



**Grand Computers Club Monthly Meeting
Wednesday, October 2 at 1:00 P.M.
Gila Room, Cimarron Center
Fall Class Preview**

Jeff and Rita – 2/3rds of "The3"

**"All about Computers and Technology on
Your TV"
Presented by Rita Mary & Jeff Taylor**

Jeff and Rita will be on hand to tell you about their new show on Channel 22, "The3," answer your computer club related questions and tell you how you can become part of the show.

Note: Even if you do not have Cox Cable you will receive step-by-step instructions on how you can view the show on the Sun City Grand Website.



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

**A Message from
President
Joyce Klonecz**

With fall fast arriving, our activities at the Grand Computers Club start picking up. Two things of which you need to be aware:

1. Fall classes begin on October 14.
2. All memberships expire on September 30 and need to be renewed before you can register for classes.

Dues are \$20 per membership year per person for the October 1, 2013, through September 30, 2014, membership year. The preferred method for membership renewal (or joining) is online through the club website www.grandcomputers.org and paying through PayPal. You can also stop by the club open use room in the Chaparral Center and renew or sign up in person with the monitor on duty. (Continued on p. 2)



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

Joey reports that as of August 31, the Grand Computers Club has 1394 active members; 1056 are PC users, and 278 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.

Our Education Director, Linda Morrison, has been hard at work preparing for the fall courses.

A new course offered this fall is iCloud for Mac & PC. Photoshop Elements 11 classes have been reorganized and are located now on the "Other" category on our website. New Photoshop Elements classes are Fonts & Texts and Tools. Word 2013 & 365 and Excel 2013 & 365 are new versions of Office being offered this fall.

Class information is now posted on line for your perusal. On-line registration begins at 8AM on Monday, October 7 and will stay open until late in the term (January). Go to our website, then click on "Education" on the left side of the page. Then click on "Class Schedule" to see when courses are offered. There is a listing of the courses at "Course Listing" under "Education." Click on a specific course to bring up its detailed description and prerequisites. (Club volunteers can register early on October 6 from 4 to 6 PM online only.)

Don't forget our **Coffee Chats** the second Thursday of each month in the Hopi room of the Chaparral Center, from 8:30 - 10 AM. Invite your friends; you don't have to be a club member to attend. Coffee and donuts will be available. The fall topics will be:

- October 10: **Overview & Education Classes of the Computer Club**, its Special Interest Groups and Tech Help for members.
- November 14: **Tech Toys** that make great gifts: iPhone, Android, Blackberry or Palm? iPad, Droid, tablets, e-Books. Tom-Tom, Garmin or Magellan?

Lots going on this fall for our Grand Computers Club.!

Joyce Klonecz, President, Grand Computers Club

October 2013 Vol. 7, No. 5



October Coffee Chat

**October 10, 8:30 AM
Hopi Room
Chaparral Center**

This Coffee Chat presentation will provide an Overview of the Computer Club and Fall Classes. Information about our nine Special Interest Groups: Compose Yourself, Devices, Financial Education, Flight Simulator, Genealogy, Graphics, New Technologies, Mac, and Social Networking will be given.

Fall class offerings and online enrollment procedures will be explained. Find out how our weekly Tech Help Desk can assist you with your computer problems. More information will be obtained in our Q & A session to kick off the first session of the fall.



Monitor's Corner
Bill Remling
Monitor Director

At the present time we have 93 active monitors. Thanks to the efforts of several of our monitors we are now seeing an increase in monitor applications. If you know someone who frequents the computer club, please invite them to join the family of volunteers that keep our club open for our members. Monitor training, for the time being, is done on a "one on one" basis. New applicants have an easy time picking their training session with the number of experienced monitors we have available.

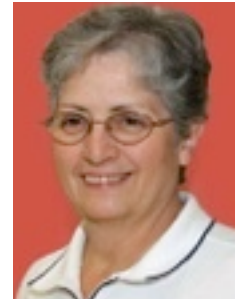
Our Monitor of the Month for September is Gretel Coursol. She has volunteered for the most sessions this month. During September we had 20 sessions to cover. Starting October 1 we are back to two sessions per day. Your help is needed and appreciated.

For those of you returning to service, if you feel you need to brush up on your monitoring skills, please do not hesitate to contact me or introduce yourself to the monitor on duty and review the procedures.

