

SeniorNet

Eastern Bays Inc



July 2007

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

Working, playing or messing about with computers forces us to deal with change, that most difficult of human experiences. Now we have to deal with the new Operating System called Windows Vista. Not only do those who have purchased computers with the new OS have to learn it so that they can do even the most basic of tasks but our tutors have to learn how to use it so that they can coach our members through its intricacies.

Last month our tutors attended an overview of Vista by David Rayner, the Marketing Manager for Vista. We are now going to hold a series of free Discussion Groups (all Discussion Groups are free) on Vista for any members who are interested.

They will be held at our rooms at 106 West Tamaki Rd on Thursdays, July 12th, 19th and 26th from 2 – 4pm. Videos from the www.windowstv.com website will be shown and discussed. Transcripts of the videos will be handed out so that the members can go home and practice at home or practice on our computers when the room is not in use. If the interest is there we will continue into MS Office 2007. As these are Discussion Groups if members feel that they can make a contribution they will be welcomed.

Last month Pat Northey conducted a Texting class which unfortunately went awry as few of the attendees knew how to navigate their way around their cell phones, and, of course, every make and model is different. Pat went to a lot of trouble to find information on the various makes and models and links to the sites with the instructions, are now on our website. Those members who don't know how to use their cell phones, and have lost the handbooks, can now learn about them through the links on our website. Pat will be conducting further classes on texting as the demand is shown (I hope).

We are hoping to continue the email delivery of the extended Newsletter to those whose email address we have correctly; the July one should follow soon after receipt of this Newsletter. Already members are asking that their name be removed from the Snail Mail list to save our club the postage. Those members who have not been receiving our twice/thrice monthly email notices are asked to email me at pated@actrix.co.nz I can get your correct address from the properties of your email.

Eddie

Monthly Meeting
18th July 10-11am

Speaker Grant Sidway

Grant is our well known mentor, the roving SeniorNet founder who started SeniorNet in 1992. He helped to establish over 100 clubs throughout New Zealand

His talk should not be missed with all the latest information in the computer world on Microsoft Vista and office 2007

St Heliers Church & Community Centre
100 St Heliers Bay Road

Course Schedule for July— August 2007

Computer Awareness

Six 2-hour classes for \$30

2-4pm Tue/Fri, Jul 31, Aug 03, 10, 14, 17, 21

Tutor: Ross Smith

10-12am Tue/Thu, Aug 28, 30, Sep 04, 06, 11, 13

Tutor: Hugh Spencer

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.

Excel

Six 2-hour classes for \$30

2-4 pm Thu, Aug 23, 30, Sep 06, 13, 20, 27

Tutor: Eddie Hagen

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.

Word Processing

Six 2-hour classes for \$30

10-12am Tue/Thu, Aug 07, 09, 14, 16, 21, 23

Tutor: Liz Watson

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.

Vista Seminar/Discussion Group

One 2-hour class for Free

2-4pm Thu, Jul 12

2-4pm Thu, Jul 19

2-4pm Thu, Jul 26

Videos from the www.windowstv.com website will be shown and discussed. Transcripts of the videos will be handed out so that the members can go home and practice at home or practice on our computers when the room is not in use. If the interest is there we will continue into MS Office 2007. As these are Discussion Groups if members feel that they can make a contribution they will be welcomed.

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 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.

Files and Folders

Six 2-hour classes for \$30

This course covers the Windows 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.

Photo and Image Editing

Six 2-hour classes for \$30

An introduction to photo-editing and enhancing.

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.

Scanning

Six 2-hour classes for \$30

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.

Texting

One 2-hour class for \$10

Learn how to use the texting facility of your mobile phone! Text your grand-kids!

Word Processing Revision

Two 2-hour classes for \$10

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

Discussion groups - at the club rooms

All Welcome - no charge.

