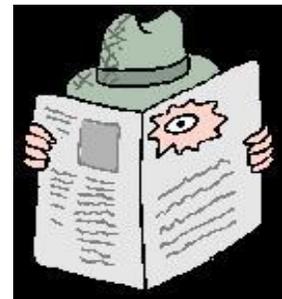


A Bi-Monthly
Newsletter For
Members Of
The Laguna
Woods Village
Computer Club

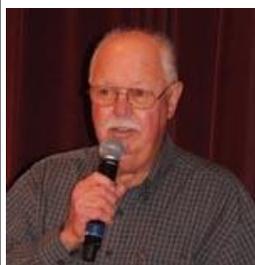


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Message From The President



You've probably welcomed a new year in your usual, favorite way; now the weeks will begin to slip away and suddenly it will be time to celebrate our Nation's 238th Birthday! [time flies as the saying goes, and it's more evident with each passing year!]

In the meantime, if you didn't commit to some of the normal (and often discarded resolutions): dieting, more exercise, more reading* – less TV, more quality time with loved ones and friends, less procrastination, etc. – then here are 6 suggestions from your PC Club.

I resolve to –

First - back up critical files and folders, the precious images and videos, the music library, etc. (you really don't want to discover one day that your HDD has crashed, or your PC has a serious ailment and these items are inaccessible !)

- You have options/choices: conventional methods such as flash drive, CDs and DVDs, and an external hard disc drive (HDD) still work flawlessly.

- You're missing out though if you aren't utilizing the "Cloud" – free storage is easily obtainable from Amazon, Microsoft, Google and through services like Dropbox. Substantial additional storage with these is available at a modest cost. If you're so inclined you can pay upfront through services like Carbonite, Mozy or SugarSynch. Make your decision and selection; as the ad campaign years ago said – "Just Do It"!! [see resolve # 4]

Second – check out Microsoft's latest Operating System – Windows 8. Their revamped, more conventional version – 8.1 (Start button restored) has had wide acceptance and quite honestly, when you've bridged the initial gap to accept and utilize the new interface – it's quite a system! BTW – it's a myth that one must use a "touch screen" unit to have the usual computing experience. . .most users over the age of 40 are likely using their trustworthy mouse and keyboard.

Third – really get to know your Smart Phone! The technology incorporated into these devices is mind-boggling to say the least! Check with your provider – ATT, Verizon, Sprint, etc. and ask if

(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
[Leah Rae](#) - 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: Leah Rae & Judy Nelson Moore

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



Wikipedia defines system administrator, or sysadmin, as a person who is responsible for the upkeep, configuration, and reliable operation of computer systems; especially multi-user computers, such as servers. The system administrator seeks to ensure that the uptime, performance, resources, and security of the computers he or she manages meet the needs of the users, without exceeding the budget. To meet these needs, a system administrator may acquire, install, or upgrade computer components and software; automate routine tasks; write computer programs; troubleshoot; train and/or supervise staff; and provide technical support.

Your club is quite fortunate to have a person as skilled and knowledgeable as John Griffin performing this role. Not only does John keep all 35 of the Windows XP, 7 and 8 computers in the

workshop up and running with the latest software and security updates, he also performs preventative maintenance to avert any potential reliability problems. John also performs similar duties for all of the printers and scanners in the workshop.

One of the major concerns for a computer club of this size is to assure that all software is properly licensed and there are no copyright violations. John's thorough and meticulous record-keeping guarantees that this will not be a problem for our club.

John has also assumed the responsibility for installing and maintaining a complex software program called Deep-Freeze that prevents users from changing the desktop or adding other programs. It also protects personal information on all the computers in that it assures that this data is erased each time the computer is restarted.

In addition to cheerfully and efficiently handling all of these responsibilities, each and every Friday afternoon you can find John in the workshop functioning as a supervisor. Club members often bring in desktops and laptops in need of repair knowing that with John's knowledge and expertise they stand a good chance of getting their problems resolved without an expensive service call.



Message From The President (continued)

(Continued from page 1)

they conduct classes, or at least a formal orientation. The Microsoft Store will get you up and running with a Windows phone. Trial and error is too wasteful of your time and will only increase your frustration. Watch the PC Club's class schedule announcement – an Instructor has been found! Her class repeats just as often as she'll teach it!

