

MANLY MOUSE

Newsletter of Computerpals for Seniors - Manly Inc.

September 2009

* 12th Annual General Meeting 8 October 2009 *

David McAdam is going to entertain us at the next meeting with another side of the internet



Our next monthly meeting will commence at 2 pm Thursday 10 September in Manly Library meeting room. David McAdam will take us on a journey to the "The Other Side of the Internet" where we will have a light hearted look at some of the marvels, a lot of the humour and some of the puzzles one can find on the internet. This will be a fun session where you will be entertained, where you will marvel and where you will laugh a lot. A warm relaxing and humorous session guaranteed to chase away the blues. Following this, Lyn will serve up her always enjoyable afternoon tea whilst giving you ample opportunity to chat with your fellow members and tutors.

The August meeting was a Question and Answer session. Graham had called for email questions to arrive before the meeting but Robyn was the only member to ask a question that way. However, there was a good hour of questions from Robyn, Miriam, Milton and others and replies from Graham, Bob and other tutors. Topics covered included: printing attachments from Outlook; use of webmail; automatic upgrade from Vista to Windows 7 and how to download PowerPoint Viewer.

Graham asked for volunteers for the Manly Mouse mail-out. Two members raised their hands. Many thanks, Milton and Remo, we are grateful to you and hope you enjoy helping this way.



Manly Seniors' Centre 275 Pittwater Road, Manly Postal Address: PO Box 1128, Manly 1655 Phone: 9976 0930

www.manlycompals.org.au

Editor: Gwyneth Crawford gwyneth@bigpond.net.au Sub Editor: Jack Newton



NSW Seniors newsletter has a section of Computer Tips and Tricks. Here are some:

To “Google” has become synonymous with searching the internet.

Search for exact phrases using quotes

By wrapping your key phrase in quotes, Google will search for the entire phrase, narrowing down your search results. Try searching for “NSW Seniors Card newsletter” with and without quotes and you’ll see what we mean...

Google as a Calculator

Google functions as an intuitive scientific calculator. Try the following, or test Google with your own equations:

5+5*10.5

1 km = ? Feet .5 kg = ? pound

52 days = ? Seconds 86 F = ? C

Use Google to convert international currency.

Examples:

1 AUD = ? USD 1 USD = ? Yen

You can also use Google to get weather details (try “Weather Sydney”), definitions (try “define:magnifying glass”) and even simple question/answer (try “population of Sydney”).

Handy keyboard shortcuts:

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 Favorites CTRL+I

Switch between tabs CTRL+TAB or CTRL+SHIFT+TAB

Go to the search box CTRL+E

Club News

New Vice President: With the recent resignation of Arthur Johnston from that position and from the committee, committee man Ted Hulbert has been appointed Vice President in his place. This appointment by the committee will need to be ratified by the members at our AGM on Thursday 8 October 2009.

Excessive Printing & Internet Downloads: All members are reminded that volume printing is to be actively discouraged; the club is there as a training facility and not as a cheap handy printing facility.

With the marked increase in members using their laptops in the club, there has been a significant increase in internet usage and this can be directly related to members using the club to download updates on their laptop - rather than updating at home. Please be aware that the club's broadband plan is capped - it is not unlimited - and your cooperation is sought in not relying on the club for updates, otherwise when the club has reached its download cap, it incurs excess charges of \$150 per gigabyte for the next 2 GBs after which the internet download speed is throttled back to dial-up speed.

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 favorites CTRL+D

Select all items on the current webpage CTRL+A

To subscribe to the newsletter go to www.seniorscard.nsw.gov.au/home.asp

12th Annual General Meeting 8 October 2009



PC Rescue www.pcrescue.com.au/contact.htm is a useful site for help, tips & hints, and computer repairs. One recent article was '[Choosing between Mac and Windows](#)'



Here's an extract:

For some people that is a Mac, for others a Windows system and for some neither Windows or Mac suits them. Having decided what you want to do with a computer it becomes a lot easier to decide which you need. There are a number of other factors to consider as well. Probably the most important is what your peers use. Your computer must be compatible with the people you share files with. Having the same type of computer as your friends, relatives

and colleagues saves a lot of heartache and irritation.

Having friends and workmates who can help you is the quickest and cheapest computer support. Few of us know everything and find we have to turn to friends and colleagues to show us how to do things. If your computer is different from theirs then you can't turn to them for support.

Your experience is important too. If you're an experienced Mac user then you will struggle for a few weeks getting used to the Windows way of doing things.

Windows users will spend some time scratching their head on how to do things, particularly closing programs, on a Mac. Dan Warne has a good description of the differences on his website.

