



Bits 'N' Bytes

March 2012

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The Official Magazine of the Sunshine Coast Computer Club Inc.

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What's On .. General Meeting – Thursday 1 March 2012, 3pm at Buderim

Technology Education Centres	<ul style="list-style-type: none"> • Get hands on help with all your technology problems. • Tutorials are presented during each session. • Internet and Intranet access is available. <p>Windows, Linux and Apple Mac operating systems are supported.</p>
Caloundra	<p>Every Saturday between 9.00 am and 12.30 pm Caloundra Youth hall, Queen Street Caloundra, (opposite High School).</p>
Buderim	<p>Every Thursday between 1pm to 4pm Good Life Centre, 100 Buderim Pines Drive, Buderim.</p>
Yandina	<p>3rd Wednesday of the month between 1.30 pm and 4.00 pm, RSL Hall, North Street, Yandina</p>
<p>Notice about SCCC Monthly General Meetings</p> <p>The SCCC Monthly Meetings alternate between the Caloundra and Buderim venues. In Caloundra the meeting is held on the first Saturday of the month and in Buderim the meeting is held on the first Thursday of the alternate month.</p> <p>The next SCCC Monthly Meeting will be at Buderim on Thursday 1 March 2012.</p>	

From The Editor – Treasurer's Report

Bits'N'Bytes is produced monthly from February to December each year.

Contributions for the newsletter are always welcome. Please send copy for the next issue to reach the editor as early as possible after the monthly meeting or by the deadline: 20 March 2012.

Email: editor@sccc.org.au or Snail Mail: The Editor PO Box 384, Caloundra, Qld 4551.

This magazine is created with OpenOffice and produced in printed form and also electronically in PDF format.

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SCCC Privacy Statement - In joining the Sunshine Coast Computer Club please note that it is a club operated by volunteer members and operating within the community involving many activities relating to meetings, instructional and social functions for members and at times visitors.

This requires the keeping of a member data base and the publication of the names of new members. The Club guards the member data base as best as possible and does not publish member's addresses nor telephone numbers unless authorised.

At times photographs are taken at meetings and functions and are sometimes published. Should you have any problems relating to your personal privacy which arises or is likely to arise, it is your duty and responsibility to advise the Club secretary in writing of the circumstances and requirements.

What's on Bulletin - What's On Bulletins are sent once a week, generally on a Monday afternoon, to all members who have provided the Club with their email address. These bulletins give details of up-coming tutorials and topics to be covered at the various meeting venues. You will also find items of interest and club announcements in these bulletins.

Membership Cards for Collection - Membership cards for those members who joined or renewed membership for the month ending 20 February 2012 are available for collection at Caloundra and Buderim meetings. Cards that have not been collected in the previous twelve months are also available.

Note - Membership cards show the next renewal date of membership.

Treasurer's Report

Profit and Loss

21 January 2012 – 20 February 2012

Income	
Fundraising	611.00
Interest Received	484.74
Meetings	2,640.00
Membership fees	3,348.00
Sales	10.00
Total Income	<u>7093.74</u>
Expense	
Administration	200.00
Fundraising Expense	281.14
Hall Hire	1,408.50
Internet Service Provider	39.95
Lanyards	536.95
Postage	137.68
Printing/Stationery	278.00
Refreshments	484.12
Sundry Equipment	
Repairs & Replacements	50.87
Total Sundry Equipment	50.87
Travel Reimbursement	35.52
Total Expense	3,452.75
Net Income	3641.01



Minutes of annual General Meeting

**Minutes of the Sunshine Coast Computer Club
Annual General Meeting
Held at the Caloundra Community Youth Hall
Queen Street Caloundra
4th February 2012**

Peter Daley declared the meeting open at 10.15am

Previous Minutes: No business arising from the previous minutes, **A Motion that the minutes be accepted was proposed by Jean Lear and seconded by Hermine Kuepper CARRIED**

Presidents Report Peter Daley opened the AGM for 2012. Peter announced that it had been a very good year, everything had run very smoothly, we have approximately \$20, 000 in the bank. His full report was published in the February 2012 edition of Bits'N'Bytes.

He then requested the out going committee to come forward, and introduced them. He called for a vote of thanks to the out going committee for a great effort during the past year. He nominated Peter Dodwell, Morry Phillips and Tom Bray for life membership and a special thank you to Heather Atkinson, who for many years has tirelessly served as Treasurer and Editor of the Bits'N'Bytes, and has run the Buderim centre, but this year is not standing for office.

Peter then requested that Trevor Jones take the chair. Trevor declared all positions vacant. He also called for a vote of thanks for Peter Daley for the great job he does as president of the club.

Trevor read out the nominations for President, Vice President and Secretary, who were all returned unopposed. No one nominated for Treasurer, and Trevor asked if any one would consider nominating for this position. Trevor introduced the eleven people nominated for positions on the committee, and as only nine committee members are allowed, according to the Constitution, it was necessary to hold a ballot for the vacant positions.

