

GRAND BYTES

March, 2014

Volume XVIII, Issue 7

Grand Computers Club; Sun City Grand; 19753 N. Remington Dr., Surprise, AZ 85374

Website address: www.Grandcomputers.org; Phone number: 623-546-7508

One of our Club's VIP's



Doug Ralston
Secretary

Doug Ralston is entering his third year as secretary of the Grand Computers Club. Doug is originally from Minnesota. He and his wife, Jane, have two daughters. Ann lives in North Oaks, MN, and Kim resides in Durango, CO.

Doug holds a Bachelor of Science degree from Wayne State (NE), a Master's degree from the University of South Dakota, a second Masters degree from Michigan State University, and from the University of Minnesota Doug holds an ABD (All But Dissertation) degree. Had Doug chosen to write a dissertation he would also hold a Doctorate degree.

For 34 years Doug was a Biochemistry Professor at the Minnesota State University in Mankato. Sometime between earning the above degrees and completing his duties as a Biochemistry Professor Doug found time to serve two years in the U.S. Army. In October of 1998 Doug and Jane moved into their home in Sun City Grand. Like many of us, they are "snowbirds," spending their summers in Minnesota.

Doug's hobbies are his computer, golfing, and reading. However, he still finds time to attend

Being an instructor also fills some of Doug's time. He teaches several sessions of iPad classes. In fact, you will recognize Doug by the iPad he always carries. He is seldom without it!

Contest – 'Name that Paper!'

We are pleased to announce the winner of the 'Name that Paper' contest that was introduced in February. We had quite a number of very good and interesting names submitted, but we almost unanimously chose **Grand Bytes** as the winner. And the winner is: David Wesley, a club member since 2009. Thank you David.

A note on the Volume/Number info in the title block of Grand Bytes. I found and was able to calculate the current information from an issue of a newsletter by the club dated December, 1997. It was Volume 1, Issue 4. We will try to maintain the integrity of the numbering system.

Membership's Corner



Nancy Nelson
Membership Director

Membership in the Computer Club is growing each day. Our fiscal year is from October 1st to September 30th. As of February 25, 2014, we have 1,334 members. You are encouraged to

sign up on line at Grandcomputers.org. You can pay your \$20.00 dues using PayPal or credit card. Or you have the option of paying cash or by check at the Computer Club. When you fill out the "infamous" white envelope, we would appreciate it if you include all the information. It does make my job easier. As of April 1st, the dues drop to \$10.00 for the remaining months. Our Club is loaded with "high tech" men and women, who are ready to help members in so many ways, including classes at a small fee and free tech support.

Just come into our Club any weekday between 9:00am and 3:30pm, bring your Cam Card and see what we are all about.

Monitor's Corner



Steve Etherton
Monitor Director

During February we were open for 37 sessions. Twenty-two monitors, made up of 12 women and 10 men covered the open sessions. Vicki Lauhoff and Sandra Acocella tied as the most active monitors for the month of February. They each served more days than any other monitors. We are most thankful for the service of all who helped keep the computer club open.

The "Handout for Monitors" has been updated and posted to the grandcomputers.org web site. We incorporated all the latest procedures, notes and guidelines for monitors to refer to. To locate this document simply login, then under "You can download these documents and class handouts" you will find "Handout for Monitors Feb 2014". Since this document is a PDF, you can download it and keep a copy for your perusal if you wish.

The Monitor's Handbook, located behind the monitor's desk, has also been updated. You will

find updated documents on Monitor Procedures, New Member Applications, Membership Renewal, Class Sign-up Procedure, Flight Simulator, Real Flight Remote Control Guidelines, Tech Talk and more. So, when you monitor, take a look at the Monitor's Handbook. If you have any questions or wish to provide feedback, please email me at Monitors@grandcomputers.org. I am hopeful that having this information at hand will be useful to all of us.

If you know any club members that may have some free time, please encourage them to volunteer at the computer club. We always welcome new monitors. They can simply get the 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 them and arrange a one-on-one training. It really is fun and rewarding.

Thanks to all our monitors for providing a terrific service to our membership.

President's Corner



John Nuerenberg
President

I would first like to thank all volunteers within the club that give of their time and talent so generously. This includes a long list of members that work to help other members during our Tech Help session; all Board members and SIG facilitators; monitors, particularly Steve Acocello and Vicki Lauhoff, who shared the monitor of the month recognition; the efforts of our tech team to keep all of our computers, servers, printers, and network working properly without a glitch; and Bob Crawford, our Webmaster in keeping the club's Website current. Our club is truly

thankful to have such people working on our behalf; I think it is a dedication of sincere interest and a kind of love of work. Thank you!

