

HURSTVILLE SENIORS COMPUTER CLUB



www.hurstvillescc.org.au

“keeping up with our grandchildren”

NEWSLETTER

November 2015

Member of ASCCA

Australian Seniors
Computer Clubs
Association

FROM THE PRESIDENT

As this is our last newsletter for 2015, we would like to wish each and everyone a very happy and peaceful Christmas and good health in the New Year.

As committee members, tutors and group leaders look forward to some well-deserved R&R and hopefully will return in the New Year with renewed enthusiasm to teach new technology, I take this opportunity to say a BIG thank you to all our dedicated volunteers who give up so much of their valuable time to help members develop new computer skills.

All members are invited to our final meeting for this year on **Wednesday 25th November at 1:00 pm**, so please come along and join in the fun of our Christmas festivities. It will be a traditional Christmas gathering, including refreshments, lucky door prizes, with a big prize donated by the Club, and also a guessing competition.

Lessons for this year will cease in the next couple of weeks so please check with your tutors or group leaders for precise details.

Our first General Meeting in January will be on Wednesday 27th at 1:30 pm with classes resuming during the first week in February 2016.

OCTOBER MEETING

Harry Doorn's life before computers involved extensive travel. Born in the Netherlands, Harry migrated to Queensland at age 19, where he trained as a health inspector and moved to England for work in that field. On his return to Brisbane, Harry found work as a meat inspector which, in turn, led to him spending 18 years in PNG as a trainer for health inspection in meat supply. In retirement since 1988, Harry's adventures have included archaeological studies in Cyprus.



Mark Herron, an avid Facebook user, gave us a comprehensive overview of this free social network and information sharing product which offers an extremely popular way to keep in touch with family and friends worldwide.



Understanding Facebook's privacy settings can alleviate a lot of the concerns people have about sharing their messages, pictures and videos by this medium.

The Groups feature is a good way for people with a common interest to communicate and share that interest (eg: genealogy).

Hurstville Seniors Computer Club's contribution to the local community was acknowledged at the 5th Annual St George Community Awards on Thursday 12 November 2015.

The awards were presented by the host Mark Coure MP and special guest John Brogden AM



Pamela Samuels accepted a Community Group Achievement Award



Geoff Turton received a Senior Volunteer Achievement Award

SHORT COURSES FOR 2016

• Windows 10 Operating System

This course will examine the features of Windows operating systems in general, while focusing on how these are implemented in Windows 10. Contact **Geoff Turton** to reserve a position.

• Getting Started With Your Family History On The Net

With the increasing amount of information available on the Internet from commercial and independent organizations, the opportunity now exists to consider starting a research project on your own or in conjunction with interested family members.

However, in spite of the enormous availability of data bases on the net there will come a time when help will be needed to advise you what to do next.

This course is designed for researching your Australian roots but the concepts equally apply to overseas research as well. Contact **John Shortland** to reserve a position.

Tech TIPS

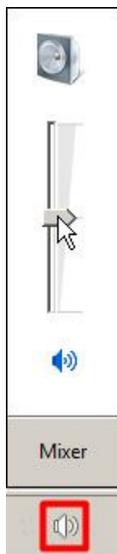
• Computer Volume Control

Windows PCs offer several options for adjusting the audio volume.

Some keyboards have volume increase (+), volume decrease (-) and mute keys included in a set of control keys along the top row.

If the volume control is displayed, by clicking on the speaker icon in the notification area in the bottom right-hand corner of the desktop, the slider can be adjusted up or down by

- rotating the mouse wheel,
- pressing the up/down or left/right arrow keys on the keyboard, or
- dragging the slider button with the mouse.



• Caps & Num Lock Indicators

Not all computer keyboards have Caps Lock and/or Num Lock indicators. This can be inconvenient, particularly when you are trying to enter a password.

"TrayStatus" is a useful free program that indicates in the notification area whether the Caps Lock and Num Lock keys are either ON or OFF. The ON state is shown by displaying the appropriate indicator icon with a green background.



