



Newsletter March 2010.

Seniors Week 2010. Waverley is not only about Surfing. Sports and Body Building. If you with borne before 1950 join is for a week of music, visual arts, film, history and literature. There will be events throughout the Waverley Area between 21st March to 28th March.

For a detailed program of what is on phone: 9386 7999. Or at Waverley Council . (55 Spring St Bondi Junction)

Hopefully you will participate and enjoy at least some of the many and varied activities planned for you in the Waverley area.

We will be having the following during senior's week.

Friday 19th March. Master your mobile.

Wednesday 24th March: Open day at 30 Ebley St, Bondi Junction. From 9.30am to 12 noon.

Introduction to computers. Come

Come along and enjoy a week of entertainment.

I don't know what the key to success is, but the key to failure is trying to please everyone

Backing up files prevents them from being permanently lost, or changed in the event of accidental deletion, a worm or virus, a hardware or software failure. Loss may occur from theft or fire. You need to make a copy of your important **Documents, Pictures and Music** files and burn them onto one or more **USB Flash Drives, CD/DVD"s**, or a separate **External Hard Drive**.

Get in the habit of doing this weekly. You should store your backed up devices away from your computer, so that if there is a fire, or theft, you still have your important files. Very important **Documents** or **Pictures**, etc., should be backed-up on two separate devices. After all, even back-up devices can fail. The following describes how you can back up your files using a USB Flash Drive.

Using a USB Flash Drive

1. Insert your **Flash Drive** in any **USB** port.
2. **Open Windows Explorer.**
3. Scroll down and find your **Flash Drive.**

It may be called **Removable Disk D** (or E, or F). If there are **unwanted files** on the **Flash Drive**, then **highlight them, right click** and **select Delete**.

4. Scroll down the **Folders** list until you find **Documents** (or My Documents) **right click** on this line and **left click** on **Properties**. This will tell you the size of your files to be backed up. They must be less than your **Flash Drive** capacity..

5. Now you are ready to save all your **Documents**.

6. To do this, **right click** on **Documents Folder** and when the **drop down box** appears, click on **Send To** and select your **Flash Drive** (Removable Disk D, E, or F) 7.

A box with a **progress meter** will appear showing your back-up in progress. When this is complete **Safely Remove** your **Flash Drive**.

Backing up to a CD or DVD or an External Hard Drive Follow the same method as described above.

E-mail Tip A quick way to send out a file as an attachment is to **drag it to the Inbox**. A new message appears with the file attached ready for you to address it.

Tip for Internet Explorer Users Send a friend the web page you are viewing by clicking File, Click Send, Click "Page by E-mail". If you do not see the File menu press the Alt key.

Word TIPS How do I double-space my document?

1. Select the portion of the document that you want double-spaced. To select the whole document, choose **Select All** from the **Edit** menu or press **Ctrl+A**.
2. Choose **Paragraph** from the **Format** menu.
3. Click on the **Indents and Spacing** tab, then select a line spacing setting from the **Line spacing** list.

Note: If you have already inserted an extra blank line between paragraphs or blocks of text, you will have to delete the extra paragraph marks, unless you want that extra blank line. You can use the **Show/Hide** button ¶ on the **Standard** toolbar to display the paragraph marks.

How do I change the default document font? Choose **Font** from the **Format** menu, then set all of the attributes you want for your default font. Click the **Default** button. Word will inform you that this change will affect all documents based on the **Normal** template.

Windows desktop icons If you have a lot of icons on your desktop or in another folder highlight one of the icons and press the first letter. For example if you were looking for an icon named "test" highlight any icon and then press the "t" key. Note: you can also press the "t" key multiple times to individually highlight each icon that starts with "t".

Things turn out best for those who make the best of the way things turn out.

An expert is someone who takes a subject you understand and makes it sound Confusing

Facebook

Do you have a Face book page? It appears that 2009 was the year in which MySpace became totally passé and, instead, everybody signed up on Face book. Nearly everyone now has a Face book page.

If you've not yet been swept up in the Face book phenomenon, here's a brief overview of what it can belike.

If you are someone to whom a modicum of privacy is important, it's unlikely you'd want to be on Face book. However, if a lot of your friends and family are already signed up, your privacy may already be in jeopardy.

If a friend frequently posts something interesting and you regularly respond, is another friend to whom you hardly ever speak going to have hurt feelings? You may think I'm exaggerating, but this sort of thing happens a lot.

Also, people have been fired when their boss spotted a Face book entry that said something negative about the company. On the other hand, romances have begun and blossomed between strangers who met on a social networking site.

In any case, just be aware that anything posted online (whether it's a photo or a video or text) can come back to haunt you someday. Even if you quickly delete something posted in a moment of indiscretion, there is no guarantee that it wasn't filed away by someone who might somehow use it against you at some point in time.

Be very, very careful.

Experience is a wonderful thing. It helps you recognise a mistake when you make it again.(I Hope)

Computer Titbits'

You can save yourself a lot of "mouse work" by using different combinations on your keyboard.

Alt+F4 get rid of an existing window. This beats reaching for the evasive little X in the top right hand corner.

To Save: Click Ctrl + S.

Windows key + M = Minimise

Windows Key + D bring up your desktop.

Ctrl + Escape for the Start Menu.

Do a search on the Internet for more shortcuts to save you time and effort.

ALL IN ONE PRINTERS. ARE THEY ANY GOOD?

Gone are the days when there were different devices for home and office work. It was a headache to use a scanner for scanning things, a separate printer for printing work, a photocopier for making copies of original documents, and a fax machine for

sending and receiving faxes. It was desirable to get rid of that rat's nest of wires and to manage all things efficiently. Multi function printers evolved as an answer to this need.

A multi function printer can be defined as an office machine having the functions of many machines within one framework. It is a single device which caters for all needs of printing, scanning, faxing and copying. since Multifunction printers were invented there has been praise as well as criticism of them.

Advantages

Multifunction printers occupy less space when compared to having to have a separate device for every function. They do not require as many power sockets as separate devices need, and in total are cheaper when compared to the cost of each component they encompass.

Disadvantage.

Multifunction printers lack the efficiency and the quality which individual devices can provide,

If a fault develops you have no idea where it has occurred. Moreover all the functions cease. So until the problem is solved you cannot do any printing, scanning, copying or scanning.

The cost of replacing all cartridges when empty is very expensive. So even if the price of purchase of a multifunction printer is low the cost of maintaining it is high. So be careful. Do your homework.

The next General meeting will be on Tuesday 16th March at 2pm. Level 2. Mill Hill Centre. 31-33 Spring St. Bondi Junction.

The Next committee meeting will be on Tuesday 9th March at 2pm. Level 1. Mill Hill Centre.

Once again. If you have an email address and received this newsletter by snail mail PLEASE send me your email address to: joffem@bigpond.com

Happy Computing.
Regards Mark Joffe.