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<http://seniornet.actrix.co.nz>

Workshops

TradeMe 30 April contact Bryan Carver at b_w_carver@actrix.co.nz

Downloading 7 May contact David Boyes at deeboyes@xtra.co.nz

CD/DVD burning/flash drive use 14 May contact Alan Royal at a.royal@paradise.net.nz

Freeware 4 June contact Alan Royal at a.royal@paradise.net.nz

Typography

(two 2hr sessions: cost \$15, which includes a CD and manual)

Dates: 17th & 24th June 2008, at 10am - 12 noon

Location: Meeting Room 2, Level One, Anvil House, 138-140 Wakefield Street, Wellington.

Typography is the art of arranging text and pictures on the page, so that the message is clear and easily understood. It will assist SeniorNet members who are preparing leaflets, flyers and family memoirs etc.

The Workshop will discuss and demonstrate of issues such as:

1. How to arrange text for good readability, by the proper choice of type family, size, alignment and spacing.
2. The advantages (and disadvantages) of using colour and tints with text.
3. Options on how to properly set out the page, including page size, shape, margins and headings.
4. Options on how pictures and their captions can be integrated with surrounding text.

No computer skills are required for this workshop. Anyone interested should contact John Foden at john.foden@paradise.net.nz

Email address please

If we don't have your email address we can't advise you of all the exciting and interesting activities that SeniorNet Wellington is providing. Please, please – if you have an email address that we are not aware of advise us at seniornet.wgtn@gmail.com.

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

YOUR COMMITTEE

Chairman	Derek Oldershaw	234 7733	oldershaw@xtra.co.nz
Secretary	Sheila Williams	479 2226	sheila.williams@clear.net.nz
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Workshops	Tony Doogue	475 9099	tonydoogue@xtra.co.nz
Public Relations	John Nimmo	476 8771	john.nimmo@xtra.co.nz
SeniorNet News	Franci Stapleton	972 1990	fes@paradise.net.nz

FOR THOSE WHO TAKE LIFE TOO SERIOUSLY

1. Save the whales. Collect the whole set
2. A day without sunshine is, like, night
3. On the other hand, you have different fingers.
4. I just got lost in thought. It was unfamiliar territory.
5. 42.7 percent of all statistics are made up on the spot.
6. 99 percent of lawyers give the rest a bad name.
7. I feel like I'm diagonally parked in a parallel universe.
8. You have the right to remain silent. Anything you say will be misquoted, then used against you.
9. I wonder how much deeper the ocean would be without sponges.

Diary 28 May – 18 July 2008

MAY	28 - 02			30	Q & A	Tutor Clinic	
	05 - 09	Term 2 starts		07	COG		
	12 - -16		Digicam	14			
	19 - 23			21	Exec.Cmttee, COMG		
	26 - 30			28		AGM Post-out *	
JUNE	02 - 06	Queen's B'day		04	Q & A		
	09 -13			11	COG		
	16 - 20		Digicam	18	A GM		
	23 - 27			25	Exec.Cmttee, COMG		N/L Copy
JULY	30 - 04	Term 2 ends		02	Q & A.		
	07 - 11			09	COG	N/L Sent Out	
	14 - 18		Digicam	16		Tutor Clinic	
	21 - 25	Term 3 starts		23	Exec.Cmttee, COMG		

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
DIGICAM	Digital Camera Group	10.00 -11.45 am
PLEASE SUPPORT THESE GROUPS		

Message from the Chairman, April 2008.

I hope you have enjoyed the glorious weather we have experienced in Wellington during the months of February and March.

Term One has been a busy time for SeniorNet Wellington. The open day on 29 January was very successful with a steady stream of prospective members visiting during the four hours. Since the beginning of the year we have welcomed a total of 60 new members.

