

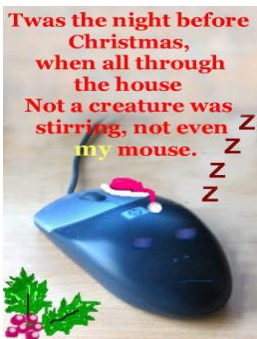


## SENIORNET HUTT CITY INC

NEWSLETTER No. 39 - DECEMBER 2008

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



*MERRY XMAS AND  
GREETINGS TO YOU ALL*

This is our final Newsletter for 2008 and it gives me an opportunity to give my thanks to all the selfless volunteers who have made the classes possible and later in the Newsletter we acknowledge the over 50 people who helped you during the year – the opportunity to help others is the ethos of SeniorNet. I also thank those of you who took a class during the year.

During the year many parts of our organisation continued as usual - classes, tutors meetings, the Federation continued to progress and grow, our Website and Blog continued to be increasingly visited by members, Courses were revamped and updated as normal, etc.

However, many new parts were also added to our repertoire.

We started emailing our Newsletter, we had Committee changes, our Blog address was changed to match that of our Website, our email address is now more reflecting of our organisation, Q & A Sessions were started, Laptops sessions were held, SNAP was introduced to the Federation, Open Days were held, and numerous other initiatives introduced. So something was always on our to-do list.

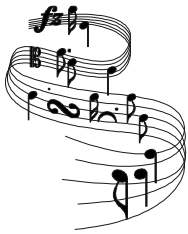
Well enough from me - our Term Dates for 2009 are listed elsewhere and we ask you to apply for a class next year as soon as you can.

Again, thanks to you all and our best wishes for the Xmas Season and New Year.

*Wayne Meredith*

**THE DOWN SIDE** - We notice, more often than in the past, we are getting a few negative comments when some things do not go quite according to plan. Please keep in mind, everybody who **works** (and **works** is the word) at SeniorNet Hutt City is a volunteer and they get no recompense for their efforts. Although enjoyable, it can be quite stressful at times coping, often under time pressure, with nearly 100 students a week. ☹️☹️☹️☹️

Also a issue that is coming through very strongly at our Tutor meetings is how some students are simply not practicing. Frankly, it is inconsiderate that Tutors should volunteer, at not inconsiderable personal cost in time and money, when students do not help themselves by practicing. I think most students would be annoyed if the tutors took the same approach and arrived at a class unprepared. A real problem arises when students proceed to another Course and don't even know the basics. So please help us all by ensuring you do some homework. And remember, you can't really move on to other more complex courses until you have mastered the essentials. Arriving late for a class is also frustrating. If Tutors can be on time – why can't students ?.



*We wish you a Merry Christmas  
We wish you a Merry Christmas  
We wish you a Merry Christmas  
And a Very Happy New Year*



*(Don't forget to come back now)*

## **THE COMPUTER SWALLOWED GRANDPA.**

The computer swallowed Grandpa  
Yes, honestly it's true!  
He pressed 'control and 'enter'  
And disappeared from view.

It devoured him completely,  
The thought just makes me squirm.  
He must have caught a virus  
Or been eaten by a worm.

I've searched through the recycle bin  
And files of every kind;  
I've even used the Internet,  
But nothing did I find.

In desperation, I asked Jeeves  
My searches to refine.  
The reply from him was negative,  
Not a thing was found 'online.'

So, if inside your 'Inbox,'  
My Grandpa you should see,  
Please 'Copy, Scan' and 'Paste' him  
And send him back to me.

This is a tribute to all the Grandmas and  
Grandpas who have been fearless and.  
learnt how to use the Computer.  
They are the greatest!!!

**We do not stop playing because we grow old;  
We grow old because we stop playing .  
NEVER Be The First To Get Old!**

**TIP <> Type the name of a web site such as 'myspace'  
into your browser's address bar, press CTRL+Enter to  
automatically add http://www and .com to the address.**

## INTERNET USE 'GOOD FOR THE BRAIN'

(Story from BBC News – published 14.10.08)

***For the middle aged and older people at least, using the Internet helps boost brain power, research suggests.***

A university of California, Los Angeles team found searching the web stimulates centres in the brain that control decision-making and complex reasoning.

The researchers say this might even help to counteract the age –related physiological changes that cause the brain to slow down.

The study features in the American journal of Geriatric Psychiatry.

**A simple, everyday task like searching the web appears to enhance brain circuitry in older adults.**

Professor Gary Small  
University of California, Los Angeles

As the brain ages, a number of changes occur, including shrinkage and reductions in cell activity, which can impact on performance.

