

SeniorNet

Eastern Bays Inc



September 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 Cedric Hoskins 250-1664
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

After four or five years of doing the Course Manager's job very well Doreen Kee has stepped aside from that part of her work. Over the years that Doreen has been doing the job it has grown with the demands that our federation has made concerning the subsidising of our classes that comes through the federation. Doreen continues to look after enquiries from people looking to join our SeniorNet; phoning them in response to the messages on our voice mail and posting Prospective Members Information Kits to them. She will also remain on the committee. The Course Managers work will now be taken over by Cedric Hoskins. He will be assisted by Josephine Kenny who will be filling the tutors' folders with Course Notes and other paraphernalia that goes in them. Members wishing to take a course or class can still leave a message on the voice mail at 578 0994.

Any other messages will be forwarded by Cedric to the best person to deal with them.

Our apologies to those members who wanted to buy tickets in the raffle at our August meeting and were unable to do so when the Chairman forgot to bring the printer and tickets to that meeting. A week before the meeting our guest speaker arrived at the Community Centre expecting to give his address to be told that he was a week early and he had booked the correct day for a company seminar which he was obliged to attend. Our webmaster, Wayne Power, agreed to give a very good review of our most excellent SNEB website at short notice. The prize will be at our September, October and November meetings together with the raffle ticket book. The prize will be drawn at our November meeting.

Like most organisations our communications with our members are vital to the health of our organisation. It has become urgent that we get the correct email address of those members who have an email address and have not been receiving the email version of the Newsletter. These members, in some cases because of the wrong recording of their addresses, are missing out on a large number of the opportunities that we offer. If you are not receiving emails from us at least three times a month please send an email to me at pated@actrix.co.nz We will acknowledge the receipt of the email promptly and lift your address from it.

Eddie

Monthly Meeting 17th September 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

Course Schedule for Sept - Oct 2008

Digital Picture Management Workshop

One 3-hour class for \$7

Sue La Roche, 1:30-4:30 Wed, Sep 24

This workshop will cover the transferring of photographs from a digital camera to a computer and managing them using the Windows file management program Windows Explorer. If requested and time permits, we will have a look at Picasa. Photo-editing will not be covered

Files Management for Windows XP and Vista

Six 2-hour classes for \$30

Graham Wright, 2-4 Wed, Oct 01, 08, 15, 22, 29, Nov 05

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

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.

Publisher 2003

Six 2-hour classes for \$30

Sue La Roche, 2-4 (Full) Tue/Thu, Sep 30, Oct 02, 07, 09, 14, 16

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

Windows Vista Workshop

One 2-hour class for \$5

Sue La Roche, 2-4 Thu, Sep 18

One session for those who have upgraded their computer and to need learn "What's new" in Vista. It could also suit those who have attended the computer Awareness course & would like a "Refresher".

The following courses to be scheduled as needed

Camera Selection

Computer Awareness Windows Vista

Computer Awareness Windows XP

Computer Maintenance and Security

Email

Email Revision

Excel

Genealogy

Genealogy Refresher

Greeting Cards Workshop

Photo and Image Editing

Power Point

Scanning

TradeMe

Word Processing MS Word 97 – 2003

Word Processing Revision

Word Processing Workshop

Vista Refresher Workshop Main room and/or Left room depending on numbers 2-4pm Thursday 18 September
One session for those who have upgraded their computer and need to learn "What's new" in Vista. It could also suit those who have attended the Computer Awareness course and would like a "refresher".

Digital Picture Management Main room and/or Left and right rooms depending on numbers 1.30-4.30pm
Wednesday 24 September

This workshop will cover the transferring of photographs from a digital camera to a computer and managing them using the Windows file management program Windows Explorer. If requested and time permits, we will have a look at Picasa. Photo-editing will not be covered.

Students should bring their camera with a (fully charged battery) and the USB cable. If the camera's instruction book is available, bring it. No special software is necessary for most cameras these days, but bring your CD Rom if you have it.

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

Photo and Camera Discussion Group

Usually every 3rd Monday in the month

John Richards ,	2-4pm	Monday	Sept	15th
	2-4pm	Monday	Oct	20th
	2-4pm	Monday	Nov	17th