We are pleased to announce the winner of the 'Name that Paper' contest that was introduced in February. We had quite a number of very good and interesting names submitted, but we almost unanimously chose **Grand Bytes** as the winner. And the winner is: David Wesley, a club member since 2009. Thank you, David.

The new charter club policies and procedures are on the way to the CAM Board with a few suggested changes to the general text. When they approve it, it will become a template for us, as the computer club, to determine what changes we need to make it the document better suited for our club. More on this after the document is approved by the CAM Board.

All of the special interest groups (SIGs) are busy presenting some very interesting topics that should entertain or educate any computer-interested person. One of the SIGs that has not gotten enough attention is our Financial Education SIG. This is a very timely group from which to glean information, including investment income, and technical analysis work on computers. Interested in stocks and bonds? Want to know how or where to invest your money? Please check the computer club's Website, in the SIGs area, for details of meeting times and places. You may also e-mail financial@grandcomputers.org for more information.

The large LCD screen in the class room should be repaired and in place as of this writing. I understand that LG is sending a technician to the company from which we purchased it to repair it. We look forward to its return; it has proven invaluable for many instructors in their instruction of various classes. They wonder how we could work without it!

Our Volunteer Appreciation Dinner is fast approaching on April 4. The invitations are being sent out this week, and all that are invited should have their invitation and RSVP by March 7. If you did not receive an invite but feel you should be included, please e-mail Joe Scanlon. We strongly encourage you to check your volunteer credits as the year progresses to see your progress in reaching the goal of 15 credits. I will try to remind you in early December to check your credits and if you need more, perhaps you could volunteer for another monitor session or work on another project to build up those credits.

Thank you all for your continued support to this club. We hope we can continue the education of various programs and your satisfaction in your computer expertise.

Education's Corner



Joyce Kloncz
Education Director

Winter classes continue to be successful. We have added additional sections of Windows 7 & 8 classes, iCloud for PC & Mac, and Contacts for Mac. We added a new class entitled "Secure Your Data with Encryption," taught by Dan Wallen. Our iPad and iPhone classes remain popular.

Since the first day of winter term registration on January 13, we have processed 493 class invoices; we have 14 invoices which are unpaid invoices, totaling 507 invoices as of March 1. For unpaid invoices, students are reminded weekly via email to pay for classes.

272 - Class invoices paid via Pay Pal - 55%

221 - Class invoices paid via cash or checks - 45%

Class Attendance: 1/13/2014–3/1/2014				
Week Of	Sessions	Enrolled	Attended	Percent
01/19/14	21	218	196	89.9
01/26/14	25	186	169	90.9
02/02/14	24	225	164	72.9
02/09/14	14	146	120	82.2
02/16/14	22	227	193	85
02/23/14	21	204	162	79.4
Totals	127	1206	1004	83.3

As you can see from the chart above, not all students who enroll in classes actually attend those classes. This is unfair to students who are on a waiting list for classes and who should be given the opportunity to attend, if only those students who can't attend those classes would contact their instructors to inform them that they won't be attending. Perhaps attendance doesn't hit 100% for any week is due to the fact that our classes are so reasonable - \$5 for a 2-hour class. We keep class fees low so all have the opportunity to attend; however it may be too easy to not attend because of our low costs. Please help us out by attending your class or letting your instructors know you cannot attend.

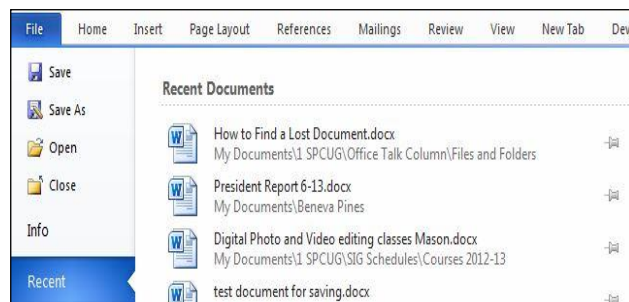
We continue to appreciate the support our students provide for our Grand Computers Club. Please contact me if we can be of further help for you.

