

# Nybbles & Bytes



www.neopc.org

June 2011

-Voice: 216-759-3713

Elaine Szaniszlo, Editor

## **June General Meeting**

Wednesday, June 8, 2011  
Westlake Porter Public Library  
27333 Center Ridge Road, Westlake, OH

This month's program is "**How to use Photo Elements in Everyday Situations**" with Mike Volker. Mike's talk includes some basic applications with old and new photos, how to catalog photos, and how to save them.

Please join us for this program to welcome Mike Volker back again this year to learn why "Adobe Elements" is the best software to use for Digital Photography. He will take questions following his talk and also give tips... and more.

Come early at 6:30pm for the social, followed by NEOPC Club announcement at 7:00pm. The main program begins at 7:15pm.

## **In This Issue**

E-Mail Nybble No. 3 .....	2
How to Adjust Your Word Program.....	3
What's on Your CD? .....	3
Synchronize Bookmarks .....	4
More Puns for Intelligent Folks.....	5
Computer Backup .....	5
Cloud Computing.....	6
Disk Maintenance .....	7
FORUM Changes .....	8
Using an iPod Can Be Dangerous .....	8
We Want to Hear From You.....	8
Coming Events.....	10
NEOPC Membership Application .....	11
General Meeting Program Schedule.....	12

## **LOCAL APCUG CONFERENCE**

**Time is getting short!** Don't forget to register for the upcoming APCUG conference. (See details in May issue of Nybbles & Bytes.) The conference dates are July 15-17 at the Crown Plaza Cleveland South.

If you register before May 31, the cost is only \$50.00. After that, the cost increases to \$65.00. At the door price will be \$75.00. So don't delay!

Registration and session information can be found at <http://cleveland.apcug.org/>.

Tentative session topics include Digital Photography, iPad and eBooks, Excel, LinkedIn, Virtual Machines, Genealogy, and much more. What a great chance to increase your knowledge of computers. You can never know too much about computers!

This is a superb opportunity to attend the conference since it is being held locally. The conference location rotates, so it will probably not be in this area next year.

## **NEW PHONE NUMBER FOR NEOPC**

The information phone number for NEOPC has changed. The new number is: 216-759-3713. Please make a note of it. If you have any club brochures on hand, please make this correction before you distribute them. Thank you.

## EMAIL NYBBLE NO. 3:

### HOW LONG SHOULD AN EMAIL MESSAGE BE? - By Janet Byron Anderson

#### Why length matters

Length matters for two reasons. First, the recipient's inbox will contain many messages, not just yours, and the size of each message varies: One message may be as short as 5 KB, another as big as 500 KB, especially if the message includes an attachment. The sum of messages, plus their sizes, can be intimidating. Ideally, we want the recipient to welcome our message, not dread it, although we don't have *total* control over their reaction.

Second, values like "short," "long," "too short," and "too long" are relative. What *we* might regard as short, the recipient might regard as long, or even too long. For both these reasons, we should aim for appropriate length; but judge this, as far as possible, from the perspective of the *recipient*. We can do this in several ways.

#### Stay on topic, "on message"

Have a clear subject (see Email Nybble No. 2). This is particularly important in business messages, but paradoxically even more so in informal messages (to family, friends), where closeness encourages informality, which in turn tempts us to ramble. But remember, even recipients who love you are busy. So for both distant and close relationships, consider picking up the phone if you expect to have a lot to say. It might be better to *talk about* the proposed cover design for the book, *talk about* the family reunion that's being planned.

In many instances, a combination of emailing and telephoning might be necessary. For a business message, make this point explicitly. For instance, at the end of an email about the cover design write, "I'll telephone you on [date, time] about this." Or even better, show respect for the *recipient's* time: "Let's talk about this. What's a good time to call?" The same telephone courtesy is owed family and friends, although some people forget this. They call when *they* feel like it, but forget to ask, "Is this a good time (for you) to talk?" Except in an emergency, not every time is good.

