



Puget Sound Computer Learning Center

*Where skilled volunteer seniors teach seniors to use, enjoy computers*

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By PHIL SCHEIER, Editor

*Successor Tracy Maury pledges continued support...*

## **PRINCIPAL JILL MCLEOD ANNOUNCES RETIREMENT; AIDED SENIORNET OPERATIONS, GROWTH AT SCHOOL**

JILL MCLEOD, the widely-acclaimed educator, principal of the Phantom Lake Elementary School in Bellevue, and long-time friend of the SeniorNet Computer Learning Center at the school, had decided it's time to retire.

"After 34 years in public education, the last eight at Phantom Lake Elementary as principal," McLeod announced, "I have decided to retire from the best job that I've ever had. Becoming part of the Phantom Lake community felt like a homecoming for me. I love this community so this decision has been very wrenching."

McLeod has been in public education for 34 years. She has served the past eight years as principal of Phantom Lake, which included the massive project of moving staff, students, along with SeniorNet, to a nearby empty school during the demolition and construction of the new, larger school on the same site.

In her statement, McLeod said:

Taking over the leadership of Phantom Lake will be TRACY MAURY, now principal of the Eastgate Elementary School. She immediately announced she wants SeniorNet to continue its all-volunteer program at Phantom Lake.

McLeod has been the guiding hand in planning for the new building and scheduling the temporary move to the interim Bellewood School site when the old school was torn down in 2002. The larger modern structure opened last year. The return celebration included a joyful march by students and faculty, led by McLeod. During the demolition and later new construction, the school was located in the nearby empty Bellewood School.

**SENIORNET PRES. ADELLA GRANGER** said SeniorNet was losing a beloved friend, but also gaining a new friend with the incoming principal. She hailed the close relationship between McLeod and SeniorNet, which became part of the school community, including expansion of its Granpals program to mentor students there. Granger hailed McLeod's successful efforts to create a school atmosphere which encouraged the desire to learn and develop new skills.

**Immediate PAST PRES. HELEN HESKETH** who has worked closely with McLeod these many past years, declared:

"What will we do without Jill? For seven years plus I have been personally involved with Jill in so many facets of her life and mine. Giving is the middle name for my dear friend, Jill McLeod, because she has given and continues to give endlessly to the teachers, students and families, the SeniorNet group, her friends, her husband and family."

Hesketh described McLeod as the creator of a real neighborhood school.

"Jill's a dreamer - and no dream is too big for her to conquer. She manages a facility that is also a neighborhood school that is used by all - Boys and Girls Club, Head Start and SeniorNet of Puget Sound. She loves the senior-age over 50 students that occupy a classroom. She loves the example of life-long learning that these seniors set for the young students by being in the hallways, going to class.

"When I was SeniorNet President she was my mentor, friend, inspiration, sounding board, and advisor and has always been available when I needed her to speak at the last minute for our meetings, or to grant SeniorNet special requests, or just to be a listening ear. She was a support and inspired me to keep going during my breast cancer surgery and in the months that followed."

The incoming principal, Maury, reiterated her support for the continuation of the SeniorNet program there.

"I absolutely, definitely, without a doubt want SeniorNet to continue at Phantom Lake. It's a terrific program, and very unique in terms of the work it does. I know the school and district would be at a loss without their work and support on behalf of kids and adults," she said.

Hesketh recalled some of the many highlights of the long relationship between McLeod and SeniorNet:

"She calmed the waters when many of our SeniorNet people were on edge about the move of the classroom to a temporary facility in spring of 2002. This was preceded with a walk from Phantom Lake Elementary School to our new temporary facility, the Bellewood School, for a rally with a police escort.

