

# SOUTHERN DISTRICTS COMPUTER USERS CLUB INC.



**A p r i l 2 0 1 4**

Vol. 14  
No. 4

Club Web Site <http://sdcuci.com>

**MEETINGS are held on  
the third Wednesday  
of the month at 7.30  
pm, in the Hall at the  
rear of  
St Mary's Catholic  
Church  
Morphett Vale.  
(Corner Bains Road  
and Main South Road)**

**Visitors most welcome.**  
After three visits,  
visitors will be  
requested to become  
members.

Cost \$2 per  
person, which  
includes the  
Newsletter, plus  
coffee/tea and biscuits.  
Subscriptions for twelve  
months  
Single \$18  
Family membership \$24

Novice and experienced  
computer users will be  
warmly welcomed



# Happy Easter

# to you all



Editors: Bib and Bub



Our next meeting is scheduled for  
**Wednesday 21st May 2014 at 7.30 pm.**

**Topic: Scanning & OCR work**

## ***The Committee in 2013 / 2014***

<b>PRESIDENT:</b>	<b>Lionel Leddra</b>	<b>lleddra@bigpond.net.au</b>
<b>VICE PRESIDENT:</b>	<b>John Kirby</b>	<b>john.kirby@adam.com.au</b>
<b>SECRETARY:</b>	<b>Trevor Francis</b>	<b>tjfrancis@adam.com.au</b>
<b>TREASURER:</b>	<b>Cheryl McDonald</b>	<b>cherylm@cobweb.com.au</b>

### **COMMITTEE MEMBERS:**

<b>Emma Boss</b>	<b>eboss16@bigpond.com</b>
<b>Lindsay Chuck</b>	<b>lindsay.chuck@gmail.com</b>
<b>Jim Greenfield</b>	<b>jamesg@esc.net.au</b>
<b>Peter Janmaat</b>	<b>p_janmaat@dodo.com.au</b>
<b>Anne Leddra</b>	<b>lleddra@bigpond.net.au</b>
<b>Lorraine Loader</b>	<b>lorian23@bigpond.com</b>
<b>Wanda McDonald</b>	<b>rmcd3779@bigpond.net.au</b>
<b>Robert Zeugofsge</b>	<b>Zogs22@bigpond.com</b>
<b>Ann Zeugofsge</b>	<b>Zogs22@bigpond.com</b>



**2013-14 Committee Members**

**Southern Districts Computer Users Club**

**L\_R: Peter Janmaat: Cheryl McDonald (Treasurer)  
Lionel Leddra (President) Bob Zeugofsge: Lindsay Chuck  
Emma Boss: Trevor Francis (Secretary): Anne Zeugofsge  
Wanda McDonald: Ann Leddra: Lorraine Loader  
John Kirby (Vice President) Jim Greenfield (Past President)**

### **NEWSLETTER EDITORS:**

**Lorraine Loader (Bub)**  
**lorian23@bigpond.com**

**Wanda McDonald (Bib)**  
**rmcd3779@bigpond.net.au**

## Last month's meeting - eHealth and Digital Estate Planning

A good turnout with several visitors who were made welcome by our Yardbroom President, Lionel.

**Rachel Hayhurst** from Medicare Local gave a talk on eHealth. Points made were:



- ♦ Medicare Local is a not for profit organisation with their primary role being Primary Health Care.
- ♦ It covers every piece of health record stored electronically including GPs, dentist, physiotherapist etc.
- ♦ 80% GPs are registered to participate and nearly 40,000 in our region. Over 1M Australia wide.
- ♦ If your GP is not registered, you can log into your ipad or similar to get information.
- ♦ You can nominate a custodian to access your records.
- ♦ Data stays for 130 years after registration or 30 years after death.
- ♦ You can see who has looked at your 'file'.
- ♦ Hospital discharge details will be stored on eHealth.
- ♦ Log in is through [www.mygov.au](http://www.mygov.au) or [www.ehealth.gov.au](http://www.ehealth.gov.au) or through your Centrelink login.

Then it was **Lindsay's** turn to present **Digital Estate Planning**.



Ask yourself what would happen if, due to an accident you become incapacitated and unable to communicate with family for an extended period, who will manage your Digital Assets? What are my Digital Assets? Does my family know what

Digital Assets I have? Can they access them? Can they access my computer and/or my external drive?

If you can answer yes to most of these questions, you are on the way to managing your Digital Assets.

## DIGITAL ASSETS, con't

Why do we need to think about our Digital Assets? To prevent identity theft, to prevent financial losses to your estate, to make things easier for the Executors and family members who will have to sort your affairs out.

Every day more of our life becomes digitized. Digital Estate planning is a relatively new area and your rights in some accounts no longer exist when you pass on.



