

# GRAND COMPUTERS CLUB

SUN CITY

GRAND

SURPRISE,

ARIZONA

May

2013



## A Message from

President

Joyce Klonecz

### Urgent Request:

The Board is still looking for someone to fill the treasurer's position for 2014. If interested

contact, Don Exner at [dwe22@cornell.edu](mailto:dwe22@cornell.edu).

Our spring events for our Grand Computers Club are drawing to a close. Our last general meeting will be Wednesday, May 1. See info about our May meeting, on the right. This should be an interesting meeting, which will ease your mind about using Facebook.

Starting May 1, our Grand Computers Club will only be open in the PM, from 12:30 - 3:30 PM. The numbers using the open use room go down

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## Grand Computers Club Monthly Meeting Wednesday, May 1 at 1:00 P.M.

Gila Room, Cimarron Center

Facebook Features & Security Issues

John Nuerenberg, Social Networking SIG

Facebook has over one billion user accounts and is by far the largest social networking program in the world. There are many concerns about the privacy and security of the program, however, which will be a major topic of conversation and demonstration at the Grand Computers Club monthly meeting. John Nuerenberg, Facebook instructor for the club, will spend some time with you going over a lot of Facebook details.



First and foremost, John will address many of the security issues. He will also show you the Info section, finding friends, uploading photos in newly created albums as well as cover photos and profile pictures. Some of this presentation will be PowerPoint while John will take you 'live' to demonstrate several features. For all of you that have had qualms about signing up for Facebook as well as those of you that are concerned about security, this is a presentation you won't want to miss!

**Please join us and bring your friends.  
General Meetings are open to all Sun City  
Grand residents. Door prizes also!**



**Update from  
Membership Director  
Joey de la  
Concepcion**

Joey reports that as of April 30, the Grand Computers Club has 1296 active members; 1017 are PC users, and 279 are Mac users.

If you wish to set up a free e-mail address contact Gretel Coursol at 623-214-7999. She will be happy to help you.

(Continued from page 1)

when the snow birds leave, plus we lose many of our monitors over the summer, so this necessitates the shortened hours. We can always use more monitors to help out in the open use room over the summer months. For more information, contact [monitors@grandcomputers.org](mailto:monitors@grandcomputers.org)

Our winter classes ended the end of April. Our summer classes are now being planned. Watch our website, [www.grandcomputers.org](http://www.grandcomputers.org), and your email for dates and times of our summer classes, which begin June 6 and run through July 17.

We're always looking for new ideas, or perhaps you'd like to assist an instructor in one of our current classes. We especially need more instructors for our smart phone and tablet classes. If you can help, email [education@grandcomputers.org](mailto:education@grandcomputers.org).

Joyce Klonecz , President  
Grand Computers Club

**Newcomers Coffee**

Photos to the right are from the Newcomers Coffee on Monday, April 8. The Grand Computers Club had a table with our brochures and flyers about our club activities. Joe Scanlon and Jack Gossett wheeled over the flight simulator console, which was a big hit with our newcomers to Sun City Grand.





**Monitor's Corner**  
Bill Remling  
Monitor Director

We were open for 43 sessions for the month of April. Our most active monitor this month is Urmiah Lynch. A special thanks to Urmiah for all she does. Do we have great people in our club or what?!?

The Volunteer Banquet was great. A good deal of hard work was done by the committee to organize and bring this to pass. We got a lot of positive feed back on the food, decorations, entertainment, et al.

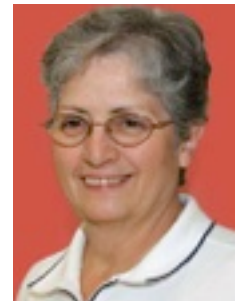
Start collecting your points for next year. Remember you receive 3 points for each session you volunteer as a monitor. Only 5 sessions throughout the entire year qualify you for the Volunteer Banquet in 2014.

Additional points are given for teaching, assisting in class and for participating in special events. If you really want to rack up the points, think about running for a Board position.

Starting in May we go to half days from 12:30 pm to 3:30 pm. This is a great time to train and start monitoring. If you want to volunteer and do not want a very busy time slot, these summer months are the best. It will give you the best time to ease into the position and get ready for the return of the winter residents.

