

LAGUNA WOODS VILLAGE PC CLUB NEWSLETTER

www.thepcclub.org

December 2012

Board of Directors:

Bob Sellards, President

John Huber, Vice President
and Workshop Coordinator

Barbara Harris, Treasurer

Lynn Brown, Secretary

Robin Nahas, Membership

Anita Martinez,
Education Chairperson

Don Beckhart, Programs
Chairman

John Griffin,
Systems Administrator

(to be filled), Member
Communications

Michael Taylor, Publicity
Chairperson

Anne Clark, Webmaster

Kathryn Taylor, Historian

Shirley Szalkowski,
Newsletter Editor

Shelley Finnerty, Member at
Large

Nancy Kring, Member at
Large

MONTHLY MEETING

Tuesday, January 8, 2013

7:00 p.m

Clubhouse 7



HELP IS ON THE WAY



Ever been in need of **HELP** for
your PC?

Don't miss this informative program. We will discuss some of the numerous sources of **FREE** - and other - help. If you have even *occasional problems, issues, and questions*, you don't want to miss this program. We'll give you a guided tour of some of the most useful resources. You'll go home ready for anything that comes up next - and it will!

All Laguna Woods residents are welcome!
Prize Drawing (only members are eligible) and Refreshments
If you don't drive at night, Night Bus Service
is available - call 597-4659.

HAPPY NEW YEAR

President's Corner

Not long after you read this, we'll be closing the Workshop for two consecutive Holidays. It's been a great year in both of the computer facilities – the Workshop and the Learning Center. It was also an enjoyable and productive year for the PC Club; your Board, the Workshop staff, and the many Instructors and their team who prepare and teach our weekly classes all did an outstanding job. “**Thank You**” seems a little inadequate in expressing my appreciation for all the members who are involved in our Club, week in and week out. I know that our residents join me in expressing their gratitude for the dedication, interest, and helpfulness that each of our staff bring to these assignments.

I feel that the Club's Newsletters have provided a lot of useful information again in 2012. Our Editor, Shirley Szalkowski, has done a wonderful job of creating, assembling, and publishing the information you've found in our Newsletters. She deserves special thanks! If you put them aside to read later, or need to refresh your memory or revisit something that you found in a previous edition, just head over to our web site - www.thepclub.org - and click on the “Newsletter” link in the left-hand margin. This will open a page with links to all of our 2012 Newsletters. You can also access each year's publications, clear back to 2006, by clicking on the other links. While on our web page I also suggest you click the link just above the Newsletter link – “Joy of Computing.” This opens the most recent article of the same name written by former Workshop Manager and current Friday PM Lead Supervisor, Norm Salzberg. The complete collection of his 2011-2012 bi-monthly articles - written for you and published by *The Globe* – is here for your review. . .

a valuable resource! Enjoy!



I also want to thank all of our friends in other Technology Clubs in the Village for their support of the Board and the Club's activities throughout 2012. We had more collaboration with the Camera, Video, Amateur Radio and Macintosh Clubs than any previous year; joint meetings and the November Tech Expo are prime examples. We expect to continue that coordination and cooperation in 2013. We in the PC Club also expect to continue doing the things we do best next year and look forward to seeing you regularly in the Workshop, at enrollment for our classes, and at our monthly general meetings and periodic SIGs. If you would be interested in volunteering for any of the above, we'd love to hear from you.



I hope your Holidays are as pleasant and special as they should be. On behalf of all the Club's staff members – we wish you a very Happy New Year!

Stocking Stuffers For Everyone – go to these web sites:

Misplaced your cell phone? <http://www.wheresmycellphone.com/>
<http://www.icantfindmyphone.com/>

Start using a password manager -

<https://lastpass.com/index.php>

<http://keepass.info/download.html>

http://download.cnet.com/Free-Password-Manager/3000-18501_4-75144546.html

<http://www.roboform.com>

Bob Sellards, President



BACK TO BASICS



Jim Cerny, Director, Sarasota PCUG, Florida
August 2012 issue, Sarasota PC Monitor

You walk into McDonald’s or Burger King and up there on their nice flat-panel displays are their menus. Their choices are limited so their menus are short. But if you go to the Ritz and ask for the wine list – wow, what a list of choices! And their choices are grouped into categories too. Each restaurant has its own menu of choices. So do computer programs.

Menus, toolbars, and ribbons are the tools we use to do what we want in a program. They provide us with specific commands (or actions) or options we can change. Whether you are playing a game, creating a document, are on the internet, or doing email, every program has options (or commands) and these options can be changed by you. Toolbars and ribbons have symbols (icons) which are intended to give you a visual clue as to what that tool or option does. If you don’t want to guess, just “hover” your mouse (that is, move your mouse so the arrow is pointing to a tool symbol) and a small box will appear with the name of that tool. This is a good way to learn the tools or icons you want to use.

