

SCPD "Let's Compute" Computer Club



BITS & BYTES



WWW.SCPD-ComputerClub.org

February 2007 Volume XII Number 2

General Meeting Feb 20

The Prez Sez...

By Lyn Morse

I wasn't here for the January general meeting, but I've heard many glowing comments on Cynthia Hunter's presentation for The Ink Dot. I was asked if she would return; we'll try to have her back next year.

This month we have Smart Computing returning with their presentation of what they offer you through both their magazines and the website. You will definitely want to mark your calendar for Brynn's presentation. We'll be giving away some subscriptions to a few lucky ticket holders, so don't forget your membership card to get one of those tickets for the drawing.

For those of you PC users who use the lab only for email, and go to the lab to find all PCs in use, I promise there are no alligators in the aisle between the

Continued on page 2

Improve Your PC Skills & Help Your User Group At The Same Time!

Smart Computing
In Plain English

Click Here!



Let's Compute is looking forward to the February 20th general meeting where Brynn Burtwistle will be the presenter on behalf of Sandhills Publishing, and specifically **Smart Computing**.

Brynn's presentation will inform attendees about Sandhills Publishing's magazines and the *Smart Computing* User Group Program. She will take members through an issue of *Smart Computing*, show the value of **SmartComputing.com** through a live demonstration and introduce everyone to *Smart Computing's* sister publications -

- *PC Today*,
- *Computer PowersUser*
- *PC Novice Reference Series*.

Each member will receive a packet of *Smart Computing* goodies along with the door prize ticket; *Smart Computing* merchandise will be offered as door prizes also. We invite all our members who are interested in expanding their computer knowledge to attend the general meeting at 2:00 p.m. in Speakers Hall. Don't forget to bring your membership card.

THE PREZ SEZ...

continued

PCs and Macs, and wonder of wonders, you can go online from the Macs also. AOL, Firefox and Safari are all down in the dock at the bottom just waiting for you to click on them (the mouse is just one button) and let them take you to the world.

A few things have happened in the lab over the past two months that need to be shared with you. I believe you will be as bothered by them as I am; at least, you may become more aware of some of the things that have happened that shouldn't have.

To begin with, all of us who work for you in Let's Compute are volunteers. We're there simply because we want to be and feel that perhaps we can give back what we have learned over the years – you know, the idea of "Pay It Forward." We receive no monetary compensation. We pay our \$25 just as everyone else does.

Sometimes emergencies happen when we teachers can't make a class that has been scheduled; that's why we ask you to sign up and give your telephone number so we can call you. Don't just drop by for the class and expect it to be in session.

Sometimes a monitor may simply forget or may have an emergency arise. In such cases, the lab has to be closed. Of course, we all forget things; we accept that and don't make a case out of it.

You wonder where this is going? Okay, here it is. One of our monitors had to close the lab because the monitor who fol-

lowed him forgot to come. The first monitor couldn't stay and cover; he had another commitment. He asked everyone to leave since the lab cannot be open without a monitor or teacher there. Everyone understood and left except for one man who refused to leave and harangued the monitor. The monitor finally got him out the door and locked it. After a stop in the post office, the monitor started to his car, only to have the angry man waiting for him outside the building, where he continued his harangue all the way to the monitor's car. That is unacceptable behavior. It's even in the Association's Rules and Regulations for behavior. Unfortunately, the monitor did not know the man's name, and was too upset to get it. When he is finally identified, the Board will speak with him.

Another case? A woman came into the lab and was upset to find that there were no PCs available for her to use. She noted that people were playing games, and she wanted the monitor to ask one of them to leave so she could "conduct her business." Two things here: first, everyone pays the same \$25 and it's first come, first on the computers. You might consider limiting the time you spend when people are waiting, but the monitor is not going to ask you to give up a computer if you are using it correctly/appropriately. Which brings up the second issue: using it appropriately. The Association's Rules and Regulations state that an individual cannot use any equipment or space to conduct a business. These R and R's for Clubs may be found on the Association's website.

Yes, you can do banking or make a reservation for yourself – the keyword here being yourself (and family). You may not do this if you are being compensated – that is a business. Two years ago, Let's Compute had to ask an individual to stop using the lab for his business or his membership would be withdrawn. He stopped the practice.

In line with this, teachers are not allowed to use their classes to promote business for themselves. The Board has had to speak to two teachers about this in the past, and the practice was stopped in those classes.