If you know any club member that may have some free time please encourage them to step up and volunteer. Simply get an application from the monitor on duty (they are in the Monitor Director's box), fill it out and return it to the Director's box. I will be happy to call you and arrange a one-on-one training. It really is fun and rewarding.

**Education Corner**  
Linda Morrison  
Education Director



The final class of winter term will be held on Friday, April 26, 2013. Over the past month, one class was cancelled due to low enrollment, and no new classes were added.

This past month, invoices paid by PayPal exceeded those paid at the club (53% PayPal and 47% green envelopes at the Club).

For winter term through April 21, there was a total of 244 class sessions held with 2,296 students enrolled. The year-to-date attendance was 1,842 or 80.2%. With the term coming to an end, there were few changes noted on the class change log.

Summer term planning has begun. The term will be from June 6<sup>th</sup> to July 17<sup>th</sup> or approximately 6 weeks; however no classes will be scheduled on July 4<sup>th</sup> and 5<sup>th</sup>.

Information on summer classes will be available in the near future. Summer term information will be posted on the Education page of the club website after winter term ends and the schedule is set.

Club members will be notified when the schedule is ready for viewing. Many of the instructors will be taking a well-deserved break over the summer, so only a few classes will be offered.



## Request for Laptops

Jim Geffre is still in need of your old laptop computers. Students in local school districts would like to have

Windows 7 now, so Jim would like to have any laptops you have that are Windows 7 compatible.



If you have any **newer** XP laptops or laptops that have Windows Vista on them, Jim can update those very easily to Windows 7. Jim buys the \$40 licenses for the machines.

Please include the restore disks if you have them. The power cord is also very important to have with the laptop.

Jim puts in new hard drives if needed, adds memory to at least 1GB, adds Word or Open Office and sets the students up with Juno, 10 hours free for a dial-up service.

To date Jim has rebuilt and given 102 computers to students in area schools, but more are needed as Jim would like to finish installing laptops in the classroom. If your old laptop works or not, PLEASE CONSIDER DONATING IT!

You can drop your laptop off at the Grand Computers Club, with your name and phone number taped to it, or you can contact Jim at:

[623-544-3394](tel:623-544-3394) or [geffre1949@yahoo.com](mailto:geffre1949@yahoo.com)



## *Need a New Home for Your Old Desktop?*

If you have purchased a new desktop, and need a place for your old one to reside, contact Ted Gray.

Ted will take desktop computers, both PC and Macs, as well as any working LCD monitors. It would be good to have the original operating system software, but it's not absolutely necessary. Ted is not interested in CRTs because of their size and weight.

Printers are also acceptable but only if currently working without problems. Normally he is not too interested in printers, because new ones cost about the same as the ink cartridges.

Once these items have been updated, they go to students in the area. This is a project through the VFW who helps fund it.

If you have a donation to make of any above mentioned items, you can contact Ted at:

[\(623\)215-7473](tel:623-215-7473) or [trirat07@mac.com](mailto:trirat07@mac.com)

PLEASE CALL OR E-MAIL AHEAD





**APCUG's 2013  
Spring Virtual  
Technology  
Conference (VTC)**  
will be held on  
Saturday, May 4,

from 1:00 pm – 5:00 pm Eastern time. The VTCs are gaining popularity with user group members and attendance is growing with each conference. The free sessions are 50 minutes in length and offer attendees the opportunity to ask questions via a chat window. Videos from earlier conferences can be found on APCUG's YouTube channel [www.youtube.com/apcugvideos](http://www.youtube.com/apcugvideos). You will find information on how to register for the virtual conference at:

<http://apcug.net/virtual/index.htm>

Please click on Register for Upcoming Events – External Site <https://apcug.ilinc.com/perl/ilinc/lms/event.pl>

If you would like further information, send an email to:  
[virtualconferences@apcug.org](mailto:virtualconferences@apcug.org).

1. A Comparison of SkyDrive, Google Drive, Box and iCloud, by Francis Chao, Member, Tucson Computer Society, AZ: This detailed comparison between four cloud storage services will provide you with the objective information for selecting which one(s) to use. With Microsoft's SkyDrive you get 7 GB of free storage space; and Google Drive, Box and iCloud offer 5 GB of free storage. They also offer additional storage at a price.

