



## SeniorNet Kapiti Inc.

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# 10<sup>th</sup> Anniversary Celebration Luncheon

To celebrate 10 years of SeniorNet in Kapiti we have  
arranged a luncheon for

Thursday 22<sup>nd</sup> November at 12.30pm

At Cookies Restaurant, 7/13 Seaview Road,  
Paraparaumu Beach.

All SeniorNet members and partners are welcome.

Cost \$12.50 per person - tickets available from Lois Brinck  
phone 04 298 7797 or  
E-mail [jandl.brinck@paradise.net.nz](mailto:jandl.brinck@paradise.net.nz)

Come along and join in the celebration

Numbers are limited so book now.

# Happy Anniversary!



## Chairman's Report

Kia Ora, Hello, and welcome to my first Chairman's Report.

I would like to thank Jim Heron our Chair for the last 3 years for his help and guidance as I take over the chair. Jim has stayed on as Immediate Past President so we will still be able to use his knowledge of the workings of SeniorNet Kapiti. Georgie Lowe is staying on as our secretary though this will be her last year. Peter Ness is our new Treasurer and Gordon Wykes will be Deputy Chair for the current year. All the remaining committee members offered themselves for re-election except Reg Platt who retired. New members to the committee are Don McKarell, Brian Milne and Brenda Wilson. We welcome these new committee members and appreciate the new views and skills they will bring to the running of our Learning Centre.

Reg Platt has retired after many years service as a committee member. We prevailed on Reg to stay on but his wish was to retire. We honoured Reg at the recent AGM and confirmed on him Honorary Membership of SeniorNet Kapiti. This recognised Reg's work, not only as a committee member but also a tutor of long standing. Luckily Reg has stayed on as a tutor so SeniorNet Kapiti members will still have the benefits of his knowledge and tutoring skills.

Your committee is looking forward to the challenges of the year ahead. We will have the challenges of advances in information technology. Again funding is not quite working out as it should and the SeniorNet Federation is working with TEC to overcome the funding problems.

John Penny

## Treasurer's Report

I'm writing this report for Peter Ness who with his wife Michelle has gone to Australia to a relative's funeral. Our thoughts are with them.

Just when we thought we had funding for SeniorNet sorted out by the SeniorNet Federation the Tertiary Education Commission (TEC) changed their mind. TEC says we were "caught up in significant and numerous policy changes". The result is that TEC has halved their funding to SeniorNet Federation. Where we were to receive \$3.50 an hour per student in funding we will now receive only \$1.70 an hour. It is hard to understand how a Government department can suddenly change their direction like this. SeniorNet Federation is in consultation with TEC seeking some resolution of this impasse. In SeniorNet Kapiti's

case we had budgeted to get about \$12000 funding over the financial year but have now re-budgeted for income of about \$6000. This is obviously inadequate and it is as well that we have built up a reserve when funding was stopped from Aoraki Polytechnic. SeniorNet Federation has re-gathered information from all the SeniorNet Learning Centres to show how we need the previous funding that allowed Learning Centres to claim \$3.50 per Learner Hours. Hopefully TEC will grant an interim payment to see that Learning Centres have sufficient funding for the rest of the financial year.

What will be the next twist of this convoluted saga? Stay tuned!

John Penny for Peter Ness

## Your Executive Committee

John Penny	Chairman	jepkapiti@paradise.net.nz	905-0483
Peter Ness	Treasurer	mness@paradise.net.nz	298-7378
Georgie Lowe	Secretary	gallow@paradise.net.nz	902-1377
Gordon Wykes	Dpty Chair	wykes@xtra.co.nz	298-3935
Jim Heron	Past Chair	sparkyj@paradise.net.nz	902-1763
Lois Brinck	Committee	jandl.brinck@paradise.net.nz	298-7797
Lois Goodsell	"	goodsell@paradise.net.nz	904-7558
Don McKarell	"	don.mckarell@xtra.co.nz	902-0343
Brian Milne	"	brianmilne@xtra.co.nz	(06)364-2311
Pat Stephens	"	pat2utor@paradise.net.nz	905-8678
Peter Thomson	"	peter_t@paradise.net.nz	902-3483
Fred van Soest	"	fmvs@paradise.net.nz	905-9591
Brenda Wilson	"	rarolofty@orcon.net.nz	904-0219