I guess the bottom line here is that we're fortunate in having a computer lab with individuals who are willing to "pay it forward" so that you might have open lab time and a wide variety of free classes. Let's Compute can continue having both for you as long as there are volunteers willing to make it all possible. Membership behavior will either make the volunteers want to continue or cause them to withdraw their time. With your cooperation, and an occasional thank you to the volunteer, Let's Compute will continue to operate.

At this writing, we're approaching the ONE THOUSAND mark. That's a lot of people to work with, and reminds me of the old saying, "You can't please all of the people all of the time, but you can please some of the people some of the time." 'Tis true, 'tis true, but your volunteers try *all* the time. You'll want to read the article written by Charlie Voelker about A Day in the Life of a Monitor. It may be an eye opener for you.



By Jill Johnson

Fifteen members attended the January meeting. Moderator Jan Grenert introduced Barbara Kaye, who presented a most interesting and knowledgeable explanation of the Life Manager, her four gigabyte, external hard drive. This is a device that is perfect for downloading photos taken while traveling. It is manufactured by "Palm One" and costs approximately \$400.00.

Convenient and small in size. It is only about 5"x7". Barbara is an avid photographer, and to her the Life Manager is well worth the money because of its convenience and practicality. The four megabyte hard drive holds a lot of pictures!

She demonstrated how to download photos from the camera to the Life Manager, as well as how to transfer the photos from that external hard drive to the computer.

We also discussed the pros and cons of various types of cameras. Barbara also gave some ideas on how we might find misplaced photos on our computers.

You would be surprised what you could learn at Digital SIG, so do come with your questions and share your helpful hints. **Our next meeting on February 14 at 7:00 pm.**



By Kent McDonald

At this Internet SIG meeting, we decided to compare the Internet Service Providers (ISPs) that we in the computer club love to hate.

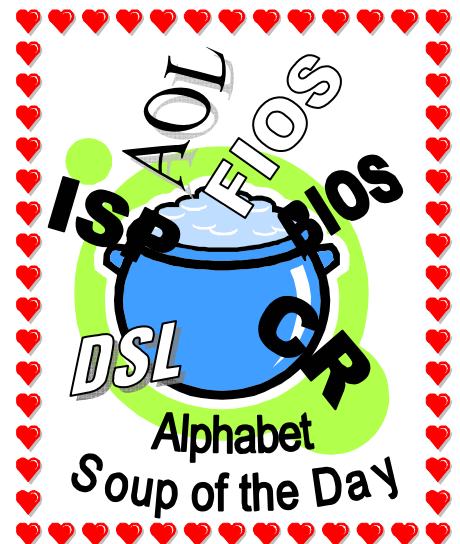
Kent McDonald started off the discussion by showing the latest Consumer Report (CR) magazine ratings for the major ISPs as determined in a survey of 35,000 of its subscribers. ISPs fall into one or more categories determined by the types of service they provide: Dialup, Satellite Broadband, DSL Broadband, Cable Broadband, and Fiber Broadband. Generally, the speed and cost of these offerings increase as you go from Dialup to Fiber Broadband.

Some nationwide ISPs offer more than one type of service, but your options depend on where you live. The most common ISP here at SCPD is AOL. It was panned by CR as the dialup provider with the least satisfactory service. On the other hand, Verizon FIOS broadband service, available now at SCPD, has the happiest customers. Indeed, those club members present who had FIOS installed were quick to praise the Verizon customer service. We heard the blow-by-blow stories of several FIOS installations, which pointed out that some of our homes are much easier to equip

than others. Also, the earliest installations involved installation of wire in the attics; later installations have relied on wireless connections instead.

The CR ratings for RoadRunner and Earthlink were very good. It is worth noting that Time Warner offers broadband service over its cable for AOL and Earthlink customers, in addition to its own RoadRunner service. Recently, AOL stopped charging its customers for accounts if they utilized another ISP such as Time Warner. However, there is no AOL customer service for those free accounts. The Verizon DSL Broadband service, rated best value by CR, is difficult/impossible to get at SCPD now that Verizon is so anxious to sell their new FIOS broadband service. The new competition of FIOS seems to have gotten the attention of Time Warner; TW is going to test and adjust the entire SCPD cable system starting January 15. Hopefully, the cable outages and slowdowns will disappear!?

The next Internet SIG meeting will be held in the lab at 7:00 p.m. on Feb. 13.





