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New SIG (Special Interest Group)

A well attended *Writing for your Family* workshop indicated members would welcome further help in writing and publishing. A group of tutors, co-ordinated by John Nimmo, have now formed a *Writing & Publishing* SIG (Special Interest Group) to be the forum to present topics and help for members to develop these skills. Members are invited to enrol for the first *Writing & Publishing* SIG.

When: 16 July 2008, 1 pm - 3 pm.

Where: Meeting Room 2, Level 1 Anvil House.

Topic: Adding and Manipulating Images in Word.

To register, contact John Foden at john.foden@paradise.net.nz.

Note: numbers will be limited to 25 participants.

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. Would tutors please check that your students are signed up for this service; if not, tell them how.

NEW: SeniorNet Wellington web site

The SeniorNet Wellington web site has been upgraded. It now includes eg a diary of events, workshop notes, the application form, manuals we use, a news feed; an interactive Google map of our location (can also be used to locate any address you want and a map of the shortest way to get there). There is also a search and access to older newsletters. You can view the site at seniornetwgtn.blogspot.com.

YOUR COMMITTEE

Chairman	Keith Kenderdine	234 8551	kenderkb@xtra.co.nz
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Workshops	Geo Fairbairn	389 6529	g.fairbairn@xtra.co.nz
Public Relations	John Nimmo	476 8771	john.nimmo@xtra.co.nz
SeniorNet News	Franci Stapleton	972 1990	fes@paradise.net.nz

'Diary 30 July – 26 September 2008

July	30-04	Term 2 ends		02	Q&A	Open Day	
	07-11			09	COG	<i>NL Sent Out</i>	
	1-18		Digicam	16	Workshop	Tutor Clinic	
	21-25	Term 3 starts	Workshop	23	Exec.Cm, Q&A		
August	28-01			30	Q&A, Workshop		
	04-08			06	COG, Workshop		
	11-15			13	Workshop		
	18-22		Digicam	20	Exec.Cm, Q&A		
	25-29		Workshop	27			
September	01-05			03	Q&A, Workshop		
	08-12			10	COG	<i>NL Copy</i>	Term 3 ends
	1-19		Digicam	17			
	22-26			24	Exec.Cm, Q&A.	<i>NL Sent Out</i>	

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, July 2008.

In accepting the position of chairman of the management committee for the coming year I was very aware that I was again becoming part of an organisation that has a proud history of achievement over the past 16 years. It never ceases to amaze me that so many of our members are always willing to contribute to the success of the group. There seems to be someone who has been there and done that and is willing to pass on their experience for the common good. We only have to look at the interest groups and the workshops that are on offer to see how willingly their time is given.

Some will know that I have been involved with the management committee before in that I was the treasurer for about 4 years until 2006 and that I have been a tutor for a number of years. I understand that most of my pupils have survived the experience! Tutoring is a very satisfying way of passing on our knowledge to new members and I would encourage you to consider joining the ranks of tutors without whom we would not be able to provide the high level of service to our members.

To others amongst our members I am not so well known. Like many on the management committee I have been around computers for what seems like a long time. My first contact with them was in 1963 when the AMP Society installed an IBM 1401 computer on the 5th floor of their building in Customhouse Quay. It took a large crane to get it into the computer room. It probably had a memory capacity that would be **significantly smaller than today's average cell phone such has been the** pace of growth in computer technology.

I bought my first home computer in 1982. It was a Sinclair Spectrum, a beast with rubber keys that used a TV set as a monitor. My son and I would spend days typing in programmes which were published in magazines that were available at the time. We then spent many more days correcting all the mistakes we had made before we could get the programmes to run. All very frustrating! Of course, one to two of our newer members would say that the level of frustration with using a computer has not changed much.

Although our group has been going for some 16 years, which would infer that we will survive for many years to come, this will only be possible if we can continue to offer courses that are relevant to our members. **Derek Oldershaw's 2008 annual report showed that the number attending** our core courses is declining but that this decline has been offset by a growth in the attendance at interest groups and workshops. The management committee are always looking at developing new courses and we welcome any suggestions. In theory our newer members should be more au fait with computers than would be the older members and therefore have less need for the basic courses but I have found that it is one thing to be able to ring the help desk when we are at the office but it is another when faced with problems at home with no one to contact.