We do have some new and advanced flight equipment in the front of the open room. Only people trained and tested in the use of this equipment are permitted to use it. Their CAM card has a special indication on the back. Just check their CAM card for this logo whenever you see someone at this equipment.

Our club has already started preparations for the annual volunteer dinner to be held in March. Invitations to the event are done on a point system. Monitors receive 3 point for each session they serve. A total of 15 points will get you one FREE ticket to the event. These points must be accumulated within the 2013 calendar year. Our small way of saying "Thank You for All You Do."

Education Corner
Linda Morrison
Education Director



Fall Term 2013

Class scheduling has been completed and we have the schedule on the website. Go to www.grandcomputers.org > Education for more information. General registration will begin on October 7th. We will be having extra volunteers at the computer club on hand to assist students from 10 a.m. to 2 p.m. daily during the first week of registration.

Fall term will be extended this year. Classes will begin on October 14, 2013, and will be extended to January 10, 2014. There will be a two day break for each holiday during fall term (Thanksgiving, Christmas and New Year's).

Some of our instructors have decided to retire from teaching and/or will not be available to teach fall term for various reasons, so we will not be able to offer the usual large number of classes.

Winter term was from January 9 – April 25, 2013

Winter/Spring term 2013 was approximately 16 weeks. The Grand Computers Club offered 82 different courses with 133 classes scheduled. The total enrollment was 1,234 with 999.8 actually attending classes.

Summer term was from June 6 - July 17, 2013

Summer term was approximately 6 weeks. There were eight different courses offered and nine classes scheduled. The total enrolled for classes was 63 with 56.5 actually attending. It is the club's policy to accept only PayPal for summer tuition payments.





October 12 Oktoberfest

The Grand Computers Club will be participating in Sun City Grand's Oktoberfest on Saturday, October 12, from 9 AM -

noon. Our open use room will be open for membership renewal, new memberships, information about our fall classes, and to answer any questions you might have about the Grand Computers Club.

We are spotlighting our nine Special Interest Groups (SIGs) in the Maricopa/Havasupai Rooms, adjacent to the Grand Computers Club. Each SIG will have a table with a SIG volunteer to talk with you who will provide you with information that you can take with you to familiarize you with our SIGs.

Flight Simulator SIG will be demonstrating their flight simulator software.

We hope you'll decide to join one or many of our SIGs. Membership in the Grand Computers Club admits you to any SIG meeting. See the information on page 10 and 11 for SIG topics, dates, locations and times.

GRAND COMPUTERS CLUB 2014 SLATE OF OFFICES

President	John Nuerenberg
Vice President	Ira Simmons
Secretary	Doug Ralston
Treasurer	Nancy Collins
Education Director	Joyce Klonecz
Technical Director	Ted Gray
Membership Director	Nancy Nelson
Monitor Director	Steve Etherton

Nominations will be announced at the October 2 General Meeting; additional nominations can be made by October 25 by contacting Don Exner at dwe22@cornell.edu. The slate will be presented again at the November 6 General Meeting, with the election being held on December 4. We thank the nominating committee of Don Exner, Chair, Joe Scanlon, Edward Jones, and C.J. Rainaldi.



Important Reminder

2013 memberships expire on September 30. We are now accepting renewal payments for 2014. You can pay your dues, \$20 from October 1, 2013, through September 30, 2014, using PayPal online at www.grandcomputers.org or by stopping by the club room open use room Mondays through Fridays between 9:00 AM and 3:30 PM. Members who are leasing or renting need to be aware that although they pay for a year's membership, it is only good to the extent of their lease.



New Classroom Lectern System

Last spring, we announced at our general meeting that we were, with your approval vote, going to update the classroom with a lectern system and a 60" LCD display.

The classroom update has been completed satisfactorily. CSS Presentation Systems has trained ten GCC officers and instructors, who in turn will train the rest of our GCC instructors.

The system includes a new 60" LCD display to supplement the overhead projection, a PC computer and a MAC computer, both operable from the lectern, a document camera, provisions on the lectern for a laptop connection, a microphone mounted on the lectern, a wireless microphone, and a display on the lectern top for the instructor.

The four video sources (PC, MAC, laptop, and document camera) can be individually connected to any or all of the three displays.

All sound sources are connected to the overhead speakers in the classroom with the volume controlled from the lectern, except for the wireless mike where the volume control is on the body-worn transmitter.

