

Membership

Membership is now 488, with 411 renewals and 77 new members. The Waitlist is currently 7 (XP-3, Vista-4) which means a delay of about a week before a training spot becomes available. This month the waitlist for Vista is once again higher than that for XP.

Fundamentals Training

New Senior Trainer

Welcome to Richard Braisby who has joined the club as an Associate Senior Trainer. Richard will be presenting the Word Intro course in November and you may also see him at the club on Tuesdays helping the Maintenance Team.

New Trainers

Congratulations to Bruce Wright and Bryan McAlister who have been awarded their Trainer's badges during the month, and also to Mary Ellis, who has been a PowerPoint Trainer for a couple of years, but has now earned her one-on-one Fundamentals gold star.

XP Fun and Vista Fun Manuals

As you know our Club XP PCs run Office 2003, and the Vista PCs have Office 2007. These pairings are reflected in the Word sections of the Fun manuals, with Section IV of XP Fun covering Office 2003, and Part 5 of Vista Fun dealing with Office 2007.

Not all students have these same pairings at home, so this is just a friendly reminder that when your students reach the Word section of the Fundamentals course, you do need to check which version of Word they use at home, and replace their Word pages if necessary. The replacement pages for XP Fun Section IV using Word 2007 and Vista Fun Part 5 using Word 2003 are in Eleanor's tray in the Office (please take the notes and leave the sleeves and cover page). Although these replacement pages give the students correct notes for the version of Word they have at home, we cannot give them their correct Operating System at the club, so they may need extra help with browsing, and opening and saving files while doing the Word exercises. Thanks for your help in this.

Flash Drives

We do sometimes find Fundamentals flash drives at the club that have not be "renamed" – this makes it almost impossible to return them to their rightful owners. We do realise that a student's first lesson can be hectic, but we should aim to rename the student's flash drive and show them how to scan it for viruses before they go home on the first day. Thanks for you cooperation.

Files and Folders Refresher

The next Files and Folders Refresher will be on Thursday, 15th October from 1.00pm – 3.30pm. If you know of any students who have completed the Files and Folders section in the Fundamentals courses, or who are struggling with browsing CDs etc. in Optional courses, please tell them about this free workshop – the sign-up sheet is in the hall, and there are still some spaces.

This Refresher does cover both XP and Vista, so if you are interested exploring either "Vista" or "Training", why not come along as a helper in this friendly environment where help is always available? (Please email Eleanor leightel@aapt.net.au if you are interested in doing this.)

Trainer Files and Folders Assessment

About 35 one-on-one and Optional Course Trainers have already taken (and passed) this year's Trainer's Files and Folders Assessment Test. If you have not attempted it yet, and can get to the Club on a Monday afternoon or Tuesday morning, just see Eleanor or Bruno 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. As last year, only Trainers who complete this test satisfactorily before we close for Christmas on 9th December 2009 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 teach one-on-one.

Optional Courses

Pay in Advance Courses (PIAs)

We seem to have solved the "hiccups" with PIA enrolments (thanks everyone), but a new problem is emerging... When Course Coordinators are contacting "Interested Members" to advise PIA course dates, some emails are "bouncing", apparently because the member has changed their email address. If this happens to your PIA courses emails, contact Sandra Self (ess10@optusnet.com.au) with the details, and she is happy to check the Membership Lists to see if she has a more recent email address for that member.

Course Coordinators and the Student Course List

The updated Course Coordinator Guidelines covering the changes to checking a student's financial status were emailed on 25th September 2009 - if you haven't received your copy yet please contact Eleanor.

The master list is on the Office PC and is updated by our Membership Officer, Sandra Self. At the end of each course you coordinate, do please give Sandra Self the names of the students who complete the course, and the date of the final session so that she can update the list. This can be done by email, or by leaving a note (or maybe a copy of the Attendance Sheet) in Sandra's tray in the Office.

As advised in updated Course Coordinator Guidelines, there is now a copy of the Student Course List on the Trainers' section of the Club Website, and the date of the list is shown in Cell B1. Although this will help in lots of cases, for up-to-date information you may still need to go the club or contact Sandra. (The Website list will hopefully be updated every two weeks.)

Trying to organise Optional Courses at the beginning of the financial year is a real nightmare for Coordinators because they need to keep checking if waitlisted students have "renewed their membership yet" before offering them a course. In an attempt to simplify this process next year, the Committee has decided that the "Renewal Notice" sent to all members in June will explain that: "Anyone who has not renewed their membership by 15th August will automatically be deleted from all Waitlists".

What happened to the PC Numbers?

The ID Numbers for the Club PCs should be making their appearance on Tuesday.

Java Updates

As publicised last month the Maintenance Team has asked Trainers to "Allow Java Updates" (orange icon in the System Tray) on Club PCs when they appear. They are quick updates, and if you don't allow them they just keep interrupting you.

New Training Room

We are delighted to announce that following changes at the Council they no longer require the Showground Office (adjacent to Room 1) and that we now have sole use of the Cottage.

We plan to make this extra room into presentation "Room 2", and the existing Room 2 will become a multi-purpose Maintenance / Meeting / Photocopying Room, with the "corridor" being the place for students to congregate while waiting for one-on-one training sessions. If all goes to plan, the new room will be ready for use by the time we open up in the New Year.

New, Updated and Deleted Courses

e-Bay Workshop

The eBay Workshops will continue under the leadership of Peggy Joel. The next Workshop is on 16th October - see Clipboard in the hall for details.

Windows 7

Windows 7 is currently available on PC 12 in Room 2, the new Demo PC in Room 1, and on the "Linux" PC in the Kitchen – these are all triple boot PCs. Windows 7 is also being installed on several other PCs at the Club – access details will be provided next month. Thanks Dominic.

Dates for your Diary

Christmas Party Wednesday 9th December 2009

Club Closes for 2009 Friday, 11th December 2009

Club Opens for 2010 Monday, 1st February 2010

Monthly Meeting

The October monthly meeting on 14th October 2009 will include a presentation by Peter Fowler entitled "iGoogle - Your Personalised Homepage". There will be a Trainers' meeting following the October Monthly Meeting.

Peter & Eleanor