



## Note from the Editor

Your Committee is continually reviewing costs of goods and services to members. One issue that has been under the spotlight is the relative cost of delivering a hard copy of the newsletter to each member. The Committee have agreed, in principle, for future copies to be delivered by email. A copy will also be posted on our web site as usual. If you have not already done so would you please advise the SeniorNet News contact (David Boyes) at [seniornet.wgtn@xtra.co.nz](mailto:seniornet.wgtn@xtra.co.nz) of your email address as noted below.

## SeniorNet News

If you are still not receiving this service, please send an e-mail to [seniornet.wgtn@xtra.co.nz](mailto:seniornet.wgtn@xtra.co.nz). In the subject line put the word Address and in the message put your name(s) and membership number(s). There is no need to include anything else. This information will be confidential to SeniorNet Wellington. New members are automatically included if they have put an e-mail address in their application form.

## New Year Thoughts

- 1. If you're too open minded, your brains will fall out.*
- 2. Age is a very high price to pay for maturity.*
- 3. If you must choose between two evils, pick the one you've never tried before.*
- 4. For every action, there is an equal and opposite government program.*
- 5. If you look like your passport picture, you probably need the trip.*
- 6. Bills travel through the mail at twice the speed of cheques.*
- 7. Men are from earth. Women are from earth. Deal with it.*
- 8. A balanced diet is a cookie in each hand.*
- 9. Middle age is when broadness of the mind and narrowness of the waist change places.*
- 10. Blessed are they who can laugh at themselves for they shall never cease to be amused.*

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### **WAIVER**

**From time to time some of our members voluntarily give help and advice to other members on matters relating to computers and associated equipment. This help or advice is taken solely at the recipient's risk and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on SeniorNet Wellington.**

*Two mice sat in their hole watching Cat lurk outside. "I know how to make Cat go away," said the first mouse. "How?" the second mouse asked in surprise.*

*"Watch! Bow, wow!!!" barked the first mouse. Peering through their hole in the wall, they saw Cat running away in fear.*

*"Ah, see the benefit of knowing another language!" Ed. - with apologies!*

## Diary 15 January – 27 April 2007

MONTH	DATES	MONDAY	TUESDAY	Wed	WEDNESDAY	THURSDAY	FRIDAY
JANUARY	15 – 19			17			<i>N/L Copy</i>
	22 – 26	Anniversary Day		24	Exec.Cmttee		
FEBRUARY	29 – 02			31		<i>N/L Sent Out</i>	
	05 – 09		Waitangi Day	07	Q & A	Tutor Clinic	
	12 – 16	<b>Term 1 starts</b>		14	COG		
	19 – 23		Digicam	21		Subs Notice	
MARCH	26 – 02			28	Exec.Cmttee, COMG		
	05 – 09			07	Q & A		
	12 – 16			14	COG		
	19 – 23		Digicam	21			
	26 – 30			28	Exec.Cmttee, COMG		
APRIL	02 – 06			04	Q & A	<i>N/L Copy</i>	Good Friday
	09 – 13	Easter Monday		11	COG		<b>Term 1 ends</b>
	16 – 20		Digicam	18	Exec.Cmttee, COMG	<i>N/L Sent Out</i>	
	23 – 27			25	ANZAC Day		

<b>Q &amp; A</b>	Question and Answers Group	9.45 -11.45 am
<b>COG</b>	Computer Owners Group	10.00 -11.45 am
<b>COMG</b>	Communications Group	12.00 - 2.00 pm
<b>DIGICAM</b>	Digital Camera Group	10.00 -11.45 am
<b>PLEASE SUPPORT THESE GROUPS</b>		

### Survey

*Recently a survey was conducted by the UN worldwide.  
The question asked was "Would you please give your opinion about the food shortage in the rest of the world?"  
The survey was a huge failure.  
In Africa they did not know what 'food' meant.  
In Western Europe, they did not know what 'shortage' meant.  
In Eastern Europe, they did not know what 'opinion' meant.  
In South America, they did not know what 'please' meant.  
And in the US they did not know what 'the rest of the world' meant.*

## **Message from the Chairman February 2007**

Whilst the weather was not the best over the Christmas and New Year period I hope that you have been able to spend enjoyable and restful times with family and friends.

