

A Bi-Monthly
Newsletter For
Members Of
The Laguna
Woods Village
Computer Club



- Meeting Schedule-
Page 2
- Board Members-
Page 2
- Special Interest
Groups (SIGs) -
Page 2

In This Issue

Unsung Hero's	3
President's Message con- tinued	4
Cyber Ed Cor- ner	5
Tech Questions & Answers	6
Email Etiquette	9
Welcome New Members	11
Membership Application Form	12

Message From The President



I'd like to extend our thanks to those of you who attend the monthly meetings regularly, and especially for participating in the recent program, "Ask Our Experts." We choose to do this program about every 24 months in recognition of not only the changing membership base, but the aging of a portion of our population and the evolving nature of computer technology – both hardware and software. Unless one devotes an inordinate amount of time to "keeping up" and acquiring new knowledge and skills, we find ourselves out of touch and unaware of advances and improvements that would make our computing activities more efficient and enjoyable. While we realize that this type of program is somewhat "one size fits all" there are common thread issues and questions across the board that one can become aware

of and use soon, or file away for the future. Our programs are always selected and delivered with this in mind.

This brings me to the two-fold mission of the PC Club:

- Provide information, guidance, assistance and advice to Village residents who visit the computer center, or make a request via phone call or email.
- In addition we have chosen to offer hands-on educational opportunities in the PC classroom.

In both instances, all of this is done by numerous Club members who "work" as volunteers to fulfill the mission. We ask that you consider contacting our leaders (see page 4) and discussing the opportunities to assist in the daily operations of the Village's computer facilities and activities.

(Continued on page 4)

Board Members and Officers



[Bob Sellards](#) - President
[John Huber](#) - Vice President
[Barbara Harris](#) - Treasurer
[Lynn Brown](#) - Secretary
[Robin Nahas](#) - Membership
[Don Beckhart](#) - Programs Chairman
[John Huber](#) - Workshop Coordinator
[John Griffin](#) - Co-Systems Administrator
[Jerry Moore](#) - Co-Systems Administrator
[Nancy Kring](#) - Education Chair
[Sandy Rosen](#) - Member Communications
[Michael Taylor](#) - Publicity Chairperson
[Anne Clark](#) - Webmaster
[Jerry Moore](#) - Newsletter Editor



NEED HELP?? Don't forget to pay a visit to our PC Workshop located on the 3rd floor of the Community Center. Hours are Monday-Friday 10-4 and Saturday 10-1. There are always helpful supervisors on duty.

Special Interest Groups

In addition to classes, the Learning Center also hosts short Special Interest Group (SIG) learning sessions. These sessions focus on a particular subject of interest, do not require any enrollment and are free. SIG sessions are less formal and have open question-and-answer periods. SIG presenters include PC Club members who share their knowledge, experience, and interests, as well as selected outside sources. The SIG presentations are open to all residents of Laguna Woods Village. Since room capacity is 55, please come early to ensure a seat. Be sure to visit the club website at www.thepcclub.org for a current listing of SIG meetings planned or scheduled.

Meeting Schedule



Regular meetings of the Laguna Woods Village Computer Club are scheduled for the second Tuesday of each month. Meetings are held in the main lounge of Clubhouse 7 and begin at 7:00 PM. Call 597-4659 for bus service. In addition, all club members are welcome to attend board meetings—see below

We Need You

Get active with the computer club. We're always seeking members willing to contribute their time and expertise. Please feel free to attend a meeting of our board and learn more about the opportunities to participate. Board meetings are held on the first Monday of every month in the Community Center first floor Spruce Room.



Member Of The Association Of
Personal Computer User Groups
<http://www.apcug.net>

The Village News Bits & Bytes is an electronic publication for members of the Laguna Woods Village Computer Club. It's published and distributed during the months of January, March, May, July, September, and November.

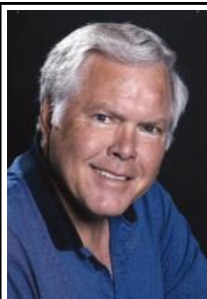
Managing Editor: Jerry Moore
Editorial Staff: Pat Burr, Judy Nelson Moore, Bob Sellards

Village News Bits & Bytes is **your** newsletter. Its objective is to serve **every** member. If you have a suggestion for an article for publication, or if you would like information about a specific topic, please contact the Laguna Woods Village Computer Club President, or the newsletter editors. This newsletter is a wonderful opportunity for all of us to learn.