By Kerry Greene

The January Windows SIG returned to its regularly scheduled time (third Tuesday of the month) after meeting at a special time in December for a wonderful presentation of Windows Vista by Greg Feiges. One of the new features of Windows Vista is Internet Explorer 7, which became our topic of discussion for the January meeting.

You don't have to upgrade to Windows Vista to get Internet Explorer 7. Microsoft is including it with its 'critical updates', and some of you may already have it. We discussed some of the known issues with this update, and how to block the automatic download if you wish to wait. Just set your Automatic Updates in System Properties to 'Notify me but don't automatically download or install them'. Problems arising from this update are sporadic, and most of us are having a smooth ride.

We looked at some of the new features of Internet Explorer 7, and demonstrated them for all to see. The tabbed browsing feature makes your cruise on the Internet much faster, more convenient and just plain fun. A search function is built in to IE7 with your choice of search engine. Another new addition is an RSS reader (Rich Site Summary or Really Simple Syndication),

which keeps you up to date on the latest news headlines, with links to the full story. A new 'zoom in' feature for enlarging small text is easy to use, with almost infinite settings. Also, the Print and Print Preview utilities are greatly improved, adding zoom in/out and margin setting capabilities. The list of improvements goes on and on – head over to www.microsoft.com/windows/i.e. to take a quick tour or watch the video.

Microsoft claims to have improved the security of IE 7. One such security measure is a built-in phishing filter, which protects you against fraudulent websites and online phishing scams, such as deceptive attempts to capture your personal information or passwords.

IE7 has been installed on all of the Windows computers in the Computer Club for your convenience and enjoyment. Grab your membership card and swing by to take a test drive.

The Windows SIG will meet again in February on the 20th at 7:00 pm in the computer club lab. Bring your questions (and answers).

If you would like to suggest a topic for discussion, please drop me an email at kermit2@dc.rr.com.

<input type="checkbox"/>	March 20 General Meeting Program	<input type="checkbox"/>
<input type="checkbox"/>	Dave Whittle demos Muvée V.5	<input type="checkbox"/>
<input type="checkbox"/>	Preview at muvée.com	<input type="checkbox"/>



By Kent McDonald

Moderator for this month's Mac SIG was Kent McDonald. The topic of discussion was news from the recent MacWorld conference, wherein Apple made several product announcements. The Microsoft Office 2008 suite, which replaces Office 2004, will be released later this year and priced about the same. It will not adopt the new "ribbon" look that the PC version will have, but it will require all users of previous versions to download converters to enable reading the new XML file format in Office 2008 for Mac as well as Office 2007 for PC. As before, the Mac version will have some enhancements that the PC version does not have.

Everyone was hoping that Mac OS 10.5, Leopard, would be announced, but it was not; the release should be within the first quarter though. It will have the powerful new Time Machine feature that manages system backups. When something goes wrong with your system, Time Machine will turn back the clock to a previous time when the computer was fine.

Apple Computer now has a new name: Apple Inc. to better describe the breadth of their products. Apple announced that the entire Mac hardware product

Continued on next page

line has been converted in 7 months to the Intel chip, well ahead of schedule. Also, half of all new Macs are being purchased by “switchers” who previously owned PCs. The iTunes Music Store has now sold more than two billion songs online. Amazing!

Two new wireless products were announced: Airport Extreme 802.11n, and Apple TV. The first item is an improved dual-band base station to avoid interference from wireless phones, and the second is a device to send any of your media (music, photos, or video) from your computer to your TV without any cables.

The much-anticipated iPhone announcement stole the show. It is roughly the equivalent of an iPod plus a camera and BlackBerry in one device, except that it is actually better and easy to use. Apple has over 200 patents on the features of the iPhone. It actually runs Mac OS X, so it has the Safari browser and iCal calendar applications, plus the familiar widgets. There is a high-resolution LCD touch screen that not only shows photos and wide-screen movies, but incorporates all of the virtual buttons/keys used to operate the device. You are encouraged to go to the Apple web site to see a demo; you will be amazed. If you have always hated the complexity of your cell phone, just look at the way Apple has revolutionized its user interface. This is definitely going to be a must-have gadget when it comes out in June.



