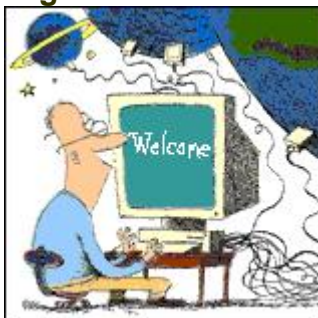




## SENIORNET HUTT CITY INC

NEWSLETTER No. 36 - MARCH 2008

[www.seniornet-huttcity.org.nz](http://www.seniornet-huttcity.org.nz) [www.seniornethuttcity.blogspot.com](http://www.seniornethuttcity.blogspot.com)



### WELCOME TO OUR FIRST EMAIL NEWSLETTER

As we say, welcome to our first electronic Newsletter. We trust you will enjoy this version which will enable us to provide you with a more timely and colourful production.

It was about 3 - 4 years ago when we first considered moving from a print copy to email. At that time, with around 50% of members on email, we decided against the idea. Also at that time with no rent, Aoraki funding and students numbers high, costs, although important, did not feature as significantly as they do now.

So as we advised in our last Newsletter with savings of about \$2000 per annum available, the vast majority of members (81% and increasing) being on email and the difficulty in getting members to volunteer to help despatch it, we reconsidered our position. Very few SeniorNets now produce a hard copy. Although somewhat reduced, the concerns of cost and volunteers remain for the 100 print copies that we will, in the meantime, continue to produce for those not on email.

With the establishment of both a Blog and a Website, on which copies of all recent Newsletters are available, our Newsletter is not our only means of communication now.

Another year has started and we trust you had an enjoyable break over the Christmas/New Year. Of course this longer than usual break is the time when the "backroom" volunteers at SeniorNet actually become very busy as they contemplated the coming year. So during this time the various volunteers, and in particular the Technical Team, have been working on introducing Vista and Office 2007, refining our Database system, updating the software, organising a Dual Boot System in Room 1, writing and testing the new Computer Skills Course, re-vamping and updating the other Courses and numerous other matters. No rest for the wicked!!

We trust you will appreciate their hard work and look at taking a Course during the coming Term.

*Wayne Meredith*



### OPEN DAY



This was held on 31 January to encourage members and the general public to call in and to see what we had to offer. We estimate about 40 people attended and it enabled us to sign up a number of new members.

**TERM 2 – BEGINS – MONDAY 5 MAY – 27 JUNE 2008**

**PLEASE GET YOUR APPLICATIONS IN AS SOON AS POSSIBLE**

### **In Case of Emergency ICE CAMPAIGN**



Mobile phones have names and numbers stored in their memory but nobody, other than ourselves, knows which of these numbers belong to our closest family or friends.

If you were to be involved in an accident or taken ill, the people attending would have your mobile phone but wouldn't know who to call.

Hence the "**ICE**" (**In Case of Emergency**) Campaign method of contact during emergency situations.

All you need to do is store the number of a contact person or persons who should be contacted during emergency under the name "ICE" (In Case Of Emergency).

For more than one contact name simply enter ICE1, ICE2 and ICE3, etc.

A great idea that will make a difference! Help spread the word and today -

- Type the acronym ICE followed by a contact name (for example, ICE - Mum or ICE - Lucy) into the address book of your mobile phone
- Save their phone number
- Tell your ICE contact that you have designated them and ask them to do the same

**What do you call a country where everyone drives a red car? A red carnation.**

## WORLD FAMOUS IN NEW ZEALAND

(Our Blogging Course and more!!)

Yeah right as they say – but, on pages 80 - 81 of the February edition of **Netguide** they had an article on seniors and Blogging. One of the sites mentioned was SeniorNet New Zealand and the teaching manuals section linking to the Hutt City “Blogging for Seniors” course written right here by us. Wow !!

Also in the recent edition of Consumer Magazine they also they had comment about SeniorNet.

**Farewell to IHUG.** After almost 15 years one of the original ISP's has come to an end as a separate brand – being taken over by Vodaphone.

Is there is a quicker way to shut down your computer?

Yes - you can use shortcut keys instead of the mouse ... read on ... ..