Guidelines

Articles (1) must be submitted to the Managing Editor no later than the 15th day prior to the month of publication; (2) should be no longer than 1,200 to 1,500 words (approximately three columns), although longer articles may be published; (3) may be edited by staff for clarity, spelling, grammar, and space available. Articles should be relevant to the membership of the Laguna Woods Village Computer Club. The choice of articles to be included in any issue is solely the prerogative of the Editorial Staff.

Unsung Hero's



Thirty-six computers, three scanners and a printer in the PC Workshop Twenty-three computers and two printers in the Learning Center.

High speed Internet access, wireless communications and up-to-date software in both rooms. None of this just occurred by accident. We have to thank the tireless efforts and careful planning of our Vice President and Workshop Coordinator John Huber for making all of this happen.

John wears many hats that most of us are not even aware of. Last year, John jumped right in and served as acting club president when needed with the day to day operations of the club running smoothly without missing a beat. Your club enjoys the benefits of major discounts on software programs such as Windows and Office provided they are only installed on club owned computers, thanks to arrangements John has set up with Microsoft and their partners like www.techsoup.org.

Thanks again to the efforts of John Huber, our Internet connections in

both the Learning Center and the PC Workshop are now set up for a maximum download speed of 15 MBPS and uploads of 3 MBPS. Our basic connections at home are a maximum download speed of 3 MBPS and uploads of 1 MBPS. To have this high speed connection in our homes would result in a bill of more than double what we are currently paying West Coast Internet.

Johns contributions in upgrading the Learning Center have yielded the greatest results. We now have twenty-three computers that can be dual booted into Windows 7 or Windows 8.1. Also, the Internet connection reliability problems we experienced last fall have been eliminated thanks to John's determined efforts to get PCM to upgrade some of the hardware devices related to the Learning Center local area network.



By the time you read this, your PC Workshop should also have some Windows 8 touch

screen computers, thanks to John. Please stop in for a test drive.

Message From The President (continued)

(Continued from page 1)

You need only have the interest, basic PC knowledge, desire to further your own and other's education and skills and a good deal of patience for the challenges of working with people, computer hardware and software.

The Education function is probably the more challenging of our undertakings. All of our activities are undertaken by members who volunteer their time and knowledge. I'm fearful that is often assumed that one must have had prior experience in the field of teaching and possess superior knowledge in a particular area of computing; that's just not the case. We do have some staff members capable of designing a course outline, establishing the learning objectives and teaching the class, but that's certainly not a requirement to be able to contribute in the Education Department. Thankfully, we have numerous members who were professionals in the field of Education; they will gladly assist and counsel anyone who desires to present their knowledge of a particular subject. There are undoubtedly residents from all kinds of enterprises who had responsibility for increasing the skills, or ensuring that staff members could acquire new knowledge and skills. If you would like to create opportunities for others here – about a particular facet of computers and/or computing - there is certainly that opportunity. Please contact us to discuss your interest.

I hope I've removed two misconceptions that exist throughout the Village: a) that we're paid at least a working wage; b) that one must be an "expert" to join the staff and assume responsibility in either the Workshop or Learning Center. Of course a minimum of know-how and skill with computers and software is required, but few of us can claim out-and-out expert status; it's a rare person who has the background and training that would qualify to be labeled as such. Nonetheless, we are capably discharging our duties as we're in a very special environment. There isn't a week in which most staff members will comment – "I didn't know that and I'm glad that I do now."

Contact [John Huber](#) with questions or suggestions about opportunities in Supervision or concerning the operation of the Workshop.

Contact [Helen Coutant](#) about opportunities to assist us as a Greeter.

Contact [Nancy Kring](#) to discuss the Education process and/or make a proposal or suggestion.

Contact [John Griffin](#) or [Jerry Moore](#) to discuss opportunities for assisting with system maintenance, troubleshooting and upgrades of our PCs and other equipment.

