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BITS & BYTES

MONTHLY NEWSLETTER OF THE PORT MACQUARIE SENIORS' COMPUTER GROUP INC.

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Social Secretary

Australian Seniors
Computer Clubs Association **ASCCA**

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Peggy's Comments



HERE we are at the end of November and another year is passing. What a busy year it has been for Port Seniors Computer Group. So far this year we have conducted 64 classes with an average of 16 students per class. There are still 3 classes to go. My thanks goes out to all the Helpers, Teachers and Committee who have assisted with this mammoth task. It takes a great effort from all concerned and I say once again a special thank you.

Grant

The monies from the Federal Government Grant have been deposited into our bank account. The Grant enabled us to purchase a new Toshiba L750-ODN laptop. The laptop will be setup and on display for all to see at the January Monthly Meeting. It will also be coming to classes if anyone wishes to look at it, or maybe use it.

Great News

Our Newsletter and Website have both been shortlisted in the ASCCA yearly Nationwide Competition. ASCCA represents 160 computer Clubs/Groups Nationwide.

We hope to have the results by the time this Newsletter goes to print. This goes to show once again the quality of our Group. I thank all those involved in assisting David and myself with articles etc.

This is Your Newsletter and Your Website so share in our delight at being shortlisted.

Emailing problems

Lately I have had questions from members and others as to why gmail, hotmail and yahoo will no longer allow a permanent sign-in, but is requiring a sign-in process each time those email programs are accessed. (This is not happening to all recipients of the mail programs, just some.) The reason is this: there have been "hackers" into the mail programs, so the programs were "stripped" of their passwords etc.

Now the problem is that although we can click

on the button which says "keep me signed in" or "remember me" nothing actually happens, so the next time we visit the email program, we are asked again to sign-in.

To remedy this problem here is what we need to do:

1. Go into the mail program, DO NOT ENTER ANY DETAILS.
2. Click on the button "keep me signed in" or may say "remember me".
3. Now fill in your details
4. Click O.K.

This should fix the problem.

Classes 2012

We have a very full and interesting program for 2012. Please visit our website: www.portseniorspc.org.au then click on the [Classes](#) page.

Bookings for the classes will commence online 11th January 2012. You may use the "email us" system in the [Classes](#) page, or the form on the [Contacts](#) page, or our email address—portseniors.pc@gmail.com or feel free to phone me on 65597439 **AFTER** 11th Jan 2012.

I look forward to seeing you all next year and don't forget to pay those Membership Fees and go into the draw for those special prizes.

I wish each and everyone of our Members, a Very Happy and Safe Christmas.



W Regards ~ Peggy X

AGENDA FOR TODAY'S MEETING

- 10:00 Meeting Starts
Club Business
Presentation by Graham
Show & Tell with Lorraine, Lily, David
- 11:30 Meeting ends.

Nothing is more beautiful than cheerfulness in an old face - Richter



HARRY'S FILE

Setting Up Sound For Speakers and Headsets

COMPUTERS can be connected to a variety of sound devices e.g. speakers, headsets, microphones but each device needs to be activated to produce sound. These devices can be connected by a USB connection or by an Input Device from the headset or microphone.

The first check is to make sure that the volume button is not 'Muted' or the volume is set too low to hear. Left click on to the volume control icon on the task bar. If the sound is muted a red icon is displayed: To remove Mute click on the red icon.



To adjust the volume move the volume control with the left mouse, as per diagram on left:

Listening to sound from Speakers or Headphones

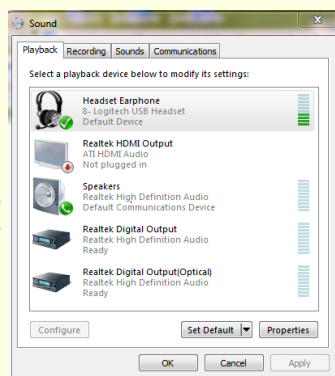
You can set your computer to play sound through your speakers and automatically transfer the sound to your headphones when you plug them into the computer and stop the sound coming through your speakers. If you disconnect the headphones from the USB port the music will revert to playing through the speakers.



