



BITS & BYTES



January 2002 Volume VII Number 1

Digital SIG forming Jan 15

Internet SIG Forming Jan. 8

From the President

By Sheldon Plotkin



Good-bye to the old year and here's to a happy and prosperous New Year! The Computer Lab is progressing satisfactorily, checking in the

new Dell Computers and installing the new programs. It will be another two weeks before we have six new computers up and running along side the existing computers now in the lab.

The first Internet SIG Meeting is scheduled for January 8, 2002, in the Computer Lab at 7:00 PM. Terry Kay will moderate the organization of the group and define the basics of the SIG group. If you are interested in learning more about the Internet, you will want to attend the first meeting.

Our General Meeting will be conducted in the Sierra Ballroom at the Mountain View Clubhouse on Tuesday, January 22, 2002, at 3:00PM. The speaker and program will be announced shortly.

Check the Schedule for January 17, 2002, at 2:00 PM for a presentation of Digital Photography by Donna Szostak in the Computer Lab.

Dick Franzen will hold a panel discussion on Security issues in reference to Roadrunner. The session is scheduled for January 16 at 4:00 PM in the Lab. Mr. Frazen has a background in computer security.

Once again, check the schedule of classes in the Bits & Bytes. Watch channel 78 for various announcements. Also, we have a new Web Site:

www.SCPD-ComputerClub.org

Take a look at it for information, including the class schedule

Internet SIG Forming

By Terry Kay

I have been asked to help launch an Internet SIG for the Computer Club.

The first Internet SIG meeting will be **Tuesday, Jan 8, 2002, 7:00 p.m.** in the Computer Lab, Mountain View Clubhouse. Monthly meetings will be planned at that meeting .

The purpose will be to gather likeminded Internet users for an hour of discussing the "ins and outs" of the Internet. It is highly likely that many of us will learn something new at each meeting. My contribution will be to moderate and help keep discussions on track.

Attendance prerequisite will be membership in the Computer Club. Perhaps major topics can be "Using Search Engines", or "Virus Protection", or.....

New--- Digital Photography Class

By Donna Szostak

A new digital photography class will be offered on January 17th from 2:00 to 4:00 p.m.. If you are thinking of buying a digital camera, or if you have one but aren't sure how to use it, or you know how to use it but feel you could get more out of it, then this class is for you! Sign up at the Computer Lab. Space is limited. If you have a digital camera, **BRING IT TO CLASS.**

New PC's For The Computer Lab

By Bob Jameson

DUDES –WE GOT

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DELL

As we announced in the last General Meeting, we have (after encountering some problems with the hardware/software configuration from the original vendor) received and are installing 12 new Dell Dimension 2100 PC's.

These machines, each equipped with individual versions of the Windows XP Home Edition operating system, cost a little more than \$1000 each, including all taxes and a three year on-site repair warranty. How do they compare with the existing PC's that we are replacing? They are equipped with 1.1 GHz Intel Celeron processors; about five times faster than a typical current machine, and come with 256 Mbyte memories, about 8 times larger. The disk drives have a maximum capacity of 40 Gbytes, a 10 to 20-fold increase. All machines come with 17" monitors to replace the current 15" screens and also provide two USB ports to allow the connection of digital cameras, etc. In addition, CD-RW disks drives are included to allow the backup of the large files common to graphic applications. All the machines will be individually equipped with the 2002 versions of Word, Excel, MS Works and Norton Antivirus along with Quicken and likely Print Shop V.12. Other applications can be installed in quantities commensurate with teaching requirements and Board approval. We are also currently setting up trial peer-to-peer networking to examine printer and file sharing capabilities and possible broadband Internet connection.

We expect to install the equipment using a phased approach so that instructors and students can become gradually familiar with the new operating system. The plan is to install six Dell's in the 4th and 5th rows in the first week of January (depending on the installation of new software), leaving the Windows 98 gear available in the front two rows for about two weeks. Then we will place the remaining Dell's in the front rows and retain three of the best old machines on the back row for lab use, reference and "classic" applications.

By the way, in working with Windows XP, we have not yet found any difficulties that would impede an easy transition from the functions we currently use in Win 95/98. The learning curve should not be too steep; it just looks a little different.

