



SENIORNET HUTT CITY INC

NEWSLETTER No. 49 - JUNE 2011

www.seniornet-huttcity.org.nz www.seniornet-huttcity.blogspot.com
Suite 202, 2ND Floor, Hutt City Dental Centre, 14 Laings Road, Lower Hutt.
P.O. Box 44 234 Lower Hutt 5040 Ph: (04) 560 3160

learn@seniornet-huttcity.org.nz

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

Greetings to you all,

That time is almost upon us again. Not Christmas but the AGM. Our formal notice is in this newsletter and as you will see we will have a very interesting speaker in Jon Duffy who is from Trust and Safety at Trade Me. You are welcome to bring friends along.

So as we say – please put the date and details in you diary today and let us know either by phone or email if you are coming. What is the date –

Wednesday 27 July starting at 2pm at the Avalon Pavilion, Avalon Park, Taita Drive.

I think you all realise that SeniorNet membership and class numbers are reducing. The Federation has decided that this is the Year of Revitalisation of SeniorNet and to this end last month several members attended what was styled a Management Concepts day hosted by Pat and Duncan Fuller from one of the growing SeniorNets, Nelson. It was a tremendous day and we came away with many ideas although quite a few they put to us we already had in train. As you will realise it takes time to implement any new procedures (and that is why we are always looking for volunteers) but you will see some of the ideas put into action over the coming months.

The Federation had its AGM in May and I, along with two other members of your Committee attended. About 35 people from Invercargill to Whangarei were there and as usual it was very enjoyable meeting fellow SeniorNetters. It is exciting that at every Federation AGM various members put their names forward to be elected to the Executive of the Federation and a vote is required for most Regions. We wish it was more like that at grassroots level. The Federation is trying to increase our profile and 'branding' as you will have seen with the new logo.

On a sad note; recently we lost a real friend in Margaret Gooch. Margaret joined SeniorNet in August 2000, and retained her membership throughout. Margaret did many SeniorNet courses and then took an interest in tutoring Introduction to Computers, Computer Awareness, Computer Skills, Basic Word Processing, Word Processing, Internet and Email, Word Art and Calendar and Card Making.

Margaret was always willing to help out in any way she felt able and in whatever was asked of her. She was friendly, cheery, happy, positive, capable and reliable and a much valued member of SeniorNet.

It was with sadness we learned of Margaret's illness and some of our tutors kept in touch over the time. We were so pleased she was able to join us at our last Christmas morning tea.

Margaret has been, and will be, missed from SeniorNet but our lives are so much richer for having known her. Our condolences go to Peter and the family.

Wayne Meredith



ANNUAL GENERAL MEETING

At the Avalon Pavilion on Wednesday 27 July starting at 2 PM.

GUEST SPEAKER

Jon Duffy

JON DUFFY IS WITH TRUST AND SAFETY, TRADE ME.

MANY OF YOU WILL HAVE TAKEN OUR TRADE ME COURSE AND THIS WILL BE AN INTERESTING AND ENTERTAINING INSIDE LOOK AT ONE OF NEW ZEALAND'S SUCCESS STORIES. JON WILL HAVE SOME ENTERTAINING STORIES TO TELL YOU ABOUT HIS EXPERIENCES -

SO PUT 2 PM WEDNESDAY 27 JULY AT THE AVALON PAVILION, AVALON PARK IN YOUR DIARY TODAY AND PLEASE ⇨ ⇨ ⇨ ⇨ ⇨ LET US KNOW YOU ARE COMING AND

WHY NOT JOIN US AFTER THE MEETING

AT THE CONCLUSION OF THE MEETING YOUR COMMITTEE CORDIALLY INVITES MEMBERS AND FRIENDS TO JOIN THEM FOR LIGHT REFRESHMENTS.



FOR CATERING PURPOSES WE ASK YOU TO LET US KNOW IF YOU WILL BE ATTENDING. SO PLEASE PHONE US ON 560 3160 (LEAVE A MESSAGE IF NECESSARY) OR EMAIL US AT – learn@seniornet-huttcity.org.nz

WHEN EMAILING PLEASE PUT AGM IN THE SUBJECT LINE.

Trade Me generates 60% of all internet traffic in NZ. Want to know how - take our Trade Me course. Already a Trade me user - why not take the Course - you never know what you might learn.

