



User Friendly

Next Meeting
WEDNESDAY, March 14, 2007

Vista Update
**COMPUTER EDUCATION CLASSES
BEGIN MARCH 24**

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Palmia Computer Club



President: Barry Robbins
Vice-President: Nick Nickerson
Co-Secretaries: Harold Lee
Alex Halperin
Treasurer: Bob Ruben
Webmaster: Jerry Moore

User Friendly is an electronic publication for members of the Palmia Computer Club. It is published and distributed during the months of January, March, May, July, September, and November.

Managing Editor: Shelton Stern
Editorial Staff: Eva Schmidler

User Friendly is your newsletter. It's objective is to serve every member. If you have a suggestion for an article for publication, or if you would like information about a specific topic, please contact the Palmia Computer Club President, or the *User Friendly* editor. This newsletter is a wonderful opportunity for all of us to learn.

Guidelines

Articles (1) must be submitted to the Managing Editor no later than the 10th day prior to the month of publication; (2) should be no longer than 1,200 to 1,500 words (approximately three columns), although longer articles may be published; (3) may be edited by staff for clarity, spelling, grammar, and space available. Articles should be relevant to the membership of the Palmia Computer Club. The choice of articles to be included in any issue is solely the prerogative of the Editorial Staff.

Computer Club Special Interest Groups
SIGs meet from 3:30 to 5:00 P.M. on the specified Fridays unless noted otherwise:

- 1st Friday- Windows.....Jerry Moore
- 2nd Friday - Computer Potpourri.....Barry Robbins
- 3rd Friday - Email and the Internet.....Jerry Moore
- 4th Friday - Photo Editing & Scanning.....Don Yenche

There is also a HELP SIG! This SIG is intended for beginners to answer your basic questions relating to computers (This is not a class). It meets on the first, third and fourth Mondays of each month at 10:00 A.M. The SIG leader is Joe Lebovitz.

Contacting Board Members and Officers

All Board members and officers are available for help or information via email addresses as follows:

- Barry Robbins**, President - pcc_pres@cox.net
- Nick Nickerson**, Vice President - npierce@palmia.com
- Harold Lee/Alex Halperin**, Co-Secretaries - hlee914@cox.net; ahhalperin@mol.net
- Bob Ruben**, Treasurer - bobaud@cox.net
- Jerry Moore**, Webmaster - jerryamoore@cox.net

In 2007 the Palmia Computer Club meetings are scheduled for 7:00 PM on the second Wednesday of every month except April, July, August and December. Doors open at 6:30 p.m. for Q&A and socializing. Visitors are welcome. For visitors from outside the Palmia community, our address is: 21455 Monterey, Mission Viejo, CA 92692. The parking lot is on the left, just inside the Monterey gate. Telephone: 949-472-5075.

CAMERAS and GADGETS

You'll find lots of information in this issue about digital cameras and other "gadgets" you may be planning to take with you on vacation this year.

If these articles trigger even more questions, be sure to come to our meeting where you can ask the "experts" (fellow club members) for answers.

Next Meeting is on March 14th.

BY POPULAR DEMAND:
ON SITE COMPUTER EDUCATION CLASSES BEGIN MARCH 24TH (Registration form is on page 13)

From the President's Desk

By Barry Robbins



Another month has gone by. The new Palmia Computer Club Board is hard at work planning programs for the future. At our March 14th meeting Jerry Moore will be making a presentation on the new Microsoft® Vista operating system. He will answer the question "should I upgrade to Vista, or should I buy a new computer with Vista already installed?" Vista appears to be new and exciting. Come to the meeting and find out for yourself. In April, we will have another question and answer meeting, where we will attempt to answer your computing questions and solve all of your computing problems. In May, Jerry returns to teach us how to create and design a website. The June meeting will be a questions and answer period preceded by a demonstration on how to update your software. We will be dark in July and August.

We now have 15 working computers in the computer room. All of the computers are connected to the high speed Cox internet. All computers have Windows XP installed as well as Office 2003. In addition, we have 4 of the computers connected to laser printers. As you know, you do need a password to sign on to these computers. Not sure of the password? Send me an email at pcc_pres@cox.net. I will email the password back to you. Our wireless network will soon be protected and will require a password for log on. This password will only be available to PCC members.

