



SENIORNET WARKWORTH INC

Member of the Federation of New Zealand SeniorNet Societies Inc.



NEWSLETTER

May 2011

Chairman; Garry Atkins 422 9190
Secretary/Treasurer: Colleen Cooper 425 8617
Technical Manager: Neville Fursdon 422 9463
Apple Mac Co-ordinator: Mel Woodley 422 2605

Deputy Chairman/Academic Manager: Brian Oakes 422 2248
Course Co-ordinator/Judy Wane 425 4327
Tutor Co-ordinator/ Workshop Co-ordinator: Ian Ferguson 425 8957
Newsletter Editor: Anne Murphy 4255211

Learning Centre: 3 Matakana Road, Warkworth, PO Box 659 ~ Ph. (09) 425 9643

Email: seniornetwarkworth@clear.net.nz

Website: www.seniornetwarkworth.org.nz

From The Chairman

Our current Term 2 is busy with a variety of 2-hour Learning Modules, Monday Workshops, and regular courses. Term 3 starting on June 7, is on the horizon, and being winter is often the most popular time to spend working on learning how to better use your home computer. In this edition are timetables for various activities and we certainly appreciate you booking a place for most of these, excepting the monthly Help Clinics which are there to solve any individual problem or difficulty you may have with using your PC or Mac.

You will know through visiting our recently revitalised website and using the links on that to the Federation website that there are substantial savings to be made. For example, as a SeniorNet member you can buy most items at Noel Leeming stores at a significant discount. In turn, Noel Leeming provides a small percentage of every SeniorNet sale to the Federation. So make sure they know you are from SeniorNet. TelstraClear are also strong supporters.

You probably know that the NZ Federation of SeniorNet Societies is instrumental in bringing together 87 SeniorNets in New Zealand, in obtaining funding for us all, and in providing buying opportunities for you as a member. So please use these facilities because you can save your annual membership fee many times over, particularly when coupled to the free monthly Help Clinic aimed at your specific problem. Even our weekly workshops and new Learning Modules are extremely good value at \$5 to cover the cost of your notes.

Providing these learning opportunities comes at a high personal cost in terms of the vast amount of time provided by our unpaid volunteers – the administrators, technical team, workshop and module creators, presenters, and tutors; their only reward being the personal satisfaction of seeing you progress in the confident use of the very many tools within your own computer at home. Because of the extremely rapid changes in technology towards convergence and Cloud Computing these volunteers also need to be always researching and learning. I'm sure that you have also discovered that you can never say "I know all about computers" because you forget! The more you know, the more you realise how much you don't know. That is why we continually refresh your memory with our Monday and Wednesday (Mac) Workshops and 2-hr learning modules once you have understood the basic computer skills courses.

Regrettably, we needed to cancel the planned visit to the fantastic Matakohē Kauri Museum last month through lack of interest. This follows a similar cancellation of the earlier Sky Tower visit late last year so we need to re-consider the planned social activities. I'm hoping that the Social Convenor will have another appealing idea elsewhere in this newsletter for our forthcoming term break at the end of May.

Look through the topics in the timetables, go to our website, read your weekly email, and resolve to book a place as far ahead as you like because there are often restrictions on student numbers determined by the availability of tutors. As a policy we will tutor as few as 2 people on a topic, our absolute minimum, which might mean waiting until the following term in an advanced or specialised subject. I'm always pleased to have your ideas and comments, so contact me anytime. After all, it is your organisation!

Garry Atkins, Chairman. (garrya@paradise.net.nz)

Use the Facilities Available to You as A Member

Three of the features that keep our growing membership 'alive', besides the actual learning process, are the "extras" to help members with their home computing, whether Mac or PC. When attending these at our Learning Centre make sure that you are wearing your name badge (also a receipt) proving current membership.