Contact me, [Bob Sellards](#), for any and all issues, questions or suggestions about our responsibility and efforts to fulfill the Club's mission.

<don't forget that underlined words are "hotlinks" with email or webpage addresses>

Cyber Ed Corner

Hello from your Educational Director



We had a very successful Session I, enrolling 200 students in our various PC classes. Kudos to all our teachers and helpers.

Session 2 registration will be March 7 & 8, with classes starting March 17 and ending April 18. Watch your email for further information or check the PC club website. (thepcclub.org.) Handouts will also be available in the PC Workshop.

We are still in need of teachers. If you have a special area of expertise and would be willing to share, please contact me at nancykri@hotmail.com. We are open to suggestions for new and different classes of interest

to our Village residents. A lot of our classes have curriculum already developed so new teachers don't have to start from scratch.

If you are a Kindle owner please email me to get on the list for future Get-togethers to share what we have learned about this wonderful little piece of technology.

Special Interest Groups (SIGs) are one-time classes that usually meet on Saturday morning's from 10 to 12 to address an individual area of interest, such as Facebook. If you would be interested in helping to plan monthly SIGs, contact me at the above email address.

Many thanks to Barbara D'Evelyn for the snazzy new bulletin boards in the Learning Center. Check them out when you have a chance.

Nancy Kring—Educational Director

Please note that when reading this newsletter and you come across a block of blue text that is underlined - this is a "hotlink." Just place your mouse cursor over the hotlink, click the left button and it will take you to a webpage or open your email program to send a message.

Tech Questions And Answers

QUESTION: Every time I get notified of an update to Java, I see this message:



Should I allow this to be installed?

ANSWER: Absolutely not!! This is a highly unethical ploy by the Oracle Corporation to change your search results so it will point your web browser to sites that will produce additional revenue for their company.

QUESTION: My computer came with some anti-virus software pre-installed and now the subscription for that software has expired. Should I renew?

ANSWER: If you are happy with the program and feel you are getting good value for your money, then renew your subscription. It's quite dangerous to connect to the Internet without anti-virus software or an anti-virus program that is not up to date. Your other alternative is to uninstall the anti-virus software you currently have and replace it with

the free Microsoft Security Essentials software that can be downloaded [here](#). If you have Windows 8, a newer version of Microsoft Security Essentials now named Windows Defender already came pre-installed on your computer.

QUESTION: What's the difference between a notebook, a netbook and a tablet computer?

ANSWER: A "netbook" computer, first introduced in 2007, is just a small notebook computer optimized for low cost, light weight and often reduced computer power. For people who just want a device to read email and surf the web and who don't mind the smaller screen size, they are often a good solution. A "tablet" computer reduces weight even further by eliminating a keyboard and utilizing a touch sensitive screen for user input. Also keep in mind that netbooks and tablets usually do not include an optical drive for CD's or DVD's.

QUESTION: How do I "install" software?

ANSWER: Programs need to be installed to the hard disk before they can be used. From My Computer or Windows Explorer locate the file named "install.exe" or "setup.exe." Double click on the file and follow the prompts to complete the installation of the software.

Tech Questions And Answers (continued)

(Continued from page 6)

QUESTION: When I try to eject my thumb drive by clicking the Safely Remove Hardware icon in the Windows System Tray, I get a message that says the device is currently in use. How can I safely remove my thumb drive?

ANSWER: It's always a good idea to "eject" any removable media before physically removing it. By "ejecting" the media before physically removing it, you're telling Windows not to access the drive and avoiding the risk of accidentally corrupting data. You generally eject media by right-clicking the Safely Remove Hardware And Eject Media icon in the Windows System Tray and clicking Eject. Usually, you receive a message saying it's safe to remove your media, but occasionally, you get a message stating that the device is in use and cannot be stopped. This usually happens when another program is accessing your thumb drive. In order to safely remove it, you need to shut down the application or process that is accessing the thumb drive. Start by making sure that no files or folders on the thumb drive are being displayed on the PC and close any that you find. For instance, you won't be able to eject the thumb drive if you have a Word document or picture file open on your system. If the drive is still busy, close all open applications. Some applications may create temporary or backup files and store them on your thumb drive. Just closing the file may not be enough to remove the backup

file; you may have to close the application itself. If you're still having problems, make sure that you don't have any software that is scanning the drive. Antivirus or anti-malware applications, for instance, may scan removable drives, and any removable drive will not be able to be removed while the scan is being conducted. Finally, you can always shut down the computer. The danger of data corruption comes when you suddenly remove the media while it's being accessed. By shutting down the computer, you're closing down all your applications, including any application that's accessing your thumb drive. This graceful shutdown should prevent any data damage. Once the computer has shut down, you can remove the media from the system.