To activate this feature right click on the **Speaker Icon** on the Task Bar, and then click on **Volume Control Options** and the Window at left will be displayed. Ensure that the sound devices are ticked and that there is a tick against **'All Devices currently playing sound.'**

Installing external Speakers

Perhaps you have purchased a set of external speakers for your computer, which will really enhance the sound. Connect your speakers following the manufacturer's instructions by USB or input plug and power plug if fitted.



Right click on the **Sound Icon** on the task bar. Left click on **'Sounds'** and then the **'Playback'** Tab to display the following Window:

You will note that there are red and green Ticks against the various items including **Headset Earphone** and **Speakers**.

Click on the speakers Icon to ensure they are activated with a green tick (see below left) and then click on **OK**.

Note: The speakers or headphones will only be visible in the Sound Window if they are connected and switched on.

Happy Listening

64 BITS with



Keith, when did you join Port Seniors Computer Group?

I think I joined in 2001. I had a friend who was in the group and he got me hooked; never looked back.

How did you become involved with computers?

My first computer was an Amstrad 486 with a tape drive for saving work and running programs. No Windows or Office in those days. Just good fun to play with. How things have changed !!

What computer do you own?

I now have a HP Pavilion desk-top and my wife has a lap-top. My desk-top is great for all the things I need. I don't need all the bells and whistles that they come with these days. My system is "Windows Vista". Works just fine, though I did add more memory myself. Easy as pie, any one can do it, if they are game to have a go.

Favourite computer program?

Microsoft Publisher. I am doing some art work for my wife and putting together a slide show of her art works for an exhibition. One can do so many things with the slide show to make them look professional

Any memorable moments with computers?

I had a crash awhile back, computer would not boot up. Called out Michael to fix it and ten minuets later it was running as it should

A week later, it did the same thing again; dirty chips. I took out the chip set and used another socket and it is now working A1. I kept my eyes on Michael the first time and knew just what to do. Fixed it myself

Do you have any computer tips?

If you are new to computers be patient and practice what you are told in class and don't rush things. Remember, "you can't break the thing unless you throw it on the floor" Practice and patience is what you need.

Solve the Conundrum

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Answer in January Newsletter.
October's Conundrum: Accessory



CURVE

Ten Rules for Email Etiquette

Hi Everyone. A friend passed on an interesting email which at first I thought was pertinent but on second thought maybe he was trying to tell me something. Anyway I thought I'd share the Ten Rules with you all.

- 1. Do not overuse the high priority, urgent and important options:** Only use these special functions if something is of utmost importance and needs to be read immediately. People will ignore the Alerts if you use them too frequently.
- 2. DO NOT USE CAPITALS:** Using capitals is the email equivalent of shouting right in someone's face and is extremely poor etiquette. If you find yourself in a situation where you have typed a large email only to realise it is all in capitals, highlight the text and press Shift F3. This will change every letter to lowercase. Of course you will have to re-capitalise some words, but it's a lot easier than rewriting the whole thing!
- 3. Spam:** Never reply to spam, this just confirms your email address is active and you will continue to receive more and more spam. Always block an email address from which you receive spam.
- 4. Respond to all questions:** If you are asked a number of questions in an email, be sure to answer each question so the sender does not need to come back to you and ask the question again. Pre-empting relevant questions is also good email etiquette.
- 5. Use a signature:** Using a signature tells people exactly who you are, how to contact you and any related businesses - don't include your mobile phone number.
- 6. Read your email before sending:** Never send an email without reading it and never send a message in anger. If you write a message when you are angry, save it to drafts, have a break (24 hrs is recommended) and come back and reread what you wrote. Chances are that on reflection, you will make changes. Rereading your email will help you get your message across clearer and ensure there is no doubt over its meaning.
- 7. Chain letters:** Do not forward useless chain letters telling people something bad is going to happen to them if they don't send it to everyone on their contact list. It doesn't happen; it's an email, not a witch doctor! The only form of chain letter which is acceptable is a joke, everyone likes a laugh. Just make sure it is appropriate!
- 8. Use correct grammar, spelling and layout:** Reading on screen is 20 per cent more difficult than reading a hard copy of something. That means you need to make your emails 20 per cent easier to read. Include paragraphs to break up big blocks of text, use short sentences and simple words, and always check your grammar and spelling.
- 9. Keep subjects short:** Keep subjects between three and seven words long – if you're having trouble, try just using key words instead of full sentences.
- 10. Blind carbon copy:** If you are sending an email out to more than one person, it is polite to BCC all of your friends' email addresses so that you are not making them public.