2. How to Navigate the Windows 8 Start Screen with Your Mouse and Keyboard Shortcuts, by Bill James, APCUG Region 8 Advisor; Vice President, Editor & Webmaster, Computer Club of Oklahoma City: Windows 8 is two operating systems in one and it runs two different kinds of programs: traditional Windows programs and the Live Tile apps. Find out how to operate the Live Tiles by using your mouse

and/or keyboard if you have a non-touch computer. There are mouse and keyboard equivalents for the touch gestures and this presentation will help you learn how to accomplish routine tasks.

3. Linux on the Desktop, by Orv Beach, Training Chair, Southern California; Linux Expo (SCALE): Linux on your home firewall and router and media center and video security system and easier than you think!

4. Sharing Family Stories on Your iPad and Online, by Jeri Steele, President, Bowling Green Area Microcomputer User Group, Inc., Kentucky: Everyone has stories to tell. It's fun to hear these family stories but many people don't capture them because you have to record, edit and then find some way to distribute them. The iPad and various online services make the process extremely simple. Come hear how you can create books, mini-movies or audio stories. Some of the websites are [LegacyStories.com](http://LegacyStories.com), [1000memories.com](http://1000memories.com) and the apps include Heirloom & [Evernote.com](http://Evernote.com).

5. Spring Clean Your Computer AKA Performing Computer Maintenance, by Jere Minich, Program Chair, Lake Sumter Computer Society, Florida: Happiness is a clean computer! You will learn how to properly care for your desktop or laptop computer to ensure optimal performance through the routine maintenance necessary to keep your computer running smoothly. You will also learn about some utilities that can accomplish these tasks for you.

6. Travel Like the Pros with your iPad, by Greg West, Webmaster, Sarnia Computer User Group; APCUG Advisor, Regions 6 and International: Learn how to travel like a pro with your iPad. Learn how to use the best travel apps. Learn how to communicate free while traveling. And much, much more...

**GCC Members: The articles below come from our APCUG user group. Members share articles from various computer clubs that we can then use in our newsletters. (GCC is not responsible for any info in these articles.)**

**Windows 8: Big Differences from Win7, and It Works!**

**By Karen Stagg, Member**

**Golden Gate Computer Society**

**March 2012 Issue, GGCS newsletter**

[www.ggcs.com](http://www.ggcs.com)

Windows 8 is substantially different from previous versions of Windows, and, though it requires a learning curve, the task is not insurmountable, says GGCS member Ernie Ganas, who helped about 75 guests and members understand the newest Microsoft operating system (OS) during the February General Meeting.

To make the newness more palatable, Ernie offered that this new OS takes only 15 to 20 seconds to boot and 10 seconds to shut down. And the Internet loads instantly.

In addition, Windows 8, which costs about \$200, is a stable platform—more so than previous versions of Windows, which has been a concern since even-numbered Windows upgrades have notoriously had problems in the past. Windows Defender is standard in Windows 8 and replaces Microsoft Security Essentials.

The online app store for Windows 8 has 35,000 choices to purchase online, though many are free.

The term “apps” is starting to replace the word “programs” but can still be used interchangeably.

Be aware that many of the default applications or preferences are made by Microsoft, i.e. Bing instead of Google. If you don't like Bing, you can choose Google (or another search engine), and Lock your choice in Internet Options>Tools.

Windows 8's (Pro version or higher) unique feature called “Windows to Go” (WTG) allows you to boot your workspace from a USB flash drive, so

you can see your desktop as you would see it at home—your files, programs, etc.—on any computer you plug into. If you need to use someone else's computer, say, while traveling, WTG builds a virtual box that holds your Windows environment. Your information is never on that computer; it's all just on your flash drive.

The logon screen, though inconvenient to some, does serve a purpose. It allows a user to sign into a different computer and have their home configuration (including references) visible.

Windows 8 also helps us access our data by promoting the use of cloud storage with Sky Drive, available in various size options. Ernie suggests that the trend in computer security may be to virtual environments to protect computers better.

