



# Penrith Valley Seniors Computing Club Inc!

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		Webmaster Tom Lehane	Tel: 4721 5375

Visit the clubs' web page for training courses [www.users.on.net/pvscc/training.htm](http://www.users.on.net/pvscc/training.htm)  
Visit the clubs' web site [www.users.on.net/~pvscc/index.html](http://www.users.on.net/~pvscc/index.html)

### Weekly Schedule for Computer Courses

<b>Mondays 9.30am to 11am Beginners &amp; Do your own thing.</b> Tutor: Zillah Warner <b>11.00 am to 12.30 pm Graphics. Tutor: Zillah Warner</b>	<b>Tuesdays 9.30am to 11am Beginners &amp; Do your own thing</b> Tutor Bert Foster
<b>Wednesdays 9.30am to 11am Using the Software</b> Tutor Tom Lehane	<b>Thursdays: 9.30am to 11am Card Making, Beginners and Do your own thing.</b> Tutors Pat Mitchell , Clare Dixon & Zillah Warner
<b>Fridays: 9.30am to 11am Memories to TV.</b> Tutors John Windle, Norm Cobban: Beginners & Do your own thing. Tutor Alan Lees	Using <b>Microsoft Office suite</b> Fridays Tutor Jim Tiberi <b>Class time 11.00 am to 12.30 pm</b>

Do your own thing' means learn Word, Publisher and Excel or browse the Internet.

#### Club News.

Now that the club computers are set-up with Microsoft's 'Steady State' all files or adjusted images can only be saved to either a CD, DVD or a USB flash drive. The club has purchased 30, one gigabyte USB flash drives and are available to members for \$5.00 each..



and DVDs are a big part of the world today and if you use them often, you should do all you can to keep them safe and clean.

There was a time when cassette tapes were the format of choice for anyone wanting to enjoy music on the move. Your old Walkman might have been consigned to the old shoe box a long time ago, but you can still enjoy the sounds of those old Neil Diamond tunes.

#### Care For Your CDs and DVDs.



Do you listen to music CDs or play a DVD? It's very important to take good care of them so they can perform at their

best.

Both CDs and DVDs are very fragile and they need to be handled with care, or they could get dirty, scratched or snap in half. You should only hold CDs and DVDs by the outer edges or by the center hole with one finger.

To clean off any smudges, take a clean, soft and lint free cloth and wipe the data surface of the CD or DVD . Start wiping from the center, moving outwards and wipe across the disc instead of in circles. **Going in a circular motion can cause minor scratches, which will ruin the data on the CD or DVD.**

If a simple once over doesn't do the job, you can use a slightly damp cloth to wipe over the CD or DVD again. You should always keep your CDs and DVDs away from dust, liquids, household cleaners or any other corrosive products.

Always try to keep your CDs and DVDs in their protective cases to prevent them from getting dirty or scratched. CDs

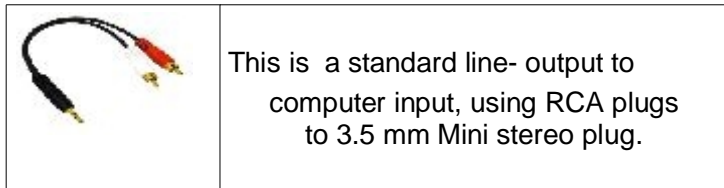
To convert old audio tapes into MP3 files, you'll need a PC, software, a cassette player, and a stereo patch cable. (See below on how to hook-up cable).

First, install some music-editing software, such as the free and popular Audacity program, on your PC. Next, use the patch cable to connect the headphone jack on your tape player to the 'line in' port on your PC's sound card. Play a tape and watch the audio levels on Audacity's meters, adjust the sound volume until you get the best level. Hit record and keep the tape running until the end. You can chop up the resulting digital audio file into individual songs or segments and store them on your hard drive as MP3 files. Then transfer them to your favourite portable music device. Now you have the 1980s again! Use the same process to digitise anything from voice recordings to audio books.

