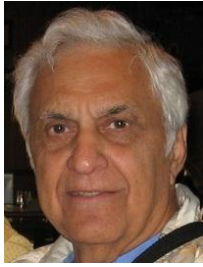# The
Gigabyte Gazette

The Monthly Newsletter

of the

Sun City Summerlin
Computer Club

APRIL 2012

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President's Message

by George Lobue

It feels like winter is over so we can all enjoy our wonderful Sun City community. I have had the privilege of traveling all over the world and I don't know of a nicer place to live. The best amenity we have here is our terrific computer club. In visiting with other computer clubs it is apparent that our motto of members helping members is the envy of other clubs.

We miss the old practice of vendors having folks that came to computer clubs to speak and bring product samples to distribute. Now we must rely on member volunteers to plan and present programs, classes and seminars. Our club is blessed with terrific volunteers that fill this roll. Remember however, that Tom Burt and his education committee always welcome additional folks to present new or old topics of interest.

A NEW COMMITTEE: We thank the 5 knowledgeable members who have volunteered to participate in a committee to plan and execute the replacement of our new lab computers.

REMINDER: Plan to attend our monthly meeting on the first Thursday of each month except our dark months of July and August. Mark your calendars to get together at 7:00 PM in Desert Vista for computer information, refreshments and fellowship. Also read you're on line GIGABYTE newsletter for available classes, seminars, and SIGS.

TECHNICAL NOTE: The techs that provide the Tuesday afternoon repair session see far too many members coming in without recovery or backups. A new free service will be provided. Come in on Tuesday from 1 to 4 PM and we will do a backup for you. If you are using WIN7 we will move your recovery from your hard drive (HD) to DVD`s. If you are using WINXP or VISTA you must purchase an external HD to clone your internal HD for a backup. WIN7 users should also consider the external HD vs DVD as a better approach. If a new Micro Soft activation is required we will help you do it.

Stay happy and healthy and enjoy your computers, smart phones, pads and readers. WOW! it is getting complicated. Your club is here to help.

George Lobue, President
256-0822
globue1@juno.com

Issue Contributors

Irene Burt	Tom Burt	Tammy Collins
Stu Gershon	Pat LeMay	George Lobue
David Kretchmar	Millie Taylor	Howard Verne

Editor's Note

We are always looking for new information to share with the club. If you have an area of expertise you would like to share by teaching a seminar or class please call or e-mail Club President George Lobue. If you have computer information you would like to share with members of the club via our "Members Helping Members" section of the Gigabyte Gazette, send your articles to Tom Burt at tomburt89134@cox.net. Thank you to everyone for your contributions.

SCSCC Board of Directors Actions

The Computer Club Board of Directors took the following actions on March 7, 2012

Howard Verne made a motion that the February Board Minutes be approved as submitted. Chuck Wolff seconded the motion and it was passed unanimously by the Board.

General Membership Meeting

The April meeting will be held on Thursday, April 5th, 7PM at Desert Vista. We will have a brief Business Meeting to approve the annual audit. Our guest speaker will be from Cox Communications. Come join us for this informational presentation, refreshments and fellowship.

Dues for 2012 may be paid at the April meeting. Dues are $10.00 per member.

Welcome New Members

Claire Bass	Duane Mannlein
Jose Centeno	Chris Nelson
Herman Fluellyn	Paul Peppard
Rita Goldstein	Marvin Pollock
Christine Hendrickson	Sandy Pollock
Rowena Kruger	Joan Sieger
Sally Lash	Ruth Zweck
Joan Magit	

April 2012 Calendars

To view the April classroom and lab calendars, click the following hyperlink:
http://www.scs-cc.com/Calendars/scscc_calendar_2012-apr.pdf

Members Helping Members

"Members Helping Members" is a column that includes computing tips that our members find useful and that they would like to share with their fellow SCSCC members. Please email your tips to the GG Editor, Tom Burt, at: **tomburt89134@cox.net** with the title "GG: Members Helping Members".