The objectives for the new system are to:

- Give instructors direct control of the visual instructional presentation
- Free up the assistant to assist the students
- Free up the computer used by the assistant
- Provide instructional equipment for the setup of home audio-video systems

The Grand Computers Club thanks Don Exner, Committee Chair, and committee members, Joe Parla, Joe Scanlon, Larry Laursen, Leon Chapman, Bob Crawford, Joyce Klonecz, Sam Valenti, and Ted Gray.



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 or
geffre1949@yahoo.com

Request for Desktops

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



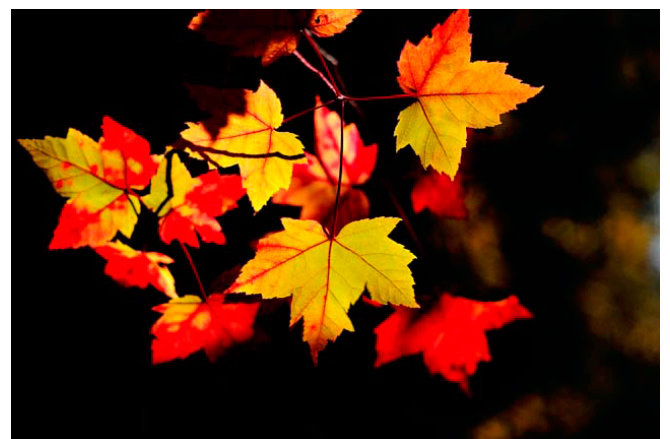
Ted will take desktop computers, both PC and Macs, as well as any working LCD monitors. It would be good to have the original operating system software, but it's not absolutely necessary.

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 or
technical@grandcomputer.org

PLEASE CALL OR E-MAIL AHEAD



Hidden Treasures

In the back of that closet you seldom open do you have a box (or boxes) of vinyl records that you can't bear to throw away because they hold the music of your favorite bands, vocalist, pianist. etc.? As they are, these recordings are of no use to you.

But, the Grand Computers Club has a solution for you. Bring those vinyls and some CDs to the club room and use the piece of equipment that sits at the end of the counter along the left wall.

Or maybe in that closet you find the VHS tapes or video cassettes that hold precious memories that you can't unlock. You will find the piece of equipment that will release those precious memories for you. It sits on the small table at the end of the counter, and transfers the contents of your tapes or cassettes to DVDs.

And then there are all those slides! The old slide scanner in the clubroom has been replaced by a high powered flatbed scanner that will retrieve those pictures for you and save them to a CD or DVD. This piece of equipment is located in the far right corner of the clubroom on the counter against the front wall.

There is a set of instructions to follow with each piece of equipment.

So there you are. You now have a way to save those hidden treasures. Don't let them fade into the past!



The following article was forwarded to our club from APCUG, our computer user group to which Grand Computers Club belongs. We do not

endorse nor accept any responsibility for the content.

SkyDrive & Office Web Apps

By Lynn Page, Editor/Webmaster, Crystal River Users Group, FL

www.crug.com

lpage46 (at) tampabay.rr.com

With a Windows Live ID you have access to Microsoft's Office Web Apps. This lets you open, edit and share Word, Excel and PowerPoint documents online using SkyDrive. So you can work with your documents from any computer whether it has the Office applications installed on it or not. Go to <http://skydrive.live.com> in a web browser to log on or sign up for a Windows Live account.

Store Office documents on SkyDrive to view and edit them in a browser. Or share documents stored on SkyDrive by linking to them in an email, blog or social network.

Save to or Upload to SkyDrive Documents generated on your home computer can be saved to SkyDrive or uploaded. Use Save & Send to save an existing Word, Excel, or PowerPoint file. Select Save to Web, Sign in to your Windows Live Account, and then click OK. Specify a folder on SkyDrive, and click Save As. Type a name for the file and click Save.

I think it is easier to create the document, save it on the hard drive and then upload it to SkyDrive. In the SkyDrive menu bar, click Upload. Then either drag and drop files from your Documents folder to the upload box or browse to and select them for upload. To open a document in SkyDrive, select the folder where document is saved, and click the file name.

Create New Documents in the Web Browser

With the Office Web Apps you can create Word, Excel or PowerPoint files right in a web browser. The Office application doesn't have to be open or even installed on the computer.

Sign into SkyDrive and click the kind of document to create in the Create drop down menu. In the dialog box type a name for the document and click the Create button.