Position	Nominee	M/s hip No	Nominated by
President	Peter Daley	26	Trevor Jones
Vice President	Peter Dodwell	19	Leslie Power
Treasurer			
Secretary	Marie McGregor	209	Hermine Kuepper

Committee Member	Tom Bray	477	Morry Phillips
Committee Member	Andrew Hadland	1029	Peter Daley
Committee Member	Trevor Jones	143	Marie McGregor
Administrative Coordinator/ Committee Member	Jean Lear	122	Peter Daley
Committee Member	George Lupsa	731	Nevil Eyre
Committee Member	Jim McGregor	209	Hermine Kuepper
Committee Member	Morris Phillips	94	Tom Bray
Committee Member	Judy Smith	2786	Jean Lear
Committee Member	Ian Smyth	2012	Don Wallace
Committee Member	Don Wallace	1200	Ian Smyth
Committee Member	Graham Weeks	2905	Morry Phillips

The two unsuccessful nominations were George Lupsa and Graham Weeks.

At the close of the meeting Brian Davies and Chris Phillips both nominated for Treasurer. Brian withdrew his nomination and Chris Phillips was accepted as Treasurer. Trevor Jones resigned his nomination on the committee in favour of George Lupsa.

The New Committee comprises: **President: Peter Daley. Vice President: Peter Dodwell. Treasurer: Chris Phillips. Secretary: Marie McGregor. Administrator/Committee Member: Jean Lear. Committee Members: Tom Bray: Andrew Hadland; George Lupsa; Jim McGregor; Morry Phillips; Judy Smith; Ian Smyth; Don Wallace.**

Trevor handed over to Peter Daley and stepped down.

Treasurers Report: The Outgoing Treasurer Leo Kavanagh presented the financial report and the auditors report. Leo said we had a good report back from the auditors, with no complaints. We currently have \$21,671.20 in 3 separate accounts.

Continued Page 4

Minutes of Annual General Meeting - Continued

Continued from page 3

The full auditors report and the monthly financial report are published on the clubs website, in the members only pages, and members must be registered to access them. The Financial report was also published in February's Bits'N'Bytes

Proposed by Leo Kavanagh and seconded by Tony Tasker that the Treasurers report and the auditors report be accepted CARRIED

New Members: Jean Carroll, Mary Gilchrist, Bev Higgins, Terrance Morrish, Richard Airs, Christa Balk, Garry and Gloria Berry, George Coffin, Judy Crofts, Tony Ernst, Karl Kohl, Carol McAree, Ray Nicholson, Stephen Ormerod, Dorothy Peake, Jan Shaw, Santo Torcello, Bill Van Motman, Maureen Wallace, Marilyn Wilson.

General Business :

- **A Motion was proposed by Peter Daley and Seconded by Daphne McGrath to give life membership to Tom Bray, Peter Dodwell, and Morry Phillips CARRIED**
- **Peter Dodwell moved a Motion of appreciation from the club to outgoing Treasurer Leo Kavanagh who has done an excellent job, during his tenure of office, this was seconded by Ian Smyth CARRIED.**
- **Raising Membership Fees.** Peter said there was a motion being considered by the committee to raise membership fees by \$10 across the board. This was due to rising costs for hall hire, auditors fees, insurance and general expenses. One of our major problems is the Good Life Centre at Buderim, where we rented extra rooms last year, but attendance dropped off, and rent was increased by 15%. Various other suggestions that were being considered were to try to increase membership, by promotion and advertising, and get more people to attend Buderim, or to increase door fees, or finally to relinquish the extra space at Buderim. We had already delayed buying new equipment. Peter told the members present that membership fees had not increased since 2002, which is pretty good for any club.
- **Ian Smyth proposed a motion to increase membership fees by \$10 across the board straight away this was seconded by Max Braddock. CARRIED**

- Peter advised that the committee would review the situation in a few months and if the things had not improved would consider going back to renting one room at Buderim. He then called the meeting to a close.

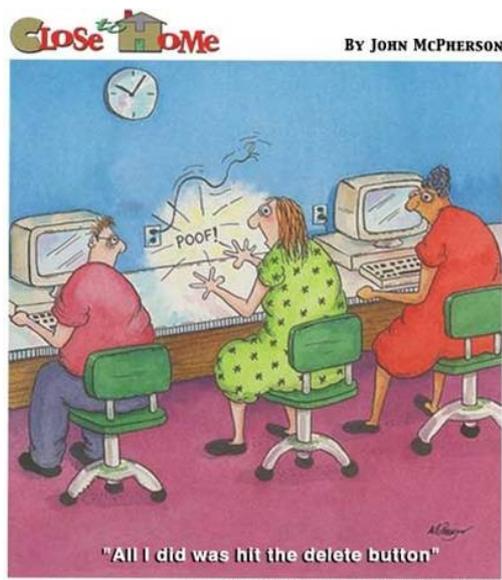
Meeting Closed at 11.20am

Marie McGregor - Secretary.



Letters must be dated, and include the full name and membership number of the writer. Letters should be concise and preference will be given to letters of 200 words or less.

email: editor@sccc.org.au or
Snail Mail: The Editor PO Box 384, Caloundra, Qld 4551.



