

Nybbles & Bytes



www.neopc.org

November 2011

Voice: 216-759-3713

Elaine Szaniszlo, Editor

NOVEMBER GENERAL MEETING

Wednesday, November 9, 2011

Westlake Porter Public Library

27333 Center Ridge Rd., Westlake

This month we welcome Martha Pontoni with her program "When Bad Things Happen to Good Computers." As we all have experienced, a computer can go out of service at any time. Martha will discuss common problems and solutions, so that when our computer or a friend's computer goes crazy we know what to do.

Come early at 6:30pm for the social (including refreshments), followed by Club announcements at 7:00pm. The main program begins at 7:15pm.

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TRIVIA CONTEST CHANGE!

By Molly Jamba

You may have heard of the Molly's Trivia Contest on the NEOPC website. If you haven't heard of it before, then I'll tell you that it's a fun game you can play over the course of the week, perhaps draw up some old information you thought you had forgotten, and if you're the lucky winner, you'll be entered into the running to win a grand prize!

For those of you that have heard of the contest, I am here to announce a **dramatic change for the game**. The game introduced a multiple choice format this October where you can merely select an answer and submit! No more hassling with that old private messenger, as noted in our previous newsletter,

Google is still your right-hand man, but now you have your **good ol' buddy Process of Elimination**. It's now easier than ever to play and here's how:

Go to the New Trivia Contest page
Type your login ID, The question number, and Your answer
Then Submit

The game is played Friday-Thursday (Midnight on Thursday), so be sure to get those answers submitted in time! 🍀

EMAIL NYBBLE NO. 7: TIPS FOR HANDLING EMAIL ON THE GO

By Janet Byron Anderson

Times have changed for people.

During the “good old days” people ate meals that were carefully prepared at home. And at least one meal, usually dinner (some people call it supper), was a family affair, seven days a week. Few families today can maintain this routine. Modern schedules—of working dads *and* moms, and kids’ overpacked after-school hours—don’t allow it. Hence the appeal of fast food, eat-out and take-out, all designed for busy people who need a break. We can eat without the hassle of at-home preparation and after-meal cleanup. But this convenience comes with a price: We don’t know how the food was prepared or who prepared it, because the kitchen is off limits.

Times have changed for email.

Times have changed for email too, and for the same reason: not enough time to do all that needs to be done. In the “good old days” all email was sent and received on screens that we viewed sitting down. The desktop, like the family dinner table (or kitchen table), *forced* us to sit. And the view was wide, so we didn’t have to squint. But with so many of us on the go, we need a way to send and receive information at any time of the day or night. Hence the rise of emailing on handheld devices—especially cell phones and smartphones. Mobile email is the fast food of the digital world. But here too we pay a price: Because of the physical constraints of a handheld device, it’s easier for us to make mistakes when we send messages, and to misunderstand messages that we receive. We must recognize three pitfalls and try to minimize them.

Focus on handling messages

Mobile emailing (like messaging in general) is often a component of multi-tasking, which means that a person may be doing at least one other thing—steering a shopping cart, trying to keep an eye on a child—while trying to type a message. If something unpredictable happens



with the other task (for instance, the child runs off), under pressure the

person might click a directive prematurely, for instance, Send, *before* they had time to review the message and edit out unfortunate words or modify the tone. Worse, if one of the other “tasks” involves driving a vehicle, the consequences can be fatal. We should resist the handheld’s seductive ability to distract, and concentrate on the *messages*, the information being sent or received.

Test readability and legibility of a mobile email message by sending one from your desktop or laptop.

This is important, because more messages are now being *read* on mobile devices even if they aren’t being *sent* on these devices. You may wish to make adjustments in formatting if your test message is illegible or too long. But I wouldn’t advise formatting or re-formatting a message on the assumption that the recipient will read it on a mobile, because for most people mobile reading remains an option—the choice they resort to when they’re on the go. (However, many business-oriented people might disagree, emphasizing the priority of mobile email as a serious marketing tool.)

Avoid text abbreviations.