In addition to our existing Microsoft XP courses we now have courses using Microsoft Vista. Whilst the attendance at workshops and interest groups has been very good, registrations for some courses were somewhat lower than had been expected. There would probably be a number of reasons for this, not the least being the summer weather, so I would encourage members to examine the list of available courses enclosed in this newsletter and consider enrolling and taking advantage of the facilities in our new premises.

As previously advised SeniorNet Wellington is actively involved with other groups in the management of Anvil House Community Cluster

Level One. John Nimmo, who in addition to being our representative on the management committee, has also been coordinator and subsequently Cluster Chairman for the past twelve months. Although John will remain our representative on the management committee he has handed over the position of Chairman to Gerald Boot of Age Concern Wellington. I am sure you will join me in thanking John for all the time he has spent leading the Cluster and arranging our move from the Betty Campbell Centre.

In April it is expected that work will commence on the ground floor entrance to Anvil House to allow wheel chair access to the building. While this work is being done there may be some inconvenience to users of the building. In particular at times it will be noisy for the level one tenants at the front of the building and the users of the community meeting rooms. Hopefully construction can be completed as soon as possible. If the noise is unbearable for users of the meeting rooms it may be necessary for SeniorNet to make alternative arrangements during this time. Your patience in this matter would be appreciated.

Since the beginning of the year some members of the committee have been working with TEC with regards some of the terms included in the funding agreement. In the past the emphasis was more on the number of student hours but this has now been changed for SeniorNet Wellington (and other Adult and Community Education providers). We are now required to deliver ACE programmes to our local community, which for SeniorNet is "seniors learning computer skills". To meet these requirements certain statistical data has to be maintained as well as obtaining feedback from both tutors and attendees of our courses and workshops. Some members may be asked to complete simple forms relating to the assessment of the content and relevance of a course or workshop.

In late March we received advice from TEC that the funding we have been receiving for the year from 1 July 2007 will be extended for a further six months to 31 December 2008.

Finally, SeniorNet must be making a difference! An extract from an item in a recent edition of "NZ House & Garden"

"Heard of the new internet phenomenon that's sweeping the world? It is the rise of the silver surfer.

According to Nielson/NetRatings one in three internet users in New Zealand is over the age of forty-five and fifteen per cent are over fifty-five – the silver surfers. In the UK twenty-two per cent of website visits are by surfers fifty-five and older and they are about to overtake thirty-five to forty-five-year-olds as the group with the largest presence online. So take that, you hip and happening young things - old is the new young”.

Derek Oldershaw
Chairman

Access Toilet - Level One Anvil House

Please note: the access toilet located at the entrance to Level One has been installed by the landlord for the use by tenants and visitors to the building who require wheel chair access. The landlord has made it clear that if people who do not require wheel access, continue to use this toilet instead of others situated on the floor, tenants will have to be charged for cleaning and additional rent. It is appreciated that the access toilet facilities are more modern but your cooperation in this matter would be appreciated.

Derek Oldershaw
Chairman

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 2, 2008 that starts in the week beginning Monday 5 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.
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

Power Point Introduction

In the course you will learn how to use PowerPoint 2003 to make your first presentation, adding backgrounds, borders and text, transition

effects, creating an album and writing it to 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, you can do the Special Effects Course which deals with custom animations, incorporating sound and music, links, hyperlinks and triggers, creating a menu controlled presentation, screentips, speaker notes and notes pages, printing hand-outs and how to incorporate a presentation into a stand along executable file.

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, Digital Camera, Genealogy, Scanning, and Managing Files & Folders.

One and Two Week Courses

Revision of Basic Word Processing

This is a two session course, based on XP, 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, XP based, 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 recommended.

Greeting Cards

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

Other 1 and 2 week courses are Photo & Image Editing (not necessary if you are doing the Digital Camera course) and Java Script.