**In Windows XP, press the Windows key once. Then, press the “U” key twice to shut down your machine. Incidentally, you can press the Windows key and then the “U” and “R” keys to restart. Pressing the Windows key and then the “L” key will log you off the machine. In Vista, press the Windows key. Then, press the right arrow key three times. Press the “U” key to shut down. You can press the “R” key to restart. Or, press “L” to log off.**

### VOLUNTEERS REQUIRED

#### WE WELCOME THE FOLLOWING LADIES TO OUR ADMIN GROUP

**MARGARET GOOCH** WHO IS ASSISTANT TO JEANETTE GREGOR, OUR TUTOR CO-ORDINATOR

**FAY STEWART** WHO HAS REPLACED JOAN SCOTT AS PURCHASING OFFICER .

WE ARE ALWAYS SEEKING VOLUNTEERS AND SADLY DUE TO HER MANY OTHER COMMITMENTS, JOAN SCOTT HAS HAD TO RESIGN HER ROLE AS:

#### ASSISTANT SECRETARY - PURCHASING OFFICER - AND



OUR TIRED & GRUMPY SECRETARY (THAT'S ME - LOUISA), WOULD LOVE TO TAKE A HOLIDAY SOMETIME AND WOULD BE HAPPY TO SHOW SOMEONE WHAT TO DO IN MY ABSENCE. IT WOULD ALSO BE APPRECIATED IF I COULD CALL ON YOU FOR ASSISTANCE FROM TIME TO TIME. PLEASE CALL ME REGARDLESS OF YOUR TIME LIMIT.

#### RELIEVING OFFICE CLEANER



OUR WONDERFUL OFFICE CLEANER WAS ON HOLIDAY AND I REEEELY MISSED HER. IS THERE ANYONE OUT THERE WHO WOULD BE WILLING TO CLEAN THE OFFICE WHEN CAROLINE IS AWAY.

**CONTACT - LOUISA – SECRETARY – 589.1556**

**Once you've seen one shopping centre, you've seen a mall**

## CARDS BETTER THAN BOUGHT ONES

Next time you are in the clubrooms foyer take a look at the greeting cards displayed on the notice board

**These were all produced by SeniorNet members**

They look as good as professionally produced cards

**BUT**

**They are all personalised**

**You will find plenty of scope in a CARDMAKING class to exercise your artistic talent.**

By using care and attention to detail you can still produce good quality cards even if you are not naturally artistic

You can choose your own pictures and your own messages

Yes! - You can Even Choose Your Own Photos

*And they can all be produced in M/S Word so there is no need to buy any new programme*

**SO IF YOU WOULD LIKE TO SEND YOUR GRANDCHILD A BIRTHDAY CARD**

with a picture of

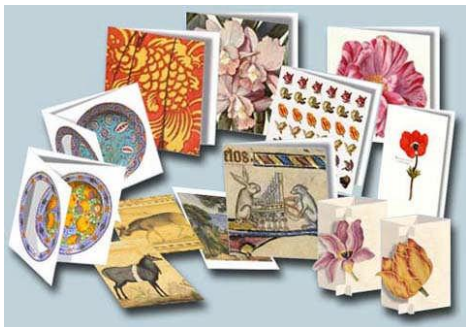
**The little Darling**

or

**Their favourite toy or pet**

or

**Their grandmother doing the Cancan**



**ENROL FOR A CLASS AND FIND OUT HOW  
TRY IT, --- ITS FUN**

And as a special bonus you get to have morning tea with Raewyn and Ruby

### How We Learn

- 10% of what we **read**
- 20% of what we **hear**
- 30% of what we **see**
- 50% of what we **see and hear**
- 70% of what is **discussed with others**
- 80% of what is **experienced personally**
- 95% of what we **teach to someone else**

*If you want happiness for an hour, take a nap.*

*If you want happiness for a day, go fishing.*

*If you want happiness for a year, inherit a fortune.*

*If you want happiness for a lifetime, help somebody*

*(Chinese proverb)*

*Join the happy people at SeniorNet!*

## ***A Tribute to our hard working Student Co-ordinator...***

Because of the holidays, enrolments came in extremely slowly, but fortunately, after the successful Open Day, our numbers have now swelled to 20 classes. I think we must all thank Jeanette for the hard work and effort she put into sorting out the classes. Not only did she try to cater for our new Basic Skills Manual which replaced the Introduction to Computers manual, but also to place new students who have Word 2007 into a class time and day convenient for everyone, including the Tutor. I know Jeanette will have spent many hours explaining to new students how to find which operating system and Word Processing programme they had, in order to place them into the right class. This, of course, was in addition to all the other class placements. Thank you, Jeanette.

*Louisa - Secretary*

## **TUTOR REPORT**

This term has seen a return to higher numbers of students and once again our tutors have offered the support we need to run the classes.

The previous class of Introduction to Computers has been replaced by Computer Skills, an 8-week course that includes much of the material used in the previous Word Processing 1 and this has, of course, entailed a great deal of work for those people who write the manuals and for the tutors running the new course. As always, the transition appears to be going smoothly and the other courses continue to attract students whose interests extend beyond word processing.

We are indeed fortunate to have such a competent group of tutors to call upon but in saying this I don't want to discourage any student from offering to help as a tutor. Most of us started out as beginners and by tutoring we've increased our knowledge and our confidence.

