

SOUTHERN DISTRICTS COMPUTER USERS CLUB INC.



J u n e 2 0 1 4

Vol. 14
No. 6

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



Today (June 18th)
is the 169th day of 2014,
there are 196 days left.



Editors: Bib and Bub

Our next meeting is scheduled for
Wednesday 16th July 2014 at 7.30 pm.
Topic: Useful hints using Excel

The Committee in 2013 / 2014

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

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Lindsay Chuck	lindsay.chuck@gmail.com
Jim Greenfield	jamesg@esc.net.au
Anne Leddra	lleddra@bigpond.net.au
Lorraine Loader	lorian23@bigpond.com
Wanda McDonald	rmcd3779@bigpond.net.au
Robert Zeugofsge	Zogs22@bigpond.com
Ann Zeugofsge	Zogs22@bigpond.com



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 - Scanning & OCR work

We had a very good turnout again last month on quite a warm night.

Lionel welcomed one new member to our Club - Albert Parkes. Welcome ! He also thanked Peter Janmaat (in absenteeism) for his contribution to the Club.



Jim Greenfield presented **OCR** and **scanning**. Some pointers made were:

- ① Saves space - scan document onto computer using Word and create a backup system.
- ① Accessible for people with impaired vision by putting into Word and reading via voice over. (Talk-it program)
- ① Most printers/scanners come with some OCR software.
- ① Never touch glass of scanner—it will leave an imprint on your scanned document.
- ① OCR looks at every individual character and turns it into data.
- ① Crop your document before you scan it. Once scanned, it can be changed into one or more columns.
- ① Can convert document into PDF and vice versa.
- ① To improve your document, scan at 200dpi or better.
- ① Proof read, proof read and proof read your document again.

Some hints:

- ① Printer cartridges need to be used regularly or they will die!
- ① Always turn printer off at printer *on/off button* so inkjets seal.
- ① Ethernet cable connection is better than using USB port to set up - frees up USB on computer or hub.

THE LATEST SCAMS

Beware - energy bills scams on the rise (May 2014)



A new phishing email pretending to be from reputable energy companies is currently circulating, claiming you owe money for an outstanding gas or electricity bill. This email will ask you to click on a link to view your account (scammers also approaching consumers via phone, SMS and post). How the scam works:

- ① You receive an email, SMS or letter claiming to be from a reputable energy company and informing you that you owe money for 2013 energy usage.
- ① This email will appear to be legitimate using trademarks, fake account numbers, billing periods etc.
- ① It may claim the reason for the outstanding amount is that you have exceeded your energy consumption limit. It may also claim you are eligible to use a discounted energy tariff if you click on the link.
- ① Clicking on the link, attachment or zip file to access your account will cause your computer to be infected with malicious software and your identity may be compromised.
- ① If you receive such an email, delete it immediately.
- ① If you pay this “bill” via money transfer, you will never see your money again.
- ① If you are unsure if it is really a scam, verify who they are by using their official contact details (from a reputable source, eg phone book) and call them directly (not by return email).
- ① You can report scams to the ACCC via the report a scam page on SCAMwatch or by calling 1300 795 995



TONIGHT'S MEETING - MICROSOFT WORD + SPYBOT

Presented by Trevor Francis

Microsoft Word

Fairly regularly, we are requested to offer a bit of a helping hand in the use of Microsoft Word.

This meeting we are going to have a look at some of the functions of Word that people use fairly regularly . . and at the same time, take a look at a few of the lesser known functions that Word can undertake.

For example:

- ① How to place the location and name of the current file on a document as a footer.
- ① Did you know Word can “ add up “ as per Excel?

These and other topics will be demonstrated tonight.

Spybot is a free anti-spyware utility that targets adware, malicious code and other threats, shreds files and tweaks the Registry. It is not a replacement for a full antivirus program, though it does detect and remove some threats. It is constantly updated so you will be protected against the latest threats. *It is also a free download program.*



WATCH YOUR STORAGE

Tablets are great. You can download music, games, email attachments, all sorts of apps to do letters, cards, etc. But have you looked at your tablet's internal storage? You will find it in settings and it is important that you check it occasionally to make sure it doesn't end up completely full. Remove apps you no longer use, store some of your photos in the cloud or on an external drive. The same with your music.

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THE YARDBROOM REPORT NO 6.

REPORT FROM OUR PRESIDENT



As you may know, our esteemed President is off sweeping himself (and Anne) around Northern Territory and Queensland where it is much warmer than here in Adelaide.

