

## Membership

Membership has reached an all time high of 608, with a Waitlist of 26 (XP-10, Vista-16), and we still have another month to go before the end of our financial year.

## Swine Flu

The general message for all trainers and students is: "please consider others, use the hand wipes provided where appropriate, and if you feel unwell, please advise the appropriate (club) person and stay at home". If trainers feel threatened by anyone coming for one-on-one teaching, there are masks available in the Office.

## Fundamentals Training

### New Trainers

Congratulations to Peggy Joel and Bev Garrard who have received Trainers Badges during the month.

### One-on-One Training

One-on-One Trainers are reminded that Students should have full control of the PC including both the mouse and the keyboard. Trainers should resist the temptation to take control of either the mouse or the keyboard other than in exceptional circumstances. If it helps, the Trainer can sit on the side of the Student furthest away from the mouse hand! Remember Trainers are not demonstrating the use of a PC they are teaching the Student to use it for themselves.

### PC & XP Fun Manuals

Everyone should now have copies of the new PC Fun (dated 27/01/09), and XP Fun (dated 19/04/09) - if you have missed out (or find any errors) please email Eleanor.

### Vista

The Training Committee has decided that with the arrival of Windows 7 in the not too distant future, this current update will be the last for the Vista manual. Following the last trainers' meeting, several people have now come forward with constructive criticism (thank you folks), and if anyone else has any ideas please speak out now.

It has become clear that the students who purchase a copy of Professor Teaches to use at home do progress more quickly than those who only use it at the club. We also believe that a little advance notice of this additional expense softens the blow, so we are changing the way we describe and cost the Vista Course. As from 1<sup>st</sup> July 2009, the new member Information and Application Forms will be amended to explain that Vista students are expected to purchase Professor Teaches by the time they get to that part of the Manual. The "install from CD and pay over the Internet" version is US\$19.95 (currently about AU\$29), which is better than paying \$49.95 from Harvey Norman. To help offset the additional cost of this purchase, as from 1<sup>st</sup> July 2009 the cost of the Vista course will be reduced to \$20. For students with a laptop and a credit card the installation and payment process can readily be completed during a normal training session. (The CD and detailed instructions for the CD installation and payment are available from Eleanor's tray in the Office.)

### Why we use Professor Teaches...

At the last Trainer's Meeting we learned for the first time that some trainers and students don't like Professor Teaches and prefer the in-house manuals. This is very understandable because our manuals are written by our members specifically for our club, whereas Professor Teaches is commercially produced in the US.

Yes, our current PC and XP Fun manuals are outstanding, but as many of you who were here in the early days of XP probably remember, things haven't always been like that. Good manuals take time to research and produce (thank you once again Bill). XP was launched in 2001 and the club had its first basic XP teaching instructions for trainers in March 2003. Development work on PC & XP Fun started in mid-2006 and the current manuals were launched in Jan 2007 – by which time XP had been around for nearly 6 years, and many of our trainers had been using it for 3 or 4!

Compare this with Vista – the club had its first Vista PC in mid 2007 started teaching Trainers in November 2007, and the first Vista students completed the course in July 2008. In a few months we will also have Windows 7 to contend with. Yes, we could convert XP Fun to work with Vista and Windows 7, but this would teach students to

use these Operating Systems in the way XP is used, and not in the way Vista and Windows 7 have been designed to be used. So, the bottom line is that until Windows 7 has been around long enough for club members to really find out how it works, and then for some of them to volunteer to write a full Windows 7 manual (all offers gratefully received in advance!), we really are dependent on third party creations.

### Folders for courses

In the April Mailout we advertised that Officeworks offered comb binding of up to 100 pages for about \$1.95. Noel Milligan has kindly donated his pre-loved binding machine, the club has purchased combs and covers, and anyone wishing to change the binding of their manuals is now welcome to make use of these facilities. (Returning your original folder to stock would be appreciated.)

### **Optional Courses**

Course Presenters are welcome to “broadcast” vacancies for future courses by pinning an advert on the Noticeboard at Monthly Meetings. There are also options for advertising course vacancies in the Newsletter.

### Pay-in Advance (PIA) Courses

There are still a few problems occurring with the pay-in-advance system – the main one being that some students are so keen to get on a course that they turn up at the Office with their money before the Office has the appropriate paperwork. This makes life very difficult for the Office Assistants, who in the past have been very ingenious in the variety of ways they have handled the situation – thanks folks, but a) you really should not have to put up with this, and b) students should not be asking you to take payment prematurely.

