Nybbles & Bytes

Northeast Ohio PC Club

www.neopc.org

October 2011 Voice: 216-759-3713

Elaine Szaniszlo, Editor

OCTOBER GENERAL MEETING

Wednesday, October 12, 2011
Westlake Porter Public Library

This month we welcome Christina Bernecker, a training specialist at Over Drive for her program "Ebooks Update." Christina will discuss 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 will introduce / preview.

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

In This Issue

FREE ONLINE COMPUTER TUTORIALS FROM "INPICTURES"

by Ira Wilsker

I get a lot of requests from individuals on how to accomplish a myriad of tasks using popular software. I also get requests from individuals asking for help creating web pages, or writing computer programs in a variety of computer languages. Now there is an unusual free resource that can give everyone detailed instructions on how to complete his selected tasks. While there are many free online help and tutorial services, what makes this one unusual is that it is mostly based on still images (screen captures), with only a small amount of text explaining each image.

This interesting service is freely available to anyone online from "InPictures" at inpics.net, and only requires an internet browser; all internet browsers should work equally well. There is nothing to buy, download, or install in order to use the tutorials. There are no animations, movies, videos, or music, only a logical sequence of sharp black and white images, along with some text, that explains and demonstrates how to accomplish each desired task with the listed software.

According to the website's creator, whose name is not listed on the website, " In Pictures tutorials began as part of a research study we conducted for the U.S. Department of Education. The goal: to make it easier for people with learning disabilities to learn computer subjects. As part of the study, we created simple, illustration-based tutorials. Everyone who tested them - not just people with learning disabilities - said the new

(Continued on page 8)

EMAIL NYBBLE NO. 6: EMAIL MESSAGES SHOULD BE LEGIBLE AND READABLE by Janet Byron Anderson

Difference between legibility and readability

These concepts are related but not identical. Legibility refers to typefaces in which letters are clearly differentiated: the *visual* aspect of type. Readability means that you can read and understand the message that's represented in the line of type: the *cognitive* aspect of type. The more legible the typeface, the easier it is for you to read and understand the message.

The simpler sans serif font—one that lacks hooks and lines (Arial is a popular sans serif font)—is more legible than a serif font, in which the characters have hooks and lines. Paradoxically, however, in some contexts a sans serif font might be *less readable*, because if certain letters are adjacent, they're hard to distinguish and therefore hard to read.

A note on the terms

"Serif" and "sans serif" are typographic French terms that are conventionally used when we speak of typefaces in English. "Serifs" refer to the various lines angled on the tops and bottoms of letters. "Sans" means 'without' in French; a sans serif font lacks these lines.

Illinois and West Virginia

Here, for example, is "Illinois" in **sans serif Arial: Illinois**. As you can see, the first three letters together resemble the Roman numeral III. Contrast this with **serif "Illinois."** Here's the postal abbreviation for West Virginia, in **Arial: WV**. (Looks like the toothless smile on a Halloween pumpkin.) Here's the same in **Times New Roman: WV**. (Notice the bottom space marking a boundary between the two letters.) However, the legibility of *any* font can be undone by several factors, too numerous to describe here. But one obvious factor is size: The smaller the size, the less legible the font. In the world of fonts, less is not more; it's less. With our aging population, small font size is a major disadvantage. A larger size is of course more legible and certainly easier on everyone's eyes, young or old. But a too-large size might also be *less readable* (except for the visually impaired), because it requires more scrolling, which means that your recipient won't be able to simultaneously grasp related parts (that is, "chunks" of meaning) in the message.

What should we do, then?

Email is on-screen communication, and as you probably know, on-screen reading is more laborious than reading print. Therefore, give the recipient maximum legibility (typeface with clearly differentiated letters) and maximum readability (the right size *for the recipient*). Now, many of today's typefaces are cute, full of whimsy. These fonts add joy in messages to children, other close family members, friends, and shut-ins. However, for most purposes, use a respectable all-purpose font.