How it looks and works The new Task Manager is well-designed, showing useful information not available with previous Windows versions. The initial start-up screen shows many icons such as:

- Weather
- Maps
- People
- Mail
- Games

But the “search” feature is the fastest way to find anything (apps, settings or files) on your Windows 8 computer, Ernie says.

Windows 8 stores your data in a “pool.” It gathers files and data from multiple sources such as your flash drives, hard drives, or other storage mediums. The only drawback is that once the data is transferred to the pool, you can no longer determine from what device the information was transferred from.

Windows 8 was made to be used with a touch screen monitor, but those of us (the majority attending the meeting) still have the conventional screens and can handily navigate Win 8 with a mouse or touchpad.

To return to the “Tiles” view, use the Windows key on the keyboard. To close a tile, the screen offers no obvious place to click Close. Instead, for those with a touchscreen, hold your finger at the top of the screen and “brush” the screen down or toward you, as if you were brushing something off the screen itself. To do this action with a mouse, click and hold at the top of the screen, then drag the window down instead of “brushing” it. Old timers remember the Alt + F4 keystroke works too.

Users with touchscreen experience on an iPhone or Android, iPad or, tablet will be familiar with “brushing” or “sliding” motions. Ernie speculates that the computer industry is headed toward a tablet/phone touchscreen interface.

The touchscreen and decidedly visual platform isn’t intuitive. Ernie’s first challenge was figuring out how to start, restart, and shut down—he found no button in an obvious place. Windows 8 does offer some right-click options for shut down and closing a window. Finding them is another matter. In addition, Ctrl + Alt + Delete doesn’t work in this version of Windows.

John King, one of our well-schooled computer buffs, responded to Ernie’s request for an experienced assessment of this new system: “It is a stretch to learn this system.” Fortunately, the Microsoft store in Corte Madera is well set-up for customers to learn how to use all the bells and whistles in their products. Ernie suggests YouTube as a valuable source for tutorials.

**Windows Q&A**  
**By Mary Phillips, Secretary**  
**ICON Users Group, MO**  
**January 2013 issue, The ICON**  
[www.iconusersgroup.org](http://www.iconusersgroup.org)

**Q1. My email account may have been hacked, phished, or compromised. How can I tell for sure?**

A1. It’s pretty obvious when friends start asking if you sent them “such and such” and you definitely didn’t send that spam stuff that your address book in your email has been hacked. (If you receive

email from “yourself” that you didn’t send, then it may be someone else’s email that was hacked and your address was in their address book.)

Other ways to suspect that your email has been compromised are that you can’t log into your email account or you’re not receiving email that you should be. If you’re finding in your Sent email folder items you didn’t send, someone without permission may have been sending “spam” emails (unrequested ads, etc.) or “phishing” emails (fake emails asking for your ID, password, birth date, bank account number, etc.) using your ID and password. This unauthorized person might also be send “scam” emails (emails asking you to help them get money to or from a foreign country).

**Q2. What should I do if I’m pretty sure my email account has been compromised?**

A2. The first thing to do, if you can get into your account, is change your password to a completely new password that contains at least one of each: capital letter, lower case letter, number, and special character (-, \_, &, \*, #, etc). These four requirements should give you a strong password that’s not easy to crack. If you can’t get into your account, you will probably have to call the provider of your email or get other professional help.

The next step is to scan your computer(s) with an up-to-date anti-virus program.

Scan again with an up-to-date anti-spyware/anti-malware program such as SuperAntiSpyware because some malware may not be detected by anti-virus scans.

Run your Microsoft Updates to make sure the operating system is up-to-date.

When you’re sure the computer(s) are clean, you may want to change the email password again just in case a “keylogger” malware program (program that records and sends “home” every key stroke you’ve made) had been installed on the computer and was active before you got everything cleaned.



Log into your email and check to see that your Options haven't been changed in webmail.

Note: Also, it's safer NOT to check in the box to let the browser "Remember my password."