Course Development

The Intermediate Word Processing manual, using Word 2007 and Vista will be trialled in Term 2. It follows the Basic Word Processing course, which now has been fully trialled. Windows XP has not been forgotten. The PowerPoint manual Part B – Animation and Special Effects – using PowerPoint 2002/2003 – has been rewritten to replace some exercises which proved to be too time consuming for some classes with different ones. In due time both Part A and Part B manuals will be rewritten for use with PowerPoint 2007 which comes with Microsoft Office 2007.

Gus Porteners

Gus's Tips

PowerPoint

Having Microsoft Office 2007 installed it is still possible to install PowerPoint 2003 as well in case you want to enrol for the current course. Use the Microsoft Office 2003 installation disc and select custom installation, and then install only PowerPoint 2003. I have done that and both work perfectly.

Vista

The old familiar Run command does not appear in the Start menu but can be brought up by holding down the Windows (start) key and tapping R. The advantage over using the Start Search slot is that Run remembers the last command.

Quickies

- Remember half the people you know are below average.
- Nothing is foolproof to a talented fool.
- Atheism is a non-prophet organisation.
- He who laughs last thinks slowest.

Musings from 'The Serviceman Who Tells'

-Trevor King

tc.koenig@xtra.co.nz

Episode Thirty-five

This is the tenth year for this column, give and take unavoidable absences. The perfect computer free of all faults is still eagerly awaited. Meanwhile there are problems to be investigated, both from users and equipment.

Simple Things

Two call-outs this week were simple issues. The first was failure to maximise the Internet Browser page. A click on the "make me bigger" box brought up the browser in all its glory. The second involved my plugging a client's new mouse into the mouse hole, after removing it from the network hole [where a round plug does not fit a square hole].

Printer Biffo

It may be true, that it is cheaper to buy a new printer than buy ink for an older one. In the interests of saving planet Earth I now have a collection of biffed printers. Once I took a rather superior one to the accredited agent expecting they would have the replacement part I wanted. They charged me \$80 + GST to inform me they did not have it. Others I now resurrect myself for the cost of generic ink refills and the time to locate and download the driver files for the respective operating systems. Finally there are some printers that do not respond to kindness, after salvaging the ink containers, these ones are consigned to the great computer in the sky.

Operating System Differences

Windows XP

Windows XP Home Edition and Windows XP Professional Edition are really the same. The cheaper Home Edition does not provide Remote Desktop, Corporate domain membership and a raft of other big office corporate support facilities for your resident I T expert to handle. These functions cost more but are not needed by most SeniorNet members. If you just have two computers at home using Windows X P Home Edition, a simple cross-over cable can link them. For most of us, this is more than sufficient.

Windows Vista

Windows Vista comes in many shapes, sizes, flavours and corresponding prices. New computers at the modest end may come with Windows Vista Home 32 OEM. This will run on machines with minimal specification and

is even available on C D rather than the DVD format that the other Vista system installations require. Windows Vista Home Premium 32 OEM costs more, but will do a lot more of the smart things that differentiate Vista from Windows XP. It will also run on the minimal specification machines just as well as the Home vanilla edition, but of course it costs about \$12 more. Unless you are running a big business, do not be too concerned about the other 5 major variations. They are differentiated so as to provide more licensing dollars to Microsoft.

Surfin' the Web

I hope you made use of the Vista tutorials printed in the previous issue. This time I recommend another tutorial which deals with the use of Flash Drives, or memory sticks if you prefer. This can be found at www.bama.ua.edu/~gurle001/tutorial.htm.

And here's another good site to get you familiar with the new Microsoft WORD 2007 program, similar to the one in our February Newsletter at www.fgc.edu/support/office2007/Word/GettingStarted.asp.

Taskbar Shuffle is a handy little program which enables you to rearrange the buttons on your Windows taskbar by dragging and dropping them. Also allows you to rearrange your system tray icons by drag and drop (but that does require you to hold down CTRL). It is free, only 656 kb, and you can get it at freewebs.com/nerdcave/taskbarshuffle.htm.