It has long been thought that activities which keep the brain active, such as crossword puzzles, may help minimise the impact – and the latest study suggests that surfing the web can be added to the list.

Lead researcher Professor Gary Small said: "The study results are encouraging, that emerging computerised technologies may have physiological effects and potential benefits for middle-aged and older adults.

"Internet searching engages complicated brain activity, which may help exercise and improve brain function."

The latest study was based on 24 volunteers aged between 55 and 76. Half were experienced Internet users, the rest were not.

### **Compared with reading**

Each volunteer underwent a brain scan while performing web searches and book-reading tasks.

Both types of task produced evidence of significant activity in regions of the brain controlling language, reading, memory and visual abilities.

However, the web search task produced significant additional activity in separate areas of the brain which control decision-making and complex reasoning – but only in those who were experienced web users.

The researchers said that compared with simple reading, the Internet's wealth of choices requires that people make decisions about what to click on in order to get the relevant information.

However, they suggested that newcomers to the web had not quite grasped the strategies needed to successfully carry out a web search.

Profession Smith said: "A simple, everyday task like searching the web appears to enhance brain circuitry in older adults, demonstrating that our brains are sensitive and can continue to learn as we grow older."

Rebecca Wood, Chief Executive of the Alzheimer's Research Trust said: "These fascinating findings add to previous research suggesting that middle-aged and older people can reduce their risk of dementia by taking part in regular mentally stimulating activities.

"Older web users – 'Silver Surfers' – are doing precisely this.

"Frequent social interactions, regular exercise and maintaining a balanced diet can also reduce dementia risk."

Dr Susanne Sorensen, Head of Research at the Alzheimer's Society, said: "Use it or lose it may well be a positive message to keep people active but there is very little real evidence that keeping the brain exercised with puzzles, games or other activities can promote cognitive health and reduce the risk of dementia."

*Way to go SeniorNetters - another plus for us.*



## **TELSTRA CHANGEOVER**

Over the next few weeks the Technical Team will be hard at work changing our communication services from Telecom to Telstra.

The Learning Centre telephone number will stay as 560 3160 and our email address will also stay as [learn@seniornet-huttcity.org.nz](mailto:learn@seniornet-huttcity.org.nz)

If you have not updated your email address book, now is the time to do that because once the change is made, emails sent to our old address will bounce back to you.

Telstra subsidise the Federation of NZ SeniorNet Societies by contributing a percentage of the monthly telephone bill of each SeniorNet member who is connected through them. So, if you are connected to Telstra, please let us know if you have not done so already.

In addition Telstra will provide us with 10 email boxes and we plan to use 5 of these in Room 2 with Windows XP and Outlook Express in our Email & Internet course, as at present. The other 5 email boxes will be set up in Room 1 for use with Vista and Windows Mail and, in Term 1 2009, we will be offering a second Email & Internet course tailored for those members who use Vista and Windows Mail.

This change does not affect our Website or Blog addresses.

I have a spelling checker,  
It came with my PC.  
It plainly marks four my revue,  
Mistakes I cannot sea.  
I've run this poem threw it,  
I'm sure your pleased too no  
Its letter perfect in its weigh,  
My checker tolled me sew.





**techsoup**

is an international organisation that provides donated hardware and software to not for profit societies such as ourselves.

We have registered with **TechSoup NZ** and are eligible for Microsoft software, for example, at a very low cost. Currently we are assembling our wish list for next year.

**TIP: Check hard disk space** -- Double click the **My Computer** icon on your Desktop and right-click on your hard disk (usually drive C). Click **Properties** to see the amount of disk space left on your computer



**DID YOU KNOW THAT YOU CAN STOP YOUR STOLEN MOBILE FROM BEING USED?**

**To do this - key in the following digits on your phone:**

**\* # 0 6 #**

A 15 digit code (your Mobiles serial number) will appear on the screen. This number is unique to your handset. Write it

down and keep it somewhere safe. When your phone gets stolen, you can phone your service provider and give them this code. They will then be able to block your handset so even if the thief changes the SIM card, your phone will be totally useless. You probably won't get your phone back, but at least you know that whoever stole it can't use/sell it either. If everybody does this, there would be no point in people stealing mobile phones.