A new document opens for editing in the appropriate Web App. Simply create the document as you would in the Office application. The Web App will not have the full features of the Office 2010 application but is familiar.

Share Files on SkyDrive

SkyDrive allows you to share your Office documents, photos and other files. You can share individual files or an entire folder. In SkyDrive locate the folder or file to share and place a check in the selection box. Click Sharing on the Menu bar. The default method of sharing is by email. This lets you give specific people permission to access and even edit your files. Add the email addresses for those who will be reviewing the files, add a message and click the Share button. To access the document the recipients must have an account or create one.

The Post to option places a link to your SkyDrive files on a social media service like Facebook. I wouldn't choose this method of sharing as it is open to any of your friends or their friends if they repost.

The Get a link sharing option creates a link you can send to others. The advantage is they do not need to have a SkyDrive account. The disadvantage is that anyone with the link can access the file. I would use the View only option for sharing a link. It allows anyone with the link see the file. The View and Edit link allows anyone with the link to see and edit the shared files. If you select Public sharing anyone can search for and view the public files.

Organize/Manage SkyDrive

SkyDrive storage can be managed in a similar way as Documents on your hard drive. A new SkyDrive account will have three folders: Documents, Pictures and Public.

Create new folders with the Create drop down menu. Folders can be nested within these three main folders or added on the main file location. Go to the location to add a folder, click Create and select Folder from the drop down menu. Enter a name for the folder and it is all set for storing files. The path to the files or folders is shown in the title bar. The number in the bottom right corner of a folder shows the number of files it contains.

If you change your mind about how folders should be organized you can move them. To move a folder, go to it in SkyDrive. On the Menu bar click Folder actions and select Move folder to from the drop down menu. In the dialog box add a new folder or select the location to move the folder.

The Manage drop down menu is used to manage files. It allow for renaming, deleting, moving and copying files. The trick is that you must go the folder containing the file and place a check in the selection box. That opens additional commands on the Menu bar.

To move the file place a check in the selection box (top right corner), click Manage in the Menu bar and select Move to in the drop down menu. In the dialog box select the location for the file to be moved.

Word Web App

The Home tab contains basic text and paragraph formatting including Styles.

The Insert tab is used to insert tables, pictures, clip art and links. To insert a table in the Insert Table drop down point to the number of rows and columns and click. Clicking the Picture icon opens Windows Explorer to select a picture to insert into

the document. Browse to and select the picture and click Open. The picture is uploaded and inserted into the document.

Clicking the Clip Art icon opens a search box. Type in a description and click the search symbol. Browse through the clip art pieces, select one and click the Insert button. Once a picture or clip art has been uploaded a Picture Tools Format tab appears when the graphic is selected. Tools are available to Grow or Shrink the picture and add a Picture Style.

The Page Layout tab specifies page setup and paragraph indent and spacing. Page Setup options include margins, page orientation and size.

Save the document when it is complete. Clicking Save on the File tab saves it on your SkyDrive. Clicking Save As allows you to download a copy and save it on your hard drive.

Excel Web App

The Home tab has font formatting and alignment, number formatting and table formatting. The Cell commands allow for insertion or deletion of rows, columns, cells and new sheets. The Formulas group includes the commonly used functions. The Data group can refresh the workbook connections and recalculate or search the workbook to Find something.

Insert Functions, Tables, Charts and Links from the Insert tab. The number of charts available is limited but sufficient.

The View tab has only two options. You can use the standard Editing View or choose Reading View to look at the data without toolbars.

PowerPoint Web App

When creating a PowerPoint presentation on the web app there are a very limited number of themes. In the first dialog box choose a theme. There are also four customize buttons that change the color

scheme. Once the theme has been set and the Apply button clicked a new presentation opens.

The Home tab has the Clipboard, Slides, Font, Paragraph and Drawings groups. The font and paragraph formatting commands are limited to the basic functions. The number of shapes is limited but you still have styles, fill and outline. I like the new Delete group as it provides one click option to delete a slide.

The Insert tab has a New Slide button to open the dialog to select a slide style to add to the presentation. Adding pictures and clip art is same as in the Word Web App. Shapes and SmartArt are added in the Illustrations group.

The Text group contains the Text Box icon.