Getting Information, Help and Support Online

Here are links to a few of the many websites where you can find technical information, product reviews, free software downloads and technical support from vendors. These aren't in any special order and this article isn't an endorsement of any of these sites – use them at your own risk. If you have other favorite technical information sites, please send them to me and I'll include them in a future column. ***Tom Burt***

http://www.komando.com

http://www.zdnet.com

http://www.cnet.com

http://www.tomshardware.com

http://www.majorgeeks.com

http://ninite.com

http://technet.microsoft.com/en-us/sysinternals

http://www.karenware.com

http://www.macworld.com

http://support.cox.com

http://support.dell.com

http://support.hp.com

http://www.apple.com/support

http://windowssecrets.com

<u>Special Interest Groups</u>

Special Interest Groups (SIGs) provide a forum for general discussion on a specific computer related subject. Admission to all SIGs is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom <W> or <M> indicate whether a SIG would be of interest to Windows, Macintosh.

Android Devices Q&A Group
3rd Wednesday, 1 p.m.
Jack Spargo and Pat Lemay
This group isn't quite ready to declare itself a SIG, but plans to meet monthly. It will be your forum for learning about and discussing Android-based phones, tablets and e-Reader devices. This group is for Android hand-held device users of all experience levels.

Digital Media <W>
3rd Thursday, 9:00 a.m.
Tom Burt (341-7095)
The Digital Media SIG provides a forum for members interested in all aspects of computer-based digital sound and video to meet, discuss, and learn more about the topic. The SIG's target audience is intermediate to advanced digital media users, but all members are welcome.

Genealogy <W>
2nd Thursday, 10:00 a.m.
Zane Clark (562-3684)
Genealogy is one of America's most popular and rewarding hobbies. Come; let us help you find your ancestors on the Internet. We will explore helpful, free, sites and assist you in building your family tree.

GMail and Other Google Programs <W/M>
1st Thursday, 10:00 a.m.
Pat Lemay (254-1499)
Pat has adapted her popular Gmail seminar to become a regular monthly SIG. All members are welcome. This is your place to learn about all things Google.

Hardware <W >
Every Tuesday, 1:00 p.m. to 4:00 p.m.
George Lobue (256-0822), Chuck Wolff (233-6634)
This SIG provides **club members only** with no cost assistance for those having upgrades and / or problems with their computers. Bring in only your PC tower and your problems. Our TECH team will give you our best effort. Be sure to mark your cables so you can re-connect when you get home.

iPad SIG <i-Things>
4th Thursday, 10 a.m.
Zane Clark (562-3684)
This SIG will be your forum for learning about and discussing the Apple iPhone, iPod and iPad tablet devices. It's for Apple hand-held device owners of all experience levels.

Macintosh Users' Group <M>
2nd and 4th Tuesday, 6:30 p.m.
Ed Barkin (243-6597) and Rose Mary D'Aloisio (255-2813)
This SIG is for Macintosh users of all experience levels. We will have Q&A, so bring your questions and/or problems.

Photoshop <W>
2nd and 4th Wednesdays, 6:30 p.m.
Zoltan Steiner (256-1161)
This SIG will provide you with an overview of many of the basic elements found in both Adobe Photoshop and Adobe Photoshop Elements, two extraordinary photo retouching, image editing, and color painting software programs. The Adobe Photoshop programs offer the tools to get professional-quality results. If you wish to enhance your photographs, this SIG will be most helpful and of great value. This SIG's target audience is intermediate to advanced digital imaging users, but all members are welcome.

Picasa <W>
2nd or 3rd Mondays, 1:00 p.m. (Meets November through April)
Stu Gershon (255-3309)

Stu will be conducting this SIG as a monthly workshop, using Picasa 3 as the tool for organizing and editing digital photos. This SIG's target audience is beginner to intermediate digital photography users, but all members are welcome.

Kaffee Klatches

Kaffee Klatches provide a forum for general discussion on all computer-related subjects. Admission to all Kaffee Klatches is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom.

Beginners Kaffee Klatch <W/M>
Every Saturday, 9:00 a.m.
Bill Wilkinson (233-4977)

If you are a novice or near-beginner computer user, or if you just want some refresher information together with a refreshing cup of coffee, then jump-start or recharge your computing knowledge by attending the BKK sessions. At each session, attendees will explore from one to four topics of particular interest to beginners and near-beginners. The topics are always announced a couple of days in advance via e-mail to SCSCC members who have subscribed to the club's message board. Each topic is presented in a step-by-step manner and is supported by "how to" notes that can be easily and conveniently downloaded from the BKK web page. Following each "up front" presentation of one or more topics (approximately 60 minutes in duration), an informal open-ended Question and Answer period takes place for those who wish to participate, listen, reflect, or inquire.

