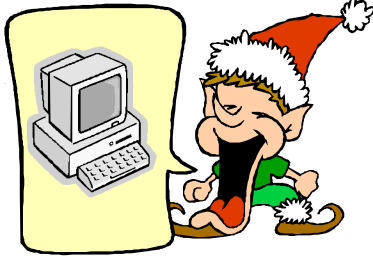


# SCPD "Let's Compute" Computer Club



## BITS & BYTES



WWW.SCPD-ComputerClub.org

December 2008 Volume XIII Number 12

# Happy Holidays to All



## The Prez Sez...

Lyn Morse

"....Sleigh bells ring, are you listening?"

As I write this, I'm thinking of the 90° heat we're having and thinking that some of that Seattle rain and snow would be pretty welcomed about now. Of course, maybe that's because I haven't experienced it in the last 11 years???

Please check your calendars and make sure you've removed the General Meeting from December. We are dark four months of the year, and December is one of those months.

December! Can you believe it? Time to chose cards and start addressing envelopes. Time to find something good on Jacquie Larson's site, (Of course, no excuse is needed to visit that. There are so many neat cards to chose from and send along.) If you aren't familiar with this site, it's jacquielawson.com. It's a subscription if you want to send, but for a lot of us, well worth it.

Next time in the lab, take a look at the side walls near the front. You'll note there are two new clocks that the Association installed for us. No more turning around to check the one over the door, which didn't keep time too accurately. Now, from anywhere in the room, you can simply turn your head a bit to see the time. Of course - really and truly the best - the most accurate time of all is right on the computer or cell phone, but most of us don't think to look at those.

For those of you who attended the November General Meeting with Denise Welch, have you completed your shopping list now? She is always a delight to have with us because she so obviously enjoys sharing her latest and greatest finds with us.

If you use iTunes, are you aware that Costco is selling iTunes cards at a discount? You might want to check out the prices next time you're there.

And to close 2008, we celebrate Hanukkah, Christmas and Kwanzaa. To all of you, I wish you Peace and Happiness in the coming year.



By Kerry Greene

We have a new meeting day for the Windows SIG - it is now the third WEDNESDAY of the month. The change of day is to avoid a conflict with the Presentation in Speakers Hall. Also, please note that the December meeting scheduled for Wednesday, December 17th will be CANCELLED, as it is very close to the Christmas Holidays. We will meet again on Wednesday, January 21st, 2009.

Our November 19th meeting featured another look at the Microsoft Power Toy called SyncToy. We originally discussed this topic in April, and it was by special request that we take another look at this nifty tool, now that SyncToy version 2.0 is out of beta testing and in full release.

SyncToy v2.0 is available as a free download on the Microsoft Download Center. The easy to use, customizable application

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# Windows SIG

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helps you copy, move, rename, and delete files and folders between your computer and your backup device, such as an external hard drive, or a USB Flash Memory device. The importance of maintaining a backup of your critical files (documents, pictures, address books, website favorites, etc.) cannot be stressed enough. The hard drive in your computer can crash at any time (more likely after 3-5 years of use), and all your data could be lost. Also, having a well maintained backup will make it easy to transfer your data to a new computer.

System Requirements for SyncToy v2.0 are:

- Supported Operating Systems: Windows Vista; Windows XP-SP2
- Microsoft .NET Framework v2.0
- 1GHz Intel P3 processor or equivalent
- 256MB RAM, 512MB RAM recommended
- 20MB free disk space

After downloading SyncToy v.1.4 from the Microsoft Download Center (just do a search for SyncToy 1.4 there), you will be prompted to start the installation. If your computer does not have Microsoft .NET Framework v2.0, you will get a prompt to upgrade to that before continuing with the SyncToy installation.

Next, you can choose how you want to backup your data. You can perform the following tasks between folder pairs:

**Synchronize:** New and updated files are copied both ways. Renames and deletes in one folder

are repeated on the other.

**Echo:** New and updated files are copied left to right. Renames and deletes on the left are repeated on the right.

**Contribute:** New and updated files are copied left to right. Renames on the left are repeated on the right. Similar to Echo, except there are no deletions.

