

SeniorNet

Eastern Bays Inc



August 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

Welcome to all new members. You have joined a thriving organisation albeit still in need of improvement.

Annette Bierre has restarted the Greeting Cards Workshops Using Publisher 2003, the 2nd of which is to be held on Friday 8th August, at our rooms at 106 West Tamaki Road. These workshops are free so if you wish to enjoy talking about creating Greeting Cards and pick up tips for making your own come along at 9.30 am until 12 noon. Bring samples of any cards you have made if you wish.

Lourens Pentz, our technician, has given us a brand new Epson Picture Mate colour printer which prints 6" x 4" photos without needing to be connected to a computer. We are raffling this off to members at \$2 for one ticket or \$5 for 3 tickets. Tickets will be available at each of our monthly meetings until November when the winner will be drawn. The tickets will also be available from the tutors at our rooms. Don't forget to put your name & 'phone number on the butt of the ticket.

I often have members who tell me, apologetically, that they are not "computer minded." These members have no reason to be apologetic. It takes many years of computer use to acquire the knowledge that makes one "computer minded." In my case, it took about 25 years of using computers for Word Processing, Technical Drawing, Project Management, databases, spreadsheets and any program that I could put onto my, or the company's, computer of the time. So, just as playing a good game of tennis or knitting an attractive sweater take a lot of practice, becoming at ease with and using computers well takes a lot of practice and experience. It may surprise some that computers were developed to do some of the things that the human brain does so extraordinarily well --- but with greater speed and less human effort. Thus, computers are really tools to do better and faster what we are really so very clever at doing without them. Learning them is a matter of learning something about them, like the things we learn in SeniorNet's Computer Awareness classes, practicing those things until we know them well and then adding something new to our knowledge and then practicing that so that our knowledge and skills grow.

Accept the challenges and enjoy.

Eddie

From Dr John Richards

Regarding our RAFFLE

Are you tired of having to set up your computer every time you want to enjoy your photographs?

Lorenz, who many of you will know as the person who so ably keeps the SeniorNet computers in order, has very kindly given the club an *Epson Picturemate Personal Photo-printer* which it has been decided we will raffle. I have not used such a printer, but have studied the specifications and the reports of users.

This appears to be an ideal printer for the person who is looking for an economical way to print out their photos for keeping in an album. Printouts are all of one size - the standard 4x6inch which is the size most albums are designed to accept.

The printer can be used either with a USB connection to a PC, or simply by inserting a memory card into one of the slots provided, thus by-passing the computer altogether.

This is obviously ideal for those who have trouble down-loading photos onto their printers. Virtually every memory card is accepted. The photos are claimed to be fade resistant, of faithful colour and the definition is extremely high at 5760x1440 dots per inch.

Apparently it is not uncommon for owners to take the printer to functions, take photos and then print them out on the spot for sale or as gifts.

The advertisements say that this is the number one seller among small printers.

Buy some raffle tickets and be in to win this fine printer and treat yourself

Course Schedule for May - June 2008

Computer Awareness Windows Vista

Six 2-hour classes for \$30

Sue La Roche, 2-4 (Full) Tue/Fri/Thu/Mon, Jul 29, Aug 01, 05, 07, 22, 25

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 Awareness Windows XP

Six 2-hour classes for \$30

Judy Iggo, 10-12 Tue/Fri, Jul 25, 29, Aug 01, 05, 12

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 to Word Processing using the "Microsoft Word" program. It covers Windows 95, 98, ME and XP users.

Greeting Cards Workshop

One 3-hour class for Free

Annette Bierre, 9-12 Fri, Aug 08

This workshop is an extension of the MS Publisher course and is intended for those members interested in making Greeting Cards and creating other items on their computer.

Internet

Six 2-hour classes for \$30

Annette Bierre, 2-4 Tue/Thu, Aug 19, 21, 26, 28, Sep 04, 09

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

Making Videos with Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 Mon, Oct 20, 27, Nov 03, 10, 17, 24

This course uses Movie Maker version 6 which comes with Vista.

TradeMe

Two 2-hour classes for \$10

Annette Bierre, 2-4 Tue/Thu, Aug 12, 14

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

Word Processing Workshop

Two 2-hour classes for \$10

Liz Watson, 10-12 Tue/Thu, Jul 29, 31

Would you like to brush up on Word Art, Clip Art and some of the features on the Drawing? Would you like to know how to create a Template and put Headers and Footers in your documents?