How to Find a Lost Document and Other Filing Tips

By Nancy DeMarte

I suppose you're thinking this could never happen ...until it does. You have a large number of folders full of documents and photos on your computer. One day you need to find a letter that you wrote and saved a week ago, but can't remember what name you gave it or which folder

you saved it in. Here are some ways to find that document:



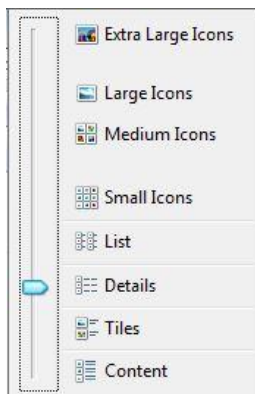
Look in your Recent Documents list: Open Word 2010 or 2007 and click File, and you will see a list of documents you opened recently. If you haven't opened more than about 20 documents since you saved the letter, it will be on the list. If you find the letter, you can open it from the Recent Documents list. But before you do that, it's a good idea to take note of its "path," so you'll know exactly where it's stored. The path of a document file in Word 2010 is shown below its name in the Recent Documents list. It is represented by a string of folders, starting with the largest folder, My Documents, and ending with the sub-folder in which the document is stored. As shown, the path for this article is "My Documents\1_SPCUG\Office Talk Column\ Files and Folders." In Word 2007, the path is missing in the Recent Documents view, but with a few steps, you can find it. Open Word 2007 and click the Office button to open the Recent Documents list. Click a recent document to open it. Then click Office button – Save As. In this window the path of the document appears in the address bar across the top. The last folder in the string of folders is where the document is stored.

You can keep or "pin" any Recent Document to the list for easy future access by clicking the pushpin icon next to it. You can also right click a recent document in Word 2010 and select "Remove from list." Recent files lists exist in most 2007 and 2010 Office programs.

Search your computer: In Windows 7, click the Start button at the left end of the taskbar, then type in the search box one or more words which

you guess are part of your lost letter's name. If your guess is correct, the letter should appear in the Files list and can be opened from there. Sometimes, however, a Windows 7 search does not find files stored too deeply in sub-folders. Windows 8 offers a more targeted search. Open the Charms from the Start Screen and click the category of item you're looking for, such as Mail or, in this case, Files. Then type your search words in the Search box. This tool searches inside all levels of sub-folders in the category and returns a list of possibilities. It searches not only file names, but also the body of the document.

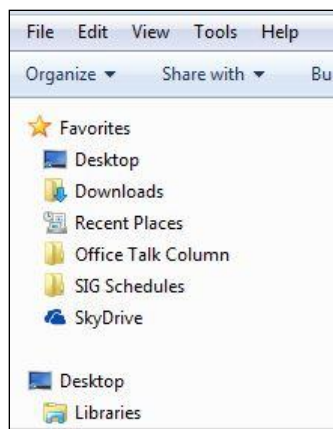
Make use of File Views: The contents of any



folder on the computer can be viewed in various ways, but some views fit certain kinds of files better than others. It's easiest to find a document in a file list using the Details view, which is a list which includes File Name, Date Modified, File Type, and Size. A photo is best viewed as an Icon or

Tile, which shows a thumbnail of the photo, its name, and file size. To change the view of a file list in Windows 7, open a folder, then click the Views icon at the right end of the menu bar. By moving the slider, you can preview how different views affect your list before making your selection.

If your letter does not appear in Recent Documents and is not found with a Search, you can open My Documents and scroll to the bottom of the list of folders to see unfiled documents. If it isn't there, then open a sub-folder where you guess it might be. Set the view to Details, and sort the list by



Date Modified, which will put recently opened files at the top of the list. To sort, click the heading of the Date Modified column. Reverse the sort order by clicking the heading again. File names sort alphabetically; dates chronologically.

Add folders to your Favorites: Much like the Favorite websites list you keep in your Internet browser, Windows provides a convenient spot for you to park folders that you open frequently. Open Libraries. In the Explorer Window, at the top of the navigation pane on the left, you'll see a section called Favorites. A few folders are listed there by default, but you can customize this list with your own folders. I keep my SIG Schedules and Office Talk Column folders there because I open them frequently, and because opening a Favorite folder takes only one click. To add a folder to Favorites, make it visible in the main Explorer window (but don't open it), then click and drag it left onto the word Favorites, or use Copy and Paste. A Favorite folder is synchronized with the original one. Whenever you make a change to files in the original folder, the change will also appear in the Favorites version and vice versa.

File Management is one of the most difficult skills to master in a Windows environment. And each new version of Windows changes the system just enough to cause confusion.

The more you understand how files and folders are stored and organized on your computer, the more control you'll have of your documents and other important files. You won't have many lost documents, either.

