



## **Note from the Editor**

Burning CD's has become so much simpler with XP, thus running a two week course has become unnecessary. There are two sheets available from the office, that give good explanations on how to burn CD's - both for copying ordinary files and for copying music. Also we will be running workshops where you will be able to learn more about the process.

As people leaving the workforce now have a good grasp of basic computer skills, we need to extend our range of programmes to meet a different range of computer interests. We need members to come forward to share their skills with other members.

The Committee is reviewing the need for a wider range of offerings. Please contact the Editor with your suggestions as to how SeniorNet Wellington can extend its training base.

### *The Wisdom of Will Rogers*

- *Don't squat with your spurs on.*
- *Good judgment comes from experience, and a lot of that comes from bad judgment.*
- *Letting the cat out of the bag is a whole lot easier than putting it back in.*
- *If you're riding ahead of the herd, take a look back every now and then to make sure it's still there.*
- *If you think you're a person of some influence, try ordering somebody else's dog around.*
- *After eating an entire bull, a mountain lion felt so good he started roaring. He kept it up until a hunter came along and shot him. The moral: When you're full of bull, keep your mouth shut.*
- *Never kick a cow chip on a hot day.*
- *There's two theories to arguing with a woman. Neither one works.*
- *If you find yourself in a hole, the first thing to do is stop digging.*

## YOUR COMMITTEE

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**Learning Centre & Office:  
Betty Campbell Centre,  
Rooms 17/18, Level 2,  
Harbour City Tower,  
40 Panama St,  
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PO Box 10-364,  
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E-mail: [seniornet.wgtn@xtra.co.nz](mailto:seniornet.wgtn@xtra.co.nz)**

### 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.**

*The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty.  
Winston Churchill*

## Diary 16 April – July 20 2007

		MONDAY	TUESDAY	Wed	WEDNESDAY	THURSDAY	FRIDAY
<b>APRIL</b>	16 – 20		Digicam	18	Exec.Cmttee, COMG	N/L Sent Out	
	23 – 27			25	ANZAC Day		
<b>MAY</b>	30 – 04			02	Q & A	Tutor Clinic	
	07 – 11	<b>Term2 starts</b>		09	COG		
	14 – 18		Digicam	16			
	21 – 25			23	Exec.Cmttee, COMG	AGM Post- out	
	28 – 01			30			
<b>JUNE</b>	04 – 08	Queen's B'day		06	Q & A		
	11 – 15			13	COG		
	18 – 22		Digicam	20	<b>Annual General Meeting</b>		
	25 – 29			27	Exec.Cmttee, COMG		N/L Copy
<b>JULY</b>	02 – 06	<b>Term 2 ends</b>		04	Q & A.		
	09 – 13			11	COG	N/L Sent Out	
	16 – 20		Digicam	18		Tutor Clinic	

<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 noon-2.00 pm
<b>DIGICAM</b>	Digital Camera Group	10.00-11.45 am
<b>PLEASE SUPPORT THESE GROUPS</b>		

*In the middle of every difficulty lies opportunity  
Albert Einstein*

## **Message from the Chairman, April 2007**

Already the second quarter of 2007! I am sure that I am not alone in wondering where the year to date has gone. After a disappointing summer in Wellington I hope that you are all enjoying the pleasant autumn weather.

Following a very successful open day, held on Friday 2 February, we enrolled a number of new members whom I wish to take this opportunity in welcoming to SeniorNet Wellington. During the first term we had sufficient enrolments to have a total of eleven Introduction to Computer's classes in addition to fourteen other classes. The second term commences on Monday 7 May and I encourage members who are interested in taking a course to enrol as soon as possible.

In recent months the Committee has given consideration to extending the range of workshops being offered to our members. For this to be a success we need members who will be prepared to study a subject in a little more depth with the aim to either lead or assist in such workshops. So we would be most interested to hear from you with ideas for subjects and better still if you are prepared to lead a workshop.

Progress continues to be made with new premises situated on the first floor of Anvil House in Wakefield Street (opposite the Michael Fowler Centre). SeniorNet Wellington has joined five other tenants from the Betty Campbell Centre in taking space. To administer the floor a new organisation has been registered and our representative John Nimmo has been elected chairman. There is still some space to be let but with assistance from the Wellington City Council we are very hopeful that additional tenants will be found during the coming months. Fitting out work by the landlord on the floor has commenced and with financial assistance from the council disabled access to the building will be provided. All the tenants are grateful to the council for the financial and other support being provided for the establishment of the facilities, in particular, the work being done by Paula Comerford (a property consultant retained by the council) and Jenny Rains from the Wellington City Council. Without this assistance the project would not have proceeded. Our goal was to move before the commencement of the third term on 23 July. Whether this will be achieved will depend on progress made by the builder. In any case we shall be able to advise members in the July edition of the newsletter.