Unless you and the recipient have a close relationship, avoid “textisms” like LOL, u (meaning “you”), 2 (meaning to, too). They have a juvenile connotation and may not be appropriate for adult recipients. On the other hand, an occasional textism such as BTW (meaning “by the way”) would probably not offend a recipient. However, scores of such abbreviations are used in Internet communication and not everyone is familiar with them. 😊

HISTORY OF OPEN SOURCE SOFTWARE

By Cal Esneault, President of CCCC (Cajun Clickers Computer Club) and leader of many Open Source Workshops & SIGs
July 2011 issue, Cajun Clickers Computer News
<http://cccclinuxsig.pbwiki.com>
www.clickers.org
[ccnewsletter \(at\) cox.net](mailto:ccnewsletter(at)cox.net)

In the 1960's, computers were large ("main frames") and each manufacturer had a unique operating system (OS). Attempts to develop a more universal OS failed, but Bell Lab developers used these efforts to make a new OS (Unix) that ran on smaller "mini" computers (size of a refrigerator versus size of a kitchen). Since there was little commercial interest in smaller "personal computers" in the early 70's, they were allowed to offer source code to universities. Unix became a key tool to develop computer professionals since results could be openly published in contrast to proprietary systems.

In 1984, AT&T was broken-up into the "baby Bells," and they took the opportunity to ask for return of rights to Unix since PC's were now a big commercial item. However, a lot of additional code had been written since 1975 by others on which AT&T had no claim.

Developers set about to write missing pieces taken back by Bell Labs and to further develop robust operating systems that would be freely available to all users. On the US east coast, Richard Stallman launched the GNU Project and developed the GNU Public License (GPL) as a legal tool to ensure future software would continue to be free. On the west coast, a group at the University of California at Berkeley worked on and improved the Unix system and built applications for their Berkeley Software Distribution (BSDUnix).

It was not until the early 1990's that Unix versions unencumbered by any AT&T license requirement were available. Bill Jolitz developed

386BSD for PC's which spawned a family of operating systems – NetBSD, FreeBSD, and OpenBSD). Linus Torvalds implemented a new kernel (Linux) and used utilities from the GNU project to inspire a family of GNU/Linux systems – Red Hat, Debian, Slackware, etc.)



Given the essential software base and necessary legal standing, software developers pushed to create programs for these new systems. Initial programs were limited, however, to using a Command Line Interface (CLI) which was different from the Graphics User Interface (GUI) used by proprietary systems at that time. To address this, GUI desktop" front-ends were developed. The two most popular desktops were GNOME and KDE. In addition, "package management" software was developed to aid the normal user in finding and installing software free from the Internet.

With a wide variety of freely similar options, groups had to bundle selected software into an infrastructure of operating system and applications that worked well together. These sets of programs are called distributions ("distro's"), and over 300 distro's are available today.

In 1997 the term "open source" became popular to define these non-proprietary works. "Source" code is a set of computer instructions written in a type of computer language that can be read by humans. It is later "compiled" into a machine-code readable by computers. With source code "openly" available, programmers can make modifications and additions to the original program with little effort. Thus, once the original work is done by dedicated volunteers, incremental improvements require very little time and programs can be offered without cost to users.

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THE TIP CORNER - WINDOWS 7

By Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA
August 2011 issue, The LVCG Journal
www.lvcg.org—nsheff (at) aol.com

Just got Windows 7? Notice something missing? Well if you want to see a list of what happened to those programs you liked in XP or Vista here is a simple way to find out. Open Help and Support then type "What happened" in the search box. Windows will give you lots of results for the query, such as: What happened to the NetBEUIprotocol? What happened to ActiveSync? What happened to Sticky Notes? What happened to Windows Calendar? What happened to the Run as command? What happened to the Quick Launch toolbar?" and many more.

Say you picked the "What happened to the Run command?" This is what you get: "The Run command no longer appears on the Start menu in this version of Windows. The search box that appears on the Start menu provides much of the same functionality as the Run command. However, the Run command is still available if you prefer to use it. You can even add it to the Start menu for easier access.

To add the Run command to the Start menu Click to open Taskbar and Start Menu Properties. Click the Start Menu tab, and then click Customize. In the list of Start menu options, select the Run command check box, and then click OK. The Run command will be displayed on the right side of the Start menu.

Tip: You can also access the Run command by pressing the Windows logo key +R. Check it out."

Google Images

A while ago Google switched over to a different display method for their images. If you want to turn it off and go back to the original,

here's what you do: Scroll to the very bottom of your Google image search and click on Switch to basic version. If you want to go back to the regular way, simply scroll back to the bottom and click Switch to standard version.