Is it time to stop travelling to the Northern Hemisphere? – Peter Daley

There are increasing independent reports coming in from people with radiation testing equipment that is strongly suggesting that travelling to certain areas in the Northern Hemisphere could be a serious risk to you and your family's health. I know a lot of members travel, that is why I have written this article. Study the information in the articles provided, and do further research before making travel arrangements. It could mean the difference between life and death for you or a family member. Radiation fallout will not kill you instantly, but depending on the internal and/or external doses, it can considerably shorten one's life.

Last year the Japanese tourist industry was offering ten thousand free flights to Japan. They said that the Fukushima nuclear disaster was under control, and that it was now safe to travel there, as long as you stayed outside of the Fukushima Nuclear Disaster exclusion zone. The evidence provided here strongly suggests otherwise.

This very recent February 25th 2012 independent report shows a recording of 6.5 uS/Hr background level of radiation at Tokyo Station. For those who don't understand what 6.5 uS/Hr means, it is 65 times higher than our average local background, and ten times Chernobyl mandatory evacuation level. **At this level, it should also be a mandatory evacuation zone, the same as the Fukushima nuclear disaster zone!**

Tokyo railway station is a railway station in the Marunouchi business district of Chiyoda. Tokyo station is near the Imperial Palace grounds and the Ginza commercial district. It is the main intercity rail terminal in Tokyo, the busiest station in Japan in terms of number of trains per day, with over 3,000 trains per day, and the fifth-busiest in Eastern Japan in terms of passenger numbers.

Tokyo railway station has tens of thousands of men, women and children travelling through it daily. It means that a lot of radioactive dust has been transported from contaminated areas by travellers and it is also being stirred up as they move through the station.

Ingested radiation from contaminated food, liquids or air, radiates body cells with high doses of radiation for long periods of time. Radioactive dust breathed in is very dangerous because if it gets stuck in you lungs, it will irradiate the cell it is next to, and those around, it with high doses of radiation, and you can't walk away from it. Unlike a piece of radiation that maybe lying on the ground. So this is a very serious health issue for anyone travelling through, or working at the station.



Is it now necessary to own a Geiger Counter and learn how to use it properly, if you intend travelling overseas? This is a question some of you may have to ask. I will be available to show you how to use a Geiger counter at club meetings, for those who are interested.

Read the full article here.

<http://enenews.com/report-6-5-microsvh-at-japans-busiest-train-station-equal-to-57-millisieverts-per-year-10-times-chernobyl-evacuation-levels-near-imperial-palace-photos>

Are aircraft flights across the Northern Hemisphere also becoming very risky?

All the evidence is suggesting that a lot of the fallout from Fukushima Nuclear disaster is still being released into the upper atmosphere in the Northern Hemisphere. When planes fly through this higher atmosphere, the radioactive fallout cloud is sucked into the cabin of the aircraft, together with radioactive hot particles.

This article by Michael Collins, EnviroReporter.com documents a flight across America on December 23rd 2011. The big differences between him and his new wife, and the normal passengers, was that they took a Geiger counter and also wore respirators.

Hot particles were detected on their respirators at the end of the flight. Also they had readings as high as 1,238 CPM in flight, or over 36 times higher than the background radiation in the jet, at the terminal. This article clearly shows the dangers in travelling by air in the Northern Hemisphere at present. Pregnant women or small children are much more sensitive to the effects of radiation. So it is important that your family becomes fully aware of the risks of travelling overseas at present. If they are not aware of the risk, they can't take action to protect themselves.

<http://www.enviroreporter.com/2012/01/seasons-readings/>

Continued Page 8

Training Session 12 – Macintosh- Preview Part 2 – Ian Stringer

In this Training Session, we explore the **Preview** application **menu bar**. Click on **Preview** to show its drop-down menu. **About Preview** shows the version of the **Application**. This applies to all native **Apple Applications**. We looked at **Preview Preferences...** in Training Session 11.

Open any image, click on the **File** drop-down menu, and note its many keyboard shortcuts (the greyed-out options are not available). **Open Recent** is useful. With **Save As...**, (**⇧⌘S**) you can change the **Format:** of your image (click on the up-down arrows to see the options), and its **Quality:** (slide from **Least** to **Best** and see the **File Size:** change. Give the file a name and choose where to save it. This **File** drop-down menu is where you also find the **Print...** (**⌘P**) command.

Have a look at the **Edit** drop-down menu, is similar across many **Apple Applications**. Have a look at the many options available in the **View** drop-down menu; many replicate the action of other tools. Have a look at **Customize Toolbar...**; you can add tools if you want to. Be prepared to explore these options to discover what they do. The **Go** menu is brief.

The **Tools** drop-down menu offers very powerful options to modify your images. Explore **Show Inspector** and **Show Fonts**. (Fonts should be a Training Session in its own right.) With an image open, click on **Adjust Color...** (**⌘C**). This opens an **Adjust Color** pane with many features. The top is a graph of the colours in the image. Watch your image as you click on the **Auto Levels** button. This should correct major exposure errors. You can also tweak the **Exposure:**, **Contrast:**, **Saturation:**, **Temperature:**, **Tint:**, **Sepia:** and finally **Sharpness:**. Best to try all these to see what they do. Notice the **Reset All** button at the bottom of this pane; you haven't irreversibly altered your image! Close the **Adjust Color** pane.