A Digital Estate is - anything you own or have rights over that exist online or is shared on computers or other digital technology. For example, email accounts, facebook, photos, paypal, eHealth.

Terms and conditions vary from one account to another and will determine the outcome of what should happen, ie Google require a court order to access your google products when you pass on.

Create a Digital Register - identify your digital assets, list the locations, passwords and access methods of your digital assets, instructions on what you want to happen to these and **STORE THE INFORMATION IN A SAFE PLACE**, ie with your Will or Solicitor. Nominate a digital executor.

Use programs like keepass (a password manager) <http://keepass.info> to store your passwords. You then only have one password to deal with. **BACKUP YOUR COMPUTER AND ONLINE DATA**, ie photos, documents, music etc.

Consider what you want to happen to your computer/external drives. You know what is on them.

## TONIGHT'S MEETING - MICROSOFT PUBLISHER

*Presented by your Newsletter co-editor, Wanda McDonald*

**Microsoft Publisher** is an entry-level computer publishing application from Microsoft differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. It is usually included in Microsoft Office package.

It is a program that helps you to create, personalize and distribute a range of professional-quality publications such as newsletters, brochures, gift cards and calendars. You can also create your own publications with the professionally designed Publisher templates and customize the templates to meet your needs.



I have used Publisher for many years and found the program to be a lot easier to manoeuvre around once I learnt what it could do. Everything is to be in 'boxes' and these can be moved from page to page, sizes and fonts changed, turned upside down or sideways, various borders can be added also.

Publisher also has many, many templates of various types already set up, eg banners, gift cards, business cards, certificates and invitations. These can easily be modified to suit your individual taste and photos or pictures added.

Version 1 was first released by Microsoft in 1991 with the latest version (Publisher 2013) included in Office 365 which was released last year. It can also be purchased separately.

*I hope you enjoy my presentation tonight and get the 'bug' to make your own cards. If you would like us to run a Publisher workshop, please see a Committee Member and if we get enough interested, we can certainly schedule one during the year.*



## THE YARDBROOM REPORT NO 4.

### REPORT FROM OUR PRESIDENT



I am sure there has been a flurry of computer related activity in recent months. All thanks to our speakers/presenters in the past few months.

We had the advice on purchasing a tablet (a very popular trend in computing), good reasons to manage our digital estates (now that we are aware that we have one and how important it is) and very compelling incentive to backup our data (we all do this regularly - don't we?)

Tonight we have Wanda McDonald and Trevor Francis presenting Microsoft Publisher and how it is used to prepare our Newsletter.

Publisher can also be used to make personalised greeting cards. If you are real quick, you can have your very own home-made Easter Greeting Cards ready for the coming weekend (or you can practise for 8 months and have your Christmas Cards ready). Practical, fun and very rewarding.

Next month, Jim Greenfield will give us a few pointers on scanning and OCR (Optical Character Recognition). These very useful applications can save a lot of time when it comes to reproducing documents and pictures.

Enjoy your evening!

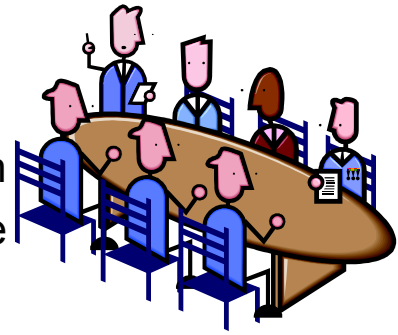
Lionel Leddra  
(The Yardbroom President)



*PS from Bib & Bub - proceeds from tonight's raffle will be donated to the Church.*

## Committee Capers.

The committee meeting was held on Monday April 7th. After the ringing of the red cow bell, discussions began:



- Discussions on how to use our microphone system more effectively (as we had some red faces last month due to a battery problem). Our unit complies with regulations for new frequencies needed from January 2015.
- An Android tablet (Nexus 10) is to be purchased.
- A wireless modem to be priced with information on monthly charges.
- Peter Janmaat has created our club Facebook and now needs interested members to contact him and join the page.
- IT&Computers have requested more copies of our newsletter.
- A 6pm start at the Church Hall on meeting nights will commence from May to allow financial members time to discuss their computer challenges and problems with a committee member before the meeting begins. Questions to be pre-notified or emailed for probable resolution.
- Dates and subjects for our next course/s was discussed. It was agreed members who have attended 3 courses receive a 25% discount for further courses.
- Speakers for the next 4 months have been arranged.