Want to help feed people in Third World countries using only your brain and your computer? It won't cost you anything and all you have to do is test your vocabulary at freerice.com. For every word you get right 20 grains of rice will be donated to the UNITED NATIONS WORLD FOOD program by the site owners!

(There will be more goodies for you in the next issue – jcook@paradise.net.nz)

The embarrassing email!

Have you accidently sent an email when it is not complete? This can cause some embarrassment. It is suggested you never put a name in the To box until after creating the message. Create your email BEFORE you fill in the Subject and the To box. If you accidently do hit 'Send, it can't go anywhere...it will only remind you to fill in the blanks last.

Mistaken identity

Hospital regulations required a wheel chair for patients being discharged. One elderly gentleman was already dressed and sitting on the bed with a suitcase at his feet. He insisted he didn't need help to leave the hospital. After a chat about rules being rules, he reluctantly let himself be wheeled to the elevator. On the way down he was asked if his wife was meeting him. 'I don't know,' he said. 'She's still upstairs in the bathroom changing out of her hospital gown.'

Welcome to new members

Betty	Bouzaid	Sally	Holmes	Juliana	Radaich
Anthony	Brayford	Joan	Horvath	Helen	Rickit
Esme	Brooks	Edna	Hough	Flo	Robson
Jan	Carty	Catherine	Hourihan	June	Ross
Audrey	Chaplin	Rainer	Huber	Lorna	Ross
John	Connolly	Anne	Jenkin	Pamela	Ryan
Naomi	Davies	Tony	Long	Glenys	Seiler
Edith	Diggle	Bill	Main	Josie	Stening-Brown
Jean	Douglas	Veronica	Mickell	Gerry	Thompson
Jennifer	Evans	Jacqui	Miles	Penny	Thompson
Douglas	Ferrier	Neil	Morrison	Cliff	Turner
Grant	Garner	Honor	Moss	Beverley	Upton
Valerie	Gear	Geoff	Mossman	Theodora	Varuhas
Patricia	Goodchild	Michael	Munro	Cynthia	Wainwright
Isobel	Gordon	Julianna	Offord	Geoffery	Walters
Susan	Gore	Tony	Parkinson		
Roger	Grace	Cynthia	Pascoe-Taylor		
Phyllis	Gregory	Brian	Poole		
Frank	Hartley	Frances	Porter		
Peggy	Holman	Joan	Quinn		

Word2007 Get Started Tab Setup

This add-in puts a Get Started tab to the Word 2007 Ribbon. Commands on this tab give you easy access to free content on Office Online, such as training courses, video demos, and other Office Online content designed to help you learn Word 2007 quickly. An Office Online interactive command mapping tool, also available on the Get Started tab, shows you where to find Word 2003 buttons and commands in Word 2007. Office Online Community discussions are also available directly from Word with this add-in. Download this learning tool from tinyurl.com/yugmdv

ICE For You

We all carry our mobile phones with names & numbers stored in its memory but nobody, other than ourselves, knows which of these numbers belong to our closest family or friends. If we were to be involved in an accident or were taken ill, the people attending us would have our mobile phone but wouldn't know who to call. Yes, there are hundreds of numbers stored but which one is the contact person in case of an emergency? Hence this 'ICE' (In Case of Emergency) Campaign.

The concept of 'ICE' is catching on quickly. It is a method of contact during emergency situations. As cell phones are carried by the majority of the population, all you need to do is store the number of a contact person or persons who should be contacted during emergency under the name 'ICE' (In Case Of Emergency).

The idea was thought up by a paramedic who found that when he went to the scenes of accidents, there were always mobile phones with patients, but they didn't know which number to call. He therefore thought that it would be a good idea if there was a nationally recognized name for this purpose. In an emergency situation, Emergency Service personnel and hospital Staff would be able to quickly contact the right person by simply dialling the number you have stored as 'ICE.' For more than one contact name simply enter ICE1, ICE2 and ICE3 etc. A great idea that will make a difference!

