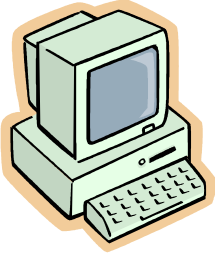


# SCPD "Let's Compute" Computer Club



## BITS & BYTES

WWW.SCPD-ComputerClub.org

February 2005 Volume X Number 2

1,000  
Members



STAPLES

### Coming to Feb. 22 General Meeting

STAPLES

### From the President

By Sheldon Plotkin

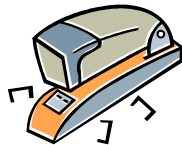
Have you passed by the computer lab at odd hours of the day, and noticed the off-hours activity within the room? What you may have seen is a team of Maintenance Committee members. They have been cleaning up all the PC computers and re-formatting the twelve older computers. Then they reinstalled the XP operating system. Service Pack 2 is now installed on all PCs along with the back-up files that were saved prior to formatting.



It was the decision of the Board of Directors, upon the recommendation of the Maintenance Committee, to forestall the purchase of new PCs, perform the formatting and wait for the next generation of Windows to be announced

Continued on page 2

Staple this notice  
to the bulletin board!



### Staples is coming for the February meeting

by Lyn Morse

Brent Leach, General Manager of the Staples La Quinta store, will be our presenter at the February 22 meeting, which starts at 2:00 pm. He and an assistant will cover a wide variety of topics for us – from digital cameras and storage devices, to printers and the different qualities of paper to use for the many purposes your printer is used for. Think about it; we do documents of various kinds, some of us print cards of various types, and then we also print photographs on that same printer. The paper makes the difference!

We're a computer club, so of course Brent will address computers, routers and wireless capabilities.

Continued on page 2

### Calvert's Corner

By Jim Calvert

Our computer club has one thousand members. We have a problem that will take the cooperation of everyone working together to solve. I call it "signing up for a class and not showing up." I visited a class presented this morning by our "Golden Gals" team. This is a very special class and only had room for nine students. The teachers had purchased special supplies and had come to the lab half an hour early to prepare. **None of the nine people who signed up came to the class.** The members who wanted to sign up for the class couldn't because the available spots were already reserved by those that didn't show up. The day before there was an early class that had 16 names on the list. Only 4 attended. This problem is not limited to these two classes. It occurs in classes all day long. If you know you can't attend, please come in and

Continued on page 2

**STAPLES**

*continued from page 1*

Let's not forget storage devices in general. We're away from the ZIP drive generation and into thumb or flash drives. And then the external hard drives – have you see the size of those lately?

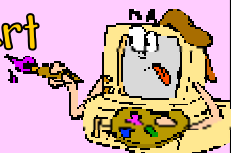
Want a little music in your life as you wheel around in the golf cart? How about a discussion on MP3s, and a comparison with the iPod?

Brent will be bringing flyers for you to pick up as you check in. Look them over, and if you have a question about why you might need a certain item, there will be time to ask those questions.

Staples La Quinta has supported us with the paper exchange since the store was opened, and this is one more example of the value Staples, and Brent, has put upon Let's Compute. I'll put a plug in here; return the support when you can.

And yes, Staples is still exchanging a ream of paper for your empty HP and Lexmark cartridges. Ask for a store manager and identify yourself as being a member of Let's Compute at Sun City Palm Desert. Remember, there are two Sun Cities here now, so do add that on.

**Digital Art  
SIG**



The Digital Art SIG will meet on February 19, at 12 noon.

## From the President

Continued from page 1

All this could only happen with the combined effort of our Maintenance Team

- Pete Claar, Chairman
- Jim Calvert
- Jack Drill
- Dick Franzen
- Kerry Greene
- Shelia Harbet
- Barbara Kaye
- Kent McDonald
- Sheldon Plotkin
- Dale Seffer

Thank you, one and all.

**The next Board Meeting is  
Feb. 15, 2:00 p.m. in the lab**

**The next General Meeting is  
Feb. 22, 2:00 p.m. in Speakers  
Hall.** Staples will present  
the program.

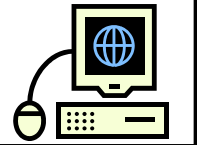
## Calvert's Corner

Continued from page 1

take your name off the list so someone else can take the class in your place. On another note, before you sign up for a class, please read all the information on the page. There may be an indication of the skill level needed to take the class.

There may be an indication that the class is part of a series, and you need to take the classes in the series in order. Also, you need to sign on each page for the classes in the series. Sorry to start on such a negative note. I'll try to do better next month.