Creating Small PDFs

by Shirley Allan

PDFs are Portable Document files - a way of creating a file that looks exactly the way you create it on anybody else's computer that has Adobe Reader - a program designed to read PDFs which can be downloaded free from <http://www.adobe.com>. Quite often, it can be problematical to send a file to another person as an attachment, if they don't have the same software, e.g. sending someone on a PC an Appleworks file. Unless they have Appleworks for PC, the PC won't be able to read it. With PDF, the file will be sent with the Fonts and spacing preserved so it will look how you created it. Another feature of a PDF is that under normal circumstances, people cannot change or edit a PDF, only read and print it. Usually, to create a PDF, you need an expensive piece of software, or you can struggle away with various shareware pieces of software that never quite reproduce your file exactly as you made it. One of the handy features of OS X (and there are heaps of them) is an built in PDF creator. However, there is one problem. PDFs are supposed to be compressed - smaller than the original file so they can be sent quickly around the web. Quite often, the PDFs created by OSX are larger than the original. Here is how to fix it. Choose Print not Save. The first thing to understand is PDFs are created by printing not saving. So when you are ready to create a PDF, go up to the File menu and select Print not save! In the window that opens, don't worry about what Printer is selected, click where it says Copies and Pages and select Color Sync. Click where it says Quartz Filter and select Reduce File Size. Click the PDF button in the

bottom left of the Print Window and in the drop down list, select Compress PDF.

Comic Life What is it??

By Lyn Morse



Some who have taken the class tell me that this program is greatly misnamed - and I wholeheartedly agree. I guess the developer thought the name would draw in the kids; on the other hand, it may turn off those of us with a few years on the clock.

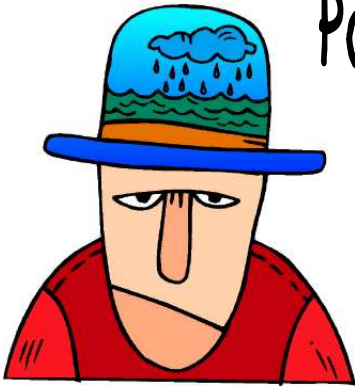
To simplify, Comic Life is a small program that lets you quickly and easily drag photos out of iPhoto into templates of different shape and size to create photo pages. It is actually possible to create a great page in less than five minutes! Yes, you can add text boxes if you want. I usually don't.

If you're not sure this is for you, when you go in to sign up for classes, look at the pages that were made to let you see Southwest Users' Group in San Diego last August. The pages are in the front of the lab on the left cabinet doors. All of those pages were done in less than 30 minutes.

Comic Life was chosen by Apple as one of the programs to put on new computers as a trial version, upgradeable for around \$10. So, you may have the program and just not know it. If you don't, the program ordered from plasq.com is around \$25.

Oh, yes, PC users have been taking the class and keep asking when it will be out for that platform. So, PC users, sign up too. You can always create your pages on the Macs in the lab, save them as jpg files and take them home on your Flash Drive.

Pandemonium in the Computer Room... OR A Day in the Life of a Computer Monitor

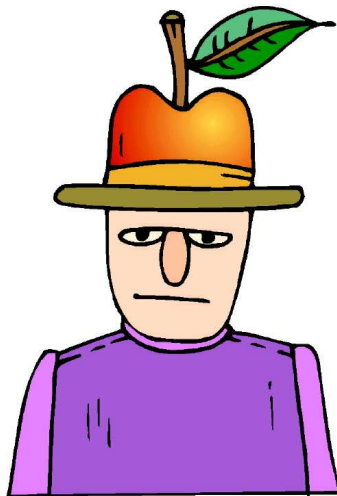


By Charlie Voelker

I am one of the monitors in the computer room. This is a voluntary job I have been doing since the computer club began eons ago, so I have a bit of experience doing this function. I am not a computer expert, but do have enough knowledge and electronics trouble-shooting experience to make me want to assist with problems both in the computer room itself and helping members with their particular problems within the limits of my capability. With this as prelude, I would like to comment on A Day in the Life of a Computer Monitor as seen one day last month. I have never had a situation as frustrating and exasperating as it was on that morning.

Initially, there were more folks wanting to use computers than there were machines available. In all of my years in the lab, I have never seen such a high demand for equipment. A few were upset that they could not have access to a machine, but most were understanding. To complicate things, one user excused himself to go elsewhere for a moment. That moment turned out to be about 40 minutes long, but I honored his request. This action only added to the situation

whereby people waiting for a computer felt that I should be the policeman and enforce some imaginary rule. I was asked if I could limit users to twenty minutes or so, but I felt such action was beyond what I should do as a monitor.



