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Workshops

Is it safe to leave you in charge of your Computer?

At the conclusion of this workshop, you should have the confidence to recognise and manage issues that could affect the health, speed and security of your computer. It is essential information for every computer owner. The exercise will also ensure you are not a risk to other users and their computers. The workshop provides a sequence of activities and links to free software, to ensure the objectives of the exercise are met.

The software mentioned will do an adequate job for the task in hand. It is not the only software that can do the job. There are alternate methods to do most of the tasks listed. The tasks are divided into sections. Experience has shown that the practices recommended in the workshop (following the sequence that will be presented) provide a good result.

This workshop will be held over two sessions, on 20 Feb and 19 March 2008 at the Learning Centre, 10 am -12 pm on each day. The cost is \$5 per session. Acceptances will be taken in order of receipt. Advise Alan Royal at a.royal@paradise.net.nz if you wish to attend. Limit of 25 persons

Editorial

If we don't have your email address we can't advise you of all the exciting and interesting activities, apart from formal classes that SeniorNet Wellington is providing for members. Many of the activities take place on demand e.g. Vista introductory classes and can only be notified to those on our email list, as mailing to close to 1000 members is not easy (despite the cost of mail outs). Please, please – if you have an email address (or a change of email address) that we are not aware of advise the office. Note - our new email is seniornet.wgtn@gmail.com.

Trouble finding System restore in Vista?

Click *Start* and type *system* in the *Search* box

SeniorNet News

If you are not receiving this service, please send an e-mail to seniornet.wgtn@gmail.com. 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 a LEGIBLE e-mail address in their application form.

Note for Tutors – Please check that your students are signed up for this service; if not, tell them how.

YOUR COMMITTEE

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Windows XP Service Pack 3

Microsoft has released the above for general use, though they still advise **that you should be careful if you have 'mission critical' applications.** You can read about it at tinyurl.com/2denpw. The Editor has downloaded and installed the 369 MB file. The overall exercise took one hour! The most pleasing feature is the XP machine runs faster (as reviews have stated). A copy of the file will be available at SeniorNet.

Welcome to New Members

Karen Biggs
 Mary Buchanan
 Kathleen Casey
 Maribeth Coleman
 Caroline Connolly
 Helen Cross
 Ann Dalziel
 Noel Dalziel
 Sue de Berry
 Judy Edgar
 John Holdsworth
 Margaret Ingerton

Jennifer Jenner
 Kay Kelly
 Claire Leyland
 Eric Leyland
 Jennette McCaw
 Frank McCulloch
 Janet Poole
 Jan Rosenburg
 William Stephen
 William Treadwell
 Robert Upton

Diary 14 January – 3 May 2008

MONTH	DATES	MONDAY	TUESDAY	Wed	WEDNESDAY	THURSDAY	FRIDAY
JANUARY	14 – 18			16			<i>N/L Copy</i>
	21 – 25	Anniversary Day		23	Exec.Cmttee		
FEBRUARY	28 – 01		Open Day	30	Q & A	<i>N/L Sent Out</i>	
	04 – 08			06	Waitangi Day	Tutor Clinic	
	11 - 15	Term 1 starts		13	COG		
	18 - 22		Digicam	20		Subs Notice	
MARCH	25 - 29			27	Exec.Cmtee, COMG		
	03 - 07			05	Q & A		
	10 – 14			12	COG		
	17 - 21		Digicam	19			Good Friday
	24 - 28	Easter Monday		26	Exec.Cmttee, COMG		
APRIL	31 - 04			02	Q & A	<i>N/L Copy</i>	
	07 - 11			9	COG		Term 1 ends
	14-18		Digicam	16	Exec.Cmttee, COMG	<i>N/L Sent Out</i>	
	21 - 25			23			Anzac Day
MAY	28 - 02			30	Q & A	Tutor Clinic	

Q & A	Question and Answers Group	9.45 -11.45 am
COG	Computer Owners Group	10.00 -11.45 am
COMG	Communications Group	12.00 - 2.00 pm
DI G I C A M	Digital Camera Group	10.00 -11.45 am
PLEASE SUPPORT THESE GROUPS		

Open desktop folders **by 'drag and drop'**.