Starting March 24th and running for six weeks we are sponsoring professionally taught classes for beginning MS Word and intermediate MS Word. The cost of the classes is \$40.00 for members and \$50.00 for non members. Enrollment forms are available in this issue of the User Friendly. Classes are limited to the first ten (10) people to enroll and pay their class enrollment fee. For more information, contact our education chairman, Stu Goldberg. Future classes will be established for beginning computing.

I would like to remind you that every Friday from 3:30 PM to 5:00 PM, we conduct our Special Interest Groups (SIGS) in the computer room. These SIGS are open to the entire Palmia community. Since the groups are very small, attendees are given the opportunity to get individual questions answered. On the 1st Friday of the month, moderated by Jerry Moore, the topic is MS Windows. On the second Friday, moderated by me, the topic is computer potpourri. The 3rd Friday, moderated again by Jerry Moore, the topic is the internet and email. On the 4th Friday, Don Yenché moderates a session on digital photography and photo editing. Also every Monday at 10:00 AM, except the 2nd Monday, Joe Lebovitz is in the Computer Room to help you with software and hardware problems. Avail yourselves to these SIG sessions. They are extremely helpful.

I look forward to greeting all of you at our next meeting on March 14th. The meeting will start promptly at 7:00 PM. Refreshments and coffee will be served.

Cranky.Com

If surfing the internet exhausts - and even exasperates - you the backers of Cranky.com have created just what they believe you need. Cranky is a specialty search engine designed to please an aging population by processing every request from the perspective of someone who is at least 50 years old. Try it and tell us what you think at our March 14 meeting.

WEBSURFER TIPS

By Jerry Moore

Microsoft Windows Live "One Care"



For several months now, Microsoft has been selling a security suite called One Care to compete directly with the major players like Norton Symantec and McAfee. My first reaction was "why should we pay Microsoft more money to plug up security holes that were created by their own operating system?". However, after looking at the features, capabilities and pricing of this product, it's something I highly recommend. It doesn't slow down your computer as much as other integrated suites and One Care provides anti-virus, anti-Spyware, anti-phishing, firewall, performance tune-ups, backup and restore all in one easy to use package. The street price is around \$40/year and you may install this on up to three different computers. See <http://onecare.live.com> for more details and a free 90 day trial download.

Google Earth



Google earth, a free download, has now been updated to version 4.0 which includes a number of new features such as 3-D views. This is a great tool if you travel frequently giving you a new perspective on the places you visit. Point your browser to <http://earth.google.com> for a free download.

Windows Vista



Are you thinking about upgrading your existing computer to Windows Vista? See <http://www.microsoft.com/windows/products/windowsvista/buyorupgrade/upgradeadvisor.aspx> for a free program that will test your existing hardware for compatibility.

Adobe Acrobat Reader

It seems that each new version of Adobe Acrobat Reader gets larger and larger and takes more time to load. The latest, Version 8, is almost 21 MB in size and is constantly trying to communicate with the mother ship checking for updates. A free alternative is at <http://www.foxitsoftware.com> and is only 1.5 MB in size.



Wikipedia - <http://wikipedia.org>

One of the exciting things about the evolution of the Internet and World Wide Web as it evolves into the 21st century is the incredible amount of two-way communication. No longer do users just passively view static web pages, but have the opportunity to interact and often contribute to the content using a tool called a "wiki". The dictionary defines wiki as "A collaborative website whose content can be edited by anyone who has access to it" and the name is derived from the Hawaiian term wiki wiki which means quick.

Until next issue, happy and safe surfing.

Try Clean Booting When Windows Gets Muddled

By JAMES COATES
CHICAGO TRIBUNE

Q I've heard the term "booting clean" and understand that it is one way of avoiding conflicts between software. I'm curious to know more about it.

A Clean booting has a number of different meanings, which can range from starting the computer from a CD or a DVD instead of the hard drive, to performing a reboot in safe mode, to using the Windows System Configuration utility to switch off many of the applications that run in the background when Windows starts. Doing this can be a white-knuckle experience for ordinary users, although Microsoft describes how to do it in its giant knowledge base of Windows features. Go to www.support.microsoft.com, and type this article number in the search box: Q310353.