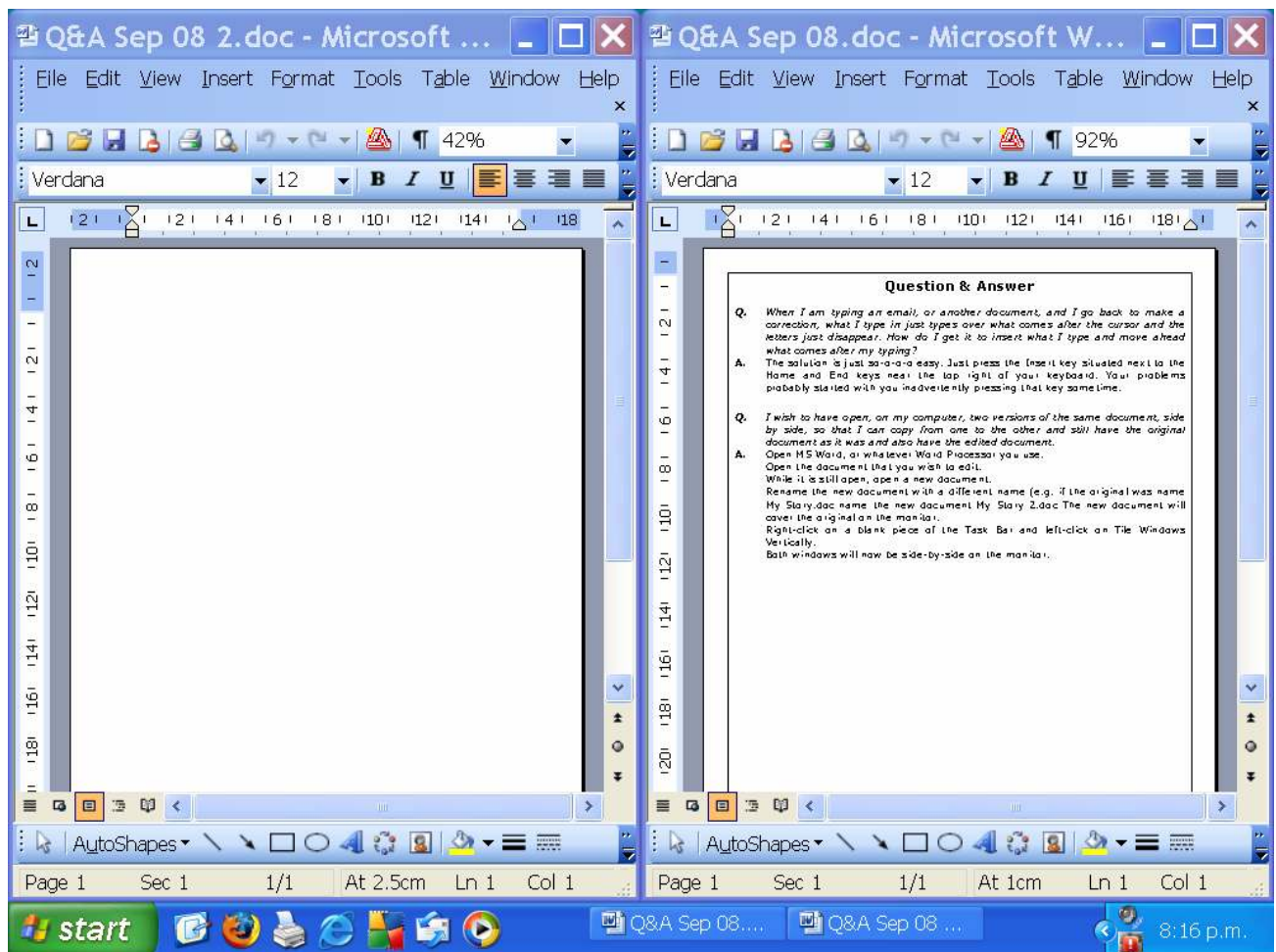
Question and answer group

Usually every 1st Monday in the month

Eddie Hagen	1.30 – 3.30	Monday	Oct	6th
Eddie Hagen	1.30 – 3.30	Monday	Nov	3rd
Eddie Hagen	1.30 - 3.30	Monday	Dec	3rd

Question & Answer

- Q.** *When I am typing an email, or another document, and I go back to make a correction, what I type in just types over what comes after the cursor and the letters just disappear. How do I get it to insert what I type and move ahead what comes after my typing?*
- A.** The solution is just so-o-o-o easy. Just press the Insert key situated next to the Home and End keys near the top right of your keyboard. Your problems probably started with you inadvertently pressing that key sometime.
- Q.** *I wish to have open, on my computer, two versions of the same document, side by side, so that I can copy from one to the other and still have the original document as it was and also have the edited document.*
- A.** Open MS Word, or whatever Word Processor you use.
Open the document that you wish to edit.
While it is still open, open a new document.
Rename the new document with a different name (e.g. if the original was named My Story.doc name the new document My Story 2.doc The new document will cover the original on the monitor.
Right-click on a blank piece of the Task Bar and left-click on Tile Windows Vertically.
Both windows will now be side-by-side on the monitor.



Any part of one copy can be dragged across to the other with the mouse. If you want the original to retain that part as well as the new document then hold down the Ctrl key on the keyboard while dragging.

The problem with this method is that the size of the typing is very small and difficult to read while working on it.

This can be overcome by zooming in on each document by clicking the view size in each of the toolbars and selecting another amplification.

Q. *How do I put background music into an email that I wish to send?*

A. Ensure that the recorded music is saved to your My Music folder.

Open a new email.

In the menu bar click on Format.

Rest the mouse pointer on Background.

Click on Sound.

Browse to folder your sound is saved to.

Click on it.

Click on Open.

Click on OK.

Sound should immediately commence.

There are various options shown, when selecting sound. Choose whatever you want.

Remember to start your email with the warning to, "Turn your sound on."

A recording of your voice can also be inserted in the same way if you have created it first.



Tip for Vista Users Would you like the icons and fonts on your desktop to be larger, or smaller?

Just hold down the Ctrl key on your keyboard and roll the scroll wheel on your mouse.

XP users will have to go to Control Panel and adjust the sizes in Display.

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

