

Membership

Membership has taken off again and currently stands at 556 with a Waitlist of 28 (XP-16, Vista-10 and 2 XP assessments). This is an increase of 46 potential members in the last month, and our Membership Officer, Sandra Self, has asked us to pass on our thanks to all the Senior Trainers and Roster Officers who have been so helpful in rearranging rosters to try and accommodate as many new members as possible.

Fundamentals Training

New Members of the Training Team

Congratulations to Bernard Clisby who was awarded his Trainers Badge during the month, and welcome to Cecilia Tazyman, a Trainee Trainer on Monday afternoons.

Fun Manuals

As announced last month, all three manuals are being updated to correct errors and remove all references to Floppy Disks. When the updated manuals are approved, all trainers will be given new copies, and Senior Trainers asked to identify how many extra copies they need for students attending their sessions.

Vista in Room 2

The number of students using Vista is now starting to increase and can cause problems for Fundamentals sessions restricted to using Room 2 while there are Group Courses in Room 1. The Maintenance Team has agreed to re-build one of the Room 2 XP machines to make a third dual-boot XP/Vista PC in Room 2.

New System for Apologies

The new systems for apologies is now coming into operation, and all Fundamentals Manuals should soon have a white self-adhesive label on the top right-hand corner of the first page of the manual giving contact details to be used (by Trainers and Students) if they are unable to attend their normal training session. These details do vary depending on the session.

Phoning the Club with apologies should now be the last resort when all other options fail.

Optional Courses

Course Presenters are welcome to "broadcast" vacancies for future courses by pinning an advert on the Noticeboard at Monthly Meetings.

Course Coordinators are welcome to use "tear-off" slips containing their email address on the front page of the Course Clipboards if they think that will make it easier for them to get the correct contact details for students trying to sign up for their courses. However, if the course is not Pay-in-Advance members wishing to enrol on the waiting list must also put their name and details on the clipboard list.

Club PCs

Assessment Tests

The number of requests for Assessment Tests to gain exemption from Fundamentals has increased and there have been queues for tests, especially on Tuesdays. To try to solve this problem, Peter will put the Assessment Test on both PCs in the corridor of Room 2, and on both PCs at the far end under the air conditioner. (The multi-boot PCs will have both XP and Vista Assessments Tests as appropriate.)

Missing Fonts, Folders, Shortcuts, etc

Please remember, accidents do happen (especially in Fundamentals Classes!) and sometimes things get deleted in error. If you ever use a PC that has this sort of problem, please write a note in the Log Book for the appropriate room so that the Maintenance Team can restore normal working order. Thank you.

Open Office Writer

Although it is possible to run the Open Office Writer program (373MB) from a CD rather than installing on PCs, it is rather slow, so The Maintenance Team has agreed for it to be installed on PCs in Room 1.

USB/Sound panels on the fronts of PC

The sound panels on the fronts of the PCs are still causing a few problems which hopefully will be resolved in the near future.

New, Updated and Deleted Courses

e-Bay Workshop??

The possibility of an eBay and Buying on the Internet course is still being investigated, if anyone has any information or interest in developing this course, please contact any Senior Trainer, who will be only too happy to pass the message on.

Open Office - Writer

Bill Butts and John Greenlees are developing a course using the Open Office program "Writer" (the "open" equivalent of Microsoft Word). There was a demonstration of Writer at the February Monthly Meeting, and the advantages of using Writer rather than Microsoft Word will be covered at the March Monthly Meeting. The Clipboard for expressions of interest is now available, and a 2 X 2.5 hour course (costing \$10) is likely to run on Friday afternoons in late March/early April.

Photoshop Full Edit (renamed from Photoshop Intermediate)

This new course is on target to run at the end of March at a cost of \$35 for the 6-week course. At the moment there are no plans for a Photoshop Advanced course.

Genealogy Workshops

The Family Tree Maker and Genealogy Information from the Internet workshops have now been renamed Genealogy-FTM and Genealogy-Internet respectively. The clipboards for registering interest are available, and the first workshop (Genealogy-FTM) is scheduled for 12th March 2009.

Electronic Scrapbooking

Ella Ross is exploring the scrapbooking facilities offered by Big W, Harvey Norman and Office Works and has agreed to share her experiences with the club. Thanks Ella. Watch this space.

Windows 7

Last year's "Advice to club members wishing to purchase a new PC" will shortly be updated to include details for Windows 7. Copies will be distributed with the Mailout when they are available.

Monthly Meeting

The March monthly meeting on 11th March 2009 will include two short in-house presentations about our own Optional Courses – **Creative Writing & Excel**, a summary of the advantages of using Open Office Writer rather than Microsoft Word, and will be followed by a Question and Answer session. There will be a Trainers' meeting following the March Monthly Meeting.)

Peter & Eleanor