# Recipe Corner

## HOT CROSS BUN PUDDING

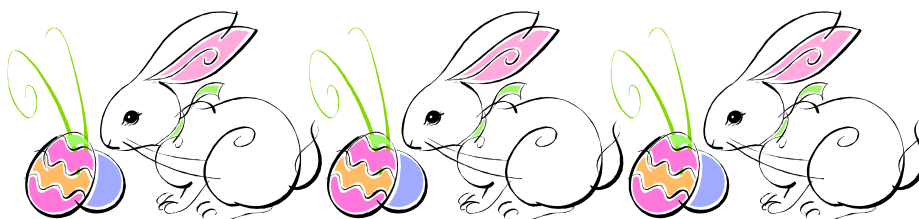
### INGREDIENTS:

300ml double cream  
600 ml milk  
4 eggs  
100 g caster sugar  
1½ tsp vanilla essence  
8 hot cross buns  
40 g soft butter  
100 g marzipan, cubed  
3 tbs chunky marmalade  
Icing sugar for dusting

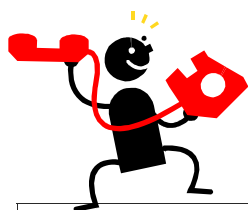


### METHOD:

1. Heat oven to 170c. Warm the cream and milk in a pan over a gentle heat. Whisk the eggs, sugar and vanilla together with a fork in a large bowl, then gradually add the warm cream mixture.
2. Halve the buns and spread with the butter. Arrange in a large shallow ovenproof dish (approx 25 x 32 cm), dot with the marzipan and brush the marmalade on top.
3. Pour over the cream mixture and set aside to soak for 15 minutes. Press the buns down into the custard mixture as they soften.
4. Bake for 50 minutes until set, then remove and allow to stand for 10 minutes.
5. Dust lightly with icing sugar and serve while still warm







## Expert Assist List.

Keep this Contact list handy and phone these people first if you have a problem with any one of the subjects mentioned below.

Email, Windows Live Mail	Lionel Leddra	8381 2821
Email, Thunderbird	Trevor Francis	8186 1138
E-readers	Lionel & Anne Leddra	8381 2821
Hardware & operating systems, re-loads, CD DVD fix	Jim Greenfield	8382 4912
Microsoft Office, Word, Excel, Powerpoint and Publisher	Trevor Francis	8186 1138
Microsoft Movie Maker	Lorraine Loader	8382 7243
Photographic, Windows Photo Gallery, Paint Shop Pro	Anne & Lionel Leddra	8381 2821
Photographic, Photoshop	Trevor Francis	8186 1138
Tablets	John Kirby	7007 4819
Video programming to CD/DVD	Cheryl McDonald	8382 3660
Wi-Fi connections & Tablets	Emma Boss	8386 2723

### Computer Courses for 2014.

- Photo Gallery - March course was a success
- Computer Basics I & II for Windows 7 & 8
- Photos: Camera to Computer Image Management Course
- Possible Excel and/or Word 7 or 10.

**If you wish to attend any Course, please contact a Committee Member**

If you have a special request regarding a program, eg Word, Publisher, Excel etc, please let a committee member know. We may be able to schedule a course to suit, sometime in the future.

# What am I ?

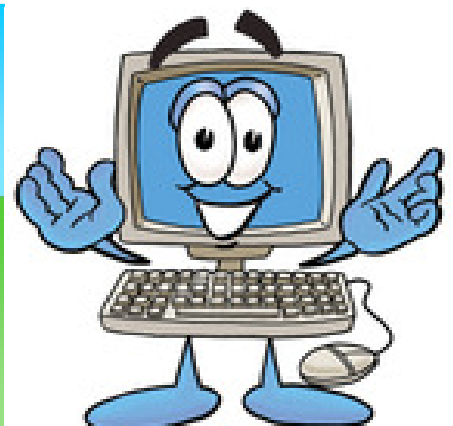
- ① I can be found in isolated colonies in Queensland, Western Australia and Northern Territory.
- ① My Aboriginal name is Yuwaalaraay and I was hunted for food and for my skins.
- ① I am nocturnal and live in burrows.
- ① I am omnivorous and eat seeds, spiders, insects, bulbs, fruit, fungi and small animals.
- ① My young are carried in the pouch for approximately 75 days and become independent within 2 weeks of leaving the pouch.
- ① I am listed as *vulnerable* in Western Australia, *endangered* in Queensland and *extinct* in other mainland states.
- ① My eyesight is poor but my hearing and smelling senses are good.
- ① I am the largest member of the bandicoot family.
- ① To raise awareness of Australian Endangered Species, I have been chosen to replace the Chocolate Easter Bunny.