Calvert's Corner

By Jim Calvert

Our class list continues to grow. Look for a large number of new classes this month;

- Chris Wagner is offering four different classes in Photo Shop.
- Gene Alger is teaching a class about using Quicken with your income tax preparation.
- Murray Ross has a new class on files and folders. This is not a class for beginners.
- Charley Voelker has been teaching a class called "Files and Folders" and we have changed the name to "Windows Maintenance and Organization" which better describes it. If you have taken this class before you would profit from taking it again. Charley presents some different information each time he gives the class.
- Donna Szostak is presenting her class on using a digital camera.
- Lyn Morse is giving three different classes on Mac Tips and Tricks.
- Pete Claar has been presenting a great two-hour class on scanning the last two months. In its place he has created a shorter class on basic scanning techniques.

Days of preparation go into creating each of these classes. My thanks goes to all the teachers who give of their time to share their knowledge of computing with us.

I have a couple of Internet sites to share this month. www.worldstart.com is a place to find great PC tips. If you have difficulty searching the Internet for information try; http://directory.google.com/top/computers/internet/searching/help_and_tutorials/. Your greatest difficulty will probably be typing this long address correctly. If you miss one character it won't work. Be sure to type an underline between "help" and

“and” and between “and” and “tutorials” **and** that’s the end for this month
Happy Computing!

Mac SIG The Beginning Continues

By Jim Bell

The second Mac SIG meeting was held on Dec. 14 at 9:00 a.m. as planned, and turned into a continuing workshop of ideas on what will make this group a going concern. Moderator Ron Delgado's prepared agenda, serving as a guide, led to the decision that the Q&A section of each meeting should start the hourly monthly meetings in the future. Everyone is encouraged to participate, and the entire club should benefit from the solutions offered, which will be archived for accessibility. The flexible schedule of alternating evening and morning meetings, it was felt, should be continued within the bounds of availability. The next meeting, Tuesday, January 22, 2002, will be held at 7:00 p.m., followed by a 9:00 a.m. meeting on Friday, February 22nd.

Housekeeping matters, such as providing a list of MAC Resource Members, agreeable to act as tech support, particularly during lab hours, were discussed. Ed Glynn agreed to provide email notice of meetings about a week in advance and provide an agenda the day before a meeting. Ron volunteered to act as a resource, for the time being, to assist members who might have a problem driving to evening meetings. Shirley Allan suggested a club field trip to the new Apple Store, which has opened at Fashion Island in San Diego. Some problems were solved on the spot for a couple of attendees and our lauded Moderator was heard to exclaim, "I can see where this is going to be a lot of fun," as the meeting adjourned at 10:a.m.

Computer Security Panel Discussion

A panel discussion for broadband users.

Date: Wednesday, January 16, 2001
Time: 4:00 PM
Place: SCPD Computer Lab
Moderator: Dick Franzen 772-4539

Computer security is in the news almost every

week! A hacker defaces a web site; someone's identify is stolen; your computer goes down and everything you try doesn't work. You, and many others, may be victims of an assault on your computer system. If you have an interest in protecting your computer, and yourself, from people who would take advantage of you as you surf the web ... you need to come and hear our panel of experts discuss what computer security is all about and how you can protect yourself.

Photo Shop Classes

By Christian N. J. Wagner



Modern technology allows us to supplement and in many instances to replace the conventional darkroom used to prepare enlargements from photographic film. In a digital “darkroom” we need the photograph in digital form to be transferred to a computer which can then be used to edit the photo employing appropriate software such as “Adobe Photoshop Elements” and to print it on an inkjet color printer.

How do we get a digital picture file? The direct method is to use a digital camera, which records the photo on a solid state device and transfers it subsequently to a computer. In the indirect method, a conventional film or photo is converted into a digital file using a scanner.

Once the picture file is in the computer, an editing program permits us to resize the photo, to correct for color, exposure, defects such as scratches on the film, and to apply digital filters for sharpening or blurring it.

The class on “Adobe Photoshop” (the discontinued “limited Edition LE” and the new published “Elements”) will consist of five sessions . We will learn and discuss the use and power of an advanced program.