Fourth - if your lifestyle is pretty mobile, i.e. - includes frequent vacations, cruises, trips to far-away places, or even just day-trips – get a tablet PC! These devices offer you complete access to the internet, your email, offers highly usable software (apps), good battery life, great computing power and storage like never before. The standard configuration is of course wi-fi and these days you're never far from a wi-fi hotspot . . . usually free. Most users find that the step up to a tablet's 7, 8 or 10+ inch screen (as opposed to the Smart Phone) is well worth the investment. They're also easily equipped with a bluetooth keyboard. BTW - you don't need to purchase subscription cell phone service with a tablet. (you can use the Magic Jack app or Google Voice to make free wi-fi calls with your unit!) If a tablet just isn't your thing, check out Google's Chromebook, or Netbooks from various manufacturers. These highly portable mini-laptops are as good as it gets for convenience and usability in a familiar, standard PC mode.

Fifth – plan to make better use of the outstanding resources at your Technology Club of choice: Video, Camera, PC, or Mac - iPad/iPhone. There are knowledgeable, helpful staff people, extensive resources, and state of the art equipment at your fingertips. In each of these settings formal training sessions are scheduled to give you the best tools and accurate information to use the hardware and/or software necessary to enjoy your work. In addition all these

Clubs offer regular meetings, publish newsletters and maintain useful websites. Are you getting your money's worth?

Sixth: Volunteer to do something with and for the Club. Active, regular users and/or members realize that it takes time and effort by numerous volunteers to be able to offer the services, help, education and guidance that are the norm for all of our Village's Technology Clubs. Yet the chore of "delivering the goods" often falls on the shoulders of the same few. We all have other interests and a finite amount of time each week to be spread over many other interests and activities outside the role we've assumed for the Club. There's a misconception that one must be an expert to be of any value in the various roles we fill and activities that we offer. Just not so! Please inquire to discuss your interests, background and available time. You'll discover opportunities – and rewards - await you!

For the Workshop: contact John Huber [Supervisors and Services] @ 382-1831 jchuber@ix.netcom.com; or Helen Coutant [Greeters] @ 830-8463; hcoutant@hotmail.com; For Educational positions: contact Nancy Kring @ 831-8974; nancyk@gmail.com For all other: contact Bob Sellards @ 315-6265; bobells04@yahoo.com We look forward to hearing from you and seeing you while using our Club's services or at our regular events.

PS – don't hesitate to offer a suggestion or inquire about a service, program or topic of interest to you. If you have an idea and we can locate a resource, we'd be delighted to add it to our menu of services and/or programs available through the PC Club membership! It's clearly a win-win situation!

Happy New Year!

Cyber Ed Corner

Greetings from your Educational Director



Session 1 of the 2014 PC Club computer classes will start January 20. Registration will be January 10 and 11 from 10 AM to 12 Noon. Watch your email for further information or check the PC Club website. (thepcclub.org.)

We still need teachers. If you have a special area of expertise and are willing to share, please [click here](#) to contact me. We are open to suggestions for new and different classes of interest to our mem-

bers. We also need teacher assistants. If you have a smile on your face and can follow the teacher's direction, we want you.

I would like to start a monthly Drop-In meeting to support all Kindle owners and share what we have learned about this wonderful little piece of technology. I am now the proud owner of a Keyboard Kindle, a Fire, and my latest toy, the Paperwhite. I am looking for volunteers to support all types of Kindles. Please email me if you are available, what day/time, what type of Kindle, and any other pertinent information. We can get together and share our knowledge with each other.

I hope you had a wonderful and relaxing holiday season and are ready to get active in your computer club.

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: What Are Bitcoins?

ANSWER: Since their introduction in 2009, bitcoins have evolved as a highly speculative form of virtual currency. Since bitcoins use a very sophisticated form of encryption for transactions, both sellers and buyers are able to conduct business with a significant degree of obscurity.

QUESTION: My main drive is running low on space. I'd like to move some of the files from there to another drive, but I don't know what is essential and what is not. Can I move files from drive C: to another drive without causing any problems?

ANSWER: You can certainly move data files (such as those usually saved in your My Documents folder) to a different drive. Video, audio, and photo files tend to be especially large, so if you have a great many of them in your My Documents folder on drive C:, you can free up quite a bit of space by moving them to another drive. Generally, you're safe moving files whose names end in the suffix typical of data created by your applications. For example, if you use Microsoft Word, you can move DOC and DOCX files; if you use Photoshop, you can safely move PSP files. Remember that, having moved the applications' data files, the programs that utilize a "recently used" file list to access those files will no longer be able to find them, and may

therefore report errors when attempting to load any recently used documents, images, etc. You'll have to start up the programs and then manually point them at the new file locations. In the programs' Settings or Options menus, you may be able to indicate that the new location should now be considered the default directory for saving files.