*Thanks to SeniorNet Kaitaia*

## **QUESTION & ANSWER SESSIONS**

**Join us at our Question & Answer Sessions held on the Last Friday of Each Month at the Club rooms in Andrews Avenue**

**We have now had four Q&A Sessions at the Centre with numbers increasing at each session. Unfortunately, because of the size of the rooms we have to limit numbers to 10 students in each room and your prompt email reply to our notices will assure you a place.**

**There is usually lively interaction and aahh's from enlightenment, with each student learning not only from their own questions but from others' questions as well.**

**There is a \$2 charge - but you do get a cuppa!**

**We look forward to seeing many more of you during the coming year.**

*Louisa*

**Tip: Stop Windows automatically starting a CD I put into the drive?**

**Hold down the left shift key after you've put a CD in your computer. Hold it down for at least 10 seconds. This will stop the CD from autostarting**

## Securely Using Public Computers

There are several ways you can protect your computer, but what if you're not using your own computer? What if you're using a public computer instead (say at a library or hotel for example?) Those computers may not be as secure as your home system and you need to take the proper steps to ensure your personal data stays safe. Here are five tips you can follow for securely using a public computer!

### 1) Don't Do Online Banking

I know this seems like a no brainer, but people do it. If you're using a public computer and you log in to your online banking Web site, you're putting yourself at great risk. There is no way to tell if there's spyware or adware on the computer you're using that could steal your data. That's why it's never a good idea to do any of your banking on a public computer.

### 2) Don't Save Anything

*Would you bring a stack of tax documents to a hotel lobby and leave them there?* Probably not! The same goes for saving any of your personal documents on a public computer. This one applies to files, passwords, music, pictures, downloads, etc. It's just not a good idea to do anything like that on a public computer.

### 3) Don't Buy Anything

This tip is similar to the first one. Buying something on a public computer usually involves some sort of financial information, which is simply a bad idea!

### 4) Delete Internet Explorer Temporary Files

This is a simple step that will help a lot! After you're finished using a public computer, make sure you delete the Internet Explorer temp files. To do that, go to **Tools, Internet Options** and click on the **Delete** button. Then just click **Delete All**. That way, no one else will know what you did on the computer.

### 5) Restart the Computer

This is another simple step that will do a lot of good. Restarting the computer after you're done using it will delete a lot of the temporary files and it will clear out the memory of the computer. People waiting behind you to use the computer might not like the hold up, but when it comes to your safety, it's a very important step.

*Taken from Canterbury Newsletter*

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### “FILE DOES NOT HAVE A PROGRAM ASSOCIATED WITH IT TO PERFORM THIS ACTION.”

Do you get this message when you try to open a file? For example “filename.pps”.

This is a method to fix the problem. Open Internet Explorer and go to [www.google.com](http://www.google.com) and put “PowerPoint viewer” into the search window. Download the file “power point viewer 2003” and save it to your desktop.

Close Internet Explorer.

Run the downloaded file “ppviewer.exe” from your desktop and install the program.

Now open Windows Explorer by holding down the windows key and tap the E key.

Find the file name that you wish to open, for example “Filename.pps”

Right click on the file name and select “OPEN WITH” and select “power point viewer”

Make sure that the box is ticked that says “always use this program to open this type of file” or something similar.

The other file type most commonly not able to be opened is \*.wmv. Use windows media player to open this file using the above instructions.

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## STORAGE: STORAGE: STORAGE: STORAGE:

Computers over their lifetime amass an amazing amount of data and as they will inevitably breakdown or wear out that data in many cases needs to be stored. Over the years many options have been tried and many found wanting, from the original tape preference which took ages to access an individual file to today's optical systems. The best of these Blu Ray at a cost of \$20 for a 25 Gb disc is an expensive alternative. Your standard DVD disc will do the job for about a tenth of that but will spread your files over 5 times the number of discs, still a problem finding a particular file, but for home computers a possibility but not for businesses. The solution has arrived. The old faithful Hard Drive, backbone of your computer for over twenty years has now dropped in price to the extent that for the price you used to pay for a megabyte will now get you a Gigabyte and it is all instantly accessible. A word of warning though, DVD discs are optical devices and relatively safe except for physical damage. Hard discs are magnetic devices and must be stored away from any magnetic fields.

### Resizing photos for email (Just another way)

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 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 sending 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; 640X 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 you started with, along with a newly sized for emailing.

*Taken from S/N Otago who took it from S/N Huntly who took it from S/N Doubtless Bay! We all love to share!*

### And for those with Vista:

#### Vista Windows Photo Gallery

You can easily choose the picture size you require for email attachments.

Click on the **photo(s)**.

Click **Email** on the **Menu Bar** above

Click the **mouse button**

Click on the small **black arrow** in the **Picture Size slot**.

