

## NEW MEMBERS

### Welcome

to this month's new members  
Elizabeth Armstrong  
Arthur Goodwin  
Roger Miller  
Colin Mullins  
Ann Scott  
Karee Smith

## HELP DESK

The help desk is open most Thursday nights from 7.00 p.m. If you have an urgent issue please contact by email at above address. Mail is checked daily so we can help you more quickly.

## MICROSOFT OFFICE 2007

SeniorNet Federation has Microsoft Home and Student 2007 editions available for \$132 incl GST. Offer ends 12 March.  
<http://tinyurl.com/6o4px5>

## WRITING TIPS

For many of us good writing was drilled into us at school. This laid a very good foundation for us to hone our writing skills. English is an evolving language and over time many things change. New words, phrases and idioms are added. But the basic principles always remain. If you are seeking to improve your writing, there are numerous help sites around. New Zealand English is based on British but today more American is creeping in. As English is the international language of business and the internet it will continue to change to reflect its wide usage.

### Daily Writing Tips

<http://tinyurl.com/5nwmp5>

### Ask Oxford

<http://tinyurl.com/bob2sw>

### BBC- Skillwise

<http://tinyurl.com/dmas9q>


## Installing Software Part 3

(Regrettably parts 3 & 4 have been transposed)

Installation is simple. Having downloaded the file to your hard drive - it should be in **My Documents|Downloads** - double click on the file. The file should start to install. Usually you should not have to do too much except keep an eye on any messages that appear. Mostly they will just be asking you to confirm any actions. Generally you are pretty safe in accepting the default ones.

Before you start the installation it is good idea to back up your computer so at least if something goes wrong - I can assure that this is quite rare - then you can restore your computer. Windows provides a "go-back" solution called "**System Restore**". You should use this before you do any installation. Go to **Start|All Programs|Accessories|System Tools** and click on **System Restore**. Follow the instructions for a setpoint to be built. When complete, you can start doing the installation. but close any open applications before you do so.

During the install process your computer may reboot automatically or you may be asked to do this so it is




important to keep an eye on what is going on. If you are installing from a disc (CD/DVD), the process is the same except that upon inserting your CD/DVD it should start automatically. If it doesn't, go to **Explorer** and **Right Click** on the icon for your CD/DVD. Click **Explore** and you will see a list of files on the CD/DVD. Look for a file called either **Setup** or **Install** - there should only be one - and click on it. The install should now start.

Once the install has finished look for an icon on the desktop - it may not exist as many programs do not provide a desktop icon. In that case go to **Start|All Programs** and look for the program listed in this panel.

You may be asked to register and activate, common these days. If it is a trial program you may have to obtain a trial key which is sent by email once you register. Most important is to follow any instructions on your screen. If your computer freezes or hangs you may to uninstall see Part 4 on how to do this.

## MS Word 2007

This latest version is nothing like the previous which has been redesigned. If you are familiar with earlier versions you will need to re-skill yourself. Major changes have seen the introduction of the Ribbon Bar. This replaces the toolbars, view panes and menus. Nothing is the same. It has been designed for the image-conscious writer. Familiar commands can be hard



to locate and you have to hunt around to find what you need. Unless you are into blogging, graphic design and all you do is letter writing, don't bother to upgrade or purchase - it is not worth the cost. Stick with Wordpad or go for the free OpenOffice suite.

**Review:** <http://tinyurl.com/am68ka>  
**Tutorial:** <http://tinyurl.com/34gkbt>

## NEW STYLE

This month the style of the newsletter has changed. It is now being produced on an Apple Macbook using Apple's Pages software, previously done with MS Publisher. Font is Gill Sans.

## VISTA GADGETS

Vista has a sidebar which contains mini-applications, such as a weather, calculator, games etc. You can easily add more gadgets, as many as you wish in fact.

