



A Message from President Joyce Kloncz



The Grand Computers Club welcomes many new members this fall. To date, out of our 900 members, 140 of you are new members to the club!

We hope you can find enough information about the club via our website: www.grandcomputers.org. If you want to know more about what we're about, give me a call at 623-215-2397. We are here to serve your needs, whether it's providing more information about our winter classes, our SIGs (Special Interest Groups), our general meetings (first Wednesday of the month at 1:00 PM at Cimarron) or our Coffee Chats (second Thursday of the month at 8:30 AM in the Hopi Room).

At the end of the month, I will have completed two years as your president. This has been an enjoyable
(continued on page 2)

**Grand Computers Club
Monthly Meeting
Wednesday, December 4
1:00 PM, Gila Room, Cimarron**

**Windows XP:
R.I.P. End of Life
What to Do Next**

**Presented by
Joe Parla
New Tech SIG
Facilitator**



Join us! Door prizes!

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**Update from
Membership
Director:
Joey
delaConcepción**

Joey reports that as of November 30, the Grand Computers Club has 915 active members; 694 are PC users, and 221 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.

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experience for me and one that I will miss. However, in January I will take on the Education Director position. Linda Morrison has done a wonderful job of preparing me for this role, and those are big shoes to fill! Thank you, Linda, for all your help.

We will also welcome our new president for 2014, John Nuerenberg. John has been a long time volunteer of the club, having served as Education Director two years ago and also starting up the newest SIG, Social Networking. This fall he is also updating our Scrapbook area on our website, for the years 2011 and 2012, using his digital scrapbooking skills. John will bring his fine leadership skills to this club.

More information about other retiring board members is located on page 4 of this newsletter. We thank them for their years of service.

Remember that you can now reserve times to work on the following computers in the open use room: slide scanner; VHS to DVD, vinyl to CD, and the Nagler (the flight simulator located at the back of the clubroom).

Log into your page at www.grandcomputers.org > Reserve Computer Time > Select the Computer for Your Reservation. Note: You must have advanced training on the Nagler before using alone.

We take this opportunity to wish all of you a wonderful holiday season!

Joyce Kloncz, President



December Coffee Chat



**December 12
8:30 AM**

**Hopi Room
Chaparral Center**

**This Coffee Chat presentation will
provide a “Journey Through the
PC/Mac Landscape - Should the
Newest Technology in Operating
Systems Affect Your PC and Mac
Purchases Today?”**

Coffee & Donuts! Join us!

**January 9 Topic:
Social Networking**





Monitor's Corner
Bill Remling
Monitor Director

Many of our "winter residents" have returned which has increased our number of active monitors. At the present time we have 100 monitors with 21 that have not yet renewed their dues for the year. 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.

Our Monitor of the Month for November is Ralph Robers. This month, due to the Thanksgiving holiday, we were open for 37 sessions. We thank all the monitors for their service allowing the open room to be open and available to all of our members

If you missed this month's Coffee Chat with its discussion of Tech Toys for holiday gift ideas, you can get the information from our computer club web site. Simply go to grandcomputers.org and click the link for "Coffee Chats" in the left hand column. On the Coffee Chat page, scroll down to "Tech Toys-- November 2013 Coffee Chat" and click. Scan through the slides for the information and links to additional info on the product of interest. It is a great service provided by Sam Valenti and Joe Parla who heads the Coffee Chat programs.

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 1 point for each session they serve. A total of 5 points will get you one FREE ticket to the event. Our small way of saying "Thank You for All You Do."

Education Corner
Linda Morrison
Education Director



We are now at about the midpoint of the 2013 fall term, and things are progressing on schedule. With the holiday season underway now, we will not be adding any new classes to the fall schedule. So unfortunately, we will not be able to accommodate those that have requested additional classes.

We have started the planning process and are now beginning to proceed with all of the steps toward implementing Winter Term 2014, which is scheduled to begin on Monday, January 20, 2014. The term will extend through Friday, April 25. Registration will open on Monday, January 13. We hope to have the winter class list and schedule available to view by late December. The Education page on the website will be updated mid-December with other winter term information.

