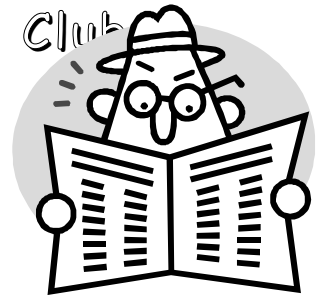




SCPD "Let's Compute" Computer Club

BITS & BYTES



April 2002 Volume VII Number 4

COMING UP IN APRIL

- ✓ Using Norton Antivirus Software
- ✓ Networking Computer in your Home
- ✓ Zone Alarm Explored
- ✓ Nomination of Officers
- ✓ Volunteer Appreciation Event
- ✓ Using McAfee Antivirus Software
- ✓ Burning CDs and Making CD Labels

your own AOL account. This applies to the first two rows for the Mac and PC computers, and the fifth row on the PC side. Should there be any questions, consult the **Monitor on duty**.

For up to date information, log on to the Club's website at www.SCPD-ComputerClub.org and Watch channel 78.

CALVERT'S CORNER

By Jim Calvert

Each month our club continues to grow. The additional revenue from dues allows us to purchase additional equipment to serve member needs. This month the Board decided to order a dedicated slide scanner. With this tool, members can scan 35mm slides and save the files to a CD. We are ordering a "Nikon Coolscan IV ED 2900." This is a high quality scanner that is compatible with both the Mac and the PC. We will probably charge a small hourly fee so that those who use it will help pay for it. Look for more details later.

FROM THE PRESIDENT

By Sheldon Plotkin

The Nominating Committee for the election of officers will make their report to the membership at the General Meeting in April. They will announce the names of the candidates who offered to run for office for the July 1, 2002 to June 30, 2003 term. The Committee will also ask for additional nominations from the floor. By the end of April, ballots will then be mailed, enclosed with a self-addressed envelope, to all current members, and must returned by May 31, 2002.

Now that we have Roadrunner installed on five Dell Computers, (Nos. 8, 9, 10, 11, 12) and two Mac Computers, (Nos. 6, 7), it is important to know which ones they are. All Computers are labeled by numbers, and indicating which ones are for Roadrunner.

There also exists ten telephone lines for dial-up Internet use. However, only one computer per row can be used at any one time, providing you have

NEAL'S NOTES

By Neal Denkler

Microsoft Has a Heart!

Contrary to recent media reports, Microsoft has empathy for those people who are trying to learn the computer.

Recently, through the efforts of Dana Berkoski, Channel Marketing Representative for Microsoft,

we were provided with twelve copies of Works Suite 2002 for our Computer Club. These are being installed on our newly purchased computers. This allows Jim Calvert, our VP of Education, to begin to set up the syllabus in order to teach this course to our members.

The best part of this scenario is that they provided these applications free of charge! They were donated by Microsoft to our club. They had already donated a copy of Microsoft XP Professional and a copy of Money 2002 prior to this recent donation. The retail cost is in excess of \$1,400. I think this is fantastic!

Dana Berkoski was the speaker at our general meeting on February 26. Unfortunately, she had some technical problems and agreed to come to SCPD again for our May 28th General Meeting. She does an exceptional job -- so be sure to attend this meeting. She will be giving us an overview on Microsoft's new and latest Operating System XP, as well as other products they market. Let's support her by showing we appreciate their generosity. See you there!

✓ **Zone Alarm Explored**

By Terry Kay

Concerned about securing your on-line computer against unauthorized intruders?

Zone Alarm may be just what you need.

A free download, Zone Alarm is a very popular program. Join us Thursday, April 18, 9 am in the Computer Lab where Terry Kay will moderate an exploration of Zone Alarm. Protect your on-line computer like you do your home...lock the doors !!