Answer: Page 12

**I keep my friends as misers do their treasure,  
because, of all the things granted us by wisdom, none  
is greater or better than friendship.**

## SANDS COMPUTER GROUP

Coordinator: Lindsay Chuck ■  
Email: [Lindsay.chuck@gmail.com](mailto:Lindsay.chuck@gmail.com)  
Website: <http://lindsaychuck.wix.com/scg>



## SOME HANDY HINTS

### Recycle Bin

The Recycle Bin is a location where deleted files are temporarily stored on Microsoft Windows 95, 98, ME, NT, 2000, XP, Vista and all later versions of Microsoft Windows. The Recycling Bin allows users to recover files that have been deleted in Windows. The icon for the Recycle Bin is found on your desktop. To empty the Recycle Bin, right-click the Recycle Bin icon and click Empty Recycle Bin.

Anytime you want to clean the contents of your hard drive or when you're running out of disk, it's recommended you empty the Recycle Bin. Otherwise, it's fine to leave any deleted items in the Recycle Bin in case they need to be recovered in the future

Users can identify if files are in the Recycle Bin by looking at the Recycle Bin icon. By default, the icon will look like the icon to the right, an empty Recycle Bin.

To **restore** any of the deleted items: Highlight the files you want to restore, right-click the file and select the Restore option. This will restore the file from the original location it was deleted.

Empty Recycle Bin



Recycle Bin

Full Recycle Bin



Recycle Bin

<http://www.computerhope.com>

### Task Manager

A software utility found in Microsoft, Windows NT 4.0, Windows 2000, Windows XP and Windows 7 that enables a user to view each of the tasks currently running on the computer, each of the processes, and the overall performance of the computer. The **Task Manager** is accessed by pressing: "[Ctrl](#) + [Alt](#) + [Del](#)" on the keyboard. If you're encountering issues opening the Task Manager it's possible that the computer could be infected with a virus or spyware. There are known malware designed to cause issues with opening the task manager and End Tasking them.

**Southern Districts Computer Users Club**  
wishes to acknowledge the assistance of the Council  
of the City of Onkaparinga for their generous support.



**ONKAPARINGA**

# \*\*\* Items For Sale \*\*\*

**ForSale - all good condition**

*Portable Cot - . \$10*

*Upright Stroller - \$5*

*Toddlers Car Seat - \$60.*

**Phone June Harman on 8381 3686**

**Puzzle answer:**



**I am the Greater Bilby**

## **WANTED TO BUY**

**Windows 7 Professional install disk - for Windows XP desktop.**

**Contact:** Colin Campbell on 0428 894 058  
or email [seecam42@bigpond.com](mailto:seecam42@bigpond.com)

**If you have something for sale, please let us know. Fill in the sheet at the front desk, or email:**

Lorraine at [lorian23@bigpond.com](mailto:lorian23@bigpond.com)  
Or Wanda at [rmcd3779@bigpond.net.au](mailto:rmcd3779@bigpond.net.au)

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## **MEETING RULES**

We are allowed to use the facilities at the Hall at the rear of St Mary's Catholic Church Morphett Vale. (Corner Bains Road and Main South Road) in return of a small fee plus respect for their property. We ask for your co-operation in respect to the above. While we can not control what our members do away from our club meetings, Piracy of copyright material can not be condoned at our meetings.

## MODERN TECHNOLOGY IN AFRICA

Last year, we spent 6 weeks in Southern Africa and had a fantastic holiday. The highlight of our trip was a 3 week self-drive tour through Namibia and Botswana.

We were amazed at how the people have embraced modern technology. Just about every second person had a mobile phone and/or tablet. This in a country where in some areas a donkey cart is the main form of transport.



While on a boat cruise on the Chobe River, I was amazed to see a young girl sitting nearby playing with her mobile phone while we cruised passed elephants and other wonderful creatures

We were told by one lady (a member of the Damara tribe) that they are having problems using the “click” sound while texting, but that they are working on it .



It was lovely listening to her sing a song in her language with all the click sounds. She also told us that it was only after she left school that she realised there is actually a “tribe” that speaks English. She had thought it was only a written language!!

Travelling through Northern Namibia, we saw corrugated iron lean-to's with signs for computer parts, mobile phones, coffins and everything else under the sun.

In Windhoek (Namibia), we were told to arrive 2 hours prior to our international flight which was due to depart at 7 am. The hotel gave us a packed breakfast which we gave to the car rental fellows, expecting to get breakfast at the airport - we wandered into the airport and all the lights were on but there was not a soul to be seen. The guys in the carpark were enjoying our breakfast but there was not a single person or shop open to get me my cup of tea!!! We waited at the front of the queue by ourselves, for 20 minutes before the bus pulled up and all the customs officials and other workers wandered in.

Welcome to Africa, but we loved it and hope it does not change too quickly.



*Written by Anne Leddra*



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NOTES

# **IT & COMPUTERS**

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**Shop 6, 76 Beach Road  
Christies Beach 8186 2736**

**(Same block as Woolies on Beach Road)**

**Contact: Jamie or Ash**

**For all your computing needs  
available locally**

**Need help with your computer?  
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