1. **Help Clinic.** This is a free monthly service when as a current member you can come to our Learning Centre to discuss how to do a specific function to meet your own needs (what could be called a "How do I...?"); any technical issues; and if contemplating buying software, hardware, or peripherals. This advice can save your membership fee many times over. And for any prior advice on a PC problem call Keith on Ph. 425 4663, or Mac users call Mel on Ph. 422 2605. Our Help Clinics in Term 3 are as scheduled on the back of the 2011 Prospectus – **June 14**, and **July 12**, both at 2.30 p.m. Although we normally discourage it, you are welcome to bring your laptop along at these particular Help times.
2. **Open Day.** Before the start of each 8-week term you can attend our Learning Centre to gather information on our Mac or PC courses that you might be considering. And if you have any 50+ friends who envy your SeniorNet computer skills and would like to learn, tell them to come along to the Open Day to find out more about courses and Learning Modules, or SeniorNet membership. Our Term 3 Open Day is scheduled for **May 17** at 2.30 p.m. They can then talk over their needs with our Course Coordinator Judy, or phone her on Ph. 422 3728 (call during normal business hours, and leave a message with contact details). It costs nothing to find out about what potentially is a life-changing experience.
3. **Discounts.** Mentioned elsewhere in this edition are the significant discounts available through Noel Leeming merely by being a member of SeniorNet. And never overlook those available for many products through the SeniorNet Federation website which is linked to our own www.seniornetworkworth.org.nz site. Use these money-saving opportunities to make your membership really worthwhile.

Garry G. Atkins

This ought to make you feel better about your computer skills!

=====

Tech support: What kind of computer do you have?

Customer: A white one...

=====

Welcome to the following new members:

Christina Heswall, Eric Henry, Debra Green, Johnny & Fawzia Schultz, Gaylene Hart, Michael Broderick, Gae Spencer, Lyn Webster, Clare Grimstone, Chris Rathe, Marie Webster, AnneMoir, Rae Hutton, Cliff & Marilyn Goodwin, Suzanne Spencley, Henk & Thea Schut, Denise Nicholson, Anne Pope, Ivan Thomas, Christine Smith, Diane McGarvey, Donald McGilvray, Patricia Gravatt

Tutors and Workshop Presenters

To the unsung heroes of SeniorNet a special thank you for all the hard work undertaken in the past two terms. The standard of presentation has been great and the addition of the Mac Group has added significantly to what we at SeniorNet Warkworth can now offer our members. The development of the Learning Modules has taken a great deal of time and effort but the end result is a real and simple bonus for the members who wish to seriously increase their useful skills in all matters computers

Term 3 Timetable for 2-hour Learning Modules

DATE	TOPIC	
June 9	Understand the Magic of Text Boxes	Helpful text boxes are completely underutilised
June 16	Expert use of End notes , Foot notes & Cross References	References can professionalise your work
June 23	Personalise Your Correspondence with Pictures	Add a photo to your letter or email to complete it
June 30	Make Useful Templates in Word 2007 & 2010	Templates are simple to make and easy to use
July 7	Making Useful Documents with WordPad in Windows 7	The new WordPad has many more easy features
July 14	Cloud Computing Using Windows Live SkyDrive	Welcome to new free file storage in the 'clouds'
July 21	Simple Mail Merge in Word can Save Time	Once shown how this is a very useful facility
July 28	Organise Photographs in Windows Live Photo Gallery	Another free storage facility in Cloud Computing

Note: These modules are based on *Word 2007* or *2010*. If attending any *Windows Live* modules please bring your *Live ID* and password with you, if you have one. All modules start at 2.30 p.m. The cost is \$5.00 and you are requested to book a place up to 24 hrs. before the start by phoning Judy on 422 3728. Please wear your name badge as proof of your current membership.

Why Do We Have Both Workshops and Learning Modules?

It is understandable that they could be confused because both are 2 hours long. But there is quite a difference between them. Our Monday (PC) and Wednesday (Mac) Workshops are principally lectures to keep you abreast of developments and your need to be constantly updated; whereas our 2-hour Learning Modules appeal to the way we each learn as individuals and require active participation by the student. We all learn and retain new skills differently –some of us learn mainly by seeing, some by listening, some by reading and writing, some by 'doing', and some by a combination of 2 or more of these. Our Modules cover all these components as we deliver "bite-sized" pieces of computer skills, once you are confident in the 8-week *Essential Basic Computer Skills* using the appropriate version of the *Word* program.