It is recommended using Echo for most tasks so that your data is backed up to your device and changes on your hard drive



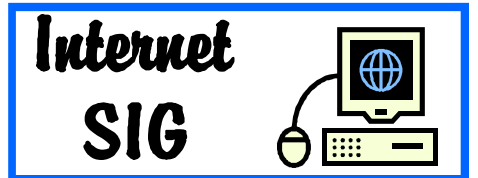
Our Mac SIG meeting opened with a discussion of other "MUGs" (Macintosh User Group) available to us in the Coachella Valley. dMUG meets at the Palm Desert Library every third Thursday and PS MUG meets on the fourth Tuesday of each month from 6 to 8 in Cathedral City at the Senior Center located on Buddy Rogers. Even Big Bear has a "MUG" meeting on Tuesdays with a newsletter and a web site available. Lyn Morse and Shirley Allan agreed, that different "MUGs" have different personalities, and there is something to be learned from each of them.

Lyn Morse showed the group how when she joins a new website, she prints out that page and then she writes the password on it and puts the page in a binder for future reference. She said it is handy and easy to find information that way.

Shirley Allan offered an alternative. She keeps items pertaining to problems folks might encounter in a folder in

her Dock named Mac. She cuts and pastes items from discussion lists she thinks might help solve problems into a blank TextEdit document with an appropriate title and date. She also saves emails in RTF format which contains a date. Dates help weed out those articles that are no longer of use. Similar items are placed in a folder within the Mac folder.

We had a thorough discussion of the value of using Disk Utility to clean and speed up our Macs. This program comes installed on all Macs and can help you trouble shoot problems. Disk Utility's First Aid panel lets you check for and repair permission problems which can become corrupted over time. Using this utility regularly will keep your Mac running smoothly. There are other programs that will do this too. Several were mentioned, notably Macaroni from atomic-bird.com which runs automatically in the background and OnyX from Titanium.com. MacSIG meets the third Friday of



By Terry Kay

The Internet Special Interest Group (ISIG) will continue meeting on the second Tuesdays of each month after being dark in November due to an engagement conflict. our next gathering is on Dec 9 from 7:00 to 8:00 PM in the Computer Lab.

As always, bring your internet related questions and hopefully someone will have an answer. Moderators Kent McDonald, Kerry Greene and Terry Kay will try to keep things on track, and perhaps offer some topics of interest to stimulate useful dialog

# Helpful Hints for Happy Computing

Thanks to Shelia Harbet for providing this interesting Q&A information

**QUESTION: When I type an email or a Word document it disappears all of a sudden and I cannot get it back. Can you tell me why this happens and if I can retrieve it after it has been erased.**

**ANSWER:** The reason that your letter or email disappears is that you may have inadvertently clicked the CTRL key instead of the SHIFT key which are located next to each other on your keyboard. There are a couple of safeguards that you can apply:

Make sure you manually save the document every ten minutes or set the options to do so.

Use the UNDO feature under EDIT or click the UNDO icon which is the backward pointing arrow on your toolbar. If this icon is not visible, look under the chevrons on the tool bar to add the feature.

**NOTE:** The UNDO feature will NOT work if you have saved your document.

**QUESTION: When I print an email or a page from the Internet the print is very small. Can it be made larger and if so how?**

**ANSWER:** The print or font can be made larger by performing the following steps:

1. Highlight the paragraph you wish to print.
2. Right click in the center of the highlighted area.
3. Choose PRINT
4. Click on SELECTION
5. For some HP printers choose PREFERENCES
6. Then choose SCALE TO FIT
7. Change the percentage to 175%
8. Click OK
9. Click PRINT
10. For other makes or types of printer find the equivalent settings.

**NOTE:** You can adjust the percentage to the size font that you require.



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## The following Hint come from the web site of Denise Welch, of Computer Works

Recently several of you have been extremely frustrated about using the newest versions of Microsoft Word. One of the biggest frustrations occurs when you send your file to someone else via email and they simply cannot open it. It seems that Microsoft has changed the formatting from .doc to .docx on the newest versions and when someone receives a new file (.docx), their old Microsoft Word program (.doc) cannot open it. But not to worry! Here is what you need to do to set your new Microsoft Word program to DEFAULT to the old (.doc) format so you don't have to worry.

### To change default file save options in Office Word 2007

1. Double-click Microsoft Office Word 2007, double-click Word Options, and click Save.
2. In the right pane, right-click "Save Files in this Format" and select Properties.
3. In "Save Files in this Format", select Enabled.
4. In the drop-down box, select a default file save format, which should be **Word 97-2003 document (.doc)**
5. Click Apply to save the settings.