The Design tab offers the same themes and variations shown in creating the presentation. So if you decide that the selected theme isn't working change it to one more suitable. Set the animation on the slide and timing or reorder the animations on the Animation tab. Slide transitions are limited to none, fade and push and are controlled on the Transitions tab. The View tab has three Presentation Views as well as Notes and Comments. The Editing View is the normal view you would use in PowerPoint with slide icons for selecting or sorting and the active slide pane. The other options are Reading View and Slide Show.





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/Memoir Writing SIG

Provides club members a forum for writing about their family memoirs

Meetings: 3rd Monday (Oct.-April)

Time: 1:00 - 3:00 PM

Meetings Resume October 21

Place: Aqua Fria Room, Cimarron (Oct.-April)

Contact: Gloria Young, 623-910-2299

CY@grandcomputers.org



Devices SIG

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

Meetings: 3rd Tuesday (Oct.-May)

Time: 3:30 - 5:00 PM

October 15 Topic: eBooks / Newstand / Devices

Place: Maricopa/Havasupai, Chaparral Center

Contact: Leon Chapman, 623-398-8900

Devices@grandcomputers.org



Financial Education SIG

Provides club members a forum for financial education

Meetings: 4th Friday (Oct.-May)

Time: 1:00 - 3:00 PM

October 26 Topic: Income Investing & Technical Analysis Activites

Place: Hopi Room, Chaparral Center

- Income Investing: 1st & 3rd Mon. 8 AM, Cimarr. Club
- Technical Analysis: 1st & 3rd Thurs. 8 AM, classroom

Contact: Diane Kurt, 623-214-7541

financial@grandcomputers.org



Flight Simulators SIG

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

Meetings: 2nd Thursday (Sept.-June)

Time: 4:00 - 5:30 PM

October 10 Topic: Cockpit Automation

Place: Computer Club Open Use Room

Contact: Jack Gossett 623-229-2433

Flight@grandcomputers.org



Genealogy SIG

Provides club members a forum for researching family history

Meetings: 1st & 3rd Thursday (Oct.-May)

Time: 3:30 - 5:00 PM

October 3 Topic: Plan Your Way to Research Success

October 17 Topic: Image Cropping & Sizing of Pictures Using Fastone Image Viewer

Place: Computer Classroom, Chaparral Center

Contact: Leon Chapman, 623-398-8900

Genealogy@grandcomputers.org



Graphics SIG

Provides club members a forum to discuss graphic applications

Meetings: 2nd Thursday (Oct.-May)

Time: 3:00 - 4:30 PM

No October Meeting

Nov. 14 Topic: All About Fonts

Place: Maricopa/Havasupai, Chaparral Center

Contact: Rita Skarbek, 623-748-8992

Graphics@grandcomputers.org

Grand Computers Club SIGs



Mac SIG

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

Meetings: 3rd Monday (Oct.-April)
Time: 4:30 - 6:00 PM

October 21 Topic: Mountain Lion
Place: Apache Room, Chaparral Center

Contact: Joyce Kloncz, 623-215-2397
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
Time: 4:00 - 5:30 PM

**October 16 Topic: DEFCON:
Windows XP Migration**
Place: Maricopa/Havasupai, Chaparral Center
Contact: Joe Parla
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 (Oct.- April)
Time: 4:00 - 5:30 PM

October 14 Topic: Overview & Trends
Place: Open Use Room, Chaparral

Contact: John Nuerenberg, 623-975-0503
Social@grandcomputers.org



Calendar of Events

- Oct. 2 - GCC General Meeting, 1:00, Cimarron
- Oct. 3 - Financial Ed: Technical Analysis, 8 AM
- Oct. 3 - Genealogy SIG, 3:30 PM
- Oct. 7 - Financial Ed: Income Investing, 8 AM
- Oct. 10 - Coffee Chat, 8:30 AM
- Oct. 10 - Flight Simulator SIG, 4:00 PM
- Oct. 14 - Social Networking SIG, 4:00 PM
- Oct. 15 - Devices SIG, 3:30 PM
- Oct. 16 - New Tech SIG, 4:00 PM
- Oct. 17 - Financial Ed: Technical Analysis, 8 AM
- Oct. 17 - Genealogy SIG, 3:30 PM
- Oct. 21 - Financial Ed: Income Investing, 8 AM
- Oct. 21 - Compose Yourself/Memoir Writing, 1 PM
- Oct. 21 - Mac SIG, 4:30 PM
- Oct. 25 - Financial Education SIG, 1:00 PM
- Oct. 31 - GCC Board Meeting, 1:00 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. :-)