QUESTION: When I open this one file on my desktop, it used to open full screen. Now it just opens as a small window. How do I fix this?

ANSWER: The Windows Operating System will "remember" the size and position of a window if you hold down the shift key while closing the window. You can test this by using your mouse cursor to drag the window to the size and position you want and then before you click the "X" in the upper right hand corner of the window or choose File-Exit, hold down the shift key.

Tech Questions And Answers (continued)

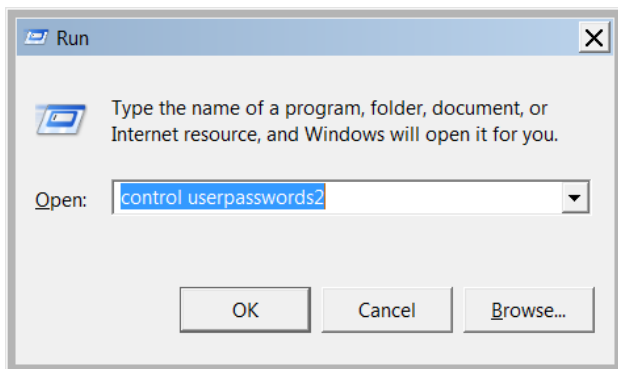
(Continued from page 7)

QUESTION: I just purchased a new laptop with a Windows 8 touchscreen. What is the best way to protect this screen and avoid damage?

ANSWER: There are both liquid and foam products available identified as safe for LCD and Plasma screens. These products leave no residue or grease and are furnished with a micro fiber cloth. Visiting www.amazon.com with the search terms "screen cleaner" will show you plenty of choices.

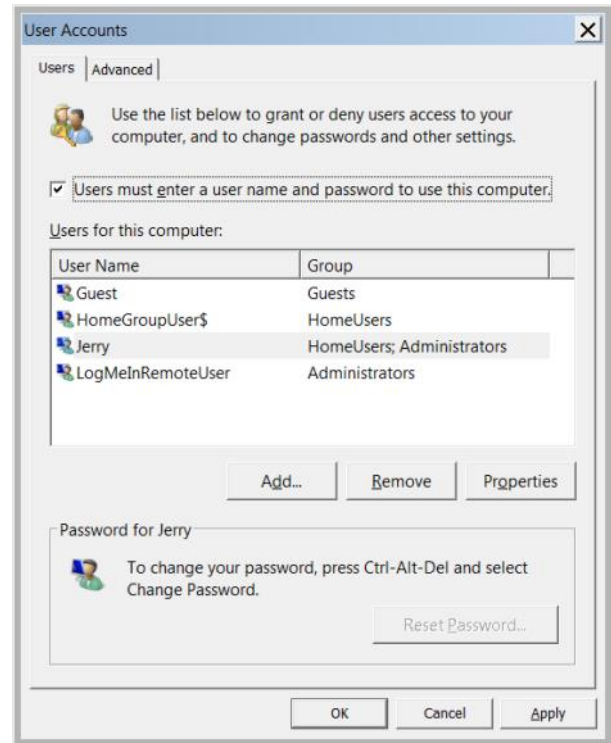
QUESTION: I'm the only user of my computer and I question the value of needing to enter a password each time the computer starts up. Is there a way I can bypass all this password business?

ANSWER: If you have Windows 7, hold down the Windows key while pressing the "R" key to bring up the "Run" dialog box.