Let's spread the concept of ICE by storing an ICE number in our Mobile phones today! ICE will speak for you when you are not able to.

Zamzar online file converter

Have you ever wanted to convert files without the need to own and download specific software? The free Zamzar does an online conversion of

- * Document formats
- * Image formats
- * Music formats
- * Video formats
- * Compressed formats

You can access Zamzar at zamzar.com

I love my books

The book critic, Anatole Broyard, spoke for all possessive book lovers when he wrote in an essay about lending books: "The moment a book is lent I miss it. Each absent book alters those that remain on my shelf. The complexion of my library, the delicate gestalt, is spoilt. Until the book is returned, I feel like a parent waiting up in the small hours for a teenage son or daughter to come home from the dubious party. The most dangerous part of lending books lies in the returning. At such times, friendships hang by a thread. I look for agony or ecstasy, for tears, transfiguration, trembling hands, a broken voice — but what the borrower usually says is, "I enjoyed it." I enjoyed it — as if that were what books were for."

You will be amazed how promptly loaned books are returned if you place a copy of the above commentary inside the cover of books you loan. I have never lost a book since using this technique! (Ed).

Vista Search

From the Start menu in Windows Vista, you can find virtually anything on your PC with fast-as-you-can-type performance. To find a specific file, application, or Internet Favourite, you simply open the Start menu—or press the Windows key on the keyboard—and begin typing in the embedded Instant Search box. As you type, Windows Vista instantly searches file and application names, metadata, and the full text of all files, and it displays the search results organized by the type of asset—Programmes; Favourites/Internet History; Files, including documents and media; and Communications, including e-mail, events, tasks, and contacts. The new approach does away with much of the need to remember shortcuts. It also replaces the Run command (which is not loaded by default in Vista).

Free online PDF converter

You can convert these following formats into PDF online, for free:

-MS Word (DOC, RTF), MS PowerPoint (PPT), MS Publisher (PUB), MS Excel (XLS), HTML (MHT), Text (TXT), JPG , GIF, TIFF, BMP, PNG, EMF, WMF

Try it out at www.pdfonline.com

Lexophiles (Lovers of Words)

1. A bicycle can't stand alone; it is two tired.
2. A will is a dead giveaway.
3. Time flies like an arrow; fruit flies like a banana.
4. A backward poet writes inverse.
5. In a democracy it's your vote that counts; in feudalism, it's your Count that votes.
6. A chicken crossing the road: poultry in motion.
7. If you don't pay your exorcist you can get repossessed.
8. With her marriage she got a new name and a dress.
9. Show me a piano falling down a mine shaft and I'll show you A-flat miner.
10. When a clock is hungry it goes back four seconds.
11. The guy who fell onto an upholstery machine was fully recovered.
12. A grenade fell onto a kitchen floor in France resulted in Linoleum Blown apart.
13. You are stuck with your debt if you can't budge it.
14. Local Area Network in Australia : The LAN down under.
15. He broke into song because he couldn't find the key.
16. A calendar's days are numbered.
17. A lot of money is tainted: 'Taint yours, and 'taint mine.
18. A boiled egg is hard to beat.
19. He had a photographic memory which was never developed.
20. A plateau is a high form of flattery.
21. The short fortune teller who escaped from prison: a small medium at large.
22. Those who get too big for their britches will be exposed in the end.
23. When you've seen one shopping center you've seen a mall.
24. If you jump off a Paris bridge, you are in Seine.
25. When she saw her first strands of gray hair, she thought she'd dye.
26. Bakers trade bread recipes on a knead to know basis.
27. Santa's helpers are subordinate clauses.
28. Acupuncture: a jab well done.
29. Marathon runners with bad shoes suffer the agony of de feet.

SeniorNet Wellington Inc. acknowledges the generous support provided by:

- Actrix
- Wellington City Council
- Tertiary Education Commission
- Quay Computers

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>	