System Tools

Just for a little review, there are a bunch of very useful programs in the System Tools folder. To get to them you access the System Tools by going to All Programs | Tools. When you open the folder in XP you can find the following programs:

- ▶ CHARACTER MAP, which allows you to copy and paste letters and symbols from other fonts into your document without switching fonts.
- ▶ DISK CLEANUP, which frees up space on your hard drive by eliminating unused and temporary files.
- ▶ DISK DEFRAGMENTER (Defrag), which speeds up your computer by reassigning or eliminating stray bits of data.
- ▶ FILES AND SETTINGS TRANSFER WIZARD, for transferring files and data from one drive to another.
- ▶ INTERNET EXPLORER (NO ADD-ONS), which allows you to access the internet without any Explorer add-ons interfering with it.
- ▶ SCHEDULED TASKS, which allows you to schedule a specific time to run updater, defrag, and other system programs.
- ▶ SYSTEM INFORMATION, which tells you the basic ram, processor, etc., of your system.
- ▶ SYSTEM RESTORE, which will restore your Windows system to an earlier time.

In Vista and Win 7 you can find all of the above and more. Check it out.

(Continued on page 7)

FTC RULE PROTECTS MAIL, WEB BUYERS

The Federal Trade Commission is updating the Mail and Telephone Order Merchandise Rule to make it clearer. The law covers consumers who place Internet orders. Consumers also would get faster refunds if a retailer can't fill an order.

The Mail and Telephone Order Merchandise Rule is a handy law to know about as the holiday shopping season nears. The rule protects consumers from endless waits for ordered merchandise. It requires retailers, with very few exceptions, to ship within the time they promise. If stores don't say how quickly they ship orders, the deadline is 30 days. If a store can't ship by then, it must mail a refund within 7 days if a customer who paid by check or mail order won't agree to agree to wait longer.

The rule was last updated in 1993, when the FTC stretched what mainly had been a mail order law to include orders made by telephone and computers with telephone modems.

The latest tweaks make it clear that the rule covers all Internet orders, and it paves the way for stores and consumers to take advantage of developing technology. The proposed rule frees stores to contact consumers about delays and to issue refunds using any method - not just mail - as long as it's at least as fast and as reliable as mail.

Also, under the proposed change, merchants would be required to process refunds for customers who use a major credit card (as opposed to a store card) within 7 working days. That's faster than the current requirement, which requires a refund to appear by the next billing cycle. The FTC is seeking comments on the proposed final rule through mid-December.

(Source: article in the *Plain Dealer* by Sheryl Harris, 10/5/11)

Submitted by Jim McIntyre

REVIEW OF OCTOBER MEETING

Last month, Christina Bernecker, a training specialist at Over Drive, presented a very helpful and informative talk on Overdrive, the software program available at Porter Library (and many other libraries, also, including Cuyahoga County Library). This software enables a library patron to download e-books and audiobooks. Christina discussed the Overdrive System and the changes at Westlake Porter Public Library, and the new types of e-readers and tablets used. There are many changes coming to the service in the next few months that she introduced and previewed. The software has been upgraded to make it more user friendly.

Don't forget to check out this new hi-tech approach to reading and listening. All you need is a current library card for your favorite library. ☺



SNIPPING TOOL

Windows Vista and Windows 7 include a Snipping Tool program, which has an icon similar to a pair of scissors and a red outlined circle that can capture screenshots. Click **Start** and select **All Programs/Accessories/Snipping Tool**. To use the program, open the application or content you want to capture and bring up the Snipping tool. Highlight what you want to capture by dragging a box around the area, and the snipping Tool will crop out the image. You can save the screen shot as an HTML (Hypertext Markup Language), PNG (Portable Network Graphics) GIF (Graphics Interchange Format), or JPEG (*Joint Photographic Experts Group) file.

TECH SUPPORT

This ought to make you feel better about your computer skills!

Tech Support: What kind of computer do you have?

Customer: A white one.

Customer: Hi, I can't get my DVD out !!!

Tech Support: Have you tried pushing the button?

Customer: Yes, I'm sure it's really stuck.

Tech Support: That doesn't sound good; I'll make a note.

Customer: No, wait a minute, I hadn't inserted it yet. It's still on my desk . . . Sorry. Thank you.

Tech Support: Click on the 'MY COMPUTER' icon on the left of the screen.

Customer: Your left or my left?

Tech Support: Hello. How may I help you?

Male Customer: Hi . . . I can't print.

Tech Support: Would you click on 'START' for me and . . .

Customer: Listen pal; don't start getting technical on me. I'm not Bill Gates!!!

Customer: Good afternoon, this is Martha. I can't print. Every time I try, it says . . . 'CAN'T FIND PRINTER'. I even lifted the printer and placed it in front of the monitor, but the computer still says it can't find it!!!

