

## **Membership**

Membership has now reached 461 (400 renewals from last year, and 61 new members). There is still a great deal of interest from new members wanting to join the club, and we currently have a Waitlist of 12 people: 6 XP (plus 2 Assessments), 2 Vista and 2 "don't know"!

## **Fundamentals Training**

### New Trainers

Congratulations to Beth Butler and Mike Kinch who have been awarded their Trainers badges during the month.

### Trainer Assessment Test

Most of our one-on-one Trainers and a few Optional Course Trainers have now taken (and passed) the new Assessment Test. There are still about 14 Fundamentals and 10 Optional Course Trainers who haven't tried the test, and if you are in this group, and can get to the Club on a Monday afternoon or Tuesday morning, just see Eleanor or Peter down there - it doesn't take long. If you can't make Monday or Tuesday, please email Eleanor and arrange a time. As you know, the whole aim is to improve the understanding of Files and Folders throughout the club. You can repeat the test as often as you like, and are always welcome (as either students or helpers) on the monthly Files and Folders Refresher Courses. Only Trainers who complete this test satisfactorily before we close for Christmas on 12 December 2008 will retain Trainers Badges for one-on-one training in 2009. Anyone who doesn't take (or doesn't pass) the test will become an Asst. Trainer able to help in Group Classes, but not one-on-one.

### Vista and XP Manuals

Help required please!! The Fundamentals manuals are not and never were meant to be cast in stone, and we really need your feedback to tell us about things which are confusing, or which just don't work. For instance, there have been a few occasions recently where Kaspersky has prevented access to something the Manuals tell you to do, and also times where things have not worked as they should (usually because someone has changed settings and not restored them to their original values). The addition of margin notes in Manuals can warn of things like restoring standard settings, and the Maintenance Team can modify Kaspersky's parameters to give us the access we want - but these things can only be changed if we know about them. Maybe, if you find something confusing, discuss it with other people on your session and submit a "group request", preferably to your Senior Trainer, who will then pass it on to Eleanor or Peter for action. Thanks heaps.

### Flash Drives

A few students are bringing "up market" flash drives with multiple connections to their Fundamentals lessons. These are often more trouble than they are worth, and we do recommend that students use only basic flash drives on Club PCs. As you know, the Club keeps a stock of flash drives in the Office – the latest ones are 2GB and cost just \$12.

### Laptops

There have been renewed requests from Students to use their own laptops at the Club, but this has again been rejected by the Management Committee: a) because it is unreasonable to expect Trainers to be familiar with all the varieties of laptop (plus the huge range of optional settings), and b) because there is just not enough room on our desks for a laptop plus the normal monitor and manual. However, it is acceptable for students to bring in their laptops when seeking help for a particular problem.

### Promoting Optional Courses

As announced last month, the PowerPoint presentation advertising all our Optional Courses has now been completed will be added to all new Fundamentals CDs so that students can play it at leisure at home (instructions and PowerPoint Viewer are included). The CD cover has also been updated. The PowerPoint will also be loaded in the Fun Computing folder on all club PCs so that Trainers can make themselves a copy. The Course Progression Chart is also being updated to include our new courses and will be circulated next month. Thank you to everyone who has made the effort to chat to their students and help them decide which Optional Courses are most appropriate for their interests. As you know, we are trying to prevent students from leaving their last Fundamentals session without much idea of what to do next, as there is a risk they will not come back to the Club, and might miss out on a whole heap of fun.

Anyone wanting Professor Teaches on their own PC can purchase it from Harvey Norman for \$49.95, order it by mail from Individual Software or Amazon in the US for about US\$17.95 plus postage (which works out a bit cheaper, but takes a couple of weeks) or even from eBay. Alternatively, if you have fast internet access, you can download Professor Teaches Windows Home Premium (just the one program that we use rather than the 3 versions that you buy at Harvey Norman) over the Internet from the **cnet** website [www.download.com](http://www.download.com) for US\$9.95 (about \$11 Australian). Students no longer requiring their disc (not downloaded) copies of Professor Teaches would probably find them easy to “sell on” to new students.

## **Club PCs**

### Windows Updates

Just a reminder – the Maintenance Team will now do all Updates, so any Updates Available notifications (in the System Tray) should now be ignored.

### Students' Files and Folders

The Maintenance Team is keen to clean up the “superfluous” files and folders on student PCs but is unsure what can be deleted on the desktops and in (My) Documents. It has been agreed that course presenters may create folders in (My) Documents named by courses (e.g. “Digital Camera”) and any work placed in these folders would be retained. For the Fundamentals courses, desktops should also contain links to (My) Computer, (My) Documents and Recycle Bin, and shortcuts to the programs Blocks and Sticks. These “clean-ups” will commence at the end of September.

### USB/Sound panels on the fronts of PC

There are still a few problems with the sound panels on the fronts of the PCs, so Skype has now been installed on all PCs in Room 1 to facilitate the comprehensive testing and retesting of their audio capabilities. The headphone sockets on most of the front panels are now working, but on some PCs the connection remains at the rear of the PC. Stickers will be applied to indicate which connections “work”.

## **New, Updated and Deleted Courses**

### Advanced Internet

The first presentation of the course ended on Friday 19<sup>th</sup> September, and was a bit rushed. Future offerings will probably be over 5 weeks, and might result in an adjustment to the course fee.

### e-Bay Workshop

Because of the bad reports eBay is currently getting in the press it has been agreed that we should watch and wait for the time being.

### Linux - Ubuntu

Bill Butts and John Greenlees are developing a course using the Open Office program “Writer” (the Linux equivalent of Microsoft Word). Watch this space!

### Family Tree Maker Workshop???

As genealogy is such a vast and varied topic, we are investigating Ella Ross’s suggestion of a workshop on Family Tree Maker. Again, watch this space!

## **New Sign-up Rules for Selected Courses**

Word, Graphics, Ubuntu (Linux) and now Advanced Internet have scheduled courses using the new system. When describing how to enrol in these courses, the main things to impress on students wanting to do them is that a) if a course has been scheduled, they cannot just write their name on the Clipboard - they also have to **pay** for the course; and b) if no course is scheduled, they can’t sit back and wait for a course to “appear” on the Clipboards. They have to be proactive and send an email to the Course Coordinator in order to create a “demand” for the course. NO emails means NO courses!

## **Monthly Meeting**

Our next Monthly Meeting on 8<sup>th</sup> October 2008 will include four in-house presentations about our own Optional Courses - **Skype, Linux, PhotoStory 3 and Greeting Cards**. The next Trainers’ Meeting will follow this October 2008 Meeting on Wednesday 8<sup>th</sup> October 2008.

*Peter & Eleanor*