**Internet  
SIG**



By Helene Barker

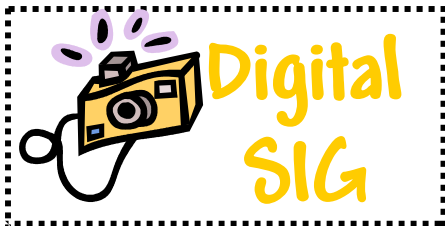
It started at 7 PM with a room full of people and a fun web site to get our attention. Try this: Go to, [www.virtual-bubblewrap.com/popnow.shtml](http://www.virtual-bubblewrap.com/popnow.shtml). For the easy version scroll down to 'Etiquette' and click 'Pop some Bubblewrap now'. That's the easy version; to have more fun scroll on down to 'Guestbook' and click on 'the insane version of Virtual Bubblewrap' and be prepared to SMILE.



We were now ready for the serious stuff!! This was: [www.Scottsnewsletter.com](http://www.Scottsnewsletter.com) It is done in HTML format making it easy to read. You can easily go to back issues, which we did. Kent McDonald, our leader in this fearless journey, took us to the Dec/Jan 2004 Issue to glance through his review on Mozilla's Firefox. Scott has a good followup 'Customizing Firefox' in the January issue.

Terry Kay and Kent then answered questions and even asked a few themselves. After showing a few more web sites, they sent us home....don't forget we meet every second Tuesday at 7 PM in the Computer Lab. No Sign ups, just come.

Our next meeting will be held on **Tuesday, Feb. 8, at 7:00 p.m.**



By Jill Johnson

Thirty-five of us members had a grand time at our January 12th meeting. Jan Grenert, our moderator, welcomed new members. During the evening, we exchanged ideas, solved problems and learned new techniques, new Web sites for various functions, etc.

Al Munger displayed several beautiful 12" x 18" color photo enlargements that he had made at Costco from digital pictures he took. Al then mounted the enlargements on Foamboard to hang in his gallery. The cost for a 12" x 18" enlargement was \$2.99. Al advised that the photos should be edited and then burned in .jpg format to CD. At Costco, you can view the photos and select only the ones you want enlarged and printed.

Lyn Morse shared information regarding a fabulous "Elder Hostel" photo class sponsored by Arizona Highways. There are 3 different trips in February, March and April, to choose from. For more information go to [elderhostel.com](http://elderhostel.com). Select "Snapshots," then "Search" and enter # 7363 and click on "Go". All the information will come up.

Lyn also shared a good site where we can buy various computer and photograph editing books on line at good discounts. Note: See Lyn's article in next column.

Barbara Kaye announced that she will be teaching an Olympus

Camera class.

Dick Berg talked about his experiences in having old movies, and photos transferred to DVD's. He suggested the web site [yes-video.com](http://yes-video.com). The Yesvideo service is also available through Walgreen's Photo Dept. Another web site for photo transfer is; [imagespro.com](http://imagespro.com). This includes programs to download for a trial.

All-in-all, we had a very interesting and enlightening evening. "Ya'all come back now"...as we learn at least one new thing each time.

Bring your questions and your cameras to our next meeting on **February 9, at 7:00 PM.** We want to hear what kind of camera you have and what you like or dislike about it.

Also at the February meeting, Lionel Leiter will be looking for other members who are interested in actively discussing photography (digital and film). Come and find out what Lionel has in mind.

## What a turnout!

by Lyn Morse

Digital Photography has really become the topic of interest here at SCPD. At January's General Meeting we had our best turnout ever for Lee Otsubo's presentation on Digital Cameras for the Novice. People just kept coming in until 281 had been seated.

Interspersing his humor with his wealth of information, Lee kept our attention throughout his hour-long presentation. Looking out over the audience, I could see many people taking notes, and at the end of his presentation, there was a respectable line-up to purchase his CDs.

For those who want to continue gathering information on digital photography, you have two opportunities in February: Digital SIG is at 7:00pm on Wednesday, the 9<sup>th</sup>, and be sure to catch Donna Szostak's class on Friday, the 25<sup>th</sup>.

### JOIN THE PEACHPIT CLUB

You can save 25% on all books every day at [peachpit.com](http://peachpit.com) simply by becoming a Peachpit Club Member. Membership is free and easy. All you have to do is answer a few, short questions in our ongoing, online survey, which you can access on any book page. Don't worry. All of your information stays with us--we won't sell it or give it away to anyone. After you've filled out the survey, you'll save 25% automatically whenever you log on to <http://www.peachpit.com> (not an active link) as a member. It's that easy!

### USER GROUP COUPON CODE

User group members should note that once you've become a Peachpit Club member, you may use your user group coupon code ON TOP of the permanent savings you earn as a member of the club. Just make sure you've logged into the site before you make a purchase to ensure this permanent discount will be in effect, then enter coupon code **UE-23AA-PEUF** (case-sensitive) at checkout! This coupon code is an exclusive offer that may not be used in conjunction with any other coupon codes.