#### Bullet or boldface several topics.

If a message absolutely requires consideration of more than one topic—so that if you dealt with only one, the recipient might consider your message too short—distinguish the main points visually, to serve as a summary of the whole message. Example: the book in the works. If you want to inform the recipient about (a) the status of the cover illustration and (b) the feedback you've received from preliminary readers, then these two distinct but related topics should be boldfaced and/or bulleted in the message:

- **Status of the illustration** [followed by content]
- **Readers' reactions** [followed by content]

Moreover, since the subject line should reflect these subheadings, they should be as short as possible so that the subject line can be brief. Remember: The best way to craft a clear subject line is to type it *after* you've composed the message. (For more on subject lines, see Email Nybble No. 2.) Subheadings should be considered even for multiple-topic messages to family and friends.

#### Send an attachment.

For business purposes, an attachment might be more feasible than a lengthy email. However, if the recipient doesn't know you, they may not open it. In a case like this, send the email but alert the recipient to the fact that an attachment will follow.

#### Before clicking Send, edit.

Email encourages informality, speed, and rambling—all of which work against accuracy and conciseness. Therefore, pluck up excess verbiage, so that the recipient doesn't have to "weed" the message. For instance, delete sentences that merely rephrase points that have already been made. Delete unnecessary adverbs, especially "very," "really," and "actually." Disclosure: As a communicator, I tend to overuse these intensifiers. But since I recognize this tendency, before I click "Send" I review a message and delete most or all of them. These adverbs (and their synonyms) are rarely necessary. Worse, they interject a level of emotional intensity that a message might not warrant.



## HOW TO ADJUST SOME OPTIONS OF YOUR WORD PROGRAM

To get Word to **save documents automatically**, click the Office button, Word Options and the Save tab. In the Save Documents area, make sure to check the Save AutoRecover Information Every XX Minutes box, and select a time frame that makes sense. This is very handy if you need to recover the document after a system crash. If you want a **new location** for those AutoRecover files, click the Browse button next to AutoRecover File Location, choose a new folder, and then click OK. Click OK to save your changes and that should do it. You can also change the folder that appears when you click the Office button and Save As by clicking the Browse button next to Default File Location.

To prevent Word **from automatically capitalizing the first letter of each cell in a**

## WHAT'S ON YOUR CD?

By Elaine Szaniszlo

If you want an index of what is on your CD, follow the following instructions.

1. Open CD from My Computer (select drive it is in).
2. View "Details."
3. Select full screen view.
4. Adjust the columns to display the detail you want.
5. Press Print Screen button. (This takes a picture of the screen.)
6. Open Word.
7. Paste picture (Edit-Paste or Cont-V).
8. Change picture to "Tight" View.
9. Crop unwanted information.
10. Size picture to fit the CD case (4-3/4" x 4- 3/4", for example). Note ruler marks on top and side of page.
11. Print.

You will then need to trim the document to fit the CD case.

**table**, launch Microsoft Word and click the Office button in the upper-left corner. Click the Word Options button in the bottom of the box, choose the Proofing menu on the left side, and click the AutoCorrect Options button. Uncheck the Capitalize First Letter of Table Cells box and click OK. Now, when you enter text into table cells, the first letter will not be capitalized automatically. If you change your mind later, just repeat this process and recheck that option.

There are many other options which you can change. Look around the Word Options section for additional clues.

## SYNCHRONIZE YOUR BOOKMARKS BETWEEN COMPUTERS

By Sandy Berger, Compu-KISS  
www.compukiss.com sandy @ comukiss.com

In today's world, more and more of us are accessing the Internet from several different devices. We may use a computer at work, a tablet PC at home, and a smart phone or a laptop computer when we are on the go. When we bookmark a website at the home, we might like to bring up that bookmarked webpage when we are at the office or when we visit a relative. If we are using the default settings of an Internet browser, we cannot do this. However there is a way to synchronize bookmarks between devices.

Just about every web browser today offers some way to synchronize bookmarks either through an add-in, a toolbar or a setting. Most of these solutions, however, only work if you use the same web browser on each device. For instance, if you use a Firefox add-in called Sync, you can only access your bookmarks from a device that has Firefox installed. So if you use Firefox at home, but Firefox doesn't work on your mobile device or your mother doesn't happen to have Firefox installed on her computer, you can't easily access your bookmarks while at those places. There are several stand-alone programs that solve this problem by allowing you to synchronize bookmarks between browsers, but I have a better answer.

