

Membership

Membership currently stands at 574 and there are 20 on the waitlist for XP, 10 for Vista and 2 for assessment tests. With several regular Fun trainers off sick or on extended holidays, we are very grateful to those of you on the Relief Trainer's List who are doing extra sessions to keep things running, and also to the Trainers who have volunteered to cover the new Friday afternoon one-on-one XP sessions.

Fundamentals Training

Apologies and No Shows

Sadly, student non-attendance at rostered sessions is becoming a problem again with No Shows and Apologies (especially at short notice) causing trainers, and sometimes even relief trainers, to come in unnecessarily. This is not acceptable, and although there will always be students with genuine reasons for apologies, there are a few students who are repeatedly taking advantage of the system.

To try to reduce this problem, the blue Sign-off cards will be amended (see attached) to include a Student Training Agreement on the front page which students will sign and date when they start. The Comments section at the foot of the back page will be deleted. This is the same information currently given to them on a handout when they join the club, but hopefully, having it appear on their card every week will make it easier for Senior Trainers and Trainers to remind persistent offenders of the rules, and enforce their transfer to another time slot (or the Waitlist) if necessary. For students who already have Sign-Off cards, the Student Training Agreement will be stapled to the back of their existing card, over the Comments section, but they will not be expected to sign it.

The usage of the Sign-off cards is unchanged. The dates for the student's 20 scheduled time slots are entered the day they start their training, and the correct date entry completed each time they attend. Any earlier blank dates on the card (when presumably the student did not attend), should be filled in as "apology" or "no show" as appropriate, and initialled and dated by the trainer. Typical entries are shown on the attached sample card.

Hands off the Mouse!

Some students have said that they rarely get to hold the mouse in their weekly lesson. Please remember we aim to give "hands on" experience under the guidance of a Trainer, and not just to demonstrate our own computer skills. If possible, please sit on the opposite side of the student from their mouse hand. This should make it awkward for you to use the mouse, and will remind you to give it back as soon as you possibly can.

XP

As mentioned last month, some XP Fun students are using Word 2007 at home rather than Word 97-2003, the versions covered in the manual. The good news is that copies of the additional XP Fun Section IV using Word 2007 will be available for all Fun trainers at the June monthly meeting.

The not so good news is that Word 2007 is only loaded on the Vista partition of club PCs (all PCs in Room 1 and the two in the "corridor" of Room 2), which means that students needing Word 2007 also have to use Vista for this part of the Fundamentals course. We do understand and accept that some trainers may not want to teach Word 2007 on Vista, and would like to make it clear that none of you will be pressured into doing this. We will discuss the options at the next Trainers meeting (11th June 2008), and are happy to organise a Vista/Word 2007 Workshop to get you started if you would be interested in that. We do realise that because of Vista and/or trainer shortages, some students with Word 2007 may have to change their rostered time slot when they get to the Word part of the Fundamentals course.

For anyone currently teaching an XP student with Word 2007, the replacement student notes are in the XP Fun drawer of the filing cabinet in the Office. They are in sleeves with a green front page labelled **XP Fun Section IV – Word 2007**. Please remove the original Section IV manual notes from the student's manual and leave them in Eleanor's tray in the Office to be recycled.

Again, for anyone currently teaching an XP student with Word 2007, Trainers copies of the new notes (plus extra sleeves for your XP manual) are in Eleanor's tray. As mentioned above, copies for all

trainers will be available at the June meeting, so please do not take these copies unless you are currently teaching a student with Word 2007.

Vista

Vista students are also using a mixture of Word 2003 (or earlier) and Word 2007 on their home computers. A new Vista Fun section V, using Word 2003, is now available, but will have to be taught at the club using XP.

For anyone currently teaching a Vista student with Word 2003 (or earlier), the replacement student notes are in the XP Fun drawer of the filing cabinet in the Office. They are in sleeves with a gold front page labelled **Vista Fun Section 5 – Word 2003**. Please remove the original Section 5 manual notes from the student's manual and leave them in Eleanor's tray in the Office to be recycled.

Again, for anyone currently teaching a Vista student with Word 2003 (or earlier), Trainers copies of the new notes (plus extra sleeves for your Vista manual) are in Eleanor's tray. As mentioned above, copies for all Vista trainers will be available at the June meeting, so please do not take these copies unless you are currently teaching a student with Word 2003.

Friday afternoons

Friday afternoon XP one-on-one sessions have started with 5 students in each of the 2 x 1 hour time slots. Thank you to everyone involved.

New Trainers

Congratulations to Jean Smith (Monday mornings) who has been awarded her Trainer's Badge during the month. Congratulations also to Ken Grant who has taken on the Acting Senior Trainer role for the Friday afternoon sessions.

New, Updated and Deleted Courses

Files and Folders Refresher

The first two free Files and Folders refresher courses have been scheduled for Wednesday, 18th June 2008 and Friday, 13th June 2008, both running from 10am to 12.30pm. There will be minimal coordinating for these courses, and you will not be reminded of the date. However, you will be contacted if a planned course has to be cancelled for any reason. If you or any of your Optional Course students would like to attend either of these sessions, please enter your name, phone no, and email address on the appropriate Sign-up sheet in the hall.