By Jim Bell

We started 2005 at our meeting on the 21st of January with a room full of enthusiastic MAC users. Betsy Lewis, our very competent facilitator, announced that this was an open meeting and asked new people to introduce themselves and give a thumbnail description of their backgrounds with MAC and what, if any, problems they hoped to have solved today. Betsy mentioned that we have experts in the group and many a question that has bugged people in the past has been answered at these SIG meetings.

Betsy introduced Lyn Morse who talked about the February MAC class schedules, which she laid out across the front table for ease of signing up after the meeting. There are quite an assortment of classes in February.

Lyn then described her experience with the Peachpit Press Newsletter, which had a number of MAC tips. She asked Betsy to send the address to all MAC SIG members. Lyn then talked about the latest issue of MAC HOME. She said the magazine is just loaded with tips for the MAC user. She again mentioned that we are still looking for MAC instructors. If you any ideas, from the most basic subject, please see Lyn.

Betsy brought up a most exciting new MAC product: The mini Mac! For \$500. you get a MAC with all the latest programs. All you need is a

monitor and keyboard, and you are on your way. It is one way that MAC can compete with low priced PC's. Any monitor and keyboard can be used. This will be great for PC users who are getting fed up with viruses and Microsoft programs coming on the market before all the bugs have been worked out. The Wall Street Journal gave the new MAC a glowing review. Neil Denkler remarked on how so many of the PC owners know nothing about MACs and they would probably be particularly interested in hearing about the product from MAC users as a solution to their problems.

Another new product Betsy mentioned was iWork, which is going to be the replacement for Apple Works. At this point in time, the program does not do graphs or spread sheets. It will only be a matter of time before it encompasses all of Apple Works capabilities and will be much more powerful.

A word of thanks to Jack Drill for his connections which allowed the club to purchase copies of Microsoft Office for each MAC machine in the lab.

Of interest was the announcement that DMUG has come up with a way to create your own blog site. Blogs differ from websites in one important way: They are FREE! If you want to know more about the subject, just log on to this site:<http://desertmacusers.blogspot.com/> They are great if you have a group with whom you regularly communicate like DMUG's program, and you will be able to set up YOUR own blog site with their help.

DMUG and MAC SIG are


working on a spring trip to an Apple store. Possible destination is San Diego. Keep tuned in for further details.

See you at the next MAC SIG meeting on  
**February 18th at 9:00 a.m.**

## New Mac Class Offering

By Shirley Allan

RoadRunner and Macintosh Mail. Confusing? Yep, but it doesn't have to be. If you have RoadRunner and would like to know how to use the "Mail" program that came with your Macintosh, this class is for you. It is a basic class where you will learn how to set up sub accounts on RoadRunner and then follow through by setting up your Mail account. You will also learn how to send junk mail into a special Junk Mail box, set up a separate mail box for mail from a selected source, and place hyperlinks from Safari in your e-mail. Handouts will be provided. This will be a demonstration class rather than a hands on class so you can relax and take notes if you feel the need.



## Windows SIG

The next Windows SIG meeting will be held on Feb.15, at 7:00 p.m. in the lab.

# Mac Notes and News

## Exchanging Documents Between Mac (AppleWorks) and Windows Platforms

By Shirley Allan

It takes a lot of persistence to exchange files with a Windows platform. Cross platform communication is not an exact science, but here is a suggestion to try.

To save your work in a format that is readable by those using Microsoft Office:

1. Compose your document and choose "Save As" from the "File" menu. Give your document a name. **Add the appropriate extension** to the name of your document. (.doc for word processing and .xls for spreadsheet)
2. Directly under the document name, click the double arrows and select "Desktop." (Always save to your desktop so you can find the document to attach to your e-mail.)
3. You must know what version of Microsoft your receiver is using. Select that format from the pull-down "File Format: AppleWorks" menu and click save.
4. Send the file as an attachment to the Microsoft user.

To open a file from a Microsoft Office user:

1. Launch AppleWorks and choose "Open" from the "File" menu.
2. At "Document Type" pull down menu, select "Word Processing" or "Spread Sheet."
3. At "File Format" pull down menu, select "All Available."
4. Navigate to the file you want and click on "Open."
5. If you need to save the document, be sure select "AppleWorks" from the "File Format" menu. Now you can edit the document as if you created it in AppleWorks.

## Macintosh Beginner Classes

By Shirley Allan

Because some of the Mac classes have funny names, here is a run-down of some of the beginning classes in February.