✓ **Using Norton Antivirus Software**

By Barbara Kaye

You've heard that you should have antivirus software on your computer, but you don't know how to install it or use it. So you decide to just do without. Bad idea. A virus can destroy your files or ruin your operating system. Your computer can also send the virus to all of your friends without your knowledge. Join us for an hour at the

computer lab on Thursday, April 4 at 9:00 a.m. to learn how to install, configure and update Norton Antivirus software

✓ **Using McAfee Antivirus Software**

By Barbara Kaye

You've heard that you should have antivirus software on your computer, but you don't know how to install it or use it. So you decide to just do without. Bad idea. A virus can destroy your files or ruin your operating system. Your computer can also send the virus to all of your friends without your knowledge. Join us for an hour at the computer lab on Thursday, April 25 at 9:00 a.m. to learn how to install, configure and update McAfee Antivirus software

✓ **Burning CDs and Making Labels for Them**

By Lyn Morse & Jim Calvert

Lyn Morse and Jim Calvert are going to offer "dual" classes this month in which they show how to burn CDs on both the Mac and the Windows platform. The Burning CD's will be on Monday April 22 at 9:00 a.m. The following week, they will be demonstrating the CD Stomper (which is both Mac and PC) to create labels for the CDs. The CD Stomper class will be held on Monday, April 29 at 9:00 a.m.

Lyn has offered both of these classes previously on the Macintosh (which has been very well attended by Windows people), but this time the two of them will be sharing the time slot to teach on the two different platforms -- Lyn on the Mac and Jim on the PC.

Since each will be demonstrating using the projector, it will also be an opportunity for people to see how the other platform works.

The classes are offered at 9:00 in the morning; because of the timing, people can plan on staying during open lab time to put what they have just learned to practice.

Come experience the new "dual" class idea!

Computer Club Volunteers

The Board of Directors is planning a "Thank You" Reception for certain members who have volunteered their services over this calendar year.

Invitations will be mailed to all Teachers, Monitors and other members who have generously donated their time to making our club what it is today. Be sure to RSVP.

The event will be held in the Shadow Hills Clubhouse in the Palm and Canyon Rooms on Wednesday, April 24, 2002 from 3:00 p.m. to 5:00 p.m. Wine, cheese, non alcoholic drinks and light refreshments will be served.



By Jill Johnson

Wow! EXCITING! INTERESTING! Important! Fun!..... That's what our March 13th meeting was like!!!!!! Twenty-four members gathered to share IDEAS and problems. Pete Claar was our "moderator" and "guest speaker", and what a fine job he did. His subject was "Scanners". He gave us some great "tips" on what to look for in purchasing a Scanner, and not necessarily an expensive one. Pete discussed various techniques of scanning photos and documents and other

objects. He also talked on OCR, textbridge, DPI's, pixels, resolution, graphics, gamma, e-mails, and websites. If you weren't at the meeting, you missed some terrific information taught by someone who knows his "STUFF". Pete covered the topic of "What's new": i.e. Donna Szostak's classes on "Paint Shop Pro" and "Picture It". Donna is our digital camera expert. Also discussed was the software that enables us to transfer photos to CDs and view them on DVD's. There was information on cameras, printers and papers and burning music CD's. Jim Calvert shared information about "Music Match Juke Box".

Ruth Jameson, who is an accomplished artist, shared some of the photos that she had scanned and enhanced. Important note, Ruth will be our speaker for next month's meeting on April 17th at 7:00 p.m. in the Saddleback room. She will be discussing archival papers, ink, and special photo ideas. Don't miss a fun-filled and informative evening with your fellow members.

On April 2nd, Donna Szostak will be giving a lecture at the Photography club meeting on "Digital Darkroom" and "camera enhancement". This should also be a most informative meeting.

We are so very fortunate to have such knowledgeable and willing members to share their time and talents with us in these meeting and terrific classes. " **How sweet it is.**"



MAC SIG by Jim Bell

Moderator, Ron Delgado, started our hourly meeting by having everyone present introduce themselves. Then it was on to our usual Q and A with which we start each meeting.

Question: Where do we go if we have a hardware problem and don't have an Apple extended warranty? **Answers:** Well, there are a number of shops out there and some are questionable. Kent Mac Donald mentioned Computer Gallery on San Pablo Avenue as the only local repair shop that is authorized by Apple. Earl DeWitt mentioned

Personal Computer Service at 73219 Shadow Mt., Palm Desert , as a place where he has had work done satisfactorily. Lyn Morse talked about the Coachella Valley MUG which meets at the Palm Desert Library as a good source. It was decided to use the Mac Bulletin Board in the Lab to post further such information, and also dates of future SIG meeting as well.

Earl DeWitt was asked to report to us about his new G4 Mac. Apparently the flat screen does not move around like the TV ad we all have been seeing. The screen just looks ahead and only moves when one tells it to!!! Anyway, as Earl described the features and ease of working with OS10, several of the members developed "I've-got-to-have-one-of-those" looks. There is one MAC in the Lab running on OS10. Come in and give it a test run. We also have 2 MACs and 5 PC on line with Road Runner.