The Annual General Meeting of SeniorNet Wellington will be held on Wednesday 20 June. Whilst this may seem to be some time away a number of long serving committee members have advised that they will not be seeking re-election so we will be seeking new candidates to stand. I need not remind you that it is most important that we have sufficient number of members who are prepared to serve on the Committee. If you are interested please contact me or any other member of the current Committee.

Finally thank you for supporting SeniorNet Wellington.

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 2.

**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 2, 2007 which starts in the week beginning Monday 7 May. 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. Senionet 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 on 972 1837 and we can talk about it.

### **FOUR WEEK COURSES**

#### **Managing Files & Folders**

In this four week course learn how to store information, make new folders, find lost folders and generally keep all your work in order.

#### **Power Point - Introduction**

If you have PowerPoint 2003 installed on your computer, in the 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,

screeintips, speaker notes and notes pages, printing hand-outs and how to incorporate a presentation into a stand-alone executable file.

*Other Four Week Courses* are Digital Camera, Introduction to Paint, Making Small Booklets, Genealogy and Scanning and Retouching.

## **One and Two week Courses**

### **Gift Tags**

A two week course which teaches how to make tags, bookmarks etc. for special occasions such as birthdays or Xmas, using the *Draw* facility of Word.

### **First Step in E-mail**

A one week course to get you started in sending and receiving e-mail.

### **Photo & Image Editing**

Learn techniques for enhancing, resizing and adding text to your photographs in this two week course.

### **Other one and two week courses are:**

Greeting cards, Revision of Basic Word Processing, E-mail Enhancement and Java Script.

## **Course Development**

Busy getting to grips with Vista and Microsoft Office 2007.  
Only a few hairs left to pull out....

Gus Porteners

## **Gus's Tips**

### **Desktop**

You can turn the display of icons on the desktop off or on.  
Right-click, choose Arrange icons by and mark or unmark Show Desktop Icons.

## **Excel 2003**

### *Entering fractions*

If you want to enter a fraction like 1¼ leave a space between the whole number and the fraction. Example 1 1/8.

If you want to enter the fraction only put 0 as the whole number. Example 0 1/8. The zero will not show after the entry.

## **Word**

### *Repairing a misbehaving document*

In the Open dialogue box you'll find a down-arrow in the Open button. Click it and one of the options is *Open and Repair*. It just may do the trick.

## **On Web Page**

### *Text size*

If the text size is too small to read comfortable, first click in the body of the page, then hold down Ctrl+Shift and tap the + key. You can do that more than once.

To decrease text size use Ctrl+Shift and then tap the – key.

## **Web site Accessibility**

*My Web, My Way* at [tinyurl.com/37eq4e](http://tinyurl.com/37eq4e), is a 'accessibility' website to help with tools which will enable those with disabilities to make the most of the world-wide web, whatever their ability or disability.

The site provides advice and help to all those people who would benefit from making changes to their browser, operating system, or computer to be able to view [bbc.co.uk](http://bbc.co.uk) and the rest of the web in a more accessible way.

The site is not only for those with disabilities (visual, hearing, motor, cognitive or learning impairments) but also, for example, for those people with minor vision impairments who would not consider themselves to have a disability.

The site also provides a guide to getting the most of the accessibility features that BBC New Media are increasingly putting into [bbc.co.uk](http://bbc.co.uk).

The site has been developed and maintained through a partnership between [bbc.co.uk](http://bbc.co.uk) and AbilityNet, a leading UK computing and disability charity. It is based on AbilityNet's original My Computer, My Way site [tinyurl.com/3bpv8m](http://tinyurl.com/3bpv8m).

## Surfin' the Web

Let's start off with a bit of a laugh. Go to [tinyurl.com/2d8m](http://tinyurl.com/2d8m) and enjoy the music. Wait for the entire screen to load up with all 4 horses & a fence in front of them -then, click on each horse. Re-click on any horse to make it turn off, or turn it back on again. Be sure your speakers are turned up!

