

SeniorNet

Eastern Bays Inc



May 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

If you have not renewed your subscription by the 31st May you will be purged from the membership list and this will be the last Newsletter that you receive.

June 18th is when we hold our Annual General Meeting at which we elect new officers, and committee. I will have completed two years as Chairman and if following the tradition of our previous Chairpersons would resign.

With this newsletter we are distributing nomination forms calling for nominations for officers and to the committee.

Our organisation exists solely because members volunteer to teach and to do the many tasks that are required for us to flourish. We need members to put their names forward to fill all of the positions of Chairman, Secretary, Treasurer and Committee members. Please volunteer to fill one of these positions so that the burden is shared out more equitably and our organisation can continue to flourish. As with all voluntary organisations the more we contribute our time the more we enjoy the satisfaction of being a part of the organisation. Committee meetings are held in the afternoon of the second Wednesday of each month.

We are in the process of re-organising the class schedules so that it is easier for our members to predict on what date and at what time any class or course will be held over each term. A number of members are booking for a course and then when they are notified of the dates they are pulling out, or just not turning up. This can deny a place in the class that would have gone to someone on the waiting list but in some cases the tutor is turning up to no students when she/he could have been getting on with her/his own life. Thus, we will be expecting payment for the course/class when a booking is made but as the dates will be known at the time of booking members will know to what they are committing themselves. Thus, the system will be to consult the schedule in the newsletter, call the voice mail with your request to book for a certain date, course and time, and then when you are notified that a place is available mail, or drop in the mail box at the rooms, a cheque for the course fees. When the money is received the booking will be confirmed. Of course, any extenuating circumstances will be taken into account for a refund of fees.

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 May 19th

Question and answer group

Eddie Hagen 1.30 – 3.30 Monday May 05

Eddie Hagen 1.30 – 3.30 Monday June 02

Monthly Meeting

21st May 10 – 11am

100 St Heliers Bay Road

St Heliers Church & Community Centre

Speaker

Mr Ian Turner Chairman SeniorNet
Hibiscus Coast & Federation of NZ
SeniorNets Inc

Subject:

New members and software
changes.

How to capture and edit audio files

Course Schedule for May June 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 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 & Rita, 9-12 Fri, Jun 06

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.

Scanning

Five 2-hour classes for **\$30**

Sue La Roche 10-12 April 15,29,30 May 1,2nd (Full)

TradeMe

Two 2-hour classes for **\$10**

Annette Bierre, 2-4 Mon/Thu, Apr 28, May 08

Annette Bierre, 2-4 Mon/Thu, Jun 09, 12

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

Word Processing

Six 2-hour classes for **\$30**

Liz Watson, 10-12 Tue/Thu, May 13, 15, 20, 22, 27, 29

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.

Word Processing Workshop

Two 2-hour classes for **\$10**

Liz Watson, 10-12 Tue, Apr 29, May 06

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

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 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.

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.

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.

Genealogy Refresher

One 2-hour class for Free

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

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.

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.

Question & Answer

Q *On my old version of MSWord I had a frame around the page where the margins are. With my newer version I do not have that frame. Can I get it to show?*

A Yes! Click on "Tools" in the Menu Bar. Click on "Options" in the drop-down menu. In the "View" tab click on the tick box beside "Text boundaries." That should display frame. Close MSWord. Any new documents should now display the frame.

Q *Sometimes I find in Outlook Express, in my Deleted Items folder, an email from a friend that I never received in my Inbox. How do I correct this so that future messages do not go into my Deleted Items folder?*

A Sometimes a sender's name will get into the Blocked Senders list, even though you haven't put that name in there yourself. Open the Blocked Senders list by clicking on Tools/Message rules/Blocked senders list. Highlight a name that you wish to remove from the Blocked senders list and click on the Remove button. If there is another name that you wish to remove from the list click on it and click the remove button.

Q *How do I block a sender?*

A In Outlook Express highlight the message from the sender you wish to block, on the Menu bar click on Message/Block sender. The sender will be added to your Blocked senders list.

Q *In Outlook Express my folders and contact list have disappeared from view. How do I get them back?*

A In the Menu bar, click on View/Layout. Click the tick box beside the items you wish to display i.e. Contacts and Folder list. Click on Apply at the bottom of that dialogue box and then OK.

Q *How do I send a web page by email?*

A In internet Explorer Version 7, to which all of those using Internet Explorer should have updated by now, open the page you wish to send then, on the toolbar, click on "Page" and there is the choice of either sending the whole page or just the link to the web address. When you click on your choice your email program opens with the page/address inserted in a new email. Whichever one you use, please add a message before the address or web page so that the recipient understands what the H... it is all about.