Cheers ~ Graham

SOCIAL SCENE WITH JAN



Members and guests, today is the day we wine and dine as follows:

Time: 12.30 PM for 1.00 PM Lunch
Venue: Waterfront Restaurant, El Paso Motor Inn,
29 Clarence St, Port Macquarie.

Waitresses will take your individual orders from the following Menu:

Entrée:
Cream of Pumpkin soup Or Prawn Cocktail

Main Course:
Roast breast of turkey Or Baked leg of Ham

Desserts:
Tropical fruit Pavlova Or Christmas Pudding

Tea and Coffee will be available.



Lorraine, Peggy and last month's guest speaker Darren Rudd wait patiently for the Port News people to do their thing

PEG'S

CORNER

BING LEE Discount

SOME members of the Committee and I recently visited Bing Lee looking for a new laptop for our Group. We were able to make arrangements with the Retailer for a special discount to all group members on computers and computer related products.

I am not suggesting you shop at Bing Lee - just giving you the opportunity for a "special" discount from the Retailer if you wish.

To prove you are a member of Port Macquarie Seniors Computer Group Inc., please take along your current membership badge. Discounts will not be forthcoming unless the badge is shown.

Happy computing and shopping Peggy

the Inkman

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Doug Nolte

Doug kindly assists with the cost of printing each month

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Next Monthly Meeting Monday 30 January at Tacking Point Tavern	09:30am 10:00am	Registration & class booking Meeting starts followed by refreshment break & class booking	\$2 tea/coffee Optional (Tavern receives money)	11:20appx 12:00noon	Speaker Meeting ends
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PROPOSED COMPUTER CLASSES 2012

Please Note: Booking Office will be closed to all enquiries over Festive Season
Class bookings for the subjects listed below may not be made before 11 January

FEBRUARY 2012

2 Feb	Thursday 9:30-12noon	Picasa Lesson 1	Peggy
9 Feb	Thursday 9:30-12noon	Computer Maintenance	Peggy
16 Feb	Thursday 9:30-12noon	Q and A (Computer Workshop)	Peggy & Harry
23 Feb	Thursday 9:30-12noon	Online Shopping including Ebay	Peggy

MARCH 2012

1 Mar	Thursday 9:30-12noon	Emailing Level 2	Peggy
5 Mar	Monday 1:45-4:00pm	Basic Computers - Lesson 1	Peggy
8 Mar	Thursday 9:30-12noon	Digital Creations - Beginners & Revision	Peggy
12 Mar	Monday 1:45-4:00pm	Basic Computers - Lesson 2	Peggy
15 Mar	Thursday 9:30-12noon	Spreadsheets - Lesson 1	Peggy
19 Mar	Monday 1:45-4:00pm	Basic Computers - Lesson 3	Peggy
22 Mar	Thursday 9:30-12noon	Folders and Files	Peggy
26 Mar	Monday 1:45-4:00pm	Basic Computers - Lesson 4	Peggy
29 Mar	Thursday 9:30-12noon	Digital Creations - Lesson 1	Peggy

Class Venue

Classes will be held at the
Port Macquarie Library
Tech Room

Classes Information

Visit our website
www.portseniorspc.org.au
Click on '**Classes**', select a
class of interest and click on
'**email us**' if you wish to
book

Charges

Payable in advance at
Monthly Meetings
All individual classes \$5.00
***Beginners Basics
4 Week Courses \$20.00**

Refreshments

Tea, coffee and biscuits
included in class charges



Big Hint: Please bring a
USB Flash Drive to all classes