

FUN TRAINERS' MAIL OUT No. 007
4th October 2006

This is the sixth monthly mail out to trainers of Computer Fundamentals courses at Computer Pals for Seniors - The Hills Inc. It is number 007 because an additional mail out (No. 006 - Results of Survey of Trainer Opinions) was posted on 27th September.

1. Next Club Meeting.

The next meeting of the Club will be held at the Harvey Lowe Pavilion, Castle Hill, on Wednesday 11th October, from 10.00 am. The speaker will be Daryl D'Costa from Microsoft who will be introducing us to the new Vista Operating System being released next year, and which will replace Windows XP.

There will be a trainers' meeting following the October meeting. Following the resignation of Ray Rogerson from the Committee and as Senior Training Officer, we thank Ray for his hard work over the last two years, and we welcome Peter Fowler to the Management team and as our new Senior Training Officer. Lionel Smith is our new Vice President, and Noel Milligan takes on the Secretary's role.

Other subjects for discussion at this meeting include: report from last month's Trainers' meeting, new enrolment system for Group Courses, new Club website and e-mail address, noise reduction in room 2, staying open on some Public Holidays - eg Monday 2nd October - and persuading students to buy USB Flash Drives if they have no floppy drive at home. There will be no Trainers' meeting in November - instead we will hold another Q & A session (see below).

2. Trainers' Meeting 13th September.

A Trainers' meeting was held following the September monthly meeting. Items on the Survey of Trainers' Opinions about PC Fun, XP Fun and Win98 Fun manuals were discussed. Additional comments were made on issues affecting each of these manuals. A summary report of the discussions is attached to this email.

Since that meeting a senior trainer has raised another issue relevant to all Fundamentals manuals - the issue of US or Aus language. Currently the manuals use US spelling for those words that appear on the Windows XP/Win98 monitor screen, such as "color", "maximize", "center" and "favorite". It would be helpful to know if this usage has caused trainers any problems in teaching from the manuals as we do not propose to change this system at this stage.

3. Revision of Fundamentals Manuals.

This is "on hold" at present due to Bill's wife Shirley having had major surgery (shoulder reconstruction) in mid-September.

4. Operational Matters.

(a) Trainers are reminded that it is now Club policy to allow senior trainers running a course to create a folder (in My Documents) for that course on each Club computer, should they wish to do so. The folder should be clearly labelled with the name and date of the course. It is to be deleted from all computers immediately after the course is completed. The situation for Computer Fundamentals courses is somewhat different. Each computer should have a folder (in My Documents) called XP Fun Course. This folder may be used for students to practise creating folders and copying, moving and deleting folders and files. Any folders/files added to it during a training session should be deleted immediately after that session. Those training Win 98 Fun may also add a Win 98 Fun Course folder to the computer they are using, if they wish to do so.

(b) Club Web Page. The new club web page is now up and running. Visit <http://users.tpg.com.au/cphills> to see the transformation created by Peter Fowler over the last few weeks. As from Friday 29th October 2006, the Club's email address will be: cphills@tpg.com.au

(c) Bookings for Group Courses. The new Clipboard system for Group Courses will be the only way that members can signal their intention to enrol in courses at Computer Pals (other than Computer Fundamentals courses). If you are unable to get to the club or to meetings, you can always ring the Office Assistant on Mon, Tue, or Fri mornings (preferably not at lesson changeover times) to make a booking. Senior Trainers running these Group Courses have agreed to organise their courses, with the help of a Course Coordinator, and to maintain their own waiting lists on the clipboards. The names of students already allocated to courses will be "crossed through" on the Sign up sheets, so that prospective students can determine the length of the waiting list from the clipboard information. The bottom page of each clipboard will give a brief description of the course, including details of any prerequisite course, and flash drive / CD requirements. Although Neil Graham will no longer be organising these courses, his name and contact number will remain in the Newsletter as a central reference point for general questions about Group Courses. Thanks Neil for all your hard work over past few the years. Would trainers please make sure that students finishing up their Computer Fundamentals course are aware of these new procedures for enrolling in other courses? The clipboards are always available at the Club and at every monthly meeting.

(d) VoIP. The VoIP questionnaire distributed last month to anyone interested in this topic showed and unanimous interest in WebCams. A course will be developed ready for sometime next year.

(e) Other new courses/workshops planned for next year include Embellish (demonstrated at last month's meeting). The Embellish CDs have now arrived - if you ordered one please contact Jill. MailMerge in Word, Picassa, PhotoStory 3, and Music Conversion from Vinyl to CD are also at various stages of production. Peter's PC Care and Maintenance course is expected to make its first run in November

5. Future Trainers' Meetings.

There will not be a trainers' meeting following the Club meeting in November. Instead there will be a second Question and Answer Panel similar to that held at the August meeting. For this to operate to maximum effectiveness it is essential that we have sufficient interesting questions/problems submitted, in writing, prior to the meeting. This will enable us to select a variety of topics to put to our panel members (and perhaps also to give them some warning of the queries posed). A question box will be available at the October meeting and subsequently at the Club. We hope that the trainers will lead the way in posting questions that will elicit answers that are of benefit to all members.

6. Conditions for this Mail Out.

This mail out is compiled by Bill Butts and Eleanor Ball, with the assistance of others, and is authorised by the Management Committee of Computer Pals for Seniors - The Hills Inc. It is sent out by Bill, who holds the only copy of the mailing list. On occasions, such as illness or other absence, it may be advantageous for Eleanor to be able to do the posting from her computer. This would require that she retain and use a copy of the mailing list of your names and addresses. If you do not want your name and address passed on to Eleanor please email Bill (bbutts@tpg.com.au) with this request before the next mail out is due (1st November).

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.

Thanks for all your assistance to Computer Pals.

Regards
Eleanor Ball
Bill Butts