### To change default file save options in Office Word 2008 for Macintosh

1. On the Word menu, click Preferences.
2. Under Output and Sharing, click Save.
3. On the Save Word files as pop-up menu, click the file format that you want which should be **Word 97-2003 (.doc)**

# December Schedule of Classes

DAY	DATE	TIME	CLASS	Book	TEACHER
Tues	Dec. 2	1 – 2:30	Surfing the Internet & Favorites (PC/Mac)	7	Shelia Harbet
Thur	Dec. 4	1- 2:50	Quicken: Beginners (PC)	8	Frank Gombos
Fri	Dec. 5	1 – 2:50	Quicken: Intermediate (PC)	8	Frank Gombos
		3:00	PrintShop: Greeting Cards (4/4) (PC)	4	Pat Palladino
Sat	Dec. 6		<b>Open Lab 10:00 to Noon</b>		
Mon	Dec. 8	9:00	Beginning PC (1/5)	3	Jim Calvert
		2 – 3:50	Fonts, Characters & Accents (Mac)	1	Shirley Allan
Tues	Dec. 9	9:00	Beginning PC (2/5)	3	Jim Calvert
		1 – 3:30	Excel 1 & 2 (PC)	5	Walter Goldsmith
		7:00	<b>Internet SIG</b>		Lab
Wed	Dec. 10	9:00	Beginning PC (3/5)	3	Jim Calvert
		1 – 3:30	Excel 3 & 4 (PC)	5	Walter Goldsmith
Thur	Dec. 11	9:00	Beginning PC (4/5)	3	Jim Calvert
		1:00	PhotoShop Elements 6 (1/4)	14	Jim Calvert
		3 – 4:30	Word 5 (Part 1) (PC)	2	Jan Grenert
Fri	Dec. 12	9:00	Beginning PC (5/5)	3	Jim Calvert
		1:00	PhotoShop Elements 6 (2/4)	14	Jim Calvert
Sat	Dec. 13		<b>Open Lab 10:00 to Noon</b>		
Mon	Dec. 15	1:00	PhotoShop Elements 6 (3/4)	14	Jim Calvert
		2 - 3:50	Beginning Mac (1 & 2)	1	Shirley Allan
Tues	Dec. 16	8 - 10	Tips & Tricks (Mac)	1	Lyn Morse
		1:00	PhotoShop Elements 6 (4/4)	14	Jim Calvert
		2 - 5	Before iPhoto/iPhoto (Mac)	1	Lyn Morse
Wed	Dec. 17	9:00	File Folders & Maintenance (PC)	12	Charlie Voelker
		1:00	PhotoShop Elements Adv. Workshop	14	Jim Calvert
		2 - 3:50	Beginning Mac (3 & 4)	1	Shirley Allan
		7:00	<b>Windows SIG - CANCELLED</b>		
Thur	Dec. 18	9:00	<b>Board Meeting</b>		Idyllwild Room
		3- 4:30	Word 5 (Part 2) (PC)	2	Jan Grenert
Fri	Dec. 19	8 - 10	iTunes (Mac)	1	Lyn Morse
Sat	Dec. 20		<b>Open Lab 10:00 to Noon</b>		
Wed	Dec. 24		Lab Closed - Happy Holiday		
Thur	Dec. 25		Lab Closed - Happy Holiday		
Fri	Dec. 26		Lab Closed - Happy Holiday		
Sat	Dec. 27		<b>Open Lab 10:00 to Noon</b>		
Tues	Dec. 30	9:00	Word 2007 Document (Mac)	1	Helene Barker
Mon	Dec. 31		Lab Closed - Happy Holiday		



# December Monitor and Open Lab Schedule

DAY	DATE	TIME	
		10-12	12-1
Mon	1-Dec	C. Chu	B. Crowley
Tue	2-Dec	B. Yeh	S. Cronin
Wed	3-Dec	C. Voelker	D. Feign
Thu	4-Dec	B. Osborn	N. Alpert
Fri	5-Dec	J. Manion	F. Diaz
Sat	6-Dec	L. Rowe	Closed
Mon	8-Dec	C. Chu	B. Crowley
Tue	9-Dec	B. Yeh	S. Cronin
Wed	10-Dec	C. Voelker	D. Feign
Thu	11-Dec	B. Osborn	N. Alpert
Fri	12-Dec	J. Manion	F. Diaz
Sat	13-Dec	L. Rowe	Closed
Mon	15-Dec	C. Chu	B. Crowley
Tue	16-Dec	B. Yeh	S. Cronin
Wed	17-Dec	C. Voelker	D. Feign
Thu	18-Dec	B. Osborn	The Kaczorowskis
Fri	19-Dec	J. Manion	F. Diaz
Sat	20-Dec	L. Rowe	Closed
Mon	22-Dec	C. Chu	B. Crowley
Tue	23-Dec	K. Gibbons	S. Plotkin
Wed	24-Dec	Closed	Closed
Thu	25-Dec	Christmas	Closed
Fri	26-Dec	Closed	Closed
Sat	27-Dec	L. Rowe	Closed
Mon	29-Dec	C. Chu	B. Crowley
Tue	30-Dec	R. McCarthy	S. Cronin
Wed	31-Dec	Closed	Closed