The best and easiest solution for synchronizing bookmarks and favorites is a free service from Google called Google Bookmarks. I have used Google Bookmarks for several years. This service keeps a copy of all your bookmarks securely in the cloud, so you can access them from any Internet-connected computer or tablet and most smart phones.

To use Google Bookmarks, you simply surf over to [www.google.com/bookmarks](http://www.google.com/bookmarks). If you already have a Google account from using Gmail,

Google Calendar or another Google service, you just sign in and add Bookmarks to your account. If you don't have a Google account, you can sign up for the free Google account and activate Google Bookmarks right from this page.

When you add the Google Bookmarks to your Google Account you will be asked if you want to copy current bookmarks or favorites from your web browser. You will want to do this, unless your bookmarks or favorites have become so unruly that you would like to start with a clean slate.

Once you have the Google Bookmarks set up, the easiest way to access your bookmarks is to install the Google Toolbar, a free download available at [www.google.com/toolbar](http://www.google.com/toolbar). You should install this toolbar on the computer that you use most often in the web browser that you usually use. For instance, if you use Internet Explore on your home computer, installing the Google Toolbar there will give you quick access to your Google Bookmarks as well as additional features.

If you are using another computer that has the Google Toolbar installed, you can simply log into your Google account to access your bookmarks on that computer. On computers and mobile devices that don't have the Google Toolbar, you can log into your Google account and access your bookmarks at [www.google.com/bookmarks](http://www.google.com/bookmarks). Google also has a small icon that you can drag to the links bar of any browser to access your Google bookmarks. It is available on the same page. Just click "Add Bookmark" at your Google Bookmarks page and you will see a blue box marked "Google Bookmark" to add to your web browser toolbar.

The only difficult part about this whole process is remembering to use the Google toolbar or icon to create your bookmarks rather than using your browser bookmark icon. Once you get in the

*(Continued on page 5)*

\*\*\*\*\*  
**MORE PUNS FOR INTELLIGENT FOLKS**  
 \*\*\*\*\*

13. A sign on the lawn at a drug rehab center said: 'Keep off the Grass.'
14. The midget fortune-teller who escaped from prison was a small medium at large.
15. A backward poet writes inverse.
16. In a democracy it's your vote that counts. In feudalism it's your count that votes.
17. If you jumped off the bridge in Paris, You'd be in Seine.
18. Two fish swim into a concrete wall. One turns to the other and says 'Dam!'
19. Two hydrogen atoms meet. One says, 'I've lost my electron.' The other says 'Are you sure?' The first replies, 'Yes, I'm positive.'
20. Did you hear about the Buddhist who refused Novocain during a root canal? His goal: transcendental medication.
21. There was the person who sent ten puns to friends, with the hope that at least one of the puns would make them laugh. No pun in ten did.

\*\*\*\*\*

**COMPUTER BACKUP—A REVIEW**

At the May 2011 meeting, Dennis Lewis provided an extensive discussion on computer backup. This subject is of the utmost importance because hard drives can fail, operator can delete a file in error, viruses can attack a computer, and other causes. There are many methods of backing up a computer and Dennis discussed the pros and cons of each. Various backup media are available, also. To access Dennis' PowerPoint program on this subject, including resources and references, go to <http://www.condohome.net/neopc4/>

**SYNCHRONIZE** *(Continued from page 4)*

habit of doing that, you are good to go.

The Google Bookmarks offers two additional perks. First, their bookmark page is extremely well organized. If you have ever tried to delete, rename, or rearrange your bookmarks or favorites in Internet Explorer, Firefox, or any other web browser, you know that this can be a trying task. Google Bookmarks, , makes it easy. Just surf to the Google Bookmarks page. As long as you are logged in to Google, you will see all your bookmarks and find it is easy to work with them.

The second perk is that Google recently introduced a feature called "Lists" to their bookmarks. This lets you create a list of websites that revolve around one topic. It is a great way to research a topic, plan a trip, or organize an event. You can share your lists with selected people if you need to collaborate on any project. Google will also give you suggestions that pertain to the items in your list and sometimes these are very useful. So if you decide to try Google Bookmarks, you may also want to try the list feature.