- In the first session, we will show how to transfer the digital file into the computer, to open the file, to rename, and to save the file into a folder. Finally, we will discuss how to prepare the picture file for printing.
- In the second session, we will introduce all tools in the toolbox.

- In the third session, the methods to correct and enhance the picture will be discussed.
- In the fourth session, the power of the different filters will be presented to improve the quality of the photo.

How to Practice Safe Computing

By Barbara Kaye



Remember when the first President Bush spoke of a kinder and gentler America? At that time, we could not have imagined the world of the Internet. That is one

place that is most definitely not kind nor gentle. It is populated with many unscrupulous, downright evil people. The lure of the Internet is anonymity. The principle of trust is severely challenged in this environment. In dealing with the Internet, one must define trust differently than when dealing face to face. When we were children, we were taught to be honest and trusting. Childish jokes were usually harmless and wounded only our pride. If you trust someone on the Internet, you can be damaged more severely. My goal in this article is to help you stay safe while enjoying the phenomenon that is the Internet.

Computer Viruses

Through our computers we can communicate instantaneously with people all over the world. We all have email lists of friends and family members to whom we send emails with attachments of pictures and sound bites and movies. And, of course, we receive them too. Even if we never leave our homes, we can still be exposed to viruses. Computer viruses are executable files which are actually little programs that run a process on our computers. **The goal of the virus is to cause damage to your files or operating system and to spread itself to as many other computers as possible.** This is done by automatically sending an email with an infected attachment to everyone in your email address book. Often the real goal is to cause the entire Internet to be so crowded with messages that it slows to a crawl or even stops. Earliest viruses used to merely insert messages into

spreadsheets but now they can erase your entire hard drive.

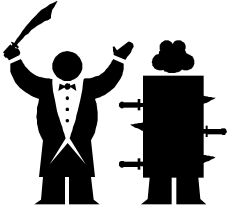
Antivirus software is essential to protect your PC from viruses. There are many brands and they are all similar. Buy it, install it and keep it up to date. New viruses are coming out all the time. But **relying entirely on antivirus software is not enough.** Practicing safe computing in regard to viruses is very important. Knowledge is power.

Viruses are embedded in files attached to emails. Attached files have various names. The name can be longer than eight characters nowadays, but the name will always end with a dot followed by three characters. (e.g.: filename.ext) **Certain name extensions should be assumed to be viruses, such as .vbs, .shs, .scr, .chm. Additionally assume that all attached files with .exe or .bat extensions are also viruses.** By default, PCs are set to hide file name extensions. Because of this, recent viruses are named with harmless extensions inserted between the file name and the real extension. (e.g. filename.jpg.vbs) This file appears to be a harmless jpeg file in computers that are set to hide file extensions because the .vbs is hidden. To set your computer to show all file extensions, go to the Control Panel and open Folder Options. Click on View. Click in the box next to "Hide file extensions for known file types" to remove the check mark. **Assume that ALL attached files with double extensions are viruses.**

In order to infect your PC with a virus, you must first open or execute the virus laden file. **No matter how intriguing the name of the file is, don't ever open a file you suspect of being a virus.** If you receive a file from someone you don't know, suspect it to be infected. If you receive a file that you didn't expect from someone you do know, send an email to that person and ask them if they intended to send you a file. You are your computer's first line of defense against viruses. If you never open attachments or use floppy disks, you will probably never get a computer virus. But you do want to send and receive attachments. Encourage all your email buddies to get and update antivirus software. To be really safe, download an attached file to a floppy disk and test it with your own antivirus software before you open it.

You don't want to receive a virus, but you also don't want to be the one who sends out infected

email attachments to everyone in your address book. Some viruses can automatically send one of your own documents as an infected attachment. That has the added potential for being very embarrassing depending on the content of that document. If you use Outlook Express to send your emails, you can prevent a virus from sending anything automatically by downloading a security patch from the Microsoft website (<http://www.microsoft.com/windows/ie/downloads/critical/q295106/download.asp>).



