



SeniorNet **SENIORNET HUTT CITY INC**

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www.seniornet-huttcity.org.nz www.seniornet-huttcity.blogspot.com

1st Floor, 5 Andrews Avenue, Lower Hutt. 5040

P.O.Box 44234 Lower Hutt

Ph: (04) 560 3160

learn@seniornet-huttcity.org.nz

'Member of the Federation of New Zealand SeniorNet Societies Inc'

Greetings to you all,

Another AGM has come and gone, our 9th - next year we will have been going for a decade.

Attendance was down on previous years with only about 50 coming along to hear the less than 30 minutes formalities before Grant Sidaway, representing the Federation, gave another of his extremely interesting presentations. This time he offered a fascinating tutorial, as we looked at and learnt all about the new mobile world. He certainly captivated his audience in his inimitable way.

Our tutors are the public persona of our organisation and the people most members have contact with. However, behind the scenes are "the invisible people" - all the various volunteers hard at work, some spending only an hour or so every week, doing things that may seem minor but need to be done, while others are putting in many, many hours. They all contribute in their own way to ensure the smooth running of SeniorNet Hutt City. To cater for up to a 100 students at a time a lot of on-going commitment is required by those concerned and there is always some time pressure present as many students seem to want to register as late as possible.

So it is good to have a well structured and organised administration. Our Tech Team's development of the SeniorNet Administration Program (SNAP) which has now been distributed to over 50 other SeniorNets is an example of this.

At the meeting I paid tribute to two key people we, lose this year, who are definitely not invisible, Barbara and Louisa.

We have been extremely lucky in having had them volunteer to help us so capably for so long. Their contribution has been greatly appreciated and we know it has made a difference.

Barbara has been our Tutor Co-ordinator and special thanks go to her for her hard work and commitment and also to her husband, Bruce.

Louisa would have been known to many as she was usually the first person new members made contact with when making an enquiry about SeniorNet.

The amount of commitment, enthusiasm and involvement, both in time and energy, she has made to our organisation is beyond words. She has a passion for perfection and nothing was too much trouble; if going the extra mile is the criteria, Louisa spanned the earth. We must also thank her husband Joe for his patience and assistance.

A presentation of flowers was made to both Barbara and Louisa for their efforts over the years.

We welcome Glenda Smith who will become our new Secretary and Hillary Sturm who will assist her. We are fortunate that they have offered their services.

To those who took the time out to attend on the day – thank you for coming.

Wayne Meredith



HARDWARE – SOFTWARE

LEARN ALL ABOUT COMPUTING

TELL YOUR FRIENDS TO JOIN US

TAKE A COURSE

TERM 4 - REGISTER NOW - TERM 4

DATES FOR NEXT TERM ARE

Monday 13 October – Friday 5 Dec

VOLUNTEERS <><> We are often approached and asked why don't we do 'so and so'. The answer is simple - we do not have the volunteers to even organise it. Coping with the daily tasks is difficult enough. **THE ANSWER IS FOR YOU TO VOLUNTEER!!**



SeniorNet branded flash drives

Very few of us could cope now without a Flash Drive.

We have obtained some through the Federation - **1GB (\$12)** and **4 GB (\$25)**, each is Vista "Ready Boost" enabled and has a guarantee of 12 months. Contact us to order.



CHANGE OF WEB ADDRESS FOR OUR BLOG

We have decided to adopt the same format for our Blog address as for our Website by including a hyphen between seniornet and hutt city. This change makes the wording easier to read.

Therefore we have opened a new blog styled -

www.seniornet-huttcity.blogspot.com

Please change the details in your Favourites.



As you know, we use our Blog as a Notice Board. If we want to urgently advise class vacancies, one off classes, Open Days, etc we can put the details on the Blog in seconds - so it is a fast, cost effective and easy way to communicate information to you. We ask you all to have a look at our Blog every couple of days to see if there have been any changes.