If you use multiple devices, Google Bookmarks will keep your bookmarks in sync. Although this may only be a small step in keeping your world organized, being in sync can give you a very good feeling.



## CLOUD COMPUTING

By Dick Maybach, n2nd @ charter.net



Although you can hardly pick up a computer publication without being assaulted by references to cloud computing, the term has been abducted by marketing organizations to the extent that it means almost nothing. Today, “cloud” is to computing as “natural” is to food. Although the term means little, the concept is very valuable, and is something that most computer owners use every day. I define cloud computing as using storage or processing resources on the Internet. Most of us already use cloud computing far more than we realize; for example, every e-mail we receive sits on our ISP's disk until we download it to our PCs, and when we use Google Maps, much the processing and all of the storage occurs on Google's hardware. In the extreme, cloud computing could evolve to the point where our computer would consist of only a keyboard, mouse, display, and perhaps a printer, with just enough processing power and software to support a Web browser. Google foresaw this as the future of home computing and began developing their Chrome operating system to support it.

A simple example of cloud computing is a backup service, which continually backs up all your data whenever you are connected to the Internet. You don't have to think about it, and because your backups are stored at a different location, they are safe even in case of a local catastrophe. A similar use is synchronizing data among several computers, where the data might be files, contacts, and your favorite Web sites and (with care) their passwords. Many people also use the cloud to share information with others, for example by using Facebook for personal information, Flickr for photos, or Google Docs for documents. Cloud storage is both convenient and inexpensive; indeed, many vendors offer up to two gigabytes free.

All the above examples are data storage ones, but there are also cloud processing services, such as Google Docs. Google Docs supports the

common office tasks such as word processing, spreadsheets, and presentations, which means you can perform these without purchasing an office suite and having to keep it updated. It also allows on-line collaboration (where, for example, several people edit the same document), although few home users are likely to need this feature. Like cloud storage, cloud processing is inexpensive or even free.

By now, you may be thinking, “What's the Catch?” Somebody has to pay for these services, as providing them requires non-trivial costs for computer hardware, support staff, and communications. In some cases, the free service is a limited sample to entice you to purchase a more versatile one. In others, you are the product being sold. Your habits and preferences are valuable commodities that advertisers will pay to learn about. For many of us this is a fair trade; in return for the convenience of Google's search engine, we tolerate the ads in the sidebar and being directed to sites that want to sell to us.

However, there are some security and safety caveats involved. Security is complex for a cloud vendor; your data are stored on the same disks, the same memory, and pass through the same processors as everybody else's. The process is much like what happens in a commercial laundry or dry cleaner, where everybody's clothes are tagged and thrown together into a large machine. Afterwards, somebody looks at the tags to get them back to their proper owners. Contrast this to a bank deposit vault, where only your key can open the box where you place your documents. Even at such

*(Continued on page 10)*

## DISK MAINTENANCE

By Les Townsing, a member of the Melbourne PCUG, Australia

April 2011 issue, PC UPDATE

www.melbpc.org.au -editor @ melbpc.org.au

Cleaning up your hard drive can restore your PC's Performance. Three important utilities are provided in Windows that help to improve a PC's performance: (1) Disk Clean Up; (2) Error Checking (previously known as Check Disk or Scan Disk); (3) Disk Defragmenter

### Disk Clean Up

Over time, unnecessary data and "leftover files" gradually collect in all PCs as you use them. As this garbage collects it slowly clogs up your system, taking up space and making performance slower and slower. The Disk Cleanup tool helps you free up space on your hard disk by searching for files that you can safely delete.