Back in the **Tools** drop-down menu click on **Adjust Size...**. This **Image Dimensions** pane is where you can adjust the size of your image. **Fit into:** lets you select the pixels for your screen. **Width:** and **Height:** are locked with a **padlock**, which keeps the proportion of the image. You can unlock the **padlock** and change the proportions of your image. You can chose the units by clicking on the up-down arrows on the right-hand side. These let you resize your image to whatever size you want, keep it in proportion or not, and set the size units. (I have used 6.3 mm for photos to be printed in a book, better than shrinking down 2 MByte pictures to fit, that stayed at 2 MByte!)

Resolution will be **72 pixels/inch**; the historical number of pixels on early computer screens, which was

based on type font sizes. Such images look good on a computer screen, but are not good enough to print out on paper. So if you intend to print out your image, change the **72** to at least **200**, better is **300** (dots/inch on your printer). Clicking the **Scale proportionally** button will unlock/lock the **padlock**. **Resample image** calculates the file size for your **Fit into:** setting. The resulting size of your image is shown in the lower panel. So, for example, using **Fit into: 640x480** (postcard size) and 300 pixels/inch will give a file size of **24 percent** and **81 kB** (was 1.4 MB). If this is not what you want, click the **Cancel** button.

Back in the **Tools** drop-down menu, the next four options replicate the **Move Tool**, **Text Tool**, **Select Tool** and the **Annotate** choices that are in the **toolbar**. Then there are four actions for rotating and flipping your image. **Rotate Left (⌘L)**, **Rotate Right (⌘R)**, **Flip Horizontal** and **Flip Vertical** (no shortcuts). If your image is not level, you cannot straighten it in **Preview**; you need to put it into **iPhoto** and use the **Straighten** tool there, then bring it into **Preview**.

The **Crop** command (**⌘K**) is very useful, and works with the **Select Tool**. You can crop any shape and also delete parts of your image.

Assign Profile... deals with the way a printer needs to be set up to print the required colours - very advanced.

I'm not sure how to use **Bookmarks**, and the **Window** drop-down menu is self explanatory.

The **Help** drop-down menu will take you to **Preview Help** where you can explore a wide range of related topics.

Training Session 12 - Macintosh - Preview Part 2
© Ian Stringer 19 February 2012

Control	⤴
Option	⌘
Command	⌘
Shift	⇧
Caps Lock	⇨
Escape	⌫
Eject	⏏
Delete	⌫
Apple	🍏



Technician's Diary – Peter Dodwell

Preparing for the coming Windows Armageddon - when support for XP (or other versions) runs out. Please note that the suggested measures to extend the useful life of your operating system have an added benefit. You will ensure the integrity of your system as well as the safety of your precious data. Altho' I'm focussing primarily on XP, these notes apply equally to Vista & 7.



XP's main stream & service pack support has already expired, and extended service has only a couple of years to run. Vista's service pack support has expired, and mainstream support will end this April. Extended support still has a few years left. With 7, service pack support will end in April next year, but both mainstream & extended support still have a few years left.

Your system won't suddenly stop running when support dries up. Far from it. It will still have a number of years useful life. The plus side is that you'll be able to keep using your current programs and hardware. Many of those who run Windows 7 can testify that it won't run some older programs or no drivers available for perfectly good older hardware. The flip side is that any newer software or hardware may not be usable on older equipment.

As previously noted, the following measures will not only help to extend the life of your operating system, but also its integrity and the safety of your data in the event of an inevitable system crash.

- Check the hardware. Your system is only as good as the hardware on which it runs. Open the case and check for dust. This can cause the CPU & drives to malfunction because of overheating. Use a canister of compressed air from an electronics shop, as well as some soft brushes to clean the machine's innards. I use a 1" paint brush and a couple of artist's brushes for this. An important point: leave the computer connected to the power supply so that you can 'earth' yourself by touching some bare metal prior to working inside the case. *Static electricity can deep fry your chips.*

Make sure that any plug in cards (video, etc) are correctly seated, and cables firmly connected.

- Check your hard drive's health. Most drives have a 'smart' monitoring system which stores data on the drive itself. This can easily be accessed & read by PassMark's free DiskCheckup program, obtainable from -

<http://www.passmark.com/products/diskcheckup.htm>. Also, run **chkdsk.exe** to test the integrity of your storage system. Open 'My Computer' then right click on the c drive. In properties/tools you'll find the menu item 'check drive for errors'. When you run this, it'll tell you to restart your machine so that the program can run before anything else starts.

- Make sure that your drivers are current. SlimDrivers, a free program available from http://majorgeeks.com/SlimDrivers_d6737.html can automatically find & install updated drivers for your system. Use Double Driver (also from MajorGeeks) to backup or restore your drivers.
- Patch & update your system & apps. Use Secunia's free PSI (from MajorGeeks) to monitor your system & advise when system or program updates are necessary. .
- Use Ccleaner to get rid of unnecessary files. Also, uninstall any programs that you no longer or rarely use. Revo is an excellent free program for this. Finally, use Smart Defrag 2 to defrag your hard drive, & PageDefrag to optimize your registry. Also from MajorGeeks.
- Get a second opinion on your security by using a free online malware/virus scanner. Trend Micro's 'Housecall' is a reasonable one. But there are others which you can find by Googling. Microsoft Safety Scanner is a free download which one burns to a Cd. It runs live when you boot from the CD, and updates itself before scanning. The benefit is that it runs without activating any malware which may be present. Go to www.grc.com to test your firewall with their free online 'Shields Up' service.
- Finally, backup regularly any precious data files, and use a disk imaging program 2 or 3 times a year (or whenever you make a major change) to create an exact mirror image of your system so that it can be reinstalled exactly the way it was in the event of a disaster. It is best to store this on a separate dedicated external hard drive. Be aware that any reinstall must be on a system that is substantially the same as the original, or you could have problems with Windows needing to be reactivated.