~~Q&A Kaffee Klatch~~ <W/M> **Dark** indefinitely due to lack of a moderator
~~Every Monday at 8:30 a.m~~

This round table Q&A meeting is designed for everyone to ask questions and exchange ideas in a friendly atmosphere. No one knows it all and no question is too "dumb". We learn from answers to others' questions. If you need help with a computing problem, this just might be where you find the answer. We're here and you'll get a warm welcome! Plus, there's good coffee.

Kaffee Klatch <W/M>
Every Tuesday, 8:30 a.m.
Sandy Mintz (838-2525)

This KK is for all users from beginning to advanced. The KK discussions are not restricted to any one subject, computer platform or computer-knowledge level but should be computer or technology related. We will try to answer your questions, help you keep your systems updated and provide some useful "tips and tricks." If you have a tip or information you would like to share, we encourage you to bring it in and share since the SCSCC is built on "neighbor helping neighbor." The fellowship is great, the coffee is good, and the education received from the KK attendees is priceless. Stop by on Tuesday morning and have a cup of coffee with us.

April 2012 Classes

Because there are a limited number of computer stations available for hands-on participation, pre-registration is necessary for all classes. See individual class descriptions for details on how to register.

BOOT CAMP CLASSES

No Boot Camp in April

The next sessions are planned for:

May 14, 15, 17, 21, 22 at 9 AM

Lead instructor: Bill Wilkinson

If you know of friends in the Sun City Summerlin community who may be interested in taking this class (see below for course description), would you let them know that this program is available?

The class is designed to accommodate both the brand new computer user as well as the individual who would like to fill some gaps in his computer knowledge and experiences. The student manual is geared toward participants who use Windows XP, Windows Vista, or the new Windows 7.

Registration Details:

To register or seek additional information, please telephone **Faye Andrew at 242-4404.** She will arrange to register your friends for an upcoming class and collect the course fee.

Prerequisites: Must be a 2011 Club member ($15 membership dues) and own a computer with the Microsoft WINDOWS XP, WINDOWS VISTA, or WINDOWS 7 operating system installed.

COURSE FEE: Fifteen dollars ($15.00); materials include a participant's manual, a CD, and a portable flash drive.

Boot Camp Course Description:

Boot Camp is an introductory course designed for members who are new to computing and/or the Microsoft Windows operating system. It also serves as an excellent review for intermediate users who want to fill some gaps in their computer knowledge.

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station in the Computer Lab. A multi-member team of lead instructor and four coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance.

Participants will be introduced to the basic vocabulary and concepts necessary to establish an understanding of Windows. They will be instructed in practical techniques for managing and organizing their own data files, will be introduced to important strategies for working successfully with word processing documents, email, and the Internet, and will learn how to read and write data from and to a compact disk and a portable flash drive. Those participants who own a digital camera will actively participate in a demonstration on copying photos from a camera to their hard drive, utilizing their newly acquired skills of file management.

Win 7 Basics: Introduction to Windows 7

Tuesday, April 18 at 1 PM
Instructor: Howard Verne
Location: Computer Lab

This session is a basic survey of Microsoft's Windows 7 Operating System and is intended to give members who have recently purchased a new computer with Windows 7 installed or those who have upgraded to Windows 7, a way to jump start their knowledge of Microsoft's newest OS. This is your chance to get *hands on* instruction on Windows 7!

Prerequisite computer skills required to attend this course:
    Ability to use a mouse to open/close/minimize windows
    Ability to start a program (such as Internet Explorer)
    Basic understanding of files and folders

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance. There is no fee for this class.

Registration: to register, send an email with your first and last name, association number, and the words "**WINDOWS 7 BASICS**" in the body of your message to hverne@yahoo.com. *If, within 24 hours, you do not get a reply from Howard, please contact him at 363-5337.*

Handout: Can be found at http://www.scs-cc.com/smnr/Win7Basic.pdf. Please print it out and bring it to class.