Internet & Email

The new Advanced Internet and Email Course is 90% complete and three Senior Trainers have volunteered to review the draft version as soon as it is ready. The proposed cost of the 4 x 3 hour course is \$20.

e-Bay Workshop

We are still investigating two offers of help with information about using eBay. Watch this space.

Linux

The draft manual for Days 1 and 2 of the Linux/Open Office course is currently being reviewed by two of our Senior Trainers. The two-day "run from CD" course is likely to cost \$15, with an extra optional 3 hour session for those wishing to install the Linux programs on a PC.

Genealogy Workshop

Ella Ross has decided that she is unable to develop a Genealogy Workshop at the moment, so Peter Fowler will investigate the possibility with other interested trainers. Again, watch this space!

Word Processing

The first running of the Advanced Word course was very pushed for time, so the course has been adapted slightly and will now be a 5 week course costing \$20.

The introductory Word course has been adapted slightly to include more emphasis on Files and Folders, and will in future also be 5 weeks at cost of \$20.

Adobe PhotoShop Stage 2 / Adobe Premier Elements

Because many club members had purchase the Adobe PhotoShop / Adobe Premiere Elements package, we plan to add Adobe Premier Elements to the Video Editing course as a priority. This means that Stage 2 of the new Adobe PhotoShop course will now be deferred until early 2009.

Optional Courses

We are always looking for better ways of scheduling our Optional courses, and are considering a few changes in the way we do this. We are a Computer Club, so feel very strongly that we should be using computers rather than telephones for communication wherever possible. Course Coordination is one area where using email would greatly speed up the process for the Coordinator. The biggest problem we have with this is that the addresses filled in on Membership Forms and Sign-up sheets are often illegible. Most Optional course presenters ask students for their email address, and we ask that when they (or their Coordinators) give Sandra Self the "course completed student" list, that they also pass on the email addresses for Sandra to update the club database.

New Sign-up Rules for MS Word and Graphics

In an effort to reduce the number of wasted phone calls while trying to organize courses, the MS Word and Graphics courses are using a new "Pay in Advance" Sign-up system that should also help to reduce the length of the course waitlists and make better use of Rooms 1 and 2.

The new Sign-up sheets will only have enough spaces to fill the course (12 for Room 1, 8 for Room2) with 2 spare lines to be used as a waitlist. Anyone wishing to attend the course checks that there is space available, then takes the correct money and the clip board to the Office (on a Monday, Tuesday or Friday morning when there is an Office Assistant available), pays for the course, enters their name, email address, and their receipt number on the sheet, and returns the clip board to the hall. Names added to the list without a receipt number will be deleted. When the course is "full", 2 more names may be added as a waitlist in case of last-minute dropouts. (Waitlisted students do not pay in advance.)

A final decision about the running of the course will be made one week before it is due to start. As long as the minimum number of people have enrolled (usually 8 for Room 1, 6 for Room 2) the course will go ahead as scheduled, those on the course will be emailed to confirm the date, time, and any other relevant details. You are asked to please bring your receipt on the first day of your course. If fewer than the minimum sign up, the course will be cancelled, people on the list will be contacted by email, and all fees be refunded. Late drop-outs with no waitlist replacement will forfeit their fees unless the Committee feels there are genuine extenuating circumstances.

While we are in the changeover period from the old system, those currently on the old Waitlist will get priority in the new system, and will all be contacted (initially by phone), informed of the new system and of the course details. If the course time slot suits them, it will be up to them to go to the club, pay for the course and add their details to the Sign-up sheet. Courses and dates will be displayed on the clipboards, published in the Newsletter and on the Website.

ASCCA

Connectedness Survey

The Consumers' Telecommunications Network (CTN) is carrying out a Survey to find out how young people (12-24), women and seniors (60+) are using new telecommunications technology to interact with others and access information and services, and would like our input. On completion of this survey you will have the opportunity to enter in the draw to win one of ten cordless phones.

To participate in the Understanding Personal Connectedness Survey please email Jill at janddmattthews@bigpond.com and ask her to email you the link (which is long and complicated!). Or, if you need assistance or would like to answer the survey over the phone please contact Research and Policy Project Officer - Danielle Notara - at CTN on 02 9572 6007 or email dnotara@ctn.org.au

National e-security awareness Week

National e-security awareness week will be held 6 - 13 June and there will be three events held by ASCCA. Please read the ASCCA Newsletter at the Club or email Jill (address above) for details.

Monthly Meeting

Our next Monthly Meeting on 11th May 2008 will include a presentation and discussion led by Peter Fowler on **Types of Internet Connection - Technologies, Internet Service Providers and Internet Plans.** The next Trainers' Meeting will follow the June 2008 Monthly Meeting on Wednesday 11th May 2008.

Peter & Eleanor