So the essential difference between the two is the level of active involvement by the student. It is why we restrict numbers and insist on you booking a place in our modules up to 24 hours ahead to ensure that sufficient tutors are available to guide you.

Although similar principles apply to older versions each module is built on *Office 2007* and *2010*. This means that as a member you do not have to commit to an 8-week course in order to learn those topics that are of particular use and interest to you. And if you are familiar with (say) *Word 2000* or *2003* and have either forgotten parts, or recently bought a new computer running the latest version, you will want to update in specific subjects. That is where modules are particularly useful. Keep an eye on our Module Timetable.

Garry Atkins

This ought to make you feel better about your computer skills!

A woman customer called the Canon help desk with a problem with her printer.

Tech support: Are you running it under windows?

Customer: 'No, my desk is next to the door, but that is a good point. The man sitting in the cubicle next to me is under a window, and his printer is working fine.'

Term 3 Timetable for Monday Workshops

DATE	TOPIC	PRESENTER	
June 6	Queen's Birthday		No Monday Workshop
June 13	Texting on Mobile Devices	Dick Smith	Learn new tricks in texting
June 20	Genealogy and The Internet	Margaret Parkes	Learn where to start from an experienced Genealogist
June 27	Stay Safe Online (computer maintenance)	Neville	Feel safe when you go on the web
July 4	New Developments in Home Entertainment	Regan Monahan (Halls)	Convergence is fast-changing TVs recorders and computers
July 11	Understanding Your Laptop	Ian Turner	Laptops have many different features that need explaining.
July 18	Make Free Phone Calls With Skype	Neville/Brian	Phone calls don't come much cheaper or easier than this.
July 25	Safe Social Networking with Facebook	John Melville	Feel in control when using Facebook
Standby	Turning Digital Photos Into Cross Stitch Patterns	Neville	A demo of how to make cross stitch patterns from a digital photo.

Note: As we depend on the goodwill of the Presenters these dates may possibly change. Watch your weekly email for updates, or regularly visit our website www.seniornetworkworth.org.nz . Book a place up to 24 hrs before the workshop by calling Judy on Ph. 422 3728 (Business hours, and leave a message with contact). Cost is \$5.00. Please wear your current name badge (which is a receipt) to prove your entitlement to attend.

Brian's Tip of the month

This is one of my favourite tips. I have given this tip before but it's worth repeating for our newer members and for those of you that missed it the first time.

It's a great tip for changing font size that eliminates the need to go to the font size button.

First highlight the text you want to change. Then hold down the **Shift and Alt** keys and at the same time tap the **greater than (>)** or **less than (<)** keys. Every time you tap the keys it changes the font size by 2 points.

Just keep tapping the keys till you get to the size you want.

Its quick and its easy and once you have used it you will never use the Font size keys again.



**Hold both Shift
and Ctrl keys down**



Microsoft Security Essentials v 6

A new antivirus application from Microsoft.

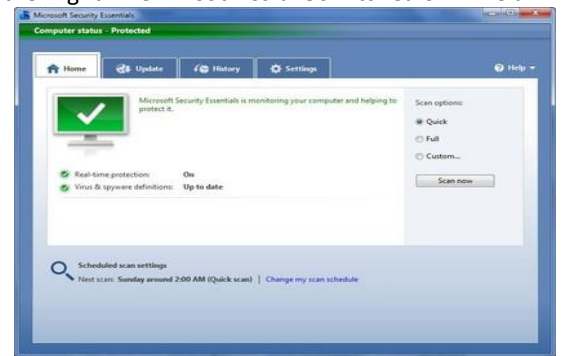
You would think that a large outfit like Microsoft would be able to get it right first time, wouldn't you. When Microsoft closed down its OneCare service, and announced that it was going to be releasing a free security tool, it was easy to make jokes. OneCare hadn't been a success, and its anti-virus component wasn't as effective as many of the free alternatives.

The pros. The latest version -Version 6 - has rave reviews from even the most sceptical reviewers. It is light on resources, downloads and installs quickly, and has a simple face that anyone can understand. It goes about its business so unobtrusively that you would not know it was there. Wow!