Drag the folder on the desktop to the margin of the screen and it will open. We will tell you how to close the folder in the next newsletter if you **can't work it out! Just joking** – do a right click in the opened folder and select *Close Toolbar*.

Message from Chairman, February 2008

Happy New Year to you all.

We are looking forward to an interesting and challenging year and being able to enjoy and fully utilize our new premises.

Since moving to Anvil House in late September most matters relating to the change have been addressed. I am sure that those members who have visited Anvil House will agree that Wellington should be proud to have one of the best SeniorNet Centres in New Zealand, with our two teaching rooms, much improved office space, plus the meeting room and other facilities that we share with the tenants on level one.

In December the technical team led by Keith Rumens installed new computers in one of the teaching rooms so that we can now offer courses using Microsoft Vista from the commencement of term one. Classes using XP will continue to be taught. The computers in the second room will be replaced in due course.

You will be interested to know that our landlord has advised that in late March work will commence in providing wheel chair access to the building. This work was originally planned to start after we moved in September but had to be delayed.

From 1 January 2008 we will no longer receive funding from Aoraki Polytechnic. SeniorNet Wellington appreciates the support given by Aoraki since January 2003. As previously advised funding will continue but will be received direct from the Tertiary Education Commission (TEC) under the Adult Community Education (ACE) **Programme. This is due to a change in the Government's funding policy for tertiary education.**

I am pleased to report that SeniorNet Wellington continues to be in a very sound financial position and contributing to this is the continuing support we receive from four organisations.

- Actrix Network Limited

Actrix has for a number of years provided us with internet services for teaching plus technical advice, all free of charge.

- Quay Computers

SeniorNet has had a long association with Quay Computers who have been our main supplier of computer equipment and software as well as advice.

- Wellington City Council

Since the formation of SeniorNet in 1992 we have received both financial and other support from the Council. From 1992 until 2007 we were tenants of the Betty Campbell Centre and more recently they have facilitated the formation and operation of Anvil House Community Cluster Level One of which SeniorNet is an active member.

- Tertiary Education Commission

Funding as already referred to above.

We are very grateful for the continuing support of these four organisations.

The first term for 2008 commences on Monday 11 February and I would encourage members to consider enrolling for a course, attending an interest group and/ or a workshop.

On Tuesday 29 January we held an Open Day for prospective members and hope that this will result in a number of new members joining SeniorNet. Individual members can assist in recruiting by passing on an invitation to friends and acquaintances to join. The success of SeniorNet Wellington has always depended on the support of its members in participating in the activities that we offer.

Finally best wishes for 2008.

Derek Oldershaw
Chairman

How We Learn

- 10% of what we READ
- 20% of what we HEAR
- 30% of what we SEE
- 50% of what we SEE and HEAR
- 70% of what is DISCUSSED with OTHERS
- 80% of what is EXPERIENCED PERSONALLY
- 95% of what we TEACH TO SOMEONE ELSE

William Glasser

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 - Phone 934 7343 - organises relieving tutors as required.

Marjorie Finn - Phone 384 8349 - 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, 2008 that starts in the week beginning Monday 11 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.

I don't know the key to success, but the key to failure is trying to please everybody. - Bill Cosby

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.
Marjorie Finn

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 Senior Net 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! Do not try to run before you can walk!

We Need More Tutors!

Have you ever considered becoming an Assistant Tutor? It is a lot of fun, and some hard work at times, but very rewarding. You do not need to be an expert in an area, just have a reasonable knowledge of the subject. You would start 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 Marjorie Finn, at marjorie.finn@paradise.net.nz or phone on 384 8349 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.

Genealogy

Learn how to use the Net to trace your family tree, and bring your old photos of family to make up your own family album to pass on to relatives.

Digital Camera

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

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.