There are a number of ways to start Disk Clean Up. My preference is:

Open 'Windows Explorer' and right click on the required drive

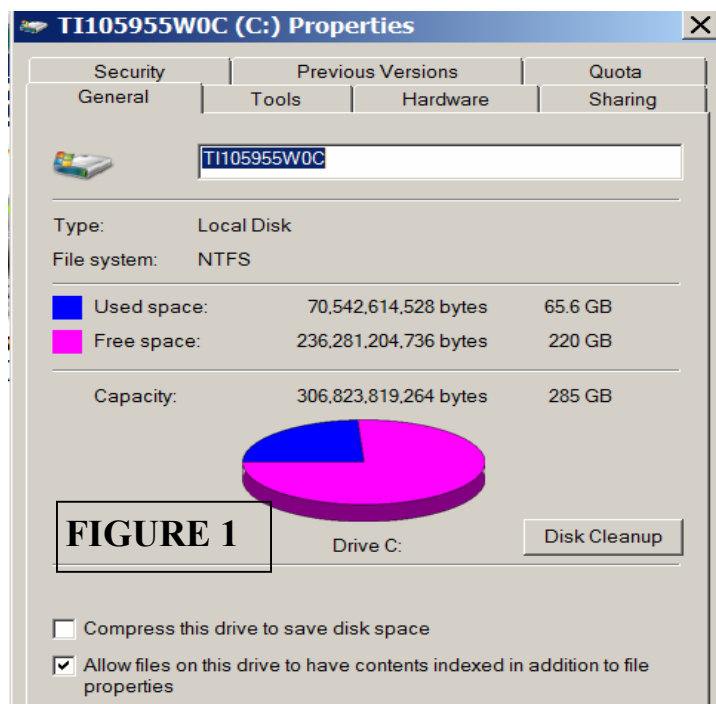
Select 'Properties,' (see **Figure 1 on right**); click the 'General' tab, and then click 'Disk Cleanup' (see **Figure 2 on right**)

Disk Clean Up will scan the drive and provide you with a list of possible actions and an estimate of the space that can be saved

Depending on your system, a number of different file types are analysed when the initial disk scan is conducted. After the analysis completes you can choose what to do with them. The analysed files include:

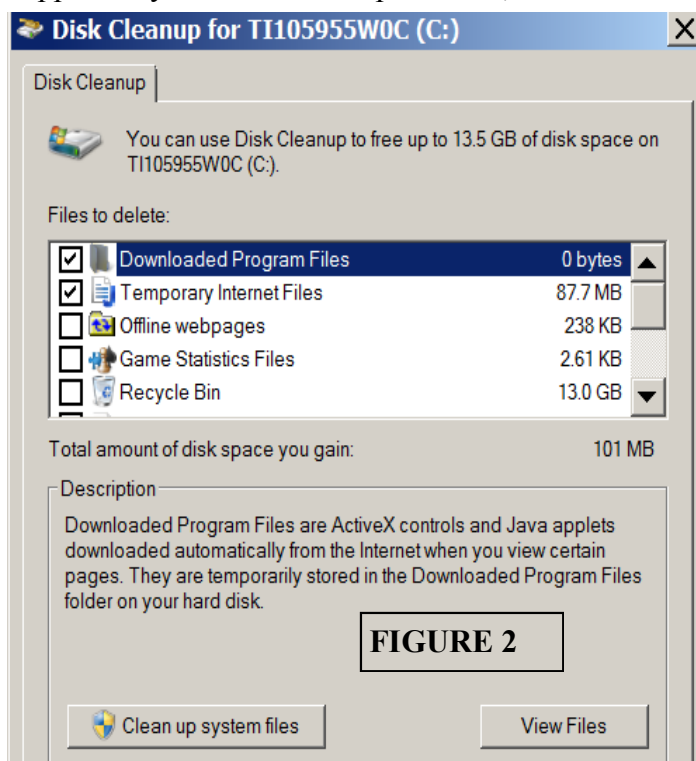
- Downloaded program files
- Temporary Internet files
- Recycle Bin
- Temporary Remote Desktop files
- Setup Log files
- Backup files for a previous operating system
- Offline files
- Compressed old files

In addition to the *Disk Cleanup* tab, the *More Options* tab offers further opportunities for freeing up hard drive space. There is nothing on



**FIGURE 1**

this tab that isn't available elsewhere within Windows in standalone fashion and some will be dealt with below. There may be other categories that appear in your Disk Cleanup window, but in all



**FIGURE 2**

(Continued on page 9)

## FORUM Changes by Dick Rose

On May 6th it became necessary to make some changes to the FORUM. Almost every day the "Public" categories were hacked and had to be cleaned out. Of interest was the fact that the IP addresses of the entries changed each time and the FORUM "blocking" technique wasn't able to eliminate the entries. These people that insist on making life difficult sure are persistent. If they would devote that time to doing good deeds - think about how great life would become.