1. **OS X (Taming Jaguar/Panther)** is taught in two classes. Each class covers different aspects of System Preferences. Don't let the technical name keep you from taking these classes. Each class will teach you where to set simple things like the date and time for your menu bar, the color and timing of your screen saver and most importantly, how to get your free software updates from Apple.
2. **Understanding your Mac** teaches beginners such things as how to place often used programs in your dock, send documents to other platforms (non-Mac machines), and is meant to answer the most asked questions about your Mac.
3. **The AppleWorks** series is taught in four sequential classes. The first three are in the Word Processing module and the last is in a combination of the Word Processing module and the Draw module. Classes in AppleWorks continue in March.

After the four sequential classes you may want to try the Creating and Sorting Lists and Making Labels class which is in the AppleWorks Data Base module.

All AppleWorks classes are meant for the beginner although intermediate users may pick up some handy tips.

## Mac Classes

By Lyn Morse

### iTunes

If you took Lou's beginning class on iTunes, and walked out thinking "Wow, I'd like to hear some of that again!", well, you have that opportunity this month. Look for it on the calendar, and go prepared to take notes! I went home and put what I had learned to practice; now I want to hear him again and do the rest I missed.

Lou is also repeating the advanced iTunes, but for heaven's sake, take the beginning or basic one first!

### Digital Photo Sheets

This takes the place of printing 4x6 photos and putting them into albums. This concept lets you put photo and text (and graphics if you want them) onto an 8X10 sheet of photo paper.

# Software Review

## A software review by Shelia Harbet

### Adobe Photoshop 7 Photoshop for Portrait Photographers:

#### The Basics By Todd Morrison

Todd Morrison brings over 13 years experience as a professional photographer to "Photoshop for Portrait Photographers: The Basics", a CD study program.

Morrison presents the lessons logically, and the Photoshop student may view them one at a time or as a complete course. Although this training video is labeled "Pure Interactive," there is in fact no interaction between Morrison and the student.

The Photoshop student progresses through 5 lessons, or modules, in about an hour. The modules begin by describing ways to change or adjust default preferences. The second module focuses on working with color settings and simple file management, the third on shortcuts for navigation tools and tricks for adjusting images. The fourth module presents how to use the "unsharp mask", and lastly, a module geared for the professional photographer: creating picture packages for clients.

Throughout the modules, Morrison gives the user a rationale for the steps he describes. This was extremely informative. In

most demonstrations, Morrison showed before and after simulations of the effects of his photo adjustments, thus he gave the student a clear picture of the steps he took..

As a novice Photoshop user and photography hobbyist with a PC, I found the individual modules easy to follow. I would have enjoyed a greater focus on the PC user since the program focuses virtually all its lessons on a Power Mac. I would also have appreciated an interactive component accompanying the modules; interaction would further enhance the already good program. When discussing the use of multiple images, Morrison might consider actually having two images in the workspace for easy comparison by the student.

Lastly, if the author were to revise this program, I would suggest a "cheat sheet" with all the short cuts demonstrated, for handy reference when working within Photoshop.

Overall, the video was well paced, showed a nice progression of skills, and kept my attention. I recommend this program for everyone with an interest in sharpening their Photoshop skills, including photographers and those computer users who simply want to change pictures they receive by email or discover on the internet.



# Good Conduct Review

By Jan Grenert

Every so often it is necessary to print a reminder to our members about the DO's and DON'Ts of being a good member:

#### DO:

- Know the procedure to sign up for classes.
- If you are taking a series of classes, sign up on each sheet of the series.
- Sign up for classes during open lab time, not when a class is in session or between sessions.
- Let the instructor know if you signed up for a class, but cannot attend. Instructors phone numbers are on the back of the Bits & Bytes.
- Keep your membership current. You must be a member to take classes and use the lab. The membership is renewed annually on the first of July.
- Remember to be considerate and courteous of others.
- Consider serving as a lab monitor—we need you!

#### DON'T:

- Bring any drinks into the lab. An accidental spill can be costly.
- Please do not turn off the computers or the monitors. The machines are routinely shut down and re-booted by the Maintenance team.
- Do not drop off any used equipment in the lab.

# Barbara Kaye on AOL

Do you want to change your AOL screen name, but you're hesitant to do it because you've been told there is no way to transfer your Address Book or Favorites to another screen name? Well, it isn't exactly poetry, but there IS a way to do it.

Let's start with your Favorites. Open AOL to your old screen name and open your Favorites list by clicking on the heart in the upper right corner of your AOL screen. Now open a Write Mail window by clicking on the Write icon in the upper left of your AOL screen. Now with the Write Mail window and the Favorites window side by side, click and drag each link in your Favorites list into the body of the new email. Be sure to add a return after each one. To do this, click the mouse at the end of each line and press the Enter key. When you have copied all your Favorites to the email, mail it to your new screen name. Close your old screen name and open your new screen name. Open the email you have sent yourself. Click on each of the links in the email in turn and add them to your Favorites.

