

# SOUTHERN DISTRICTS COMPUTER USERS CLUB INC.



**May 2014**

Vol. 14  
No. 5

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



*We hope all you mums  
and grandmums had a  
great day on  
Mothers Day.*



Editors: Bib and Bub



Our next meeting is scheduled for  
**Wednesday 18th June 2014 at 7.30 pm.**

**Topic: Microsoft Word + Spybot**

## ***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>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 - Using Publisher For our Newsletter and Cards

We had a good turnout last month to listen to my talk on how we put this newsletter together using Publisher.

Lionel welcomed one visitor and three new members to our Club. Geoff & Jo Berkin and Max O'Connell. Welcome !



I think I did ok with my presentation and was pleased to have some great feedback - I did enjoy the experience and hope you all understood what I was rambling about. Some pointers made were:

- ① My version of Publisher is part of Microsoft Office Professional Plus 2007 and it is also available in the Office 365 package or can be purchased on its own.
- ① You can use the Publisher templates or create your own using any size, paper or fold as required.
- ① Everything is to be put into boxes and edited via those boxes (textbox, pictures, word art).
- ① Documents can be colour coded using *Colour Schemes* option.
- ① Boxes can have plain or fancy borders in any colour or size.
- ① Photos or pictures can be inserted from Clip Art, your files or the internet. (Some internet pictures are best saved to file and then inserted using *Insert, File* options).
- ① Some programs have limited Clip Art pictures, so these can be downloaded from Office Online in the Clip Art section.
- ① Remember the *Undo* button (arrow in task bar) should you make an error.



## COMPUTER RUNNING A BIT SLOW ?

### Consider doing a Defrag and Disk Cleanup.

Fragmentation makes your hard disk do extra work that can slow down your computer. Removable devices such as USB drives can also become fragmented. Disk Defragmenter rearranges fragmented data so your disks and drives can work more effectively. This can run on a schedule, but you can also analyse and defrag your disks manually. Windows 7 steps:

- ① Start
- ① All Programs
- ① Accessories
- ① System Tools
- ① Disc Cleanup

Select Drive, then OK

### **Or** Disk Defragmentation

- ① Under *Current status*, select the disk you want to defrag
- ① To determine if the disk needs to be defragmented or not, click *Analyze disk*. Once Windows is finished analyzing the disk, you can check the percentage of fragmentation on the Disk in the *Last Run* column. If the number is above 10%, you should defrag the disk.
- ① Click *Defragment disk*.

Disk Defragmentation might take from several minutes, a few hours or a lot of hours to finish depending on the size and degree of fragmentation of your hard disk. You can still use your computer during this process.

**Note:** If the disk you want to defrag is not showing up under *Current Status*, it might be because it contains an error. Try to repair the disk first.



## TONIGHT'S MEETING - SCANNING USING OCR

*Presented by Jim Greenfield*

Suppose you wanted to digitize a magazine article or a printed contract. You could spend hours retyping and then correcting misprints. Or you could convert all the required materials into digital format in several minutes using a scanner (or a digital camera) and **Optical Character Recognition (or OCR)** software.

**OCR** is a technology that enables you to convert different types of documents, such as scanned paper documents, PDF files or images captured by a digital camera into editable and searchable data.



Imagine you've got a paper document - for example, magazine article, brochure, or PDF contract your partner sent to you by email. Obviously, a scanner is not enough to make this information available for editing, say in Microsoft Word. All a scanner can do is create an image or a snapshot of the document that is nothing more than a collection of black and white or colour dots, known as a raster image. In order to extract and repurpose data from scanned documents, camera images or image-only PDFs, you need an OCR software that would single out letters on the image, put them into words and then - words into sentences, thus enabling you to access and edit the content of the original document.

It is generally an “offline” process, which analyses a static document.

Images captured by a digital camera differ from scanned documents or image-only PDFs. They often have defects such as distortion at the edges and dimmed light, making it difficult for most OCR applications, to correctly recognize the text. Some OCR programs support adaptive recognition technology specifically designed for processing camera images. They offer a range of features to improve the quality of such images, providing you with the ability to fully use the capabilities of your digital devices.