As a medical editor, I work with scientific documents in which words, abbreviations, numerals, and formulas occur. Maximum legibility is therefore important. If the choice is mine, I choose Times New Roman 12. Unfortunately the choice is *not* always mine. Many journals prefer a sans serif font for submitted manuscripts, because it takes up less space—which, I'm sure, reduces production costs.

Nybbles & Bytes: example of a legible and readable typeface

Nybbles & Bytes is printed in a serif font and the letters are beautifully distinguished. Good spacing enhances its legibility. These features shouldn't be taken for granted, because content in the newsletter invariably includes numerals. It wouldn't do for the numeral ONE (1) to look like a capital EYE (I). The type size is also appropriate for the *N&B* audience. (Ed. note: The body text of *N&B* is Times New Roman 12)

(Continued on page 5)

FILE TYPES: WHAT ARE THEY? AND WHY SHOULD WE CARE?

By Phil Sorrentino, Pres.,Sarasota PCUG, Florida
August 2011 issue, Sarasota PC Monitor
www.spcug.org / president (at) spcug.org

Understanding File Types is the key to successfully organizing and using your computer files and folders. The File Type is the extension to the file name (the characters after the period). Unfortunately, File Types are hidden when you first startup your computer Operating System. I've always thought this was odd because knowing the type of a file can help explain what is going on, or at least what can be done with that particular file. (Because the file type can be changed using the Rename option, I suspect this was done to prevent a user from renaming the file type and possibly making that file unusable.) Without the file type, confusion can arise. Hiding the file type leads to the appearance that there are multiple files in a folder with the same file name. While actually, the file names are different because they have different file types. It is only the file type that shows them as two distinctly different files. File Types can be shown along with the first part of the file name. In XP and Windows 7, this is accomplished in the View tab of the Control Panel's Folder Options Applet. Just uncheck "Hide extensions for known file types."

Let's start with some very basic File Management concepts. Every file in a folder has to have a unique name. (Two files may have the same name, but they must reside in different folders.) The name has two parts, separated by a period. The part after the period is called the file type or file extension. Typically the file type is three or four characters, but it can be longer. The limit is tied into the overall size of the path of the file in question, but practically you will see file types of around three or four or five characters. If you Google "file types," you will be amazed at how many file types have been defined and you will also see some pretty long file types, like the following 8 character file type, ".debuglog." In these lists you will see all the

familiar file types like .doc, .docx, .txt, .rtf, .xls, .jpg, .bmp, .gif, .mp3, .wav, .m3u, .wma, .avi, .mov, .mp4, .wmv, and so on.

A few sentences ago I mentioned "path." The path is a unique description of where the file in question is located. Typically we think of a file's location as being in a particular folder, but the path is more general. The path starts with the computer followed by the drive, then the folders in hierarchical order, leading to the particular file. So the path to a picture of a group of cousins taken on July 4th, 2009, might look like: \\Desktop2\D:Photos\Family\2009\FourthOfJulyPicnic\Cousins.jpg where "Cousins.jpg" is a picture (or at least a .jpg file) in the "FourthOfJulyPicnic" folder, which is in the "2009" folder, which is in the "Family" folder, which is in the "Photos" folder on the "D:" drive of the "Desktop2" computer. (Note that the "\" is used to separate components of the path. Similar to the way "/" is used to separate the components of an address on the internet.)

But that is only part of the story. The file type is really a definition of all of the data that is held within the file. (It defines in great detail just what every bit and byte in the file means.) And this is where Files and Applications come together, or where they become "associated." File Association links a file type with an Application. An Application

So you see the path to every file must be unique, so that the file can be unambiguously found. This also explains why we can have two files, with the same name and extension, exist in different folders. The path would be different, not by the file name and extension, but by one of the folder components. So, when all is said and done, the file type is part of a file's name that makes that file unique.

(Continued on page 6)

WHAT IS A PIXEL? WHAT IS DPI? (DOTS PER INCH)

You may think you don't know what a pixel is, but, if you've ever seen a card stunt at a sports event, you probably do! A pixel is simply the individual point of color on a digital image. A pixel doesn't have a particular size. It is an abstract representation of a specific coordinate, like a point on a map. Just as individual sports fans hold up a colored card in the stadium, individual pixels light up on your display to form a pattern. The only difference is the size of the point when it is displayed.