In conclusion I'd like to say how sad we were to hear of the recent death of two of our past tutors, Dick Hince and Russell Rogers. We will all remember Dick for his intense enthusiasm and Russ for his quiet patience. We will miss them both.

*Barbara Macdonald*

## **WHAT IS A PDF FILE? -**

It is short for **P**ortable **D**ocument **F**ormat, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. This Newsletter has been sent in PDF format.

To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems, a copy of which is on your CD, or a free download at - [www.adobe.com](http://www.adobe.com). Of course to input and save a file in PDF you need to buy the program.

## How to remove scratches from a CD/DVD?

1. Firstly whenever you see a scratch on a CD/DVD wash the CD gently with a little detergent, using your fingers to clean it. Make sure you don't use sponges as they can scratch the CD/DVD more. Now insert in the disk in the drive and check if it's working, if it doesn't then follow the next step.
2. If the above doesn't work then just polish the CD with a little toothpaste. This actually works wonders. Moreover you don't need to buy any professional cleaning kits. Polish the scratches with a cotton swab, rubbing gently the paste-imbued swab over the scratches until they disappear or until you notice that you have removed them as far as possible. After clearing the scratches, wash the CD in water. Sometimes there is a possibility that the paste may create small scratches. Don't worry, they'll be small and can easily be removed.
3. If the problem still persists then use a metal polish- Brasso in the same way as described above. After your done rub Vaseline on the CD, very gently (do not press hard), from moving out from the centre to the rim.
4. Now it's time to test your disk. If the disk starts working then it's great. But if it doesn't, then repeat the above steps again.

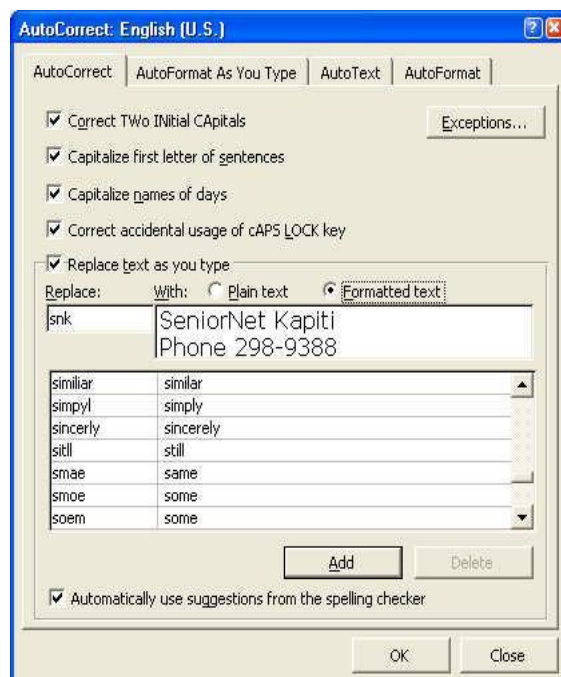
(from SeniorNet Horowhenua Newsletter)

**AUTO CORRECT** Let Microsoft Word type names and other words and phrases for you. Are you still manually typing your name, your address, or your organisation's name? If so, you can be spending a lot of time doing repetitive typing. The AutoCorrect feature in Word expands any unique abbreviation into a complete word, name, or even a phrase to save you from having to type it manually. You can use this handy feature in a few easy steps.

1. Type your name (or your address or your organization's name) and then highlight (select) it. *In this example I typed and selected SeniorNet Kapiti followed by our phone and E-mail addresses.*
2. On the Tools menu, click AutoCorrect or AutoCorrect Options and then click the AutoCorrect tab. You will see the text you typed and selected in the '**With**' box.

*(Note: only the first couple of lines appear in this box but all of the text will be inserted).*

3. Tick the '**Replace text as you type**' box and then type a unique short abbreviation for the name in the '**Replace**' box. *In this example I chose "snk".*
4. Click **Add**, and then click **OK**. From now on simply type the abbreviation into any document you are working in, and then press the SPACEBAR.



Microsoft Word will expand the abbreviation into the full text.

*Here's what my example produces each time I type snk:*

SeniorNet Kapiti

Phone 298-9388

E-mail: [seniornet.Kapiti@paradise.net.nz](mailto:seniornet.Kapiti@paradise.net.nz)

Now just think of all the names and other words and phrases that you'll never have to type again, because Word can type them for you!

(from SeniorNet Kapiti Newsletter)

***Do you remember your Email Course and how to add a signature to your email in Outlook Express***

- 1: Go into your mail program. (At the inbox)
- 2: At the top choose **Tools** then **Options**.
- 3: Select **Signature**
- 4: Make sure you check the box that says, "Add this to all outgoing mail."
- 5: Make sure **Text** has been selected, then in the box provided type in whatever you would like to have included in your email.  
**Note:** When you type in your URL (home page address) it won't look like a link until you see it in an email.
- 6: Click **OK** then **Apply** and there you have your own personalised signature.