The New Year brings an expectation of fresh opportunities and a chance to welcome new members. Your Committee and tutors endeavour to plan an interesting and challenging programme. However, if at any time you have a particular computer-related interest that we are not catering for, please let us know. It is your club and as such your input is appreciated.

In the last newsletter in September 2006 I reported on three important matters, which were being addressed by the Committee. Here is an update.

### **New Premises**

On Friday 22 December we signed an agreement to lease space on the first floor of Anvil House situated in Wakefield Street (opposite the Michael Fowler Centre) we will be joining a group of other organisations which currently occupy space in the Betty Campbell Centre. The signing was the culmination of many meetings between the prospective tenants together with representatives from the Wellington City Council and the developer. Before final agreement was reached it was necessary for us to obtain legal advice to ensure that the requirements of all the tenants and the developer were met.

If everything goes to plan we hope to be established in the new premises at the beginning of term three on 23 July.

### **Tertiary Education Funding**

In August 2006 Aoraki Polytechnic advised us that funding would cease at the end of the third term of that year. Since receipt of this information we continued to have discussions with representatives from the Tertiary Education Commission (TEC), the Adult Community Education (ACE) Centre at Wellington High School plus a meeting with Marion Hobbs MP. So it was a pleasant surprise that in December we received advice from Aoraki Polytechnic that they had received approval from TEC to fund a small number of SeniorNet clubs (including Wellington) outside of their immediate area of Canterbury and Otago.

After considering all the implications the Committee accepted the offer of

Aoraki funding for 2007. At this stage we presume that the administrative process will be the same as for last year.

In the meantime the Committee will proceed to secure long term funding from 2008 and beyond.

### **SeniorNet New Zealand National Organisation**

In the September newsletter I referred to the strong reservations held by the Committee in respect of the structure and cost of the proposed national organisation.

After further consideration by the Committee, together with input by other members of SeniorNet Wellington, it was decided that at this stage we would not join with other SeniorNet Clubs in a national organisation. This has not been an easy decision for all concerned, as we understand most other SeniorNet Clubs in New Zealand will be joining.

At sometime in the future the Committee may have to reconsider the matter but I can assure members will have the opportunity to have their say before any decision is made as to an application for membership.

The first term of 2007 commences on Monday 12 February and I hope that many of you will consider joining a class as well as attending workshops and interest groups. Also for those members who have done a number of classes in the past why not become an assistant tutor.

Finally best wishes for 2007.

Derek Oldershaw

### **Course Management**

Geoff Robinson - Phone 232 5702 – places members in the 8 week courses, the top block of the list in the application form, also Introduction to Computers, a 4 week course.

Marion Ibbotson - Phone 388 8855 – places members and organises Tutors in the 4 week courses, the middle block of the list in the application form.

Margaret Clarke- Phone 473 5580– places members and organises Tutors in the 1 and 2 week courses, the bottom block of the list in the application form.

David Bennett – 934 7343 – organises relieving tutors as required for Term 1.

Dorothy Jones - Phone 972 1837 – arranges the Timetable and places tutors in the 8 week courses, also Introduction to Computers, a 4 week course.

It would help in allocating members to classes if you could note on your application:

- If you plan to be away at any time prior to your required course starting date, together with an alternative phone contact number or email address.
- If there are any times or days during the week when you are not available.

We seek applications from members wanting to take courses in Term 1, 2007 which starts in the week beginning Monday 12 February. We are also keen to hear your ideas on new courses that you think we should run.

### **Gift Vouchers**

\$20 Gift Vouchers for a one year membership of SeniorNet Wellington are now available from the office. Treat your friends to membership!