The work of obtaining financial support from the Tertiary Education Commission continues and we maintain cordial relationship with this organisation as well as with the Wellington City Council and we are grateful for the support of both of them.

In conclusion I would like to thank all those members involved in our very successful Open Day.

As a footnote I have been asked to remind you to turn off fans and/or heaters in classrooms when they are not in use for classes

Keith Kenderdine
Chairman

Course Management

Marion Ibbotson – Phone 388 8855 - places members in the 4 and 8 week courses, the top and middle block of the list in the application form.

Wyn Couper – Phone 478 7097 - Introduction to Computers, a 4 week course.

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.

Gerald Jones – Phone 976 8158 - 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 3, 2008 that starts in the week beginning Monday 21 July. 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 Gerald Jones – phone 976 8158, 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

Digital Camera

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

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

Other four week courses include: PowerPoint – introduction, PowerPoint – special effects, introduction to Microsoft paint

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.

I was always taught to respect my elders, but it keeps getting harder to find one.

Course Development

The Intermediate Word Processing course for Word 2007 is now available. Both Part A and Part B manuals for use with PowerPoint 2007 have now been written and will be trialed. A beginning has been made with Excel 2007.

Gus Porteners

Gus's Tips

Word

If you want to have your signature appearing as part of a document **then scan it, save it, and insert a copy of the signature's image in** Word.

If you are using Word 2003 or prior version put it as an AutoCorrect or AutoText entry. For Word 2007 save it as a Quick Parts/Building Block object.

Difficulties with highlighting all text in a text box? Just click somewhere on the text and use Ctrl+A.

OpenOffice writer

To get some dummy text type dt and press function key F3.

Communications

For a speed of downloading test try www.telecom.co.nz/speedmeter.

To zoom in or out in Internet Explorer 7 you can use Ctrl with + or Ctrl with - .

If voting changed anything they would make it illegal!

Musings from *'The Serviceman Who Tells'*

-Trevor King

tc.koenig@xtra.co.nz

Episode Thirty-six

Late last month I checked my voice mail after 54 days in USA. Roughly half the requests for assistance, when I contacted the caller, had been resolved by their recourse to the Help screen. That is both interesting and encouraging and prompts me to pass on some of our challenges.

Public Access to the Internet

At least in those parts of the United States we visited, Internet Cafes are noticeably less prevalent than in the past besides being inconveniently situated. For instance on Manhattan Island I saw them in the Barrio neighbourhoods where recently arrived American young persons seemed **to be using them for 'On-line' games.**

The other places were Federal Express Kinko depots, which require you to insert a credit card and leave it there for the duration of the session. It is like a blood test.

Other possibilities are public libraries, some of which want to see your library card, and have a waiting list that you may be permitted to enter.

Accommodation Internet Access

A few hotels and motels have a guest P C or two. Inevitably these seem to be hogged by persons with their Email address lists for doing interminable VOIP [phone calls].

BYO Computer and Hotel Private Networks

A traveller's portable computer is dual purpose; for instance, it provides employment for many bullies who I suspect can find no other employment. They are located at every airport and many railway stations.

After taking off your shoes, emptying all change out of pockets, disrobing coats, jackets as well as the hats used to cover bald heads, you have to dig the notebook P C out of whatever it is carried in. They then zap it with X-rays.

If you I D with a New Zealand passport, an all-over pat down is optional. For some reason Elizabeth seemed to be more favoured than myself. We learned to use driving licences for photo I D and the mauling stopped.

Logging On

Most hotels and Motels assume you carry a notebook computer amongst your luggage.

A private network facility, like a wash basin and a bed, is generally provided even in the most modest premises. Networks are usually Wireless and the access code is given to you on checking-in. Also most rooms have broadband outlets, use of which may, or maybe not, be included in the tariff.

How to Find a Good Notebook P C

This is not as simple as it seems since most machines are sold by mail order or from member only warehouses. There are vendors around Times Square in New York and we were advised to avoid them. Radio Shack outlets no longer sell computers. The Saturday/Sunday New York Times, which requires the services of a forklift truck to take home, had an advertisement for the opening of a Circuit City superstore adjacent to the Lincoln Centre.

