

SeniorNet

Eastern Bays Inc



April 2008

Rooms: 106 West Tamaki Rd

Phone: 578 0994

www.sneb.org.nz

Who's Who

Chairman	Eddie Hagen	528-0332
Treasurer	Rick Scott	521-5150
Course Manager	Doreen Kee	575-6569
Member database	Margaret Bates	528-6355

Getting in touch

If you have a query relating to SeniorNet the quickest and easiest way to get an answer is to ring the SeniorNet rooms (ph 578-0994) and leave a message on the voicemail. The mailbox is monitored very regularly by a committee member who will pass on your query to the person best able to help you. You will receive information about all other activities very quickly using the voicemail box.

From the Chair

It is recognised that when many members have learnt the basics of writing a document, and emailing, their interest in things computer wanes. This is understandable because a computer's prime function is as a tool. But, let's face it, in our senior years we look to do things that are entertaining, challenging and exciting --- well, some of the time, anyway. The computer can be a source of these things, in spite of the problems it presents to us. Attend our free Question & Answer and Camera & Photo Discussion Groups and see how interesting solving computer or digital photo problems can be. Would you like to enhance your photographs so that they look more professional or even make the subjects look more appealing? John Richards runs a course on Photo-editing. Find the details overleaf.

The committee and tutors are about to make the timetable for classes more orderly so that members can predict with some certainty when they can attend the new, and less new, classes that will compose our class and course list. Besides our usual courses there will be classes or short courses on things like Making Calendars, Making Stick-on Note pads, making Greeting Cards, How to manipulate a table (adding columns, adding rows, altering column size, colouring, tabulating), creating a newsletter and some subjects that you ask for.

If any members have a skill in anything to do with computers and feel that it might be fun to try sharing their knowledge, let me know. Come on. We learn best by trying to teach (just think how well you tie your shoelaces after teaching your children to do it). We will foster our new tutors more in the future than our present very good tutors have been fostered in the past. Why not join this elite band? They'll help you to get started.

From time to time we become aware that we have members who have an email address but do not notify us of it. Also, some of the email addresses that we have been given return the emails as "Address not known." Thus those members are excluded from much of the communication that we endeavour to conduct with our members. If you have not been receiving the newsletter by email, each month, or other email notices please send an email to me at pated@actrix.co.nz and I'll put you on the email list and we can start talking to each other.

Eddie

Discussion Groups at the Club Rooms All Welcome No Charge

Please feel free to bring along your queries. We may not be able to answer them all, but we will do our best to find a solution

Photo and Camera Discussion Group

John Richards, 2-4pm Monday April 21st

John Richards 2-4 pm Monday May 19th

Question and answer group Discussion Group

Eddie Hagen, 1.30 – 3.30 Monday April 07

Eddie Hagen 1.30 – 3.30 Monday May 05

Monthly Meeting

16th April 10 – 11am

100 St Heliers Bay Road
St Heliers Church &
Community Centre

Speaker TBA

Course Schedule for April May 2008

Computer Awareness Windows XP

Six 2-hour classes for \$30

Ross Smith, 2-4 Thu, Apr 17, 24, May 01, 08, 15, 22

This course is especially designed for those who are new to computing or who have little experience with computers. It is intended to introduce you to the basic computer skills and to some simple Word Processing. It covers Windows 95, 98, ME and XP users.

Photo and Image Editing

Six 2-hour classes for \$30

John Richards, 2-4 Wed/Fri, Apr 02, 04, 09, 11, 16, 18
Full

An introduction to photo-editing and enhancing.

Scanning

Five 2-hour classes for \$30

Sue La Roche, 10-12 (Full) Tue/Wed/Thu/Fri, Apr 15, 29, 30, May 01, 02

The course is an introduction to scanning for photocopying, processing photographs and optical character recognition - converting printed paper text into digital form, such as MS Word documents.

Genealogy Refresher session

One 2-hour class for Free

Neville Salisbury, 2-4 Thu, Apr 10

A general refresher and Q & A session to get you back on track with your family history project.

Special Workshop

One 3-hour class for Free

Graham McLeod, 9-12 Wed, Apr 23

Digital Photos on the Loose" -- a Digital Photography workshop

Vista Refresher

Two 2-hour classes for \$10

Sue La Roche, 2-4 Tue, Apr 15, 29

Two Q & A sessions for those who would like further tuition on any aspect of the Vista operating system

Word Processing Revision

Two 2-hour classes for \$10

Annette Bierre, 2-4 Tue/Thu, Apr 08, 10

This is a short course revising the "Microsoft Word" skills learned in the Introductory and Intermediate Computer Skills courses.

The following courses to be scheduled as needed

Camera Selection

One 2-hour class for \$7

A seminar on how to select a camera in terms of specifications, reliability pricing and other important factors.

Computer Awareness Windows Vista

Six 2-hour classes for \$30

This course is especially designed for those who are new to computing or who have little experience with computers. It is intended to introduce you to the basic skills required and basic Word Processing using the "Wordpad" program that comes with Windows Vista.

Computer Maintenance and Security

Six 2-hour classes for \$30

This course teaches you how to run your computer better, faster, safer and more securely. The course does not involve working on the hardware. Software programs built into the Windows system are used.

