***

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### **REMINDER**

## FROM THE SECRETARY

Hello everyone

Another year gone. Oh dear. It is very pleasing to see so many members signing up and paying for further lessons. They must be very satisfied with their Tutors. Well done Tutors. A few more new members since the last Newsletter... Avril and Gordon Renwick, Beth Slade. We hope you enjoy your time of learning with us.

Lindsay will be away for a short while so our next meeting is later than usual.

The **Next Meeting-cum-Workshop** of  
Computer Pals for Seniors, Galston & District will be held at  
**History Cottage** 412 Galston Road, Galston  
on **Friday 27th July, 2007**  
Time 10.00 am

The Computers will be up and running for any questions or demos

Rosemary

### DO YOU WONDER WHY YOU GET VIRUSES AND JUNK MAIL?

Do you hate it? Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses & names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor person to get a virus, and his or her computer can send that virus to every E-mail address that has come across his computer.

Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel! How do you stop it? Well, there are several easy steps: Here is one of them

(1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). After pressing the forward button, highlight them and delete them, back-space them, cut them, whatever it is you know how to do. It only takes a second. You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

(2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: fields for adding e-mail addresses. Always use the BCC:(blind carbon copy) field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the address and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients in the "TO:" field of the people who receive it.

(3) Remove any "FW :" in the subject line. You can re-name the subject if you wish or even fix spelling.

(4) ALWAYS hit your Forward button from the actual e-mail you are reading. Ever get those e-mails that you have to open 10 pages to read the one page with the information on it? By Forwarding from the actual page you wish someone to view, you stop them from having to open many e-mails just to see what you sent.

5) Have you ever gotten an email that is a petition? It states a position and asks you to add your name and address and to forward it to 10 or 15 people or your entire address book. The email can be forwarded on and on and can collect thousands of names and email addresses.

A FACT: The completed petition is actually worth a couple of bucks to a professional spammer because of the wealth of valid names and email addresses contained therein. If you want to support the petition, send it as your own personal letter to the intended recipient.

## To bring up a page of text which can be used for various exercises available in Word.

### Such as

- Columns, and various available jobs in the Format Menu.
- To insert a picture into the text area
- Text wrapping.
- Use of picture tool bar for various movement inside the text.
- Also an exercise in changing font
- Font colour, size and highlighting etc etc.

Type =rand(15) and then press enter. This usually brings up one page of text.

Type =rand(150) and then press enter. This usually brings up 10 pages of text.

Type =rand(5) and then press enter. This usually brings up one third of a page of text

Type =rand(10) and then press enter. This usually brings up two thirds of a page of text.

### **Letters to the Editor:**

- 1 I enjoyed reading the last edition of the Computer Pals magazine, particularly the list of websites. I often hear the announcers on the radio mentioning the meteorological site when talking about the weather and have wondered where that was.  
Now I know.**
- 2 Thank you for the list of sites in the last edition. I really liked the site where we could see pictures of Australia in days gone by. My son recently gave me my computer and to be honest I was very apprehensive about it all, but slowly I am beginning to become more familiar and even enjoy it. Thank you for all those tips and information in the magazine.**
- 3 I am afraid I am one of those people who continually delete files but forget to go to the Recycle Bin regularly. When I do I always find it to be rather "full". So your tip on holding the Shift key down while you delete was a really good tip, and one I shall try to remember to use in the future. Thank you for those tips.**
- 4 I really enjoyed the item on Hearing Aids in the April edition of your magazine. I have copied it and emailed it to several of my friends.**

**DID YOU KNOW** that email recipients have to pay the cost of emails coming into and going out of their computers so it is impolite to send emails that are 1MB and over in size. A recipient's MB allocation in their monthly fee is soon taken up with Spam, Junk mail, Jokes, Picture stories etc. The sender should reduce the size of pictures and best of all find out if the recipient minds receiving emails that are doing the rounds.

### **Question**

I would really like to change the default font on my **Microsoft Word** documents from Times New Roman 10, to Arial 12.. Is this possible?

### **Answer**

Yes it is, just choose **Format/Font**, then select the font and size of your choice. Then click on the **Default** button. Word will remind you that this will affect all new documents, not just the current document. Click on **Yes** and the default is now set.

### **PERKS OF BEING OVER FIFTY**

1. Kidnappers are not very interested in you.
2. In a hostage situation you are likely to be released first.
3. No one expects you to run--anywhere.
4. People call at 9 PM and ask, "Did I wake you????"
5. People no longer view you as a hypochondriac.
6. There is nothing left to learn the hard way.
7. Things you buy now won't wear out.
8. You can eat dinner at 4 PM.
9. You can live without sex but not your glasses.
10. You get into heated arguments about pension plans.
11. You no longer think of speed limits as a challenge.
12. You quit trying to hold your stomach in no matter who walks into the room.
13. You sing along with elevator music.
14. Your eyes won't get much worse.
15. Your investment in health insurance is finally beginning to pay off.
16. Your joints are more accurate meteorologists than the national weather service.
17. Your secrets are safe with your friends because they can't remember them either.
18. Your supply of brain cells is finally down to manageable size.
19. You can't remember who sent you this list

**And you notice these are all in Big Print for your convenience.**

**Something to ponder** In the old days....Every family had a father and a mother. Our lives were governed by the Ten Commandments, good judgment, and common sense. We were taught to know the difference between right and wrong and to stand up and take responsibility for our actions. Serving your country was a privilege; living in this country was a bigger privilege.

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**[www.asic.gov.au/fido/fido.nsf](http://www.asic.gov.au/fido/fido.nsf)** Visit this page to find out about scams that aim to steal your identity; and there are also tips for retirees, and other useful pages on this website.

For more information visit  
**[www.scamwatch.gov.au](http://www.scamwatch.gov.au)**. To learn about more ways to protect your computer and your identity.



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