If you practice regularly these steps you will be well-placed to keep your version of Windows running efficiently well beyond its use by date, and/or survive any disaster.

Bits and Pieces

Continued from page 5

Is it time to stop travelling to the Northern Hemisphere? – Peter Daley

These articles suggest that travel hubs are becoming concentrators of radioactive fallout carried around by people travelling through them. Again it is the ingested radiation that is the most dangerous, because you can't get away from it.

I personally suggest to stay healthy and well in the long term, everyone eat local food, avoid food grown in the Northern Hemisphere, and travel locally. Try as best you can to educate your families to the present risks, as there is no main stream media reporting of this issue.

I would like to point out again that the people in these reports are using radioactive testing equipment that clearly shows what they are reporting is true. So there is strong psychical evidence to back up what they are saying!

This article is my opinion and does not necessarily represent that of the club.

Stay Smart Online Alert Service Newsletter

The newsletter provides general advice about online security issues and help to better manage the security of your computer while online.

The February newsletter covers PDF security, including securing Adobe Reader, alternative PDF software, and how to avoid having your iTunes account hacked

Find the February edition here:

<http://www.ssoalertservice.net.au/content/doc/February2012.pdf>

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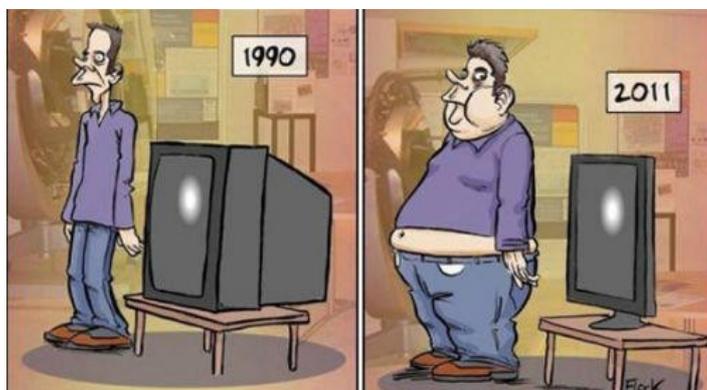
Free 'How To' Classes in store or online

See Peter Blasina, The Gadget Guy's 'How To' videos at:

http://www.officeworks.com.au/retail/landing/gadget_guy_video

For details of In Store Classes go to:

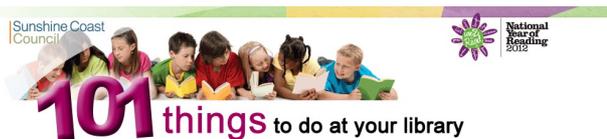
http://www.officeworks.com.au/ims_docs/static/ht_queensland.pdf



Sunshine Coast Libraries

For things to do at the library go to:

http://www.sbm21.com/SunshineCoastRegionalCouncil/files/latest_edition.html



Why Linux, Whose Penguin? - Gerry Clarke

Why would I bother with a new operating system such as Linux when the Windows systems provided with my computers allow me to do almost everything I need? Well, there are a few good reasons for taking Linux seriously. The operating system is free to download; its updates are also free and as regular as I choose; I don't have to worry about virus protection; I have a choice of free software from thousands of application programs almost equal to or better than those which Windows allows me to buy; I don't have to remember to defrag regularly because Linux does it for me automatically; most importantly, apart from saving many hundreds of dollars for software and periodic upgrades I feel more in control of my computer.

There are more than 600 Linux Distributions (See www.distrowatch.com). Reading the release notes of many of these "distros" can be confusing and its best to simply choose one which someone else you know is using so that you can help each other as you learn more about the Linux system and how to configure and troubleshoot your installation. The Linux group in the club has chosen to standardise on **Mandriva Linux** as a preferred system for this reason. A few club members are in addition to Mandriva using similar systems including PCLinuxOS, Mageia, Ubuntu, and Mint.

For today's desktop and laptop computers, the most popular Linux distributions by demand are those that provide the user with a comfortable migration path from Windows using a graphical user interface (GUI), accessible with a palm held "mouse", or with a laptop fingerpad. Also, most distros provide user access to the command language via the konsole or terminal. Windows does include access to a command language but does not encourage the average user to get involved. The Linux providers invite you to get involved at a deeper level so that you can contribute back to the development cycle as your expertise grows or otherwise to understand your computer better.

In choosing a linux operating system you need to consider the following: What do you want to use your computer for? e.g. word-processing, email, web browsing (for education, research, or downloading podcasts or videos). Almost any of the popular distros include these basic facilities. Do you want to manage and manipulate digital photos, restore old photos, or edit videos? Do you want to use Skype for internet telephone/video

calls to family and friends in distant places or overseas at very little cost using your broadband internet connection?