Other four week courses are: - , PowerPoint Introduction, PowerPoint Special Effects, and Making Small Booklets.

One and Two Week Courses

Revision of Basic Word Processing

This is a two session course to help those who have not used the

Word Processor for some time. It covers opening and saving files, file management, using the clipboard, page settings, replacing text and formats and using the format painter.

First Step in E-mail

A no-frills, one session course to get you started in sending and receiving e-mail.

E-mail Enhancement

If you have completed the 8 week E-mail and Internet course, you may like to follow it with one session when you could learn how to insert static and animated images and music files, change e-mail background and save Internet stationery files.

Gift Tags

A two session course where you can learn to make tags, labels, bookmarks etc. NB Intermediate Word Processing skills are required.

Greeting Cards

Learn to make a quarter side-fold card for any special occasion. NB Intermediate Word Processing skills are required.

Other 1 and 2 week courses are Photo & Image Editing and Java Script.

Course Development

Receiving valuable and pertinent comments from some of our members and from members of other groups, the Vista based courses should be off to a good start. The communications course has been re-written for Windows-Mail and Internet Explorer 7 and split into two independent four-session courses, namely Sending E-mail with Windows Mail and Surfing the Web with Internet Explorer, keeping in mind both Dial-up and Broadband connections.

Tutors have had familiarisation sessions with the changes involved in the Beginners course (still using WordPad) and the Basic Word Processing course which uses Microsoft Word 2007.

In case you wonder, Word 2007 can read documents saved in versions 97 to 2003 and also save to that format, but the reverse is not true. The XP based courses continue as usual.

Gus Porteners

Gus's Tips

Counting the occurrence of a word or character

If you want to find out how many times a particular word or character has been used in a document or table use the Replace function.

In the Find what slot type the word or character and in the Replace with slot type ^&. Using ^& ensures that the entry in Find what will be replaced by itself. **Then click Replace All and you'll be told how many 'replacements' have been made.**

Musings from 'The Serviceman Who Tells'

-Trevor King

tc.koenig@xtra.co.nz

Episode Thirty-four

It has been an interesting time through the lead-in to Christmas and the aftermath of the early 2008 P C glitches.

Absences

It is not all that unusual to find, after a prolonged absence, the computer is not at all welcoming to the returning vacation maker.

Hardware Derived Problems

If the problem is hardware it can be that the main hard-drive chooses this opportunity to fail. Usually it will first make sure it is out of guarantee. With older machines running earlier versions of Windows it is no longer possible to obtain the small hard-drives that they came equipped with, the smallest size, at a realistic price, is now 80GB. If it is power supply related, a replacement unit can usually be found at a reasonable cost.

It becomes something of a quandary if the main circuit board is at fault. Firstly the unlikely causes; I have never experienced failure of a Pentium processor except once when an owner had forgotten to reinstall the heat sink and cooling fan.

Next check for the usual suspects. After the usual tests for memory module performance and looking for possible faults on the plug-in modules, it then seems more often than not to be a problem with one of the two controllers that mediate between the mechanical parts [hard-drive, C D units and floppy disk drive if fitted]. The solution seems simple, replace the motherboard. Unfortunately any given model of

motherboard remains on the market, these days, for as little as six months.

Hardware Options

A new, current production motherboard of reputable make is not necessarily an expensive item. Unfortunately this new component is quite unlikely to take your existing Pentium processor, nor will it take your existing memory modules. The service person is left with the choice of using second-hand parts with all the opprobrium this attracts if there is a subsequent failure, or to recommend the set of replacement new parts as outlined. If the **organization's primary operation is to sell new computers** that will be a further option.

Software Derived Problems

On return after absence with persons using dial-up internet it is not unusual for the mail service to have become inoperative. I always ask first if the account is current, persons are known to be forgetful. If the answer is affirmative we then must look elsewhere.

One reason for inoperability is huge attachment files [usually unmodified TIF images] that clog up the queue. At the same time the virus protection is desperately trying to update but as modern updates are sometimes up to 13MB, this is going to take hours rather than minutes. One learns patience.