EMAIL <><>YOU, OF COURSE, HAVE ALREADY CHANGED OUR EMAIL ADDRESS IN YOUR RECORDS [TO learn@seniornet-huttcity.org.nz](mailto:learn@seniornet-huttcity.org.nz)

ANNUAL SUBSCRIPTIONS: A reminder has been posted and those who have not paid will shortly be deleted from our records. Thank you to those who renewed their membership.

FOR TYPISTS AND NON-TYPISTS ALIKE

(Or you can always take our Typing Course – email us for details)

Typinglessons Online Help: Finger positions
 The fingers and thumbs should be placed on the base positions.
 After each strike, fingers and thumbs should return to those positions.
 (The yellow keys are the base positions of the fingers and thumbs.)

SNAP - SeniorNet Administration Program

This has now been distributed to over 50 other SeniorNets.



DO WE HAVE YOUR EMAIL ADDRESS????

Please help our volunteers, as well as help us save us money, by emailing us your address as soon as possible at

learn@seniornet-huttcity.org.nz



*To Barbara and Louisa
From us all at SeniorNet Hutt City*

Senior Netter helps computer professional.

I went to print a document I needed to photocopy for the next day and found my printer cartridge was empty. I took it to Cartridge World for a refill. The next day I went to print the document again and discovered the refilled cartridge still did not print, and I needed 6 copies of these 2 pages in 4 hours time. So, back to Cartridge World and as a precaution I put a copy of the document on my flash drive and took it with me, thinking they could print the document for me and I could go away and do the photocopying while they sorted out my print cartridge. The young man at cartridge world was amenable to this. **But did not know how to use a flash drive!** So I said just put it in the USB port and print from there. OK he said doubtfully, this will take 30 mins. So I went off to do some other errands and got back to a printed document and a fixed printer cartridge and was able to go to the photocopy place and get my copies without having to go home, fire up the computer and go out again. Who would think a Senior Netter would tell a young thing how to print something saved on a flash drive! You never know when a SeniorNet education will come in handy.



Cathie Ellis

SYMPHONY ORCHESTRA DISCOUNT

Last month we sent out an email we had received from the Federation advising members they were able to obtain tickets to a NZSO production for \$30-00 instead of the usual \$145-00. What a great deal!!!

This is another reason to ensure we not only have your email address but the correct one. If you haven't received several emails from us over the past few weeks then either we do not have it or it is incorrect.

ARE THEY MALE OR FEMALE? – THAT IS THE QUESTION MY DEAR WATSON.

A Spanish teacher was explaining to her class that in Spanish, unlike English, nouns are designated as either masculine or feminine.

'House' for instance, is feminine: 'la Casa.'

'Pencil,' however, is masculine: 'el lapiz.'

A student asked, 'What gender is 'computer'?'

Instead of giving the answer, the teacher split the class into two groups, male and female, and asked them to decide for themselves whether 'computer' should be a masculine or a feminine noun.

Each group was asked to give four reasons for its recommendation.

The men's group decided that 'computer' should definitely be of the feminine gender ('la computadora'), because:

1. No one but their creator understands their internal logic;

2. The native language they use to communicate with other computers is incomprehensible to everyone else;

3. Even the smallest mistakes are stored in long term memory for possible later retrieval; and

4. As soon as you make a commitment to one, you find yourself spending half your salary on accessories for it.

(This Gets Better!)

The women's group, however, concluded that computers should be Masculine ('el computador'), because:

1. In order to do anything with them, you have to turn them on;

2. They have a lot of data, but still can't think for themselves;

3. They are supposed to help you solve problems, but half the time they ARE the problem; and

4. As soon as you commit to one, you realize that if you had waited a little longer, you could have got a better model.

The women won.

DID YOU KNOW??