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
21 Sept	Friday		Term 3 Finishes
21 Sept – 7 Oct			Term Break (No classes)
8 Oct	Monday		Term 4 1 <sup>st</sup> 5-week period starts
11 Oct	Thursday	9-30am	Executive Committee Meeting
18 Oct	Thursday	9-30am	Monthly Q & A Meeting
22 Oct	Monday		Labour Day
25 Oct and 1 Nov	Thursdays	9-30am – 2pm	Practice and Catch Up sessions. See note in News Letter
8 Nov	Thursday	9-30am	Executive Committee Meeting
12 Nov	Monday		Term 4 1 <sup>st</sup> 5-week period finishes
13 Nov	Tuesday		Term 4 2 <sup>nd</sup> 5-week period starts
15 Nov	Thursday	9-30am	Monthly Q & A Meeting
22 Nov	Thursday	12noon	10 <sup>th</sup> Anniversary Luncheon at Cookies. Limited numbers. Phone Lois Brinck
29 Nov 6 Dec	Thursdays	9-30am – 2pm	Practice and Catch Up Sessions. See note in News Letter
12 Dec	Wednesday	10am	Tutors morning tea at Lois Goodsell's
13 Dec	Thursday	9-30am	Executive Committee Meeting
17 Dec	Monday		Term 4 2 <sup>nd</sup> 5-week period finishes.
SeniorNet breaks until 04 Feb 2008			

## Proposed Classes for Term 4

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, so let us know what classes you require. Please use the form on page 11 to sign-up for your choice of classes and endeavour to get it to Lois Goodsell by October 1<sup>st</sup>.

Term 4, 1 <sup>st</sup> 5-week period (Period starts Mon 8 <sup>th</sup> Oct and finishes Mon 12 <sup>th</sup> Nov)			
	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 Windows XP part 1 5 week course	Photo Image and Editing 2 week course	Power Point Slide show 5 week course
TUESDAY	E-mail and Web Browsing 5 week course	Greeting Cards (Using MS Word) 3 week course	Digital Cameras With CD Burning 5 week course
WEDNESDAY	Greeting Cards (Using MS Word) 3 week course	Personalize Christmas 3 week course	Introduction to Microsoft Word 5 week course
THURSDAY	Practice and Catch up sessions October 25 <sup>th</sup> and Nov 1 <sup>st</sup> (By appointment - call Lois Goodsell 904 7558)		Microsoft Draw (Using MS Word) 5 week course
FRIDAY	Introduction to Microsoft Word 5 week course	Beginners Intro to Computers 3 week course	Advanced Graphics Workshop 5 week Workshop

Term 4, 2 <sup>nd</sup> 5-week period (Period starts Tues 13 <sup>th</sup> Oct and finishes Mon 17 <sup>th</sup> Dec)			
	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 Windows XP part 1 5 week course	Photo Image and Editing 2 week course	Introduction to Microsoft Word 5 week course
TUESDAY	Greeting Cards (Using MS Word) 3 week course	Beginners Intro to Computers 3 week course	Power Point Slide Show 5 week course
WEDNESDAY	Microsoft Draw (Using MS Word) 5 week course	Photo Image & Editing 2 week course	E-mail and Web Browsing 5 week course
THURSDAY	Practice and Catch up sessions Nov 29 <sup>th</sup> and Dec 6 <sup>th</sup> (By appointment - call Lois Goodsell 904 7558)		Greeting Cards (Using MS Word) 3 week course
FRIDAY	Digital Cameras With CD Burning 5 week course	Personalize Christmas 3 week course	Advanced Graphics Workshop 5 week Workshop



## Course Co-ordinator's By-Line

Practice and Catch up Sessions are now running from 9:30am right through until 2pm. Members may pop in during this time but could you please let us know in advance if you would like to attend as we only

have 6 computers for you to practice on. Tutors will be available to assist you. A gold coin donation would be greatly appreciated. Contact Lois Goodsell at 904 7558 to arrange specific time and date.

NEWS! NEWS! We are starting 3 new Courses this Term NEWS! NEWS!

1. Greeting Cards (Using Microsoft Word). Duration: 3 weeks  
Price: \$30 includes Manual and CD.

You don't need a fancy or expensive program for this course – it's all done within Microsoft Word. Once you have been taught the basics it is very simple. The course teaches you how to make any type of greeting card, i.e. Birthday, Valentines Day, Miss You, or anything at all that you would like to send a card to someone about.