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You'll need lots of patience and luck (and preferably a Highspeed connection) to get the best from this site. It is a webcam set up overlooking a waterhole frequented by a range of animals in an African game sanctuary. I have seen zebras, elephants and wildebeest, let me know what you find! Open to view continuously at [tinyurl.com/kmj28](http://tinyurl.com/kmj28).

And here's another Download connection Speed Tester that you may prefer to the one I supplied in an earlier session. It is in an easy-to-read "dial" form and can be found at [www.nzdsl.co.nz](http://www.nzdsl.co.nz) in the sidebar on the left-hand side.

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(Thought I'd slip this one in for Power users!) It is the ULTIMATE LIST OF FREE WINDOWS SOFTWARE FROM MICROSOFT.- Microsoft has over 150 FREE Windows Programs available for download -- but finding them all is extremely difficult. Until now ! You can grab them all at [tinyurl.com/p9jxo](http://tinyurl.com/p9jxo)

Happy Surfing! ..... [jcook@paradise.net.nz](mailto:jcook@paradise.net.nz)

### **Note these dates provided by Age Concern**

#### *1. Wellness for Men*

Come and listen to men telling their stories

Wednesday 9 May 2007

6.30 pm to 8.30 pm with supper At

Kenepuru Hospital, Education Resource Centre

(Entrance of Raiha Street)

## *2. Enduring Power of Attorney Seminar*

THURSDAY 18th April 2007

Community Meeting Room

Pataka Musuem

Porirua

1.00 pm – 3.45 pm. (A light afternoon tea will be provided).

Have you considered the importance of having an Enduring Power of Attorney in place for your affairs should you be unable to act for yourself through incapacity, or simply to manage any property matters you may not wish to do yourself?

This seminar is intended to equip you to make an informed decision.

Presenters will be from Age Concern Wellington, Public Trust Office and the Family Court.

This seminar is FREE

For further information on both seminars  
Phone Age Concern Wellington at 499 6646

### **This would not happen with you – would it?**

*Tech Support: "I need you to right-click on the Open Desktop."*

*Customer: "Ok."*

*Tech Support: "Did you get a pop-up menu?"*

*Customer: "No."*

*Tech Support: "Ok. Right click again. Do you see a pop-up menu?"*

*Customer: "No."*

*Tech Support: "Ok, sir. Can you tell me what you have done up until this point?"*

*Customer: "Sure, you told me to write 'click' and I wrote 'click'." (At this point I had to put the caller on hold to tell the rest of the tech support staff what had happened. I couldn't, however, stop from giggling when I got back to the call.)*

*Tech Support: "Ok, did you type 'click' with the keyboard?"*

*Customer: "I have done something dumb, right?"*

## **From Wikipedia, the free encyclopedia**

### **At [wikipedia.org](http://wikipedia.org)**

Wikipedia (IPA: /ˌwɪkiˈpiːdi.ə/ or /ˌwɪkiˈpiːdi.ə/) is a multilingual, web-based, free content encyclopaedia project. Wikipedia is written collaboratively by volunteers from all around the world. With rare exceptions, its articles can be edited by anyone with access to the Internet, simply by clicking the edit this page link. The name Wikipedia is a portmanteau of the words wiki (a type of collaborative website) and encyclopaedia. Since its creation in 2001, Wikipedia has grown rapidly into one of the largest reference Web sites on the Internet.

In every article, links will guide you to associated articles, often with additional information. You are welcome to add further information, cross-references, or citations, so long as you do so within Wikipedia's editing policies and to an appropriate standard. You do not need to fear accidentally damaging Wikipedia when you add or improve information, as other editors are always around to advise or correct obvious errors, if needed, and the Wikipedia encyclopaedia software, known as MediaWiki, is carefully designed to allow easy reversal of editorial mistakes.

Because Wikipedia is an ongoing work to which in principle anybody can contribute, it differs from a paper-based reference source in some very important ways. In particular, older articles tend to be more comprehensive and balanced, while newer articles may still contain significant misinformation, unencyclopaedic content, or vandalism. Users need to be aware of this in order to obtain valid information and avoid misinformation which has been recently added and not yet removed. However, unlike a paper reference source, Wikipedia can be constantly updated, with articles on topical events being created or updated within minutes or hours, rather than months or years for printed encyclopaedias.

Wikipedia is a registered trademark of the non-profit Wikimedia Foundation, which has created an entire family of free content projects. On all these projects, you are welcome to be bold and edit articles yourself, contributing knowledge as you see fit in a collaborative way.