My first job was working in an orange juice factory, but I got canned because I couldn't concentrate. Then I worked in the woods as a lumberjack, but I just couldn't hack it, so they gave me the axe.

SENIORNET HUTT CITY INC.

(A member of the Federation of New Zealand SeniorNet Societies Inc.)

ANNUAL GENERAL MEETING

WEDNESDAY 27 JULY 2011 AT 2.00PM

TO BE HELD AT THE AVALON PAVILION, AVALON PARK,
TAITA DRIVE, LOWER HUTT

BUSINESS:

- 1 To receive the Society's Annual Report and Audited Accounts for the year ending 31st March 2011.
- 2 To elect the Officers and Executive Committee for the year 2011-2012 as follows:
 - (a) Chairman, Deputy Chairman, Secretary and Treasurer
 - (b) Between four (4) and eight (8) Committee members
- 3 Setting of Annual Subscription for the year 2012 – 2013 *
- 4 To appoint Auditors.
- 5 To consider any Motion which may have been submitted to the Executive Committee for consideration.**

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(\*In terms of the Constitution any such Motion is to be in the hands of the Secretary no later than 21 days prior to the Annual General Meeting).

Any financial member may be nominated for the Committee.

Nomination forms can be obtained from:

The Secretary, P O Box 44-234,

Lower Hutt, 5040

or Phone 560 3160 and leave a message for the Secretary.

Nominations must be in the hands of the Secretary at least 7 days prior to the Annual General Meeting.

- Please note that the resolution sets the fee for the following financial year as our subscriptions for each year ended 31 March are sent out prior to holding our AGM.

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WHAT! MY INNOCENT LITTLE FLASH DRIVE?

Yes. That little flash drive can be just like a sneeze. If a virus attacks your computer and you unwittingly use your flash drive, the virus can move into it and then into any other computer you plug the drive into. In our learning centre we have many people using the computers, often saving their work to a flash drive. It's a bit like a school – just the place to spread infections.

However, there is a way to protect your computer and the flash drive. Scan the drive after plugging it in but before you open it. You can programme the computer to do this automatically. If you use AVG as your security system this is what you do –

Open AVG user interface – Tools – Advanced settings – Scans – click on the + then – Removable device scan – then on the other panel – **tick** Enable removable device scan – **Tick** Automatically heal/remove infections - Click OK.

Each time you plug in the flash drive the computer will scan it – it takes only a few seconds. You will see a little window at the bottom right of the screen.

If you use a security system other than AVG you should still be able to arrange to scan your flash drive, but you may have to do a bit of trial and error. Keep in mind the above details. If you have difficulties we may be able to help you.



The rate of full recovery from in-hospital witnessed cardiac arrest remains dismal, not much better than it was 40 years ago.

Here's a tip — free, the way I know you like it — about how you can increase the chance of a successful resuscitation should you find yourself at the scene of a respiratory and/or cardiac

arrest *without knowing anything about CPR.*

Ready? Do I have your attention now? Good.

All you need to do is walk to the feet of the affected person and raise their legs 60 cm (two feet) off the ground, then hold them there.

There is absolutely no downside or contraindication to lifting the feet and legs in this situation — none.

Why is this helpful?

Because the legs contain about 40% of circulating blood volume and by raising them, you return that critical amount of oxygen-carrying hemoglobin to the heart and central circulation where it's needed to supply the brain and coronary arteries.

Now, don't you feel better?

(From www.bookofjoe.com a blog from Dr. Joseph A. Stirt, MD, Charlottesville, VA)

REMEMBER TO READ THE HEALTH AND SAFETY INSTRUCTIONS AT THE CENTRE AND NOTE THAT A DEFIBRILLATOR IS AVAILABLE

MALICIOUS PDF FILES

Question: "I got a warning from a co-worker about viruses in PDF files. I always thought that you could only get a virus from a program file, and PDFs are just for viewing. Am I right, or can you really get infected by a malicious PDF file?"

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### **Can PDF Files Contain Viruses?**

It's a widely-believed myth that you can only catch viruses and other malware from executable files - files ending in .com, .exe, .bat, and a few other extensions. Many people are surprised to learn they can also be infected by .pdf files - the ubiquitous Portable Document Format, made popular by Adobe.