You will need to check that your printer is compatible with the version of Linux you choose to install. The printing manufacturers who have been most helpful in providing drivers to achieve successful marriages in this respect are Hewlett Packard and Brother. You might be lucky, depending on the model with others like Canon, Epson, Lexmark etc. Canon were very late to recognize that Linux was worth supporting. Some multifunction printers might seem to work OK but the drivers may not be available for the scanning features.

Many Linux distros are made available on a "live" or self-booting CD or DVD for trial purposes. If you decide you like one, there is an icon on the desktop to enable you to click to install that system. An installed system will work much faster than the live disk version. You may need help to set up a dual booting Windows and Linux installation.

If you decide that minimal use of Linux for safe browsing or banking is all you require, instead of a live disk, you can install a particular Linux distro on a self booting flash drive. You may have to reconfigure the bios so that the computer boots from the flash drive. Using a flash drive version of Linux also gives you the opportunity to store data on it – something you cannot do with a live disk version. A small "mini" Linux system on a bootable 4 GB flash drive would enable you perform banking operations securely and save receipts or statements to a data folder on the flash drive for subsequent printing which might be on another computer.

Choice of "the best" distro depends on what you want to do with your computer and how comfortable any specific distro feels. Its also nice not to be too adventurous and lock yourself into a distro that puts you out of reach of friends or other computer club members who can provide advice or help when you need it.

The best final advice regarding Linux is try it before you "buy" it. Don't confuse yourself with too much reading about it before you try it. You didn't do that with Windows, did you?

Remember its legal and its free!

Come and play with the Penguins.



Jean's Jottings

SCCC Website (<http://www.sccc.org.au>)

Under the heading Blogs and Articles the drop down lists Open Office. Here there are a number of tutorials specific to Open Office. A number of these are listed below. Paste the link to the Blog in the Browser Address Bar to open the Blog

Title of Blog	Link to Blog (Paste into Browser Address Bar)
Text in a Circle	http://sccc.org.au/archives/2534
Open Office Calc (Spreadsheets) Adding Background Colour to every second line	http://sccc.org.au/archives/2508
Fonts in Open Office	http://sccc.org.au/archives/2496
Open Office Calc (Spreadsheet) Column Labels (headings)	http://sccc.org.au/archives/2457
Inserting Lines in Open Office Writer Documents Part of the way across a page	http://sccc.org.au/archives/2430
Inserting Lines in Open Office Documents	http://sccc.org.au/archives/2417
Saving Document Automatically in Open Office	http://sccc.org.au/archives/2346
Paste Special Icon on Tool Bar in Open Office	http://sccc.org.au/archives/2245
Open Office – How to Change the Default Font Typeface and Size of Font	http://sccc.org.au/archives/2218

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Members Free Windows PC Software

Members Computers for Seniors

Members Open Office Tutorials

Members Macintosh Tutorials

Members Gimp Videos

Members Website Design Group



Find a Toilet wherever you go

The Federal Government has created an Australian Public Toilet map (<http://www.toiletmap.gov.au/>) which is also an app. It means you can plan your stops using your computer from home – or simply agree to using your location on a smartphone and be told the three or four closest toilets in the blink of an eye. The site has sections for – Browse, Find, Plan and My Toilets. With the Trip Planner you can plan a route from nearly any starting point to any destination in Australia. The system will identify the quickest route (by road or on foot) and create a list of nearby toilets.

Ticking 'Remember me' will automatically log you in every time you visit the Toilet Map on the computer and display your toilets, places and searches. You will be able to see toilets, places and trip plans that you have saved from previous visits to the site.

You can then select only those toilets that you require and create a report which you can print for future reference, save to your My Toilets account, download to your GPS device or send to a friend.

The site can also find the nearest caravan dump points to your location - up to the five closest dump points by distance - by entering a street address.

The map is available on any mobile phone with an Internet browser. Go to m.toiletmap.gov.au on your phone to be automatically directed to the mobile site. The Map is also available for Apple's iPhone. Just go to the App Store on your iPhone or use iTunes to download the [National Public Toilet Map App](#). It's free.

SCCC Web Site Members Only Area

The Members Only Area of the Club Web site offers to members who have registered as a Member a lot of valuable information. Listed in the Members Only Drop Down list -

Tech Tips – Bill Maxwell

Keyboard shortcuts for moving faster in Windows 7.

Some of these will also work in XP and Vista.

These short cuts involve using the Windows Key in conjunction with a second key to open a Windows Feature or program. The Windows key is located between the Ctrl and Alt keys on the lower left side of your computer.

Windows Key by itself will open the Start Menu

Win + E will open COMPUTER.

Win + R will open the RUN dialogue Box

Win + Break will open System page

Win + M will Minimize all Windows

Win + Shift + M will restore all minimized Windows

Win + D Show/Hide Desktop. Basically the same as Win + M

Here are some using the ALT key.

ALT + F4 will close the current window and if no windows are displayed will open the Shut Down Windows dialogue box.

ALT + ESC will cycle between open programs in the order they were opened.

