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SeniorNet Wellington web site

As noted in the last newsletter, the SeniorNet Wellington web site has been upgraded. Monitoring of the site shows there is a good interest by members. The site includes e.g. a discussion space, a diary of events, past workshop notes, the application form, manuals we use, a news feed, forthcoming workshops, access to older newsletters and 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 site search button. At times a poll will be included to determine members' interests. We have recently added *Feedblitz* to the top left of the site. If you enter your email address in the *Feedblitz* space you will be notified automatically of any new events or notices. You can view the site at seniornetwgtn.blogspot.com.

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 (unless of course you have used the FeedBlitz link above!). 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.

Age Concern Survey

An Age Concern survey found 85 per cent of older people sometimes have difficulty understanding written instructions, either because they are overly complicated or not written in plain language, or the document is poorly designed. Because older people are embarrassed to ask for help, if they can't understand something they tend to ignore it, even if it requires a response. If you have this problem at SeniorNet – tell us!

Surplus Floppy Disks are available for \$5 for 10 from John Cook.

YOUR COMMITTEE

| | | | |
|-------------------|------------------|----------|-------------------------------|
| Chairman | Keith Kenderdine | 234 8551 | kenderkb@xtra.co.nz |
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| SeniorNet News | Franci Stapleton | 972 1990 | fes@paradise.net.nz |

'Diary 1 September – 12 December 2008

| MONTH | DATES | MONDAY | TUESDAY | Wed | WEDNESDAY | THURSDAY | FRIDAY |
|------------------|---------|----------------------|---------|-----|-------------------|-----------------|--------------------|
| SEPTEMBER | 01 - 05 | | | 03 | Q & A, /Workshop | | |
| | 08 - 12 | | | 10 | COG | <i>N/L Copy</i> | Term 3 ends |
| | 15 - 19 | | Digicam | 17 | | | |
| | 22 - 26 | | | 24 | Exec.Com, COMG. | <i>N/L Sent</i> | |
| OCTOBER | 29 - 03 | | | 01 | Q & A | Tutor Clinic | |
| | 06 - 10 | Term 4 starts | | 08 | COG | | |
| | 13 - 17 | | | 15 | Digicam | | |
| | 20 - 24 | | | 22 | Exec.Com, COMG | | |
| NOVEMBER | 27 - 31 | Labour Day | | 29 | | | |
| | 03 - 07 | | | 05 | Q & A | | |
| | 10 - 16 | | | 12 | COG | | |
| | 17 - 21 | | Digicam | 19 | Exec.Cmttee, COMG | | |
| | 24 - 28 | | | 26 | | | |
| DECEMBER | 01 - 05 | Term 4 ends | | 03 | Q & A | Tutor Clinic | |
| | 08 - 12 | | | 10 | COG | | |

| | | |
|------------------|----------------------------|------------------------|
| 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 or tba |

Newsletter: 1 issue per term (4 per year) Posted 2 weeks before each term.

* Include membership card or subs reminder with AGM papers

Workshops & Digicam: If there is a clash of bookings it will be necessary to book the Senior's Room from WCC

Message from the Chairman, September 2008.

I, together with Derek Oldershaw, Alan Royal and Keith Rumens, recently **had the pleasure of attending the Adult Learners' Week awards ceremony** organised by Adult Continuing Education (ACE) and witnessing two of our members receiving awards as Exceptional Adult Educators. Gus Porteners and Jack Hazlett were very worthy recipients of these awards and we can be proud as a group to have people such as these two who have given so much. The Executive Committee nominated Gus and Jack without telling them which was fine until we learned that they had won and I had to ring and tell them before they received official notification. Both men felt very honoured to have been nominated but also felt that there were many others within our group who were at least as worthy of the awards if not more so. Of course the Committee did not agree.

Because I was heading to the same function I was able to give Gus and his wife Patricia a ride into Wellington. On the way in Gus and I reminisced about the cars we had driven over the years and I suppose because it was a wet night, the way the cars of yesteryear had vacuum driven wipers which slowed down as you either accelerated or went up a hill, hardly a safety feature. Gus remarked that you needed to know a bit about computers merely to drive the modern car as there were so many options available in the way of controlling what the car did from switching lights on and off automatically to the radio adjusting its volume if it detected increased road noise. For once I had to admit that I had **actually read the car manual something that I don't normally do with** computer programs until such time as something stops working and then I might seek help. Probably a male thing like asking for directions!