Internet Scams and Hoaxes

Because of the anonymity of the Internet, it is a perfect place to misrepresent the truth. It can be as simple as exaggerating during an online chat. Who among us hasn't done that? Worse is passing yourself off as someone else. Trusting that people on the Internet are telling the truth can result in very unfortunate circumstances. People have been taken for large amounts of money from Internet scams. Several lonely couples paid \$50,000 for the same baby from an Internet adoption agency only to find that the baby didn't exist. Children think they are chatting with another child only to find that their "friend" is really a child molester. You start a friendly chat with a stranger and they want to talk dirty. **Giving just anybody on the Internet your credit card information is courting disaster.** There are secure sites where you can safely buy things with your credit card, but you have to be careful. Better safe than sorry. Internet scams look for a weakness in you and use it against you, usually causing you to lose a large amount of money. **Be especially wary of online auctions, investment schemes, work at home opportunities, sweepstakes, requests for money and chain letters.**

Not as serious as Internet scams are hoaxes. One type of hoax is the false virus warning. It is forwarded to everyone in your address book too, not automatically by a virus, but on purpose by the user. The user believes that they are doing everyone a favor by "warning" them of a potential threat from a "new" virus. Most of these hoaxes are hardly new and many have been around for years. Another type of hoax appeals to your heart. It asks you to forward a story about a sick or lost child. **Many falsehoods**

are perpetrated on the Internet. Don't be fooled by a story just because it is posted on an "official" looking website.

The easiest way to spot a hoax is the line "Send this to everyone you know." Another clue is a reference to someone important who swears that it is true. Forwarding hoaxes is a problem because all those unnecessary emails clog up the internet and slow down access for everyone. Before forwarding warnings, chain letters or other appeals, you should check them out at websites devoted to debunking myths, "urban legends" and hoaxes, such as <http://urbanlegends.about.com/> or <http://hoaxbusters.ciac.org/HoaxBustersHome.html> or <http://vmyths.com/hoax.cfm>

Monitoring is Fun

By Bob Morrison



I have found that being a lab monitor is fun and increases your "Computer ability" and give you a chance to talk to some very interesting people.

I was pleased to help a member and her college-age son to get his end-of-semester grades from Eastern Washington U in Spokane. Colleges no longer mail out grade reports. He seemed a little concerned that he might not have passed algebra.. We got on the Internet using the lab's AOL password and soon had the University web site up with instructions on how to get his grades. He found that he had passed algebra, and he said that was the best Christmas present he could have received. We spent some time talking about my first trip to Spokane in 1937, where I saw cement pouring at the Grand Coulee dam!

Another couple from Vancouver, new to Sun City, dropped by to check out the lab. She was the one most interested in computers and was trying to convince her husband to get rid of his old, obsolete computer.

So it seems that I learn more about computers from nearly every visitor; sometimes I can help them, and usually I have fun talking to them

Which Computer to Buy in Sun City?

A pressing question for the residents here in Sun City - Palm Desert. When you have settled into the lifestyle here, you finally have the time to do some of the things which you have put off during your earning years. Obviously, most of the people then find the need to buy a computer to keep in touch with the world, their family and do some of the projects they have not had the time to pursue. But, which one is the best one for me?

The most popular computer is the PC with the Intel based processor and the Microsoft Windows operating system. They advertise all over, plenty of manufactures make them and their components and they are everywhere in all the local stores with tons of software to fill your ever need. These computers became the standard in the industry when Apple computer's Macintosh would not clone their easier-to-use computer, they lost favor as the companies went to the platform in which they could build and make money. . . simple economics. The same thing happened to Sony with their Betamax —they would not let others clone their product, and the VHS format took away their market. The only ones who are now using Beta are the professional users, after all, it is a "better" product.

A choice one has in Sun City is the Apple Macintosh computer, they are still around, but not the most popular computer for the consumer. A local electronic store in Palm Desert sells the iMac. One can buy a Mac from a catalog or the Internet, pay no sales tax and receive it the next day from Federal Express at your doorstep! I will help you choose. There are several reasons I feel that iMacs are a viable choice for us in Sun City —one of the paramount reasons is: *ease of use!* Macs have been universally acknowledged to be considerably easier to learn and use than the PC. This is a very important factor for us, as we get older, we have to work harder to learn new things. The new iMac has two wires to connect, the power and the telephone to hook up to the internet. Instead of printed material to show you how to setup your computer, they have a sheet with six pictures (no words) and you usually can be hooked up to the internet within 10 minutes with the self-instruction guides which

start up when you connect your computer. They just walk you through the setup of the computer as well as the Internet connection. In a few minutes you will be set up with an Internet provider, i.e, AOL, Earthlink, etc. Your credit card will be charged for their services each month. If you still feel threatened, I will personally come to your home and set it up for you free of charge.