In fact, PDF files were implicated in more than 50 per cent of malware attacks during 2009, according to researchers at security software developer Symantec. Worse, in 2010, the number rose to 65 per cent. PDF files are becoming the "vector of choice for delivering malware," it seems.

It makes sense, from a hacker's standpoint. Most people don't think a PDF file can do any harm, so they let their guards down and open PDF files without knowing the sender. People tend to trust the familiar, and virtually everyone is familiar with PDF files and the Adobe Reader software for viewing them.

Unfortunately, the PDF format has been enhanced to include capabilities that (unwittingly) made insertion of malware much easier than it used to be. Objects can be inserted into PDF files that may include executable code such as Javascript applets. Such code is allowed to enable advanced forms-editing and other features of PDFs, but it also opens the door to malicious code inserted by hackers. Malicious code may instigate stack overflows which give the hacker access to all of your computer's resources, or it may automatically download another payload from a hacker's site without your knowledge.

### **How Do Malicious PDFs Attack?**

One example is the "ransomware" installed by a malicious PDF file that encrypted all of the personal documents on a user's hard drive, and then displayed a demand for \$120 to unlock the files. Security researchers at Sophos urge users not to give in to ransom demand; if you do, it's possible the hacker will simply demand more money. But the only way to get your files back is from a backup copy which you hopefully have.

PDFs are often sent to consumers by sources they trust, and so people don't think twice about opening them. In one instance, hackers gained control of the email server of pet supplies vendor VioVet and sent bogus discount coupons to all of the companies customers. When recipients followed the instructions to claim their rewards, they actually downloaded malware that infected their computers.

Banks, insurers, and even the IRS commonly use the PDF format for downloadable forms and reports, or to email statements to customers. If one of these sensitive institutions was breached, it could spell financial disaster for millions of people.

To counter malicious PDFs, Adobe Systems, developer of the PDF format, updated its Adobe Reader program to include a "Protected Mode" which implements sandboxing technology. Enabled by default in Adobe Reader X and later versions, Protected Mode limits access to Windows system resources by executable code embedded in PDFs. It won't allow such code to make changes to your system.

There are some further steps you can take to tweak Adobe Reader, that will minimize your exposure to malicious code. This article from About.com details the Adobe Reader settings you need to change. Alternatives to Adobe Reader, such as the free Foxit Reader, also have security settings that can be tweaked to minimize malware risks.

<http://antivirus.about.com/od/securitytips/ht/adobesafety.htm>

Regardless of which PDF reader you use, it's a good idea to keep the software updated. If the program notifies you that a newer version or a security patch is available, download and install it promptly. You can also visit the developer's website to see if you have the latest version of the software, and follow any steps they recommend to protect yourself from malicious PDF files.

### **Free Alternative PDF Viewers**

Many have been unhappy with the slow launch time of Adobe Reader, and the large amount of system resources it uses. As a result, several alternative PDF viewers have arisen, and they're all free. Check out one of these free PDF viewers as an alternative to Adobe Reader...

#### **Foxit Reader**

<http://www.foxitsoftware.com/pdf/reader>

Foxit Reader is a lightweight, free PDF document viewer. You'll love the super-fast launch speed, and since it is compatible with the official PDF Standard, it can do just about everything Adobe Reader can do, but faster.

Oh, and did I mention that Foxit Reader is small and fast? The download file is only about 3MB, or TEN times smaller than the ponderous 35.7MB Adobe Reader download. After the quick download, installing Foxit Reader took me about 20 seconds. While installing Adobe Reader 9.1, I stopped counting when the wizard informed me that "This may take several minutes." And if you're concerned about the post-installation disk space footprint, consider that Adobe Reader will consume about 200MB of hard drive space, as compared to 7MB for Foxit.

Now let's get down to running the programs. One of the things I've always hated about Adobe Reader is that it takes forever to start. Adobe's version 9.1 is much faster than older versions, but if you don't have the latest, expect to wait 10 or 20 seconds for all sorts of splash pages to roll by.

Foxit Reader takes about a second to load up a PDF on my computer. That's nice. And Foxit uses a lot less RAM memory while it's running too. After starting Foxit Reader, I opened the Task Manager and it showed that Foxit was using less than a megabyte of RAM, before loading a PDF.

