

PALS by the LAKE



Computer Pals for Seniors
Northern Beaches Inc.
Member of ASCCA

The Tramshed
Arts & Community Centre
1395a Pittwater Road Narrabeen
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Welcome to our Newsletter for December

We wish all our Committee, Instructors and Students a
Very Happy Christmas
and a **Happy and Healthy New Year**



Come to our
Christmas Party
on

Friday 12 December,
starting at 12.30pm

In the Lakeview Hall,

Tramshed Arts and Community Centre,
1395a Pittwater Road, Narrabeen

We will have Trivia, Games, Fun, Entertainment,
drawing of our Raffle, and more.

Ladies please bring a small plate of sweets,
Gentlemen, maybe soft drinks.

Bring your friends, all are welcome



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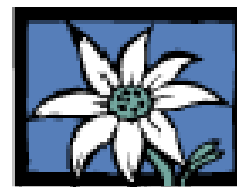
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Please note that lessons will continue till
Friday 19 December, after which the club will close
for the Christmas break, until Monday 19 January
2009, when we start teaching again.

Students please pay for your ongoing tuition,
Term 1 2009,
before 19 December 2008.

If you have not paid for Term 1 2009, you may lose
your spot on the roster. On 15 January we will have an
enrolment day from 10am till 2pm.

This club is supported by:



Warringah Council

Appreciation Courses Term 4 - 2008 and Term 1—2009

These courses are for members.

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

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

All courses start at 1.30pm.

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

For File Management and Digital Photography: contact

Brian Hindes: 9918 7181

Friday Dec 5	1.30 'CDs to DVDs'
Friday Dec 17	12.30 DIY (Do It Yourself)
Appreciation Courses Term 1 2009	
Friday February 6	1.30 'Getting Started'
Friday February 13	1.30 'Tips for Word'
Friday February 20	1.30 'Skype' What is it?
Friday February 27	1.30 'Tips for the Internet'
Friday March 6	1.30 'Tips for Scanning'
Friday March 13	1.30 'Setting the Scene' in PowerPoint

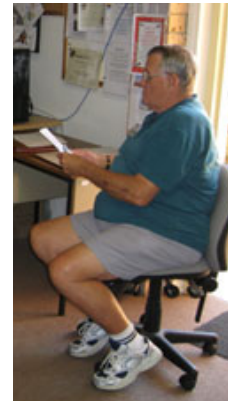
'Give and Take'—for Instructors on 13 November

This meeting was for Instructors and answered some of the questions for them. It was run in a very orderly fashion by our well known Instructor, **Ken Brown**, with 10 people attending.

These type of meetings are held fairly regularly and are very useful. They bring to our attention some problems and usually we find that

there are simple answers. The kitchen at the Tramshed was in use for (of all things) cooking classes for men, so some of us missed out on our cup of tea, but it is all part of being in the 'Tramshed' community!

Thanks go to Ken Brown and Don Roberts for organising this meeting.



Northern Beaches Computer Pals host a training session with Manly Computer Pals.

On Wednesday 26th November Manly Computer Pals visited the Tramshed for a training session on AB Tutor given by Brian Hindes and David Bennett.

AB Tutor Control is the networked classroom application that we use for group training at the Tramshed. Graham Clark, the president of Manly Club and eight trainers spent the afternoon getting to understand the advantages of a networked teaching application.

After a short introduction to the application each trainer took a turn at being both student and trainer, using Picasa and Microsoft Word as the subjects for the training session. The group quickly mastered the control system and said that the concerns they had with group training were soon overcome.

From left to right Jack Newton, Graham Clark, Lyn Nicholls, Dorothy Peters, Bob Bellini, Gwyneth Crawford, David Bennett, Robin George, Phil Bratel & Brian Hindes.





CHRISTMAS

So Christmas is almost upon us,
Two thousand and eight will be gone,
We've finished a good year of learning,
Computer Pals, second to none.

We hope all our students are happy,
You've learnt lots and had a good time,
But if you are keen to return here,
We'll see you again in '09'.