The "Public" access has been removed completely now. I tried to provide a view of what our members are able to utilize in the interest of encouraging new members, but that is the best I could arrange.

Aside from the above, I would like to see all of you using the service. In consideration of those of you who never have any problems to cite, nor "how to" queries to add, I have added a fun category, titled "Yakked-e-Yak." This is a category where you can enjoy reading and hopefully contribute your own "Jokes," "Wisdom," or plain old "Yakking." (That's a real word, look it up in Webster's.) Come on, let's have some fun with our FORUM.

BTW, I have inserted a Delicacy Poll in the "Yakking is Good" category - **be sure to cast your vote.** We'll publish the results after 50% of our members have voted and then finally after everyone has voted.

## SUBJECT-USING AN IPOD CAN BE DANGEROUS

Question. Who's in danger of running down an iPod pedestrian?

Answer. You are if you drive, because iPodestrians" are everywhere, oblivious to the danger as they handle email, or text, or read Facebook and Twitter updates, or "bliss out" to their favorite tunes, says Paul McFedries in IEEE Spectrum magazine, by the Institute of Electrical and Electronic Engineers. These iPod "zombies" join the world of iPhone zombies, Blackberry zombies, cell phone zombies and more, including the iPod zombie joggers, dog walker and laptop zombies tuned out to everything else around them.

Cognitive scientists call this "inattentive blindness." On the road, the risk naturally increases if the driver is also zoned out texting, a form of "digital drunkenness" or "driving while intoxicated." Where the driver is cell phoning, that's "driving while yakking."

Perhaps the best solution is simply to look out for each other: "The next time you see an iPod zombie about to walk into the path of an onrushing vehicle, a quick "Heads up!" might save the day. For best results, text it."

Source: The Plain Dealer page HA4 dated 5-23-2011 by Bill & Rich Sones

(Submitted by Jim McIntyre)

## **WE WANT TO HEAR FROM YOU!**

Nybbles & Bytes welcomes members' comments and suggestions on any aspect of our publication. Our goal is to be responsive to the needs and interests of the membership. We also invite your articles for submission (subject to review and editing). Members may contact editor or contributors at: [NEOPC.org/FORUM/](http://NEOPC.org/FORUM/)(Sign in with member name/password)/Newsletter Builders.

## ***DISK MAINTENANCE*** *(Continued from page 7)*

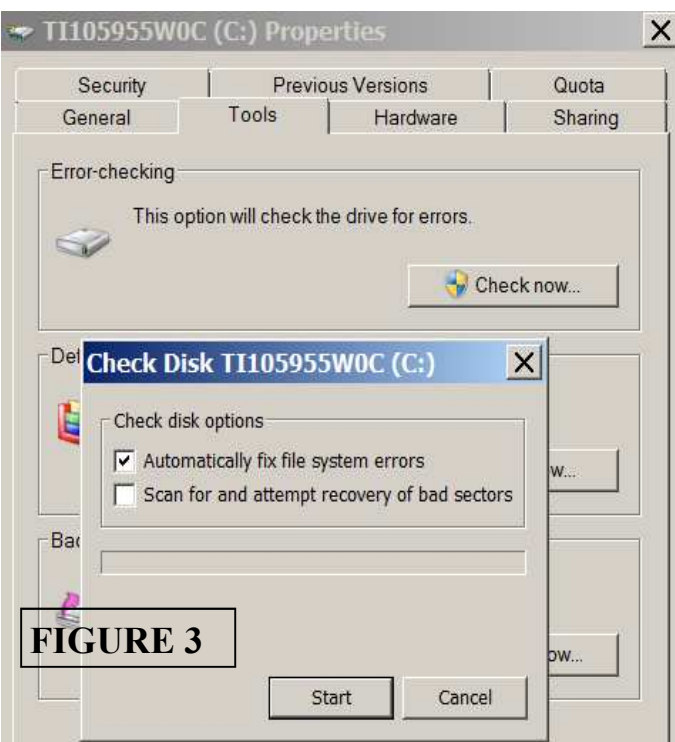
cases, highlighting the item will display an explanation of the category in the Description area.