Click the + sign at the top left corner. In the window that opens click on the displayed gadgets or click the link to see more. This will take you the Microsoft Vista Gadget Gallery. Search for the on you want, click **download** and when this complete click. Using Google or Yahoo type "Vista gadgets" and you will find many sites that have gadgets. Some are listed below.

If you don't have Vista you can set up your own using either Yahoo or Google.

### Vista Gadgets

<http://tinyurl.com/d4t1cd>

<http://tinyurl.com/3b3xj2>

### Google Gadgets

<http://tinyurl.com/34uafg>

### Yahoo Widgets

<http://tinyurl.com/bbwgvs>

## FIRST AID

It is recommended that everyone understands the basics of first aid. many of us would have done courses but perhaps have not kept up with the latest trends. CPR, in particular has changed markedly over the years. It is desirable that one attends courses but if you want to refresh your knowledge there is a lot on the internet. Check out these sites.

### British Red Cross

<http://tinyurl.com/cgmwvb>

### St John (UK)

<http://tinyurl.com/6btanf>

### BBC Health

<http://tinyurl.com/atu6hw>

## Podcasting

Podcasting is new "radio"-style talk and music shows you can listen to on your iPod, MP3 player or computer every day. You wake up and automatically have new shows ready to listen to while you exercise or commute to work. This is the podcast listening experience. Anyone can create their own "radio"-style show and broadcast it to the world in very little time and at very little Broadcast radio is getting old; the same songs get played over and over, few large companies have control of the formats and what gets played until

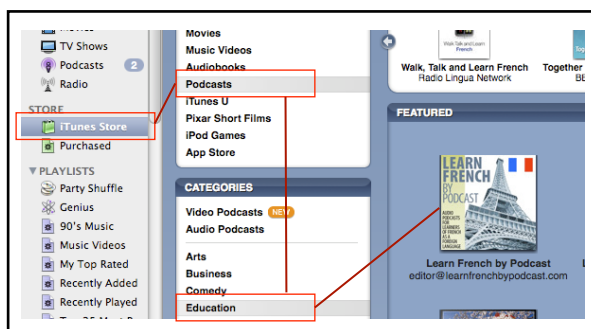
Break Free from the Same Old Stale Radio Content and Choose to Listen to What Interests You.

you get bored. There is no variety.

To listen you will need a Podcast Receiver installed on your computer. These are a software version and downloaded from the internet in much the

same way as other files. There are many different ones around but the most popular, and free, is Apple's iTunes. If you haven't got this you will need to download it and install.

Click on the icon for iTunes then click **iTunes Store** (you don't have to register and or pay) and in the **Store** panel select **Podcast**. Here is a list of categories where you will find thousands of podcasts on a range of topics e.g. **Education**. Just about any media company provides podcasts. Select the one you want, say **Learn French** and you will get a pane listing every podcast. To download, click on **Get Episode**. Upon completion the episode will be shown in the Podcast pane. Click on the file and it will start to play. You can fast forward, reverse and stop just like any audio player or copy to your mp3 player or iPod. To send to an mp3 player you will have to convert this in iTunes to mp3. The podcast is saved in your iTunes Library along with music etc.



### Apple iTunes

<http://tinyurl.com/cxxmn3>

### Podcast Software

<http://tinyurl.com/6nma7w>

### What is a Podcast? BBC

<http://tinyurl.com/cpy9kl>

### Podcasting for Seniors

<http://tinyurl.com/cadaxf>

### Podcasting Directory

<http://tinyurl.com/de43k6>

## Genealogy Notes

Remember that when you are searching for your family links those people you find will be related. The same people may also be doing similar searches so it may be useful if could contact them to see if they are willing to share their tree. How do you do this? The first place to start is **Rootsweb**, part of

**Ancestry.com**. If you go to the Home page they give you instructions how to use the site. Be careful at first not to give out too much information.

### RootsWeb

<http://tinyurl.com/6fbao8>

### Genealogy Tips

<http://tinyurl.com/by658t>

### Genealogy Help