Lyn Morse gave some sage advice on the art of back ups. Rotate backups, keeping 3 subsequent editions on hand. The new DVDs are tremendous for backups because of their capacity. This is just some of the good stuff you get at a SIG meeting complete with details.

As part of the club_s administrative duties we are trying to keep lists and rosters current. If you have signed a roster indicating your interest in attending meetings or listing your degree of expertise, and have not attended any meetings for whatever reason, your name will be dropped.(However, you will be welcome to sign up again as soon as you feel that you may be able to participate.) If you are a Snowbird, you should let Shirley Allan know, so that she may note this on the roster.

Lyn talked about the number of MACs in Sun City and, according to her scientific study, we are very underrepresented at the Club.(Well it really was a snapshot survey: Over the Christmas holiday, Lynn noticed there were a number of IMAC cartons at the curb ready for the Monday pickup. And this was just on her block! She hopped in the golf cart and covered the neighborhood.) Extrapolating her observations, we are a couple hundred Mac members short. So if

you are out there, come see us, and maybe we can be of assistance, or perhaps you can lend some more expertise to the club.

April 19, 2002 at 7 p.m. is our next meeting. Look forward to seeing you then.

Surfing ... what does that really mean?

By Ted Margulis



Except for e-mail, perhaps the most common activity on the web is surfing. Surfing means that you type in an address such as www.microsoft.com and that action will take you to a web site developed by Microsoft Corporation where you will find lots of information dealing with your PC. If you own a MAC, you could use this address www.apple.com And if you are into genealogy, you could type in <http://jewishwebindex.com> (I had to put in a plug for my own web site) where you will find thousands of links and bits and pieces of information relating to researching your Jewish roots. But you don't have to be Jewish to find my site useful in any genealogical research.

If you ask people what they want to do most, it's surf. Even though e-mail is actually the most common and important activity, most people will tell you that they have more fun surfing.

There is actually an art to cruising around the web. It has not yet become a science due to the tremendous number of ways to find things and in the incredible variety of information that exists. On the web you have everything from the most amateur of home pages to incredibly well thought-out university and business sites.

You can find anything if you look hard enough - everything from the correct way to create chain

mail to fun and games for the grandkids. And there is a lot between ... in fact ... after searching the web for nearly 15 years now .. almost every day, I still haven't reached anywhere near the bottom! I am sure I never will.

Since time is limited, how does one surf the web to maximum advantage?

First and foremost, you must find the search engines and directories that works best for you. Try this one <http://www.copernic.com> This is a free search engine that incorporates a minimum of 8 other search engines within it's program. Works great and the magic word is it is FREE to download. Type in 'Search Engine' and see how many more there are and then just follow the links. That is really the key to finding useful and entertaining content - properly searching. Google is another great search engine www.google.com

Naturally there are different search engines and directories for each need. Learning how to use the web for research is an even more advanced art form. There is an incredible amount of data available, especially since most of the universities and large colleges have come on-line in recent years.

Sometimes the real problem is more than just finding the data; it's in finding the correct data.

While surfing you will find many things that you can do. You can buy just about anything - be careful here so you don't get burned. You can send electronic greeting cards to your friends and loved ones and even to your enemies. Always keep in mind that the best communication is two-way communication. So sign in guest books, fill out surveys and give feedback -- where appropriate.

If you really want to enjoy the web, use it as a medium -- not just to be a 'lookie-loo', but to find friends and meet people. Try www.classmates.com and see if you can find your former classmates. I did just that recently and am now in contact with some old high school friends from back in north Minneapolis. It's great to reminisce.

Remember that you have almost instantaneous access to literally hundreds of millions of people -- so it's almost certain that someone out there will find you interesting.

It's important to 'mind your manners' while surfing. Never type your e-mails in capital LETTERS! That represents shouting at someone. Sometimes we all tend to think that we are just typing on a computer and computer's don't have feelings, right? Well, when you are actually communicating with other people on the net, you should not be rude. Needless to say, never show temper or use swear words. You can always use the delete key or block a contact as you wish.

So get out there and have fun. Maybe make some money, find some friends and learn about everything that you can. It keeps the brain functioning!