This year it was decided to extend fall term into January. Because of that decision the time between fall term ending and winter term beginning is very short. **Scheduling and registration use the same system, so it will be necessary to turn off fall term registration by Friday, December 13, 2013, so that we can do winter scheduling.** We still have many classes available, so if you are interested in registering for more classes this term, please do so before the registration deadline. We will not be able to add any registration after that date.

Please remember that class registration fees are due when you register; a one week grace period has been allowed. If the period between registration and the class starting is less than a week, fees should be paid immediately upon registering. If fees are still not paid within one week of the class starting, the student may be withdrawn and that seat given to a student on the waiting list for the class. The original registrant will not be allowed to attend. When you register for a class you are saving a seat in that class; you are not guaranteed the seat until you have paid the fees.

Fees can be paid on-line with a credit card through PayPal which is a free service. The invoice is then marked paid immediately. We are sorry that we have to start enforcing this policy, but it is getting to be a problem. Our instructors should not be put in the position of rejecting a student at the door, nor should they have to collect fees at the beginning of a class, thereby making the other students wait. Your assistance with this procedure will be greatly appreciated by all.

We hope that you will all continue to enjoy your educational experience at the Grand Computers Club and we want to wish everyone a very happy holiday season.

Grand Computers Club Offers Two Classes This Month With a Holiday Theme

1. Graphic Websites for Easy Gifts: This class meets December 3 & 6 at 1 PM. Prerequisites: Students must have existing and working email accounts and experience working with digital images as well as basic Windows or Mac skills.

Objectives: To explore several websites and create accounts in class; to learn how to search for easy gifts at many price points; to download photos to personalize gifts for all occasions; to create a photo album and add images to the album.

In this class, students will be introduced to several websites that specialize in creating personalized gifts for many occasions. This course teaches students how to find the right gift, download photos, and create that special item for loved ones and friends. Easily brighten someone's day with a gift made especially for them. Questions may be addressed to Dora Sextro at norbdora@cox.net or Kay Ford at kandb2@cox.net.

2. Holiday Letters & Labels for Mac: This class meets December 2 & 4 at 10:30 AM. Prerequisites: Familiarity with using a Mac; some familiarity or ability to use Address Book, iPhoto, Pages, or Print Shop.

Objectives: to understand all of the software choices for making your holiday letters; to learn how to use Contacts to make either labels or envelopes; to see potential choices to enhance your holiday newsletter.

Jazz up your holiday newsletters or labels and envelopes. Import graphics and photos to enhance your holiday mail. By looking at sample holiday letter templates using software on the club's iMacs, you'll see interesting ways to make your holiday newsletters pop! Questions may be addressed to Joyce Klonecz at ljklonecz@yahoo.com.

Go online to www.grandcomputers.org and register today!

GRAND COMPUTERS CLUB 2014 Board of Directors

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

Thanks to Retiring Board Members

The Grand Computers Club thanks the following board members for their volunteer service over the last few years:

President: Joyce Klonecz

Vice President: Sam Valenti

Treasurer: Pam Kostel

Education Director: Linda Morrison

Membership Director: Joey de la Concepcion

Monitor Director: Bill Remling

Past President: Loren Lundquist

As you are aware, these board members have put in hundreds of hours working for the Grand Computers Club and we appreciate their service. We welcome aboard the new board members listed at the top of the page.

We also thank Diane Kurt who has retired as Financial Education SIG leader and welcome Richard Gabel as the new SIG leader. And we welcome Compose Yourself new SIG co-leader, Helen Swan.