## THE YARDBROOM REPORT NO 5.

### REPORT FROM OUR PRESIDENT



This will be my last report for a while as we will be on holiday and incommunicado for about 2 months.

Last month's presentation by Wanda McDonald sparked a lot of interest in Microsoft Publisher, with Wanda being called on to do follow up sessions with interested parties. Well done!

I am sad to report that committee member, Peter Janmaat, has resigned citing a number of health issues and commitments. He will be missed for his enthusiasm and knowledge.

Finally, a word of clarification on the start time of the monthly meeting. **The Club's regular meeting starts at 7.30 pm.** However, members experiencing some sort of computing problem are welcome to arrive from 6 pm to potentially have their problem solved or at least discuss it with other knowledgeable members before the meeting.

Next month, Trevor Francis will enlighten us with useful hints on the use of the well-known Microsoft Word.

Enjoy your evening!

Lionel Leddra  
(The Yardbroom President)

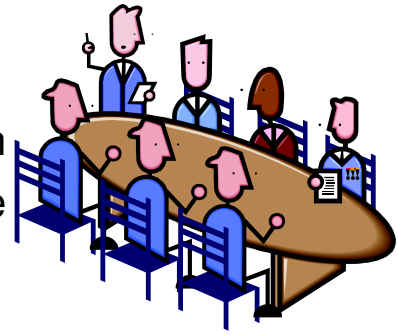


*PS from Bib & Bub - We are sure going to miss the Leddras over the next 2 months! Enjoy your travels.*



## Committee Capers.

The committee meeting was held on Monday May 12th. After the ringing of the red cow bell, discussions began:



- Peter Janmaat regretfully resigned due to personal reasons and the committee did not consider it necessary to arrange a casual vacancy at this time.
- Trevor and Anne to discuss running a further Word course and also Computer Basics 1.
- A wireless modem to be priced with information on monthly charges from both Vodaphone and Adam.
- Peter Janmaat has been requested to close or suspend our club Facebook until his return to the Club.
- \$75 was donated to Mary Christian Catholic Church from proceeds of last month's raffle.
- Further thought to be given to the purchase of a Digital Recorder.
- The 6 pm "help" start was discussed and noted it has been well received by members.
- Further information to be obtained regarding the COTA Computer Security Course being held in August.
- The Club Secretaries Course to be run in August is still in progress.
- Our Information Brochure has been updated and will be distributed.

# Recipe Corner

## ORANGE CAKE

### INGREDIENTS:

3 oz butter  
1 oz margarine (or 4oz shortening)  
½ cup sugar  
1 large cup SR Flour  
Pinch salt  
Grated rind and juice 1 orange  
2 eggs, separated

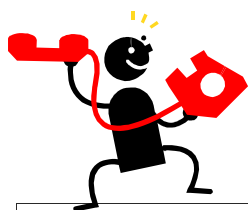


### METHOD:

1. Grease and flour a ring tin.
2. Cream butter and orange rind, then add sugar and cream further.
3. Beat until light.
4. Separate eggs and add yolks, one at a time. Beat well.
5. Sift flour and salt and fold into mixture alternatively with orange juice.
6. Lastly, fold in stiffly beaten egg whites and mix well.
7. Bake at 180 degrees for 30-35 mins.
8. Ice with icing sugar mixed with orange juice.

*(Dorothy was kind enough to serve this cake with coffee at our Publisher session - thank you )*





## 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	8186 1138
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	8186 1138
Microsoft Movie Maker	Lorraine Loader	8382 7243
Photographic, Windows Photo Gallery, Paint Shop Pro	Anne & Lionel Leddra	unavailable
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.

- Computer Basics I to be scheduled soon
- Microsoft Word to be scheduled later
- 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.