# December Classes Listed Alphabetically

Class	Date	Time
Before iPhoto/iPhoto	12- 16	2 :00
<b>Beginning Mac - Series of 4</b>		
Parts 1 & 2	12- 15	2 :00
Parts 3 & 4	12- 17	2 :00
<b>Beginning PC- Series of 5</b>		
Part 1	12- 8	9:00
Part 2	12- 9	9:00
Part 3	12- 10	9:00
Part 4	12- 11	9:00
Part 5	12- 12	9:00
<b>Board Meeting</b>	12- 18	9:00
Excel 1 & 2 (PC)	12-9	1:00
Excel 3 & 4 (PC)	12-10	1:00
File Folders & Maint. (PC)	12- 17	9:00
Fonts, Characters & Accents (Mac)	12-8	2 :00
<b>Internet SIG</b>	12-9	7:00
iTunes	12- 19	8:00
<b>Photo Shop Elements 6- Series of 4</b>		
Part 1	12- 11	1:00
Part 2	12- 12	1:00
Part 3	12- 15	1:00
Part 4	12- 16	1:00
PhotoShop Elements Adv. Workshop	12- 17	1:00
PrintShop: Greeting Cards (4/4) (PC)	12-5	3:00
Quicken: Beginners (PC)	12- 4	1:00
Quicken: Intermediate (PC)	12- 5	1:00
Surfing the Internet & Favorites PC/Mac	12- 2	1:00
Tips & Tricks (Mac)	12- 16	8 :00
Word 2007 Document (Mac)	12- 30	9:00
Word 5 (Part 1) (PC)	12- 11	3:00
Word 5 (Part 2) (PC)	12- 18	3:00

# December General Club Information Meeting Schedule



INTERNET SIG .....	Dec 9 .....	7:00 PM
WINDOWS SIG .....	No Meeting in December	
BOARD MEETING .....	Dec 18 .....	9:00 AM
MAC SIG .....	Dec 19 .....	9:00 AM
GENERAL MEETING .....	No Meeting in December	



## "Let's Compute" Officers

Lyn Morse, President .....	345-4466 .....	lynmorse@aol.com
Shelia Harbet, VP Education .....	360-7146 .....	shelia@csun.edu
Jan Grenert, Secretary, Newsletter Editor .....	360-9085 .....	jgrenert@dc.rr.com
Kent McDonald, Director - Communications .....	345-2931 .....	rkmcdonald@earthlink.net
Jack Drill, Treasurer .....	345-8709 .....	jdrill@dc.rr.com
Barbara Kaye, Director - Maintenance .....	772-6520 .....	barbarak1775@aol.com
Jerry Katler, Director of Programs .....	772-6405 .....	jerryk@dc.rr.com

### Committee Chairs

Betsy Lewis .....	Finance Review Committee
June Cross .....	Computer Sale
Pat Palladino .....	Nominating Committee

### December Teachers

Shirley Allan .....	345-5087
Helene Barker .....	360-5713
Jim Calvert .....	772-6710
Walter Goldsmith .....	772-8448
Frank Gombos .....	345-9723
Jan Grenert .....	360-9085
Shelia Harbet .....	360-7146
Lyn Morse .....	345-4466
Pat Palladino .....	772-9942
Charlie Voelker .....	345-0123

### Volunteer Coordinators

#### Call to volunteer:

35 MM Scanner Coordinator	George Hans .....	345-3875
General Meeting Volunteers	June Cross .....	345-7876
Supplies & News & Views	Sharon Kiel .....	772-0745
News & Views	Jill Johnson .....	772-4809
Monitor Coordinator	Moe Sullivan .....	772-4416

### December Lab Monitors

Norm Alpert	David Feign	Ree McCarthy
Cecilia Chu	Kevin Gibbons	Bob Osborn
Shirley Cronin	Bea Kaczorowski	Sheldon Plotkin
Bill Crowley	Charlie Kaczorowski	Leonette Rowe
Frank Diaz	John Manion	Charley Voleker
		Beverly Yeh

### 35 MM Scanner Monitors

George Hans	Walter Goldsmith	Leonette Rowe
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Ken Cooke will be back to present a program for the January 27 General Meeting. Don't miss his informative and entertaining presentation on scanners and his interesting life experiences as a photo journalist.



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