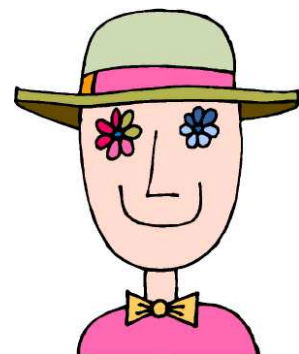
To add to my frustration, the printer was not functioning. Now, this piece of equipment is unfamiliar to me as to how to trouble-shoot it quickly. I frantically tried to get things working by pushing the printer buttons, but it was a hit-or-miss situation. There really wasn't time to do a logical trouble-shooting to get things working; too many things were happening at the same time.

Several people were attempting to print simultaneously and kept hitting the print button; the printer wasn't printing because the queue was overloaded. Every time a user told the computer to print, he/she was simply adding

one more 'jam' to the printer. When the lab is full, it simply takes longer for the printer to process all the requests. Patience is the answer here, but impatience was ruling that day.

Between the printer problem and the people waiting to use computers, it was more than a frustrating experience for everyone; I was dealing with two major problems concurrently that affected 16 people, so that was basically 32 problems. Eventually the printing problem seemed to work itself out and the waiting crowd dispersed. Most folks were more than understanding as I tried to fix things, and I appreciated them.

On an ordinary day as a monitor, I do enjoy being in the computer room trying to be helpful to fellow residents and computer club members. This was an extraordinary day, to say the least.



One not to be repeated, I hope!

Note: Charlie is one of the original members of Let's Compute and has been a monitor for a very long time.

February Class Schedule

DAY	DATE	TIME	CLASS	BOOK	TEACHER
Thur	Feb. 1	3 – 4:30	Word 1 of 3 (PC)	2	Jan Grenert
Fri	Feb. 2	2:00	PC Basics – Mouse & Keyboard	3	Shelia Harbet
Sat	Feb. 3		Check Monitor Schedule		
Mon	Feb. 5	1:00	Understanding Your Mac	1	Shirley Allan
		2 – 3:50	Excel 1 & 2 (PC)	5	Jan Grenert
		4:00	PrintShop Greeting Cards 1 (PC)	4	Doris Keniry
Tues	Feb. 6	2 – 3:50	PhotoShop Elements –Basics (PC)	14	Barbara Kaye
Wed	Feb. 7	3 – 4:50	Integrating Text & Graphics (Mac)	1	Shirley Allan
Thur	Feb. 8	9:00	Board Meeting		
		3 – 4:50	Word 2 of 3 (PC)	2	Jan Grenert
Fri	Feb. 9	8 – 9:50	iTunes (PC & Mac)	1	Lyn Morse
		1 – 2:50	iPhoto	1	Lyn Morse
Sat	Feb. 10		Check Monitor Schedule		
Mon	Feb. 12	2 - 3:50	Memory Pages (Mac)	1	Shirley Allan
		4:00	PrintShop Greeting Cards 2 (PC)	4	Doris Keniry
Tues	Feb. 13	1:00	Comic Life (Mac)	1	Lyn Morse
		3 – 5	iMovie	1	Lyn Morse
		7:00	INTERNET SIG		Lab
Wed.	Feb. 14	8:00	Scanner Fundamentals 1	7	Pete Claar
		9:00	Computer Maintenance (PC)	12	Charlie Voelker
		1 – 2:50	Intro to PC – Windows Basics (1/3)	3	Ron Ehrens
		3 – 5	iDVD	1	Lyn Morse
		7:00	DIGITAL SIG		Lab
Thur	Feb. 15	1:00	Beginning PC (1/5) - Mouse	3	Kerry Greene
		2:00	XP Basics (1/5) Start Menu	3	Kerry Greene
		3 – 4:30	Word 3 of 3 (PC)	2	Jan Grenert
Fri	Feb. 16	9:00	Mac SIG	Lab	
		2:00	Beginning PC – (2/5) Keyboard	3	Kerry Greene
		3:00	XP – Basics (2/5) Taskbar	3	Kerry Greene
Sat	Feb. 17		Check Monitor Schedule		
Mon	Feb. 19	1:00	Search Engine & Bookmarks	7	Shelia Harbet
		2 – 3:50	Excel 3 & 4 (PC)	5	Jan Grenert
		4:00	PrintShop Greeting Cards 3 (PC)	4	Doris Keniry
Tues	Feb. 20	8 – 9:50	Files & Folders (Mac)	1	Lyn Morse
		2:00	General Meeting		Speakers Hall
		7:00	WINDOWS SIG		Lab
Wed	Feb. 21	8 – 9:50	PhotoShop Elements –Basics (PC) repeat of 2/6	14	Barbara Kaye
		1 – 2:50	Intro to PC – Internet, email, and Security (2/3)	3	Ron Ehrens
		3:00	Safari to the Internet (Mac)	1	Shirley Allan
Thur	Feb. 22	2:00	Beginning PC – (3/5) Creating a File	3	Kerry Greene
		3:00	XP – Basics (3/5) Settings	3	Kerry Greene