Comparing that to Adobe Reader, Task Manager show AcroRd32.exe consuming 27MB and Adobe\_Updater sitting on another 10MB of RAM. Even after closing Adobe Reader, the Adobe\_Updater needlessly remains in memory. And when opening PDFs from within the browser, I've noticed that sometimes the AcroRd32 module remains loaded, even after closing the PDF.

Foxit Reader has a nice annotation feature that allows you to draw graphics, highlight text, and make notes on a PDF document. You can also convert the PDF document into a simple text file.

But watch out for a few little things during the installation. If you're not paying attention, the wizard will also install the **Foxit Toolbar**, change your browser start page to **Ask.com** and put "**convenient**" eBay links on your desktop. Just uncheck those boxes if you don't want all that extra stuff. Foxit Reader is available for Windows 2000/XP/2003/Vista, Linux, mobile devices, and the U3 smart drive.

### **Sumatra PDF Viewer**

<http://blog.kowalczyk.info/software/sumatrapdf>

The Sumatra PDF Viewer is yet another free PDF viewer. It's a small open-source PDF viewer for Windows. Krzysztof Kowalczyk, the creator of Sumatra, decided to give priority to simplicity and minimalism in his design, so you won't see a lot of fancy features -- just a basic PDF viewer.

Sumatra starts up very fast, and because it's just one file with no dependencies, it's perfect for use as a portable app on your USB drive. Sumatra has an active user community, and has been translated into dozens of languages. And since it's open source, you can even download and view the source code, if you want to learn how it works, or add a new feature.

### **PDF-XChange Viewer**

[http://www.docu-track.com/home/prod\\_user/pdfx\\_viewer](http://www.docu-track.com/home/prod_user/pdfx_viewer)

The PDF-XChange Viewer is another alternative. PDF-XChange has some interesting features, such as the ability to type directly into a PDF page, even in documents that are not forms-enabled. You can also add comments and annotations, in text or image form, or export pages in text BMP, JPEG, TIFF, PNG and other formats. PDF-XChange can also fill and save Adobe forms.

PDF-XChange is available for Windows and also comes in a portable version.

### **Firefox, Internet Explorer and Google Chrome are fighting it out**

Internet Explorer 9 (IE9) marks the latest update from the three most popular browsers around the world as they jostle for their share of how consumers will view the internet as it moves into the next generation of HTML5.



A decade ago, browsers were used to look at simple text and images. Now they are shifting to deal with HTML5, an advanced set of web commands that allow a browser to show streaming media and animation without tools such as Flash.

As the browsers adapt, the market is more competitive than ever as use of the internet rises.

Internet Explorer still dominates the browser market, but has dropped from 90% to 57%.

The shift started in 2004 when Mozilla launched Firefox, a not-for-profit open source initiative, then Google launched Chrome in 2008.

One of the key pillars for a browser is speed, and Microsoft has been criticized on this aspect as well as a host of security issues. Hence the move to Firefox or Chrome.



Find out more about using your computer.

↓↓↓↓ An article from the Dominion Post – 9 May 2011 ↓↓↓↓

### SeniorNet a World-beater

SeniorNet Chief Executive, Grant Sidaway says the number of over-50s taking computer courses at its 86 national centres topped 10,000 last year, making it “by far the most successful” organisation of its kind in the world.

This year it has overhauled its training programmes to provide older people with more assistance using technologies such as smartphones and social networking tools.

The charity was established in 1992, modelled on one in San Francisco, and has since provided training to 172,000 members, who pay a \$30 annual fee for access to its courses, which are taught by volunteers.

Mr Sidaway said SeniorNet’s main source of funding was a \$400,000 contract from the Tertiary Education Commission, without which it would be “seriously vulnerable”.

It also had “good commercial support” from TelstraClear. While there was still demand for basic training and people who had “never seen a computer” continued to enrol, SeniorNet had in the past three years introduced courses on Skype, digital cameras, mobile phones and tablet computers, he said.

“This year we are really stepping things up, mirroring what is happening in the rest of the technology world – while still not taking our eye off the ball for the basic courses.”

Britain has an organisation called Silver Surfers, but it had nowhere near the following, he said. “I am getting calls and emails from Britain at regular intervals asking if we could start up there.”

Mr Sidaway said if he had a concern about SeniorNet, it would be whether the next generation reaching retirement age had the same volunteer spirit.

*Thank You, Grant...*



**LEARNING:** Treat learning about your computer as you would learning any other challenging task but keep in mind it should be fun.

