



SeniorNet Kapiti Inc.

39 Hinemoa Street
Paraparaumu

Phone 298 9388

Email: seniornet.kapiti@paradise.net.nz

Internet: <http://kapseniors.orcon.net.nz>



What's Inside...

Chairman's Report
Page 2

Treasurer's Report
Page 2

Committee List
Page 3

Diary of Events
Page 3

Class Schedules
Pages 4 and 5

AGM Agenda
Page 6

AGM Minutes
Page 7

Editorials
Page 8

Help Desk*
Page 9

Benefits
Page 10

New Members
Page 10

The Fine Print
Page 10

Sponsors
Page 11

Course Application
form
Page 12

Exec. Committee
Nomination form
Page 13

* New Feature

Big Changes at SeniorNet Kapiti

April and May have been busy times at the Learning Centre with major upgrades to our computers and rooms.

Thanks to a very generous community grant from The Lion Foundation (a charitable trust established by Lion Nathan) we have been able to replace all six of our aging 'student' computers with brand new ones! They are much faster, have larger hard disc drives, and support DVD burning. We have kept our existing monitors, keyboards, and mice but the main cabinets are all new. For the present we have decided to keep them all operating on Windows XP, but will be able to update them when we think there are sufficient Vista users to warrant it.

We purchased the computers from Ian Mead of PC Challenge in Raumati South, who also installed them, along with a redesigned and expanded network-cabling scheme. Peter Thompson, Jim Heron and Pat Stephens ably assisted him.

Another improvement is greater workspace. The new computers are now located on a shelf below the desktop and speakers inbuilt into the monitors have replaced the freestanding ones, so students now have a spacious area to work at while doing their lessons.

We also upgraded our Internet connection from dial-up to broadband with our new phone service provider, TelstraClear.

While this installation was going on another team of volunteers organised by Lois Brinck redecorated the interior of the Centre. This included patching up holes, relocating bulletin and white boards, and multiple coats of fresh paint!

So come in to have a look – better yet, sign up for that next class you've been wanting to take - and enjoy first-hand our newly modernised computers and class room.

Bob Kessler, Newsletter Editor





Chairman's Report

GREETINGS TO YOU ALL.

SeniorNet has had quite an up and down year.

It started with Aoraki Polytechnic cancelling our (and all SeniorNet) contracts due to a change in government funding policy for organisations like us.

In March we hosted a meeting of Wellington regional SeniorNets, and it was passed that we should combine under one group called the Federation of SeniorNet Societies Inc. In total, seventy-three Learning Centres have joined.

Telecom terminated their sponsorship to all SeniorNets, which had provided us free phone and Internet service. We wish to thank them for their support for the past ten years. Our ISP is now Telstra Clear for phone and broadband connection, arranged through the Federation. Further information is in the newsletter.

We have kept to a tight budget and



Treasurer's Report

Despite the uncertainty of our funding SeniorNet Kapiti has been able to access sufficient funding to finish the financial year in a strong financial position. Our healthy savings is a backstop in case funding was held up. We have a cash reserve so the Learning Centre would be able to operate for probably the next 2 years if funding was not available.

Over the last year SeniorNets nationally have been working hard to access funding through the Tertiary Education Commission (TEC). With the formation of a National Federation our future funding looks secure with TEC.

At the beginning of the year the Learning Centre still was able to get

with members joining fees and taking classes our income has been good.

The Federation approached TEC, who funds the education budget, and after some lobbying and hard work they have approved SeniorNets for funding. They are now our main source of funds.

The support received from the Lion Foundation and our other supporters and sponsors is appreciated.

I wish to thank the Committee and the Tutors for their support for the time they give to SeniorNet - remember this is all voluntary.

Members who have paid their 2007/8 subs will receive membership cards with this newsletter. If you did not receive one please contact us.

As I will be stepping down as Chairman this is my last report to you, so thank you all for your support of our Centre. Remember our AGM on Wednesday 11 July.