QUESTION: All of a sudden, I can't import pictures from my camera. When I plug the camera into the computer's USB port, it's not showing up as being connected.

ANSWER: Camera (and other) drivers occasionally get corrupted, so it's best to begin addressing this sort of problem by reinstalling the most up-to-date drivers. (In fact, it's a good idea to periodically check on the manufacturer's Web site to see if any updated drivers have been released.) Just go to the camera manufacturer's site and look under Support for listings of such materials as drivers, manuals, or related downloads. Download and then install the latest application software and device drivers. After installing new drivers, you may need to reboot your system.

QUESTION: How to I get the "My Computer" icon to show up on my Windows Desktop?

ANSWER: Click on Start or the Windows icon in the lower left hand corner of your screen

Tech Questions And Answers (continued)

(Continued from page 6)

and a window should pop up with two columns. On the right hand column you should see a line that reads Computer or My Computer. Place your mouse cursor over this line and click the RIGHT mouse button. Then select Add To Desktop or Show On Desktop.

QUESTION: How can I make the sound louder or quieter on my computer?

ANSWER: At the lower right hand corner of your screen you should see the system tray with a number of icons looking something like this:



Close to the clock you should see an icon that looks like a speaker. Place your mouse cursor over the speaker icon and click the left mouse button.



A window that looks like this should pop up. Just place your mouse cursor over the pointer in the middle of the slider and while holding down the left mouse button drag the pointer up or down to adjust the volume to your preference. When the volume is set to the desired level, release the left mouse button.

QUESTION: What is the significance of the

flag icon that shows up in my Windows system tray?



ANSWER: This is the Windows Action Center. If any Windows related issues are detected that require your attention, an issue count will be displayed when holding your mouse cursor over this icon. If you then click the left mouse button, each of any detected issues will be displayed with a recommendation of the action you should take..

QUESTION: How do I get rid of unneeded files on my hard drive?

ANSWER: Now that you have a Computer icon on your desktop, click on this to open a window that will show you all the drive letters associated with your computer. Place your mouse cursor over the C: Drive, RIGHT click and choose properties. Now click on the **Disk Cleanup** button and your hard drive will be analyzed for file content and category. After a while, a window will pop up showing you the types of files found and an estimate of how much free space can be recovered. You can then click on each file category and read a description of what information is contained in these files. If you are comfortable removing these files, check the box to the left of the file category.

Tech Expo 2013 Was A Success

Your computer club joined forces with the Mac Club, The Camera Club, The Video Club and The Radio Club to hold the second annual **Tech Expo**. The purpose of the expo was to assure that the residents of the village are aware of the many benefits, resources and educational opportunities available with membership in these clubs. This year's activities were conducted on Saturday 16 November in Clubhouse 5 with special features including a Women In Technology presentation and a Microsoft demonstration. Over 300 village residents attended this event.



**Laguna Woods Village
TECHNOLOGY ADVISORY GROUP**

**Presents
2nd Annual**

**Saturday
NOVEMBER 16
9 am-noon**

Clubhouse 5

Hands-On Exhibits
All five of the Village technology clubs will offer demos and displays. Come and learn!
Two Break-Out Sessions
9:15 - 10:30 am
Microsoft Store
Overview on latest technology

10:45 am - noon
Women and Technology
Panel discussion by Village women tech leaders, including Anne Clark, Gail Minichiello, and Pat Wilkinson

Tablet/iPad Demos

Free Coffee

Door Prizes/Feed the Hungry
Bring canned food donations for South County Outreach and receive extra raffle tickets.

Vendor Displays, including
Digital Arts+Plus, Mission Viejo Mike Bajc, videologist/vendor Wolverine Data, Irvine Image & data storage, scanning, backup technology products Staples, Lake Forest ePrinting, tablets, readers, laptop and A-I-O PCs, cameras

For more information
techcluboflagunawoods@gmail.com, 949-639-9344

TECH EXPO '13

FREE
All residents
welcome

EXPLORE YOUR OPTIONS

You've got needs. We've got resources. It's a well-kept secret, but today's technology is available to YOU as a Village resident in computer, camera, video, and radio labs. And here's another secret: technology can be easy to use when someone shows you how. What would you like to learn to do? Are your technology skills where you want them to be? Don't rely on your grandchildren. Education is our focus. You've got questions. We've got answers.