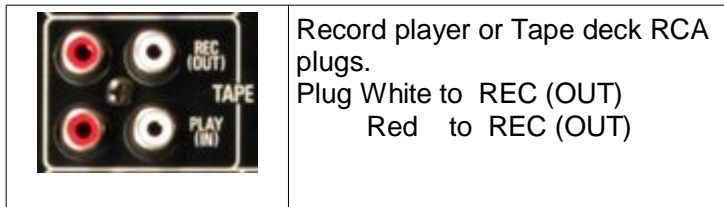
The tracks won't have the same sound quality as native MP3 files, but getting access to all those old favourites should more than make up for some slight audio degradation. Of course, if the quality of your music tapes has disintegrated too far, you can always buy a digital version from an online store.

**Connecting the Input Device to your Computer.**

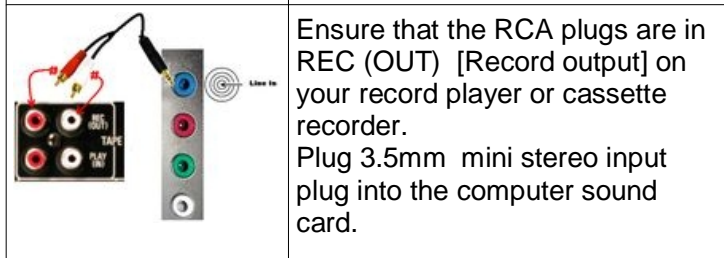
You will need a cable to connect from the record player to the computer sound card. New computers have on board sound cards. Older models have our would require a sound card that plugs into the motherboard. Just about all have a 3.5mm mini stereo input plug.



This is a standard line- output to computer input, using RCA plugs to 3.5 mm Mini stereo plug.



Record player or Tape deck RCA plugs.  
Plug White to REC (OUT)  
Red to REC (OUT)



Ensure that the RCA plugs are in REC (OUT) [Record output] on your record player or cassette recorder.  
Plug 3.5mm mini stereo input plug into the computer sound card.

**Using the Software 'Audacity.'**

**AUDACITY IS A WAV FORMAT EDITOR**

The first thing to remember you need a lot of hard disk space to record and edit your record collection.

Audacity records sound in a wav file format.

What It Is a wav file?

WAV is a file format developed by Microsoft and IBM for use on the PC. The format was built into the Windows 95 operating system and quickly became a standard. The format ends with the **.wav** file extension.

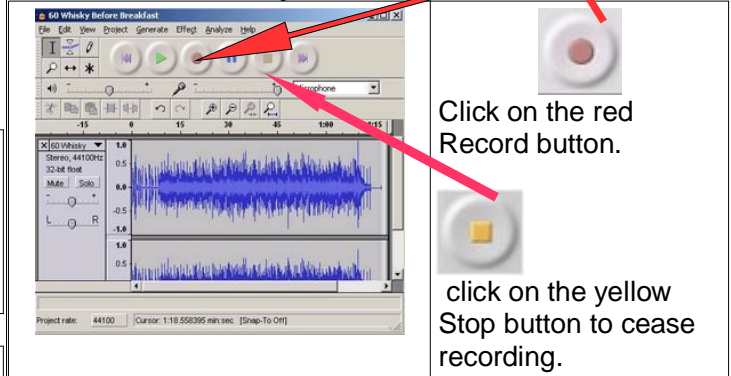
Uses of the WAV Format

WAV files are typically large in file size due to the high quality of the format and are used for CDs. An average pop music song is around 50MB in size. WAV files can be made smaller and converted to MP3 format through a process called encoding. This process always yields some kind of quality degradation, depending on how much compression is applied. When MP3 is converted to WAV, the process is called decoding. When MP3 is decoded to WAV, there is no increase in sound quality whatsoever, the file merely increases in size and can be read by common CD players.