ALT + PrtScn will take a Screen Shot of the active Windows and places it on the Clipboard.

Here are some using the Ctrl key:

Ctrl + A – Selects all items

Ctrl + C – Copies the selected item

Ctrl + X – Cuts the selected item and places it in the Clipboard.

Ctrl + V – Pastes the selected item previously copied.

Ctrl + Z – UNDO

Here are some tips when you are typing a letter:

The four arrow keys on the keyboard will position the text insertion point without changing any text.

The Enter Key will move the Insertion point to a new line. Any text to the right of the insertion point will also be moved.

The Backspace key moves the Insertion point back one space. Any text to the left of the insertion point will be

deleted and any text to the right will be moved. Just the opposite of the Enter Key.

The Delete Key will delete text to the Right of the insertion point.

The Home Key will move the insertion point to the beginning of the line and will not alter any text.

Ctrl + Home Key will move the insertion point to the beginning of the document.

The End Key will move the insertion point to the end of the line.

Ctrl + the End Key will move the insertion point to the end of the Document.

Page Up and Page down. Just as the name implies.

There is another key on the keyboard that causes all kinds of problems and it is the Insert key.

When Insert is on and you place the insertion point in the middle of a line of text and start typing the text to the right will be pushed along. If the Insert function is off the text to the right of the cursor will be replaced with what you type. Sometime this is called the Overtyping mode.

In Word 2007 and 2010 Click on the Microsoft Office Button in the upper left corner of Word. Then at the bottom of the dialogue, Click Word Options. In the Left Pane, click Advanced. Under Editing Options select or clear the Use Overtyping Mode. There is also a tick for allowing the insert key on the keyboard to control overtype mode.



Raffles

THE LAST SCCC RAFFLE WAS DRAWN THURSDAY 09 February 2012 AT BUDERIM using the Random Number Generator

The prize was an Asus Eee X101H PC, designed to be thin and lightweight for maximum portability. It was a white model with a 10.1 inch screen and has Windows 7 Starter. It has a five hour battery life.

The lucky winner with ticket number 279 was Ron Button. The ticket was bought at a Buderim Meeting.

Thank you to the members who supported this raffle and to the members manning the desks and selling tickets in the raffle.



NEXT RAFFLE TO BE DRAWN SATURDAY 10 MARCH 2012 AT Caloundra

Following the popularity of the recent raffles when prizes have been a Kindle Book Reader, another Kindle is the prize for this raffle.

This one is a Kindle Keyboard, Free 3G + Wi-Fi (3G works globally) 6inch Display with USB Cable. Additionally there is a Kindle Lighted Black Leather Cover.

Tickets will be one dollar each and available at all meetings to day of draw.

Remember buying of tickets is voluntary



RAFFLE TO BE DRAWN THURSDAY 12 APRIL 2012 AT BUDERIM

Watch for details in the April edition of Bits'N'Bytes and the Weekly Bulletin to be published 12 March 2012.

Tickets will be one dollar each and available at all meetings from 15 March 2012 until the draw on 12 April 2012

Remember buying of tickets is voluntary.



Any ideas for future Raffle prizes would be welcome.

Please see Committee member Jim McGregor or Jean Lear

at a meeting or email your ideas to sccc@internode.on.net

Corporate Members

Help with Computers
Andrew Hadland Diploma ICT
Phone 5491 8645

- **Help with all aspects of Computer Functions**
- **Tuition – Emails – Scanning – Video Editing**
- **Burning CD's / DVD's – Backups**
- **Protection Anti Virus – Spyware – Firewall**
- **Internet – ADSL Setup**

Computer - Repairs - New Systems

Peter Daley

Computer Repairs and Upgrades for Windows and Linux. Data Recovery, Computer and Internet Training and Setup. Home Entertainment and Hi Fi systems setups and advice. Custom built computers, all computer systems are tested before pickup. Award Winning Web Page Designer!

E-mail: (Peter Daley)...

PH 0754913279

| Free Books | | Links | | E-mail |

LEADING EDGE Computers <small>Switched On Service</small>	LEADING EDGE ELECTRONICS
Computer Corner Leading Edge Caloundra Now bigger & brighter with 2 stores!	
Computer Shop: 3/14 Bowman Road Caloundra Ph: 5492 8523 computerco@westnet.com.au	Electronics Shop: 3/14 Bowman Road Caloundra Ph: 5491 8533 sales@leadingedgecaloundra.com.au
Helping SCCC With Service, Apple, PC and Electronic needs.	
 Authorised Reseller  Authorised Agent	 ASUS
Ask About our special offers for SCCC members.	

Welfare Officer

Sunshine Coast Computer Club
Phone 54925443 Email
gregalach54@gmail.com

If you are ill or incapacitated or know of a club member who needs some assistance or would like to hear from the Club contact our Welfare Officer Marie McGregor

Find Your Membership Number

Do you read your Bits'N'Bytes each month? Find your membership number hidden somewhere in one of the pages and win five free tickets in the current raffle.

The membership number will be chosen at random and will appear as a four digit number within the text of the magazine and may be on any page. If your membership number has 1, 2 or 3 digits, it will be shown with leading 0s.

Do not forget to thoroughly scrutinise every magazine for your membership number hidden within the text of articles each month.