112

THE WORLDWIDE CELL PHONE EMERGENCY NUMBER IS 112

The telephone number 112 is the international emergency telephone number for GSM mobile phone networks. It does not necessarily work on mobile phone networks based on other technologies. In all European Union countries it is also the emergency telephone number for both mobile and fixed-line telephones.

If there is an emergency, dial 112 and the mobile will search any existing network to establish the emergency number for you and 112 can be dialled even if the keypad is locked.

Tell your friends.

Some Federation news items:

The Phantom of the Opera is offering a special price of \$60.90 to members for Wednesday the 22nd of October 1 .30pm session. The normal price for A reserve seating to this performance is \$99.90 so you save \$39.00 per ticket. The performance is in Auckland
For more information go to this site.

<http://www.seniornet.co.nz/whatsnew.asp>



MyInfospace is a Windows PC Application that provides you a secure place to organise and sort your personal information (things like your education details, your employment history, key documents, user IDs). You can also create a simple Income and Expenditure and Net Worth statement to understand your financial situation. Keep track of your information around your investments, banking, insurance etc as well. You can also store information about your personal assets to ensure you have the information you need to manage them well. There is also a section to record your thoughts and memories in a simple digital diary. This will help you keep a track of important information you want to remember in years to come.



There is a special offer for all SeniorNet members for more details go to the SeniorNet website <http://www.seniornet.co.nz/whatsnew.asp>

Perhaps this is the next PC you purchase, the very smart HP Touch Smart PC. It's the latest in a range of PC that lessens the need for a keyboard and mouse. We encourage everyone to enter the competition to win one of six HP TouchSmart PCs' on offer. Go to the SeniorNet website www.seniornet.co.nz and click onto the banner advertisement to learn more about the competition.

It would be great to have SeniorNet people win computers!



Vista Search

From the Start menu in Windows Vista, you can find virtually anything on your PC with fast-as-you-can-type performance. To find a specific file, application, or Internet Favourite, you simply open the *Start* menu—or press the *Windows key* on the keyboard—and begin typing in the embedded Instant Search box. As you type, Windows Vista instantly searches file and application names, metadata, and the full text of all files, and it displays the search results organized by the type of asset— Programmes; Favourites/Internet History; Files, including documents and media; and Communications, including e-mail, events, tasks, and contacts. The new approach does away with much of the need to remember shortcuts. It also replaces the Run command (which is not loaded by default in Vista).

To Learn or Not to Learn???

After many hesitations at first, I finally made up my mind to join SeniorNet and learn something about computers. I am glad I did. I am more than half-way through the Lv 1 Word processing course and enjoyed every minute of it. I never knew computers could do so much and so easily. I have learned new words I can baffle my friends at bridge with and I even can understand some of the things my grandchildren are saying when they talk about computers. What is more, I am making new friends with people of my own age and with similar interests.

There is a lot more going on than just word processing. One of the members intends to follow a database course. She is secretary of the bowling club and wants to set up a record of all members, with their addresses etc. She says she will be

able to mail out newsletters where the computer will instruct the printer to put the addresses on envelopes one by one automatically.

I hope to join the Desktop Publishing course and learn how to make my own birthday and Christmas cards. I also want to take up genealogy again and, this time, use the computer to construct a family tree.

Then there is the communications course, where you can learn how to send e-mail to relations and friends using the internet people talk about so much these days. Fancy being able to communicate with the whole world, all from your own computer at home.

One just has not got time to get old!

TIPS AND TRICKS

(taken from Doubtless Bay Newsletter)

Icons

The only icon on the desktop of a new installation of windows is the recycle bin. Even if you don't add any more, windows will soon pop up a balloon to harass you about unused icons on your desktop. Fortunately, that is easy to stop. Simply right-click the desktop and select Properties/Desktop tab/Customise Desktop button. Then in the Desktop cleanup box on the general tap, untick Run desktop cleanup wizard every 60days and click OK twice.

Rename your recycle bin in Vista

In earlier versions of windows, renaming the Recycle Bin required a registry hack. In Vista, it is much easier; right-click the recycle bin, select rename from the pop-up menu, type in your desired name and press enter.