**Q3. I downloaded the Internet Explorer 10 for my Windows 7 machine and I don't like it because it's causing problems. How can I get rid of IE 10 and get my IE 9 back?**

A3. Actually, when IE 10 is uninstalled, IE 9 is automatically restored. To uninstall IE 10, follow the path: Strata Control Panel / Programs and Features. In the left panel, click on "View installed updates."

Under "Uninstall and update" scroll down to the Microsoft Windows section, select Internet Explorer 10 and click "Uninstall."

Restart the computer to complete the removal of IE 10 and restore IE9.

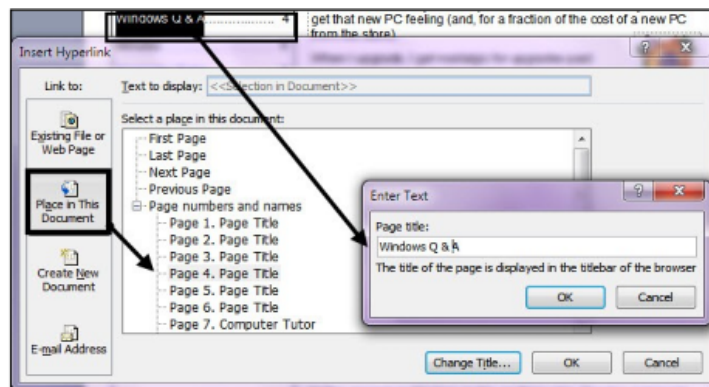
**Q4. I want to create an index with hyperlinks to individual pages in a newsletter, booklet or document in MS Publisher. How do I do it?**

A4. To create a hyperlink to another page in your document, do the following:

1. Select either text or a picture.
2. On the Standard toolbar, click Insert Hyperlink.
3. Under Link to, click Place in This Document.
4. Select the page that you want and change the title of the page if you like.
5. Click OK on the Enter Text dialog box. Click OK in the Insert Hyperlink dialog box.

In the example below, after selecting the page Windows Q & A in the index, clicking on the hyperlink button, clicking Place in This Document, clicking the page number, clicking Change Title button, I have changed the Page Title to "Windows Q & A." I will click OK twice.

Now, if the file is a .pub opened in a Publisher program, when the mouse pointer is positioned on Windows Q & A in the index, the pointer will stay an I-beam, but a tool tip will appear briefly stating to use Ctrl + click to follow the link.



However, if the file is a .pdf opened in Adobe Reader, the pointer will become the hand with the pointing finger to indicate a link, and a click takes you immediately to page 4.

**Q5. How do I adjust an inserted picture to get it very close to the text in MS Word or MS Publisher 2007?**

A5. In MS Word, do the following:

1. Right-click on the graphic for a menu and select Format Picture.
2. Click the Layout tab, and then click the Advanced button.
3. For Wrap style, click on Tight or Square—Tight adjusts for Left and Right, Square adjusts also Top and Bottom. Select horizontal position for the graphic (Left, Center, Right, Other).
4. Click Advanced.
5. Change the Distance from Text to "0". Click OK. Click OK.
6. Nudge the selected graphic (resizing handles showing) to the desired position with the navigation arrow keys. (When a graphic has been formatted this way, you can usually click and drag it or nudge it wherever you want it; but sometimes you have to delete and reinsert it.)







## Special Interest Groups (SIG) of Grand Computers

If you are a member of the GCC, you may attend any of these SIG meetings.



### Compose Yourself SIG

Provides club members a forum for writing about their family memoirs

**Meetings:** 3rd Monday of each month (Oct-May)

**Time:** 1 - 3 PM

**Meetings Resume October 15**

**Place:** Aqua Fria Room, Cimarron (Oct.-May)  
Computer Classroom, Chaparral (Jun-Sep)

**Contact:** Gloria Young, 623-910-2299  
[CY@grandcomputers.org](mailto:CY@grandcomputers.org)



### Devices SIG

Provides a focal point for people to meet and work together on hand-held devices.