OUR BITS & BYTES CONTRIBUTORS

These two informative articles by Barbara Kaye and Ted Margulis are great examples of the knowledge base that exists in our club.

We hope to find more of you members who can contribute to our newsletters.

Please contact me or any other any Board Member.

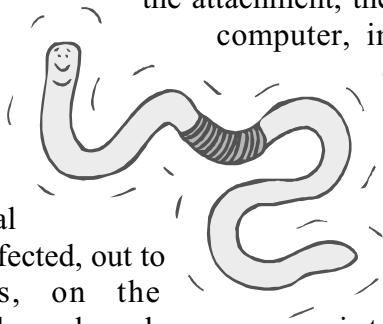
Jan Grenert

Internet Security

Final Segment

By Barbara Kaye

Viruses and worms are some of the oldest and most destructive forms of hacker tools today. Viruses are programs that can be transmitted when you download an email attachment. When you open the attachment, the virus infects your computer, in the process deleting files, corrupting or in some cases mailing your personal documents, now infected, out to others. Worms, on the other hand, don't depend on human interaction to spread. They can attach themselves to portions of your computer's operating system, then eat up hard drive and memory space while they duplicate and send out other worms through the Internet.



Some examples of viruses are the 911 virus, which deletes files and uses modems to dial 911 each time an infected computer is started, and Melissa, a virus that attaches itself to macros, then deletes files and mails itself to people in your address book. Fortunately, there's a great deal of anti-virus software widely available to defend against such attacks.

What's harder to defend against is a "denial of service" attack, or "distributed denial of service" attack. Though they've been around for years, they are currently getting a lot of attention after causing the shutdown of major commercial sites such as Yahoo.com, Ebay.com and Amazon.com.

Here's how they work. Hackers use a tool called a "scanner" that searches Internet addresses for any computer that is particularly vulnerable to a backdoor break-in. That means YOU if you are

online without firewall software installed and properly configured. Personal computers are ideal, since the average user doesn't think much about security when hooking up to the Internet. When the hacker finds a PC with an unprotected connection to the internet, he downloads a script onto the machine that essentially hijacks it, and then uses it to launch an attack against another site. Hackers can find hundreds of these computers in a matter of minutes. Following a command from the master computer, the slave computers simultaneously send out requests for information, called IP packets, that bombard the victim network and eventually shut it down. Part of the genius of the distributed denial of service attack is that because it comes from so many sources, it's almost



impossible to trace back to the hacker.

Antivirus software now routinely comes bundled with firewall software. If you get Roadrunner installed and don't want to wait to buy firewall software, you can go to www.zonelabs.com to download ZoneAlarm free. To protect against viruses, installing antivirus software is a good first step but keeping it up to date is essential. Also scanning your hard drive on a regular basis is recommended. It is easier to bury your head in the sand and ignore the threat, but it is not as easy to deal with the consequences of operating a computer on the internet without security safeguards in place.