Stop new Programs alert.

It bugs some users that every time they install new software a 'new programs installed' balloon pops up whenever they click start. Other users resent the way that balloon camouflages the 'Log Off' button. Fortunately it is easy to please both groups of users by keeping the balloon from launching. Right-click a blank spot on the taskbar and select properties. Click the Customise button on the start menu tab. On the advanced tab, untick Highlight 'Newly Installed Programs' and click OK twice

Resizing photos for email

The simplest way to resize photos to send in emails is to open the folder in Windows Explorer and choose the photos you want to send from your folder. If you view the folder in Thumbnail View you can see the images before making a selection.

Click the first image and then Shift-click on the last to email a series of images, or Ctrl-click on each image in turn to select a non contiguous group.

With the images selected, from the task pane down the left on the screen click the email the selected items' link. A 'Send Mail' dialog box will appear as the images are sent to your email program. You will then see the 'Send pictures via email' dialog, which has options for resizing images. You cannot opt to make all the pictures smaller or keep their original sizes.

Click the 'Show More Option' link to display the list of available sizes. Select the 'Make All My Pictures Smaller' option and then tick the size to use; 640 X 480 pixels is just fine. Click OK and the images will be resized and sent automatically to a new email message composed in your default software.

One of the benefits of using this option is that the original images are not changed in the process, so you still have size images that you started with, along with a newly sized for emailing.

An excellent site to help you to extend your knowledge of digital [photography. www.digicamhelp.com](http://www.digicamhelp.com)

Lots more useful information:

www.cameras.about.com

(from SeniorNet, Otago)



EMAIL-

Using Outlook, Windows Mail or Outlook Express, attend to your emails exactly as you would "normal" mail:

	Postal System	Email
Receiving Mail	Go to your letter box daily	Open your email regularly
Don't want it	Put it in your waste basket	Delete it (it goes into your "Deleted" folder)
Get rid of it permanently	Put it out for rubbish collection	Empty your "deleted" folder
Send it to someone else	Put it in an envelope and mail it	Forward it
Keep it	File it	Put it into an email folder
Send a new letter out	Write it, put it in an envelope	Write a new email, and press "Send"
Answer a message	Write it, put it in an envelope	Press "Reply", write your message.
Mail it	Take it to the Post Box	Press 'Send & Receive'

Compatibility Problems.

If you have Microsoft Office 2007 you need to be aware that the files that it produces by default are not compatible with earlier versions of Microsoft Office.

The courteous thing to do is to save your files in the earlier format before sending them to your friends.

You can do this by using the *Office Button-Save As* and then choosing the *Word 97-2003* format. Now your friends will be able to read your files. Your computer can be set to do this by default. If you have an earlier version of Microsoft Office and you expect to receive a number of Office 2007 files then you can download the Microsoft Compatibility Pack for free from Microsoft.com and install it and it will convert the files on the fly.

Left Click/Right Click – which shall I use?

Left Click is the most used mouse button, but get used to trying out the Right mouse button from time to time. It offers more options and many of them are quite useful. For example in MSWord 2007, right click in the middle of a page of text and you get a quick choice of many of the more used text formatting options immediately available.

(taken from SeniorNet, New Brighton)

We have recently bought a new computer running Windows Vista home premium. Our problem is that when we print a web page it prints in a very small sized font (looks like 8), but printed emails come out as they are on the screen. Is this a setting within the browser, and if so how do we change it? With thanks, Christine.

If you've got Vista Premium, you've probably also got the most up-to-date version of Internet Explorer (IE), which now includes some new print settings. I'm not sure which method you're using to print, but try clicking the little down arrow next to the printer icon over to the top right of the IE browser. This should allow you to select "Print Preview" which is where the new settings can be found. By default, the browser seems to be set to "Shrink to fit", which is a handy new feature designed to stop the old problem of the right hand side of the page not printing because it is too wide for your printer.