"Jill served as the parade majorette, with the students, staff, Granpals and our members. The move was accomplished with ease thanks to the cooperation and assistance of our marvelous sponsor, Jill McLeod and with the cooperation of her 'elves,'"

## **TIME TO PLAN FOR CLASSES STARTING IN LATE AUGUST; IN-PERSON REGISTRATION SET FOR TUESDAY, JULY 19<sup>TH</sup>**

While Spring 2005 classes at SeniorNet are just about completed, Fall 2005 scheduling is in its final stages, with classes starting by late August. Registration for the Fall classes will be held Tuesday morning, July 19<sup>th</sup>, from 10 am--Noon, at New Hope Ministries Church, 15760 NE 4<sup>th</sup> St. Bellevue. Catalogs will be mailed in early July, according to REGISTRAR LOUISE FLORA. If you are not on our mailing list, please call the voice mail at 206-232-5892 and request a catalog.

"Attendance records were set with the just completed session," Flora said. "More than 500 class spaces were offered with some classes crowded with 14 or 15 students. One of our most popular classes, Photo Editing, was filled with waiting lists at the past in-person registration. This Fall, SeniorNet will be offering three Photo Classes."

Flora stressed, "Early registration is a must. Returning this Fall will be our Potpourri Class. This varied class is taught by a team of instructors. Each with his or her own specialty. You will learn to create personal mailing labels with your own graphic, Greeting Cards, Letterhead, Recipe Cards and Word Art using Microsoft Word. Each session will be devoted to one item. Early registration is suggested for this class also."

Registering in-person on July 19 takes priority over mail-in registration, she said. While registration will begin at 10 am., early arrivals can get a number for the registration line at 9:30 am, when the church doors will open.

## **DISCOVER SATISFACTION, SENSE OF ACHIEVEMENT AS A VOLUNTEER ;ATTEND THE JUNE 21 MEETING**

By HELEN HESKETH

Ever wonder what our volunteers do? How much time they spend on the areas of responsibility they have? How they became a volunteer? How they were placed in the position of leadership that they have? Do you feel on the outside from time to time wondering what is going on?

If you answered yes to any of these questions then mark your calendar and plan to be at the next SeniorNet of Puget Sound Membership Meeting on Tuesday morning, June 21, at 10:00 am at the New Hope Ministries Church, 15760 NE 4<sup>th</sup> St, Bellevue. Everyone is invited - members and guests. Even if you have never been to a meeting before and are curious come and join us for a couple of hours at the meeting.

Come and you will hear answers to your questions. You will begin to be in awe of all that takes place behind the scenes. Volunteers are the heart and soul of our learning center. Not one of us receive any monetary compensation but we do receive a wealth of satisfaction from making and seeing things happen as SeniorNet continues to grow and prosper. We have formed some wonderful and lasting friendships.

There are many varied positions that are available for volunteers. These will not require a lot of time, when many heads and hands do the work. However, when one person has to do all of the work it can become overwhelming.

At this meeting you will be able to view what positions are in need of help and assistance, what the time commitment would be, and also the responsibilities. You might be just the person to give a little of your time and energy to lighten the load of one of our volunteers. Did I hear you say you do not know how? All of us are willing to help you be successful in whatever you are interested in participating in.

You may not have the time at this point in your life to be able to help, but come out anyway. Our lives and circumstances change from day to day, and what you cannot do today you may be able to do in the future. Come and learn about us now and join with us later. (Editor's Note: Helen Hesketh, immediate past president, is coordinating the volunteer program)

## **MORE SENIORNET VOLUNTEERS SIGN ON AS GRANPALS TO HELP YOUNG STUDENTS DURING REGULAR CLASSES**

Another successful school year for the SeniorNet Granpals program, working with students in class, has been hailed by GRANPALS COORDINATOR NANCY HARSH. "This has been a very successful year for Granpals in the recruiting department," she said. "This past month, four new Granpals started their volunteering stint in classrooms. And there are new Granpals already lined up to start in the Fall. This is very helpful as there are always those who for one reason or another, usually health, are not able to return.