**Meetings:** 3rd Tuesday of the month (Oct.-May)

**Time:** 6 - 7:30 PM

**May 21 Topic: Travel / Lifestyle/ Food / Drink / Entertainment**

**Place:** Maricopa Room, Chaparral

**Contact:** Leon Chapman, 623-398-8900  
[Devices@grandcomputers.org](mailto:Devices@grandcomputers.org)



### Financial Education SIG

Provides club members a forum for financial education

**Meetings:** 4th Friday of each month (Oct. - May)

**Time:** 1 - 3 PM

**Meetings Resume October 26**

**Place:** Hopi Room, Chaparral Center

- Income Investing: 1<sup>st</sup> & 3<sup>rd</sup> Mondays, 8 AM, Cimarr. Club
- Technical Analysis: 1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 8 AM, classroom

**Contact:** Diane Kurt, 623-214-7541  
[financial@grandcomputers.org](mailto:financial@grandcomputers.org)



### Flight Simulators SIG

Provide a focal point for members to meet, work, and exchange ideas about Flight Simulators.

**Meetings:** 2nd Thursday of the month (Sept.-June)

**Time:** 4 - 5:30 PM

**Meetings Resume September 12**

**Place:** Computer Club Open Use Room

**Contact:** Jack Gossett 623-229-2433  
[Flight@grandcomputers.org](mailto:Flight@grandcomputers.org)



### Genealogy SIG

Provides club members a forum for researching family history

**Meetings:** 1st & 3rd Thurs. of each month (Oct-May)

**Time:** 3:30 - 5 PM

**May 2: Use Your Digital Camera to Copy Records - Mary Hill**

**May 16: Social Networking - Thomas MacEntee**  
**Place:** Computer Classroom, Chaparral Center

**Contact:** Leon Chapman, 623-398-8900  
[Genealogy@grandcomputers.org](mailto:Genealogy@grandcomputers.org)



### Graphics SIG

Provides club members a forum to discuss graphic applications

**Meetings:** 2nd Thursday of each month (Oct-May)

**Time:** 2:30 - 4:30 PM

**May 9 Topic: Jazzing Up Your Summer Photos**

**Place:** Hopi Room, Chaparral Center

**Contact:** Rita Skarbek, 623-748-8992  
[Graphics@grandcomputers.org](mailto:Graphics@grandcomputers.org)



**Mac SIG**

Provides members a forum for  
Mac users and for classes  
on the Mac platform

**Meetings:** 3rd Monday of each month (Oct-Apr)  
**Time:** 4:30 - 6:00 PM

**Meetings Resume October 15**

**Place:** Apache Room, Chaparral Center

**Contact:** Joyce Kloncz, 623-215-2397  
[Mac@grandcomputers.org](mailto:Mac@grandcomputers.org)



**New Technologies SIG**

Provides members with a  
forum for the open discussion of  
technologically advanced ideas

**Meetings:** 3rd Wednesday of each month  
(2nd Wed. In May)  
**Time:** 4 - 5:30 PM

**May 8 Topic: Survival Tech**

**Place:** Classroom, Chaparral

**Contact:** Joe Parla  
[NewTech@grandcomputers.org](mailto:NewTech@grandcomputers.org)



**Social Networking SIG**

Provides a focal point for  
members to meet, work, and  
exchange ideas about social  
networking programs.

**Meetings:** 2nd Monday of the month (Oct.- April)  
**Time:** 4 - 5:30 PM

**Meetings Resume October 8**

**Place:** Open Use Room, Chaparral

**Contact:** John Nuerenberg, 623-975-0503  
[Social@grandcomputers.org](mailto:Social@grandcomputers.org)



May 1 - General Meeting, 1:00 PM

May 2 - Financial SIG: Technical Analysis, 8 AM

May 2 - Genealogy SIG, 3:30 PM

May 6 - Financial SIG: Income Investing, 8 AM

May 8 - New Technologies SIG, 4:00 PM

May 9 - Graphics SIG, 2:30 PM

May 16 - Financial SIG: Technical Analysis. 8 AM

May 16 - Genealogy SIG, 3:30 PM

May 20 - Financial SIG, Income Investing, 8 AM

May 21 - Devices SIG, 6:00 PM



**Don't Forget!**

Please remember to bring  
your CAM card with you to all  
meetings. The Grand Computers Club is  
requiring cards to be scanned at all club  
meetings, SIG meetings, and activities.  
So tie a string around your finger to  
remind you if necessary. :-)