February Class Schedule

DAY	DATE	TIME	CLASS	BOOK	TEACHER
Fri	Feb. 23	1:00	Beginning PC – (4/5) Save a File	3	Kerry Greene
		2:00	XP – Basics (4/5) Print & email	3	Kerry Greene
		3 – 4:30	More Bookmarks with PrintShop (PC)	4	Ferrel & McCabe
Sat	Feb. 24		Check Monitor Schedule		
Mon	Feb. 26	1:00	Creating Lists & Labels (Mac)	1	Shirley Allan
		2:00	Beginning PC (5/5)	3	Kerry Greene
		3:00	XP – Basics (5/5)	3	Kerry Greene
		4:00	PrintShop Greeting Cards 4 (PC)	4	Doris Keniry
Tues	Feb. 27	2:00	Solving Common PC Problems	15	Shelia Harbet
Wed	Feb. 28	8:00	Scanner Fundamentals 2	7	Pete Claar
		9:00	Typing Workshop	15	Barbara Kaye
		1 – 2:50	Intro to PC Applications Word, Excel, Graphics (3/3)	3	Ron Ehrens
		3 – 4:50	Address Book & Mail (Mac)	1	Shirley Allan

February Monitor and Open Lab Schedule

DATE	DAY	TIME	
		10-12	12-2
Feb. 1	Thurs	B. Osborn	F. Diaz
Feb. 2	Fri	The Kaczorowskis	J. Manion
Feb. 3	Sat	L. Rowe	
Feb. 5	Mon		B. Crowley
Feb. 6	Tue		H. Reese
Feb. 7	Wed	C. Voelker	D. Feign
Feb. 8	Thu	B. Osborn	F. Diaz
Feb. 9	Fri	The Kaczorowskis	J. Manion
Feb. 10	Sat	L. Rowe	
Feb. 12	Mon		B. Crowley
Feb. 13	Tue	S. Cronin	H. Reese
Feb. 14	Wed	C. Voelker	D. Feign
Feb. 15	Thu	B. Osborn	F. Diaz
Feb. 16	Fri	The Kaczorowskis	J. Manion
Feb. 17	Sat	L. Rowe	
Feb. 19	Mon	H. Chase	B. Crowley
Feb. 20	Tue	S. Cronin	H. Reese
Feb. 21	Wed	C. Voelker	D. Feign
Feb. 22	Thu	B. Osborn	F. Diaz
Feb. 23	Fri	The Kaczorowskis	J. Manion
Feb. 24	Sat	L. Rowe	
Feb. 26	Mon	H. Chase	B. Crowley
Feb. 27	Tue	S. Cronin	H. Reese
Feb. 28	Wed	C. Voelker	D. Feign

We ♥ Our Monitors

This issue has featured some articles about member-related problems that have surfaced recently during open lab times. Our members need to know when something out of the unusual happens. Please realize that these situations are very unusual and not part of every day life in the lab.

The monitors listed on the Open Lab Schedule that you see each month in this newsletter are wonderful, generous people who serve our club members faithfully and graciously and with very few problems. We believe our members recognize that fact.

Serving as a monitor has very subtle perks. Learning by helping, learning by observing and sometimes learning from others in the lab. The bits and pieces of information accumulate and soon you are surprised at what you have learned.

Monitors are people who want to help others in what ever capacity they can. Why else would they give their time?

Let's give the monitors a high-five of thanks.

