

## COURSES

The course calendar for the next 3 months is out. Courses are filling rapidly with some closed already. Check out our web page. <http://tinyurl.com/2wowsh>

## Search Tips

Most of us use the basic functions of Google or Yahoo, but there are a number of very advanced steps that you can take to make your search easier. Help is available at <http://tinyurl.com/2dxm6s>

Another very helpful site is <http://tinyurl.com/2jwzal>

## URL Address

This month I have used Tiny URL to entering the URL's for various sites. This shortens long URL's to just a few characters. When you click on the link you will go direct to the site.

Remember Thursday nights 7 - 9 pm is help desk night. Call into the rooms with your problems and we will see if we can help.

To access links on this page click on the URL or copy and paste in your browser.

## LANGUAGE LEARNING

Most New Zealanders only speak English. Now a universal language, many non-English speaking countries have English as second language. Why not try a new language yourself? While there is no better way to learn than immerse oneself in the culture of the country or learn from a native speaker, the internet can provide a lot of help. We could learn Maori. A few years back only 5% of children in schools learnt Maori but today this is better than 20%. If you want to learn more about our own native language have a look at Maori Language Net <http://tinyurl.com/2mv9u9> About.com has other languages. French <http://french.about.com/> German <http://tinyurl.com/3517y2> or Spanish <http://tinyurl.com/2pr494> For German also look at Deutsche Wella <http://tinyurl.com/y3ypeo> If you want to do a course with a native speaker have a look at: Canterbury University <http://tinyurl.com/yrsy95> ChCh Polytech <http://tinyurl.com/3x9cfx> and search for the course or Alliance Française <http://tinyurl.com/3bht83>



## INTERNET BANKING

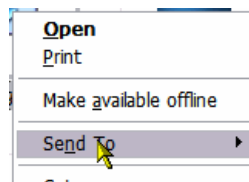
Do you use the internet to do your banking? A recently study shows that 68% of NZ'ers do. ASB 85% has the most followed by Kiwibank 81% and Westpac 77%. 65% of people over 55 use the internet for banking. Given the large number of users, fraud is actually less than that through traditional banking services. It is much safer than an ATM. Provided you have a good firewall, keep your anti-virus programme up to date and change your passwords regularly you are very safe. The worst you may experience is a spam email advising you to provide your password. Banks will never do this. If in doubt telephone your bank and check first and never reply to any email. Using the internet for banking is the same as on-line shopping. The Internet Safety Group has a lot of helpful information at <http://tinyurl.com/2j83sb> Regarding safe passwords have a look at Microsoft <http://tinyurl.com/3azhym> As a final word do not use internet café's, public terminals etc. If you are away from home and need to access your account, especially if you are overseas, you will be much safer if you use telephone banking.



## Useful Tips

Right-click on a file and you get a menu with the **Send To** option.

Do you use this? You can add items on this. For example you may always send (copy) a file to a certain folder. Go to <http://tinyurl.com/35zuql> for help on how to do this.



## Try These Sites

Tiny URL <http://tinyurl.com/>  
Turn documents into PDF for free using Cute PDF <http://tinyurl.com/rprnc>  
Earth Hour 2008 <http://tinyurl.com/37mlp>  
Christchurch as a Holiday Destination <http://tinyurl.com/2r3ukl>  
[Aoraki Polytech](http://www.aoraki.ac.nz/) Help Desk - free for members 0800 736457