### **Tutors Please Note**

If, for any reason, you are unable to attend a class please ring David Bennett – 934 7343, to arrange a replacement. Also advise him if you arrange your own replacement.

### **Practice Session**

Teresa Popov very kindly tutors the Practice session on a Monday during term time, between 12 noon and 2pm. When you are tutoring, please advise students that there is a charge of \$2 per hour for this practice session, and that only CD's supplied by SeniorNet can be used.

Thank you.  
Dorothy Jones

## **Which Course Next?**

An increasing number of new members have had some previous experience with computers either at work, or by “exposure” to family members with computers. But this is not necessarily relevant to a broader knowledge of computing!

Most of our courses are planned on the assumption that course members have already learnt some common computer procedures in previous SeniorNet courses.

So, by doing courses in a recommended sequence, you will find the lessons easier, and enjoy them more. You will also avoid:

- Personal loss of confidence and frustration
- Causing extra effort and stress for the tutors
- Possible disruption to other members of the class.

For these reasons SeniorNet, Wellington considers it essential that early courses be taken in the following sequence:

- Introduction to Computing before First Step in Email
- Introduction to Computing before Basic Word Processing
- Basic Word Processing before all other courses
- Managing Files and Folders prior to most remaining courses
- Intermediate Word Processing before Greeting Cards and Gift tags
- Email and Internet before Email Enhancement.

Before enrolling for a course discuss your computer experience with a member of the Course Management Team.

Relax and enjoy learning. Seniornet is not a place for stress!  
Don't try to run before you can walk!

## **We Need More Tutors!**

Have you ever considered becoming an Assistant Tutor? It's a lot of fun, and some hard work at times, but very rewarding. You don't need to be an expert in an area, just have a reasonable knowledge of the subject. You would start off as an Assistant, working with an experienced Tutor, and in a subject that you feel comfortable with. We could even put you in as a third tutor, that is an “Assistant to the Assistant Tutor” just to give you more of a feel as to what is involved. Think about it as we urgently need more people to become actively involved, to ease the load on those already tutoring. If you are interested contact Dorothy Jones, at [dorothy.jones@paradise.net.nz](mailto:dorothy.jones@paradise.net.nz) or phone me on 972 1837 and we can talk about it.

## Four Week Short Courses

### Introduction To Microsoft Paint

In this course you will learn how to use Clip Art, make your own Visiting Card, perhaps design your own Logo and then make your own Letterhead.

### Power Point - Introduction

If you have PowerPoint 2003 installed on your computer, in this course you will learn how to make your first presentation, adding backgrounds, borders and text, transition effects, creating an album and writing it to a CD, special layouts, layering of objects, the slide master, action buttons and writing on slides.

### Power Point - Special Effects

When you have completed the Introduction course, the Special Effects Course deals with custom animations, incorporating sound and music, links, hyperlinks and triggers, creating a menu controlled presentation, screen tips, speaker notes and notes pages, printing hand -outs and how to incorporate a presentation into a stand- alone executable file.

### Digital Photography

This four session course includes optical and digital zooming, autofocus, aperture and exposure, printing pictures and enhancement of pictures.

Other 4 week courses are:- Managing Files & Folders, Making A5 Booklets, Genealogy and Scanning and Retouching

### One And Two Week Courses

Gift Tags, Greeting Cards, Photo & Image Editing, Revision of Basic Word Processing, E-mail Enhancement, First Step in E-mail, and Java Script.

*"The way to get things done is not to mind who gets the credit for doing them." Benjamin Jowett*

*"We can't all be heroes because somebody has to sit on the curb and clap as they go by." Will Rogers*

## **Musings from 'The Serviceman Who Tells'**

Trevor King

tc.koenig@xtra.co.nz

### **Episode Thirty-two**

It is a bit technical, sorry; otherwise no one would be looking for a serviceman helper.