Yes, MSE does offer real time scanning of files as you open them, and when you download them from the web, but that doesn't stop a zero day exploit getting past MSE, and this is true of all security products. Security Essentials version 6 works so unobtrusively that it's a good idea to keep an eye on its history, just to see what's been blocked, what's been quarantined, and what you've let into your PC

The cons. One downside is that the default time for scanning is set to the middle of the night when most PCs are switched off. We'd recommend changing that to something that's more suitable as soon as possible. Another is its simplicity. It has an attractive and simple face, but maybe not enough controls for the power user.

You can help. Each copy of MSE isn't on its own, either. They're all part of Microsoft's SpyNet service. If a new piece of malware appears on the net, and if it's detected by MSE, then it'll report back to Microsoft, and the information used to help build a signature file that can be delivered to every other MSE user. If you're not running anti-virus software, you really have no excuse. MSE is free, simple to use- and has been tested by independent anti-malware certification bodies.



Microsoft Security Essentials is one of the simplest and easiest to use anti-malware tools around. It's quick, unobtrusive and works without slowing your PC down. Malware is caught quickly, and the default actions work well for most users. It's a small download, and keeps itself up to date, and above all, it's free – with no need to register or re-register.

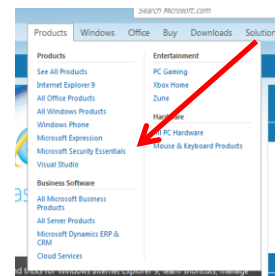
Rogue antivirus software

Now a warning. Only download from this site: http://www.microsoft.com/Security_essentials/
Best to put **Microsoft.com** in your browser address bar, and click on **Products**. Click on **Microsoft Security Essentials**.

Click on the big orange button to start the download and install.

In February 2010, a rogue security software package calling itself "**Security Essentials 2010**" appeared on the Internet. This malware, designated *TrojanDownloader:Win32/Fakeinit*, bears no resemblance to Microsoft Security Essentials except for the name. This malware reappeared again in November 2010, this time calling itself "**Microsoft Security Essentials 2011**".

A more dangerous form of these malware rogues however, appeared in October 2010. This malware, designated *Rogue:Win32/FakePAV*, closely resembles Microsoft Security Essentials in look and uses sophisticated social engineering to compel users into introducing malware to their systems, under the guise of five different fictional anti-malware products. This malware also terminates and prevents the launch of 156 different programs, including but not limited to Registry Editor, Command Prompt, Internet Explorer, Mozilla Firefox, Opera, Safari, Google Chrome and other web browsers, email clients, instant messaging clients, media players and entertainment software.



MOTAT OFFERS FREE GOLDEN TICKET TO AUCKLAND REGION SENIORS

MOTAT is giving Auckland region seniors over 65 the opportunity to turn back the clock and relive their golden days for **free**. From 01 April – 30 June 2011, residents with a Super Gold Card living in the Auckland region can enjoy all MOTAT has to offer at no cost.

Mac Users' Group Term 3 Workshops

All members (whether you have a PC or Mac) are welcome to attend Mac workshops as scheduled below. All workshops start at 2.30 p.m. –

Wednesday, 8 June 2011	Interesting and informative Mac websites
Tuesday, 14 June 2011	Help Day
Wednesday, 22 June 2011	Communicating via your Mac - Skype and iChat
Wednesday, 29 June 2011	Mac Genealogy programs
Wednesday, 6 July 2011	iMovie – how to create and edit home movies
Tuesday, 12 July 2011	Help Day
Wednesday, 20 July 2011	Neo office – the free Office suite for Macs
Wednesday, 27 July 2011	Spreadsheet programs - Apple's Numbers & Microsoft Excel

Call Judy on Ph. 422 3728 to book a place up to 24 hrs. before the start of each workshop. Cost is \$5.00; and please wear your current name badge when attending

N.B. Have you moved house or changed your email address? If so, please inform the Treasurer (Ph 4258617) so that our records are kept up to date and most importantly you are kept informed of activities