Menus, however, use words to tell us what the option or command is. Clicking on (use the left mouse button please) the word of a menu, such as “File”, or “Edit”, or “Help” will open a menu of options for you. (Ribbons are another form of a tool bar of options). Sometimes you will not see the full and complete menu right away,

just wait or click on the arrow at the bottom of that short list to get the complete menu. (The shorter list that first appears shows menu commands that you have recently used.) Menus have no “X” in the upper right corner to close the menu unless the menu opens in a window. Sometimes a menu will appear because your fingers hit some wrong keys. So how do you get rid of a menu without doing anything? – Just click OFF of the menu and the menu will go away (and no option is selected). If you do want to select one of the menu options, just click on it. What happens next is either the command or option will be put into effect, or you may get another menu or window with more options. Microsoft and most other software (programs) have generally agreed on some conventions for menus. Although these may not always apply, try looking at some menus in the programs you use to see if these work:

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Microsoft and most other software (programs) have generally agreed on some conventions for menus. Although these may not always apply, try looking at some menus in the programs you use to see if these work:

- If a menu has a letter underlined try holding down the “Alt” key on your keyboard and then hitting that letter. The menu should appear without you using the mouse to click on it.
- If a menu item has three periods after it “...” it means that selecting that item will open another menu or window of options.
- If a menu item has a keystroke code next to it, such as “Ctrl + P” or “Ctrl + C” it means that this command or option can also be made by hitting that key combination on your keyboard without having to open the menu at all. To do “Ctrl + C” for example, you hold down the control key on your keyboard and then hit the letter “c” key.



- If a menu item has an arrow next to it pointing to the right, it will show you more options under that menu when you pause your mouse there.
- You can use the arrow keys (up and down) to move to the menu option you want, then hit the “Enter” key to do it. If a menu item has a right-arrow, hit the right-arrow key to see that list.
- If a menu item is in gray (i.e. not black) it means that you can not use that menu option now. For example, you cannot use the “copy” menu option until you have first highlighted or selected something to copy. So, that command will be gray in the menu until you have selected something, then it will be black and usable. Some menu options will have boxes or circles for you to click on to put a dot or a checkmark in them. Round buttons are usually called “radio” buttons because they may allow only ONE of the items on the list to be selected. Like car radios you can only push one of the buttons at a time. You can’t listen to two stations at once, can you? Boxes, however, can be checked or unchecked in any combination. After making your selections, click on “ok” or “apply” at the bottom.

The bigger and better the program the more options there are available for you. Try playing with some menus in a game program or the Paint program just for fun. What you learn will apply to many programs and you will enjoy using your computer even more. Once you master how to use menus, go to the Ritz and ask for their wine list!



ELECTION

The PC Club held an election for the 2013 Officers and Board Members at the November 19th General Meeting. Bob Sellards, John Huber, and Barbara Harris will be continuing in their respective Officer roles: President, Vice President, and Treasurer. A new Secretary was elected; Lynn Brown, 2012 Asst. Treasurer. Other members elected for positions that are elected every other year on a rotating basis were: Anne Clark, Webmaster, and Robin Nahas, Membership. Six current board positions will be held by the incumbents through 2013. Member-at-Large members will be announced at our January General Meeting. For a list of those currently on the board, see the sidebar on the front page of this Newsletter.

IMPORTANT NEWS ABOUT THE GENERAL MEETINGS

The PC Club General Meetings have been moved from the 3rd Monday of the month to the **2nd Tuesday of the month**.

The location has changed from Clubhouse 3, Dining Room 2, to **Clubhouse 7**.

The time remains the same: 7:00 pm.

Beginning in January, the General Meeting will be held on the **second Tuesday of the month (January 8), Clubhouse 7, 7:00 p.m.**

Workshop News

A warm **Welcome Back** to our returning Snow Birds who expect to escape the harsh winter weather. There have been changes while you were gone; see our last Newsletter in the Workshop or online- www.thepcclub.org. Click on *Newsletter* in the left margin – then click on September. We hope you use and enjoy these additions to the Workshop’s resources.



I want to tell you about more new items. First there is a new document scanner in the Photography area. It’s a Fujitsu ScanSnap. The document feeder will take up to 20 pieces of paper. It will scan both sides of the paper automatically, completing the scan in under a minute. Then you will have the option of saving the documents as a PDF, Word, Excel, or PowerPoint file. You may want to use this to scan your bills, income tax forms, medical records or any other item that you need to retain. *Please bring a flash drive or CD on which to save the files.* If you forget to bring one, you can email the files to yourself, or purchase a flash drive for \$4.00 or a CD/DVD for \$.50 from the Greeter. Come in and give this scanner a try, I think you will be amazed at how fast and simple it is to use.

In the software area we just purchased the new edition of Photoshop Elements 11 for the three computers in the photo area. If you’re considering either purchasing or upgrading to this fine program, come in and give it a trial run. Windows 8 should be installed on two computers in the Workshop by the end of the month, but will not have the touchscreen capability.



