

FUN TRAINERS' MAILING LIST No. 001

Welcome to the first mail out to trainers of Computer Fundamentals courses at Computer Pals For Seniors - The Hills Inc. We hope to make a regular mailing each month, a week before the upcoming Club monthly meeting as well as occasional mailings at other times when information vital to the implementation of the new Fun courses is urgently required by you as PC Fun, XP Fun or 98 Fun trainers.

Please note that all advice is offered in good faith but changes you make to your own computer settings or software are made at your own risk. However, advice offered in relation to training from the Fun manuals will have no disastrous technical consequences and we hope you will follow it faithfully.

Your comments, criticisms and suggestions are always welcome but please do not reply to this email. Send me a new email to the same address as previously used. The same procedure should be used if you wish to have your name removed from this mailing list. Ask and it shall be done.

Please note that my computer is protected by Norton Antivirus 2006 and all emails are scanned before transmission.

Now down to business.

1. Next Club Meeting: This will be held at the Harvey Low Pavilion at 10 am on Wednesday 10th May. The guest speaker is orthopaedic surgeon Dr Ali Gursel who will tell us about Joint Replacements.

2. Trainers' Meeting: There will be a trainers' meeting immediately after the May Club meeting. This month it will take the form of an open "Question and Answer" session related to training with the new Fun manuals. Please bring your questions, whether they be of a general or specific and technical nature. We will attempt to find answers to them.

3. Help Desk at Club Meetings: This month we will be trying out an innovation; the mounting of a Help Desk during morning tea. About half a dozen experienced trainers will sit behind tables ready to assist any members with problems in specified areas. You are welcome to make use of their advice or to offer your services as an "advice provider" in the future, if you wish to do so. Contact Bill Butts for more details.

4. Trainers' Help Files: Each posting of this mailing list will contain one or more "Trainers' Help Files" as attachments. These are one or two sheet summaries of information related to issues that have arisen in the implementation of the Fun manuals. Issue No. 003 is attached. It explains the content of the CD now being issued to new students when they start XP Fun or 98 Fun. It contains the files used in all three current Fun courses, PC Fun, XP Fun and 98 Fun. Please note that, in almost all cases, students starting PC Fun will be issued with a floppy disk only and no course CD. Help File 003 also contains a CD label that you may print out and use to label your own Fun Computing CD. If you have an earlier version of the Fun courses CD, this label will be of little use to you.

Previous Help Files issued were:

No. 001: Fundamentals Courses for New Students - A Trainer's Guide

No. 002: Floppy Drive Substitutes in PC Fun Course.

If you did not receive these two Help Files copies will be available at the trainers' meeting. Please Note: In future Trainers' Help Files will be distributed electronically only through this mailing list (except where the trainer is not yet on email). Please get into the habit of printing yourself a copy of each Help File and maintaining the collection in some kind of folder.

5. News Update: Ray Rogerson completed the first "PC Fun and XP Fun" group course on Friday 29th April. The contents of the two manuals were covered in nine x two and a half hour sessions. Two other group courses are still running and another starts on 3rd May. These

courses accommodate ten students, not all of whom last the distance. Running these Fun courses in class mode has helped to accommodate the huge influx of new members this year.

A special course for those Fun trainers who want/need to update their Windows operating system knowledge and skills is being negotiated. Details of the course, if it can be arranged, will be announced at the Club meeting on 10th May.

6. An error in the PC Fun 101 manual has been notified. Please advise your students to make the following change to their manual: page 13, line 3, "Turn to page 32" should read "Turn to page 31". We do not intend to reprint this page at this time. And thanks to the trainers who drew this error to our (Eleanor and Bill) attention.

7. Next Month: The current PC Fun, PC Fun 101, XP Fun and 98 Fun manuals will be revised in the second half of this year and a "second edition/version" will be printed for use in 2007. Now that PC Fun has been completed by three class groups, a Help File will be prepared to alert trainers to errors remaining in the manual and to offer advice where manual instructions are unclear. This Help File will be distributed *either* with *or* before the next scheduled mailing. PLEASE, if you have any unresolved concerns about the PC Fun manual (or the Exercises in the PC Fun 101 manual), email your problems to me so that they can be addressed in this Help File.

8. Finally: Thanks for your patience in reading this. Please let me know of any changes in content or style that you would like to recommend - this mailing is to serve your needs as a Computer Pals Computer Fundamentals trainer.

Regards
Bill Butts