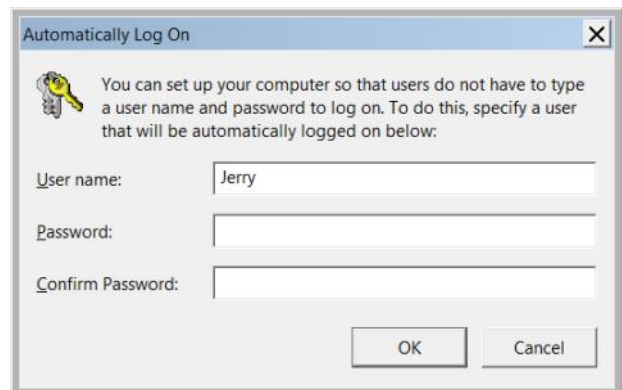


Enter control userpasswords2 and click OK.

You should now see a User Accounts window that looks like this.



Highlight your user account, uncheck the box above and click OK to see the Automatically Log On Window.



Enter your password twice, click OK and you're done.

Email Etiquette



With the fast paced world we find ourselves living in these days, many of us are relying more and more on email as an effective and efficient means of communication. Prior to retirement, I had to deal with hundreds of email messages each day. Even now, it's not unusual for up to 100 emails to arrive at my inbox on a daily basis. Over the years, I've found that these simple rules of email etiquette have served me well.

USE BCC (BLIND CARBON COPY) Always use BCC when sending to a large distribution list, so recipients won't have to see a huge list of names. Be cautious with your use of CC; overuse simply clutters inboxes. Copy only people who are directly involved.

USE SENTENCE CASE USING ALL CAPITAL LETTERS LOOKS AS IF YOU ARE SHOUTING. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not, however, use a lot of colors or graphics embedded in your message. Not everyone uses an email program that can display them.

REMEMBER THAT YOUR TONE CAN'T BE HEARD IN EMAIL Have you ever attempted sarcasm in an email, and the recipient took it the wrong way? Email communication can't convey the nuances of verbal communica-

tion. In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don't appear unprofessional. Also, don't assume that using a smiley will diffuse a difficult message. What works well for me is <g> which means grin.

BE SPARING WITH GROUP EMAIL Send group email only when it's useful to every recipient. Use the "reply all" button **only** when compiling results requiring collective input and **only** if you have something to add. Recipients get quite annoyed to open an email that says only "Me too!"

USE THE SUBJECT FIELD TO INDICATE CONTENT AND PURPOSE Don't just say, "Hi!" or "From Jerry." Agree on acronyms to use that quickly identify actions. For example, you could use <AR> to mean "Action Required" or <FYI> for For Your Information. It's also a good practice to include the word "Long" in the subject field, if necessary, so that the recipient knows that the message will take time to read.

DON'T SEND LARGE ATTACHMENTS Not everyone has a high speed connection or might be downloading your email while on a slow connection at someplace like Starbucks. If you absolutely positively have to share that beautiful 8 megapixel picture that you just took, PLEASE go to your pictures folder(s), right click on the desired picture, choose

Email Etiquette (continued)

(Continued from page 9)

send to mail recipient and then select a reasonable picture size like 1024x768

DON'T SEND CHAIN LETTERS, VIRUS WARNINGS, OR JUNK MAIL

If you receive an email message warning you of a new unstoppable virus that will immediately delete everything from your computer, this is most probably a hoax. By forwarding hoaxes you use valuable bandwidth and sometimes virus hoaxes contain viruses themselves, by attaching a so-called file that will stop the dangerous virus. The same goes for chain letters that promise incredible riches or ask your help for a charitable cause. Even if the content seems to be bona fide, the senders are usually not. Always check a reputable source like www.snopes.com before sending out an alarm. If a constant stream of jokes from a friend annoys you, be honest and ask to be removed from the list.

THINK TWICE BEFORE FORWARDING LONG EMAIL "CHAINS"

If someone has forwarded you an email that contains a long chain of prior recipients, consider editing the message before sending. Just use your mouse to highlight the long chain of prior recipients and hit the delete key. If all goes well, the only thing that will remain is the main body of the message.

BE CONCISE AND TO THE POINT

Do not make an email longer than it needs to be. Re-

member that reading an email is harder than reading printed communications and a long email can be very discouraging to read.