Let's begin with starting in safe mode because it is the way out of trouble if something should go wrong. Safe mode is designed to boot Windows with the absolute bare-bones number of background programs feasible to prevent conflicts and aid in repair work. This is such a reduced version that the screen resolution is in only a few colors with chunky lettering and icons.

It can help find and fix problems that kick in when the Windows boot-up runs something that doesn't work right, whether it be a hardware driver or a bit of background code designed to make your anti-virus program update itself. Safe mode is summoned by pressing the F8 key during the earliest stages of the booting process.

The less draconian clean boot that a lot of folks like to set up consists of shutting down most of the stuff that runs behind the scenes using the Microsoft Configuration Utility that is summoned by clicking on Start and then Run and typing in "msconfig" and clicking OK.

The software module that pops up includes commands to permit background tasks to run and ".ini" files to create settings for various programs and screen displays. In the tabbed menu that msconfig displays, look for a tab called General. There you will find a button called Selective Startup, with a set of check boxes below for running boot files including system.ini, win.ini and the Windows System Services. A final box lets you shut off all Startup items. A Startup tab in the display shows each of these items and will give an idea of how much stuff gets run at a normal boot-up. You can also use a Disable All button under that Startup tab to stop all of these programs from running at boot time. When you restart the computer, the screen will come up in full colors and resolution but with a noticeably different display, with the icons normally at the bottom of the screen absent and slightly different looks for text and other elements.

Your computer will run faster doing this, but you will miss certain functions and will want to restore them afterward. Microsoft says this is safe to do, and I have done it many times in the past and again today before answering this question. Nevertheless, keep in mind that if something goes wrong, you can use the F8 key to create a safe mode boot-up that will let you backtrack and restore these settings.

DIGITAL CAMERA CORNER



SAVING OLD PHOTOS

To create copies of old family photos for family members scan them and then print them. But, where to start? What size to scan at? What file type to use? Is there a program to print pages that look like a photo album page (or collage look)? As technology improves and the capacity of storage media escalates, the quality of what you do now can be improved. So, if you scan now, don't become frustrated with the quality a year from now.

1. SCAN all photos in high color (24-bit) mode...even those that would scan as well in grayscale. Why? Because many of those pictures are not b/w but a variety of "colors" depending upon the era during which they were taken and changes that may have occurred during aging. Rule number one: don't throw anything away. You can always convert a copy of the saved image file from the original tones to grayscale, but you probably can never convert a grayscale back to the original.

2. SCAN at the highest resolution for the use to which the image will be put- 300 pixels/inch as a minimum. This is the lowest resolution which prints 1:1 with reasonable photographic-like quality. If the photo being scanned is a typical family snapshot, you won't gain much at higher resolution because photos taken with small-format films typical of the 70's and 80's do not contain detail that can be captured at any scan resolution higher than 300 dpi. Photos taken with professional grade cameras (e.g. wedding portraits, graduation portraits, etc.) usually exhibit outstanding resolution and should be scanned at least at 600 dpi to capture the finer details. Enlargements of these will also print well when scanned at higher resolutions.

3. SAVE all files as TIFF and write all collections of these to a data CD or data DVD as a permanent archive. Don't worry about using any special photo album software because proprietary software comes and goes...and when it goes, so does the compatibility of the albums you saved. Assign meaningful file names to each image that will assist with later cataloging (E.G. SmithJones-JohnJane1923.tif). When developing the system by which YOU will assign names to files, keep in mind the ability of sorting them in alphanumeric order provided by Windows Explorer. Windows Explorer has several features that make it a useful substitute for Photo Album Software, but remember that any album dependent upon Explorer is probably incompatible with systems based on O/S other than those from Microsoft.

Why save as TIFF if TIFF files take up far more disk space than JPEG? Why not in GIF? Remember rule #1? Don't throw anything away. TIFF is a lossless format while JPEG is a "lossey" format. GIF "compresses" the image by reducing the number of colors in the image — so NEVER use GIF for a photograph. You can always convert a copy of a TIFF file to JPEG if you wish to e-mail or display images on a website. You can always go into a TIFF file and edit out pinholes, scratched, adjust color, brightness, contrast and resave as a TIFF without degradation. Besides, as the price of electronic (e.g. disk) storage plummets and internet bandwidth increases, the need for image compression (the reasons GIF and JPEG were developed in the first place) will continue diminish. TIFF is also pretty universal while other formats such as PSD are proprietary and software version dependent.