April 2002 Computer Classes Listed By Date

Monday	April 1	8:00	Beginning Windows 1 – Using the Mouse	Jim Calvert
		2:00	Word 1 - Creating a Basic Letter (Win)	Walter Goldsmith
		3:00	Paint Shop Pro 1 – Advanced Photo Adjustment (Win)	Donna Szostak
Tuesday	April 2	8:00	Beginning Windows 2 – Using the Keyboard	Jim Calvert
		9:00	Excel 1 - Spreadsheets – Data Entry, Navigating, and Formatting (Win) Intermediate	Murray Ross
Wed.	April 3	8:00	Beginning Windows 3 – Working With Files	Jim Calvert
		9:00	Intermediate Windows – Files and Folders 1 (Win)	Murray Ross
		3:00	Word 1 – Creating a Basic Letter (Win)	Jan Grenert
Thursday	April 4	8:00	Beginning Windows 4 - Email/Internet	Jim Calvert
		9:00	Using Norton Antivirus Software to keep your PC Healthy	Barbara Kaye
		2:00	Basic, Basic Mac	Neal Denkler
Friday	April 5	8:00	Beginning Windows 5 – Things We Didn’t Have Time To Learn In The First Four Lessons.	Jim Calvert
		2:00	Basic Excel 1 – Membership List (Win)	Jan Grenert
		4:00	Print Shop – Greeting Cards 4 (Win)	Doris Keniry
Monday	April 8	8:00	Beginning Windows 1 – Using the Mouse	Jim Calvert
		2:00	Word 2 – Revising a Basic Letter (Win)	Walter Goldsmith
		3:00	Scanner Basics 1 (Win)	Pete Claar
		4:00	Print Shop – Business / Calling Cards 1 (Win)	Larry Allen
Tuesday	April 9	8:00	Beginning Windows 2 – Using the Keyboard	Jim Calvert
		9:00	Excel 2 - Home Improvement and Cost Estimate Using a Spreadsheet (Win) Intermediate	Murray Ross
		2:00	Macintosh 1 – Mastering the Desktop	Neal Denkler
		7:00	Internet SIG	
Wed.	April 10	8:00	Beginning Windows 3 – Working With Files	Jim Calvert
		9:00	Intermediate Windows – Files and Folders 2	Murray Ross
		2:00	Beginning Macintosh 1 – Understanding Your Mac	Shirley Allan
		4:00	Word 2 – Revising a Basic Letter (PC)	Jan Grenert
Thursday	April 11	8:00	Beginning Windows 4 – Email/Internet	Jim Calvert
		9:00	Networking Computers in Your Home	Kent McDonald & Dick Franzen
		2:00	Beginning Macintosh 2 – Understanding Your Mac	Shirley Allan
		3:00	REALLY Basic Internet (Win/Mac)	Dave Allan
		4:00	Basic Research and Tracking Stocks On the Internet (Win/Mac)	Dave Allan
Friday	April 12	8:00	Beginning Windows 5 – Things We Didn’t Have Time To Learn In The First Four Lessons.	Jim Calvert
		9:00	Word 1 – Creating a Basic Letter (Win)	Shirley Celli
		2:00	Basic Excel 2 – Membership List (Win)	Jan Grenert
		4:00	Print Shop – Greeting Cards 1 (Win)	Doris Keniry
Monday	April 15	8:00	Beginning Windows 1 – Using the Mouse	Jim Calvert
		2:00	Word 3 - More Business Letter Basics (Win)	Walter Goldsmith
		4:00	Print Shop – Business/Calling Cards 2 (Win)	Larry Allen

Tuesday	April 16	8:00	Beginning Windows 2 – Using the Keyboard	Jim Calvert
		9:00	Excel 3 – Household Budget and Cash flow (Win)	Murray Ross
		2:00	Macintosh 2 – Internet	Neal Denkler
		3:00	Board Meeting	
Wed.	April 17	8:00	Beginning Windows 3 – Working With Files	Jim Calvert
		9:00	Windows Maintenance and Organization	Charley Voelker
		2:00	Appleworks 1 (Mac)	Shirley Allan
		3:00	Word 3 – More Business Letter Basics (Win)	Jan Grenert
		4:00	Picture It 2 – Basic Photo Adjustment (Win)	Donna Szostak
		7:00	Digital SIG	
Thursday	April 18	8:00	Beginning Windows 4 – Email/Internet	Jim Calvert
		9:00	Zone Alarm Explored	Terry Kay
		2:00	Mac Link Plus	Neal Denkler
		3:00	Paint Shop Pro 2 – Advanced Photo Adjustment (Win)	Donna Szostak
Friday	April 19	8:00	Beginning Windows 5 – Things We Didn't Have Time To Learn In The First Four Lessons.	Jim Calvert
		9:00	Mac SIG	
		2:00	Excel 3 – Membership Spreadsheet (Win)	Jan Grenert
		3:00	Word 2 - Revising a Basic Letter (Win)	Shirley Celli
		4:00	Print Shop – Greeting Cards 2 (Win)	Doris Keniry
Monday	April 22	8:00	Beginning Windows 1 – Using the Mouse	Bob Jameson
		9:00	Burning CDs for Macintosh and Windows	Lyn Morse & Jim Calvert
		2:00	Word 3.5 - Address Labels (Win)	Walter Goldsmith
		3:00	Scanner Basics 2 (Win)	Pete Claar
		4:00	Print Shop – Labels 1 (Win)	Larry Allen
Tuesday	April 23	8:00	Beginning Windows 2 – Using the Keyboard	Bob Jameson
		9:00	Excel 4 – Special Techniques and Topics (Win)	Murray Ross
		3:00	General Meeting	
Wed.	April 24	8:00	Beginning Windows 3 – Working With Files	Bob Jameson
		2:00	Appleworks 2 (Mac)	Shirley Allan
		3:00	Word 3.5 - Address Labels (Win)	Jan Grenert
Thursday	April 25	8:00	Beginning Windows 4 – Email/Internet	Bob Jameson
		9:00	Using McAfee Antivirus Software to keep your PC Healthy	Barbara Kaye
		2:00	Appleworks 3 (Mac)	Shirley Allan
		3:00	REALLY Basic Internet (Win/Mac)	Dave Allan
		4:00	Basic Research and Tracking Stocks On the Internet (Win/Mac)	Dave Allan
Friday	April 26	8:00	Beginning Windows 5 – Things We Didn't Have Time To Learn In The First Four Lessons.	Jim Calvert
		9:00	Word 3 - More Business Letter Basics (Win)	Shirley Celli
		2:00	Excel 4 – Mail Merge Using Excel + Word (Win)	Jan Grenert
		4:00	Print Shop –Greeting Cards 3 (Win)	Doris Keniry
Monday	April 29	8:00	Beginning Windows 1 – Using the Mouse	Jim Calvert
		9:00	Creating CD labels for Macintosh and Windows	L.Morse & J. Calvert
		2:00	Word 1- Creating a Basic Letter (Win)	Walter Goldsmith
		3:00	Scan Photos and Send Them on AOL Email (Win)	Pete Claar
		4:00	Print Shop – Labels 2 (Win)	Larry Allen
Tuesday	April 30	8:00	Beginning Windows 2 – Using the Keyboard	Jim Calvert
		9:00	Excel 1 - Spreadsheets – Data Entry, Navigating, and Formatting (Win) Intermediate	Murray Ross