Ms. DeMarte is the 1st Vice President of the Sarasota PC Users Group in Florida.



Compose Yourself SIG A Writing Group

Provides members a forum for writing.

Meetings: 3rd Monday (October – April)
Time: 1:00 – 3:00 PM
Place: Agua Fria Room, Cimarron Center
Contact: Gloria Young CY@grandcomputers.org

Next Meeting: March 17



Devices SIG

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

Meetings: 3rd Tuesday (October – April)
Time: 3:30 – 5:00 PM
Place: Maricopa/Havasupai, Chaparral Center
Contact: Leon Chapman
devices@grandcomputers.org

Next Meeting: March 18
Topic: News/Weather/Sports



Financial Education SIG

Provides members a forum for financial education.

Meetings: 4th Friday (October – May)
Time: 1:00 – 3:00 PM
Place: Hopi Room, Chaparral Center
Contact: Richard Gabel
financial@grandcomputers.org

Income Investing: 1st & 3rd Mondays 8 AM;
Cimarron Club
Technical Analysis: 1st & 3rd Thursdays 8 AM
Grand Computers Club Classroom, Chaparral Center



Flight Simulator SIG

Provide a focal point for members to meet, work, and exchange ideas about flight simulators.

Meetings: 2nd Thursday (September – June)
Time: 4:00 – 5:30 PM
Place: Grand Computers Club Open Use Room, Chaparral Center
Contact: Bill Homewood
flight@grandcomputeers.org
Next Meeting: March 13
Topic: Hangar Flying



Genealogy SIG

Provides members with a forum for researching family history.

Meetings: 1st & 3rd Thursday (October – April)
Time: 3:30 – 5:00 PM
Place: Grand Computers Classroom, Chaparral Center
Contact: Leon Chapman
genealogy@grandcomputers.org

Next Topics:
March 6: Tracing Immigrant Ancestors
February 20: FamilyRoots Organizer System



Graphics SIG

Provides members a forum for discussing graphic applications.

Meetings: 2nd Thursday (October – May)
Time: 3:00 – 4:30 PM
Place: Maricopa/Havasupai Room, Chaparral Center
Contact: Rita Skarbek
graphics@grandcomputers.org

Next Meeting: March 13
Topics: Fonts – What are your favorites; where do you find them; how to download; how to use them creatively.



Mac SIG

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

Meetings: 3rd Monday (October – April)
Time: 4:00 – 6:00 PM
Place: Apache Room, Chaparral Center
Contact: Joyce Klonecz mac@grandcomputers.org

Next Meeting: March 17
Topic: Medical Apps on Your iMac, iPad and iPhone.



New Technologies SIG

Provides members with an open discussion forum of technologically advanced ideas.

Meetings: 3rd Wednesday (all year long)
Time: 4:00 – 5:30 PM
Place: Maricopa/Havasupai, Chaparral Center
Contact: Joe Parla
newtech@grandcomputers.org

Next Meeting: March 19
Topic: Latest Home Networking Devices



Social Networking SIG

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

Meetings: 2nd Monday (October – April)
Time: 4:00 – 5:30 PM
Place: Grand Computers Club Open Use Room, Chaparral Center
Contact: John Nuerenberg
social@grandcomputers.org
Next Meeting: March 10
Topic: Video and Online Chat

Coffee Chats

Meetings: 2nd Thursday (October – April)
Time: 8:30 – 10:00 AM
Place: Hopi Room, Chaparral Center
Contact: Sam Valenti

Next Meeting: March 13
Topic: Home Entertainment – “The pros and cons of dropping your cable/satellite video provider.

As always, coffee and donuts provided!

Wanted – Old Laptop Computers!

Please help out by donating your old laptops to Jim Geffre as you buy new ones. Jim donates these to local schools and would like the laptops to have windows XP on them. Include the restore disks if you have them, as well as the power cord. Jim puts in new hard drives, if needed, adds memory to at least 1GB, adds Word or Open Office and sets them up with Juno, 10 hours free for a dial-up service. Jim will accept Macs as well. Drop your old laptop at the club and put your name and Jim’s name on it.

You can contact Jim at 623-544-3394 or geffre1949@yahoo.com

Wanted - Old Desktop Computers!

Please help out by leaving your old desktop computers, both PC and Macs with working LCD monitors, in the clubroom as you buy a new one. It would be good to have the original operating system software, but it's not absolutely necessary.

Ted Gray will rebuild your old computer and through the VFW will place the computers with students in the area.

You may contact Ted at technical@grandcomputers.org