Scan 35mm slides at 2,400 dpi. Scan newspaper clippings at 300 dpi in grayscale mode and save as a TIFF file. Remember that newspaper deteriorates comparatively quickly and is usually among the first of the family treasures to become unsalvageable.

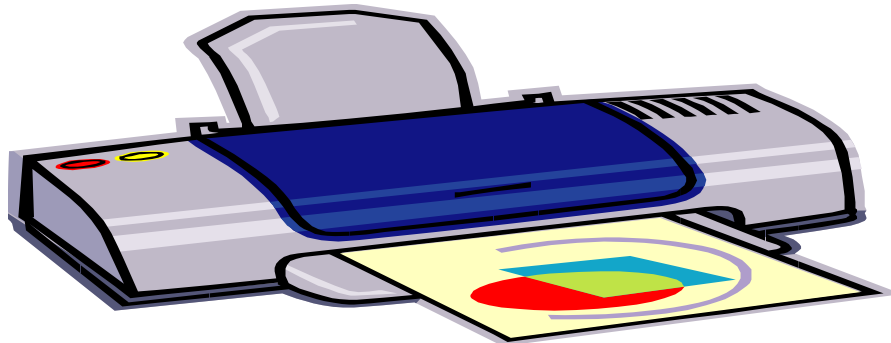
Scan family-related documents including naturalization papers, court documents, old deeds, old letters, etc. Use a resolution of 300 or 600 dpi depending upon the nature and condition of the document. Very large format documents such as Land Patents can be scanned in two pieces and stitched together.

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5 Great Tips for Getting Quality Prints of Your Digital Photos

Kathie Kingsley-Hughes, CNet course moderator of [Digital Photo Basics](#)

- 1. Check ink levels** before starting to print. There's nothing worse than one of the inks running out halfway through! Buy a spare printer cartridge in case one runs out, but beware, they only have a few years' lifespan and even less if you've removed them from their packaging.
- 2. When printing important photos, run a print test first.** Most printers have an option to print a test page. Make sure there are no streaks or missing lines and that all the colors are present.
- 3. Check that the paper is clean** before starting . Examine it thoroughly for dust, scratches, raw edges, rough corners. Never store the paper in the tray; always keep it sealed in its original packaging and away from light.
- 4. Make sure the paper goes into the printer straight.** Do not print a pile of them, because often when the paper doesn't go in straight the printer pulls in more than one sheet, or the photos don't get long enough to dry before another photo lands on top of it!
- 5. Never put a photo in a frame the same day you print it.** The ink will bubble up against the glass. Also leave the ink to dry overnight before placing prints in a photo album.



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It's also very useful to save, as a text file, all of the data you have regarding each photo (i.e. the names of the people pictured, the date or year or event or occasion at/for which the picture was taken, the place, and the name of the person who provided the picture and the name of the person (if different) of the person in possession of the original. This file should be on the same CD or DVD as the images.

Make at least one back-up copy of each archival CD or DVD and place it in a remote (meaning off site) location for safe keeping. You can also upload the contents of the disk to a web sever as backup.

Finally, select the album software with which you're most comfortable and/or place your photos on-line using any or a number of photo-sharing or family websites for sharing pictures and captions extracted from the CD or DVD created above.

Help Needed - Phase Out Phishing

One of our members was phished and communicated with his bank-Wells Fargo. The following is excerpted from the reply sent by Wells Fargo.

We appreciate your reporting a suspicious email, web site, or pop-up window. At Wells Fargo we take our customers' security very seriously and we investigate all Wells Fargo-related fraud. We work to eliminate the phishing scourge and online fraud.

Some common questions people have about phishing:

Q: What is phishing?

A: Phishing is usually a two-part scam. Part I; email. Fraudsters, also known as phishers, send email that appears to come from a known and reputable company. This is known as a phish email. In the phish email are links to spoof web sites. Part II; spoof web sites. Web sites that spoof or imitate known and reputable company web sites are known as phish sites. This is where the fraudsters hope to convince victims to compromise their sensitive information. A wide variety of clever and compelling language is used by the fraudsters in their phish emails and web sites.

Q: What if I clicked on a link to a spoof website and gave away some of my sensitive personal information such as username and password?