Since the last newsletter we have held a successful open day at the centre within a number of new members joining us. I am sure that their learning experience will be most rewarding for them and some will consider becoming tutors and pass on their knowledge to others. We have also started a series of workshops which are proving to be particularly popular to the extent that additional sessions on the same subject will have to be scheduled. These workshops are made possible through the generous donation of time by our members. Despite the popularity of the current workshops, there is always room for workshops on subjects that are of interest for members and you need to make your interest known to John Nimmo, who together with George Fairbairn, coordinates them.

We have also implemented a new web site and this is now where you should go to keep up to date with the goings on within our group. Alan

Royal has been working hard to make sure that it is of the highest standard. The Waikato University School of Management have a project to investigate the social and economic impacts of Information and Communication Technologies. They now want to use our site as a model example for non profit organisations.

Earlier, I mentioned that Gus and Jack were honoured by ACE but some members may not be aware that at the AGM of our group held in June we awarded Life Membership to John Cook, David Dobson and John Nimmo in recognition of their considerable past and continuing services to SeniorNet Wellington. They join a total of 9 members honoured in this way.

Our SeniorNet News editor, Franci Stapleton, has now returned to her home following a short time in hospital and our best wishes go the Franci for a speedy full recovery. Alan Royal is Officer-In-Charge of the SeniorNet News meantime.

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 4, 2008 that starts in the week beginning Monday 6 October. 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

Power Point - Introduction

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

Power Point - Special Effects

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

to incorporate a presentation into a stand- alone executable file. Courses are now available with the 2003 and 2007 version of PowerPoint.

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. This course is available for XP and Vista.

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.

One and Two Week Courses

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 recommended.

Greeting Cards

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

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.

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 Microsoft Office 2007 – Excel manual has had its pre-trial and will get its final trial with a full class in next term. In the meantime, the draft for Word 2007 – Advanced Word Processing has been completed and trials will start soon. Word 2007 has many improved facilities compared with Word 2003, particularly with merging mail. The free OpenOffice.org suite of programmes' **version 3 will be** released in October and I shall be looking into what it has to offer as **alternatives to Microsoft's programmes**.

Gus Porteners

Gus's Tips

Auto-hide the taskbar

Widescreen monitors seem to become the standard nowadays but many programmes have not yet made provisions for showing their display windows in this format. The result is that the bottom part of these windows, which often contain the control buttons OK, Cancel, etc, do not show. To alleviate this problem to some extent it pays to have the task bar in auto-hide mode. If you have Vista installed:

- Right-click a vacant space on the desktop and select Personalise.
- At the bottom of the left panel, under See also, click Taskbar and Start Menu.
- In the dialogue box mark Auto-hide the taskbar and click OK.
Any time you want to see or use the hidden taskbar get the pointer to touch or cross the bottom edge of the screen.

Arrange open windows.

In Vista, double-click the wheel of the mouse and all open windows are shown next to each other.

Microsoft Office 2007

When in any of Office 2007 programs you use Open or Save As, either dialogue box shows in its left panel a number of favourite links for easy navigation. If you often use a particular folder you can add it to the favourite links by copying a shortcut in C:\User\\links. It is a real time saver.

A synonym is a word you use if you can't spell the other one.

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 PC 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.

Arab Proverb

He that knows not, and knows not that he knows not is a fool. Shun him
He that knows not, and knows that he knows not is a pupil. Teach him.
He that knows, and knows not that he knows is asleep. Wake him.
He that knows, and knows that he knows is a teacher. Follow him.

Surfin' the Web

This is really amazing, there's no doubt about it, animals may be smarter than we think! If you have a broadband connection this site is worth a look - uk.youtube.com/watch?v=LHoyB81LnE.

So you think you're still a smart driver, even though you're not as good as you used to be! Well take the simple test at the URL below. It comes out of the U.S.A., where they drive on the right hand side of the road, but you can easily transpose the questions to apply to the left hand side as you go through the questions at tinyurl.com/6gsowe.

Even a Pro. golfer can relax and enjoy a round of Mini-Golf putting practise on the course you will discover here tinyurl.com/6wlq5! No cheating on the scoring please.