The following courses to be scheduled as needed

Camera Selection

Computer Maintenance and Security

Email Revision

Excel

Files Management for Windows XP and Vista

Genealogy and Genealogy Refresher

Photo and Image Editing

PowerPoint

Publisher 2003

Scanning

Monthly Meeting 20th August 10 – 11am

100 St Heliers Bay Road
St Heliers Church & Community Centre

Speaker Mr Rod McNeil Manager of
Meadowbank Barfoot & Thompson

Subject: A summary of the Market with a
modicum of Objectivity and How
will it affect Me

Discussion Groups at the Club Rooms

All Welcome No Charge

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

Usually every 3rd Monday in the month

John Richards, 2-4pm Monday August 18th
2-4pm Monday Sept 15th
2-4pm Monday Oct 20th

Question and answer group

Usually every 1st Monday in the month

Eddie Hagen 1.30 – 3.30 Monday Sept 1st
Eddie Hagen 1.30 – 3.30 Monday Oct 6th

Special Notice

Be sure to read the Special Notice on the Notice Board at our rooms regarding a wonderful offer to SeniorNet

Members from the New Zealand Symphony Orchestra

\$30.00 A Reserve seats (normal price \$150.00)

Bookings close 11th August

Tips, Questions and Answers



Tip. Too many emails stored in the Inbox, Sent Items, Deleted Items and other folders in Outlook Express, in time will cause Outlook Express to slow down.

To avoid this and to make it easier to back-up the email folders when backing up the other folders in My Documents, or Documents in Vista, create a folder in My Documents called Emails. To do this, in My Computer open My Documents and click on File in the menu bar. Hover over New and click on Folder. Type in the name for the new folder, e.g. Emails, and then press Enter (as always).

Then open Outlook Express;

Click on Tools, in the menu bar, and then Maintenance;

Click on the Store Folder button. This will show the location of the present store folder.

Click on the Change button;

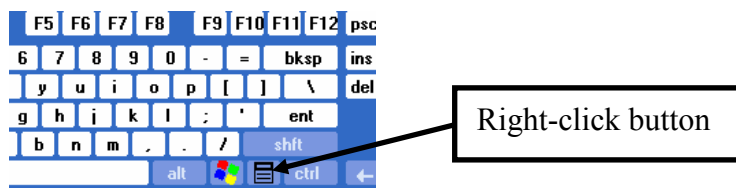
Select the new folder created in My Documents and click on the OK button.

Now, all emails should automatically be stored in the new folder.

The files are still viewed in the same way that they were by opening Outlook Express and they still appear in the folders there as if you had not decided to store them in another folder.

Q. On my computer keyboard, next to the Ctrl key on the right, I have a key with a square. What does that key do?

A. When pressed the key performs the same function as Right-clicking on the mouse. In other words, in an open program, or desktop, a drop-down menu appears with various options.



It looks like this:

Q. Sometimes when I am typing an email the email window just closes down by itself and I have lost what I was typing. What causes this?

A. Possibly you have accidentally pressed the Esc key at the top left corner of your keyboard (the Esc is an abbreviation of **Escape!!!**)

Q. In Outlook Express I wish to change the Font in which emails are displayed. How do I do this?

A. Open Outlook Express and click on Tools in the menu bar.

Click on Options in the drop-down menu.

Click on the Read tab at the top of the window.

At the bottom of the window in the Fonts section, click on the Fonts button.

In Proportional Font bar click on the reveal button at the right-hand end (the blue button with a down-pointing arrowhead).

From the drop-down menu select the font that you would like and click on it.

In the Font Size bar select the size of the font in the same way.

When you've made all the adjustments that you want, in the Fonts window, click on OK.

Remember to click on the Apply button at the bottom of the Options window. Then, click on OK. If you neglect to click on the Apply button the changes will not take effect.

A Short Play with Tables in Ms Word

When sending documents through the ether by email or as a webpage the layout often goes wrong, with spaces, returns at the end of lines and column alignments going awry. To ensure that the layout survives the transmission it is wise to use tables that can easily be inserted into an email or webpage. You may notice that this newsletter has the type in Text Boxes, which act in the same way as tables to hold things in place during the emailing of the Word version between the Newsletter Editor and your Chairman.

To create a table open MS Word and click on Table in the menu bar.

The easiest choice in the drop-down menu is to rest the mouse pointer on Insert and then click on Table.

The resulting dialogue box gives the choices of the number of columns and rows. Type in your choices or use the arrow buttons to select.

Click OK and the table will appear where you had your cursor, or I beam, showing.

To enter type in a cell, click in that cell so the cursor shows and then start typing.

Pressing Return causes the cursor to go down to the next row, as is normal, and the cell increases its height accordingly.

To insert a tab space at the beginning of a line hold the Ctrl key on the keyboard and press the Tab key.

To insert another column or row click in a cell below or above where you wish to insert a row, or to the left or right of the place you wish to insert a column.

Then click on Table in the menu bar, Insert on the drop-down menu, then Row Above, Row below, Column to the Left or Column to the Right as you require.

To delete a row or column click in the row or column to be deleted and then Table in the menu bar, then Delete, then Row or Column. To insert more than one row you can drag the mouse pointer down or across to select more than one row or column and then Insert Rows or Columns.

Play around with it and get to know its little quirks. It's great for making lists of all kinds, unless you want to do more advanced calculations which are best done in a spreadsheet such as MS Excel.

The table can be copy and pasted into an email by sweeping across it with the mouse or by clicking on the little square just outside the table at the top left. This button will appear when the mouse is rested over it. With the table highlighted hold the Ctrl key on the keyboard and press Ctrl + C (for copy to the clipboard).

Position the cursor in the body of the email, hold the Ctrl key and press the V (for paste) key to paste it into the email. Try it!



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