Now it's time to transfer your Address Book entries. Open AOL to your old screen name. Click on the Write icon in the upper left of the AOL screen to open a new Write Mail window. Now click on the Address Book icon on the right of the Write Mail window. This opens your

Address Book and places the window right on top of your Write Mail window. It's important to be able to see both at once, so click on the top border of the Address Book window and hold the mouse button down while you drag the window to the right. Move it as far as you can but not so far that you cannot see the up and down arrows and the slider to the right of the list of names in your Address Book. Now click on the Write Mail window and drag it to the left so you can see both windows side by side. If there is a little overlap, that's OK.

Click on the first name in the list and holding down the shift key, slide the slider to the bottom of the list and click on the last name. If you've done it right, all the names should be highlighted. Now click Send Mail. All those names will be inserted into the Send To box of a new email. You may want to take this opportunity to send all your friends an email telling them your new email address, but for now, highlight all the names in the Send To box. To do this, click at the end of the last name and, while holding the mouse button down, move the cursor up and to the left until it stops finding more names. To copy the names, click on Edit in the upper left of the AOL screen and click on Copy (or you can use the keystrokes Ctrl C). Now click the mouse in the body of the email and once the cursor is flashing in the body section of the email

(where you usually type your message), click on Edit again and this time, choose Paste (or you can use the keystrokes Ctrl V). All those names should now be copied to the email. Now erase all the names in the Send To box by highlighting them and pressing Delete. Type in your new screen name in the Send To box and send the email to yourself.

Close your old AOL screen name and open up your new one. Open the email you sent yourself and right click on each underlined name in turn and choose Add to Address Book. AOL screen names in your Address Book will not be underlined and cannot be added the same way. To add an AOL name, highlight it, click Edit and Copy (or Ctrl C). Then click on the Address Book and click Add in the lower right corner of the Address Book window. Click in the Screen name field and click Edit and Paste (or Ctrl V). Do that for each AOL screen name you have in your Address Book. You can later add their other information manually, but at least you will have their email addresses, which you will need to send them all an email announcing your new screen name.

Even if you keep your old screen name, if you are changing from AOL for the MAC to AOL for the PC, you will have to go through the above procedures.

# February Class Schedule

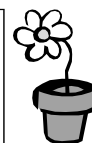
Day	Date	Time	Class	Signup Book	Teacher
Mon	Jan 31	9:00	Beginning PC Part 1	3	Jim Calvert
		2:00	Windows XP Beyond the Basics - Part 1 (PC)	3	Kerry Greene
		3:00	OS X (Jaguar/Panther) Beginning Mac part 1	1	Shirley Allan
		4:00	I've Taken the Picture. Now What? (Mac)	1	Lyn Morse
Tues.	Feb. 1	9:00	Beginning PC Part 2	3	Jim Calvert
		1:00	Scanner part 1 (PC/Mac)	6	Pete Claar
		2:00	Windows XP Beyond the Basics - Part 2 (PC)	3	Kerry Greene
Wed	Feb. 2	9:00	Beginning PC Part 3	3	Jim Calvert
		1:00	Scanner part 2 (PC/Mac)	6	Pete Claar
		2:00	Windows XP Beyond the Basics - Part 3 (PC)	3	Kerry Greene
		3:00	Understanding Your Mac (bring questions)	1	Shirley Allan
Thurs	Feb. 3	9:00	Beginning PC Part 4	3	Jim Calvert
		1:00	Make Personalized Business/Calling Cards with Printshop (PC)	4	Larry Allen
		2:00	Windows XP Beyond the Basics - Part 4 (PC)	3	Kerry Greene
		3:00	Word Art (PC) More than one hour	2	Jan Grenert
Fri	Feb. 4	9:00	Beginning PC Part 5	3	Jim Calvert
		2:00	Windows XP Beyond the Basics - Part 5 (PC)	3	Kerry Greene
		4:00	Greeting Cards with Printshop part 1 (PC)	4	Doris Keniry
Sat	Feb. 5		10:00 to 12:00 open lab		
Mon	Feb. 7	8:00	Excel 1 (PC)	5	Jan Grenert
		9:00	Excel 2 (PC)	5	Jan Grenert
		2:00	Photoshop Elements Beginning Part 1 (PC/Mac)	6	Jim Calvert
		3:00	OS X (Jaguar/Panther) Beginning Mac part 2	1	Shirley Allan
Tues	Feb. 8	8:00	Basic IPhoto – More than an hour (Mac)	1	Lyn Morse
		1:00	Understanding Computer Terminology (PC/Mac)	12	Pete Claar
		2:00	Photoshop Elements Beginning Part 2 (PC/Mac)	6	Jim Calvert
		3:00	Digital photo pages – More than 1 hour (Mac)	1	Lyn Morse
		7:00	<b>Internet SIG</b>		
Wed	Feb. 9	9:00	Managing Files and Folders – Part 1 (PC)	10	Murray Ross
		1:00	Download Free Software from the Internet more than one hour (PC/Mac)	7	Pete Claar
		3:00	Safari; Apple's Browser (Mac)	1	Shirley Allan
		4:00	Really Basic Internet and e-Mail (AOL)	7	Dave Allan
		7:00	<b>Digital SIG</b>		
Thur	Feb. 10	9:00	Burning CDs with Windows XP	9	Jim Calvert
		1:00	Make Personalized Return Labels - Printshop (PC)	4	Larry Allen
		2:00	Internet Browsing- Understanding and Using Bookmarks/Favorites	7	Shelia Harbet
		3:00	Word Draw (PC) More than one hour	2	Jan Grenert
Fri	Feb. 11	8:00	iPhoto albums – More than 1 hour (Mac)	1	Lyn Morse
		1:00	Excel 3 (PC)	5	Jan Grenert
		2:00	Excel 4 (PC) More than one hour	5	Jan Grenert
		4:00	Greeting Cards with Printshop part 2 (PC)	4	Doris Keniry
Sat	Feb. 12		10:00 to 12:00 open lab		
Mon	Feb. 14	8:00	Word 1 – Creating a Basic Letter (PC)	2	Shirley Celli
		9:00	Word 2 – Revising a Basic Letter (PC)	2	Shirley Celli
		1:00	E-Mail Using Outlook Express – Part 1 (PC)	7	Kerry Greene
		2:00	Photoshop Elements Beginning Part 3 (PC/Mac)	6	Jim Calvert
		3:00	AppleWorks 1, Setting Preferences (Mac)	1	Shirley Allan
		4:00	Using Stomper to Create CD Labels (Mac)	1	Lyn Morse
		7:00	Beginning PC Part 1	3	Jim Calvert