It doesn't cost much to come see us,
We're 'cheap' but not 'nasty' , you'll find,
You're never too aged to continue
To try and expand that old mind.

We're off on a well deserved rest soon,
A month to catch up and have fun,
But we will return in the New Year,
As surely as East meets the sun.

So have a fine Christmas with much cheer,
Eat lots, and get presents galore,
We'll see you at 'our home' in Jan'ry,
We're going to learn so much more. !!

Lexie Warder.

THE ORIGIN OF A CHRISTMAS TREE

The first recorded mention of a Christmas tree was in 1539 in Strasbourg Cathedral in Germany, but it wasn't until Queen Victoria married German-born Prince Albert in 1840 that they became popular.

Queen Victoria and her Royal Family were pictured standing next to a decorated Christmas tree for a London Newspaper in 1848.

The British public was captivated and the tradition took hold.



Lexie Warder

**At the ASCCA AGM on 20 November 2008:
our club was very fortunate to have two of our Instructors
receive a prize:**

Congratulations to **Lexie Warder** —her poem received a "Special Mention" and this was generously received by the audience when she read it.

To read Lexie's poem please go to <http://www.aboutseniors.com.au/index.php/articles/category/ASCCA>

And **Peter Whalan**, our webmaster.

Peter again received second prize for our website.

To go to our website please click on: www.compalsnb.org.au



Peter Whalan

It was a successful day for our Club, and it was enjoyed immensely by all present





Presentation by Marilyn Guion

We had **Marilyn Guion** at the Tramshed on 19 November and she gave us a very interesting talk about her life. Marilyn is a double amputee, and as you can imagine this brings a lot of difficulties and related problems, with which Marilyn has coped very well. **She is one amazing lady and hats go off for her.** Her story was fascinating and we were spell-bound to hear it. Marilyn also told us about all the support that is available nowadays, and that there is no reason for people like her to stay at home. Marilyn certainly is the right person to bring this message across. Thank you Marilyn, we really appreciate the effort you made to come and talk to us.

Competition

'Let's be Creative'

Members are invited to create a card, subject to these rules:

Cards need to be on A4 or A5 paper and need to fit in a C6 size envelope.

Each month we will give a subject and you can create a card.

ANY program can be used - you can use **'Word', 'Publisher', 'Corel'** or **'PrintMaster'**, or **whatever program** you would like to use, as long as a card is created.

We will give you the subject each month and coming up are

December: 'Happy New Year'

January: Valentine's Day

Our Judge will make the final decision and award the prize to the best entry.

The Judge's decision is final.

We have no preference for any program used, just have fun making cards. It can be funny, serious, sentimental, old fashioned, colourful, or whatever.

The entries will remain the property of this club.

When we collect a few cards, these will be displayed and sold at our functions, such as Presentations, Christmas Party. etc., with the profit going to the club.

Everyone can participate, ladies or gentlemen, as long as they are members of this club.

All we are asking is that you sign the card on the back page with your initial and 'Member of Computer Pals for Seniors Northern Beaches Inc.'

The winning card will be photographed and displayed in the next Newsletter.

Have your 'Card in a C6 size envelope' in the box at the club by the third Friday of the month (with your name and phone number attached) to give our judge time to judge the entries and just have fun!

The winner will be announced in the following Newsletter.

Our winner for November is: Jean Robins

Jean created her beautiful card with 'Corel Draw'.

First Prize goes to **Jean Robins**



Highly commended: **Maria Pasalich**

Turning Videos: Have you ever taken a Video with your Digital

Camera and turned the camera vertically to get a better Movie?

Apparently there is a whole crowd using their camera that way. Then, after you put the movie on your computer, you find that it is sideways, so that you need to look at it with your head sideways or you could lie down to watch it? You could also put it on your laptop and then turn your laptop on its side to watch it!!!

I had this problem: I had trouble getting the skyscrapers of New York to stand up instead of lying down on their side. No matter what I tried, it could not be turned. Trying to turn it in photography programs such as Picasa, IrfanView, or Photoshop does not do it.