Email

Six 2-hour classes for \$30

This course is designed to help people with a basic knowledge of common computer procedures to use e-mail with the program Outlook Express.

Email Revision

Two 2-hour classes for \$10

Students may join this class to practice revision of email routines.

Excel

Seven 2-hour classes for \$30

This course is intended to give the student an understanding of the basic skills required to create, edit, save and print spreadsheets using the MS Excel program which is in wide use in the commercial sector.

Files Management for Windows XP

Five 2-hour classes for \$25

This course covers the WindowsXP folder structure and management of files using the Microsoft file management programme called Windows Explorer.

Files Management for Windows Vista

Seven 2-hour classes for \$30

This course covers the Windows Vista folder structure and management of files using the Microsoft file management programme called Windows Explorer.

Genealogy

Two 2-hour classes for \$20

An introductory course of two classes and two field trips, in a subject much sought after by grey-headed students.

Internet

Six 2-hour classes for \$30

An introduction to the World Wide Web. This course, based on Internet Explorer, explains the Internet and the use of search engines.

PowerPoint

Four 2-hour classes for \$20

Learn to use Powerpoint to design attention-grabbing presentations

Publisher 2003

Six 2-hour classes for \$30

A course based on Publisher 2003 covering various aspects of creative computing.

TradeMe

Two 2-hour classes for \$10

Learn how to navigate around the TradeMe web-site, the procedures for registration, buying and selling.

Word Processing

Six 2-hour classes for \$30

This course takes the student further into the powerful program Microsoft Word following on from the Introductory Computer Skills course. It does not, however, purport to cover all aspects of the MS Word program.

NOTE in Course Schedule

- **Special Workshop with Graham McLeod**
- **Genealogy Refresher Session with Neville Salisbury**

Speaker for April Meeting

Have you ever flown an aircraft?

Have you ever tried flying one using the Flight Simulator computer program? How many times did you crash?

The speaker at our April meeting is to be Howard Annan from SeniorNet Warkworth. Howard will be demonstrating Flight Simulator which he presents in an entertaining way. Come along and enjoy with Howard.

As you can see on the announcement of our meeting, on the front page, we missed announcing Howard in the mailed version of this Newsletter. Tell any members you meet in case they do not receive this email version.

Questions & Answers

From random Q & A Discussion Group sessions

- Q. When I just want to enter a competition on line I am asked for my password. I have been told many times not to give my password. What should I do?*
- A. The password asked for is the password which you create and use for that site and is NOT the password you use for your ISP or Internet Banking. It requires keeping a number of passwords, all different.
- Q. When I only want to browse Trademe it asks for a password. Which password does it want?*
- A. When browsing the items for sale it is not necessary to Login using a password. Just ignore the Login box and password and continue to browse. If you wish to trade it is necessary to register (there is provision for this) and the password you create for this is the one they ask for when you Login.
- Q. Please explain the Backup procedure for when I want to Backup my files on my computer.*
- A. In XP if wanting to Backup all of the files in "My Documents" folder to CD's or DVD be aware of the capacity of the disk(s), usually about 650 or 700 Megabytes (10 times as much for DVD's). Open My Computer, highlight a number of folders by holding down Ctrl key on the keyboard and clicking with the mouse pointer on the folders one after the other then click on File/Properties. The number of files will be shown, the size and the size on disk. This is the size to note. If less than the capacity of the disk then continue adding more folders by holding down Ctrl and clicking with the mouse pointer. If more than the capacity of the disk then remove folders by holding down Ctrl and clicking on the folders to un-highlight them.
- When the appropriate number of folders have been selected click on "Copy the selected items" in the left-hand Task Pane. The Copy Items dialogue box opens and select from it the CD or DVD drive and click the Copy button in the dialogue box.
- The folders will be copied to a temporary folder and a balloon will appear at the bottom of the screen with the words "You have files waiting to be written to the CD; to see the files click this balloon. It means what it says, Click the middle of this balloon, NOT the small close cross in the top right of the balloon.

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If satisfactory put a CD in the CD drive and click on Write these files to CD in the left-hand Task Pane. The burning of the CD will begin.

More and more people are purchasing an external hard drive with the capacity to Backup their whole hard drive several times over. For these follow the instructions that came with the external hard drive.

- Q. *When I try to open an attachment on an email, in Outlook Express it will not open. How can I read the attachment?*
- A. Often Outlook Express has the "Do not allow attachments to be saved or opened that may potentially be a virus." Any attachment may potentially be a virus but if your Anti-virus program is up to date it should stop any virus. In Outlook Express click on Tools in the Menu Bar/Options then the Security Tab at the top of the Options dialogue box. To un-tick the box beside "Do not allow attachments to be saved or opened that may potentially be a virus" click on it. Attachments should then be able to be saved by clicking on File/Save Attachments. To read attachments directly from the email double click on them.

Disclaimer

Some of our club members who have specialized computer knowledge voluntarily give help to those with computer problems and also give advice about purchasing computers etc. It is essential that SeniorNet members are aware that such help and advice imposes no responsibility or liability on those members who provide such help and assistance or on SeniorNet Eastern Bays