Operating Systems

It does not matter much; the operating system is merely a vehicle on to which we install the programs that we use, such as a good word-processor.

I am sometimes asked for advice, which is freely given but at best is one **person's experience. The burning question at the moment is whether to use Windows Vista as the operating system or to try and obtain Windows XP.** The protagonists are vehement, but for my part Windows Vista has self-healing properties that were not much in evidence with Windows XP. There is a bit of re-learning that will be vexatious to some and joyous to others.

Life After Word 2003 An Introduction to Microsoft Word 2007

A useful summary prepared for university students available at:

<http://cs.its.uiowa.edu/sda/documents/LifeAfterWord2003.pdf>.

Surfin' the Web

It's going to be a busy year, and I hope I can help with some useful information as the months rush by. **Let's start with a look at some tools** that may come in handy sometime .

VISTA is near, but never fear, help is here! Yes, you can get free lessons online, covering all you need to get you up to speed on the new operating system at goingco.com/main_vista.htm.

Here's an easy way for you to identify many of the unknown files you find on your computer. Although it doesn't cover ALL of them, this site has some of the most often requested ones listed. You can enter a filename and see if it is a dangerous trojan, malware, or simply a standard Windows file. You can do this when needed at - whatisthatfile.com.

With the help of converters and viewers, you can share Microsoft Office files with people who have different versions of the program, or even with **people who don't have Office** installed. Converters allow you to open files created by Office programs different to yours. Viewers provide a means **for people who don't have Office programs to see your** work. (You can send them the appropriate viewer along with your file.) Get all the details from - tinyurl.com/yn4xum.

Finally, for relaxation after working on some of the above heavy stuff I, try the quirky little animated jigsaw at- tinyurl.com/pjyimg.

That's enough for now I guess, but keep watching this space!
(John Cook - jcook@paradise.net.nz).

Teach your mouse some tricks!

1. If you have a scroll button on your mouse, roll the button in Microsoft products and you can scroll the page.
2. Hold down Ctrl and at the same time roll your mouse button back and forth and the text will increase or decrease in size as you roll forward or back.
3. Press the mouse scroll button down till it clicks and you will see a circle with two arrows on the screen. Move your mouse up and down and you can alter the speed at which you can read the page.

How to remove scratches from the CD/DVD?

A follow on from the last newsletter

1. Firstly whenever you see a scratch on a CD/DVD wash the CD gently **with a little detergent, using your fingers to clean it. Make sure you don't use sponges as they can scratch the CD/DVD more. Now insert in the disk in the drive and check if it's working, if it doesn't then follow the next step.**

2. If the above doesn't work then just polish the CD with a little **toothpaste. This actually works wonders. Moreover you don't need to buy any professional cleaning kits. Polish the scratches with a cotton swab, rubbing gently the paste-imbued swab over the scratches until they disappear or until you notice that you have removed them as far as possible. After clearing the scratches, wash the CD in water. Sometimes there is a possibility that the paste may create small scratches. Don't worry, they'll be small and can easily be removed.**

3. If the problem still persists then use a metal polish- Brasso in the same way as described above. After your done rub Vaseline on the CD, very gently (do not press hard), from moving out from the centre to the rim.

4. Now it's time to test your disc. If the disc starts working then it's great. But if it doesn't, then repeat the above steps again.

Smart Marketing

Father: "I want you to marry a girl of my choice."

Son: "I will choose my own bride!"

Father: "But the girl is Bill Gates' daughter."

Son: "Well, in that case - ok"

Next: Father approaches Bill Gates.

Father: "I have a husband for your daughter."

Bill Gates: "But my daughter is too young to marry!"

Father: "But this young man is a vice-president of the World Bank."

Bill Gates: "Ah, in that case - ok"

Finally Father goes to see the president of the World Bank.

Father: "I have a young man to be recommended as a vice-president."

President: "But I already have more vice-presidents than I need!"

Father: "But this young man is Bill Gates's son-in-law."