# February Class Schedule

Day	Date	Time	Class	Signup Book	Teacher
Tues	Feb. 15	8:00	PictureIt, simple photo album – more than 1 hour (PC)	6	Helene Barker
		1:00	E-Mail Using Outlook Express – Part 2 (PC)	7	Kerry Greene
		2:00	Board Meeting		
		4:00	Photos/Graphics into Word – More than 1 hour (Mac)	1	Lyn Morse
		7:00	<b>Windows SIG</b>		
Wed	Feb. 16	9:00	Windows Maintenance and Organization (PC)	12	Charley Voelker
		1:00	E-Mail Using Outlook Express – Part 3 (PC)	7	Kerry Greene
		2:00	Photoshop Elements Beginning Part 4 (PC/Mac)	6	Jim Calvert
		3:00	Calling/Business Cards in AppleWorks (Mac)	1	Shirley Allan
		4:00	Really Basic Internet and e-Mail (AOL)		Dave Allan
		7:00	Beginning PC Part 2	3	Jim Calvert
Thur	Feb. 17	8:30	Crafts with Printshop (PC)	5	Golden gals.
		1:00	E-Mail Using Outlook Express – Part 4 (PC)	7	Kerry Greene
		2:00	Photoshop Elements Beginning Part 5 (PC/Mac)	6	Jim Calvert
		3:00	Online Banking (PC/Mac)	8	Frances Brewer
		7:00	Beginning PC Part 3	3	Jim Calvert
Fri	Feb. 18	9:00	<b>Mac SIG</b>		
		1:00	E-Mail Using Outlook Express – Part 5 (PC)	7	Kerry Greene
		2:00	Photoshop Elements Advanced - more than one hour (PC/Mac)	6	Elliot Freeman
		4:00	Greeting Cards with Printshop part 3 (PC)	4	Doris Keniry
		7:00	Beginning PC Part 4	3	Jim Calvert
Sat	Feb. 19		10:00 to 12:00 open lab		
		12:00	<b>Digital Art SIG</b>		
Mon	Feb. 21	8:00	Word 3 - More Letter Basics (PC)	2	Shirley Celli
		9:00	Word 3.5 – Envelopes and Labels (PC)	2	Shirley Celli
		1:00	Spy ware! How to get rid of it (PC)	11	Kerry Greene
		2:00	Managing Files and Folders – Part 2 (PC)	10	Murray Ross
		3:00	AppleWorks II, Formatting Documents (Mac)	1	Shirley Allan
		4:00	Basic iTunes – more than an hour (Mac)s	1	Lou Shapiro
Tues.	Feb. 22	9:00	Beginning PC Part 1	3	Jim Calvert
		2:00	<b>General Meeting</b>		
Wed.	Feb. 23	9:00	Beginning PC Part 2	3	Jim Calvert
		1:00	Advanced Photoshop (PC/Mac) More than one hour	6	Elliot Freeman
		3:00	RoadRunner and Apple e-Mail (Mac)	1	Shirley Allan
		4:00	Really Basic Internet and e-Mail (AOL)	7	Dave Allan
Thur	Feb. 24	9:00	Beginning PC Part 3	3	Jim Calvert
		1:00	Type 160 Words per Minute without a Keyboard Using Dragon (PC)	13	Larry Allen
		3:00	Digital Pictures in Word documents (PC)	2	Jan Grenert
		4:00	Greeting Cards with Printshop part 4 (PC)	4	Doris Keniry
Fri	Feb. 25	9:00	Beginning PC Part 4	3	Jim Calvert
		1:00	Burning CDs with Windows XP	9	Jim Calvert
		2:00	Digital Cameras: The Next Step – Two hours	6	Donna Szostak
		4:00	Advanced iTunes –more than an hour (Mac)	1	Lou Shapiro
Sat	Feb. 26		10:00 – 12:00 open lab		