### **Error Checking**

Previously called Scan Disk or Check Disk, (see **Figure 3 below**) this utility is known as *Error Checking* within the Windows XP/Vista/7 system. Error Checking will check the hard disk for defects in its platters. It will also check file systems. If errors are found it will attempt to fix them.

These errors are found inside your hard drive may be caused for a number of reasons. These include: system crashes, applications that have been improperly closed, and the existence of harmful programs such as viruses

***It is important to know that Error Checking is not a data recovery tool.*** Its job is to main-



tain the file system, and if your directories or files get in the way of this objective, they will be sacrificed! Before checking volumes or drives for errors, make sure that all other programs are closed, and disable your screen saver.

*To run Error Checking:*

Open 'Windows Explorer' and right click on the required drive

Select 'Properties,' click the 'Tools' tab, and then click 'Check Now'

You will have the options of automatically fixing file system errors and recovering bad sectors (*Note: Vista and Windows 7 will not allow Error Checking to run while the system is operating. It must be scheduled to run at boot time.*)

### **Disk Defragmentation**

When files are created, deleted or modified it's almost a certainty they will become fragmented. Fragmented means the file is not stored in one place in its entirety and different parts of the file are scattered across the hard disk. Fragmentation causes the drive heads to search for all the pieces of a file in different locations. The more fragmented files there are on a drive, the more performance and reliability suffer. The Disk Defragmenter Utility is designed to reorganize fragmented files and optimize their placement on the hard drive for increased reliability and performance. To run Disk Defragmenter:

Open 'Windows Explorer' and right click on the required drive

Select 'Properties,' click the 'Tools' tab, and then click 'Defragment Now'

When Disk Defragmenter first opens you'll see a list of the hard drives displayed at the top of the screen. Clicking on the 'Analyse' button will display a graphical representation of the amount of defragmentation on the selected drive.

When the Defragment button is clicked, a graphical representation of the defragmentation during and after defragmentation is progressively shown. This graphical representation does not appear in Vista or Windows 7. You can schedule the Disk Defragmentation Utility to automatically run at a pre-determined time in both Vista and Windows 7. For the technically minded, you are also given the opportunity to view a defragmentation report after the drive is analysed and when it has been defragmented.

## COMING EVENTS—JUNE 2011

06/08	Northeast Ohio PC Club ( NEOPC ) General Meeting held at Westlake Porter Public Library located at 27333 Center Ridge Road in Westlake. The agenda is 6:30pm-7:00pm Social ( including Pastries & Beverages); 7:00pm-7:15pm Club announcements; 7:15pm-8:30pm main program " Digital Photography " by Mike Volker. Mike's talk includes Adobe Photoshop Elements and how to file pictures.
06/14	Northeast Ohio PC Club ***MORNING Fundamentals Special Interest Group*** (SIG). Fairview Park Senior Center 9:30 - 11:30am. Fundamentals of computer use - OPEN FORUM - Any and all topics discussed - Bring a question, bring a topic - Guests always welcome - Always coffee. Always free and open to the public. Second Tuesday of the month.
06/15	Ladies Only Special Interest Group meeting at Westlake Porter Public Library from 2:00 pm to 3:30 pm. The Library is located at 27333 Center Ridge Road, Westlake, Ohio. All ladies are invited, whether or not members of Northeast Ohio PC Club (NEOPC). Come with your questions and/or comments about software you have. This is the our last scheduled meeting.