In recent years, the price difference between Macs and Windows machines has narrowed dramatically. Apples are still more expensive but the price difference isn't as simple as it first appears and there are a number of factors that work in favour of the Mac.

On security, the Mac wins hands down. A user on a Mac cannot damage the system files or install viruses and spyware without the root password.

On Windows computers this is not the case. Until recently many software packages insisted on having full rights to the computer or they wouldn't work. This one issue is why spyware is such a problem in the Windows world.

Compatibility is where the Mac falls down compared to Windows. A lot of programs, including those designed for old Macs, won't work on newer Apple systems while Windows can be coaxed into running almost anything if you have the time and patience. We know of people running twenty year old software on Windows XP systems.

We'd strongly recommend the Mac to households that are concerned about viruses and spyware. The ease of setup is also an important consideration. *PC Rescue Pty Ltd*

Also found on PC Rescue: *ABC Radio programs* - Paul Wallbank appears nationally on ABC Local Radio's Nightlife and in Sydney on the ABC 702 weekend show. Feel free to call in on 1-800-800-702 with any computer problems, we may be able to help.

If you have a computer question related to our ABC advice spots, please be aware we simply can't keep up with the sheer volume of questions so we may not be able to answer your email. We'd suggest posting a question at ITQueries <http://itqueries.com> for free advice.

If your local ABC station doesn't carry our segments, they are available streamed on the Sydney 702 web page or podcast on the Nightlife website.





Add Fly-Out Menus to the Start Menu

How do you routinely access, say, your Documents folder? Or your C: drive? Or the Windows Control Panel? Whatever your method, there's an alternative you might find more convenient: fly-out menus.

Specifically, it's possible to tweak the Start menu so that options like Documents, Pictures, Computer, and Control Panel produce fly-out menus when you mouse over them. I find that preferable to opening those items in new windows, which is the default setting. That just involves extra clicks and more searching.

With fly-out menus, I just mouse over the desired option, then choose the item I want. Here's how to configure your system accordingly. (This example is for Vista, but it's virtually identical in XP. A few of the Start menu items have slightly different names.)

Right-click the Start button, and then click Properties.

In the Start Menu tab, click the Customize button. (XP users should then switch to the Advanced tab.)

You'll see entries marked Computer, Control Panel, Documents, Games, Music, and so on. For any or all of them, enable Display as a menu.

Click OK twice to exit.

Now, when you venture into the Start menu, you'll see that these items have little arrows. Mouse over one (or click it outright) and you'll see the associated options in a fly-out menu.

PCWorld

Milton says you can find a person's age this way by asking how much he likes chocolate.

- 1) Write the number of days in a week that he eats chocolate
- 2) Multiply by 2
- 3) Add 5
- 4) Multiply by 50
- 5) Add 1759 if he has already had this year's birthday

OR

Add 1758 if he has not had this year's birthday

- 6) Subtract the year he was born

You now have a 3 digit number, the last 2 digits being his age and the first digit is how often he eats chocolate.



12th Annual
General
Meeting
8 October
2009



12th ANNUAL GENERAL MEETING

will be held on **Thursday 8 October 2009 at 2 pm** in the Manly Library Meeting room.

AGENDA: (please bring to the meeting)

1. President's welcome
2. Apologies
3. Confirmation of the minutes of the AGM of 9 October 2008
4. Business arising from the minutes
5. President's Report
6. Other Officers' Reports
7. Receive & Adopt the Financial Statements for the financial year to 30 June 2009 and reports thereon.
8. Election of Office Bearers & Committee in accordance with Rule 14(8)
9. Appoint an Auditor
10. Confirm the Committee's recommendation that the existing membership and subscription fees be retained.

NO BUSINESS OTHER THAN ON THIS AGENDA WILL BE ACCEPTED IN THE MEETING.

Election of Officers and Committee:

During this Annual General Meeting of 8 October 2009, there will be an election of office bearers and committee members in accordance with the following rules of the club:

Rule 14. (8) An election of half of the committee members shall take place annually at each Annual General meeting in accordance with the following pattern:

- a The committee shall consist of two groups of either equal numbers, or with one group having a majority of one.
- b The first group (Group A) shall include the President, Treasurer, and half (or as near half as practical) of any other office bearers and half (or as near half as practical) of the ordinary committee members.
- c The second group (Group B) shall include the Vice President, the Secretary and the balance of office bearers and ordinary committee members.

At the AGM on 8 October 2009, Group B must stand down. This group comprises the Vice President, the Secretary and half of the committee.