If you are using Mozilla Firefox it appears that you only have the option of sending the link, to the address of the web page. In the menu bar click on File/Send link and your email program will open a new email with the link inserted.

Of course, a link in any email, document or other automatically opens your browser and takes you to the web site or page.

Here's one for the whole of SeniorNet, or those with experience of this problem, to have their say

Q *I have recently had broadband installed but my phone emits a crackling noise. I was advised by Xtra that the filter needed replacing I have tried 4 filters but still it persists. How do I correct this? I have 5 phone outlets.*

A1 Until a few years ago all of the phone jacks (sockets) were earthed. Now they are not. Disconnect the earth connection, or get a technician to do it, and the noise should stop.

A2 Ensure that there is a filter connected in each of your phone jacks. You have 4 filters, buy another and fit one to each jack point.

If you can add more knowledge to this please email me at pated@actrix.co.nz and your replies will be published.

Inserting a Picture in an Email

By courtesy of Annette Bierre

If using XP operating system and having difficulty inserting a picture into an e-mail it is often easiest to use "My Computer" to find the picture in "My Pictures folder"; Click on it to highlight it and then in the "File and Folder Tasks" pane on the left click on "E-mail this file." Your email program will be opened with a new email showing and the picture inserted. The message can then be added to the e-mail. If wishing to put the message before the picture, on the keyboard, hold the Ctrl key down and press the Home key. This will position the cursor before the picture. As you type the picture will move down. Try it!

Using the Print Scrn Key

By Eddie

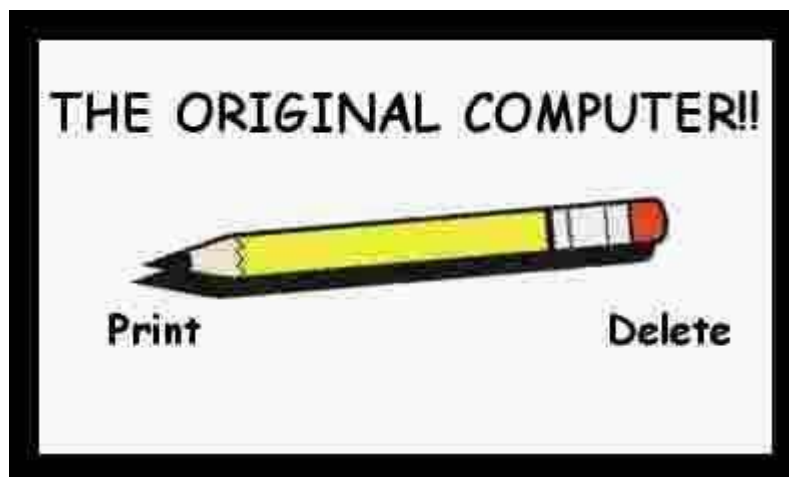
If you wish to insert a picture of the monitor screen into a Word document; press the Print Scrn key on the keyboard which copies the picture to the clipboard.

Position the cursor in Word where you wish to insert the picture. Hold the Ctrl key down on your keyboard and press the V key (for paste). The picture of the screen will be inserted. To crop it click in the picture to display the resize handles (6 circles or squares around the edge of the picture). Then, click on Format on the menu bar and then click on Picture at the bottom of the drop-down menu. By experimenting with the crop dialogue you can reduce the picture to the part that you really want. Or, to resize just point to one of the corner resize handles, hold the left mouse button down and drag the picture to the required size. Release the mouse button.

If the screen has several windows open at the same time the last opened window can be copied by holding down the Alt key while pressing the Print Scrn key in the above sequence.

Question & Answer Group

If you would like to enjoy the confusion of the Question & Answer Discussion Group, add to the confusion or even sort some of it why not come along on the first Monday of each month from February through to November at our rooms at 106 West Tamaki Rd 1.30 – 3.30 pm.



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

SeniorNet Eastern Bays

Nominations are now being called for officers and members of the committee of SeniorNet Eastern Bays for the year June 2008 to 2009. If you would like to propose anyone for any position please ensure the nomination has a seconder and is accepted by the nominee. It is acceptable for a member to nominate themselves. It is also acceptable for a person to be nominated for both an office and for the committee, although only the more senior position can be held at one time. Nominations should be in the hands of the Secretary by 4 pm on 13 June 2008.

Office (Chairman, Secretary, Treasurer or Committee):

Name of Candidate:

Proposed by: Seconded by:

Nomination accepted by (Nominee):

Further Nomination forms can be obtained by leaving a message on the voice mail Ph. 578 0994

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