Most of us here want a computer which does not take up much room as usually we have not gone into a larger house than we had before. The iMac is all in one piece with the keyboard and mouse, very light and compact, and they come in colors; some say a it's a "cute" computer and goes well with most decors.

Some of the other reasons I would recommend the Mac: Macs are not perfect, but, Macs are easier to *install, support* and *use* which gives them serious advantages in SOHO (Small Office/HomeOffice), Homes and Schools. This is because people don't need to be experts in everything computers just to buy a decent system (configure it), or to upgrade the system. They need to self support and know enough to support themselves (which is easier on the Mac). The "i" in iMac stands for the internet and it was built specifically with the surfing the internet in mind. All the programs you would need are included and loaded on the computer. Your Internet, e-mail program, word processing, spreadsheets, drawing, painting, database, presentation program, and a collection of programs you can use including a fax machine is included in every iMac. Macs crash less. This is an accepted fact in the industry. There is nothing you can do on a PC you cannot do on a Mac. The Mac is exposed to less viruses, The PC suffers with 55,000 viruses, the Mac platform has around 50 (yes, fifty). I have not had a virus in 15 years of downloading tons of attachments! There are thousands of the popular programs made for the Mac including virtually ALL Microsoft's products. But you have to put up with buying Mac items from a catalog and getting them the next day via Fed Ex instead of seeing it in the local stores, they have only mostly PC stuff.

Now the choice is yours, call me if you have any questions.

JANUARY CLASSES LISTED BY DATE

Wednesday	Jan 2	3:00	Word 6 – Letterhead and Margins	Jan Grenert
		7:00	Photo Shop	Chris Wagner
Thursday	Jan 3	8:00	Tips and Tricks 1 (MAC)	Lyn Morse
		9:00	Quicken 1 – Create an Account (PC)	Gene Alger
		2:00	Apple Works 1	Shirley Allan
		3:00	REALLY Basic Internet	Dave Allan
		4:00	Basic Research and Tracking Stocks and Mutual Funds on Internet	Dave Allan
		7:00	Tips and Tricks 1 (MAC)	Lyn Morse
Friday	Jan 4	2:00	Basic Excel 1 – Membership Spreadsheet (PC)	Jan Grenert
		4:00	Print Shop - Greeting Cards 1 (PC)	Doris Keniry
Monday	Jan 7	8:00	Beginning PC 1 – Using the Mouse	Bob Jameson
		9:00	Word 1 – Creating a Basic Letter	Shirley Celli
		2:00	Word 1 – Creating a Basic Letter	Walter Goldsmith
		4:00	Print Shop – Business / Calling Cards 1 (PC)	Larry Allen
Tuesday	Jan 8	8:00	Beginning PC 2 – Using the Keyboard	Bob Jamison
		9:00	Excel 1 – Spreadsheets – Data Entry, Navigating and Formatting (PC)	Murray Ross
		2:00	Basic Basic Mac (2 hour class)	Neal Denkler
		7:00	Internet SIG	
Wednesday	Jan 9	8:00	Beginning PC 3 – Files and Folders	Bob Jamison
		9:00	Tips and Tricks 2 (MAC)	Lyn Morse
		2:00	Macintosh 1 – Mastering your Desktop	Neal Denkler
		3:00	Word 7 – Mail Merge	Jan Grenert
		7:00	Tips and Tricks 2 (MAC)	Lyn Morse
Thursday	Jan 10	8:00	Beginning PC 4 – Internet/Email	Bob Jamison
		9:00	Tips and Tricks 3 (MAC)	Lyn Morse
		2:00	Apple Works 2	Shirley Allan
		3:00	REALLY Basic Internet	Dave Allan
		4:00	Basic Research and Tracking Stocks and Mutual Funds on Internet	Dave Allan
		7:00	Tips and Tricks 3 (MAC)	Lyn Morse
Friday	Jan 11	2:00	Basic Excel 2 – Membership Spreadsheet (PC)	Jan Grenert
		4:00	Print Shop – Greeting Cards 2 (PC)	Doris Keniry
Monday	Jan 14	9:00	Word 2 – Revising a Basic Letter	Shirley Celli
		2:00	Word 2 – Revising a Basic Letter	Walter Goldsmith
		4:00	Print Shop Business / Calling Cards 2 (PC)	Larry Allen
Tuesday	Jan 15	9:00	Excel 2 – Home improvement cost estimate Using a Spreadsheet (PC)	Murray Ross
		3:00	Board Meeting	
		7:00	Digital SIG	Donna Szostak