"One of the new Granpals, MARY COLLINS, did her cadet training last year at Phantom Lake and is already familiar with the school and the children. While the children's last days of school are filled with field trips and parties, so are the Granpals. VIBES (the regional citizen volunteer organization) always puts on a fine spread for all the Bellevue School volunteers at the Bellevue Botanical Gardens," she said. "Phantom Lake also scheduled a 'thank-you' party at the school on May 25<sup>th</sup> in the library. This year's party was especially poignant as we bid farewell and our appreciation to retiring PRINCIPAL JILL MCLEOD who has offered us all so much support and guidance over the years. We will all miss her hugs." Other Granpals starting in the classroom this past month are: PETER FARNHAM, JOAN THOMAS and JOHN TUCKER. "

**FREE ACER SCANNER OFFERED:** Prisa 620P flatbed scanner, 600x1200 dpi with 36bit CCD Technology designed for the small office or home. The Prisa 620P has a parallel port connection to the computer. The User Manual and installation CD are available with the scanner. This scanner may not be completely compatible with Windows XP but performed very well on Windows 98. Contact Louise Flora - [louise31@comcast.net](mailto:louise31@comcast.net).

### **Handy Computer Tips.**

**SET UP A PERSONAL SCREEN SAVER:** INSTRUCTOR BILL BUMPAS has sent along this interesting tip from one of his students to set up a screen saver to show a

slideshow of special photos in My Pictures folder. . Windows XP (and maybe prior versions as well) will then randomly display a picture from your My Pictures folder for a second or two, then display another one and another one, etc. This is a good way to keep in touch with the vacation or grandchild pictures you have stored on your hard drive.

To set up:

1. Right click anywhere on the desktop to bring up the menu
2. Click on Properties
3. Click on the Screen Saver tab
4. Select My Pictures Slideshow on the drop down list.
5. Choose a delay time. I use 10 minutes so the screen saver will not kick in while I am in the middle of something.
6. Click on OK.

After the computer is quiet for the delay time selected in 5 above, the slide show begins. And, like any screen saver, once you move the mouse or press a key on the keyboard, it will shut off.

**DON'T SKIP COMPUTER HARDWARE CLEANING:** Sure, you check for viruses, use a firewall program to help block hackers, but what have you done lately for your computer hardware and peripherals? Ignore them at your peril when monitors grow dimmer, printers jam and keyboards stick, according to BILL HOWARD writing in PC MAGAZINE. His excellent article in a recent issue comes up with lots of handy tips on safely cleaning the monitor, the keyboard and what to use. Our thanks to HAL MOZER for sending it along. The full article can be read by inserting the below URL in your browser <http://www.pcmag.com/article2/0,1759,1747017,00.asp>

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**YOUR SENIORNET DATE BOOK FOR JUNE:**

**Tuesday June 7<sup>th</sup>, at 11:30 am**

No-Host Kaffee Klatch, Meet, Make New Friends  
Crossroads-Bellevue Mall Food Circus, 156<sup>th</sup> Ave. NE, at NE 8<sup>th</sup>, Bellevue

**Tuesday June 21, at 10 am**

Monthly Membership Meeting  
New Hope Ministries Church  
15760 NE 4<sup>th</sup> St., Bellevue  
(Just south of Crossroads Mall)

**Tuesday, June 14<sup>th</sup>, at 9:30 am-Noon**

Free June SeniorNet Lab Session  
Open to all: Members, Non-Members and the Just Curious  
**SeniorNet Classroom, Phantom Lake Elementary School, Bellevue**  
1050 160<sup>th</sup> Ave. NE, Bellevue  
Computer questions? Sit down with a volunteer expert  
For a hands-on computer solution