Jim Heron

funding from Aoraki Polytechnic. This was a pleasant surprise; but it is now finished. Funding from The Lion Foundation covered the bulk of the purchase of our new computers. We also received a community grant from the Kapiti Coast District Council. Another surprise source of funding came from the Adult Community Education (ACE) programme through Kapiti College.

Subscriptions are still a significant source of funds, being 12.5% of our income. So get those subs in if you have not renewed yet - we need your help (money)!

John Penny

Your Executive Committee

Jim Heron	Chairman	sparkyj@paradise.net.nz	902-1763
John Penny	Treasurer	jepkapiti@paradise.net.nz	905-0483
Georgie Lowe	Secretary	gallow@paradise.net.nz	902-1377
Lois Goodsell	Committee	goodsell@paradise.net.nz	904-7558
Reg Platt	"	mexborough@paradise.net.nz	902-3123
Peter Thomson	"	peter_t@paradise.net.nz	902-3483
Gordon Wykes	"	wykes@xtra.co.nz	298-3935
Colin Watkinson	"	colinmyra@clear.net.nz	902-2374
Lois Brinck	"	jandl.brinck@paradise.net.nz	298-7797
Fred van Soest	"	fmvs@paradise.net.nz	905-9591
Peter Ness	"	mness@paradise.net.nz	298-7378
Pat Stephens	"	pat2utor@paradise.net.nz	905-8678
NOTE: When contacting any of the above by E-Mail please ensure that 'SeniorNet' is clearly stated in the Subject line. High volumes of SPAM means that messages with an unclear Subject may be inadvertently discarded.			

2007 Diary of Events

Date	Day	Time	Item
3 July	Tuesday	9:30am	Open Day
5 July	Thursday	9:30am	Practice & Catch-up Session
10 July	Tuesday	9:30am	Tutors Meeting
11 July	Wednesday	1:30pm	AGM (at Community Centre)
12 July	Thursday	9:30am	Executive Committee Meeting
16 July	Monday		Term 3, 1 st 5 week period starts
19 July	Thursday	9:30am	Monthly Q&A meeting
26 July	Thursday	9:30am	Practice & Catch-up Session
2 Aug	Thursday	9:30am	Practice & Catch-up Session
9 Aug	Thursday	9:30am	Executive Committee Meeting
16 Aug	Thursday	9:30am	Monthly Q&A Meeting
17 Aug	Friday		Term 3, 1 st 5 week period ends
20 Aug	Monday		Term 3, 2 nd 5 week period starts
23 Aug	Thursday	9:30am	Practice & Catch-up Session
30 Aug	Thursday	9:30am	Practice & Catch-up Session
13 Sept	Thursday	9:30am	Executive Committee Meeting
20 Sept	Thursday	9:30am	Monthly Q&A Meeting
21 Sept	Friday		Term 3 Finishes
21 Sept - 7 Oct			Term Break (no classes)
8 Oct	Monday		Term 4 1 st 5 week period starts

Proposed classes for 1st Period of Term 3

These are the scheduled classes but are subject to change depending on Student requests. Classes are only held if we have at least 3 students. If classes are cancelled Lois Goodsell or another committee member will advise you. Requests for other classes are still acceptable. We would like you to advise us what classes you require. Please use the form on page 12 of this Newsletter to sign-up for classes.

Note: The Practice and Catch-up Sessions are new. Members may pop in during this time; let us know if you would like to attend. We hope this will be helpful to you. Tutors will be available to assist you. Contact Lois Goodsell 904 7558.