We now have a Toshiba notebook at roughly two-thirds of the New Zealand price and this included the taxes. Whether we ever travel again, which was why it was purchased, is uncertain.

Surfin' the Web

Ever had trouble opening a file because your computer can't handle the format of the extension it was made in? You can download a Universal Viewer for free that will read a much greater range of file types from this site - uvviewsoft.com.

Let's begin with some sites for those of you who have VISTA operating system installed on your computer.....

There is good information available at this URL - tinyurl.com/yuaph5

Another place to pick up more tips is at - tinyurl.com/2pq2mg.

And here (including videos) - tinyurl.com/yrs2u9.

(If you want more, just "Google" for "Vista tutorials" and see what is on offer).

To de-mystify the use of Flash drives you'll get a clear explanation at tinyurl.com/5sqfrn (Highly recommended!).

If you are suffering from brain overload after ploughing through all the contacts I have given you above, you can simply idle away a little time and soothe your nerves at nikal.com. Just wiggle your mouse around on the screen)

Now let's finish with a nice relaxing game of Ten-Pin Bowls. You can see how good you are at - tinyurl.com/5er3ay. (**It's a good** idea to view the bowling alley using Full Screen mode, which you can get by pressing **F11 on your keyboard**. Turn it off again when you've finished by pressing F11 again).

Keep your eye on the ball till the next issue! jcook@paradise.net.nz

Welcome to new members

Noel	Caine	Carol	O'Leary
Cherry	Everest	Janne	Smith
Betty	Hamilton	Victor	Stairs
Sharon	Hay	James	Tait
Helen	Hollings	Rae	Tait
Shirley	Martin	Jesse	Taylor
Patricia	McDonnell	Peter	Tullett
Doreen	McEnaney	Ann	Vintiner
Margaret	McLennan	Ray	Vintiner
Francoise	Norrish		

Old version of Software

Sometimes the earlier versions of certain software work better than the newer versions. Often newer versions just have a prettier looking user interface without any change or improvement in functionality. In most cases, the newer versions turn out to be a resource hog and in the worst case, even buggy. In such situations, it makes sense to use an older version. oldversion.com and oldapps.com has a large collection old versions of popular software. The sites claim to have 2747 versions and 2388 versions, respectively, of 191 programs.

If you are looking for software that was initially free before going paid,

then 321download.com/LastFreeware/index.html is the site to head for. As the name suggests, this site has the last freeware version of the software before it became paid software. This is definitely worth a bookmark.

Shrink Pic

Shrink Pic - stops overloading your friends' inboxes with huge images.

This is one is for all my friends and family who despite my rantings to them about solutions to reduce photo size still keep on overflowing my inbox with oversize digital pictures (Zia).

Shrink Pic allows you to send dozens of photos as email attachments - quickly and with no effort at all! All you need to do is install Shrink Pic. It automatically detects when you're sending large photo files and compresses them in the background. There's no setup, no operating instructions, nothing, nada. Just send your photos normally and Shrink Pic takes care of shrinking them (**Pierre's** site).

Try Shrink Pic from onthegosoft.com/shrink_pic.htm

Power saving

Much of the information is conflicting. This is the 'best' advice we can provide from various sources.

If you have a relatively modern inkjet printer, your printer has been **designed to shut down to very low power usage if it hasn't been used for a while**. It does consume some energy to keep the printer running, but a **very modest amount**. **It won't hurt your printer if you power it down every night when you power down your computer**, as long as the printhead is parked either by entering power save mode or by pushing the power button on the printer. Our recommendation would be that you leave your printer powered on in normal usage conditions, and power it down if you will not use it for an extended period of time, on the order of a month or more. What you should not do is finish work on a project, print it out, and then immediately shut the printer down by killing the power to the printer. If you need to shut down right away, push the power button on the printer and it will prepare itself to shut down usually in less time than it takes for your PC to shut down. See tinyurl.com/5c4epx

Computers should be shut off when not used for long periods of time, such as overnight. When you're away from your computer, use the "sleep" or "energy-saver" mode. This will turn off the monitor, but your computer will not have to be restarted.