### **Broadband**

I have reports of complications that have arisen with friends computers after installing Microsoft Internet Explorer 7, this having been received and installed as a Windows XP automatic internet download. My first chase up investigation was with a new 32/64-bit computer machine running Windows XP but having downloaded the proffered Microsoft automatic updates.

The Help Desk at the Internet Service Provider 'pinged' the telephone line connection, pronounced it satisfactory; and when pressed, suggested taking the matter up with Microsoft as they provide Internet Explorer. On the second occasion, with another computer brought here for checking, I was asked if I had access to and could use the Mozilla Firefox Internet Browser. However since we use Internet Explorer at SeniorNet this solution was not going to be acceptable to the client. However I did temporarily install Firefox to find the problem no longer existed- the computer was not at fault, we had a software application conflict situation.

This new version Internet Explorer 7 seems to be more susceptible to time outs and lock-ups, but as the Internet Service Provider did not offer a simple solution, several hours over several days were spent in investigation. Before you pick up the telephone, please note the findings reported here are broad sweep generalisations and are not to be read as criticisms of any persons or any products. This is not my intention.

### **One Firewall is Enough**

Usually, broadband Internet connection equipment via the telephone network also features an inbuilt firewall. This is one more than we had before. Virus protection programs and firewalls seem to enter into the equation when time-outs are involved. Windows XP also features its own firewall; furthermore some of us have other firewalls as part of a computer protection suite. In my own case, in addition, a very effective firewall protection is a feature of the motherboard.

## Surfin' the Web

Like to find out what is your Download \ Upload speeds are when you're browsing on the Internet? Check it out for free at [www.alken.nl](http://www.alken.nl) (As well as 2 separate Speed Tests it has links to a variety of other useful tools, including Virus and Spyware checkers, Virus Removal programs and a "PING" checker where you can enter a URL to see if it is currently available.)

To see a 360° panorama of Paris from the Left Bank at night try at [tinyurl.com/avmsx](http://tinyurl.com/avmsx) (May be slow to load if you have a dial-up connection, but worth the wait).

If you want to see a real-time space simulation that lets you experience our universe in three dimensions go to [tinyurl.com/avmsx](http://tinyurl.com/avmsx) (This is a large download [14 MB] if you have a Dial-up account, but it does appeal if you have an interest in Astronomy).

One up for the ladies! Here is proof that they really can park a car better than a man. [tinyurl.com/2ceavb](http://tinyurl.com/2ceavb)

And to finish off, there's a tongue-in-cheek appraisal of the advantages of living in Auckland can be found at [uncyclopedia.org/wiki/Auckland](http://uncyclopedia.org/wiki/Auckland).

Look for more goodies next time ... John Cook ( [jcook@paradise.net.nz](mailto:jcook@paradise.net.nz) )

*A man approached JP Morgan, held up an envelope, and said, "Sir, in my hand I hold a guaranteed formula for success, which I will gladly sell you for \$25,000." "Sir," JP Morgan replied, "I do not know what is in the envelope, however if you show me, and I like it, I give you my word as a gentleman that I will pay you what you ask." The man agreed to the terms, and handed over the envelope. JP Morgan opened it, and extracted a single sheet of paper. He gave it one look, a mere glance, then handed the piece of paper back to the gent. And paid him the agreed-upon \$25,000.*

*The Paper:*

- 1. Every morning, write a list of the things that need to be done that day.*
- 2. Do them.*

## **System Restore and Windows XP**

Every time you download or install a new game, application, or software update, you make changes to your computer. Sometimes that change may make your system unstable. Have you ever wanted to go back to the way it was? With System Restore, you can.

System Restore works a lot like the Undo command in other programmes. You can use System Restore to remove any system changes that were made since the last time you remember your computer working correctly. System Restore does not affect your personal data files (such as Microsoft Word documents, browsing history, drawings, favourites, or e-mail) so you won't lose changes made to these files.

### **How does System restore work?**

Windows XP periodically records a snapshot of your computer. These snapshots are called restore points. Windows XP also creates restore points at the time of significant system events (such as when an application or driver is installed) or you can create and name your own restore points at any time. If you have installed a program that has made your computer unstable, you can open system restore, choose a restore point, and return your computer to its previous stable state.