**WHEN SOMETHING GOES WRONG DO YOU GET A REQUEST MESSAGE TO SEND A REPORT TO MICROSOFT?**

We understand the idea is that if enough reports arrive at Microsoft they will investigate the problem. The truth seems to be that they don't. So how do you get rid of this annoying message?

Start – Control Panel – System - Click Error Reporting and then select Disable Error Reporting



**THE A4 PRODUCTION and ARE YOU ON EMAIL**

As we have moved to an email production, we do not now need to produce the Newsletter in four page blocks. Therefore, we will be producing the paper copy in A4 which also enables us to do a simpler match with our Website.

If you have received this by post, but have an email address, it would be greatly appreciated (and it will save us time and money), if you would email us as soon as possible at [snet-huttcity@xtra.co.nz](mailto:snet-huttcity@xtra.co.nz) of the details.

# **FEDERATION OF NEW ZEALAND SENIOR NET SOCIETIES INC.**

## **FEDERATION REGIONAL MEETING**

Held at Upper Hutt on the 7 March 2008

The latest Regional meeting was attended by over 30 members representing six learning Centres. Your representatives were Louisa Coupland, Geoff Honey, Wayne Meredith and Brian Thomas. The meeting covered the usual of some general discussion and Grant Sidaway giving us an update on Federation and other matters.

Grant confirmed the positive meetings held with the TEC late 2007- early 2008, resulting in further funding, plus the engagement with other crown funding agencies with the intention for the Federation and Learning Centres to have a stable funding platform. Full details have already been provided for members on our Blog.

Grant said he was now contracted to make 40 visits to Learning Centres in 2008 along with attending Regional Meetings and Tutor Training Days. He will be a busy man!!

He mentioned the special deals he has been arranging, such as [Microsoft Office 2007 Home and Student Edition](#) (a saving of over \$100-00), but again you would have read the details of these on the Blog.

Some other matters mentioned by Grant were –

- The Federation Website receives about 60 visits per day.
- Should we look at rebranding ourselves with a new name. What connotations does SeniorNet have to the public?
- He is trying to get some brand names to sponsor courses – eg Internet Banking
- The capitation fee of \$1-00 per member remains for this year
- A Banner is available if Centres require one for a display
- He confirmed that Courses advertised on the Website could only be sent to a SeniorNet, not individuals

Hutt City made two presentations to the meeting –

- Brian spoke about and handed out CD's providing a 'Beta' working copy of the Database system for Centres to examine.
- Geoff spoke and presented a paper about the Dual booting method we have implemented to manage XP-Vista and the use of the 'Steady State' program explaining how 'Go Back' cannot operate in a dual boot situation.

We have to find a new Regional Representative as Brian Nelson is not standing this year. Unfortunately, nobody offered to put their name forward at the meeting so we have been asked to return to our Clubs to seek a nominee.

A significant matter brought to our notice was that one Centre was unable to get a Committee. So, allied with a declining number of members taking Courses, they decided to call a Special General Meeting to wind up the Centre. Fortunately, this resulted in a new Committee being found so they are able to continue. But a Committee and volunteers are only part of the equation – members must take Courses or the income to cover the costs is not there, so closure becomes inevitable.

Use of Laptops within a class were a lively discussion point.

Members wish to use something that is familiar to them and some 70% of sales are now laptops, although, as we pointed out in our last Newsletter, Laptops can have their difficulties. Hutt City, as advised in our March 2007 Newsletter, decided against, due to the teaching difficulties that arise due to incompatibility of software and individual machine settings. Those Learning Centres that do allow them required additional tutors to handle the extra workload and in some cases individual tuition was being given. Some Centres accept the extra administrative workload and have Laptop only Courses.

Naturally no Centre allows a Laptop to connect to the Internet.

Again a worthwhile day and we thank Upper Hutt for their hospitality.



**PLEASE NOTE OUR POLICY REGARDING THE USE OF LAPTOPS IN CLASSES** - As mentioned above, the use of laptops was a 'hot' topic at our Regional Meeting.

**We repeat our decision that Laptops are not to be used at our classes for the reasons previously advised.** We see that the largest SeniorNet in the country, Christchurch, has reconfirmed their ban on the use of Laptops at their classes. Another difficulty Christchurch had was the viewing problems due to the smaller screens.

Hope you enjoyed reading this, our First Email Newsletter!

If you got down this far, we would appreciate your sending an email to us at [snet-huttcity@xtra.co.nz](mailto:snet-huttcity@xtra.co.nz) , to gauge our readership.