A rule of thumb to measure the size of a wav file is

around 10MB per minute of music.

**Record with Audacity.**

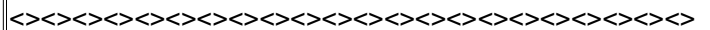


Click on the red Record button.

click on the yellow Stop button to cease recording.

Audacity on it's own can't save in MP3 format without the addition of extra plug-in software. It will save (Export) in WAV format.

Another alternative is to use the software that came with your CD/DVD burner. Most are supplied with 'Nero' which has an excellent audio copy and save in MP3 feature.



**The first computer virus appeared 27 years ago.**

'Elk Cloner' was created in 1982 and is credited to Richard Skrenta, a high-school student from Pittsburgh.

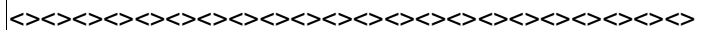
The virus was originally added to a game propagated between Apple II computers via floppy disk. The game was set to play normally 49 times, but to release the virus on the 50th time of starting the game.

'Elk Cloner' would display a blank screen with a poem.

The virus was originally developed as a joke, but it set the theme for a stream of annoying pieces of malware which popped up on the screens of Apple II, BBC Micro and, later, early PC users' screens.

The first ever malware can be traced back to the early 1970s or even the late 1960s when programs called 'the rabbit' periodically appeared on mainframe computers.

Usually created as a prank by students, these programs cloned themselves and occupied system resources, thus lowering the productivity of the system.



*The articles and comments on computer software are not associated with The Penrith Valley Seniors Computing Club Inc Articles are intended as opinions and items of debate only.*



# Coffee Break

Question on Software or Operating system.

## Adjust vertical space between desktop icons

If you add shortcuts to your desktop to launch programs or to open folders, your desktop could quickly become filled with icons. If you'd like more icons to fit on your desktop, you can adjust the spacing between them so that they sit closer together.

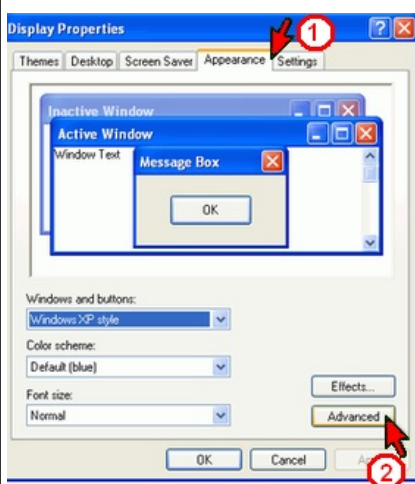
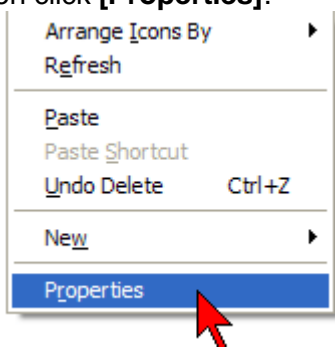
**Note: Another method is explained in 'Clean-Up your Desktop'**

[http://www.users.on.net/~pvsc/coffee\\_break/DesktopClean.pdf](http://www.users.on.net/~pvsc/coffee_break/DesktopClean.pdf)

**Coffee Break Operating system tips.**

### To adjust the vertical space between icons.

Right-click the desktop, and then click **[Properties]**.



In the Display Properties dialog box, click the **[Appearance]** tab. Then, click **[Advanced]**.



Click the Item list, and then click **[Icon Spacing(Vertical)]**



In the Size box, decrease the number to move icons closer together, or increase the number to add space between icons.

Click **[OK]**

**Tip: Take a note of setting before changing so you can return to default setting.**

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To change the spacing for your existing desktop icons to the spacing you specified. Right-click your **[Desktop]**, click **[Arrange Icons]** on the shortcut menu, and then click **[Align to Grid]** then finally **[Auto Arrange]**.