The number is placed in the 8672 middle of a sentence like this!

Start looking now! The lucky membership number is hidden somewhere in this month's edition. Is it yours?

When you find your number contact the club by email at editor@scce.org.au or phone 54921005 to claim your prize. You are allowed 60 days from the publication date to claim your prize. Otherwise, the prize is forfeited!



Classified Ads

Classified Advertisements in Bits'N'Bytes - Editorial Policy is that B'N'B Classified Advertisement -

1. Are for the use of members only.
2. Items must not be of a business or commercial nature.
3. Items submitted should be limited to a few items - no huge garage sale lists please!
4. Items should preferably be relevant to computers, graphics, video, audio, electrical or electronic hobbies etc. Adverts for other types of household goods will be accepted only if there is sufficient room for them.
5. Ads should preferably be forwarded direct to editor@sccc.org.au or phoned in to 54913279.
6. The Editor reserves the right to reject or edit any material .Editor reserves the right to reject or edit

FOR HIRE OR LOAN

The Sunshine Coast Computer Club owns data projectors, laptops, external DVD burners, scanners, digital cameras, etc.

This equipment is available for hire or loan to members when it is not required by the club for meetings and presentations.

Contact your club if you need to borrow or hire equipment.

Email: sccc@sccc.org.au

Telephone: 0754921005



Members you can advertise your unwanted items here

See notes above

Australian Seniors Computer Clubs Association (ASCC Newsletter)

The Sunshine Coast Computer Club Inc is a member of the Australian Seniors Computer Clubs Association – (ASCCA).

ASCCA issues a Monthly Newsletter, The July 2011 Newsletter may be viewed at - <http://www.ascca.org.au>

(Click on ASCCA's latest newsletter) or a hard copy is available for reading at the Caloundra, Buderim and Yandina Meetings.



SCCC Web Site

<http://www.sccc.org.au>

To access the 'Members Only' area of the web site, members must be registered.

Enter the link

<http://sccc.org.au/membership-signup>

into your web browser and follow the instructions to get registered

See the Web Forum User Guide in the October Edition of Bits'N'Bytes



Place Your Classified Ad on this page.



Item (Prices include GST)	Number	Cost
Bits'N'Bytes Ezine Archives CD - June 1998 to December 2010. Bits'N'Bytes Ezine Archives CD - trade in your old copy.	@ \$10 each @ \$5 each	
Multimedia CD - Clip Art, Animations, Midi and Wav files and background colours to add to cards, emails etc. Multimedia CD Upgrade (With old version CD returned)	@\$10 each @ \$5 each	
Postage (for one or more CDs)	\$3.00	
Post to : SCCC, Post Office Box 384, Caloundra 4551 Enclosed Cheque / Money Order / Cash	Total	

Member	Surf Watch - Members Web Sites...Submit Yours
Peter Daley	Very Useful Links http://www.ozemail.com.au/~vital1/!stlinks.htm
Peter Daley	Fantasyland Creations http://www.ozemail.com.au/~vital1/
Peter Daley	Daley Positive Personal Development http://www.ozemail.com.au/~vital1/freebks.htm
Jay Leboutillier	Website Design Centre http://www.websitedesigncentre.com.au/
Technologypals	Corporate member http://www.technologypals.com.au
Bill Maxwell	IT Knowledge Base for Seniors http://it.flexinet.com.au/

Your Committee

President	Peter Daley	5491 3279 (VOIP)09134402
Vice President	Peter Dodwell	5438 7675
Secretary	Marie McGregor	5492 5443
Treasurer	Chris Phillips	5445 6323
Administration Co-ordinator	Jean Lear	5492 1151
Committee	Tom Bray	5479 3149
Committee	Morry Phillips	5491 1148
Committee	George Lupsa	5445 3850
Committee	Jim McGregor	5492 5443
Committee	Ian Smyth	5491 9139
Committee	Andrew Hadland	5491 8645
Committee	Don Wallace	0401 093 692
Committee	Judy Smith	5438 7675

Club Intranet

The Club Intranet is available at all meeting venues. It is packed with up to date free software, tutorials and back issues of Bits'N'Bytes. Access it from any networked computer at the venue.

Type In your browser address bar:**192.168.2.222 At both Buderim and Caloundra and Yandina when available.**

SCCC Membership Application/Renewal Form

**Applications can be posted to SCCC Inc., P O Box 384, Caloundra, 4551
or presented at a meeting**

I wish to apply for membership

I wish to renew my membership

Name(s):			
Address:			
City:		Postcode:	
Phone:			
Email:			
I will collect my membership card from Caloundra		Buderim	Yandina
Membership fees include the electronic version of the club magazine.		Amount	\$
Individual		\$35	
Family		\$45	
Corporate (Includes a monthly advertisement in the club magazine)		\$60	
Junior (Under 18 Years of Age)		\$20	
For the additional cost of \$12 you may subscribe to a printed and posted paper version of the club magazine.			
Magazine subscription		\$12	
Total Enclosed			\$

Signature:	
If after joining you don't receive your magazine within one month, please contact the Club.	
SCCC Office Use	
Date Paid:	Amount: \$
Receipt Number:	Membership Number:
Signed:	Nominated: