

The
Gigabyte Gazette

The Monthly Newsletter
of the
Sun City Summerlin
Computer Club

JUNE 2012

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President's Message

by Tom Burt, Vice President

Dear Club Members:

Club President George Lobue is away for four months on a much-deserved vacation. While he is away, I'll be filling in as *acting* club President.

Reminder: In July and August there will be ***no general meetings***. However, most of our program of SIGs, seminars and classes will continue for our members. The online Gigabyte Gazette newsletter will continue to carry schedules and club news. There will be lots of activities going on all summer.

June General Meeting Program: Tom Burt will do a presentation covering various ways you can back up your PC or Mac hard drive and files. We can't stress enough how important it is to back up the data on your computer. See the section on the June General meeting for more details.

We are looking for volunteers for non-technical assistance as greeters (including a greeter coordinator), lab monitors, and general meeting hospitality team members. We're also looking for members who would like to teach classes or seminars on topics on which they have knowledge or experience. If interested, you can count on plenty of help from current volunteers and board members. Sharing your knowledge and experience with others can be very fulfilling. Contact me for more information.

Enjoy the rest of this issue. We have some interesting articles, plus all the usual news.

Tom Burt, Vice-President

341-7095

Tomburt89134@cox.net

Issue Contributors

Irene Burt	Tom Burt	Tammy Collins
Stu Gershon		Pat LeMay
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
May 9, 2012**

Tom Burt made a motion that the minutes of the April Board of Director's Meeting be approved as submitted. The motion was seconded by Irene Burt and unanimously approved by the Board.

General Membership Meeting

The June meeting will be held on Thursday, June 7th, 7PM at Desert Vista. Our guest speaker will be Tom Burt who will make a presentation on ways to back up your PC or Mac hard drive and files. We'll demonstrate using the Windows 7 Backup tool to make an image of your hard drive. We'll also briefly discuss and demonstrate how to use "Cloud" storage to back up and share your important data files. Come join us for this informational presentation, refreshments and fellowship

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

Welcome New Members

Imre Botz
Jackie Conville
Evelyn Evans
Laverne Ferraro
John Gomez
Lynda Hiltner
Carol Johnson
Samuel Johnson
Shirley Malinowski

Renee Matta
Richard Miller
Thelma Monstein
Beverley Nelson
Loram Pollock
Joanne Rogstad
Jack Smith
Kenneth Wenicur

June 2012 Calendars

To view the June classroom and lab calendars, click the following hyperlink:

http://www.scs-cc.com/Calendars/scscc_calendar_2012-jun.pdf

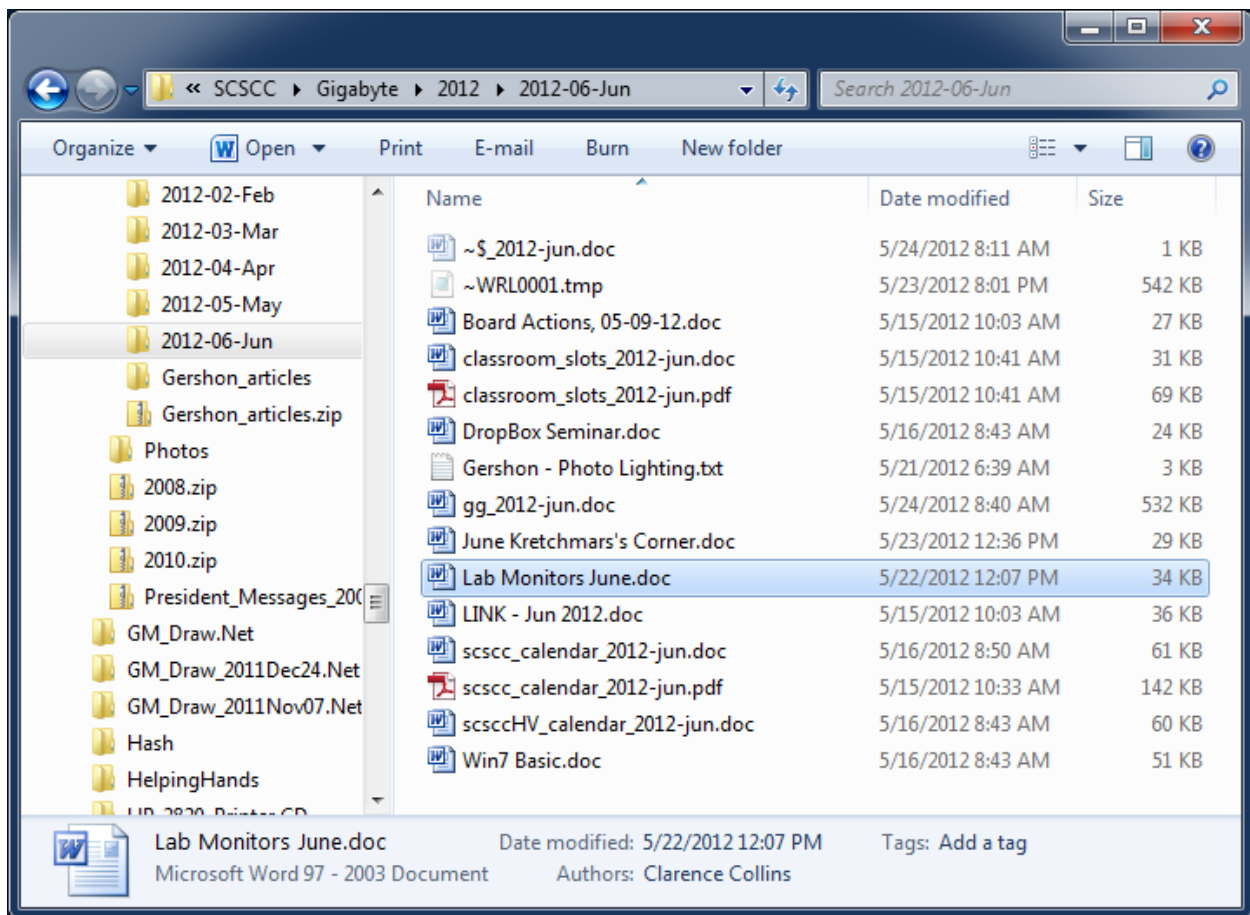
Members Helping Members

“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”.

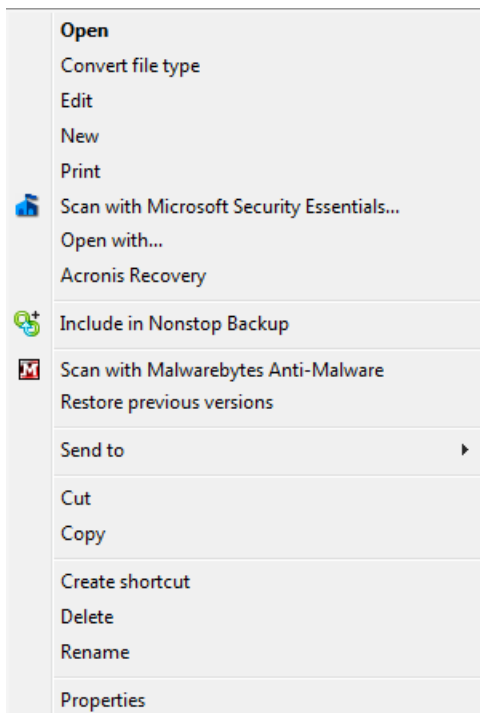
Copying or Moving Files in Microsoft Windows

One of the commonest tasks we need to perform when managing our data files is to copy or move a file (or a set of files) from one folder to another. Yet many of our users struggle with this. As usual, Windows Explorer offers several variations on how to do the job. I’ll illustrate one here.

First, navigate to the source folder and click to select the file or files to be copied or moved.



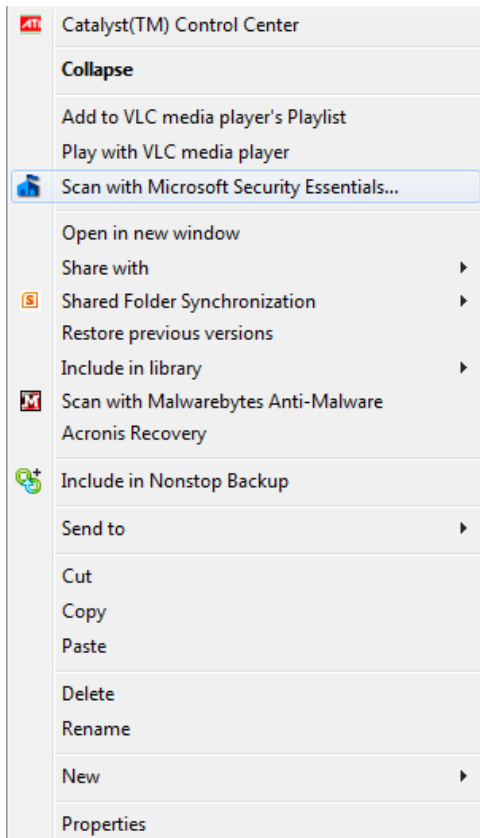
Next, right click on the selected file. A popup context menu will appear offering a choice of actions.



Now click on the **Copy** action. This marks this file or set of files as ones to be copied.

Next, in the left-hand Explorer pane, navigate to the folder where the copies are to be placed.

Click on the target folder in the left-hand pane to select it. Then right click on the folder. A popup context menu will appear offering a choice of actions.



Click on the **Paste** action. Windows Explorer will now copy the previously selected file or set of files to the selected folder.

To *move* a file to a different folder, you can use **Cut / Paste** instead of **Copy / Paste**.

Tom Burt

Special Interest Groups

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> *Dark for the summer*

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.

Chuck Wolff (233-6634), *George Lobue (256-0822 – away until September)*

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> *Dark for the summer*

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> *Dark in June*

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.

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.

June 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 June

Next classes:

July 9, 10, 12, 16, and 17 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, June 13 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.



Advanced Word Processing Using Microsoft Word 2010

Wednesday, June 20, at 1 pm to 4 pm

Location: Computer Lab

Presenter: Edith Einhorn

This is a hands-on class that will allow participants to create personalized templates, change the default layout options, create headers and footers, use Word's multiple clipboard, insert graphics and share a document via email.

Participants should be familiar with such basic word processing skills as creating, formatting and editing a document; using cut, copy and paste; and saving a document using the "save" and "save as" commands. Bring a thumb drive if you want to save documents you create in class.

This class is limited to 12 participants. There is no charge but pre-registration is required. To register for this class, send an e-mail message to: eunicorn@cox.net indicating that you wish to register. Include Advanced Word Processing, your name and telephone number.

June 2012 Seminars

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



Google Chrome Extensions

Thursday, June 14th at 1 PM

Instructor: Pat Lemay

Location: SCSCC Classroom

Google Chrome is Google's web browser program designed to work on PC, Mac and Linux. The Google Chrome Web Store has an enormous number of Applications and Extensions that allow Google Chrome to enhance your browsing experience and allow you to surf the Internet safer, shop smarter, play games and interact between other Google programs. This seminar is designed to introduce you to some of these extensions and demonstrate what they can do for you. **This class will be taught on the Windows version of Chrome.**



DropBox Seminar

Tue, June 19th, at 10 AM

Presenter: Howard Verne

Location: SCSCC Classroom

DropBox offers an easy way to share data between computers and store data in the cloud. Howard will explain how to use *DropBox* to share data between computers and to store data in the cloud. Howard will show how to direct dedicated windows locations (*My Documents/My Picture/etc*) to your *DropBox*. Want to store/access your *DropBox* from any computer? Howard will discuss a portable version of *DropBox* that can be run from a USB drive. Worried about security? Howard will discuss addons which can encrypt your *DropBox* data.



EBay Buying

Monday, June 18th at 10:30 AM

EBay Selling

Monday, June 25th at 10:30 AM

Presenter: Tom Kimber

Location: SCSCC Classroom

Founded in late 1995, EBay is the leading online marketplace for the sale of goods and services by a diverse community of individuals and businesses. Today, the EBay community includes over 50 million registered users, and is the most popular shopping site on the Internet when measured by total user minutes. These seminars, presented by an avid EBay user will share his secrets for making good buys and effective sales at this Internet marketplace.



Basic Home Networking - Wired and Wireless

Wednesday, June 27, at 9 AM

Location: Computer Classroom

Presenter: Tom Burt

Many households now have two (or more) PCs, tablets or smart phones. How do you take advantage of the power of networking to get the most out of your multiple systems? This 2 1/2 hour seminar describes all aspects of setting up and securing a mixed wired and wireless home network. We will survey both wired and wireless networking equipment and software. We'll demonstrate how to set up your wireless network equipment to create a mixed wired and wireless LAN and how to secure it from undesired outside access. We'll also briefly review how to share files, printers and your cable or DSL Internet connection between two or more PCs. And we'll keep some time open to answer your networking questions. This seminar will include wired and wireless networking on Windows XP, Vista and 7. This seminar's target audience is users who are pretty comfortable with their PC and Windows and want to move up to taking better advantage of having multiple PCs.

Handout: Can be found at http://www.scsc.com/smnt/basic_home_networking.pdf



Digital Photography Column

by
Stu Gershon

Photo Lighting

As I stood on Lauren Street to watch the “Super moon” on May 5th, I was struck by the lack of knowledge most people have that the key to shooting a memorable photograph is *special lighting*. There I stood, patiently, waiting for just the right situation, with my tripod setup and the remote to my camera in my hand. Meanwhile people pulled up next to me, opened their windows and shot with their small cameras or iPhones! The situation was absurd and I am writing this to explain the right way to shoot a photo with the proper amount of light.

During the daylight, the sun often provides enough light to illuminate both the background and foreground of your photo (what’s behind the subject and what’s in front of the subject). That works, however, **ONLY** if the sun is **BEHIND YOU!** If the sun is to either side, you will get stark shadows on the faces of your subjects, and if the sun is behind your subject, you will get a beautiful background with light from the sun, but your subject will be a silhouette! If either of these situations occurs, you have to find out how to **FORCE** your flash to fire so that it will light up the dark parts of your subjects face.

As for the “Super moon” on May 5th, or any night shot, for that matter, you **MUST HAVE A TRIPOD** or something to hold your camera steady. You can purchase an adequate tripod from Wal-Mart for about \$25, or you might buy one of these really little ones at a discount store for less than \$10. You could also use a bag of flour or any flexible container that has a powder in it and “form” that as the base of your camera. Set the camera on the bag and then, **VERY IMPORTANT**, use the **SELF-TIMER** to shoot the photo. By using the Self-Timer (symbol is usually something that looks like a clock face) you will **NOT** be touching the camera when it shoots. This means there will be less movement during the shot. Our bodies, whatever they are doing, are in constant movement and vibration which makes taking a photo very difficult and often winding up with a blurry photo. The less you hold your camera, especially in low-light conditions, the steadier your camera will be and a better photo will result! Also, don’t depend upon your flash (built in) to “light up the sky – it is only effective within 10-15 feet, so shooting the moon or a sports event in a waste of time!

Enjoy the night!

Stuart Gershon, “The Digital Doctor”, 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. His website is: www.DigitalDocOnline.com. Email Stu at: stugershon@gmail.com.

Kretchmar's Korner

By David Kretchmar, Computer Hardware Tech

Welcome to Cloud Computing

The Cloud is virtually everything you access via your computer, tablet, or smartphone that does not reside on your own storage devices. We are all increasing our utilization of cloud computing, whether we realize it or not.

Many of our club members are confused by terms relating to the Cloud, so for those who need it, I'm defining three concepts basic to understanding Cloud computing.

Internet Service Providers (ISP)

We access the cloud from our home computers using an Internet Service Provider i.e. Cox Communications or CenturyLink. This is the one aspect of connecting to the cloud that is directly paid for by the consumer. Much of the balance of our cloud experience is supported by advertising or the provider of services, such as your bank or online resellers such as Amazon.

Browsers

We are able to navigate to the cloud and travel about the cloud (surf the Internet) utilizing a browser such as Internet Explorer, Mozilla Firefox, Google Chrome, or Apple's Safari.

The World Wide Web

Essentially the content available using the Internet is the World Wide Web. The Web consists of millions of computers around the world connected via the Internet. The Web is represented by the www that starts most Internet addresses. You might have noticed that Internet browsers have become smart enough to automatically provide the www part of each sites address. In other words you only have to type yahoo.com in our browser's address bar to connect to www.yahoo.com.

Storing Your Data in the Cloud

A relatively new and rapidly evolving aspect of Cloud computing is the data storage and editing that is becoming available. If your files; documents, pictures, whatever, are stored in the Cloud you can access them from any computer in the world, as long as you have an Internet connection.

The two leading providers of free online storage are computing giants Microsoft as SkyDrive and Google as Google Drive. Microsoft and Google Cloud storage share many of the same features.

Microsoft Windows Live SkyDrive

SkyDrive is a feature of Windows Live, which includes Hotmail. SkyDrive provides a whopping 25 GB of online storage for FREE, for Windows Live accounts created before April 23, 2012. New accounts receive 7 GB of free storage. SkyDrive is available for only Windows and Mac users.

A feature of the Cloud is sharing folders and files; documents, pictures, videos, music, whatever, with one or more other individuals. You can edit documents online using Microsoft Office Word, Excel, and PowerPoint, which also reside in the Cloud. You can give other people permission to edit files, and others only viewing privileges. You can collaborate with anyone you choose on the same document.

SkyDrive provides free software that is supposed to automatically back up files you move to a Folder appropriately named SkyDrive that is created on your hard drive. Unfortunately this does not always work as advertised. The automatic backup feature only works (when it works) in Windows 7.

Google Drive

Google offers 5 GB of free storage space and an option to upgrade to 25 GB or storage for \$2.50 a month.

Google Drive offers most of the same features as SkyDrive and is also available for Chrome OS and Android users. Google has announced they will also soon provide service for iPhone and iPad users.

Unlike SkyDrive, Google does not let you allow some users to edit a specific file and other only view that file. The workaround for this is to copy a file to a separate folder and establish different editing privileges for that folder.

Google offers an option to convert files to its own productivity software format for online document editing. Files in Google's format do not count toward the 5 GB space limitation. As you might expect, Google has a much more powerful search feature, and can even find words within scanned documents!

Is the Cloud Safe for Data Storage?

The files you store in the cloud are safer from destruction than the files you store on your computer. Enterprise servers storing your files utilize heavy duty hard drives and redundant copies and backups of data. I have not heard of any data stored in the Cloud being compromised, but I am paranoid enough to encrypt my most sensitive files stored in the Cloud, and keep copies of files on my own computer.

June Lab Monitor Schedule

BONNIE HELLING DEAN HELLING	SATURDAY JUNE 2, 2012
MILLIE TAYLOR CAROL PRZYBYCLEN	MONDAY JUNE 4, 2012
LEO JARZOMB JOHN SUSICH	WEDNESDAY JUNE 6, 2012
FRED COHN JIM ENLOW	SATURDAY JUNE 9, 2012
ENID HOPKINS BLANCHE YORK	MONDAY JUNE 11, 2012
JAN EDWARDS TOM BRENNAN	WEDNESDAY JUNE 13, 2012
JOHN ZUZICH RAYMOND PUN	SATURDAY JUNE 16, 2012
MARTI HAMILTON MARILYN HALVORSON	MONDAY JUNE 18, 2012
OPAL SMITH SUSIE SCOTT	WEDNESDAY JUNE 20, 2012
MARY HEDIN DON PICKELL	SATURDAY JUNE 23, 2012
LOWANA MANNELIN REBECCA KINN	MONDAY JUNE 25, 2012
BRIAN CUNNINGHAM TAMMY COLLINS	WEDNESDAY JUNE 27, 2012
JOHN POLLET JO TOMEY	SATURDAY JUNE 30, 2012