Even better would be to turn off the computer, monitor and peripherals using the surge protector - control strip. Some peripherals, such as modems - especially DSL and cable modems - draw power even if the computer is not using them.

Screen savers should be not used because they consume more electricity displaying graphics and moving images. And with modern monitors there is little chance that a screen will be "burned" and because they may actually impede the power-saving mode.

When looking to buy a new computer or monitor, look for the ENERGY STAR® label. An ENERGY STAR qualified computer uses 70 percent less electricity than computers without enabled power management features. (See tinyurl.com/6rstgz and tinyurl.com/6jpo4e).

Spam box check

Xtra (Yahoo) mail is putting legitimate messages in your spam box. We believe this is how they often treat bulk mail (like our 700 member mail outs). **We have contacted Yahoo to recognise us as a 'non-spammer.'** Meanwhile check your webmail spam box and mark legitimate messages as *Not Spam* in the action box.

BIBLE STORY

A little boy opened the big family Bible. He was fascinated as he fingered through the old pages. Suddenly, something fell out of the Bible. He picked up the object and looked at it. What he saw was an old leaf that had been pressed in between the pages. 'Mama, look what I found,' the boy called out. 'What have you got there, dear?' With astonishment in the young boy's voice, he answered, 'I think it's Adam's underwear!'

How to save paper when printing from Word

Wasting paper wastes money, and besides that, a document that ends up with only one or two lines on the last page doesn't look very pleasing. There are a number of ways you can squeeze a little more text onto the page to eliminate those "orphan" lines. You could, of course, use a slightly smaller font size. Or you could fiddle with the margin settings. But the easiest way is to let Word do it for you. Here's how in Office 2003 or 2007:

1. In Word 2003 (or 2007 with Classic Menu installed), click File/Print Preview. Or in Word 2007, click the Microsoft Office logo button, select Print and then Print Preview.
2. Click the Shrink to Fit or Shrink One Page button.
3. Word will automatically adjust text size and spacing.
4. If you don't like the results, press CTRL+Z to undo.

SeniorNet Wellington Inc. acknowledges the generous support provided by:

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

CyberSecurity course

A CyberSecurity course developed by SeniorNet through a sponsorship by AT&T. Below you will find materials for a self-paced four lesson course that describes security concerns related to your computer and the Internet and provides information on methods, tools and software you can use to protect against security threats.

Open or save a PowerPoint slide show, at tinyurl.com/6r9zxw, that outlines the course topics and provides an overview of cybersecurity concerns and solutions. After you open the slide show, use the right arrow (usually in the lower right section of your keyboard) to navigate to the next slide. Press the ESC key in the top left corner of your keyboard to end the slideshow.

Open or save a pdf document, at tinyurl.com/6r9zxw, with information about security issues and step-by-step help to protect your computer.

MORE Free Online PDF Converters!

Do you need to convert a Word or text document to PDF and you don't have any software to do it? Well, you can do that online for free. Here I have reviewed 7 online services that allow you to convert documents of various formats to PDF for free. Of course, *Google Docs* at tinyurl.com/5onz28 and *Zoho Writer* at tinyurl.com/yqzne4 provide this service for free too but you need to register to use their services. The following online **services however, don't** require any kind of registration which comes very handy when you need to do a quick conversion. Some of these services even allow advanced features like watermark and encryption.

1. *Free PDF converter* (www.freepdfconvert.com): Upload the word file or document to convert or specify the URL from where to download the file and it will convert it and send it to you by email. It supports commonly used files like Microsoft Office, Open Office, graphic images, vector graphic etc.
 2. *Kinati 2PDF* (k2pdf.com/convert.html): This works just like the other two and sends you the converted file by email. Kinati also provides extra features such as encryption and password protection and accepts document up to 15 MB.
 3. *Primo PDF* (online.primopdf.com/Default.aspx): Another very good online converter service. Converted files are sent via email. Primo PDF is also available as software to download to your computer.
 4. *ExpressPDF* (expresspdf.com): ExpressPDF is an online service that lets you convert your Microsoft Office documents to PDF. This service can also convert Web pages to PDF. The maximum size for uploaded files is 20 MB.
- With so many services available for free, you'll never need to install any software for PDF conversion.

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: seniornetwgtn.blogspot.com 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>	