Well, try it in **Windows Movie Maker!**

Every Windows Computer has Windows Movie Maker, and even better still: it is easy!

For Vista users

If you have Windows Vista, Windows Movie Maker can rotate movies if you shot them with the camera rotated. This is not the place to teach you how to use Movie Maker but here's a couple of tips.

Import the movie (Import/Movies) and navigate to the folder where your movie is.

Now, most cameras create movies that are .mov files and you may need to change the file type (bottom left) from "picture and movie files" to "all files" to display and select the movie.

Drag the movie to the movie timeline ("drag movie here")

Right click on the movie in the timeline (or choose Tools/Effects) choose Effects/Rotate 180, 270 or 90 depending on the orientation of the movie.

Choose File/Publish Movie and then enter a file name and select the location for your movie. The movie will be created as a .wmv file.



For XP users

You will need Service Pack 2. If you have XP Service Pack 2, Movie Maker should have been installed.

This version of Movie Maker does not handle .mov files (created by most digital cameras) and you will need to convert them to .avi files.

A freeware converter is available at <http://www.radgametools.com/bnkdown.htm>

Play it to see it: there it is, turned.

Now just add some music and away you go. Play it and enjoy. It was quite a relief to see the New York skyscrapers standing upright!

This information is also on our website: www.compalsnb.org.au

go to **Hints and Tips.**

By Peter Whalan & CD



*Laughter ...is timeless;
Imagination ... has no age; and
Dreams ... are forever.*

~ Walt Disney~

Do you really know how to forward e-mails? 50% of us do; 50% DO NOT . Do you wonder why you get viruses or junk mail? 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 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 or her 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:

(1) When you forward an e-mail, **DELETE** all of the other addresses that appear in the body of the message (at the top).

Highlight them and delete them, backspace 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 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 and click on where it says To: and your address list will appear. Highlight the address and choose BCC: 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 rename the subject if you wish.

(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 it 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 received an e-mail 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 e-mail can be forwarded on and can collect thousands of e-mail 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 e-mail addresses contained therein. If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list of names and e-mail addresses on a petition.

(6) One of the main ones I hate is the ones that say that something like, 'Send this e-mail to 10 people and you'll see something great run across your screen.' Or, sometimes they'll just tease you by saying something really cute will happen (trust me, I'm still seeing some of the same ones that I waited on 10 years ago!) I don't let the bad luck ones scare me either, they get trashed. **(7)**

Before you forward an Amber Alert, or a Virus Alert, or some of the other ones floating around nowadays, check them out **before** you forward them. **Most of them are junk mail** that's been circling the net **for YEARS!** Just about everything you receive in an e-mail that is in question can be checked out at Snopes.

Just go to <http://www.snopes.com/> Its really easy to find out if it's real or not. **If it's not, please don't pass it on.**

So please, in the future, let's stop the junk mail and the viruses.

No one has ever hurt their eyes by looking at the bright side of life!



Mouse Whispers



If you don't want to use your mouse but you want to right-click something, all you have to do is press SHIFT+F10 and use your up and down arrows to highlight what you want to select, then press Enter after your selection has been highlighted. Great one for laptop users who don't like the touchpad and don't have a mouse!

If you're ever working in Windows and suddenly everything freezes, don't panic. Don't hit the "Off" button. Don't take a chance on losing your work. Try this:

1. Press the "CTRL" "ALT" "DELETE" keys in sequence (in Vista it's shorter to right-click your taskbar and choose "Task Manager").
2. Task Manager Appears (Vista users will see "Open Task Manager" along with other menu options).
3. When Task Manager opens, click the "Processes" Tab.
4. Find any and all instances of "Explorer.exe" and close them all by right-clicking and choosing "End Process".
5. If you've done this successfully, your taskbar will disappear - don't worry - that's what you want.
6. Now, while you're still in Task Manager, click "File" "New task" and type in "explorer.exe" (without the quotes).
7. Your taskbar should now reappear and your computer that was frozen should now be ready to go.

This trick will work most of the time - but not always. Sometimes you cannot even use your CTRL - ALT - DELETE keys. If this happens you'll just have to shut 'er down and restart. Don't worry too much, we've all had to do it sometime. Windows XP and Vista are much more forgiving than Windows 95, 98, and ME were, and that's a fact!

When you're working on your computer, you sometimes just get stuck and need some help, don't you? Well, when that happens, if there's absolutely no one else around to answer your questions, try the **Help and Support Centre** found under your Start menu. Yep, you read that right! For instant help, just go to **Start** and then click on the **Help and Support** option.

The Help and Support Centre provides a place for you to ask questions about Help topics, tutorials, troubleshooting and other general support issues. The best thing of all is it's located right there on your computer, so you don't have to waste time on the phone trying to get through to your provider. So, if you ever run into any problems when no one else is available to help, just keep the support centre in mind. Who knew some problems could be so easy to fix?!

What is Bluetooth? Bluetooth wireless technology is a short-range communications technology intended to replace the cables connecting portable and/or fixed devices while offering very high levels of security. Bluetooth technology enables a wide range of devices to connect and communicate with each other. Unlike "wireless", the range of most Bluetooth devices is limited to 30 feet or so. Wireless signals can travel hundreds, even thousands of feet - or more.

Any Bluetooth enabled device can connect to other Bluetooth enabled devices in close proximity. Bluetooth enabled electronic devices connect and communicate wirelessly through short-range, ad hoc networks known as piconets. Each device can simultaneously communicate with up to seven other devices within a single piconet.

The most prominent use of Bluetooth technology today is in **cell phones**.

Cell phones which are Bluetooth enabled can connect with Bluetooth devices like Bluetooth "hands free" headsets and Bluetooth USB computer adapters.

*Best way to knock a chip off of someone's shoulder,
is to give them a pat on the back.*

Dates for your Diary

Dec. 3	12.30 Instructors Meeting 2.00pm Committee Meeting		Club closed for holidays Dec. 20 2008 till Jan. 19 2009
Dec. 5	1.30 'CDs & DVDs'	2009 Jan. 15	Enrolment Day 10am till 2pm
Dec. 10	1.30 'Ezintree' Group	Jan. 19	First day of term 1, 2009
Dec. 12	12.30 Christmas party	Jan. 21	12.30 Instructors Meeting 2.00pm Committee
Dec. 13	Printmaster Group		
Dec. 17	12.30 'DIY' (Do It Yourself)		
Dec. 19	Last teaching day for 2008		

**Have a
Merry
Christmas
Every one!**

We welcome the following new members who have joined the club:

Alfred Moore, Marian Bray,
G.J. Hartman, Mark Sowinski,
Beth Denham, John Martin

We hope you will enjoy your time with us.

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.

Your Instructors

Mon 9-12 Greg Ennis
9-12 Patricia Novikoff
10-1 Pat Kingham
9-1 David Bennett Apple/Mac
1-4 Lexie Warder
12-4 Peter Whalan
1-4 Anthony Staniforth

Tues 9-12 Ken Brown
9-12 Evelyn Iggulden
9-1 Alan Taylor
9-1 Anne Parsons
9-1 Don Roberts
1-4 Barry Goddard
1-4 Pat Kingham
1-4 Michael Sunderland
1-4 Allan Burrowes

Wed 9-12 Henri Osieck
9-12 Anne Brady
9-12 Mickey O'Neill/Jim Parker
9-12 Mary Anne O'Reilly
10-1 Win Nielsen
pm Reserved for Meetings

Thur 9-12 Allan Burrowes
9-12 John Brennan
9-12 Brian Curran
9-12 Paul Treichel
9-12 Corry Dancaster
pm Reserved for courses

Fri. 9-12 Christine Smith
9-1 Paul Treichel
9-12 Glenda Kelly
9-12 Gerri Cumpstey
pm Reserved for courses