When you run System Restore, a calendar is displayed to help you find restore points. If you don't use your computer every day, some days might not have any restore points. If you use your computer frequently, you might have restore points almost every day, and some days might have several restore points. Use System Restore to undo changes you have made to your computer.

Before you open the System Restore console, you may want to save your work and close all programmes since System Restore requires you to restart your computer.

There are two ways to access System Restore; - through Help and Support or through your All Programs folder.

Through Help and Support:

- Click Start, and then click Help and Support.
- Under Pick a Task, click Undo changes to your computer with System Restore.
- Follow the instructions on the wizard.
- Through the All Programs menu:
  - Click Start.
  - Point to All Programs.
  - Point to Accessories.
  - Point to System Tools.

- Click System Restore.
- Follow the instructions on the wizard.

Creating a restore point can be useful any time you anticipate making changes to your computer that are risky or might make your computer unstable. If something goes wrong, you select the restore point you just created and Windows XP undoes any system changes made since that time.

### **Create a Restore Point**

- Open System Restore. (See step-by-step instructions above.)
- Click Create a restore point, and then click Next.
- In the Restore point description box, type a name to identify this restore point. System Restore automatically adds the date and time that this Restore Point is created.
- To finish creating this restore point, click Create.
- To cancel restore point creation and return to the Welcome to System Restore screen, click Back.
- To cancel restore point creation and exit the System Restore Wizard, click Cancel.

To view or to return to this restore point, from the Welcome to System Restore screen of the System Restore Wizard select Restore my computer to an earlier time. Then select the date you created the restore point from the calendar in the Select a Restore Point screen. All of the restore points you created and your computer created on the selected date are listed by name in the list box to the right of the calendar.

**Note** System Restore does not replace the process of uninstalling a program. To completely remove the files installed by a program, you must remove the program using Add or Remove Programs in Control Panel or the program's own uninstall program. To open Add or Remove Programs, click Start, click Control Panel, and then click Add or Remove Programs.

*With acknowledgement to Microsoft.*

### Welcome to new members

Jennifer Scott	Marten Young
Jean Phipps	Joyce MacKay
Adrienne Bushell	Dorothy Long
Ian (Jock) Fleming	Carmen Smith
Janet Young	Leslie Tarpley
Bill Tarpley	Neil Henderson
Muriel Thompson	Catherine Ward
Garth McRae	Peter Sisson
Peter Methven	Beverley Herbert
Moyra Dunn	Edith MacKinnon

## **Do I need Windows Vista – the new Microsoft Windows operating system?**

Windows Vista (WV) is the name given to the new Windows Microsoft operating system. WV is due for public launch at the end of January 2007. At least two questions need to be answered before deciding whether to purchase WV.

One is – “do I need to upgrade my windows operating system from say XP?” The second question is – “is my present computer capable of running WV (or can it be upgraded to run WV) and the programmes I use now, or may want to use in the future?”

The answer to the first question is two fold. Ask yourself if your present machine does all that is asked of it now, or are there limitations that prevent you getting the best return from your work. As an example, if you require your machine for say just email, word processing and spreadsheets, then there may be little in the way of extra computing power that you require. Having said that, you may be limited at present by the storage capacity of your computer, but extra storage is not expensive. Recognise that not all your present hardware and software may be capable of running on the WV operating system. However, look into the future and think about what programmes you may need to purchase if you want expand your computing capability, and whether they will need, or be WV compatible.