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 - A Writing Group

Provides club members a forum
for writing

Meetings: 3rd Monday (Oct.-April)

Time: 1:00 - 3:00 PM

Next Meeting: December 16

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

December 17 Topic: Best / Newest 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

Next Meeting: December 13 (Note date change)

Topic: 2013 Income Tax Update by Herb Norton

Place: Hopi Room, Chaparral Center

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

Contact: Richard Gabel 623-546-0929

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

December 12 Topic: 9/11/01 Events

Guest Speaker, Capt. Don Cairns

Place: 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

Dec. 5 Topic: Colonial Immigrants by Mary Hill

Dec. 19 Topic: Legacy 8 Seminar 1

By Dr. Leon Chapman

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

**Dec. 12 Topic: All About Fonts - Favorites,
Downloading, Using Them Creatively**

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

**December 16 Topic: Dropbox:
Why & How Would I Use it**

Place: Apache Room, Chaparral Center

Contact: Joyce Kloncz, 623-215-2397



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

December 18 Topic: Windows 8,1
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

December 9 Topic: Online Shopping
Place: Open Use Room, Chaparral

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



Calendar of Events

Dec. 2 - Financial Ed: Income Investing, 8 AM
Dec. 4 - GCC General Meeting, 1:00, Cimarron
Dec. 5 - Financial Ed: Technical Analysis, 8 AM
Dec. 5 - Genealogy SIG, 3:30 PM
Dec. 9 - Social Networking SIG, 4:00 PM
Dec. 12 - Coffee Chat, 8:30 AM, Hopi Room
Dec. 12 - Flight Simulator SIG, 2:00 PM
Dec. 12 - Graphics, 3:00 PM
Dec. 13 - Financial Education SIG, 1:00 PM
Dec. 16 - Financial Ed: Income Investing, 8 AM
Dec. 16 - Compose Yourself/Memoir Writing, 1 PM
Dec. 16 - Mac SIG, 4:30 PM
Dec. 17 - Devices SIG, 3:30 PM
Dec. 18 - New Technologies SIG, 4:00 PM
Dec. 19 - GCC Board Meeting, 1:00 PM
Dec. 19 - Financial Ed: Technical Analysis, 8 AM
Dec. 19 - Genealogy SIG, 3:30 PM
April 4 - Volunteer Dinner, 5 PM - **Mark Your Calendar Now!**

Fragrance Issues in Grand Computers Club

**Here's a quote worth
reading:**

"Being forced to breathe in others' fragrance choices is a lot like being forced to breathe in secondhand smoke. It's a loss of control over your personal environment, and for some, it can have serious personal health consequences."

Please respect your fellow members and refrain from wearing fragrance in the Grand Computers Club.



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@grandcomputers.org

PLEASE CALL OR E-MAIL AHEAD



The following article is reprinted with permission from APCUG, the computer user group to which Grand Computers Club belongs.

The Tip Corner

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA www.lvcg.org

Making a Copy of Your file Listing

I wanted to make a list of all my music files. Back in the old days of C: prompts it was very simple to make a copy of all the files in one of your folders, and even to print them out. I believe there are a few programs out there that can do that for us, and if you want one just Google "how do I make a list of file names" and a few will pop up. But here is a simple and free solution.

Suppose you wanted to make a list of all your songs. Open up the folder with all the music files. It would look something like this: C:/Documents/Music/Mp3. Go to that pane and highlight the complete line and then type in cmd. You should get a black DOS screen with the name of the folder that is open. At the prompt just type in `dir *.* >name.txt`. Close the DOS screen. Now, if you look in the open folder you should find the name.txt file that you just made. You can copy it anywhere and open it with notebook or any other text editor. If you want to print out a copy right from the DOS screen you can just type `dir/p`.

Keep Your PC Clean with Microsoft Security Essentials

While there are a lot of Security Programs out there, both free and commercial, if you haven't yet tried Microsoft Security Essentials, you should give it a try. This program is not only free, it protects you against viruses, spyware and Malware, works quietly in the background and doesn't slow down your system at all. The security suite is integrated into the operating system and as a result it's able to function in the background without hogging system resources and hindering any work that's going on in the foreground. As per various tests conducted online, it's able to detect and remove 99% of all threats in various virus and spyware forms.

This performance is not only impressive but a huge upgrade over what Microsoft had to offer previously. One little tip. Before running a scan always check for updates since the definitions are updated frequently.

