

FUN TRAINERS' MAILING LIST No. 004

This is the fourth mail out to trainers of Computer Fundamentals courses at Computer Pals for Seniors - The Hills Inc. There are currently 46 members on this mailing list. A few of them do not teach in the Fun courses but are active in other aspects of the Club's teaching program. If you know any Fun trainer who is not on this list please tell them that they may join by emailing a request to me at bbutts@tpg.com.au.

1. Mail Outs to date.

I apologise for the difficulties that occurred with Mail Out No. 003 last month, including the delay in sending the Help File. Also, there was an error in that document which was entitled Trainers' Help File - Number 004 when it is in fact Trainers' Help File Number 005. Please correct your copy.

The four Mail Outs and their attached files so far are as follows:

3rd May: FUN TRAINERS' MAILING LIST No.001 with attached file Fun Trainers' Help File - Number 003 ("The FUN COMPUTING CD").

7th June: FUN TRAINERS' MAIL OUT No. 002 with attached file Fun Trainers' Help File - Number 004 ("PC FUN EXERCISES - Advice").

6th July: FUN TRAINERS' MAIL OUT No.003 with attached file Fun Trainers' Help File - Number 005 ("XP FUN EXERCISE 5: A Treasure Hunt - Guide for Trainers"). Please note the correction.

Fun Trainers' Help Files Number 001 ("Fundamentals Courses for New students - A Trainers' Guide") and Number 002 ("Floppy Drive substitutes in PC Fun course") were handed out as paper copies prior to 3rd May.

Paper copies of all these documents can be found in the XP Fun Box in the Club office, if you have missed receiving any of them.

2. Request a Help File on ... If there is a topic in any of the Fundamentals course manuals that you believe needs a Help File to explain it or provide advice on its implementation, please make a request by email (bbutts@tpg.com.au) and we will attempt to meet your request.

3. Trainers' Meetings. There was no trainers' meeting after the July monthly meeting (Christmas in July) and there will be no trainers' meeting following the Annual General Meeting and Open Help Forum at the meeting on 9th August, in the Harvey Lowe Pavilion. It is expected that Fun Trainers' meetings will resume in September.

4. Help Desk. There will be no Help Desk during morning tea after the Annual General Meeting. Instead, an Open Help Forum will be held following the morning tea break. This will give members, including trainers, the opportunity to ask questions or describe problems about their computing experiences. A panel of five people will be available to respond to your enquiries. They are: Peter Fowler (Operating Systems); Joe Vaughan (Word); Ella Ross (Email and Internet); Ted Kemp (Digital cameras and video) and Ken Caldwell (Computer hardware). Leaders of most courses, such as Graphics in Word, PHOTO-PAINT, CorelDraw etc.) offered by the Club will also be available to answer questions on their speciality. However, this is an open forum and all members of the audience will be invited to provide answers to questions and solutions to problems, wherever they can.

A Help Desk Question Box is available at the Clubhouse and will also be on the tables at the meeting, together with some forms which you can use to pose your questions or outline your problems if you do not wish to speak on the floor of the meeting. Questions and problems notified in advance also provides the panel with some advanced notice (however brief) of the questions and problems submitted.

To give you an idea of the type of question that might appear, a sampling of some of those already in the box is provided as an attachment to this email.

This Open Help Forum is a new venture for the Club. We seek your cooperation and involvement by providing questions and/or answers (or problems and their solutions) to ensure its success.

5. News Update.

(a) Following extensive research over the last couple of months, the club will be purchasing a new Colour Photocopier for delivery in the next couple of weeks. This will enable some of the pages in our manuals to be produced in colour - a definite asset for all the Graphics Courses. The new copier also has full greyscale capabilities (rather than just black or white on the current copier), and can print directly from an electronic copy, rather than only from a paper copy. Both of these facilities will greatly improve the print quality of our manuals.

(b) The new Publisher 2003 Manual has been approved - the first course will be run in the not too distant future.

(c) Recently some Committee members went to a meeting hosted by the Computer Club at the Anglican Retirement Villages on Old Northern Road. Here they met John Adler, of Adler Training & Consulting in Terminus Street, who looks after the computers for residents in the ARV, and has generously offered his services to members of our club. John will be at the AGM and will briefly describe how he might be able to help us.

6. Operational Matters. The first stage of the VoIP (Voice over Internet Protocol) and Webcam project, enabling voice and video communication over the Internet has been completed, allowing people in Room 1 to talk to, and see, people in Room 2. Not very impressive, maybe, but it is a start! The project is soon to be trialled outside the Clubrooms, and will eventually lead to another new course. The big attraction of this computer-computer communication over the Internet is that once set up, you can talk to friends and family, interstate and overseas, at no cost.

7. Conditions for this Mail Out. This mail out is compiled by Bill Butts, with the assistance of others, and is authorised by the Management Committee of Computer Pals for Seniors - The Hills Inc.

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.

8. Feedback. 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 (bbutts@tpg.com.au). 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.

Thanks again for your loyalty and assistance to Computer Pals.

Regards

Bill