**Select** from the five sizes available.

Click **Attach**.

There you have a new email ready to compose with the photo(s) attached.

Netguide, North & South, Next, Your Home & Garden, Womans Day – **Why pay full price** – just some of the magazines you can get at a massive discount through the Federation Website - [www.seniornet.co.nz](http://www.seniornet.co.nz)

**TIP: Open a folder of pictures and from the Explorer menu on the left click **Picture Tasks** and then **View as a slideshow****

**Question - What is the Microsoft Windows Malicious Software Removal Tool that comes through every month with the Windows Updates?** Answer - It is a utility that scans your computer for any infections from malicious software. If anything is found, the Removal Tool then helps to get rid of it.

**From Bradley Anstis, who heads up TRACE (Threat Research and Content Engineering team) for Marshall Solutions a leader in Email and Internet Content Security:**

**Don't fall for 'Seasonal Spamming' – 'chain-letter' emails and worse.**

As the holiday season closes in, some cyber crooks are changing their tack - and trying old fashioned sob stories to milk money from their victims.

This Eastern bloc Christmas cracker works in a similar way to Nigerian 419 scams, where victims answer an email, a dialogue is opened and the money is gradually extracted.

The email will feature tear-jerking illness, probably a young child, and the tale of a whole family forced to live in a one-room house - there's often a workplace accident or a factory closing to make things even worse.

They will outline just how much the email recipient could help just by donating a few basic things like warm clothes, blankets, old shoes or vitamins - or if it would be easier than sending a care package...wait for it...a cash donation by online transfer would be fine.

Anstis advises recipients to ignore and delete any type of unsolicited email should it slide into your inbox.

Some sure-fire signs that a cyber conman is having a go include:

- o the email is addressed in the bcc line of the message
- o the sender apologises for making contact with you
- o they 'found' your address on the internet, but won't say where
- o the story sounds too exaggerated to be plausible
- o blessings are heaped on the recipient

*Taken from Horowhenua Newsletter*



**GOOGLE STREET VIEW -- HAVE YOU HAD A LOOK AT**



**YOUR HOUSE YET?**

<http://maps.google.co.nz/help/maps/streetview>

Google has now unveiled its "**Street View**" on Google Maps in New Zealand This makes it the seventh country that the popular on-the-ground mapping service is available in. We can now take a virtual view of Kiwi homes and streets from today although people's faces have been blurred along with licence plate numbers.

The free online program allows Internet users to take a virtual walk down city streets and lets users view and navigate 360 degree street-level imagery of local cities, towns, regions and remote areas from different angle on their computer screens.

Most areas in Lower Hutt & Wellington - as well as towns and cities across New Zealand - were covered. However, Island Bay, Owhiro Bay and Happy Valley were yet to go online.



**FLASH DRIVES ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹**

We bought some Flash Drives for use by students when doing lessons. Unfortunately we only have four left as the others seem to have gone walkabout. So we have now tied them to each PC. Please do not remove them from the Centre.

If you do have one of our Flash Drives would you please return it.

## CREATE A PANORAMIC PHOTOGRAPH



West Quay Ahuriri

Have you ever wanted to photograph a mountain view or other sweeping landscape but found it too wide for a single picture? Well, it's easy to create a panoramic picture of even the widest scene, even with an inexpensive point-and-shoot digital camera..

You can create a panoramic photo using **Windows Live Photo Gallery**. Windows Live Photo Gallery is a new version of Photo Gallery that you can install on **Windows Vista** or **Windows XP**. It includes a new feature for creating panoramas. If you don't already have Windows Live Photo Gallery, you can download it for **free**. Just type

<http://get.live.com/photogallery/overview> into Google or your normal search engine and download it from there.

First you need to shoot photos for your panorama. Start by finding a scene that would make a good panorama, such as a wide city skyline or view across a broad valley—something too wide to fit into one picture. You need to take multiple photos of your scene all in a row. Start at one end of the scene and take a photo, and turn just enough to overlap the last shot by about a third. Don't worry if you overlap more than that—it won't hurt.

Hold your camera steady and keep going until you've photographed the entire scene you want to capture. Try not to turn your camera up or down as you move or you might end up with a crooked horizon. A tripod would probably be helpful. Three to five photos is usually enough.

Now all you need to do is stitch them together into a panorama using Windows Live Photo Gallery.

If you are using photos which are still on your camera you can import them direct from the camera into Photo Gallery.