**From the Editor: A note of thanks to Lyn Morse for alphabetizing the schedule and for proof reading this newsletter each month . Her cheerful help and support is greatly appreciated.**



# February Classes Listed Alphabetically

## AppleWorks series (Mac)

Calling/Business cards	2-16	3:00
1 Setting Preferences	2-14	3:00
2 Formatting Documents	2-21	3:00

Beginning Mac, part 1	1-31	3:00
Beginning Mac, part 2	2-7	3:00

## Beginning PC series

1 The mouse	1-31	9:00
2 The Keyboard	2-1	9:00
3 Creating & Saving Files	2-2	9:00
4 Saving Files to disc	2-3	9:00
5 Beginning Spreadsheet	2-4	9:00
1 The mouse	2-14	7:00pm
2 The Keyboard	2-16	7:00pm
3 Creating & Saving Files	2-17	7:00pm
4 Saving Files to a disc	2-18	7:00pm
1 The mouse	2-22	9:00
2 The Keyboard	2-23	9:00
3 Creating & Saving Files	2-24	9:00
4 Saving Files to disc	2-25	9:00

## **BOARD MEETING**

Burning CDs with XP	2-10	9:00
Burning CDs with XP	2-25	1:00
Business/Cards with PrintShop	2-3	1:00

Crafts with Printshop	2-17	8:30+
CD labels using Stomper (Mac)	2-14	4:00+

Digital Cameras, next step	2-25	2:00+
Digital Photo Pages – Mac	2-8	3:00+
Digital Photos into Word - Mac	2-15	4:00+

## **DIGITAL SIG**

## **DIGITAL Art SIG**

Download Free Software PC/Mac	2-9	1:00+
E-mail w/ Outlook Express, pt 1	2-14	1:00
E-mail w/ Outlook Express, pt 2	2-15	1:00
E-mail w/ Outlook Express, pt 3	2-16	1:00
E-mail w/ Outlook Express, pt 4	2-17	1:00
E-mail w/ Outlook Express, pt 5	2-18	1:00

## Excel Series for the PC

Excel 1	2-7	8:00
Excel 2	2-7	9:00
Excel 3	2-11	1:00
Excel 4	2-11	2:00

## **GENERAL MEETING**

## Greeting Card series - Print Shop - PC

Greeting Cards 1	2-4	4:00
Greeting Cards 2	2-11	4:00
Greeting Cards 3	2-18	4:00
Greeting Cards 4	2-24	4:00

Internet Browsing – Bookmarks	2-10	2:00
Internet, Really Basic & AOL mail	2-9	4:00
Internet, Really Basic & AOL mail	2-16	4:00
Internet, Really Basic & AOL mail	2-23	4:00

## **INTERNET SIG**

## iLIFE SERIES

iPhoto Basic, part 1	2-8	8:00+
iPhoto Albums, part 2	2-11	8:00+
iTunes, Basic	2-21	4:00+
iTunes, Advanced	2-25	4:00+
I've Taken the Photo, Now What?	1-31	4:00

## **MAC SIG**

Managing Files & Folders, pt. 1	2-9	9:00
Managing Files & Folders, pt 2	2-21	2:00

Online Banking PC/Mac	2-17	3:00
OS X (Jaguar & Panther) Beg. Mac 1	1-31	3:00
OS X (Jaguar & Panther) Beg. Mac 2	2-7	3:00

Photos into Word – PC	2-24	3:00
Photos/Graphics into Word –Mac	2-15	4:00+

## PhotoShop Elements series – PC/Mac

Beginners, part 1	2-7	2:00
Beginners, part 2	2-8	2:00
Beginners, part 3	2-14	2:00
Beginners, part 4	2-16	2:00
Beginners, part 5	2-17	2:00
Advanced	2-18	2:00+

## PhotoShop CS series Advanced (PC)

Picture It – simple photo album	2-15	8:00+
---------------------------------	------	-------