February Classes Listed Alphabetically

<u>Class</u>	<u>Date Time</u>	<u>Class</u>	<u>Date Time</u>
Address book & e-mail – Mac	2-28 3:00+	iDVD	2-14 3:00+
<u>Beginning PC series</u>		iMovie	2-13 3:00+
1 The mouse	2-15 1:00	iPhoto	2-9 1:00+
2 The Keyboard	2-16 2:00	iTunes Getting Started	2-9 8:00+
3 Creating & Saving Files	2:22 2:00	MAC SIG	2-16 9:00
4 Saving Files to disc	2:23 1:00	Memory Pages	2-12 2:00+
5 Internet and e-mail	2:26 2:00	More Bookmarks with Printshop – PC	2-23 3:00+
BOARD MEETING	2-8 9:00	PC Basics – mouse & keyboard	2-2 2:00
Calling Cards	2-12 1:00	<u>PhotoShop Elements – PC</u>	
Comic Life	2-13 1:00+	Basic	2-6 2:00+
Computer Maintenance – PC	2-14 9:00	Basic – a repeat	2-21 8:00+
Creating Greeting Lists and Labels - Mac	2-26 1:00	Safari to the Internet	2-21 3:00
DIGITAL SIG	2-14 7:00pm	Search Engines & Bookmarks	2-19 1:00
Excel Series for the PC		<u>Scanner Fundamentals Series</u>	
Excel 1 and 2	2-5 2:00+	Part 1	2-14 8:00
Excel 3 and 4	2-19 2:00+	Part 2	2-28 8:00
Files and Folders – Mac	2-20 8:00+	Solving Common PC problems	2-27 2:00
GENERAL MEETING	2-20 2:00	Typing Workshop	2-28 9:00
<u>Greeting Card series - Print Shop - PC</u>		Understanding Your Mac	2-5 1:00
Greeting Cards 1	2-5 4:00	Windows SIG	2-20 7:00
Greeting Cards 2	2-12 4:00	Word Series - PC	
Greeting Cards 3	2-19 4:00	Jan Grenert	
Greeting Cards 4	2-26 4:00	1 Creating a Basic Letter	2-1 3:00+
Intergrating Text & Graphics	2-7 3:00+	2 Revising a Basic Letter	2-8 3:00+
INTERNET SIG	2-13 7:00pm	3 More business letter basics	2-15 3:00+
<u>Introduction to Personal Computing – PC</u>		<u>XP Basics and Beyond Series</u>	
Part 1	2-14 1:00+	1 - Start Menu	2-15 2:00
Part 2	2-21 1:00+	2 - Task Bar	2-16 3:00
Part 3	2-28 1:00+	3 – Settings	2-22 3:00
		4 – Printing & e-mail	2-23 2:00
		5 – Security settings	2-26 3:00

February General Club Information

Meeting Schedule



BOARD MEETING

Feb. 8, 9:00 a.m.

INTERNET SIG

Feb. 13, 7:00 p.m.

DIGITAL SIG

Feb. 14, 7:00 p.m.

MAC SIG

Feb. 16, 9:00 a.m.

GENERAL MEETING

Feb. 20, 2:00 p.m.

WINDOWS SIG

Feb. 20, 7:00 p.m.

"Let's Compute" Officers

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



**Welcome
New Monitor**
Linda Espinoza

Committee Chairs

Betsy Lewis	Audit Committee
Moe Sullivan	Monitor Coordinator
Jack Drill	35 MM Scanner Coordinator
Richard Gregory.....	Budget Committee
June Cross.....	Computer Sale
Leroy Cox.....	Paper Exchange Coordinator
Pat Palladino.....	Nominating Committee

February Teachers

Shirley Allan.....	345-5087
Pete Claar	772-0509
Ron Ehrens	200-5826
Liz Ferrel	360-1376
Kerry Greene	200-1551
Jan Grenert.....	360-9085
Shelia Harbet	360-7146
Barbara Kaye	772-6520
Doris Keniry	345-3464
Anne McCabe	
Lyn Morse	345-4466
Charlie Voelker.....	345-0123

Volunteer Coordinator: Sharon Kiel

If you would like to be a volunteer call Sharon at 772-0745

February Lab Monitors

Howard Chase	David Feign	Bob Osborn
Shirley Cronin	Bea Kaczorowski	Howard Reese
Bill Crowley	Charlie Kaczorowski	Leonette Rowe
Frank Diaz	John Manion	Charlie Voelker

35 MM Scanner Monitors

Sheldon Plotkin	Walter Goldsmith	Leonette Rowe
Pete Claar	Jack Drill	Harvey Schwartz



Publication of the SCPD
"Let's Compute" Computer Club
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