Customer: I have problems printing in red.

Tech Support: Do you have a color printer?

Customer: Aaaah Thank you.

Tech Support: What's on your monitor now, ma'am?

Customer: A teddy bear that my boyfriend bought for me at the 7-11 store.

Tech Support: Your password is the small letter 'a' as in Apple, a capital letter 'V' as in Victor, and the number '7'.

Customer: Is that '7' in capital letters?

Customer: I can't get on the Internet.

Tech Support: Are you absolutely sure you used the correct password?

Customer: Yes, I'm sure. I saw my co-worker do it.

Tech Support: What was the password?

Customer: Five dots.

Tech Support: How may I help you?

Customer: I'm writing my first email.

Tech Support: OK, and what seems to be the problem ?

Customer: Well, I have the letter 'a' in the address, but how do I get the little circle around it.

A woman customer called the Canon help desk because she had 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 next to me is by a window, and his printer is working fine!

And last, but not least . . .

Tech Support: Okay Bob, 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 AM NOT GOING TO DO THAT!!! ☹



Submitted by Louise Martynowski

WINDOWS 7

(Continued from page 4)

Templates

A template is a prepared form or pattern within various programs such as document and spreadsheet programs. They allow a user to develop a form that allows for easy entry and automatically formats and calculates data.

If you are a user of the Microsoft Office suite you are probably aware of them as Microsoft makes mention of templates and even has a folder of them within their suite.

But are you aware that there are literally hundreds located on the internet? But that is not all. There are even templates designed for the free suite put out by Open Office. Just Google open office templates and find body mass calculators, ovulation schedules time cards, shift scheduling and much more.

You do not have to reinvent the wheel every time you sit at your computer. One little caveat though, these are usually presented by users and sometimes do not cover all you would like to find in a template. But do not lose heart, once downloaded you can continue to tweak the form until it does what you want the way you want it.

(This article is provided by APCUG to members for publication in club newsletters with no editing.) ☺



OPEN SOURCE SOFTWARE

(Continued from Page 3)

There are now many sophisticated open source programs available for major PC operating systems (Windows, Mac OS, Linux, and BSD). Some examples are:

1. OpenOffice.org (personal productivity)
2. Firefox (Internet browser)
3. Thunderbird (e-mail client)
4. GIMP (photo editor)
5. Inkscape (vector graphics program)
6. Audacity (audio editor)
7. Avidemux (video editor)

Due to slower development of open source programs in general and momentum of established proprietary systems, open source OS has only a small share in the PC arena. The situation is different in the mobile market, however, where the open source Android OS for smart phones is currently the most popular platform. Android development is being led by Google, and over two dozen handset and tablet manufacturers have implemented it on their equipment. From humble beginnings, open source software has grown to be a key factor in modern technology.

(This article is provided by APCUG to members for publication in club newsletters with no editing.) ☺

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**VETERANS DAY—
NOVEMBER 11, 2011**

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WHAT DOES “FIREWALL” MEAN?

By Leo Notenboom, June 5, 2011

A large class of viruses and other types of malware can be prevented simply by using a good firewall. **What’s a firewall?** Well, in your car it’s the “wall” of metal behind the dashboard that sits between you and the engine. Its purpose is to prevent engine fires from roasting you and your passengers. **A firewall for your computer is much the same** – its purpose is to keep you from getting burned. A firewall is at its core very simple: it blocks or filters certain types of network traffic from reaching your computer.

What do I mean by “certain types”? There’s network traffic you do want to reach your computer: like the pages of web sites you visit or the software you might download. And then there’s other traffic you might not want like malicious people or computers trying to access your computer remotely or viruses and worms trying to infect your machine. A firewall knows the difference. It lets the good stuff in and keeps the bad stuff out.

Firewalls can also usually be configured; they can allow you to say “this kind of connection from the outside is OK.” A good example is remote desktop. A firewall may by default block any attempt to connect via remote desktop. But you can also configure the firewall to allow that type of connection to come through. Doing so you would be able to access your computer from another computer, be it across the room or across the internet. But even though you’ve allowed one type of traffic – remote desktop – other types of traffic like certain types of viruses are still blocked.


Some firewalls will also monitor outgoing traffic for suspicious behavior. One characteristic of many viruses is that once you’re infected they attempt to establish connections to other computers in order to spread. Many software firewalls will detect and either warn you or simply prevent those attempts. And that leads to a very important distinction. There are two types of firewalls: hardware and software.