A: If you provided any personal information to a spoof web site, call (your bank). A fraud prevention specialist will work with you.

Q: What if I clicked on a link to a spoof Wells Fargo website and did not give away any of my sensitive personal information?

A: If you visited a spoof site but did not provide any personal information to the site you should make sure your anti-virus software is current and your operating system and browser updated with current security patches. Some spoof sites contain viral elements and you want to confirm you did not come into contact (download) any viruses.

Q: I did not click on any links and I did not provide any sensitive personal information. What else do I need to do?

A: By reporting the phish incident you've greatly assisted us. Delete the phish email and if you run across other phish incidents please report them as well.

Q: How do I determine if an email is legitimate?

A: Wells Fargo will never require you, in an email, to go to a link and update your information or provide your SSN or other sensitive information. Always use your browser to visit the Wells Fargo web site by typing in our address. Don't go to web sites by clicking on links in emails. If you are familiar with email headers you can use your email application to check the headers and make sure Wells Fargo is indeed the sender. If in doubt, delete the email.

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Q: How do I determine if a web site is legitimate?

A: Phish sites often use long addresses that have nothing to do with Wells Fargo - look at the address closely. Also, the Wells Fargo web site is completely encrypted with Secure Socket Layer technology. All pages begin with https - the "s" is important to note as it designates secure. Double-click on the lock icon at the foot of your browser when visiting Wells Fargo's web site and you can view our certificate information. And as noted in the answer above, always use your browser to visit the Wells Fargo web site by typing in our address. Don't visit web sites by clicking on links in emails. If in doubt about a web site don't visit it, close your browser.

Q: How was my email address located?

A: Fraudsters locate email addresses from many places on the web, they also purchase email lists and sometimes simply guess email addresses.

Q: Do fraudsters know if I'm a Wells Fargo customer?

A: Fraudsters generally have no idea if people they send phish emails to are Wells Fargo customers or not. They simply hope that a percentage of the phish emails they send will be received by Wells Fargo customers.

Q: I received a phish email. Does this mean my identity had been compromised?

A: Just because you received a phish email purporting to come from Wells Fargo does not mean your identity has been compromised. You may also receive phish email purporting to come from other established companies.

Be sure to keep your operating system and browser updated with current security patches.

Again, thank you for reporting a suspicious email, web site, or pop-up window. Our customers and friends are key partners in our fight against phishing and online fraud.

CALLS TO TECH SUPPORT

Customer: I can't get on the Internet.

Tech support: Are you sure you used the right password?

Customer: Yes, I'm sure. I saw my colleague do it.

Tech support: Can you tell me what the password was?

Customer: Five stars.

=====

Customer: I have a huge problem. A friend has placed a screen saver on my computer, but every time I move the mouse, it disappears.

A woman customer called the Canon help desk with a problem with her printer.

Tech support: Are you running it under windows?

Customer: "No, my desk is next to the door, but that is a good point. The man sitting in the cubicle next to me is under a window, and his printer is working fine."

=====

Tech support: "Okay Bob, let's press the control and escape keys at the same time. That brings up a task list in the middle of the screen. Now type the letter "P" to bring up the Program Manager."

Customer: I don't have a P.

Tech support: On your keyboard, Bob.

Customer: What do you mean?

Tech support: "P".....on your keyboard, Bob.

Customer: I'M NOT GOING TO DO THAT!

Happy “Gadgetdays!”

By Berry F. Phillips, Member of the
Computer Club of Oklahoma City

Have many of us become “gadgetholics?” Do we rush in mass like drunken lemmings annually, especially during the holidays, to rush over the cliff of technology only to fall even deeper in debt as we race to upgrade to own the newest and the coolest gadget? The Associated Press reported that a poll says Americans are showing early signs of addiction to their gadgets. Fifty percent say they could not get along without computer and mobile telephones, and 40 percent say the same for broadband use. The Associated Press article also quotes a psychologist who is an authority on INTERNET addictions so there must be truth to this new addiction. Those addicted broadband users are fortunate since “they can get help online.”