Wednesday	Jan 16	9:00	Windows Maintenance and Organization	Charley Volker
		2:00	Macintosh 2 – Internet	Neal Denkler
		3:00	Word 4 – Bullets & Numbering	Jan Grenert
		4:00	Panel Discussion – Internet Security for Road Runner Users	Dick Franzen
		7:00	Photo Shop 2	Chris Wagner
Thursday	Jan 17	9:00	Photo Sheets	Lyn Morse
		2:00	Digital Photography (2 hour class)	Donna Szostak
Friday	Jan 18	2:00	Basic Excel 3 – Membership Spreadsheet (PC)	Jan Grenert
		4:00	Print Shop 3 – Greeting Cards	Doris Kenery
Monday	Jan 21	8:00	Beginning PC 1 – Using the Mouse	Bob Jamison
		9:00	Word 3 – More Business Letter Basics	Shirley Celli
		2:00	Word 3 – More Business Letter Basics	Walter Goldsmith
		4:00	Print Shop – Labels 1 (PC)	Larry Allen
Tuesday	Jan 22	8:00	Beginning PC 2 – Using the Keyboard	Bob Jamison
		9:00	Excel 3 – Household Cost Analysis (PC)	Murray Ross
		3:00	General Meeting – Sierra Ballroom	
		7:00	Mac SIG	
Wednesday	Jan 23	8:00	Beginning PC 3 - Files and Folders	Bob Jamison
		9:00	Intermediate PC - Files and Folders 1	Murray Ross
		3:00	Word 5 pt. 1 – Newsletter	Jan Grenert
		7:00	Photo Shop 3	Chris Wagner
Thursday	Jan 24	8:00	Beginning PC – Internet and E-mail	Bob Jamison
		9:00	Quicken – Balance an Account (PC)	Gene Alger
		2:00	AppleWorks 3	Shirley Allan
Friday	Jan 25	3:00	Beginning Scanner Techniques	Pete Claar
		4:00	Print Shop – Greeting Cards 4	Doris Kenery
Monday	Jan 28	8:00	Beginning PC 1 – Using the Mouse	Bob Jamison
		9:00	Word 3.5 – Address Labels	Shirley Celli
		2:00	Word 3.5 – Address Labels	Walter Goldsmith
		4:00	Print Shop – Labels 2 (PC)	Larry Allen
Tuesday	Jan 29	8:00	Beginning PC 2 – Using the Keyboard	Bob Jamison
		9:00	Excel – 4 (PC)	Murray Ross
Wednesday	Jan 30	8:00	Beginning PC 3 – Files and Folders	Bob Jamison
		9:00	Intermediate PC -Files and Folders 2	Murray Ross
		2:00	Quicken – Income Tax (PC)	Gene Alger
		3:00	Word 5 Newsletter pt. 2	Jan Grenert
		7:00	Photo Shop 4	Chris Wagner
Thursday	Jan 31	8:00	Beginning PC 4 – Internet and E-mail	Bob Jamison
		9:00	Burning CD's (MAC)	Lyn Morse
		2:00	Apple Works 4	Shirley Allan
		7:00	Burning CD's (MAC)	Lyn Morse