- A hardware firewall is just that – a separate box that sits between you and the internet that performs the filtering function. Traffic that is filtered out never even reaches your computer. Even the least expensive broadband router can perform the function of a firewall quite nicely. The downside for a hardware device is that most will not filter outgoing traffic.
- A software firewall is a program that runs on your computer. It operates at the very lowest level, as close to the network interface as possible, and monitors all your network traffic. While all network traffic still reaches your machine, the firewall prevents malicious traffic from getting past it and on to the operating system. The firewall prevents your system from actually noticing or doing anything with malicious traffic.

The good news is that all versions of Windows after XP have a software firewall built in, and all versions after Windows XP SP2 have it turned on by default. In fact, the security center will take steps – perhaps even annoying you in the process – to ensure that the firewall is either turned on or that you’re aware of the risks in not having it turned on.

The bad news is that a firewall can’t protect you from everything. A firewall is focused on protecting you from threats that arrive via malicious connection attempts over the internet. A firewall will not protect you from things you invite onto your machine yourself such as email, attachments, software downloads and removable hard drives. But even so, protecting from those network threats is important.

In general, I recommend a hardware firewall such as a broadband router and leaving the Windows firewall turned off. However, regardless of your approach, be it a router, the Windows firewall, or some other software or hardware solution, some kind of firewall is always necessary to keep your computer safe when connected to the internet.

Article Source: <http://articlesbyleo.com/> 

FIVE SECURITY MYTHS

Think you're doing everything you need to do to be safe? Think again. Here are five common myths about digital security.

I don't have anything an attacker would want.

Average users commonly believe that the data on their computers is valuable only to them or has no intrinsic value at all, and that therefore they have nothing to protect and no need to worry. There are three problems with this way of thinking. First, instead of pilfering data, attackers often want to take control of the computer itself, as they can employ a compromised PC to host malware or to distribute spam. Second, you may not think that your PC has any important or sensitive information, but an attacker may be able to use seemingly trivial information such as your name, address, and birth date to steal your identity. And third, most attacks are automated and simply seek out and compromise all vulnerable systems; they do not discriminate based on a target's value.

I have antivirus software installed, so I am safe.

Antivirus software is an absolute necessity, and it's a great start, but installing it won't protect against everything. Some antivirus products are just that--they don't detect or block spam, phishing attempts, spyware, and other malware attacks. Even if you have a comprehensive security software product that protects against more than just viruses, you still must update it regularly: New malware threats are discovered daily, and antimalware protection is only as good as its last update. Keep in mind, as well, that security vendors need time to add protection against emerging threats, so your antimalware software will not guard you from zero-day or newly launched attacks.

Security is a concern only if I use Windows.

Microsoft certainly has had its share of security issues over the years, but that doesn't mean that other operating systems or applications are immune from assault. Though Microsoft products are the biggest target, Linux and Mac OS X have vulnerabilities and flaws, too. As alternative OSs and Web browsers gain users, they become more attractive targets, as well. Increasingly, attackers are targeting widely used third-party products that span operating systems, such as Adobe Reader.

My router has a firewall, so my PC is protected.

A firewall is great for blocking random, unauthorized access to your network, and it will protect your computer from a variety of threats; but attackers long ago figured out that the quickest way through the firewall is to attack you via ports that commonly allow data to pass unfettered. By default your firewall won't block normal traffic such as Web data and e-mail, and few users are comfortable reviewing firewall settings and determining which traffic to permit or block. In addition, many attacks today are Web-based or originate from a phishing attack that lures you into visiting a malicious Website; your firewall cannot protect against such threats.

Since I visit only major, reputable sites, I have nothing to worry about.

You certainly increase your system's odds of being infected or compromised when you visit the shady side of the Web, but even well-known Websites are occasionally infiltrated. Sites such as those for Apple, CNN, eBay, Microsoft, Yahoo, and even the FBI have been compromised by attackers running cross-site scripting attacks to gather information about users or to install malicious software on visitors' computers.