DON'T REPLY TO SPAM By replying to spam or by unsubscribing, you are confirming that your email address is 'live'. Confirming this will only generate even more spam. Therefore, just hit the delete button or use email software to remove spam automatically.

DO NOT REQUEST DELIVERY AND READ RECEIPTS.

This will almost always annoy your recipient before he or she has even read your message. Besides, it usually does not work anyway since the recipient could have blocked that function, or his/her software might not support it, so what is the use of using it? If you want to know whether an email was received it is better to ask the recipient to let you know if it was received.

AND LAST BUT NOT LEAST

READ THE EMAIL BEFORE YOU SEND IT

A lot of people don't bother to read an email before they send it out, as can be seen from the many spelling and grammar mistakes contained in emails. Apart from this, reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments. It's a safe bet that most of use have regretted sending out one or more emails where we responded emotionally and/or in haste.

Welcome New Members

*Bonnie Apps
Carol Axel
Bert Baum
Frances Baum
Rosalyn Bautzer
Ralph Bloch
Keith Bonchek
Cristina Byrne
Stanley Y Byun
Haeja K Chai
Evelyn Chang
John Chang
Vincent S Chang
Shirley Chen
Sau-Hang Cheung
Carol Chiang
Tong Chiang
Victor Cohn
Mihsin Dadah
Hanifa Dzidic
Charlotte Galambos
Jane Gold
Dene Hatch
Romaine Hatch
Frances House
Thomas F House*

*Sophie Huang
Hermie Isidro
Phyllis Jacobs
Robert Jacobs
Eileen Judkins
Yeoncheol Kim
Yoonho Kim
Youngji Kim
Alisa Kotlyar
Kyong H Kwon
Yong Lee
Young Lee
Penny Lennox
Diana Lobel
Dorothy Lonie
Robert Lonneker
Grace Ma
Kaye MacKenzie
Thomas MacKenzie
Tschun Mi Moon
Mohammad Mostaan
Sarah Nah
Yoon T Nah
Robert Neighbors
Marilyn O'Connor
Bill Overman*

*Che Song Park
William S Park
Chamnong Pratesa
Thida Pratesa
Handy Prazenica
Milan Radovic
Catherine Reichert
Marty Rexinger
Jerome Schur
Young H Seo
Ro Jean Shultz
Chongsook Lee Sohn
Seo Cha Sook
Deb Stewart
Kyung Sun Suh
Soon Ja Wang
Young Chul Wang
Maxine Witt
Byoung Soon Yang
Hi Chul Yang
Hae K Yun
Kab Y Yun*

Computer Club Membership Information

BENEFITS OF PC CLUB MEMBERSHIP*

- Informative [free] monthly meetings with eligibility for door prizes!
- Newsletters geared to Senior PC users [free and first via email]
- Discount on PC classes
- Representation at the national Senior's Computer User Groups Association
- Access to Club's Lending Library of Computer Books, Manuals, and PC Magazines
- Periodic special classes just for Members
- First to receive any new, useful information [emailed periodically]
- First to know of events involving other Village Technology Clubs: Camera, Video, and Macintosh
- Members' dues allow us to maintain a state-of-the-art workshop and learning center!

*Best \$10.00 you'll spend for any Village Club Membership . . . for what you get!

LWVPC Club (Laguna Woods Village PC Club) \$10 (expires December 31, 2014)

MEMBERSHIP FORM (Please Print Clearly)

Must be a resident of Laguna Woods Village

Date _____ Cash ____ Check No. _____ Check one: New Member ____ Renewal ____

Last Name _____ First Name _____ Phone _____

Address (LWV Address) _____ Unit _____

Mailing Address (if different) _____

Email Address (please print clearly) _____

Please make \$10 check payable to PC Club

Place check in Membership Mailbox in Workshop (3rd floor Admin. Bldg.)

Or mail to LWVPC Club, Attn: Robin, Membership, P.O. Box 3063, Laguna HILLS, CA 92654

Non-Profit

Laguna Woods Village PC Club

Your PC Club is a non-profit organization, dedicated to helping residents improve their computer skills, and get more enjoyment from their computers.

Section 501(c) (3), Tax ID 42-1645625