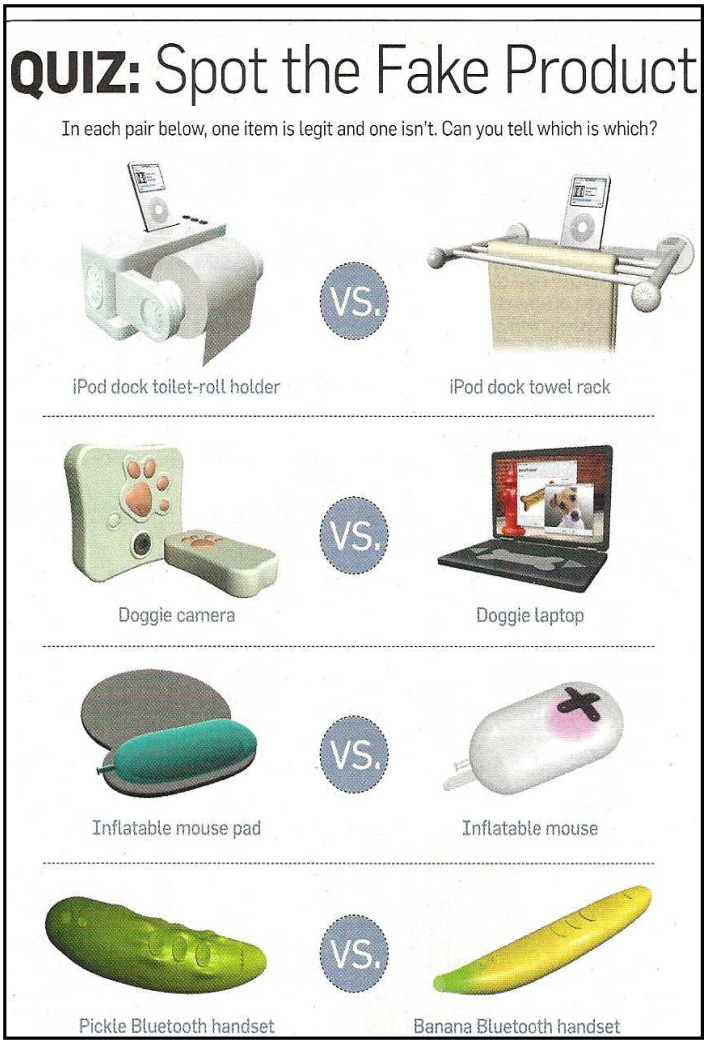
This same concept extends to many other digital products. Pixel is used to describe the number of discrete points that can be captured by digital cameras, and because most cameras can actually recognize millions of points, the term Megapixel is used to shorten the number of zeros needed.

Pixel indicates only a point on a grid, not the size of the point. Instead, Pixels create a pattern based on the scale of the device being used. The photo shown here is a good example. When the display device is the size of a stadium, the individual pixels are the size of cards held by the people. When the display is the size of the screen you are looking at, the pixels are so small that you may not be able to see them individually.

For Printers and scanners, the individual points of color are often called 'dots' rather than pixels, but the concept remains the same as the stadium. Because the output of a printer is paper which is usually measured in inches, the term DPI or Dots Per Inch is used to communicate the scale or physical size of each pixel. Just as it takes many people seated in a grid to display a card stunt at the stadium, a printer must place dots of color on paper to create a photo.

The scanner performs this function in reverse, by recognizing the color at a specific row and column on the item being scanned. The scanner or digital camera actually records a file of information indicating what color appeared at what position in the picture. This is again the same principle as that of row and seat in the stadium.

Source:http://finerworks.com/hints&tips/inchessize.asp



ANSWERS ON PAGE 9

EMAIL NYBBLE NO. 6

(Continued from page 2)

Email programs differ

The font you select for your message, as well as other features of the message such as font size and spacing, may not be duplicated when the recipient opens your message. You've probably *received* messages that looked weird—odd characters or special effects—and may have wondered about the sender's state of mind when they clicked "Send." Different programs are a likely explanation. If your own message is atypical—special letters, graphs, etc.—consider sending an attachment.