JANUARY 2002

AppleWorks 1	1/3	2:00	Internet, REALLY Basic	1/3	3:00
AppleWorks 2	1/10	2:00	Internet, REALLY Basic	1/10	3:00
AppleWorks 3	1/24	2:00	INTERNET SIG	1/8	7pm
AppleWorks 4	1/31	2:00	Internet Security for Road Runner users	1/16	4:00
Basic, Basic Mac	1/8	2:00			
Basic Tracking & Research Of Stocks & Mutuals	1/3	4:00	Labels 1	1/21	4:00
Basic Tracking & Research Of Stocks & Mutuals	1/10	4:00	Labels 2	1/28	4:00
Beginning PC 1	1/7	8:00	Macintosh 1	1/9	2:00
Beginning PC 2	1/8	8:00	Macintosh 2	1/16	2:00
Beginning PC 3	1/9	8:00	MAC SIG	1/22	7pm
Beginning PC 4	1/10	8:00	Photo Sheets (Mac)	1/17	9:00
Beginning PC 1	1/21	8:00	Photo Shop 1	1/2	7pm
Beginning PC 2	1/22	8:00	Photo shop 2	1/16	7pm
Beginning PC 3	1/23	8:00	Photo Shop 3	1/23	7pm
Beginning PC 4	1/24	8:00	Photo Shop 4	1/30	7pm
Beginning PC 1	1/28	8:00			
Beginning PC 2	1/29	8:00	Quicken 1	1/3	9:00
Beginning PC 3	1/30	8:00	Quicken 2	1/24	9:00
Beginning PC 4	1/31	8:00	Quicken 3	1/30	2:00
BOARD MEETING	1/15	3:00			
Burning CD's (Mac)	1/31	9:00	Scanner, Beg. Techniques	1/25	3:00
Burning CD's (Mac)	1/31	7pm			
Business/Calling Cards 1	1/7	4:00	Tips and Tricks 1	1/3	8:00
Business/Calling Cards 2	1/14	4:00	Tips and Tricks 1	1/3	7pm
			Tips and Tricks 2	1/9	9:00
Digital Photography	1/17	2:00	Tips and Tricks 2	1/9	7pm
Digital Graphics SIG	1/15	7pm	Tips and Tricks 3	1/10	9:00
			Tips and Tricks 3	1/10	7:pm
Excel 1	1/8	9:00			
Excel 2	1/15	9:00	Windows Maintenance And Organization	1/16	9:00
Excel 3	1/22	9:00	Word 6	1/2	3:00
Excel 4	1/29	9:00	Word 1	1/7	9:00
Excel, Basic 1	1/4	2:00	Word 1	1/7	2:00
Excel, Basic 2	1/11	2:00	Word 7	1/7	3:00
Excel, Basic 3	1/18	2:00	Word 2	1/14	9:00
			Word 2	1/14	2:00
Files and Folders 1	1/23	9:00	Word 4	1/16	3:00
Files and Folders 2	1/30	9:00	Word 3	1/21	9:00
			Word 3	1/21	2:00
GENERAL MEETING	1/22	3:00	Word 5, pt. 1	1/23	3:00
Greeting Cards 1 (PC)	1/4	4:00	Word 3.5	1/28	9:00
Greeting Cards 2 (PC)	1/11	4:00	Word 3.5	1/28	2:00
Greeting Cards 3 (PC)	1/18	4:00	Word 5, pt. 2	1/30	3:00
Greeting Cards 4 (PC)	1/25	4:00			

IMPORTANT DATES

Computer Club Meeting

General Meeting
Tuesday – January 22 - 3:00 PM
Sierra Ballroom

Board Meeting

Tues. January 15 3:00 PM
Computer Lab

MAC SIG Meeting

Tues. January 22, 7:00 PM

Internet SIG Meeting

Tues. January 8, 7:00 PM

Digital SIG Meeting

Tues. January 15 7:00 PM

IMPORTANT PEOPLE

January Monitors

Felice Bourne	Dave James
Irene Broderick	Bob Jameson
Pete Claar	J. Keniry
Shirley Cronin	Bob Morrison
Leonette Rowe	Norma Streefer
Frank Diaz	Charlie Voelker
Jan Grenert	



“Let’s Compute” Officers

Sheldon Plotkin, President	360-0789	sunctyplot@cs.com
Neal Denkler, VP Programs	772-9810	denkler@earthlink.net
Kent McDonald, VP Communications ...	345-2931	rkmcdonald@earthlink.net
Jim Calvert, VP Education.....	772-6710	jim1anna@aol.com
Jan Grenert, Secretary.....	360-9085.....	janbobgrenert@att.net
Leonette Rowe, Treasurer.....	772-1708	leonettescpd@aol.com
Bob Jameson, Member At Large.....	345-7883.....	bobj5675@cs.com

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Bits & Bytes

Publication of the SCPD
“Let’s Compute” Computer Club
Address Correspondence to:

Bits & Bytes

38180 Del Webb Blvd.
Palm Desert, CA 92211
e-mail: letscomput@aol.com

HAPPY NEW YEAR

We begin the New Year with our best wishes to all of our members. The old year of 2001 saw many changes and improvements in our club.