Did your parents ever tell you not to play with matches? I'll bet they did, and if you go to this URL - tinyurl.com/5bz8tq - be careful not to set fire to the edge of your screen!

Free tools to keep your software up-to-date. I have visited the site but **haven't actually tried out any of the programmes listed. However, they**

may well be useful to some readers of this newsletter and I am providing the URL for you to make your own judgement on their value. (If anyone makes use of these tools I would be pleased to receive a report on their pros and cons.) You will find them at tinyurl.com/6qsas4.

Now for the Grand Finale, try the logic game at tinyurl.com/462lqh. The solution is available on request, but only to those who can provide proof that they are truly unable to work it out for themselves and their grandchildren are also unwilling to assist them !!

Good luck! jcook@paradise.net.nz

In the business world an executive knows something about everything, a technician knows everything about something - and the switchboard operator knows everything - Harold Coffin

Linux operating system SIG

Contact Gerald Jones at 976 8158 if you are interested in the above.

Welcome to new members

| | | | | | |
|----------|--------------|-----------|--------------|--------------|-----------|
| Janne | Smith | Roger | Manthel | Bernadine | Pool |
| Richard | Barnes | Beverly | McClure | Vivienne | Spanjaard |
| Lyn | Black | Violet | McIntosh | Daphne | Tse |
| Alison | Fanselow | Elizabeth | McMillan | Norma | Burrowes |
| June | Latham | Lotti | Napp | Mere | Chater |
| Pamela | Sharp | Jean | Newdick | Judy | Christian |
| Marten | Young | Marie | O'Connor | Ron | Christian |
| John | Anderson | Lesley | Pollock | Nolene | Douglas |
| Aloysius | Bastampillai | Catherine | Raizis | Margaret-Ann | McNish |
| Keith | Brooking | John | Sayers | Phillippa | Sarfati |
| Jill | Campbell | Alison | Scott | Margaret | Wards |
| Beverley | Dawe | Robyn | Skrzynski | Joy | Weitekamp |
| Ian | Dawe | George | Smith | Robert | Hay |
| Irene | Fagan | Mavis | Smith | Anne | McNickle |
| Janey | Grocott | Christina | Spiers | Ruth | Roth |
| Milton | Hollard | Julie | Ward | Wendy | Baker |
| Barbara | Jackson | Richard | Ward | Enid | Haslam |
| Garry | Jackson | David | Wolstenholme | Sue | Charles |
| Frances | John | Rozalyn | Alice | Maureen | Burns |
| Bernard | Lynch | George | Weitkamp | Teodoro | Helbano |
| Ian | MacGregor | Jennifer | Withers | | |
| Kay | MacGregor | Ray | Little | | |

Revo Uninstaller

Revo Uninstaller - revouninstaller.com – is (1.5 MB) freeware that helps you to uninstall and remove unwanted programmes installed on your computer even if you have problems uninstalling and cannot uninstall them from Windows *Add or Remove Programs*.

Revo Uninstaller is a much faster and more powerful alternative to Windows *Add or Remove Programs* and creates a restore point before removing a programme.

The programme analyzes an application's data before uninstall and scans after you uninstall an application. After the program's regular uninstaller runs, you can remove additional unnecessary files, folders and registry keys that are usually left over on your computer. Even if you have a broken installation, *Revo Uninstaller* scans for an application's data on your hard disk drives and in the Windows registry and shows all found files, folders and registry keys so you can delete them.

With its unique *Hunter mode*, *Revo Uninstaller* offers you some simple, easy to use, but effective and powerful approaches to manage (uninstall, stop, delete, disable from auto starting) and to get information about your installed and/or running programs.

Supporters

SeniorNet Wellington Inc. acknowledges the generous support provided by:

- *Actrix*
- *Wellington City Council*
- *Tertiary Education Commission*
- *Quay Computers*
- *Capital Books*
- *Computer Consumables*
- *Dick Smith Electronics*

* *History will be kind to me, for I intend to write it.*

* *In war it does not matter who is right, but who is left.*

* *The biggest argument against democracy is a five minute discussion with the average voter.*

* *We are all worms, but I do believe I am a glowworm.*

Churchill

Find and install printer drivers Windows Vista

Some older printers have trouble connecting to Vista machines. If you run into problems while installing a printer with Vista, or if you've added a printer but are unable to use it, you might need to install or update the printer driver so that it is compatible with the printer you're running.