2. Personalize Christmas. Duration: 3 weeks.  
Price: \$30 includes Manual and CD.

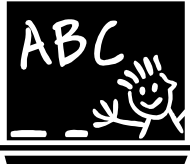
When you have finished the Greeting Cards course you can go on to the Personalize Christmas course. This course gives you ideas to make as Christmas gifts. These include: festive placemats (that you can get laminated at Warehouse Stationery), matching napkin rings, a 'menu for the feast', wine glass tags, personalized coasters for the table or gifts, book marks, envelopes for money or gift vouchers, small gift bags or boxes, ornaments for the tree, tags for the gifts, Christmas Cracker box patterns, etc.

3. Microsoft Draw (Using MS Word), 5 weeks, \$45.  
Price: \$45 includes the Learn Microsoft Draw tutorial book by Neal Utting, an 84 page coloured publication.

This is a fun tutorial that teaches you how to use the Draw feature on the Drawing toolbar in Microsoft Word to produce your own drawings (3-D text effects, diagrams, and so on). This is an excellent tutorial - well written with great diagrams, and very informative. You will find things in this course that you hadn't realized were available in Word, and have previously either done without or used a separate program to achieve.

Come along and have some fun doing these great courses. We can't have all work and no play - but of course you will still be learning!

Lois Goodsell



## Tutors' By-Line

Thanks to those tutors who have so capably guided our students through their respective courses. As our class numbers have been minimal this past term, tutors required have similarly been less, so please don't feel neglected if I haven't approached you for help this term! We are hoping for greater interest in the last term, beginning Monday, October 8th. Tutors have been active over the past couple of months, up-skilling

and researching ideas for making our offered programmes more attractive. As tutors, have YOU ideas which have occurred to you in interaction with students??---- do you feel the need to refresh YOUR skills?? We would like to hear your suggestions - and look forward to utilising more of you in the classes between now and the end of the year.

Lois Brinck

## A Tribute to Colin Watkinson

Since our last Newsletter, Colin Watkinson died suddenly at his home in Raumati. Colin was for many years a very active member of SeniorNet. He was on the committee and many of you will remember him as a tutor and as an editor of the Newsletter. Whenever there was a job to be done, Colin was always one of the first to volunteer. He was tireless in his efforts, with a ready smile and a quiet word of encouragement.

SeniorNet was well represented at the celebration of Colin's life, where at the service Jim Heron paid tribute to him on behalf of SeniorNet Kapiti. Colin will be sadly missed, and our thoughts go to his wife and family at their time of loss.

## SeniorNet Federation News

As you may recall SeniorNet Kapiti became part of a new federation of SeniorNet branches earlier this year. The Federation of New Zealand SeniorNet Societies Inc. offers our branch and our members a variety of benefits, not least of which are united representation to government funding organisations and special offers/discounts to members.

To learn more about the Federation - and the services and benefits it offers go to their website [www.seniornet.co.nz](http://www.seniornet.co.nz) and have a good look around. There is much of interest and benefit on offer.

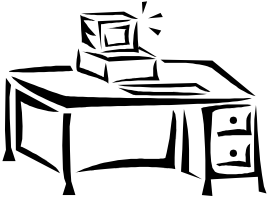
## Phishing – what you should know and do about it!

At our monthly Q&A meetings we frequently are asked questions about this problem and sometimes hear from attendees relating their experiences with it. So for those of you who have missed this useful, even vital, information here's an explanation and recommendations on how to avoid the problems it can wreak.

In computing, phishing (pronounced 'fishing') is a criminal activity using social engineering techniques. Phishers attempt to fraudulently acquire sensitive information, such as usernames, passwords and credit card details, by masquerading as a trustworthy entity in an electronic communication. eBay and PayPal are two of the most targeted companies, and online banks are also common targets. Phishing is typically carried out by email or instant messaging, and often directs users to give details at a website, although phone contact has been used as well. (Source: Wikipedia)

Here are 10 anti-phishing tips from Cloudmark, in association with Carnegie Mellon University:

1. Do not open e-mails from unknown senders. (Spam e-mails can contain reply scripts that inform spammers that your e-mail account is active and that you click links.) Instead, delete and expunge them from your inbox.
2. Do not assume the e-mail came from the person in the "from" field of the e-mail. E-mail addresses are often and easily spoofed.
3. Never open an unsolicited attachment or click a link without verifying the sender.
4. Do not enter personal information on Web pages unless you know the site and it is necessary. You should also avoid putting personal information (for instance, phone number, snail address, social security numbers, and so forth) on social networking sites such as MySpace and Facebook. The more personal information you put on the Web, the easier it is to steal your identity.
5. Choose different passwords between school applications, social nets, banks, and so on. and change them every 6 to 12 months.
6. E-mail claiming that there is a problem with an account, that you owe money, or that you are owed money, should be validated with a phone call or an e-mail to the appropriate party. Never use the information in the e-mail for contacting the party, look it up yourself.
7. Use an alternate e-mail address for your banking information that you do not share elsewhere. This will help you to avoid confusion when receiving inbound e-mails regarding banking accounts and also better protect your personal information.
8. Set up a spam filter that will weed out e-mails with malicious coding (designed to infiltrate or damage your computer without your consent).
9. College students and faculty should install protection software before they get to campus. Students bring laptops infected with all sorts of contagions to the interior campus network, circumventing all firewalls and edge defences.
10. Be proactive and stay aware of current e-mail scams. Many educational institutions and IT publications report on current trends and spreading e-mails scams.



## Help Desk

Question 1: Have you ever been confronted by a scary warning message appearing on your screen? Or how about a strange looking window, or a taskbar you've never seen before or with something missing? Remember how hard and/or frustrating it was trying to tell someone what happened in order to get help? Well, here's a tip to make life easier in the future.

There is a key in the top row of your keyboard just to the right of the F12 key labelled Print Screen (it may also say SysRq). As it's name implies it lets you print whatever is showing on the screen.

Give the following a try at the next opportunity: With anything at all on the screen simply press the Print Screen key. Nothing will seem to have occurred but a copy of what you are looking at on the screen will have been put onto the Clipboard. Now open a blank word processor document (Word, Works, WordPad are all fine) and click on Edit, then on Paste. The picture of the screen should appear in the blank document so you can save and/or print it.

Now that you know how to use Print Screen you can use it the next time you are confronted with something on your screen that you want help with - just capture it with the Print Screen key and take it to whomever you turn to for help; our monthly Q&A meeting hosts and your course tutor included! It will help them help you. Remember – a picture is worth a thousand words!

An additional feature: If you should have more than one window open and visible at once but only want to print one of them click on the one you want (to make it active) and then press Alt + Print Screen. This will copy the active screen only to the Clipboard. Then precede as above to put it in a blank document and save/print it.

Question 2: Due to a government change our Daylight Savings time will start one week earlier than in previous years, on September 30<sup>th</sup> instead of October 7<sup>th</sup>. Will your computer handle this change?

Last month Microsoft released patch KB933360 for Windows XP and Vista to handle this time change. So as long as you use Windows XP or Vista - and have Automatic Updates enabled - your computer will be updated to handle this automatically.

But if you don't use XP or Vista as your operating system or don't have Automatic Updates enabled your computer clock will not change over to Daylight time until October 7<sup>th</sup>, the 'traditional' change date. Of course you can manually change the time yourself, but it may revert back at some point during the ensuing week if your computer has the Automatic Internet Synchronization option ticked.

PS: This situation will occur again next autumn when Daylight Savings Time ends 2 weeks later than the traditional date.

## SeniorNet Kapiti 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](mailto: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

Peter Mather  
Bill Van Vaas  
Josie Kolkman  
John Haddock  
Jackie Dunne-Bradley  
Ramon Goodley

Dorothy Montgomerie  
Margaret Afford  
John Kolkman  
Peter Godfrey  
Aileen Sloane  
Suzy Richardson

Barbara Palmes  
Mavis Saul  
Eddie Doran  
Nessie Horne  
Peter McEwan  
Judith McCallum



## 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](mailto: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



- NZ Lottery Grants Board  
Te Puna Tahua
  - Print Room
- 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 4

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	
	Greeting Cards (Using MS Word) (3 weekly sessions of 2½ hours each)	\$30.00	
	Personalize Christmas (3 weekly sessions of 2 hours each)	\$60.00	
	Microsoft Draw (using MS Word) (5 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	

**Note:**

To print this form while viewing it with Adobe Reader click the Printer icon on the Tool bar (3<sup>rd</sup> icon from left end) to open the Printer dialog box. Click the radio dial button titled Current Page and then click OK.