We are looking forward to the exciting things that can happen when our members give of their time, knowledge, skills, to help one another. As someone once said “What will they do next???” Well we don’t know for sure, but we know it will be good.

The Board wants to offer special thanks to the teachers, monitors, teachers’ assistants, volunteers and everyone who has help make this a great club.

The Board of Directors
“Let’s Compute” Computer Club

Minutes of Board Meeting December 18, 2001

The Board of Directors held its regular monthly Board meeting on 12-18-01 at 3:00 p.m. in the Computer Lab. Board members present were; Sheldon Plotkin, Kent McDonald, Jim Calvert, Bob Jameson, Neal Denkler, Leonette Rowe and Jan Grenert. Also present was member Lyn Morse.

The minutes of the prior Board meeting, having been e-mailed prior to the meeting, were approved without additions or corrections.

Leonette Rowe gave the Treasurer's report, which shows a balance of \$28,173.83. This balance does not reflect the purchase of the 12 Dell Computers, which will total \$12,274.31. Total membership is 567. The Treasurer's report was approved as stated.

Bob Jameson reported on the set up of the new Dell Computers. He has two set up in the back row and will try to network them. Everything seems to be working just fine. Bob will leave nine of the old machines set up in the first 3 rows, while he sets up 6 new Dells in the last two rows. This will give the teachers a transition period to teach on the old systems while they can acquaint themselves with the new machines. Bob stated that there is not a lot of difference in the XP Operating System and does not believe the transition will be difficult. Bob will hold an informal orientation session for instructors and monitors to acquaint them with the new computers as well as with the new projector.

It was recommended that the club donate all of the old computers to a school as a charitable donation and not sell any to individuals. The Del Webb Association will be consulted about the disposal of the old computers.

Jim Calvert said there are 60 classes set for January. Lyn Morse will complete the class schedule while Jim is out of town. He also said the club has purchased a copy of Print Shop 12 Deluxe for testing to see if it can be used for future Print Shop classes.

Kent McDonald reported that the projector is working well. He warned that instructors who use it have to be informed that the bulb must be cooled down before shutting down the machine, or the machine could be damaged. The projector hook up does not allow the PC screen to display what it is projecting. An amplifier may be required. The projector will be tested using the new computers and may not need an amplifier. Disposal of the old projector was discussed but not resolved.

Neal Denkler discussed programs for January and February. He is hoping to get software manufacturer, Cassidy & Green, for the January general meeting. Microsoft will present a program at the February general meeting. Neal showed members some software sent to our club from the Microsoft Mind Share program. Included were Windows Professional, Encarta, Money and other items. Neal also passed out informational brochures from MacAcademy.

A discussion was held on getting Roadrunner for the lab. Kent said Dick Franzen would hold a panel discussion on Security issues in reference to Roadrunner. The session is scheduled for January 16 at 4:00 p.m. in the lab. Mr. Franzen, Moderator, has a background in computer security.

With reference to the new projector, Kent requested that the Board give approval for the purchase of an amplifier costing \$156.00, should it be needed, to allow the PC monitor to display the screen that is being projected. This may not be needed on the new Dells. Bob Jameson made a motion to give approval for the purchase if needed. The motion was seconded by Jim Calvert and was passed after a brief discussion.

Lyn Morse made several requests of the Board;

- 1) A scanner for the Mac side. The Board suggested that Pete Claar be asked to give him a recommendation for a scanner.
- 2) A printer for the Mac side. A suggestion was made to move the existing printer, and/or look in to printers.

It was also noted that Mac#1 needs a new mouse and all Macs need surge protectors.

Approval was made for the purchase of the new mouse.

The meeting was adjourned at 4:30

Respectfully submitted,
Jan Grenert, Secretary