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**WANT TO SAFELY DUMP THAT OLD COMPUTER?** Bellevue will be having a Recycling Collection Day on Saturday, June 18 - 9:00 AM - 3:00 PM at 13620 SE Eastgate Way, approximately ¼ mile west of the Eastgate Park and Ride Lot in Bellevue. You can bring one monitor 21" or less for free. A \$10 cash-only fee will be charged for each monitor over 21". Computer equipment, printers, copiers, fax machines & cellular telephone equipment will also be accepted. This equipment will be recycled or reused. You do not have to be a Bellevue Resident, only a King County Resident. For more information please call - Bellevue Utilities at 425-452-6932. (Our thanks to Louise Flora for sending this in)

### ***HANDY KEYBOARD SHORTCUTS***

(Many readers have asked for a repeat of these handy Word keyboard shortcuts)

(Thanks to Gordon Young for revisions and updates)

| KEY-STROKES | RESULT                                |
|-------------|---------------------------------------|
| Ctrl+A      | Select entire document                |
| Ctrl+B      | Bolds selection                       |
| Ctrl+C      | Copies selected item to the clipboard |
| Ctrl+D      | Opens font format box                 |
| Ctrl+E      | Centers selected paragraph            |
| Ctrl+F      | Opens Find dialogue box               |
| Ctrl+G      | Open GoTo dialogue box                |
| Ctrl+H      | Opens Find-Replace box                |
| Ctrl+I      | Italicize selected type               |
| Ctrl+J      | Selected paragraph Justified          |
| Ctrl+K      | Opens insert Hyperlink                |
| Ctrl+L      | Selected paragraph left justified     |
| Ctrl+M      | Indents selection 0.5%                |

| KEY-STROKES  | RESULT  |
|--------------|---|
| Ctrl+M       | Indent graph                                    |
| Ctrl+N       | Open new document page                          |
| Ctrl+O       | Opens Open dialogue box                         |
| Ctrl+P       | Opens print dialogue box                        |
| Ctrl+R       | Selection paragraph right justified             |
| Ctrl+S       | Saves document                                  |
| Ctrl+Shift+M | Unindent paragraph                              |
| Ctrl+T       | Inserts 0.5" hanging indent                     |
| Ctrl+U       | Underlines selected items                       |
| Ctrl+V       | Pastes item from the clipboard.                 |
| Ctrl+W       | Closes current window                           |
| Ctrl+X       | Cuts selection to the clipboard                 |
| Ctrl+Y       | Repeats last keystrokes                         |
| Ctrl+Z       | Undo your last action                           |
| Alt+A        | Open Table menu                                 |
| Alt+E        | Opens Edit menu                                 |
| Alt+F        | Open File menu                                  |
| Alt+H        | Opens Help menu                                 |
| Alt+I        | Opens Insert menu                               |
| Alt+I, S     | Opens the Symbol dialog box                     |
| Alt+O        | Opens Format menu                               |
| Alt+R        | Open Draw menu                                  |
| Alt+Shift+D  | Insert current date                             |
| Alt+T        | Opens Tool menu                                 |
| Alt+V        | Opens View menu                                 |
| Alt+W        | Opens Window menu                               |
| Shift+F7     | Opens Thesaurus for word where cursor us placed |
| Ctrl+Alt+D   | Inserts End note                                |
| Ctrl+Alt+I   | Toggle between active Word doc, Print prevue    |

(NOTE: Those submitting news items for consideration are asked to keep them brief, and email them before the 25<sup>th</sup> of the month. All news items subject to editing. Please send to editor at [b26flyer@comcast.net](mailto:b26flyer@comcast.net))

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If you wish to receive this free monthly newsletter, update your email address or unsubscribe, rush your full name, phone and email address to [pugetsnet6@qwest.net](mailto:pugetsnet6@qwest.net). NOTE: While all computer-operating tips come from usually reliable sources, readers are reminded you use them at YOUR OWN RISK. Again, in case you have friends who are online, and may be interested in taking classes to expand their skills, please forward this newsletter to them by clicking Forward when this message is displayed. Then enter their address in the To box, and click Send. We welcome your brief personal news items and article items, suggestions, sent to the editor at [b26flyer@comcast.net](mailto:b26flyer@comcast.net)

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