With the Print Preview pane open, you can use the drop-down menu to change the setting from "Shrink to fit" to "100%". The pane will automatically preview how the page will look when you print it. By changing the view to "100%", you may find the print area now extends off the right hand side. If so, there are a couple of things you could try. The first is selecting a percentage that works for you. For example, "80%" or "90%" may make the area small enough without reducing the font size too much. Perhaps a more workable solution, however, is to change the page orientation from portrait to landscape. You'll see two little icons over to the top left of the print preview pane that allow you to switch back and forth between the two, with the end result showing in the preview area.

Because web pages are normally set in a landscape format, that is they're wider than they are high on the screen, I recommend always printing them in landscape, no matter what browser or method. I hope that helps.

(taken from SeniorNet, Canterbury)

VIEW YOUR SYSTEM TRAY ALL THE TIME

The System Tray is that little row of icons in the lower right corner of your screen. It is one of the best indicators of what programs are running at any given time. However, in Windows "default" mode, most of those icons are hidden. That's why you see this:

You can click that little blue circle on the left end to see the rest of the icons for a second or so. Windows thinks you don't really want to see that row of icons. But you do! The more programs you have running, the slower they all run. So if there is a program running and you don't need it at the time, you can just close it for the time being. A common example is MSN Messenger - when you install it, it automatically sets itself to run every time you turn on the computer. And if you can't see your System Tray icons, you don't even know it is running.

Here's how you can always see your whole System Tray:

The taskbar is the bottom of your screen. In fact, the System Tray is the right-end of the taskbar itself. Somewhere in a blank area of the task bar, do a right-click and choose Properties. In the new window that comes up, uncheck the box that says "Hide Inactive icons". Click *Apply* and *OK*. Now the little blue circle disappears, and your System Tray is fully visible at all times.

TUTOR REPORT

This is my report, having taken over from Barbara after the AGM –so here goes!

We certainly appreciate the efforts of the following in covering the classes in term 3 -:

Stuart Bayliss	Raewyn Davies	Caroline Dunbar	Cathie Ellis
Kingsley Fisher	Ruby Fraser	Geoff Honey	Lynley Jones
Richard Lamb	Barbara Macdonald	Pam McParland	Hugh Morgans
David Nelson	Ken Odlin	Richard Sadleir	Lynne Smith
Fay Stewart	Lois Wogan		

(if your name is not here, apologies but it could be that I wasn't informed)

A special thanks to those who were able to 'fill in' often at very short notice to cover absences, and to the unsung heroes who provide the essentials for our morning tea! Also, the 'vacuumers' who keep our environment clean & tidy – not forgetting the 'backroomers' for systems & manuals etc.

We are trying various initiatives to try to increase our members' participation, and will keep you apprised of the outcomes.

Ann Anderson

From the STUDENT CO-ORDINATOR

Term 4 2008 is almost upon us – Christmas can't be far away. Now is the time to enrol in the last term for 2008. There are still some vacancies available.

We are trying a new approach to filling classes this term. We are advising you the times when classes will be running, hoping that this will let you apply for classes when the times suit you. If the times shown do not suit you please ring me and we can see if it is possible to either reschedule a class or run a new one.

We are here to help you so please let us know of any ways you feel we could improve SeniorNet including new courses you would like to see. If you are able to help run a new course that is even better.

Our numbers have been very disappointing for the last couple of terms. Let's hope it was just the bad weather and this term we will see our numbers up again.

Jeanette Gregor

MEMBERS

QUESTION & ANSWERS SESSION

FRIDAY 26TH SEPTEMBER

9.00– 11.00am

Our Second Q&A Session

Get answers to those frustrating moments Please phone **560.3160** to register for a place or Email us at: learn@seniornet-huttcity@xtra.co.nz

Join us and learn answers to yours and others' questions.