To try to prevent this from happening, we ask that Course Coordinators of PIA courses do not advise interested students of the Office taking enrolments for any course until after the appropriate Eligible List and Enrolment List are in the course folder in the Office. The “no exception” rule for the Office Assistant is then “If there is no Eligible List and Enrolment List for that specific course in the course folder, do not take any money.

One proposed change to the Office Procedures, is that “If an eligible student asks the Coordinator about a course after the enrolments in the course have started (i.e. the appropriate lists are in the Office), then with the email authority of the Coordinator (copy sent to Office email and the student) the Office Assistant should add the students name to the Eligible List and accept their course fee

### Excel 2007

The Excel 2007 manual has been completed and is currently being reviewed prior to approval.

### Digital Camera Course

The 2-day Digital Camera course is being discontinued due to lack of demand.

### **Club PCs**

#### Screen and Power Savers

We have been asked by the Maintenance Team to remind everyone that club PCs should have standard desktop pictures (Bliss for XP, ??? for Vista) and should not have any screen savers or power savings settings selected. Yes you can demonstrate these options to students, but please make sure you return all settings to their original values before the end of the lesson. The reasons for this are: it is very useful to be able to tell at a glance whether a PC is currently XP, Vista or turned off. Screen savers and power settings which turn monitors off (or just leave a blank screen) prevent this. Our monitors are not at risk of “burning” a static image to the screen as in the “old days”, and a blank screen gives the impression that the PC has been turned off, so when the power is turned off at the end of the day the PC “crashes” causing problems for the next person to turn it on.

### 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.

As advised last month, we are in the process of collecting information from Course Presenters about any special requirements they may have for their courses. Things like: Media Player 11; Picassa 3; Office 2003 on XP and Office 2007 on Vista; special fonts; the Desktop shortcuts and folders for Fundamentals; the

Courses Promo; etc. The hope is that these “standard” items can be automatically installed on new PCs as they are built or when they are re-loaded, and that the Maintenance Team will have ready access to the appropriate information if any of them have “accidents”. So, if your course needs any additions of this type, please email Eleanor so that they can be included in the Resources folder on Computer-11.

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

#### *e-Bay Workshop??*

Peggy Joel, Marie Woodward, Jill Matthews and Marea Parsons now have their first eBay Workshop scheduled for 12<sup>th</sup> June 2009.

#### *Photoshop Full Edit (Report from Bertrand via email)*

The first run of the 'Full Edit' course went very well. From the comments on the feedback sheets most rated the Course Content and Manual as good to excellent, with the dissenting comments about technical level and speed being about equal on the high and low sides. Several people want to put their names down for the next level (don't hold your breath)!!!

Some comments were made that time between doing the Intro course and starting this course was too long - which is fair enough but unavoidable in the circumstances – new courses take time to create. This gap between courses will start to improve, but there is so much competition for Rooms now I doubt we will ever get to the Corel Photo Paint stage where the Intro, Inter and Advanced courses flowed on from each other over 6 months with only a week or two break between levels. The next offering of the course commences Friday, 26<sup>th</sup> June.

#### *Digital Scrapbooking*

Several members of the Training Committee have downloaded the Officeworks software and think it might be suitable for use in the club. Guests from Officeworks will be presenting their Photobook options at the June monthly meeting.

### **Club Rooms**

Following the near-fatal termite attack on the clubrooms earlier in the year we have been asked by the Council to remove the flower beds adjacent to the cottage. The gardening team will soon be laying pebbles in their place. Thanks folks.

### **Taking Fees**

Due to the strict rules required by our charity and GST exempt status, the Management Committee has decided that all fees for Membership, Pay-in-Advance Courses, Social Events and Sundry Purchases should only be received by Office-trained personnel. This means that these payments can now only be made during Office Hours: **10.30 – 3pm Monday or Tuesday and 10.30 – 12.30 Friday.**

The only exception to this will be that Course Fees for Optional (non-PIA courses) will continue to be collected on the first day of the course.

### **Windows 7**

Copies of the updated “Advice to club members wishing to purchase a new PC” which was distributed with last month's Mailout are now available from the Office.

### **Monthly Meeting**

The June monthly meeting on 10<sup>th</sup> June 2009 will include a presentation by speakers from Officeworks demonstrating the options available in their Photobook project. There will be a Trainers' meeting following the June Monthly Meeting.

*Peter & Eleanor*