Some drivers ship with Windows, are available through Windows Update, or are saved to your computer through the hardware installation process and are ready to install. In other cases, you'll need to install drivers using a CD or DVD provided by the printer manufacturer. To install these drivers, follow the steps for using the Control Panel Printers folder. If the driver you need is not already stored on your computer or if you don't have a CD or DVD, try searching the printer manufacturer's website to see if you can download and install it from there.

To install or update printer drivers using the Printers folder

1. Open Printers by clicking the Start button Picture of the Start button, clicking Control Panel, clicking Hardware and Sound, and then clicking Printers.
2. Right-click the printer for which you need a new driver, click Run as administrator, and then click Properties. Administrator permission if required. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
3. Click the Advanced tab.
4. Click New Driver, and then complete the steps in the Add Printer Driver Wizard.

Great Senior Moment!

A very self-important college freshman was attending a recent football game. He took it upon himself to explain to a senior citizen sitting next to him why it was impossible for the older generation to understand his generation.

'You grew up in a different world, actually an almost primitive one,' the student said, loud enough for many of those nearby to hear. 'The young people of today grew up with television, jet planes, space travel, man walking on the moon, our spaceships have visited Mars. We have nuclear energy, electric and hydrogen cars, computers with light-speed processing, and....,' pausing to take another drink of beer.

The Senior took advantage of the break in the student's litany and said, 'You're right, son. We didn't have those things when we were young.....so we invented them.

Now, you arrogant little s...head, what are you doing for the next generation?'

The applause was deafening.

Podcast 101

What is a Podcast?

Podcasts are audio files, such as radio programmes, that can be downloaded to your computer, iPod, MP3 player or other portable media device. Podcasts are distributed via the internet using RSS feeds. By using Podcast software (such as Apple iTunes) you can subscribe to a Podcast and have new episodes downloaded as soon as they come available.

Unlike 'streaming' audio, such as Internet radio stations, where you are listen 'live', Podcasts can be downloaded so you can listen to the shows whenever you want.

Unlike conventional downloading, you don't have to visit lots of different websites to get a variety of content. In your Podcast software you can subscribe to an unlimited number of podcasts and always have the latest episodes whenever they become available.

The great thing about Podcasts is that you can listen to what you want, when you want, where you want.

A list of New Zealand podcasts can be found at <http://podcastnz.com>.

More detail can be found at <http://en.wikipedia.org/wiki/Podcast>.

Vacation is what you take when you can no longer take what you've been taking. - Earl Wilson

No man needs a vacation so much as the man who has just had one. - Elbert Hubbard

Connection problems- Get back on the 'Net

Windows XP and Windows Vista

Here are some tips you can try if you experience problems with your cable or DSL connection. Connection problems can be really hard to troubleshoot. And sometimes your connection may quit for no apparent reason. This can be frustrating, especially if you're not sure what to do when it happens.

First, make sure your ISP is not having problems. Cable and DSL modems have a connection light that is on and not flashing when a connection is available. If you don't see a steady connection light, call your ISP to make sure that the problem isn't with your ISP. If your modem indicates a connection is available but you cannot get on the Internet, here are some safe and easy tips if you experience problems with your broadband connections that we've used over time and will help you get back on the Internet fast.

1. Try automated repair. Just right-click on the problem connection in the Network Connections folder and choose Repair.

2. Re-set your router: If you have a home network, the problem may lie with the router or in the connection between the router and your broadband provider. Follow the directions for resetting the router. Most always you can reset your router by unplugging the power cord, leaving the router off for at least one minute, then turning it back on. Routers vary though, so be sure to check your manual.

3. Re-set your cable DSL modem: If you have a broadband connection, the problem may be with the IP address assignment by your ISP. Turn off your cable or DSL modem by unplugging the power cord and leave it powered off for at least three minutes. Plug in the power cord and wait until the modem has cycled through its test cycle. Hopefully, you'll find that **you're** back on the Internet.

4. Power Cycling: First shut down your computer, then unplug the power to your cable modem, and then unplug the power cord from your router. Wait at least three minutes, then plug the power cord back into your modem and wait for the test cycle to complete. Now power-up the router and wait for its test cycle to complete. Finally, boot up your computer. You should be back on the 'Net now.

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> | |