When you go home from a class put time aside to play about with and experiment. You will make mistakes but that is how you learn.

Remember *Practice Makes Perfect*. Keep in mind that your Tutor has taken time out from their day to go through the coming lesson. So why shouldn’t you take time out from your day to go through the last lesson.

The only way the real computer gurus got there was by not being afraid to ask the so-called ‘dumb’ questions. What is one of the great impediments to computer mastery? You don’t ask questions and learn because you don’t want to appear stupid. Remember the SeniorNet mantra of “there are no dumb questions”.



Some more words from Grant Sidaway:

“Kids may claim to be the experts and appear to be the technomasters; but it is an illusion. They have little fear of making a mistake so kids are happy to experiment with technology and try new things.

More than likely they didn't pay for what they are experimenting with, so if it breaks it doesn't matter! But the truth is that unless you attack it in frustration with a hammer it's not likely to break.

So - experiment like a kid. Learn something new every day.



**SITUATION VACANT!!                      HELP NEEDED!!**

We are looking for a Volunteer Office Assistant to come to the Learning Centre twice a week to assist in the smooth running of SeniorNet Hutt City. The Volunteer would need to be a member of SeniorNet and be familiar with the voluntary nature of our organisation. Everybody involved in SeniorNet Hutt City are volunteers, there are no paid workers. The person filling this position would be entitled to take part in any of our courses for half price or attend workshops and Q & A for free! The following is a Job Description but this is open to negotiation and flexibility. If you think this could be something you would like to do or you would like to make further enquiries please get in touch with Glenda on 560 3160 or 569 4135. Personally I love my involvement with SeniorNet because of all the nice people who are involved here, be they students, tutors or committee members. Along with my duties I love the PR side of things!

**JOB DESCRIPTION FOR VOLUNTEER OFFICE ASSISTANT**

To assist Office Manager by -

Attending the Learning Centre twice a week

Shopping – Tea supplies / Stationery

Being able to receive and send emails

Dealing with telephone enquiries and Answerphone messages

Photocopying

Assisting with mailouts to members without email – e.g. quarterly Newsletter

Advertising – Libraries / Supermarkets / Computer Shops / Community Centres etc.

Stamping Envelopes

Checking that there are sufficient Manuals for classes

Helping with other duties as required

I look forward to your phone call!

## TUTOR REPORT

We are well into the second term of 2011 and as you will have been made aware elsewhere in this newsletter we are coming up to another Annual Meeting.

Many thanks to the following tutors who are tutoring or assisting during Term 2, 2011.

Stuart Bayliss      Bill Beard      Caroline Dunbar  
Cathie Ellis      Kingsley Fisher      Ruby Fraser  
Andy Gray      Brian Hall      Geoff Honey  
Jexi Keown      Pam McParland      Reg Mudgway  
Maria Newman      Trevor Rowntree      Lyn Smith  
Faye Stewart Alec Stevenson      Geoff Wilberg

*Allan Young* Tutor Co-ordinator

## **STUDENT CO-ORDINATOR'S REPORT**

The time has come for me to hand over the position of Student Co-ordinator and I am not going to seek re-election at the forthcoming AGM.

When SeniorNet started here in the Hutt Valley I transferred from the Wellington group and became a tutor, tutoring in most of the classes that we had on offer at that time. Later I took over the position of Student Co-ordinator and have really enjoyed the contact that I have had with you as the many classes were put into place. It has been a pleasure and a privilege to chat with you and in some cases to be able to answer your questions and hopefully help along the way.

SeniorNet has seen a number of changes in this time with new operating systems and some big changes in the software that is being used.

I really value the friends I have made over the years that I have been involved with SeniorNet here in the Hutt, and know that I am going to miss the contact with you all.

*Jeanette Gregor* Student Co-ordinator

## EARTHQUAKE PREPARADNESS

There has been a call to review our earthquake preparedness and I have prepared the following material as a discussion document for the next committee meeting

### Overview

Published advice on being prepared for an earthquake falls into two broad categories

- 1 Staying safe during the actual event – we should be aware of the best reaction during the occurrence of a quake to assure our best chance of surviving with minimal injury.
- 2 Holding some requirements at hand to assist with any difficulties remaining after the event.