APRIL 2002

CLASSES AND EVENTS LISTED BY SUBJECT

AppleWorks 2	4/24	2:00	Files & Folders 2 Intern (WIN)	4/10	9:00
AppleWorks 3	4/25	2:00			
Basic Research & Tracking Of Stocks & Mutuals	4/11	4:00	GENERAL MEETING	4/23	3:00
Basic Research & Tracking Of Stocks & Mutuals	4/25	4:00	Greeting Cards 4 (WIN)	4/5	4:00
Basic, Basic Mac (2 hrs.)	4/4	2:00	Greeting Cards 1 (WIN)	4/12	4:00
Beginning Macintosh 1	4/10	2:00	Greeting Cards 2 (WIN)	4/19	4:00
Beginning Macintosh 2	4/11	2:00	Greeting Cards 3 (WIN)	4/26	4:00
Begin WIN 1 The mouse	4/1	8:00	Internet, REALLY Basic (BOTH)	4/11	3:00
Begin WIN 2 The Keyboard	4/2	8:00	Internet, REALLY Basic (BOTH)	4/25	3:00
Begin WIN 3 Working w/ Files	4/3	8:00	INTERNET SIG	4/9	7:00
Begin WIN 4 Email/Internet	4/4	8:00	Labels 1 Print Shop	4/22	4:00
Begin WIN 5 ... and the rest	4/5	8:00	Labels 2 Print Shop	4/29	4:00
Begin WIN 1 The mouse	4/8	8:00	MacLinkPlus	4/18	2:00
Begin WIN 2 The Keyboard	4/9	8:00	Mac 1 Mastering the Desktop	4/9	2:00
Begin WIN 3 Working w/ Files	4/10	8:00	Mac 2 Internet	4/16	2:00
Begin WIN 4 Email/Internet	4/11	8:00	MAC SIG	4/19	9:00
Begin WIN 5 ... and the rest	4/12	8:00			
Begin WIN 1 The mouse	4/15	8:00	Networking Computers	4/11	9:00
Begin WIN 2 The Keyboard	4/16	8:00			
Begin WIN 3 Working w/ Files	4/17	8:00	Paint Shop Pro 1 – Advanced Photo Adjustment (WIN)	4/1	3:00
Begin WIN 4 Email/Internet	4/18	8:00	Paint Shop Pro 2 – Advanced Photo Adjustment (WIN)	4/18	3:00
Begin WIN 5 ... and the rest	4/19	8:00	Picture It 2 – Basic Photo Adjust	4/17	4:00
Begin WIN 1 The mouse	4/22	8:00			
Begin WIN 2 The Keyboard	4/23	8:00	Scanner Basics 1 (WIN)	4/8	3:00
Begin WIN 3 Working w/ Files	4/24	8:00	Scanner Basics 2 (WIN)	4/22	3:00
Begin WIN 4 Email/Internet	4/25	8:00	Scan Photos & send on AOL	4/29	3:00
Begin WIN 5 ... and the rest	4/26	8:00			
Begin WIN 1 The mouse	4/29	8:00			
Begin WIN 2 The Keyboard	4/30	8:00			
BOARD MEETING	4/16	3:00	Using Norton Antivirus	4/4	9:00
Burning CDs (dual class)	4/22	9:00	Using McAfee Antivirus	4/25	9:00
Bus/Calling Cards 1 (WIN)	4/8	4:00			
Bus/Calling Cards 2 (WIN)	4/15	4:00	Windows Maintenance And Organization	4/17	9:00
Creating CD labels (dual class)	4/29	9:00			
DIGITAL SIG	4/17	7:00	Walter Goldsmith		
Excel 1 Spreadsheet (WIN)	4/2	9:00	Word 1	4/1	2:00
Excel 2 Home Improvement & Cost Estimate Using Spreadsheet (WIN)	4/9	9:00	Word 2	4/8	2:00
Excel 3 Household Budget (WIN)	4/16	9:00	Word 3	4/15	2:00
Excel 4 Techniques/Topics	4/23	9:00	Word 3.5	4/22	2:00
Excel 1 Spreadsheet (WIN)	4/30	9:00	Word 1	4/29	2:00
Excel 1 Membership List (WIN)	4/5	2:00	Jan Grenert		
Excel 2 Membership List (WIN)	4/12	2:00	Word 1	4/3	3:00
Excel 3 Membership List (WIN)	4/19	2:00	Word 2	4/10	4:00
Excel 4 Mail Merge from From Membership List (WIN)	4/26	2:00	Word 3	4/17	3:00
			Word 3.5	4/24	3:00
			Shirley Celli		
			Word 1	4/12	9:00
			Word 2	4/19	3:00
			Word 3	4/26	9:00
Files & Folders 1 Intern (WIN)	4/3	9:00	Zone Alarm Explored	4/19	9:00