Term 3, 1 st 5-week period (Period starts Mon 16 th July and finishes Fri 17 th Aug)			
	9:30 AM - 12 NOON (2½ hour sessions)	12 NOON – 2:00 PM (2 hour sessions)	2:00 PM – 4:30 PM (2½ hour sessions)
MONDAY	Introduction to Microsoft Word 5 week course	Power Point (Slide Show Presentation) 4 week course	E-mail 16/23/30 July 3 week course Web Browsing 6/13 Aug 2 week course
TUESDAY	E-mail 17/24/31 July 3 week course Web Browsing 7/14 Aug 2 week course	Introduction to Computers For Beginners 3 week course free	Introduction to Windows XP Part 1 5 week course
WEDNESDAY	Introduction to Computers Beginners 3 week course free	Creative Graphics Paint Shop Pro 8 week course	Introduction to Microsoft Word 5 week course
THURSDAY	Practice & Catch-up Sessions 1 st , & 4 th Thursdays	Digital Cameras 19/26 July/2 Aug 3 Week course & CD Burning last 9/16 Aug 2 week course	Microsoft Excel Spreadsheet 8 week course
FRIDAY	Introduction to Windows XP Part 2 5 week course	Introduction to Computers For Beginners 3 week course free	Advanced Graphics Workshop 4 week workshop

Proposed classes for 2nd Period of Term 3

These are the scheduled classes but are subject to change depending on Student requests. Classes are only held if we have at least 3 students. If classes are cancelled Lois Goodsell or another committee member will advise you. Requests for other classes are still acceptable. We would like you to advise us what classes you require. Please use the form on page 12 of this Newsletter to sign-up for classes.

Note: The Practice and Catch-up Sessions are new. Members may pop in during this time; let us know if you would like to attend. We hope this will be helpful to you. Tutors will be available to assist you. Contact Lois Goodsell 904 7558.

Term 3, 2 nd 5-week period (Period starts Mon 20 th Aug and finishes Fri 21 st Sept)			
	9:30 AM - 12 OON (2½ hour sessions)	12 NOON – 2:00 PM (2 hour sessions)	2:00 PM – 4:30 PM (2½ hour sessions)
MONDAY	Introduction to Windows XP Part 1 5 week course	Photo Image &Editing 20/27 Aug Web Browsing 3/10 Sept (Both Short Courses 2 weeks)	Introduction to Microsoft Word 5 week course
TUESDAY	What would you like to do? Let us know.	Introduction to Computers For Beginners 3 week course free	E-mail 21/28Aug/4 Sept 3 week course Web Browsing 11/18 Sept 2 week course
WEDNESDAY	Introduction to Microsoft Word 5 week course	Creative Graphics Paint Shop Pro 8 week course cont'd	Introduction to Windows XP Part 1 5 week course
THURSDAY	Practice & Catch-up Sessions 1 st , & 4 th Thursdays	Introduction to Computers For Beginners 3 week course free	Microsoft Excel Spreadsheet 8 week course cont'd
FRIDAY	Introduction to Windows XP Part 1 5 week course	E-mail 24/31Aug/7 Sept 3 week course Web Browsing 14/21 Sept 2 week course	Advanced Graphics Workshop 4 week workshop

The Annual General Meeting of SeniorNet Kapiti Inc.

Date: Wednesday, 11 July 2007

Time: 1:30 pm

Where: Paraparaumu Community Centre

Agenda

1. Apologies
2. Minutes of the last AGM
3. Matters Arising
4. Adoption of Annual Report
5. Adoption of Financial Statements
6. Election of the Executive Committee

The following nominations have been received:

Chairperson	John Penny
Vice Chairperson	
Treasurer	Peter Ness
Secretary	Georgie Lowe
Committee (up to 9)	Lois Brinck, Lois Goodsell, Pat Stephens, Peter Thomson, Fred van Soest, Colin Watkinson, Gordon Wykes

*Retiring Chairman Jim Heron will continue to serve on the Executive as the Immediate Past Chairman.

7. Election of the Auditor
8. General Business
9. Remit:
That the subscriptions for 2008/2009 will be increased to \$30.00. If paid before 1 May of the current year will be reduced to \$25.00.

Guest Speaker

Brian Nelson, SeniorNet Waikanae committee member and Wellington region representative on The Federation Of New Zealand SeniorNet Societies Inc.

You are invited to join us for afternoon tea following the meeting.

NOTE: A nomination form is included on page 13 of this Newsletter for your use if you wish to put forth candidates for the Executive Committee for 2008/09.