Source: pcworld.com 

Submitted by A. J. Szaniszlo

[See article on 11 HIDDEN SECURITY](#)

[THREATS at:](#)

[/www.pcworld.com/article/187199/how_to_stop_11_hidden_security_threats.html](http://www.pcworld.com/article/187199/how_to_stop_11_hidden_security_threats.html)

COMING EVENTS—NOVEMBER 2011

11/01	Senior Center Classes - 101 - Beginners - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
11/08	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.
11/09	Northeast Ohio PC Club General Meeting held at Westlake Porter Public Library located at 27333 Center Ridge Rd., Westlake. Agenda: 6:30pm- 7:00pm Social (including Pastries & beverages); 7:00pm-7:15pm Club Announcements; 7:15pm- 8:30pm Main Program "When Bad Things Happen to Good Computers" with Martha Pontoni.
11/23	Senior Center Classes - Orientation Meeting - 10:00 am - FP Senior Center, 20769 Lorain Road - Required preliminary meeting to determine the classes each candidate would like to attend. Open to all seniors - no invitation - merely show up.

SOME INTERESTING WEBSITES

11 Table Manners That Still Matter

If you think people don't care about etiquette at the table as much as they used to, think again. One soup slurp or tooth pick is all it takes to turn some people off. So to stay on your toes, here is a quick—and necessary—table manners refresher course from Louise Fox of the Etiquette Ladies, Canada's Etiquette Experts:

<http://shine.yahoo.com/channel/life/11-table-manners-that-still-matter-2589844/>

The 50 States in Rhyme, in case you get to go on a quiz program

<http://www.youtube.com/watch?v=qzXu2qV6SJE&feature=related>

An incredible trip from one end of the space station to the other ending in the connected cockpit of the Columbia. The amount of equipment and complexity of the environment is mind-boggling.

http://www.youtube.com/watch_popup?v=H8rHarp1GEE



Have you raked all your leaves???

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:

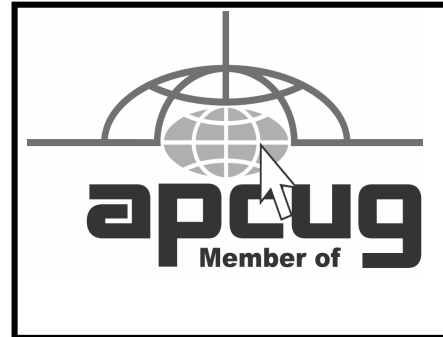
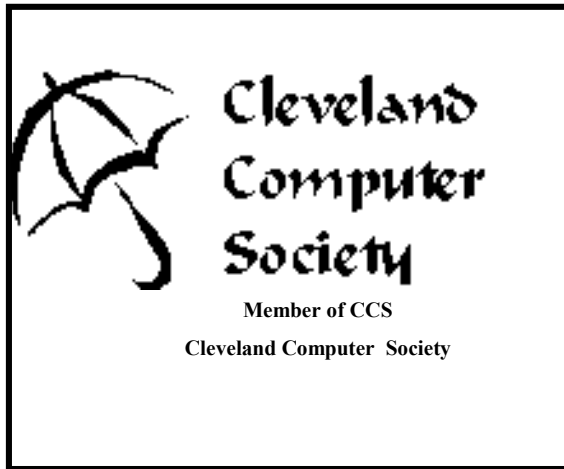
NEOPC.org/FORUM/(Sign in with member name/password)/Newsletter Builders.

NEOPC - General Meeting Presentations

November 9	"When Bad Things Happen to Good Computers" with Martha Pontoni.
December 14	"Social Networks" with Mary Jamba.
	<u>2012 Programs</u>
January 11	" Income Tax Updates for 2011" with Ian Abbott.
February 8	" Skype Update" with Bruce Bockman.
	<u>Proposed 2012 Programs</u>
March 14	" Digital Photography" with James Wright.
April 11	" Intragrad" with Stan Paulson / FBI.
May 9	" Q & A " with Lee Gerber & Dennis Lewis.

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NEOPC MEMBERSHIP APPLICATION

(Expiration 12 months from date of enrollment)

Name _____

Spouse _____

Address _____

City/State/ZIP _____

Voice phone: _____

E-Mail) _____

Sponsor (optional) _____

Membership Dues (one year)

\$25.00—includes all members of immediate family.

\$12.50—full time student under 25 years of age

Mail this application with your check to:

NEOPC

P.O. Box 16802

Cleveland, OH 44116

For more information, please call 216-759-3713 or go online to info@neopc

Please tell us a little about yourself:

Operating System You Have:

Windows 7 Windows Vista

Windows XP Other

Other (please specify) _____

Your Skill Level:	Beginner	Inter-mediate	Advanced	Group Leader
Word Processing				
Spreadsheets				
Power-point				
Digital				
Digital				
Web Design				
Genealogy				
Other				