**Minutes of Board of Directors Meeting
March 19, 2002**

The Board of Directors met on March 19, 2002, at 3:00 p.m. in the Computer Lab. Board members present were Sheldon Plotkin, Leonette Rowe, Neal Denkler, Kent McDonald, Jim Calvert, and Jan Grenert. Also attending was member Lyn Morse.

The minutes of the prior meeting of February 19, 2002 were read and approved without change.

Leonette Rowe gave the balance in the treasury as \$11, 489.21. The club has 701 members. Leonette said that the quarterly audit for the period July-December is in process.

The members present reviewed Article III of the By-Laws and voted to amend the wording to change the time for the formation of the Nominating Committee to February; the selection and presentation of the slate of officers to March; the balloting to take place after the April meeting and before the 31st of May. The Addendum will be submitted to the CCOC for approval. Ballots will be mailed to all members.

Neal Denkler presented the schedule of programs for future general meetings:

- March 26, Pete Claar will present a program on scanners – JASP
- April 23 – Program by Adobe
- May 28 – Microsoft
-

Jim Calvert said there are over 80 hours of classes with 4 new ones this month. He said a recent teachers' meeting was very helpful. Barbara Kaye will give a class on Virus Protection.

Sheldon said he would contact a charitable organization that may be able to use the old computers.

Members discussed plans for an "Appreciation" party for club Teachers, Monitors, Board Members and other volunteers. Jan Grenert outlined the estimated cost of such an event. Jim Calvert made a motion to have the party with the cost not to exceed \$800. Neal seconded the motion and the Board passed it. Sheldon will ask the membership at the March 28 General Meeting to approve the plan.

Jim Calvert made a motion to purchase Norton Anti-virus software for all 12 new PC's. The estimated cost is \$30 each. Leonette seconded the motion and the Board voted its approval.

Neal made a motion to also purchase anti-virus software for the 7 Macs. Kent McDonald seconded the motion and the Board passed it.

A report from the Committee to research slide scanners was postponed.

Roadrunner was installed in the lab on March 16.

The meeting adjourned at 4:45.

Respectfully submitted,
Jan Grenert, Secretary