

Membership

Membership is still going well and is currently 566 with a Waitlist of 27 (XP-12, Vista-15), and that's not counting any interest from the Seniors' Week displays last week. Again, thanks to everyone for being so flexible in trying to fit in new members.

Fundamentals Training

New Senior Trainer

Congratulations to Leigh Britton who has been awarded Senior Trainer status for her help in updating the Fundamentals Manuals and continual willingness to volunteer for (almost) anything that needs doing.

New Members of the Training Team

Congratulations to Cecilia Tazzyman who was awarded her Trainers Badge during the month, and welcome to Peggy Joel, 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. Copies of PC Fun have now been printed, and all trainers plus any students still using PC Fun should get new copies (in a single sleeve, not a new folder) this week. Would Fundamentals Senior Trainers please let Miriam know if they need more copies for their sessions. XP and Vista Fun manuals should be ready by the end of May – thanks Leigh.

Folders for Manuals

At the last Trainers Meeting there was a request to investigate the possibility of changing the folders used for most of our courses because some people preferred not to have the plastic sleeves. The Training Sub-Committee decided that although they do not wish to complicate things by offering a choice of folder at the club, there is no reason why trainers cannot use different folders (at their own expense) if they wish. For anyone wanting their manuals bound, Officeworks offer comb binding of up to 100 pages for approx. \$1.95, and thermal binding of up to 125 pages for approx. \$2.

Vista in Room 2

PC 12 (the one on the big table opposite the screen) is now dual-boot Vista and XP.

Courses Promo

The promotional CD for students advertising our Optional Courses is now available. Senior Trainers and/or Office Assistants are requested to hand this CD to all new members joining the Club. If enough stock, CDs can be given to existing Fundamentals students. The full PowerPoint version of the Promos is installed on club computers - My Documents > Courses Promo folder, and Trainers are welcome to copy it to their flash drive.

New System for Apologies

As mentioned in February, we are changing the system for handling Apologies for all courses. Supplies of standard size white adhesive labels (14 to an A4 page, 98mm x 38mm) are now available from the Office for all Senior Trainers (Roster Officers or Course Coordinators) to print (or hand write) Apologies instructions appropriate for their courses. (The labels hold 8 lines of text in Times New Roman 12pt or Arial 11 pt. There will be a template for these labels in **My Documents\Course Apology Labels\Blank Labels**, plus a short **Read me** document on the Office Computer by Monday afternoon (6th April). If you wish to keep a "master" for your labels on the Office PC, please save it in the Course Apology Labels folder.

Apologies - Tuesday Morning Fundamentals

If for any reason you are unable to attend class, please notify the person below giving as much notice as possible

Roster Officer:	Sandra Self
------------------------	-------------

Email:	
---------------	--

Phone:	9639 0208
---------------	-----------

Apologies - Graphics

If for any reason you are unable to attend class, please notify the person below giving as much notice as possible.

Coordinator:	Eleanor Ball
---------------------	--------------

Email:	leightel@aapt.net.au
---------------	----------------------

Phone:	9634 1498
---------------	-----------

These labels should be affixed to the top right-hand corner of the front page of all manuals and everyone is asked to contact the appropriate person if they are unable to attend their normal training 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. There may also be an opportunity to mention course vacancies in the Newsletter – watch this space.

Ubuntu Linux Installation Workshop

The recent Ubuntu Linux installation workshop had been somewhat unsatisfactory as Ken Caldwell had tried to install 5 PCs (including some laptops) with dual boot Ubuntu Linux and Windows. This workshop had gone till 6.00pm and still Ken had to visit some members at home to sort out problems. It has now been decided that future Ubuntu Linux installations will not attempt dual booting, and will be on dedicated PCs only. It is not necessary to have a separate video monitor, keyboard or mouse for the Linux PC. As long as you can connect the Ubuntu Linux PC to a home network (e.g. ADSL router) then you can install the free TightVNC Viewer (www.realvnc.com) on an ordinary Windows XP PC and interface to the Ubuntu Linux from there.

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 has put the Assessment Test on both PCs in the corridor of Room 2 (PCs 25 & 22), and on both PCs at the far end under the air conditioner (PCs 19 & 20). (The multi-boot PCs 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 - don't forget to clearly add your name and contact details in case they need further information. Thank you.

New, Updated and Deleted Courses

e-Bay Workshop??

A request for offers of help with the proposed eBay and Buying on the Internet course will be in the April Newsletter, and if there is still no response all suggestions for this course will be abandoned.

Open Office - Writer

Open Office - Writer has now been installed on all PCs in Rooms 1 and 2, and the first Writer course commenced on Friday, 27th March 2009.

Photoshop Full Edit (renamed from Photoshop Intermediate)

This new course commenced on 26th March 2009. At the moment there are no plans for a Photoshop Advanced course.

Genealogy Workshop

The Family Tree Maker and Genealogy Information from the Internet workshops have now been repackaged again into one two-day Genealogy workshop. The first running of the workshop fell victim to the termite damage at the club and will now run on 9th and 23rd April 2009 at a cost of \$15.

Electronic Scrapbooking

Ella Ross, Ken Britton and Peter Fowler think the Officeworks scrapbooking facilities are worth further investigation. The software can be downloaded (free) from http://www.officeworks.com.au/ims_docs/static/photobooksintroseo.shtml?WT.mc_id=0_printservices_photobooksintro

After designing your Photo Book at home you upload it to Officeworks for printing and then go and collect it (or pay a small fee for home delivery).

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 April monthly meeting on 8th April 2009 will include a presentation on Office 2007 by Barry Hatchard and Mathew Burazine from Microsoft. There will be a Trainers' meeting following the April Monthly Meeting.

Peter & Eleanor