PC CLUB

Talk with our most knowledgeable members about PC topics; learn about resources and services provided in the Village's Computer Facilities. Hear about our Meetings, Roundtables, Newsletter, on-going classes, and great web site. The PC Club helps PC users become more productive and get more enjoyment - with less confusion or stress - while using their computers. In the Learning Center, we offer a variety of computer courses and informational presentations based on residents' needs and interests. In the Workshop, you'll find 33 up-to-date PCs, fully equipped with popular software as well as printers and scanners. Knowledgeable staff people are available to assist users six days a week.

MAC CLUB

We will demonstrate and answer questions about the iPad and Apple's new iPad models. Our volunteers are experts in their field and enjoy teaching. Tablets and chairs will be set up to mimic our Monday weekly "iPad Got Together"

sessions held in our Mac Center on the 3rd floor of the Community Center, where we also offer Macintosh, iPad, and iPhone classes on a regular basis. Our Mac Center is open M-F, 9 am-3 pm and all residents, members or not, are welcome. Members and guests are also invited to our monthly general meetings, which usually include Q&A sessions, presentations by Apple Store employees, and door prize gift cards. Come to the Expo and see what we have for you.

CAMERA CLUB

Visit the Camera Club table to view a Digital Projected Slideshow and pick up a club brochure. The Camera Club meets twice monthly in CH3, CH2 for Digital Slideshows, Digital Image Critiques, or Photography presentation by outside speakers. The club also presents monthly Photography Workshops, periodic photography classes and Digital Photography Workshop in the Photography Suite, CH4.

VIDEO CLUB

At the Video Club table, you'll learn how

to shoot video on your smartphone and put it in the cloud (including YouTube). We'll also demo WEVideo online editing. In the Video Lab and Studio near CH2, the Video Club helps members create and preserve memories through monthly meetings, classes, and special projects. We also help all residents convert 35 mm slides, VCR tapes, and other old media to accessible digital formats.

RADIO CLUB

An amateur (HAM) radio operator engages in two-way communication (talk-ing or on computers) with other amateurs locally and around the world. We will demonstrate the remote operation of our LWV radio station (located 2 miles from the Expo), the remote operation of a software-defined radio (the computer is the radio!), and digital transmission. The club monitors amateur radio bands to serve the public in emergencies, handle traffic, and facilitate contacts around the globe. Meetings are open to all residents, but members must have an FCC license.