President: "Ah, in that case - ok"

Moral: Even if you have nothing, you can make things happen.

Lessons We Learn From Geese

Author Unknown

Fact 1:

As each goose flaps its wings it creates an "uplift" for the birds that follow. By flying in a "V" formation, the whole flock adds 71% greater flying range than if each bird flew alone.

Lesson: People who share a common direction and sense of community can get where they are going quicker and easier because they are travelling on the thrust of one another.

Fact 2:

When a goose falls out of formation, it suddenly feels the drag and resistance of flying alone. It quickly moves back into formation to take advantage of the lifting power of the bird immediately in front of it.

Lesson: If we have as much sense as a goose we stay in formation with those headed where we want to go. We are willing to accept their help and give our help to others.

Fact 3:

When the lead goose tires, it rotates back into the formation and another goose flies to the point position.

Lesson: It pays to take turns doing the hard tasks and sharing leadership. As with geese, people are interdependent on each other's skills, capabilities and unique arrangements of gifts, talents or resources.

Fact 4:

The geese flying in formation honk to encourage those up front to keep up their speed.

Lesson: We need to make sure honking is encouraging. In groups where there is encouragement the production is much greater. The power of encouragement (to stand by one's heart or core values and encourage the heart and core of others) is the quality of honking we seek.

Fact 5: When a goose gets sick, wounded, or shot down, two geese drop out of formation and follow it down to help and protect it. They stay with it until it dies or is able to fly again. Then, they launch out with another formation or catch up with the flock.

Lesson: If we have as much sense as geese, we will stand by each other in difficult times as well as when we are strong.

Vista - A Quick Way To Resize Desktop Icons

Did you know you can resize your desktop icons or icons within any folder by using the CTRL Key and your mouse wheel? Indeed you can, and it

couldn't be easier. Jump to your desktop right now and try it. Hold down the CTRL key and move your scroll wheel up. What happens? Yes! Larger icons. Now hold the CTRL key down and move your mouse wheel down - smaller icons! Now you got it. You can use the same technique to resize icons in any folder on your computer.

Photographing and resizing videotape images

By using the Stop/Pause button on your video player you can isolate a **single image or sequence of images**. Using the 'Portrait' setting on your digital camera you can photograph each of the paused images on the TV screen. In a programme like Picasa you can crop each of the saved images using the View/Edit View feature to remove the TV screen outline. To reduce the size of each image if you want to email the images go to Tools/Options and select the Email tab at the top of the screen. Selecting 480 pixels on the slider seems to give good definition if you have a reasonably high resolution image. Click Apply and OK. At the base of the **screen you come back to you will see an 'Email' icon. Click that icon and** it will bring up your email programme with the selected reduced image attached. You can either send the email to yourself or do a right click on the attached email image to save it.

Groupshot

Groupshot is a free MS programme (research.microsoft.com/projects/GroupShot).

Group Shot helps you create a perfect group photo out of a series of group photos. With Group Shot you can select your favourite parts in each shot of the series and Group Shot will automatically build a composite image. For example if in a series of shots, taken in the same place at the same time you have subject frowning in one shot and smiling in another you can substitute those features or remove parts of the photo.

Photo Story 3

This free MS programme is at tinyurl.com/4f869. Creates slideshows. With a single click, you can touch-up, crop, or rotate pictures. Add stunning special transition and motion effects, soundtracks, and your own voice narration to your photo stories. Then, personalize them with titles and captions. Small file sizes make it easy to send your photo stories in an e-mail. Watch them on your TV or a computer. A '**must**' try

If undelivered please return to the address below:

<p>Learning Centre & Office:</p> <p>Level 1, Anvil House, 138-140 Wakefield St, Wellington.</p>	<p>Postal Address:</p> <p>PO Box 10-364, Wellington</p> <p>Telephone: 04-473 1510 Web site: seniornet.actrix.co.nz E-mail: seniornet.wgtn@gmail.com</p>
<p>WAI VER</p> <p>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.</p>	