MINUTES OF THE ANNUAL GENERAL MEETING OF
SENIORNET KAPITI INC
HELD ON 28 June 2006 COMMENCING AT 1.30 pm
AT THE COMMUNITY CENTRE

Apologies were received from Fred van Soest, Celia Fletcher, Elizabeth Giles Yvonne Gathmeier, Reg Goodsell, Jannette Mather.

There was general discussion as to why our membership numbers were dropping, with no conclusion reached.

The Chairman's Report was delivered, and the Chairman made the meeting aware of our impending funding difficulties. Aoraki Polytechnic was unable to continue funding us beyond this year. The Treasurer will keep members informed of progress.

Minutes of the AGM held on 7 July 2005.

Moved to be accepted Lois Goodsell/seconded Jane.

MATTERS ARISING

Colin Watkinson pointed out that in the apologies, it should read Bill Gilmore, not Phyll.

FINANCIAL REPORT

The Financial Report was presented, there were no questions.

Moved that the Report be accepted John Penny/seconded Colin
Watkinson

ELECTION OF OFFICERS

The members of the committee who made themselves available for re-election were Jim Heron (President), John Penny (Treasurer), Georgie Lowe (Secretary), Lois Goodsell, Reg Platt, Colin Watkins, Gordon Wykes, Fred van Soest, and they were duly re-elected. Peter Ness was nominated, and was elected unopposed.

APPOINTMENT OF AUDITOR

Mr Rex Temperton of Temperton Associates was appointed Honorary Auditor.

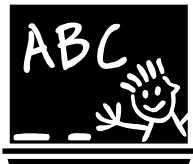
Moved by John Penny/seconded Jim Heron

GENERAL BUSINESS

Lois Brinck talked about SeniorNet communicating more, with its members and the wider community. Discussion took place as to how this could be done. Suggestions made were putting notices on noticeboards, approaching people on a personal level, making ourselves known to other clubs.

There being no further business, the meeting closed at 2.pm

Our Guest Speaker this year was Noeleen Wykes, President of Probus.



Tutors' By-Line

Our volunteer tutors continue to deliver quality service to SeniorNet students. In each newsletter a request is made for more tutors to help maintain sufficient numbers so tutors can be "spelled" on occasions. Remember---You don't have to be a Bill Gates---- just have enjoyed learning at least basic computer skills, have an empathy with others who are going through a learning process---as you once had to do!--- and the patience to allow students

to work at their own pace, but be there to support as necessary.

Tutoring is also an excellent way to reinforce the skills you have already, and an opportunity to learn other bits and bobs you may have wondered about!!

Please have a chat to any of the tutors if you want to know more.

Lois Brinck

Did You Notice?

Last month our SeniorNet rooms received a much-needed facelift!

Following consultation with Ian MacArthur, who pointed us in the right direction re what to do and how to do it, the walls were prepared by Fred van Soest, Joost Brinck and Ian, and the actual painting was carried out over two days by Fred, Joost, John Penny, Pat Stephens, Jim Heron and Lois Brinck. Reg Platt donated paint for the first coat and proceeds from the

sale of excess computer bits at the April Q&A meeting secured the rest.

What with the up-dating of the whole computer installation and essential carpentry undertaken by Fred van Soest, the finishing touch was the cleaning of the carpet!!

Thanks indeed to these volunteers, who have provided such a pleasant environment in which to carry out our tutoring/learning.



From Our Graphics Guru

Widen your field. In an effort to gain more enthusiasm from our members, I am proposing to open a workshop on "Photo Imaging" to start in our 3rd term. This would be similar to our Q&A session except the dates and times would be flexible to fit in with our normal program. All members who are on e-mail would be notified and initially I would hold it for one period per month. Members would be

requested to bring their problems or suggestions or even a photo they wish to enhance which I would scan and work it through our graphics program.

An early indication of interest through this newsletter would be appreciated by contacting me at: mexborough@paradise.net.nz or 902-3123.