In the case of the first category there is available advice on this which applies not only to the centre but to a variety of locations. It is advisable for individuals to be aware of this advice but I do not propose that we become involved in any education programme in this regard unless the committee feels otherwise.

It is advisable that we review which items we keep on hand to assist after the event of a major quake. There are three scenarios in particular that it is worth being equipped to handle;

Being trapped and needing to escape from the building

Being trapped and becoming confined to the building for an extended period of time

Being able to exit the building but unable to proceed home in the normal manner

In discussions held with people from adjoining rooms there appears to be a tendency to envisage extensive damage to the building but our immediate capsule remaining intact and in its current position. It is unrealistic to plan on this being the case.

### Specific items of equipment for consideration

#### WATER

We already have sufficient volume of water stored. It could be beneficial to split the location in the room as to where this is stored. We are also holding no water in suitable containers for carrying away from the centre should anyone be faced with a long and unplanned walk home. 850 ml bottles of water are available at \$1.20 each

#### FOOD

If we are wishing to hold some food on hand I suggest 12 cans of chocolate flavoured creamed rice. These have a good shelf life, are in tear top cans and contain 2014 kj per can. Cost is \$2.24 per can

#### TORCHES

We may have the need to negotiate a damaged stairwell without lights. At least two torches would be beneficial. 6volt torches are available complete with batteries at \$8.95 ea

#### RADIO

Before people leave the centre it could be pertinent to be aware of any hazards including tsunami warnings (particularly pertinent if heading for the river bank car park) and the location of any evacuation centres. Leeming's have battery operated radios available at \$40 and manual generation at \$99. The City Council have had manual generation units available at \$30. They are currently out of stock and are uncertain as to when more will arrive.

## ROPE

There are suggestions that this may be helpful but there is room for debate as to the extent of its value. Bunnings have available 30metre hanks of 9mm braided poly at \$8.95. This could assist in negotiating down a pile of loose rubble but could not be recommended for dangling through the air.

16mm laid polypropylene is listed at \$1.40 metre but would be discounted.

## WRECKING BAR

This again has scope for debate over the extent of its usefulness. Benefit would occur only if the extent of damage fell into a relatively narrow band. A sufficiently robust bar to be of potential use will cost between \$40 and \$50

There may be scope for other potential items and I welcome suggestions. Once it has been determined what our requirements are I will be happy to undertake purchasing whatever is wanted if this is requested.

*Kingsley Fisher*, Health and Safety Officer.

*I attempted to be a deli worker. But any way I sliced it, I couldn't cut the mustard. My best job was being a musician, but eventually I found I wasn't note worthy. I had a job in a shoe factory; I tried, but I just didn't fit in. I became a professional fisherman, but discovered that I couldn't live on my net income. I managed to get a good job working for a pool maintenance company, but the work was just too draining. I got a job as a historian, until I realised there was no future in it. My latest job is working at a coffee shop. It's kind of boring; every day is the same old grind.*



## FEDERATION NEWS

**The Federation AGM was held in Wellington on the 10<sup>th</sup> May. It was well attended with representatives from the far North to the deep South including 3 of your Committee. Those elected for 2011 were:**

**Ian Turner** Northern Region *Chair* -

**Colin Young** Wellington Region *Deputy Chair*

**Ray McDonald** Auckland Region *Secretary* -

**Lyndsay Noble** Waikato/BOP Region *Treasurer* -

**Gwen Harvey** Central North Island Region *Committee*

**Duncan Fuller** Top of South Island *Committee* -

Allan Rutherford Canterbury Region Committee -

Bruce Smart Otago/Southland Committee

### Other matters

The Federation has started a project to produce a list of recommended teaching resources. <> They are calling for requests to enhance the Hutt City SNAP administration system. <> A significant part of the 2011 plan was better marketing of SeniorNet, what we do and our uniqueness.

To this end the Federation has invested in :

- The production of posters for each Centre to display on notice board in their community
- The production of brochures to be used by Learning Centres to consistently market SeniorNet
- The placement of advertisements in Community newspapers
- The writing of positive articles for inclusion in editorial sections of national newspapers. (A recent DomPost article is re-printed in this Newsletter)

The overall aim in 2011 is to grow our national membership by an additional 3,000 members – *and YOU can help by telling everybody you know about SeniorNet.*

The Federation is always looking for ways to add value for members. The discounts and specials our supporters offer help to add value so please use them where possible – it will save you \$\$\$\$.