Is gadget addiction generic? You might be a neophiliac if you are constantly upgrading with the latest technical gizmo. Media Life magazine reports neophiliacs are people addicted to the new. A study conducted by Yamagata University School of Medicine in Japan reports some people may be genetically predisposed to wanting the newest things. Their study suggests the cause may be a mitochondrial enzyme called monoamine oxidase. However, a University of York sociology professor disputes the findings of the study pointing out, “people were far more suspicious of change in the past – so the urge to constantly move on is sociological, not a genetic one.”

Do you suppose gadget mania may be gender related? Reality checks suggest males, far more than females, are gadget addicted to various degrees. This finding has been a boost to wives who often receive the blame for compulsive overspending while shopping. Jean Chatzky, author of “Make Money Not Excuses” gives this advice to spouses of gadgetholics: “They get excited in anticipation of their next purchase. They get a little higher when they are making it. And they feel a huge let down when it is over.

Compulsive shoppers also put their own families at risk by racking up bills they can not pay. If you think he is simply over-shopping, he needs your help. Offer to be his shopping buddy, which may contain his urge to splurge. And help him find new ways to avoid falling into that new-tech trap by getting off the email and mailing lists that are tempting him or by finding a new hobby to occupy his time.” (I am sure glad that I am a single male so nothing will interfere with my gadget shopping during the holidays!)

Why I even understand that Mrs. Claus had problems with Santa last year. Some say that Santa had global navigation installed in his high tech sleigh and no longer relies totally on

Rudolph, the lead red-nosed reindeer for navigation. The elves in Santa’s workshop have been upgraded and some even replaced by robotics as more high tech gifts are being manufactured than ever before for children of all ages. Mrs. Claus is also concerned about Santa’s belly that you recall “shakes like a bowl full of jelly” for fear he will get stuck in a chimney, and his deliveries could not be made on time, disappointing millions globally. Don’t worry. Santa has been working out daily in his high-tech gym loaded with all kinds of the newest and coolest gadgets. Santa who is male, of course, apparently seems to think that today’s addictions are tomorrow’s necessities.



MS WORD INFECTED? WANT TO REMOVE AND RESTORE?

If you suspect Microsoft Word on your computer has an infection, you can easily remove it, restore it to factory setting and thereby fix the problem. But, you won’t find MS Word in the Add/Remove list on your computer’s control panel. It resides in Microsoft Office. Open the Control Panel. Under Add/Remove Programs click on Office. That will reveal uninstalls for Word, as well as other tools. You can then remove Word, and reinstall it with the factory settings, with no virus. However, it may not be necessary to actually remove Word to get rid of the infection. Follow these steps, first to correct the problem.

If you have a standalone version of Word, the fix is to just reinstall the program-no need to uninstall. The “old” infected version will be written over and the Word icon will be restored. BUT, before doing anything, with the complete Office version, you should restore Word to its factory default setting. This, by itself, can very well eliminate the infection. To restore to factory default settings, find the file called normal.dot that holds the default settings. Rename the file. When Word cannot find normal.dot it will restore a new version with factory settings. (To find normal.dot click on Start and then Search. Type in normal.dot as a search item). If this does not get rid of the infection, go on to removing Word from the Office listing in Add/Remove. After it is completely removed, reinstall Word, just Word, from your MS Office disc.

HOW TO CLEAN YOUR CPU

(Adapted from CNET)

Question:

I've had a desktop for a few years now, and am worried about the machine overheating due to dust blocking the fan and getting in the case. I'd like to clean up the inside of my machine, but I'm afraid I'll damage it. What's the best, safest way to clean up all my PC components? Also, are there any precautions to take to keep a PC from getting dusty?

Answer:

This is an often overlooked problem. Too much dust can block the airflow inside a case, and the excessive heat can cause problems with a hard drive or other components. Attempting to clean the inside of your computer can be risky. If you have never opened the case of your computer, you may want to consider taking your computer to your local PC store and ask them to clean it for you. After they clean the inside, you can take some preventive steps at home to help keep the inside clean.

Here are some basics: Dust gets into a computer through vents on the front, side, and back of the case. These vents are carefully placed to maximize air flow through the case. Most cases are designed to pull air in from the front of the case and push air out the back of the case, or perhaps through a side vent. That means some vents will be pulling air and dust into the computer, and some vents will be pushing air and dust out. This also explains why you should place your computer where there is sufficient space on the sides and in the back. Another important preventive step is to keep the room with the computer as clean as possible. The less dust that is in the room, the less dust that will get into the computer. Additionally, dusting and cleaning the room stirs dust up into the air, which then can get sucked into the computer. Try turning the computer off while you dust and clean, which will help prevent it from sucking in stirred up dust.