Reg Platt



Help Desk

Question 1: Have you ever inadvertently pressed the Caps Lock key and then looked up to see a long line of capital letters? We can't stop you from hitting this little devil by mistake - but here are two helpful ways to reduce the pain!

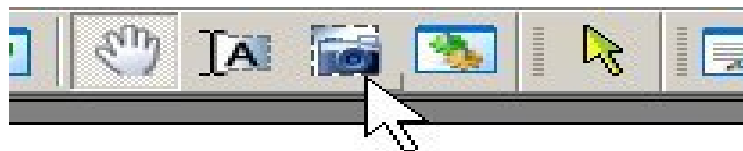
1. You can set Windows to produce an audible alarm whenever you press the Caps Lock key. Click Start > Control Panel > Accessibility Options (may need to do this twice) > Keyboard > then tick Use ToggleKeys. Be sure your speakers are on. You will be serenaded with a warning chirp each time you press the Caps Lock key! (Num Lock and Scroll Lock too).
2. If you choose not to set up the alarm you can still recover from the problem – but only if you are using Microsoft Word. Highlight the offending text, click Format > Change Case, then tick your preferred option (usually Sentence Case). Your capitalized text will magically be fixed!

Question 2: If you use a portable 'memory stick/flash drive have you ever left it somewhere by mistake? To make it easy for a finder to return it to you add your name into the memory. Here's how:

Insert the memory stick into your computer, open My Computer, right click on Removable Disc > click Properties > on the General Tab type your name > click Apply and then OK. Go back to My Computer and you will see that 'Removable Disc' has been replaced with your name; which will make it easy for it to be identified and returned to you.

Question 3: "I went to a site on the Internet for some information and it was in the form of a 260 page manual. I didn't want all that so tried to select the part I did want so that I could print it, but instead of an arrow as a cursor it had a little hand and all it seems to do is move the page rather than allow me to select some text. How can I print just the section I want?"

Answer: A lot of documents like this are presented in PDF (Portable Document Format) – a format that can be read by any computer, provided you have installed a PDF Reader such as Adobe Reader or Foxit Reader. Either of these programmes have toolbar buttons something like these –



A click on the button with the letter A on it will let you select text in the usual way, while a click on the button with a camera symbol will change the mouse pointer to a small + with which you can press and hold the left mouse key to draw a rectangle around the text you want to print. When you release the mouse key a copy of the selected text will be placed on the clipboard. All you have to do now is open a word processing document, go to Edit on the menu bar and select Paste to insert the selection on the clipboard and then print as normal.

Adobe Reader is a free programme from www.adobe.com and Foxit Reader is also free from www.foxitsoftware.com.

Additional SeniorNet Membership Benefits

1. PC Challenge in Raumati Beach will give a discount on software or hardware purchases to members showing their membership cards. This offer excludes labour charges.
2. TelstraClear is offering the following to SeniorNet members:
 - One month free line rental when joining TelstraClear.
 - First month of broadband service free.
 - No charge for the broadband modem.
 - Will pay the SeniorNet Federation a monthly commission based on 3% of registered SeniorNet member's total monthly spend (GST inclusive) with TelstraClear.

Contact TelstraClear by email at acquisitionretention@team.telstraclear.co.nz or phone toll free 0508 011 737.

Please ensure you identify yourself as a SeniorNet Member.

Welcome to New Members

Pauline Mautner
Christine Beddoe
Allison Fraei
Gordon Wilson
Heather Solomon
Len Frost
Colleen Kelly

Desmond Long
Jean James
Geraldine Lyndhurst
Milton Mexted
Nancy Lamond
Margaret Inge



The Fine Print

Newsletter

The primary method of distributing this Newsletter is by E-mail. Members with an E-mail address registered with us will receive this as an Attachment in 'PDF' format. The free Adobe Reader program will open the Attachment for reading and/or printing. Members who are not on our E-mail list will continue to receive their copy by 'snail mail', but are encouraged to use E-Mail and provide their address to us. Simply send an E-mail to seniornet.kapiti@paradise.net.nz with 'New Address' in the Subject line.