April 2012 Seminars

For Computer Club seminars, there is no requirement for advanced registration unless explicitly stated. Seating is first-come, first-seated.

Workshop - Laptops

Monday, April 2 at 1 PM
Instructor: Stu Gershon
Location: SCSCC classroom

Stu helps attendees learn how to make the most of their laptops PCs. This session will focus on organizing your hard drive.

Handout: http://digitaldoconline.com/Organize.htm

E-mail Etiquette

Monday, April 9 at 1 PM
Instructor: Stu Gershon
Location: SCSCC classroom

Stu discusses common courtesies to follow when sending e-mails.

Handout: http://digitaldoconline.com/eMail.htm

Virtual Machine Primer

Wednesday, April 25, 2011 at 9 AM
Presenter: Tom Burt
Location: SCSCC Classroom

"Virtualization" has become a key way to get more out of your PC. You can employ virtual machines to run "legacy" applications and hardware that aren't compatible with the newest operating systems and to try out "beta" software and hot fixes without risking your production system. This 2 hour seminar will review currently available virtual machine technology - what it is, which virtual machine managers are available and the strengths and weaknesses of each. We'll actually go through the step-by-step process of setting up an empty virtual machine, installing an operating system into it and doing some optimizations to make it run better. The Virtual Machine managers we'll demonstrate include the free "Virtual Box" from Oracle.

Target Audience: SCSCC members currently using Windows 7 or planning to upgrade to Windows 7 in the near future. But, *all* club members are welcome!

Handout: http://www.scs-cc.com/smnr/virtual_machine_primer.pdf

Windows 8 Preview

Wednesday, April 25, 2012 at 1 PM
Presenter: Howard Verne
Location: SCSCC Classroom

Howard will discuss and demonstrate the Windows 8 Consumer Preview (beta) release.

Using iGoogle As Your Homepage

Thursday, April 26th at 1 PM
Instructor: Pat Lemay
Location: SCSCC Classroom

Everyone has a favorite home page to open when they go on the Internet. If you decide to make iGoogle your homepage you will have instant access to search and more every time you open your browser. You can search for websites, images, videos, news articles, maps and more. You can personalize your homepage to reflect your personal interests as well as access Gmail and your other favorite iGoogle products and services. iGoogle is completely customizable by adding your favorite gadgets and themes.

Adobe Photoshop Elements 10 Sampler, Part 4

Monday, April 30th at 1 PM
Presenter: Stu Gershon
Location: SCSCC Classroom

Join Stu in exploring the features of Adobe Photoshop Elements 10.

Digital Photography Column

by
Stu Gershon

Picasa Workflow

Workflow is defined as the most efficient way to accomplish a process – from beginning to end. In our Picasa SIG, I demonstrated the workflow system I use when editing a group of photos.

1. Loading photos – There are many ways to load (or transfer) photos from your camera to your computer. I found, that when you open up Picasa, you go to the IMPORT button, and, if your camera is attached or if you have inserted the memory card, the pictures will appear on the page. Down at the bottom there will be a blank line that says "folder title" You can type in whatever you feel appropriate, but I have found that just typing in the DATE is the easiest and most efficient. When you are finished, click on the "Select All" button. Your screen will revert back to the "Folder" mode and your folder (and the included photos) will appear.

2. Batch Edit – Batch editing is doing an action on an entire group of pictures. The most common function is to "Enhance" all the photos which is to make them their optimum contrast and brightness. This can be done "Right clicking" anywhere in the Folder and choosing "Select All Photos"! You will notice that all of the pictures in the photo are now highlighted in Blue and you can then select an action by going to PICTURE, "Batch Edit" and (I usually) select "I'm feeling Lucky" – Picasa's command to "Enhance" Within moments, all of the pictures in the folder are now at their best contrast and color.

3. Edit Photos – by clicking on anyone photo, you can then Crop, Highlight, Change the Color or about thirty other choices. Each photo must be done individually.

4. Save a Copy - When you are finished and want to select a particular photo for your final group (to slideshow, email, print, etc.) you click on FILE and choose "Save a Copy". "Save a Copy" makes a copy of the edited photo and ALWAYS places it at the end of the folder. If you "Save" it overwrites the original, and if you "save As" it saves the photo with a different name. The main advantage to "Save a Copy" is that when you are finished working on all your photos, you will have your "Copies" at the end of the folder together in one group. This makes selecting them for emai, printing, etc. easier because theey will be all together.