# Word Search



Answer on page 13

A A A E C R I O N E R M T  
S I I O G H T O S M A A E  
S L N L C U A N E E U T N  
D A G N R E E G H N H I O  
P D R N O B R N A G P S M  
O S E G U T I G O L A S P  
L R S R E U T G L Y L E I  
L B O S G N N E O E A E C  
O N N U A A T G L E A D A  
C A A D V N T E N A M E S  
K G W H I S T L E R N G S  
G T A R U E S G L A E A O  
A A A G W A R H O L I S C

Canaletto

Chagall

Dali

Degas

El Greco

Gauguin

Goya

Ingres

Manet

Matisse

Monet

Picasso

Pollock

Renoir

Rubens

Sargent

Seurat

Turner

Van Gogh

Warhol

Whistler

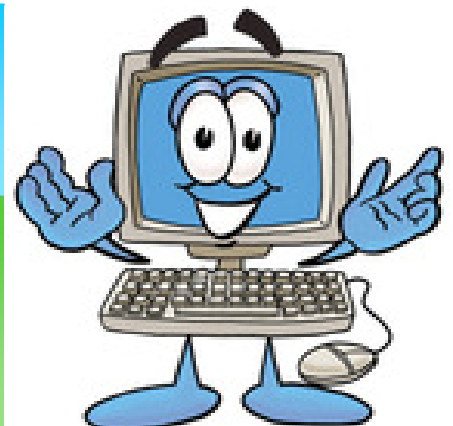
**Success is a journey,  
not a destination**

## SANDS COMPUTER GROUP

Coordinator: Lindsay Chuck ■

Email: [Lindsay.chuck@gmail.com](mailto:Lindsay.chuck@gmail.com)

Website: <http://lindsaychuck.wix.com/scg>



# Homecare today website

## Going live this Autumn!

COTA Australia has been funded for two projects to support consumers and providers in the implementation of Consumer Directed Care (CDC).

They have announced that by the end of April you will be able to visit [www.homecaretoday.org.au](http://www.homecaretoday.org.au) to explore exactly what this project is about and how it can support you as you make decisions about getting and managing assistance at home.

### Highlights for consumers include:

- Comprehensive information on CDC and what it means for people getting assistance at home. This information is available online and in printed format.
- A chance to hear from people who are getting a CDC package.
- An online forum where you can pose your questions about consumer direction in home care and share your experiences with others.
- The homecaretoday peer education program is being trialled and is expected to be rolled out over winter 2014

**If you would like to be kept up to date with developments of the homecaretoday project or to request the consumer information booklet email [homecaretoday@cota.org.au](mailto:homecaretoday@cota.org.au) or call 0399097910.**



home**care**today

Article taken from "OneCota" April May 2014 Pg 7

A trusted resource for new ideas and options in home care

**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 \*\*\*

## 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)

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.

## WINDOWS 8.1 UPDATE

Microsoft has recently rolled out **Windows 8.1 Update** which will become the new baseline for Windows 8 and, within a month or so, will be required in order to receive continued updates. This appears to be more of a service pack than an update.

Windows 8.1 Update is available for free through Windows Update.

### ***What's New?***

- ① Easier access to your favourite Apps and Key Controls
- ① More familiar mouse and keyboard options
- ① Simpler to find new Apps

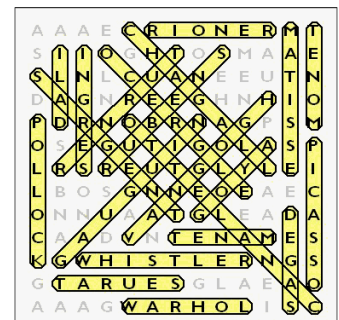
If you are unsure whether to change to Windows 8.1, here is a comparison with Windows 7.

### ***Compare Windows 7 to Windows 8.1***

	Windows 7	Windows 8.1
The familiar desktop	✓	✓
Works with a mouse and keyboard	✓	✓
Works with Word, Excel, Outlook, and other familiar programs	✓	✓
Built for touch PCs and tablets		✓
Apps from the Windows Store		✓
Mail, People, and other built-in apps		✓
Keep your settings and apps on all your PCs and devices		✓
Bing smart search to find things across the web, apps, and your PC		✓
Start screen with live updates		✓
Faster startup times		✓

### **COMPUTER HISTORY - 1939**

Hewlett Packard is founded. David Packard and Bill Hewlett founded H-P in a California garage. Their first product was the HP 200A Audio Oscillator which rapidly becomes a popular piece of test equipment for engineers. Walt Disney pictures ordered 8 of the 200B model to use as sound effects generators for the 1940 movie *Fantasia*.





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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?  
Looking to purchase a new one?  
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