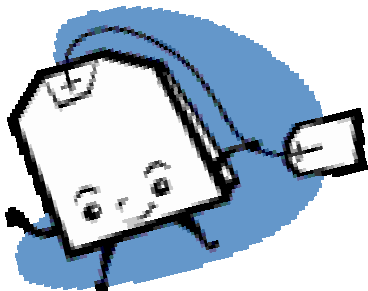
Last contact we had was from Lorne Hill in outback Queensland.

Therefore, we will not be getting our June report from him, so this page can now be left half blank.

Enjoy your evening!

TEA BAGS were invented entirely by accident.

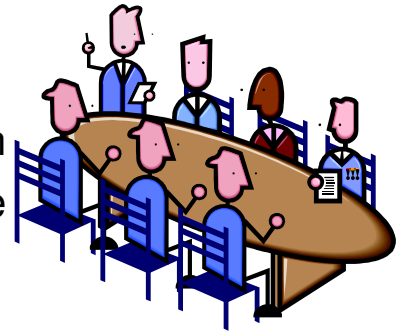
In 1904, Thomas Sullivan, a New York City based-merchant, was doing bustling business in the tea trade. His tea sales were so successful he was able to branch out into experimenting with sending potential customers samples of his tea. Initially, he sent the samples in small wood boxes, but switched to tiny silk bags as a way to cut down on the expense incurred by the sheer number of wooden shipping boxes he was sending out.



His customers, upon opening their envelopes and discovering the tiny satchels of tea, assumed the little bags were meant to be tossed right into the cup of hot water instead of steeped in traditional loose fashion. Sullivan was quickly overwhelmed with requests for more of his “tea bags”. A century later, tens of millions of people sit down to tea every day with the tea leaves wrapped in tiny bags.

Committee Capers.

The committee meeting was held on Monday June 9th. After the ringing of the red cow bell, discussions began:



- A wireless modem, preferably with a two year prepaid plan with either Vodaphone or Telstra is to be purchased.
- **Office 365** now loaded onto 4 club laptops with one given to newsletter editors.
- Thankyou response received from Church Authority regarding our donation.
- Onkaparinga Council grant has now been spent and we are to put in a report to them.
- The 6pm “help” start prior to Club meetings has been well received. We prefer pre-notification by members of their specific problem.
- A Nexus 10 Android tablet has now been purchased.
- A **Word Course** and a **Basic Computer Course 1** have been scheduled for July and August.
- The Club Secretaries Course to be run in August is still in progress. Needs further input from other committee members.
- It was suggested we give consideration to our Christmas Party within the next two months.

Recipe Corner

PEA AND HAM SOUP

INGREDIENTS:

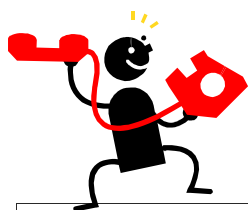
300g green split peas (rinsed)
3 cups vegetable stock
700g smoked ham hock (or bacon bones)
1 carrot
3 medium potatoes, peeled and cut into 1cm pieces
1 cup frozen green peas
1/3 cup coarsely cut parsley
2 tablespoons chopped mint



METHOD:

1. Place split peas and stock in a large heavy based saucepan.
2. Stir in 1.25 ltrs (5 cups) cold water.
3. Add ham or bacon bones, bring to the boil.
4. Reduce heat and simmer, covered, for 1 hour 30 minutes (peas will be mushy).
5. Add potato and carrot to pan and simmer, covered for another 30 minutes or until vegetables are tender. Stir occasionally to prevent split peas sticking to pan.
6. Remove ham (or bacon bones) from pan and cut meat from bone. Discard bone.
7. Stir ham and frozen peas into soup. Simmer, uncovered, for 4-5 minutes until peas are tender. .
8. Stir in parsley and season with salt & pepper.
9. Sprinkle with mint and serve.

(Winter has arrived - this is a good winter warmer soup)



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	unavailable
Email, Thunderbird	Trevor Francis	8327 6061
E-readers	Lionel & Anne Leddra	unavailable
Hardware & operating systems, re-loads, CD DVD fix	Jim Greenfield	8382 4912
Microsoft Office, Word, Excel, Powerpoint and Publisher	Trevor Francis	8327 6061
Microsoft Movie Maker	Lorraine Loader	8382 7243
Photographic, Windows Photo Gallery, Paint Shop Pro	Anne & Lionel Leddra	unavailable
Photographic, Photoshop	Trevor Francis	8327 6061
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.

- **Computer Basics I** Tues July 22nd, 29th and Mon August 4th.
- **Microsoft Word** to be scheduled for Monday July 21st and 28th
- Photos: Camera to Computer Image Management Course
- Possible Excel

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.

Think you knew everything!