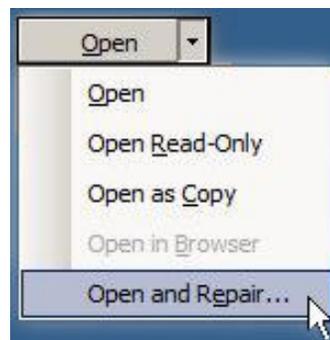
"TrayStatus" is available at ...

<http://tinyurl.com/p5gduxx>

OPEN A CORRUPTED EXCEL FILE

Receiving a message that "*The document is corrupt and cannot be opened. ...*", can come as a bit of a shock when you try to open an Excel file that opened successfully for you yesterday. However, all is not lost!

Your first option is to locate the backup copy of the document and open that, assuming there is one. If not, try Excel's "**Open & Repair ...**" facility which is available when you click on the down arrow on the "Open" button.



This option doesn't guarantee that your document will appear as it did when it was last saved - formatting may be missing. However, if it allows you to resurrect the file content, that will save you a lot of retyping. Reformatting is usually a simpler task.

If you are able to recover your document, make sure you back it up!

A similar file "Open & Repair" option is available for corrupted Microsoft Word documents.

WINDOWS JOURNAL

In 2002, Microsoft released Windows XP Tablet PC Edition for notebook/laptop computers with pen-sensitive screens that were available at that time. This version included the note-taking and drawing program *Windows Journal* and, surprisingly, *Windows Journal* has been hidden away in all Windows operating system versions since then.



To find this program in your computer, click on the Start button and type "Windows Journal" then select that item from the list of search results. When *Windows Journal* opens, you can choose to install the associated Journal Note Writer print driver. This is required to print the notes you create.

Although *Windows Journal* was primarily designed to respond to an electronic pen input, it also accepts keyboard and mouse input. The program provides a comprehensive selection of templates, pen styles and colours and caters for insertion of text boxes and pictures.

A MICROSOFT ACCOUNT

Do you need a Microsoft account if you upgrade your PC to Windows 10? - No you don't!

However, you will need one if you want to make use of the following free Microsoft services:

- Access to the Windows Store,
- Access to Office Online applications,
- 5GB of OneDrive online storage,
- Skype video calls,
- Outlook.com email service,
- Xbox Live social gaming communities, and
- Synchronise settings for multiple PCs.

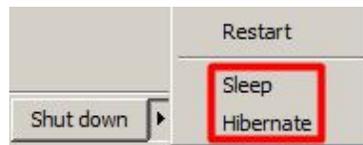
If you already have an account with any Microsoft service (eg: Outlook.com, Hotmail.com, Windows Live or Skype) you don't need to create another one.

A Microsoft account requires an email address for the username and a password. Any existing email address can be used for the username but it may be preferable to create a new Outlook.com email account and use that for your Microsoft account username.

Create a Microsoft account at:
<http://tinyurl.com/ga7aatt>

SLEEP vs HIBERNATE

The options available in Windows for conserving power when your PC is not being used for a short while, other than "Shut Down", include "Hibernate" and "Sleep". These are particularly useful for conserving battery power in a laptop computer.



- **Sleep:** In sleep mode, the computer enters a low-power state. Power is used to keep the computer's state in memory, but other parts of the computer are shut down and won't use any power. When you turn on the computer, it will snap back to life within just a few seconds. You won't have to wait for it to boot up – everything will be right where you left off. However, this state uses more power than shutting down or hibernating your computer.

Use sleep if you expect to return to your PC fairly soon.

- **Hibernate:** In this mode, your computer saves its current state to your hard drive, essentially dumping the contents of its memory (RAM) into a file on its hard drive. When you boot up the computer, it will load the previous state from your hard drive back into its RAM. This allows you to save your computer's state, including all your open programs and data, and come back to it later. It takes longer to resume from hibernate than sleep, but hibernate uses much less power than sleep. A computer that's hibernating uses about the same amount of power as a computer that's shut down.

Use hibernate if you want to return to the same programs and documents much later.

To wake your computer from sleep or hibernate modes, press the power button.

The How-To Geek website has a comprehensive article on Windows computer power options and settings at:

<http://tinyurl.com/dytmqkr>

Christmas Gift Suggestion

At our Christmas meeting, Mervyn Larsson will have a selection of his hand-crafted pens, expertly turned from Australian timbers, for sale. These could make a distinctive Christmas gift.