All contents of this newsletter are offered in good faith as being correct when published. No liability is accepted for any errors it may contain.

We acknowledge that some material in this newsletter is sourced from other SeniorNets.

Waiver

From time to time some of our members give help and advice to other members on matters relating to computers and associated equipment. This help or advice is given in good faith, is taken solely at the recipients risk, and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on SeniorNet Kapiti.

New Address or Phone?

If you have changed your email/postal address or phone number (or are about to) please let us know so that we can update our records.

Need Help?

Please don't hesitate to contact us if you have a problem with your computer or the course that you are taking. We're only too happy to help if we can.

Thank you to our Sponsors...

- Lion Foundation



- Print Room
- Lottery Seniors
- Mr. Rex Temperton of Temperton Associates

and our Supporters...

- Ian Mead of PC Challenge
Margaret Road, Raumati Beach
- Kapiti Coast Grey Power Association Inc.
Coastlands
- Kapiti Senior Citizens Club
45 Ocean Road, Paraparaumu
902-4483
- TelstraClear

Class Application for 2007 Term 3

Please complete the following form and send with your fees to:

The Secretary
SeniorNet Kapiti Inc.
P.O. Box 522
Paraparaumu

Name _____

Address _____

Telephone No _____ E-mail address _____

X	Course Name	Cost	Day - Time
	Beginners Introduction to Computers (3 weekly sessions of 2 hours each)	Free	
	Introduction to Windows XP Part 1 (5 weekly sessions of 2½ hours each)	\$40.00	
	Introduction to Windows XP Part 2 (5 weekly sessions of 2½ hours each)	\$40.00	
	Introduction to Microsoft Word (5 weekly sessions of 2½ hours each)	\$45.00	
	Email (3 weekly sessions of 2½ hours each)	\$30.00	
	Web Browsing (2 weekly sessions of 2½ hours each)	\$20.00	
	E-mail & Web Browsing (combined) (5 weekly sessions of 2½ hours each)	\$45.00	
	Digital Cameras & CD Burning (5 weekly sessions of 2 hours each)	\$45.00	
	Photo Image & Editing (2 weekly sessions of 2 hours each)	\$20.00	
	Power Point Slide Show (4 weekly sessions of 2 hours each)	\$40.00	
	Microsoft Paint (4 weekly sessions of 2½ hours each)	\$40.00	
	Microsoft Data Base (8 weekly sessions of 2 hours each)	\$60.00	
	Microsoft Publisher (4 weekly sessions of 2½ hours each)	\$45.00	
	Microsoft Excel Spreadsheet (8 weekly sessions of 2 hours each)	\$60.00	
	Creative Graphics (8 weekly sessions of 2 hours each)	\$60.00	
	Advanced Graphics Workshop (4 weekly sessions of 2½ hours each)	\$20.00	

Other courses such as Intermediate Word, Scanning and any new courses will be available if enough students request them. Workshops about Skype, Blogging, TradeMe and Vista will become available sometime this year.

SeniorNet Kapiti Inc
2007/8 Executive Committee Nomination Form

Please complete the following form and send to:
The Secretary
SeniorNet Kapiti
P.O. Box 522
Paraparaumu.

Note: Must be received by 25 June 2007

We hereby nominate:

Name _____

Address _____

Telephone Number _____

E-Mail _____

For the position of: [tick as appropriate]

Chairperson _____

Vice Chairperson _____

Secretary _____

Treasurer _____

Committee Member _____

Proposed By _____

Accepted By _____

[Nominee to sign]

COMING EVENTS

OPEN DAY

3 July at the Learning Centre
9:30 AM to 2:00 PM

AGM

11 July at the Community Centre
1:30 PM

PRACTICE & CATCH-UP DAYS

1st and 4th Thursdays of each month
9:30 AM to Noon

If undelivered please return to:
SeniorNet Kapiti, 39 Hinemoa St., Paraparaumu