1. Who invented the stapler and what was his nationality?
2. Which creature cannot stick its tongue out?
3. What is the lifespan of a dragonfly?
4. What is a group of geese in the sky called?
5. What is a "jiffy"?
6. How long can a snail sleep for?
7. What shape is an Australian 50c coin?
8. What does Pinocchio mean in Italian?
9. What creature has the largest eyes in the world?
10. How many dimples are on a regulation golf ball?



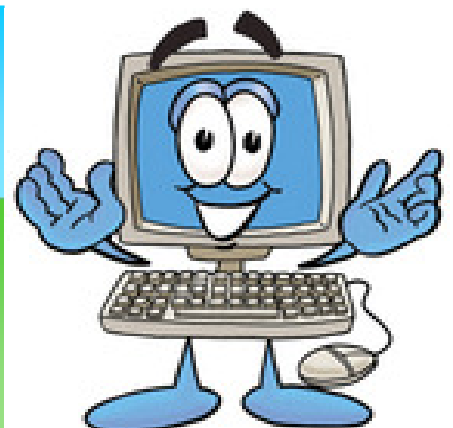
Answer on page 13

We cannot all do great things, but we can do small things with great love.

Mother Theresa

SANDS COMPUTER GROUP

Coordinator: Lindsay Chuck
Email: Lindsay.chuck@gmail.com
Website: <http://lindsaychuck.wix.com/scg>



WHY COMPUTERS SOMETIMES CRASH! *By Dr Seuss*

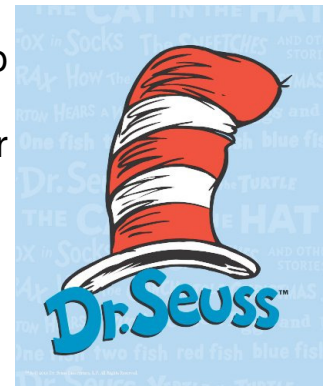
...If a packet hits a pocket on a socket on a port
And the bus is interrupted as a very last resort
And the access of the memory makes your floppy disk abort
Then the socket packet pocket has an error to report

If your cursor finds a menu item followed by a dash
And the double-clicking icon puts your window in the trash
And your data is corrupted cause the index doesn't hash
Then your situation's hopeless and your systems gonna crash!"...

...If the label on the cable on the table at your house
Says the network is connected to the button on your mouse
But your packets want to tunnel on another protocol
That's repeatedly rejected by the printer down the hall

And your screen is all distorted by the side effects of gauss
So your icons in the window are as wavy as a souse
Then you may as well reboot and go out with a bang
Cos sure as I'm a poet, the suckers gonna hang

When the copy on your floppy's getting sloppy in the disk
And the microcode instructions cause unnecessary risk
Then you have to flash your memory and you'll want to
RAM your ROM.
Quickly turn off the computer and be sure to tell your
Mum!"



From a poem written by Gene Ziegler in 1995

**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 ***



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**
Or Wanda at **rmcd3779@bigpond.net.au**

We will keep running your ad until you advise the item is either sold or “taken off the market”.

Advertising on this page is FREE!!

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.

BASIC COMPUTER TERMINOLOGY

Access timer - the performance of a hard drive or other storage device - how long it takes to locate a file.

Application - a program in which you do your work.

Application menu - on the right side of the screen header. Lists running applications.



Bit - the smallest piece of information used by the computer. Derived from “binary digit”. In computer language, either a one (1) or a zero (0).

Byte - a piece of computer information made up of eight bits.

Cursor - the pointer, usually arrow or cross shaped, which is controlled by the mouse.

Document - a file you create, as opposed to the application which created it.

Download - to transfer data from one computer to another. (If you are on the receiving end, you are downloading. If you are on the sending end, you are uploading).

Drag - to move the mouse while its button is being depressed.

Ethernet - a protocol for fast communication and file transfer across a network.

File - the generic word for an application, document, control panel or other computer data.

Folder - an electronic subdirectory which contains files.

Font - a typeface that contains the characters of an alphabet or some other letter forms.

ANSWERS

- | | |
|---|----------------------------|
| 1. George W McGill (USA) | 6. Three years |
| 2. A crocodile | 7. Dodecahedron (12 sides) |
| 3. 24 hours | 8. “Pine eye” |
| 4. A skein | 9. The giant squid |
| 5. An actual unit of timer for 1/100th of a second. | 10. 336 dimples |

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mob 0438827178

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NOTES

IT & COMPUTERS

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

(Same block as Woolies on Beach Road)

Contact: Jamle or Ash

**For all your computing needs
available locally**

**Need help with your computer?
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