Personalize Your Gmail Inbox Background With A Photo

We all love the functionality of our Gmail Inbox, but it is a little plain. We can spruce it up by adding a personal photo. Start by selecting Settings in your Gmail inbox and choose Themes. There are a wide variety of themes to choose from, but scroll down to Custom Themes where you can choose between a light or a dark theme.

You'll be asked to select a background photo. You can choose from featured photos, your own Google + photos uploaded from your phone, a URL or you can upload the photo of your choice. Most of your photo is going to be covered up by the photo, so choose something that looks nice with just the edges showing. Pictures with a landscape orientation look best. Since you will only see parts of the photo, you'll probably want to experiment with different images and see what works best.

Overdrive

If you still go to the library to borrow books, then you should check out Overdrive. Overdrive is the software that you use to download the media from your library. You can go to your library's website to get the information, or just go to overdrive.com. There is an app for phones and tablets. You can search Overdrive for libraries all over the country. To download books you must have a library card from any library from which you want to borrow. Once your library is found you can open it up in Overdrive; enter your library card number and a password, if required. The good news is that you can get audiobooks or E-books and download them directly to your Bookshelf. The following formats are available: Kindle, Overdrive READ, ePub, and PDF (e-books) as well as .MP3 and WMA for audiobooks. Android phones cannot play the WMA versions of the book.

The bad news is that your library has only licensed so many copies of any book to lend at a time, so the book that you want may not be available. The website will tell you how many copies the library has, how many are available and how many holds there are ahead of you. If you can't check it out immediately, you can simply place a hold on the book, just like you would a paper book, and the library will notify you when it will be available for you to download. Whether you check it out immediately or get it through a hold you will have two days from the time that it becomes available to download it.

Some libraries offer different "lending" periods for their books. If they do, choose the period that would be right for you. A usual time is around 14 days, but while you cannot renew a book you haven't finished, you can re-download it. Usually the book will disappear by itself, but you can have it returned and deleted at any time. You can usually borrow up to seven books at one time. It is also possible to transfer your book to another device. You can change the font, rewind and forward at will, and they are so light to carry around. If you have the app on your phone or tablet you can download via Wi-Fi.

Erase Your Hard Drive

We all know that if we are going to destroy our PC or give it away, there is a problem with data on the hard drive. When you delete something in windows, it just marks it to be written over. Formatting a hard drive does not permanently erase stored data, it just reconstructs the allocation table and checks the blocks on the disk. With the right software, old files can be recovered. Well here are a few programs that will totally erase data. Two free programs that can do the job are:

1. Darik's Boot and Nuke

This is an application that you can install on a bootable floppy or CD Rom. Boot and Nuke uses several methods to wipe the data on your drive to an unrecoverable state. Go here to get it: <http://dban.sourceforge.net>

2. Eraser 6

Though this software is free as well, a \$15.00 donation is encouraged. This software does a great job of sanitizing your hard drive by removing all magnetic and solid state memory. It does this by using several different techniques, including "pseudorandom data overwrite" and techniques defined by the Department of Defense. <http://www.heidi.ie/eraser/>

Once one of these procedures is performed the drive is ready to be given away or thrown out without fear of privacy invasion, fraud, or worse. A word to the wise.

Microsoft

As you might know, Microsoft is converting Hotmail to Outlook. There are pros and cons on both sides, but in the meantime here are a few Word and Outlook tips.

Word Screenshots

Microsoft Word 2010 provides you with the capability to take a screenshot from another open program and paste it within Word. Just click the Insert tab and select Screenshot.

Office 2010 Search

When searching for text, you may find a word in several locations in a document. To help you quickly locate the specific use of the word you want to change, Microsoft Word 2010 provides you with an excerpt of the text surrounding the word you searched for. Examine all of the excerpts to find the exact text you want to find or change.

Outlook Conversation View

In Outlook 2010, you can group messages by subject, so you can condense email threads by removing any redundant messages.

Paste Preview In Office 2010

Office 2010 offers a feature where you can preview the different formatting choices before you actually paste. Just hover your mouse over the "Paste Options" menu when pasting content.