The following positions are to be filled at this meeting:

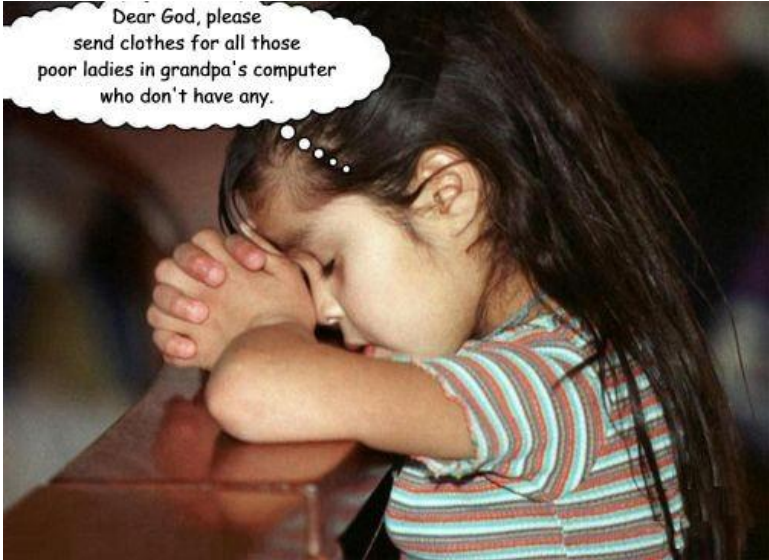
<i>To be ratified :</i>	The committee's recent appointment of Ted Hulbert as Vice President
<i>Vice President</i>	Ted Hulbert is required to stand down, and is eligible for re-election
<i>Secretary</i>	Lyn Nicholls is required to stand down, and is eligible for re-election
<i>Committee</i>	Gwyneth Crawford is required to stand down, and is eligible for re-election
<i>Committee</i>	Robin George is required to stand down, and is eligible for re-election
<i>Committee</i>	Vacancy ?

NOMINATION FORMS for Office Bearers & Committee are available in our club room.

If you wish to nominate yourself or others for any of the above positions, such nomination must be made on the official forms and the proposer, seconder and the nominated person must all be financial members of the club. Nominations **MUST** be returned to the club's premises (either placed in President's Mail slot) - OR posted to The Secretary, Computerpals for Seniors Manly Inc, PO Box 1128 Manly NSW 1655 so as to arrive at least 7 days prior to the meeting.



Welcome to new members:
Daniel COHN; Monique COHN;
Catherine TESORIERO
If you are not listed here you will be next month.



The assistance provided by Manly Council to Manly Computerpals is gratefully acknowledged.

Tutors' Roster (subject to change)		
Monday	9 am - 1 pm 1 pm - 5 pm	Graham Clark & Lyn Nicholls David McAdam & Tony Wu
Tuesday	9 am - 1 pm 1 pm - 5 pm	Philip Bratel & Wally Gora Lyll McNeish & Harry Brabin
Wednesday	9 am - 1 pm 1 pm - 5 pm	Ted Hulbert & Bridget Mahoney Harry Aguero & Elaine Johns
Thursday	9 am - 1 pm 1 pm - 5 pm	Dorothy Peters & Tony van de Walle Special Courses
Friday	9 am - 1 pm 1 pm - 5 pm	Ern Cohen & Hugh Walker Bob Bellini Mac only

IF YOU CANNOT ATTEND A CLASS PLEASE PHONE THE CLUB 9976 0930 AND ADVISE THE DUTY TUTOR TO ALTER LIST AND ALSO PLEASE TELL YOUR TUTOR.

Our Website is kept up to date by Graham and includes photos, latest news and recent and earlier copies of the Manly Mouse. www.manlycompals.org.au

Disclaimers
Members who bring equipment such as a laptop computer or digital camera to the Club do so at their own risk and Computerpals accepts no responsibility for damages or loss.
This newsletter is provided "As Is" without warranty of any kind. Each reader of the Manly Mouse newsletter assumes complete risk as to the accuracy and subsequent use of its contents.

NOMINATION FORM

I nominate.....for the position of.....

Signed....., Nominator. Date.....

Signed....., Seconder Date.....

I accept the nomination for the position of.....

Signed..... Date.....

The proposer, seconder and the nominated person must all be financial full members of the club
Nominations are to be returned to the club's premises at the Manly Seniors Centre or posted to The Secretary, Computerpals for Seniors - Manly, Inc., PO Box 1128 Manly NSW 1655 so as to arrive at least 7 days prior to the meeting. Additional copies available at club.