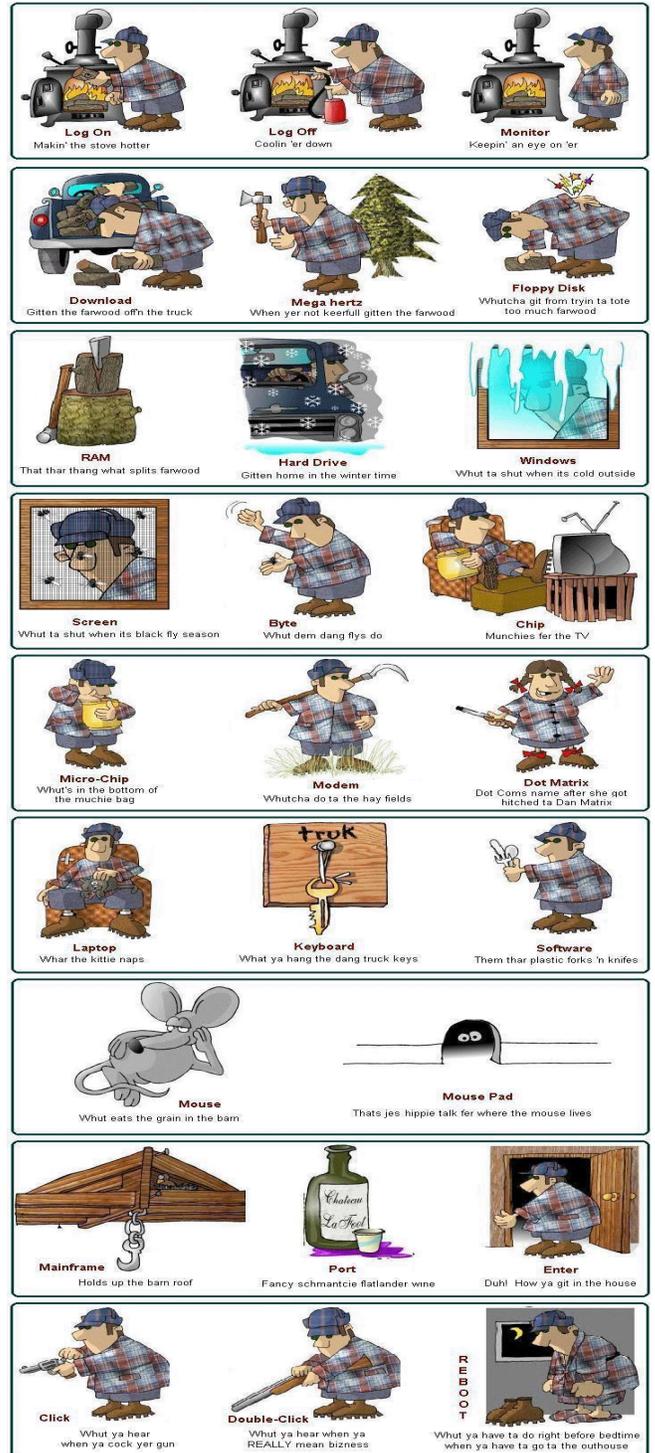
A Little Tech Humor

Murphy's Laws of Computers

- When computing, whatever happens, behave as though you meant it to happen.
- When you get to the point where you really understand your computer, it's probably obsolete.
- The first place to look for information is in the section of the manual where you least expect to find it.
- When the going gets tough, upgrade.
- For every action, there is an equal and opposite malfunction.
- To err is human – to blame your computer for your mistakes is even more human: it is downright natural.
- He who laughs last probably made a back-up.
- If at first you do not succeed, blame your computer (or the ones who wrote the program).
- A complex system that does not work is invariably found to have evolved from a simpler system that worked just fine (e.g., Windows versions).
- The number one cause of computer problems is computer solutions (remember all the Windows updates for previous updates?).
- A computer program will always (usually) do what you tell it to do, but rarely what you think you want to do.

TECHNOLOGY

For Country Folk



Tech News Of Interest



Microsoft begins planning Windows 8.2

Microsoft will reportedly bring back its dearly departed Start menu to Windows 8.2, a change that will come as welcome news for many desktop users who feel isolated by some of the changes the company has made to its signature operating system.

And now Paul Thurrott at Windows IT Pro has written in greater detail about how Microsoft's vision for Windows 8.2 is all about making desktop fans happy again... and it goes way beyond bringing back the Start menu.

"A new team at Microsoft that's responsible for overall OS development has clearly spent the past few months evaluating and then dropping most of the 'my way or the highway' silliness that doomed the original Windows 8 release," Thurrott writes. "The ultimate failure of Windows 8 wasn't that Mi-

crosoft embraced mobile technologies, it was that it did so without taking into account how poor this experience would be for the 1.5 billion people who use Windows on traditional PCs."

As noted recently, Windows 8 is a hugely polarizing platform that many people love for its speed and stability but that many others hate for the massive UI changes Microsoft made to the traditional Windows model. Microsoft started making changes with Windows 8.1 to bring back more traditional desktop functionality to the platform and it's apparently working to go a step farther with Windows 8.2.

While the changes might not be coming as quickly as some would like — Thurrott thinks we won't see Windows 8.2 until well into 2014 — Metro haters can take solace that the company is listening to their concerns.

Tech TidBits



The Microsoft Store

Shortly after the Mission Viejo Mall opened a Microsoft Store, they were paid a visit by then CEO Bill Gates. A Microsoft spokesperson stated the whole Board of Directors of Microsoft accompanied Gates on the visit. It might be advisable to [CLICK HERE](#) and bookmark the store. You can then check the calendar as this store offers many classes and events.



Technology Marches Forward

This photograph taken in 1956 shows a hard disk drive for an IBM 305 Mainframe Computer being loaded onto an aircraft. The hard disk capacity was 5 megabytes and the drive weighed over 2000 pounds. This IBM 305 RAMAC computer was one of the last to use vacuum tubes and RAMAC stood for Random Access Method of Accounting and Control.

Welcome New Members

*Margaret Campbell
Ai Lien Chao
Helen Chao
Jenny Cheng
Lung Kuang Cheng
Katy Chien
Ting Chong Chien
Debra Chodash
Irwin Chodash
Karen DeMayo*

*Hans Denekamp
Hourvash Dezham
Sharon Gluck
Theresa Ho
William Ho
Yvonne Lightsey
Fumitaka Miyahara
Annette Robins
Samir Sarin
Hsu Chi Sun*

*Keiko Tanaka
Jen-Gih Tsui
Chun Min Tung
Pe Hsun Tung
Fereydoun Vahid
Cheng-Jie Yang
Alma Yao
Szeeming Yao
Judy Yen
Leo Yen*

Computer Club Membership Information

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, 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