I also want to thank all of our volunteers for a great year of effort assisting our residents. They put in a lot of hours both in the workshop and at home learning about the PC Workshop operation - both software and hardware. *Please thank them.* If you would like to join our fun group either as a regular Greeter or Supervisor - or as a substitute - please contact me: jchuber@ix.netcom.com, or call me at 949-382-1831. You surely don’t have to be an expert; you just need a serving heart. . . and patience. We’ll help train you, and you can always say what I have to say once in a while - “that’s a good question, I’ll try to find an answer for you”.

John Huber
Vice President and Workshop Coordinator

Welcome to our New Members

Norma Benner
Parvaneh Bolandian
Rosemarie Bride
Joan Burge
Priscilla Camperud
Sharyn Cappello
Sharon Chaplin
Paul Chiniquy
Yong Choi
Karl Chu
Holly Chun
Hee Ja Chung
Kris Cieply
Donald Clemens
Gladys Collins
Carol Crivelli
Frank Davis
Chuck Deckard
Diane Diener
William Eberly
Gary Empfield
Carol Epstein
Michael Erony
Donna Farley
Shirley Finkelstein
Dorothy Flaherty
Leon Goldberg
Daniel Greene

Georgia Gregory
Erna Ferris Harrison
Dan Hobbie
Fran Howard
Iryn Huh
Thea Iberall
Rachel Joachim
Emory Johnson
Joy Kamin
Susan Kelleher
Jay Klampert
Judy Kruse
Louise Lanning
Donna LaSalle
Val Lester
Erwin Levy
Henry Lutke
Eva Lydick
Wanda Martin
James McDonald
Julie Millat
Catherine Moore
Gan Mukhopadhyay
Shirley Muse
Kristine O'Hara
Frances Obler
David Olney
Mario Pellegrini

Auristela Perez
Ron Phillips
Christa Raine
Edward Read
Joyce Richards
Sandra M Robison
Ellen Rose
Sheldon Rosenblum
Ethel Rosenfeld
Mary Sabloak
Phyllis Sachs
Vagihzaman Sehatiesfahani
Vadilal Shah
David Siler
Lettie Slusiewicz
Richard Slusiewicz
Wayne Smith
Mary Snyder
Sandy Spano
Kayce St James
Lois Sturm
Sandra Tauber
Beverly J Taylor
Jan Turney
John Turney
Connie Van Huizen
Tien Yu Wang
Jeri Williams

***NOT GETTING YOUR E-MAIL NOTICES FROM THE PC CLUB?**

Send your e-mail address to Katy Link at menromi@fea.net
and she will add you to the PC Club e-mail list.

***Attention - AOL E-mail Customers**

If you use AOL for your e-mail, we are not able to send you the Newsletter, meeting notices, etc.

Options:

- If you only have AOL for e-mail, you can set up another e-mail account (gmail, yahoo, etc.) where you can receive the Newsletter and all other information on meetings, etc. from the PC Club. Once you've established that new e-mail account, please forward the e-mail address to Katy Link (menromi@fea.net).
- If you already have another e-mail account, please send that e-mail address to Katy Link (menromi@fea.net).

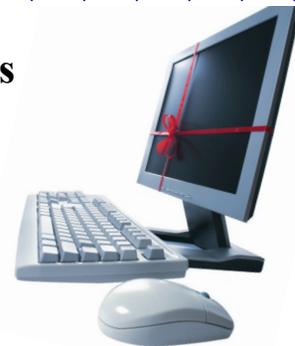
REGISTRATION FOR SESSION 1, 2013, PC CLASSES

REGISTRATION for the January-February Classes will be held in the Learning Center, 3rd floor of the Community Center, on **Saturday, January 12**, 10:00 a.m. to 1:00 p.m., and on **Monday, January 14**, 10:00 a.m. to 12:00 noon. Please note that cash is not accepted - **checks only** - when paying for classes.

CLASSES will begin on Monday, January 21, 2013, and will include the following: Introduction to Internet & Email, Creating Digital Photo Books, Intermediate Internet and Email, Introduction to Word 2007, Intermediate Windows 7, Computer System Maintenance, Intermediate Picasa, Introduction to Excel, Windows 7 & Internet in Korean Language, Computers for First-Time Users, Kindle Fire.

Please check our website, thepcclub.org, for further details.

A Checklist for Your Computer's Maintenance



WEEKLY: Empty the Windows Recycle Bin
Delete temporary Internet Files
Clear browsing history
Delete unneeded files
Backup important files
Update your computer's antivirus, antispyware, and other security software
Run a full security scan of the files on your PC

MONTHLY: Check for application updates
Run Windows Update
Check for driver updates
Clean exterior of desktop PC or laptop
Blow dust out of fans and keyboard (using canned "air")
Wipe down monitor

YEARLY: Check annual software subscriptions
Renew security software license

BENEFITS OF PC CLUB MEMBERSHIP*

- ◆ Informative [free] monthly meetings. . . 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
- ◆ Free [bring-it-in] technical support for your PC or printer
- ◆ 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, 2013)

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