Return Labels with PrintShop	2-10	1:00
Roadrunner and Apple e-Mail	2-23	3:00

Safari, Apple's Browser (Mac)	2-9	3:00
Scanner, part 1 (PC & Mac)	2-1	1:00
Scanner, part 2 (PC & Mac)	2-2	1:00
Spyware! How to Get Rid of It	2-21	1:00

Typing without a keyboard	2-24	1:00
Using Dragon Speaking		

Understanding Computer Terms	2-8	1:00
Understanding Your Mac	2-2	3:00
Using Stomper to make CD Labels	2-14	4:00+

Windows Maintenance & Organization	2-16	9:00
------------------------------------	------	------

## **Windows SIG**

## Windows XP series

Beyond the Basics 1	1-31	2:00
Beyond the Basics 2	2-1	2:00
Beyond the Basics 3	2-2	2:00
Beyond the Basics 4	2-3	2:00
Beyond the Basics 5	2-4	2:00

## **Word Series - PC**

### Shirley Celli—Beginning

1 Creating a Basic Letter	2-14	8:00
2 Revising a Basic Letter	2-14	9:00
3 More business letter basics	2-21	8:00
3.5 Envelopes and Labels	2-21	9:00

### Jan Grenert—Advanced

Word Art – PC	2-3	3:00
Word Draw - PC	2-10	3:00
Digital Pictures into Word - PC	2-24	3:00

# February General Club Information

## INTERNET SIG

Feb. 8, 7:00 p.m.

## DIGITAL SIG

Feb 9, 7:00 p.m.

## BOARD MEETING

Feb. 15, 2:00 p.m.

## WINDOWS SIG

Feb. 15, 7:00 p.m.



## MAC SIG

Feb. 18, 9:00 a.m.

## DIGITAL ARTS SIG

Feb. 19, 12:00 Noon

## GENERAL MEETING

Feb. 22, 2:00 p.m.

## Welcome new Lab Monitor David Feign

### "Let's Compute" Officers

Sheldon Plotkin, President.....	360-0789 .....	sunctyplot@earthlink.net
Lyn Morse, VP Programs .....	345-4466 .....	lynmorse@aol.com
Kent McDonald, VP Communications.....	345-2931 .....	rkmcdonald@earthlink.net
Jim Calvert, VP Education .....	772-6710 .....	jim2anna@aol.com
Jan Grenert, Secretary, Newsletter Editor .....	360-9085 .....	jgrenert@dc.rr.com
Dave Allan, Treasurer.....	345-5087 .....	DYAllan@aol.com
Pete Claar, Member-At-Large .....	772-9509 .....	zadhoc@hotmail.com

### 35 MM Scanner Monitors

Felice Bourne	Conrad Lembers
Pete Claar	Sheldon Plotkin
Jack Drill	Leonette Rowe
Walter Goldsmith	Harvey Schwartz

**Dale Seffer, Coordinator**

### Computer Maintenance Team

#### Pete Claar, Chairman

Jim Calvert  
Jack Drill  
Dick Franzen  
Kerry Greene

Shelia Harbet  
Barbara Kaye  
Kent McDonald  
Sheldon Plotkin  
Dale Seffer

### February Teachers

Dave Allan.....	345-5087
Shirley Allan.....	345-5087
Larry Allen .....	200-0981
Helene Barker.....	360-5713
Jim Calvert .....	772-6710
Frances Brewer.....	772-8868
Shirley Celli.....	345-7159
Pete Claar .....	772-0509
Liz Ferrel.....	360-1376
Elliot Freeman .....	360-4780
Kerry Greene .....	200-1551
Jan Grenert .....	360-9085
Shelia Harbet.....	360-7146
Doris Keniry.....	345-3464
Lyn Morse .....	345-4466
Murray Ross .....	360-0145
Lou Shapiro .....	772-9881
Donna Szostak.....	360-7500
Charlie Voelker .....	345-0123

### February Lab Monitors

#### Shirley Cronin, Co-ordinator

Bill Crowley  
Frank Diaz  
Jack Drill  
Jan Grenert  
Ree McCarthy  
Bob Osborn

Pat Palladino  
Howard Reese  
Leonette Rowe  
Noreen Roullard  
Norma Streeter  
Charlie Voelker  
Rod Walling



Publication of the SCPD  
"Let's Compute" Computer Club  
Address Correspondence to:  
Bits & Bytes  
38180 Del Webb Blvd.  
Palm Desert, CA 92211  
e-mail: letscompute@earthlink.net

**Bits & Bytes** is distributed to current members of the SCPD "Let's Compute" Computer Club, which provides this publication for informational purposes only. The club neither endorses nor promotes any of the products or services that have been mentioned or suggested herein, or at any meeting, and assumes no responsibility or liability