Photo and Camera Discussion Group

Monday 16th July 2-4pm

Monday 20th August

A 2 hour discussion forum usually held on the third Monday of each month from 2-4pm

John Richards

Question and Answer Discussion Group

Monday 6th August

1:30-3:30

Eddie Hagen

Monday 3rd September 1:30-3:30

There is no charge for this Discussion Group and members are invited to ask questions about computer problems that they are experiencing or even about ways of achieving things in particular programs. Even if you have been to a class that teaches this you can still ask about it.

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.

Contributions for August Newsletter to Daphne Wood at dmow@xtra.co.nz by 1st August 2007

Accommodation

The search for new Tutoring Rooms continues.

A couple of members have made suggestions that have been followed up. So far, we have not found rooms that would be suitable for our purposes. If any members know of rooms, usually referred to as Professional Offices, that have rooms larger than our present tutoring rooms, would they please let me know at: pated@actrix.co.nz Total area about 150 sq metres, or 1500 sq ft, level entry, for us older ones, kitchen and toilet and able to be accessed at any time for maintenance of the computers.

Here is another use for txtng which is being put into action by Auckland City.

Parking - Pay and Display Machines

In a first for New Zealand, customers of both major telecommunications companies can now pay for their parking by text message. Yes, both Vodafone and Telecom are on board!

We are currently replacing existing pay and display machines around the city with new technology pay and display meters which offer Txt-a-Park payment, credit card as well as traditional coin payment.

You will be able to pay for parking by any of the following payment methods:

- mobile phone (Vodafone, Telecom)
- credit card (Visa, Mastercard and AMEX)
- coin payment

Not only has parking technology moved on significantly in the six years since single-head parking meters were replaced with pay and display machines, but customer feedback has told us there is a demand for alternative payment options as people carry less and less cash, particularly coins. In response to this, we trialled latest payment technology in the Princes Street pay and display parking area, with 12 Ezipark Global pay and display meters in operation from March 2005. The trial sought customer feedback and operational performance data about the new parking payment technology. The trial was successful, with over 12 per cent of parking fees paid by either text or credit card during the 6-month trial. The functionality of the equipment and associated software also exceeded expectations.

The replacement of the pay and display meters are part of Auckland City's asset renewal programme. The existing meters would normally be replaced as part of this programme, so it was a perfect opportunity to update the technology and service offering at the same time.

How does it work?

Pay and display customers in the CBD will have the choice of paying for their parking by coin, credit card or text.

Both new payment options incur a 50 cent service fee per transaction.

TXT-a-Park payment is available to both Vodafone and Telecom customers a first in New Zealand.

The parking fee is charged to your mobile phone account or debited from your Prepay balance.

1. Press the TXT-a-Park button on the pay and display meter, and it will give you a cost and code for the parking options available.
2. Txt the code number for your choice of parking time to 7275.
3. When your txt goes through, the meter will beep, tell you it's all go and ask you to press the OK button (or, if you've changed your mind, press cancel).
4. The meter will then print your parking receipt, and you'll receive a confirmation txt on your mobile.
5. Display the parking receipt on your dashboard.

Visa, Mastercard and American Express are all accepted. The parking fee is processed via a GPRS real-time system and charged to the customer's credit card.

1. Press the TIME SELECT button on the pay and display meter, and insert your Visa, Mastercard or American Express into the credit card slot.

2. Select from the parking options available by following the on-screen instructions.
3. Press the OK button once the meter beeps.
4. The meter will then print your parking receipt for you to display on your dashboard.

Credit card payments are made via secure web-based software. No credit card details are retained in the meter, and the online real-time programme means only valid credit cards can be accepted.

What happens if the pay and display meter doesn't work when I want to use it?

The new meters still accept coins, so try this first or walk to another meter to purchase and display a parking receipt. To notify Auckland City about a faulty meter, please [contact us](#). You will need to quote the meter number, which is located in the top-left information panel on the front of the meter.

Why do I pay an additional 50c transaction fee on TXT-a-Park and credit card payments?

For TXT-a-Park payments, the 50 cent transaction fee is retained by Vodafone and Synergy International, the TXT-a-Park service providers, for processing and providing TXT-a-Park transactions. There is no additional charge for the text messages sent by either Vodafone or the customer.