The Specials page which has many offers including magazine subscriptions is -

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



**Remember Noel Leemings who offer a huge discount to SeniorNet members (cost + 12%) and TelstraClear who often have specials for SeniorNet members.**

*I tried working in a muffler factory, but that was exhausting. I wanted to be a barber, but I just couldn't cut it.*

**TIP TIME** <> GOING BACK ON A WEBPAGE – USING THE KEYBOARD <> The easiest way to go **back** on a webpage is = **TAP THE BACKSPACE KEY.** OR ... Right Click anywhere on the page (other than on a picture) and from the Drop down Menu select Back. OR....want to go **back** as well as **forward**... hold down the Alt key and tap the Right/Left arrows.



**The Internet Police say on the Net just use common sense. If it sounds too good to be true - then it is!**



**Did you know - the Power Button - WW II**

engineers used the binary system to label individual power buttons, toggles and rotary switches: a 1 meant "on," and a 0 meant off. So they used this as a symbol for On/Off.

**The scam that is rife at the moment is when you get a phone call offering to ‘fix’ your computer – or they say you have a virus or problem. Just hang up the phone (you can tell them a few choice words if you want but that is up to you).**



What would you ever do if you didn't have a ready pictures at your disposal? In 2009 Google switched an option to turn if off. Scroll to the very bottom of **Switch to basic version.**



If you want to go back simply scroll back to the bottom and click **Switch to standard version.**

**TO RE-OPEN A CLOSED TAB IN YOUR WEB BROWSER – Just click **Ctrl+Shift+T****

**WAIVER** > From time to time we carry within our Newsletter a detailed Waiver about various matters including the non-liability of SeniorNet and its members. The full details of this waiver are posted at the Centre and we ask that you read these. We acknowledge that some items in this publication are taken from other SeniorNet Newsletters.

**DID YOU KNOW** - \* You can double-click a word to highlight it in any document, e-mail or Web page.

- \* You can hide all windows, revealing only what's on the computer desktop, with one keystroke: hit the Windows key and "D" simultaneously in Windows. Press the keystroke again to return to what you were doing.
- \* You can enlarge the text on any Web page. In Windows, press Ctrl and the plus or minus keys (for bigger or smaller fonts)
- \* You can also enlarge the entire Web page or document by pressing the Control key as you turn the wheel on top of your mouse.
- \* The number of megapixels does not determine a camera's picture quality; that's a marketing myth. The sensor size is far more important. (Use Google to find it. For example, search for "sensor size Nikon D90.")
- \* On most cellphones, press the Send key to open up a list of recent calls. Instead of manually dialing, you can return a call by highlighting one of these calls and pressing Send again.

- \* You can tap the Space bar to scroll down on a Web page one screenful. Add the Shift key to scroll back up.
- \* When you're filling in the boxes on a Web page (like City, Postcode etc), you can press the Tab key to jump from box to box, rather than clicking. Add the Shift key to jump through the boxes backwards.
- \* Forcing the camera's flash to go off prevents silhouetted, too-dark faces when you're outdoors.
- \* When you're searching for something on the Web using, say, Google, put quotes around phrases that must be searched together. For example, if you put quotes around "electric curtains," Google won't waste your time finding one set of Web pages containing the word "electric" and another set containing the word "curtains."
- \* You can use Google to do math for you. Just type the equation, like  $23*7+15/3=$ , and hit Enter. \* means "times" and / means "divided by."
- \* Google is also a units-of-measurement and currency converter. Type "teaspoons in 1.3 gallons," for example, or "euros in 17 dollars." Click Search to see the answer.
- \* Open the Start menu by tapping the key with the Windows logo on it; the logo key + E opens My Computer
- \* You can switch from one open program to the next by pressing Alt+Tab (Windows)
- \* Whatever technology you buy today will be obsolete soon, but you can avoid heartache by learning the USA cycles. New iPods come out every September. New digital cameras come out in February and October.
- \* You don't have to type "http://www" into your Web browser. Just type the remainder: "nytimes.com" or "dilbert.com," for example.
- \* On the iPhone, hit the Space bar twice at the end of a sentence. You get a period, a space, and a capitalized letter at the beginning of the next word.

***Hope you have enjoyed reading this Newsletter and maybe you have learned something new!***

***Best wishes from the team at SeniorNet.***