First plug in the camera and Windows will detect the pictures on your camera and will ask how you wish to import them. Choose **Import pictures and videos using Windows Live Photo Gallery**. Now click **Import all new items**. If you are using photos which have already been down loaded to your computer, open the Windows Live Photo Gallery programme and select them from Windows Explorer.

Now, select the photos you want to stitch together. To select multiple photos, hold down the **CTRL** key, and then click each of the photos. Next, click **Make** on the menu bar, and then **Create panoramic photo**.

That's it! Wait while Windows Live Photo Gallery stitches them together. This might take a few minutes, especially if you have large photos or are stitching together a lot of photos.

It's done. Once you're satisfied with the stitched photo, click **FIX** on the menu bar and then using the tools from the task pane, which will open, crop the panorama into a nice clean rectangle. Finish by doing any retouching you want to the panorama, such as adjusting its colour or exposure.

When you're all done, you can sit back and admire the beautiful scene all over again, as much as you want!

It's simple  
It's FREE

*Taken from Napier Newsletter*

## Now, where was I?

If you prepare a long document, it will probably be edited or re-read several times. Each time you open the document, the cursor will be at the start of the document, and you will have to scroll through to find out where you were last working. Efforts to identify the last location can include highlighting a character or word and changing the font size and colour.

But Word provides a simple method of picking up where you left off. Just type one character where your editing ends for the day (even a space at the end of a sentence) before saving it.

Next time you open the document, the cursor will be at the start, as usual. But if you press **Shift + F5** the cursor will immediately move to the exact location of the last edit, including the blank space you may have created with the spacebar.

This function will work no matter how big the document or how long it has been since it was last edited.

*Taken from Motueka Newsletter*

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 organised by the type of asset – Programmes; Favourites/Internet History; Files, including documents and media; and Communications, including email, 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.

### Microsoft Office 2007

When in any Office 2007 programmes you use Open or Save As, either dialogue box shows in the left panel a number of favourite links for easy navigation. If you often use a particular folder you can add it to the favourite links by copying a short cut in C:\User\*(name of owner)*\links. It can be a real time saver.

The ribbons in Office 2007 programmes take up a lot of space. Double click on any tab and the ribbon will hide; a single click will return the ribbon for you to use and then re-hide. A double click on a tab will return the ribbon to permanent view. *Taken from Keri Keri Newsletter*

## **MEMBERS ----- PLEASE READ THIS ----- IT IS VERY IMPORTANT** **WHAT WORD PROCESSING PROGRAM DO YOU HAVE?**

**WORD 2007 and 2003 are radically different. If you do not advise us of the correct MS Word Processing program you have, you will be placed in the wrong class and it will be extremely difficult for you to learn.**

**Unfortunately many members are still advising us of the incorrect program they have which is causing us, and them, all sorts of problems.**

**If you have any Word Processing Program other than Word 2003 or 2007 it will be difficult for you to undertake a class. Computers are often sold with unsuitable programs such as Open Office, MS Works or older versions of Word. Another point is that only a 'Trial Version' that operates for a limited time may be loaded. If you have any doubt whatsoever about what program you have please contact us.**

**Please remember a Word Processing Program (like Word 2003) is different from an Operating System (such as Vista or XP).**



A big thank you to everyone who helped in 2008.  
We really appreciate your efforts and look forward to seeing you again next year.

**THANK YOU!**

Thank You!

Thank You!

Thank You!

**From the STUDENT CO-ORDINATOR** >>>>>> *Jeanette*

Another year has almost gone! We all look forward to a New Year and a new start.

Think about the New Year's resolutions that you are going to make. Is one of them to improve your computing skills?

Classes start on 16 February 2009. We have a good selection of classes available, so **get your applications in now** to ensure that you get the days and times that you want. We have had a really good response this term with about 100 students in classes.

Please let us know if there are any topics that you would like us to provide classes for. If you feel that you have a skill and a subject that you would like to share with others, let us know and we can follow it up. We are always looking for new ideas and people to help us. **The most important thing though is to get your enrolments in now for Term 1 - 2009.**

**HAVE A GREAT CHRISTMAS AND A HAPPY AND HEALTHY NEW YEAR.**

**AS IT WILL BE UPDATED OVER THE TERM BREAK VISIT OUR BLOG TO ALWAYS FIND OUT WHAT IS HAPPENING AT SENIORNET – ALSO SOME INTERESTING WEBSITES ARE NOW LISTED**  
**[www.seniornet-huttcity.blogspot.com](http://www.seniornet-huttcity.blogspot.com)**