For credit card payments, the 50 cent transaction fee covers the cost of the online data transfer and the payment software provided by CHS and Direct Payment Solutions (DPS). Auckland City is charged its usual merchant fee by Visa, Mastercard and American Express.

Auckland City continues to collect the parking charges only, and does not retain any of the 50 cent transaction fee.

Why do I have to pay for parking?

Paying for parking is a reality in any big city and means everyone has a chance to park and enjoy Auckland. Can you imagine the impact on Auckland's CBD if people could park where they liked for as long as they wanted?

Auckland City is committed to managing parking turnover, and by using technology, we can find better ways of doing things and make it easier for our customers to pay.

New pay and display technology: fast fact

- Auckland City is working with Cash Handling Systems Ltd (CHS) to install 308 CHS-Global meters for the CBD. CHS are currently the only supplier of text message and credit card pay and display technology with the partnerships and systems in place within New Zealand.
- Auckland City currently operates 730 pay and display meters around the city. The cost to replace all these meters is approximately \$8 million over a two to three year period. The cost for this is being funded via Auckland City's existing asset replacement budget.
- The new pay and display meters use real-time credit card transactions via a secure web-based programme. No credit card details are retained in the meter and the online real-time programme means only valid credit cards will be accepted.
- The words 'tax invoice' do not appear on TXT-a-Park receipts, however mobile phone customers can use either their phone account or Prepay voucher to claim GST on parking purchases. Parking receipts for credit card and coin payment can be used to claim GST.

Problems

Eddie,

How do I insert more than one row into a table in Word?

Hello Doreen.

Click in the row above the place you wish to insert the rows and drag the mouse pointer upwards for the number of rows you wish to insert.

Click on Table in the menu bar.

Click on Insert and then Rows

In the same way columns can be inserted.

Eddie,

I have 57 addresses listed in my Address Book and am inquiring if there is a recommended maximum number that one should adhere to. If I don't enter these addresses I have to list them on a sheet of paper. This method doesn't seem to be reliable because the list could be mislaid. What do you recommend?

Mary

Hello Mary.

I have 740 addresses in my address book and adding all of the time so I think that you have quite a few to go yet. The number will depend on the Hard Drive space that you have, just as that determines what other information you store on your computer.

We should back them all up, of course, so that in the event of a hard drive failure they won't be lost. They can be backed up by opening your address book, choose Export and "As a Microsoft address book (.mab)" and exporting it to another folder in "My Documents". You can then save it to a CD. Do this regularly.

Eddie

Hello Eddie,

My Problem: When Emails are received with quite small type (say 6 or 7 or 8 points) which with long messages, causes a lot of eye strain for old eyes, how does one increase the Font size to say 10 or 12 or even 14 points when one wants to print off a hard copy to read?

Lloyd

Hello Lloyd.

I will assume that you are using Outlook Express.

With the Inbox open;

Click on "Tools" in the Menu Bar across the top.

Click on "Options" at the bottom of that menu.

Click on the "Read" tab across the top of that window.

In the bottom section is "Fonts" click on the "Fonts" button.

In the window that opens you can select the size font and other specifications. By clicking on the reveal button at the right of the bars you can select from the choices given.

I have Largest and Arial selected but even then some emails are hard to read so;

Highlight all of the text by sweeping across it with the mouse pointer or holding the Ctrl key on the keyboard and the A key at the same time.

Click on Edit in the menu bar and click on Copy, or hold the Ctrl Key + C key.

Open Word and then click on Edit and then Paste, or hold the Ctrl key + V.

You then have it in Word and can highlight it and select whatever size font you want.

Eddie

Remember F1

If you have a problem with your computer and swearing doesn't fix it, try pressing the F1 function key (one of the top row of keys on your keyboard) enter a keyword for your enquiry (like *toolbox* for a lost toolbox) and press *Display*.

The more that we use the *Help* function the better we get at it, and the less frustration we have.

Thanks to Shelagh,

From the future comes your new computer