If you have not done so, take a few moments to read [What Wikipedia is \(and is not\)](#), so that you have an understanding of how to use, rely upon, or contribute to Wikipedia.

## Tutorials on the Web

The first port of call to solve an issue with any software application should be that little button named *Help*, usually found at the top right of your application screen. If all else fails you can search Google. Another alternative is at this site, [tinyurl.com/yhjz36](http://tinyurl.com/yhjz36) - where you will find an extensive range of free tutorials.

## Information at your Library

How many of you have visited your virtual library via the Internet rather than scanning the shelves for hard copy? At this Wellington library site - [www.wcl.govt.nz/mygateway](http://www.wcl.govt.nz/mygateway) - you can enter your library card number and name and be introduced to a plethora of online reference information.

The information includes Arts Biography, Books & Authors, Business Community & Funding, Countries, Current Affairs, Dictionaries & Encyclopedias , Health, History, Law, Magazines, Māori, Music, New Zealand, Newspapers and Science.

Also available is a collection of free national and international databases.

## Old versions of software

Have you ever wished you could have a reunion with an old piece of your favourite software? Help is at hand.

Have a look here - [www.oldversion.com](http://www.oldversion.com) - where many of the old versions are now available for free.

## **Who said hospitals are not helpful!**

A woman called a local hospital. "Hello. Could you connect me to the person who gives information about patients. I'd like to find out if a family member is doing better."

The voice on the other end said, "What is the patient's name and room number?"

"Sarah Finkel, room 302."

"I'll connect you with the nursing station."

"3-A Nursing Station. How can I help You?"

"I'd like to know the condition of Sarah Finkel in room 302."

"Are you a family member?"

"Yes, Yes I am"

"Hold on, let me look at her records..."

Mrs. Finkel is doing very well. In fact, she's had two full meals, her blood pressure is fine, she is to be taken off the heart monitor in a couple of hours and, if she continues this improvement, looks like Dr. Cohen is going to send her home very soon!"

The woman said, "What a relief! Oh, that's fantastic... that's wonderful news!"

The nurse said, "From your enthusiasm, I take it you are a sister or perhaps an aunt?"

"Neither!"

I'm Sarah Finkel in 302 and NOBODY ever tells me anything!"

*Experience is simply the name we give to our mistakes*  
*Oscar Wilde*

## **Are you getting the best return for your investments?**

Have a look at these sites to check your potential return!

**[www.interest.co.nz](http://www.interest.co.nz)**

**[tinyurl.com/2ztelw](http://tinyurl.com/2ztelw)**

**[tinyurl.com/2s5qtq](http://tinyurl.com/2s5qtq)**

## **Welcome to new members**

Ulf Ackeus  
Raymond Adams  
Noel Bates  
Fleur Beale  
Holly Bennett  
Donald Beswick  
Jean Boyd  
Glenis Brown  
Sarah Burrows  
Monica Cairney  
Alfred Chin  
Harvey Daniel  
Sheila Dooley  
Donald Far  
Richard Giese  
Lorraine Grace  
Ken Graham  
Olive Harding  
Jo Hayward  
Doug Helps  
Tessa Henry  
Allan Hoon  
Mary Hoon  
Bill Hoon  
Mavis Hoon

Clem Huriwaka  
Hank Jansen  
Tonny Jansen  
Ken Kissling  
Margaret Lancaster  
Evelyn Mason  
Barrie Maxwell  
Edna McMillan  
Neil Morrison  
Claudette Mouzouri  
Joe Niland  
Adele O'Brien  
Raymond O'Brien  
Frank Oldfield  
Jimmy Poa  
Alicia Pulgar  
Jean Purchase  
Lizzy Quinn  
Vivienne Reeve  
Kay Robertson  
Vincent Rowe  
Marie Ryan  
David Ryrie  
Peter Sadler

Helen Schuster  
Sue Sharp  
Gene Short  
Cedric Stechman  
Chris Stevenson  
Joan Stirling  
Frank Szpetnar  
Jill Taylor  
Penny Thompson  
Gerry Thompson  
Marion Thompson  
Tony Timms  
Robert Tissera  
Valmai Turner  
Prue Volz  
Nola Walton  
John Watson  
Caroline Williams  
Jeanette Wills  
Beryl Worth  
Andy Yiasoumi  
Zoya Zelenkova  
Leon Zelenkova