There are also at least two answers to the second question. One is deciding whether your present computer is able to run the WV system. A summary of this requirement can be found at [tinyurl.com/o5bq4](http://tinyurl.com/o5bq4) in the Windows Vista Upgrade Advisor. This small software tool will scan your computer and create an easy-to-understand report of all known system, device, and programme compatibility issues, and recommend ways to resolve them. Upgrade Advisor can also help you choose which of the six editions of Windows Vista best fits the way you want to use your computer. The report generated by the Windows Vista Upgrade Advisor will also assist in answering whether you need a new computer – the second part of the second question. As an additional note, before you run the WV Upgrade Advisor, be sure to plug in any USB or other attachable external devices (such as printers, external hard drives, or scanners) that are regularly used with the PC that you're evaluating.

A requirement of the WV system is that your computer has a DVD writer. This is needed to run the WV software. DVD writers are relatively cheap and easy to add to your computer. Be aware that if you are purchasing an

external DVD writer, that it will probably require a USB 2 connection to operate satisfactorily (from my own bitter experience!).

At this point I will digress. One of the most powerful neutral sites on the Internet is Wikipedia, the free encyclopaedia that anyone can edit. I have said 'neutral' because it has been well demonstrated that if anyone puts up incorrect information on the encyclopaedia it is generally corrected within a few hours! Wikipedia can be sighted at [tinyurl.com/2unsh](http://tinyurl.com/2unsh). Why I have digressed is that in the search box at the left of the main page, if you put in the words windows vista, you will be taken to a page that leads into many of the answers to questions on WV. Try putting other search terms into Wikipedia to see what you get. You will be surprised at both the breadth and depth of the site.

### **Gus's Tips**

The latest edition of the manual for *Basic Word Processing* (Ed 4, Jan '07) now incorporates both *Part A – First Steps* and *Part B – On the Way*. It has also meant some consequent adjustments to the *Revision of Word Processing* manual (Ed 2 Jan '07).

Hopefully the arrival of the operating system Vista will not affect our courses to any significant extent, if at all, except maybe the looks of *File and Folders Management*.

If you want to take revenge on any of your young friends or relations when they are bamboozling you with their computer prowess, ask them why they don't (or do) display the pilcrows. (It is the correct word for ¶, the paragraph symbol. "What? You did not know? Goodness me!").

### **Word documents**

#### ***Save All***

If you are working on several opened documents and you want to save them all at the same time, hold down *Shift* while opening the *File* menu. You'll find that *Save* has been replaced by *Save All*.

Since template *Normal.dot* always opens invisibly when a document opens, any changes that could affect the template are saved as well when using *Save All*.

#### ***Show text margins***

Sometimes it is helpful to actually see the text boundaries on a page,

Choose *Tools – Options*.

In the *View* tab page, under *Print and Web Layout options* mark the checkbox *Text boundaries* and click *OK*.

These boundaries are not printed.

## **Outlook Express**

If you receive an e-mail message with music playing in the background and you want to save the sound file on its own then:

- Select the message
- Choose *Tools–Options–Send*
- Clear the checkbox *Reply to messages using the format in which they were sent*
- Change *Mail sending format* to *Plain Text*
- Click *OK*.

Open the message and click *Forward*. The music file (and any picture files) will be attached.

Double-click the music file and it opens in the media player from which you can save it to any convenient folder.

Do not forget to restore the option settings.

## **You Know You Are Living In The Year 2006 When...**

1. *Your reason for not staying in touch with family is because they do not have e-mail.*
2. *You have a list of 15 phone numbers to reach your family of three.*
3. *Your grandmother asks you to send her a JPEG file of your newborn so she can create a screen saver.*
4. *You pull up in your own driveway and use your cell phone to see if anyone is home.*
5. *Every commercial on television has web site address at the bottom of the screen.*
6. *You buy a computer and 3 months later it's out of date and sells for half the price you paid.*
7. *Leaving the house without your cell phone, which you didn't have the first 20 or 30 years of your life, is now a cause for panic and you turn around to go get it.*
8. *Using real money, instead of credit or debit, to make a purchase would be a hassle and take planning.*
9. *You just tried to enter your password on the microwave.*
10. *You consider second-day air delivery painfully slow.*
11. *Your dining room table is now your flat filing cabinet (or the pool table).*