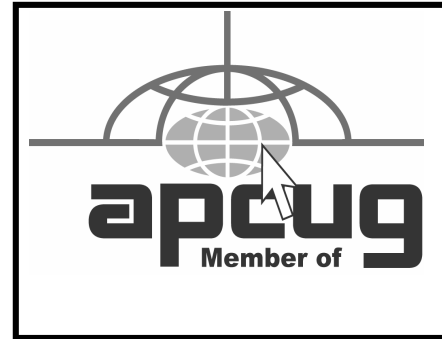
### **CLOUD COMPUTING** *(Continued from page 6)*

competent vendors as Google, there have been instances of data leaking from one customer to another, and many cloud vendors are start-ups who have much less expertise than Google. This means that you should take responsibility for safeguarding your data. For example, if you back up your disk in the cloud, encrypt any files (such as those containing passwords or on-line banking data) that present security risks. I store my passwords using KeePassX, <http://www.keepassx.org/>. Its file is always encrypted on your PC's disk, and you can safely back it up anywhere. I also use Gnu Privacy Guard (gpg), <http://www.gnupg.org/>, to encrypt files and e-mail. (Both of these programs are available for the Windows, Mac, and Linux platforms.) By the way, when you encrypt a file, be sure that only the encrypted version is ever placed in a directory that is backed up in the cloud.

Safety also is not trivial. Vendors do go out

of business and, even if they keep operating, they may find that providing cloud services isn't profitable. Not all of them back up their storage, which means that their hardware failures and software bugs can destroy your data. If you use the service for back-up or synchronization, this isn't a problem because the chances of simultaneous failures in the cloud and on your PC are negligible. However, if you store your only copy of your photograph or music collection in the cloud, you are risking disaster. In the case of cloud processing, you should also be concerned about the format in which your data is stored. It does little good to download the file containing your novel if it's stored in a format that only the (now out of business cloud vendor) could read.

Finally, cloud computing is new, so you should expect some glitches.



**NEOPC MEMBERSHIP APPLICATION**

(Expiration 12 months from date of enrollment)

Name \_\_\_\_\_

Spouse \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Voice phone: \_\_\_\_\_

E-Mail) \_\_\_\_\_

Sponsor (optional) \_\_\_\_\_

Please tell us a little about yourself:

Operating System You Have:

Windows 7  Windows Vista

Windows XP  Other

**Mail this application with your check for \$25 to:**

**NEOPC  
P.O. Box 16802  
Cleveland, OH 44116**

For more information, please call 216-759-3713

Your Skill Level:				
Programs	Beginner	Intermediate	Advanced	Instructor
MS Office				
Digital Imaging				
Digital Publishing				
Web Design				
Other				

### General Meeting Program Schedule

June 08	"Digital Photography" by Mike Volker. Mike's talk is on Adobe PhotoShop Elements and how to file pictures.
July 13	"Comparison of Computer Processors" by Tony Kurkov.
August 10	"Mr. Inkman" by David Kluter.
September 14	"Q & A" with Lee Gerber and Dennis Lewis.
	<b><u>Proposed Programs</u></b>
October 12	"Ebooks and Audiobooks Update" by WPPL/ Matt Weaver?
November 9	"Cell and Smart Phones" by AT&T/ Gerald Cates.
December 14	"Computer Forensics" by Detective Tim Tolaro.
January 11, 2012	" Income Tax Updates for 2011" by Ian Abbott.
February 2012	" Skype Update" by Bruce Bockman.

### **2010-2011 BOARD OF DIRECTORS (ELECTED OFFICERS)**

President: Lee Gerber	440-333-4435	<a href="mailto:leegerber@wowway.com">leegerber@wowway.com</a>
1st Vice President: Jim McIntyre	440-356-3210	<a href="mailto:jpmcintyre@prodigy.net">jpmcintyre@prodigy.net</a>
2nd Vice President: Dick Rose	440-331-4072	<a href="mailto:dtrose@cox.net">dtrose@cox.net</a>
3rd Vice President: Bill Frank	440-734-2021	<a href="mailto:wefrank@juno.com">wefrank@juno.com</a>
Treasurer: Dick Rose (acting)	440-331-4072	<a href="mailto:dtrose@cox.net">dtrose@cox.net</a>
Secretary: Carol Romano	440-835-3501	<a href="mailto:cromano5556@wowway.com">cromano5556@wowway.com</a>
Member at Large: Mario Romano	440-835-3501	<a href="mailto:mromano0648@wowway.com">mromano0648@wowway.com</a>