5. Email or Print – With your finished photos at the end of the folder, just put htem in the work tray (lower left hand corner of the screen), "lock" them in (green mark) and print, email, or make a gift CD!

Using this system makes Picasa an easy and very organized program. Enjoy.

Stuart Gershon is known as "The Digital Doctor". He has given almost 500 presentations at 66 different venues in Nassau and Suffolk counties on Long Island and also in Oak Park, IL and Las Vegas, NV. You can get more information and the schedule of his classes at: **www.DigitalDocOnline.com**. Email Stu at: stugershon@gmail.com.

Kretchmar's Korner

By David Kretchmar, Computer Hardware Tech

How do I get rid of an old computer?

You've gotten a brand new computer and have copied all of your data (documents, pictures, Contacts, Favorites, Bookmarks, etc.) from your old system. You've found that no one (even at the Hardware SIG!) wants your old machine.

The environmentally friendly thing to do is drop off your old machine at the Goodwill truck at the SE corner of Cheyenne & Tenaya, in the hospital/medical building parking lot. Goodwill also has a drop-off point at Washington and Buffalo, at the West corner of Lowe's. I particularly mention Goodwill because they, in partnership with Dell, have a policy of not exporting unusable electronics for processing to third world countries, but recycling and processing the material in the US.

What about my data?

Naturally a computer you've used for years potentially contains a lot of sensitive personal information. And even if you have deleted files, data might still be recoverable.

On most desktop computers the only data - including your personal files – saved on the machine is written to your hard drive. This information is retained, of course, even after you turn your computer off.

A hard drive of a computer being discarded should be wiped or physically damaged so that if anyone wanted to get your information off of your old computer, data retrieval would be very difficult and expensive, if not impossible.

If your computer is still functioning, we can run disk cleaning software on it at the Hardware SIG on Tuesday afternoon. You can wipe off your hard drive yourself if you are familiar with the diskpart utility program that is built into the Windows operating system (click on Start, type diskpart).

If you want to tackle the job yourself you will likely need a Phillips screwdriver to open your tower and remove the hard drive. Your hard drive in a desktop is a rectangular piece of metal; (approx. 3 ½ inches wide, 1 inch tall, 6 inches long) screwed in or otherwise mounted near the front of your tower. Generally you will have to remove the side of your tower to access the hard drive.

The hard drive can be removed and kept until you are certain you have moved all of the files you needed. Then the disk can be wiped, or if it is very old or poorly functioning, can be hit on the bottom a few times with a hammer to permanently disable it.

Thanks to Ann Green!

I would like to thank SCSCC member Ann Green for her excellent article in the February Gigabyte Gazette;   The iPad – Another View.   Ann has obviously taken her iPad use to a new level.

April Lab Monitor Schedule

MILLIE TAYLOR	MONDAY
CAROL PRZYBYCLEN	APRIL 2, 2012
LEO JARZOMB	WEDNESDAY
RAYMOND PUN	APRIL 4, 2012
BONNIE HELLING	SATURDAY
DEAN HELLING	APRIL 7, 2012
ENID HOPKINS	MONDAY
BLANCHE YORK	APRIL 9, 2012
TOM BRENNAN	WEDNESDAY
JAN EDWARDS	APRIL 11, 2012
FRED COHEN	SATURDAY
JIM ENLOW	APRIL 14, 2012
MARIYN HALVORSON	MONDAY
MARTI HAMILTON	APRIL 16, 2012
JOHN POLLET	WEDNESDAY
OPAL SMITH	APRIL 18, 2012
JOHN ZUZICH	SATURDAY
MARY HEDIN	APRIL 21, 2012
LOWANA MANNELIN	MONDAY
JOHN PALUBINSKAS	APRIL 23, 2012
BRIAN CUNNINGHAM	WEDNESDAY
TAMMY COLLINS	APRIL 25, 2012
DON PICKELL	SATURDAY
JOHN ZUZICH	APRIL 28, 2012
JO TOMEY	MONDAY
LINDA MCMULLIN	APRIL 30, 2012