Furthermore, while the computer is turned off, you can go ahead and clean the vents on the outside of the case. A standard vacuum with a hose can be used to vacuum dust away from the vents. However, avoid using a strong suction around the drive bays.

If you are comfortable opening up the case, there are some tips for cleaning the inside. First, make sure the power is turned off and unplug your computer. Next, make sure you are properly grounded to avoid static electricity. Wear a grounding wrist strap, unless you are familiar with other techniques to properly ground yourself. The safest way to clean the inside of a computer is with compressed air. Most electronic stores sell compressed air in a spray can, which is approved to use with electronic devices. Some of the "air in a can" products contain moisture, which should not be used inside a computer. Make sure the compressed air is free of moisture, (approved for electronics), and then follow the directions carefully.

When spraying compressed air, avoid spraying too close to the motherboard or directly on it. Instead, focus the air on the fans, case vents, and cables that are collecting dust in the middle of the case. Use short bursts of air. In most cases. Do not use a vacuum or suction device inside a computer. Compressed air is the safest method to clean inside a computer, and even that has some risk.

How often should you clean your computer? While this will vary depending on the environment and the level of dust in the area, some general principles do apply. Clean the outside of your computer, specifically the vents as often as you clean the room the computer is in. If you notice dust accumulating on the vents, clean them. Unless you live in an area that is prone to a lot of dust, only clean the inside of a computer once or twice a year. Every time you open the case and start cleaning inside, there is some risk of damage. The primary reason to clean the inside of a computer is to promote good air flow. If you have good air flow through your case, don't worry too much about how clean the inside looks.



As requested by members of our Palmia community

COMPUTER EDUCATION CLASSES ON SITE!

Beginning Saturday, March 24, 2007 the Computer Club has arranged for a computer education instructor, experienced in working with mature adults, to present basic computer education classes in the Computer Room right here at Club Palmia. Each class will consist of six Saturday sessions.

MICROSOFT WORD FOR BEGINNERS 9:00-10:30

For those wanting to learn the basics of word processing.
You will learn all about creating, editing and formatting.

MICROSOFT WORD LEVEL 2 11:00-12:30

An ideal program for those who completed a beginner class.
Learn additional formatting techniques, tables, tabs, etc.

Register early to reserve your spot!

There will be a maximum of 10 students per class. If you tried to register for our previous classes only to find they were fully subscribed, this is your chance to assure there will be room for you. DON'T WAIT. Additional registration forms are in the Computer Club information slot at Club Palmia. Complete a form, attach your check and leave your completed registration in the Computer Club folder at the front desk BEFORE March 22nd. Registration with payment is required before the first class.

**The fee for the entire six session program is:
\$40 for Palmia Computer Club members
\$50 for non-members.**



(NOTE: For \$60 you can attend a class AND become a member of the Palmia Computer Club)

For additional information contact :
Stu Goldberg (949) 859-2176)



PALMIA COMPUTER CLUB COMPUTER EDUCATION PROGRAMS 2007

NAME: _____

TELEPHONE: _____

Email: _____

Member of Palmia Computer Club? Yes No

Please reserve my place in the following program beginning March 24, 2007
Please check only one program

- Microsoft Word for Beginners (Word Processing for Beginners)
Saturdays 9:00-10:30
- Level 2 Microsoft Word (Additional Techniques and tips)
Saturdays 11:00-12:30 noon

Attached is my check for (___\$40 Member) (___\$50 non-member)

(_____ \$60 to take a class AND join the Computer Club)

Make all checks payable to "Palmia Computer Club"
Place your completed form and payment in the Computer Club folder at the front desk
BEFORE March 22nd

Signed: _____

Date: _____



PALMIA COMPUTER CLUB

2007 MEMBERSHIP DUES

Individual Membership \$20.00

Household Membership \$30.00

NAME: _____

NAME: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

(For User Friendly Newsletter and Club Communications)

**LEAVE THIS COMPLETED FORM AND YOUR CHECK
PAYABLE TO PALMIA COMPUTER CLUB
IN THE COMPUTER CLUB FOLDER AT THE FRONT DESK**