The real art of conversation is not only to say the right thing at the right time,

but also to leave unsaid the wrong thing at the tempting moment.

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Age doesn't always bring wisdom.

Sometimes it comes alone.

****

Life not only begins at forty,

It also begins to show.

****

Talk is cheap because supply exceeds demand.

****

Even if you are on the right track,
You'll get run over if you just sit there.

WORDS OF WISDOM from John Dailey

"Careful planning and perfect execution are often mistaken for dumb luck."

THE COMPUTER VIRUS

Question. Computer viruses are fittingly named. Cite a few of the cyber/ biological parallels.

Answer. A computer virus maliciously infects its host by inserting a version itself into other programs or files, says Indiana University scientist David Leake. When an infected program is started, the virus is run, possibly infecting additional hosts and performing other harmful actions (e.g., deleting the user's files).

Thus, like human viruses, computer viruses implant themselves and spread to new hosts on "contact." **So it's important to take precautions, such as not opening untrusted e-mail attachments.**

Today the Internet gives a way to reach hundreds of millions of users instantly, enabling outbreaks causing billions of dollars of damage - a computer "plague." Fortunately, antivirus programs provide electronic "immune systems," which are evolving to combat ever-evolving viruses.

As computers become more ubiquitous, connected and essential, says Leake, software designs with built-in security from the ground up will mean more robust computer "organisms" to fight off whatever devilish programmers unloose.

This article is from the *Cleveland Plain Dealer* August 17, 2011 on page HA4 by Bill Sones and Rich Sones, Ph.D

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

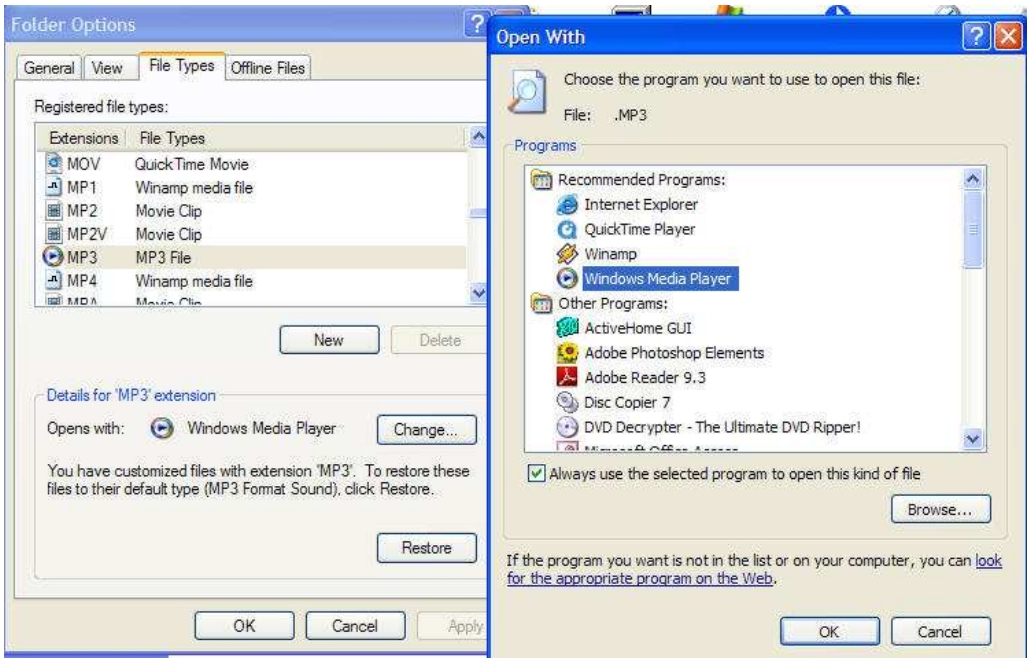
FILE TYPES *(Continued from page 3)*

knows how to handle a particular file type because of the file type definition. Fortunately, we, the users, don't have to know anything about the details of the file type, only that a particular file type can be used with a particular Application. So if a correct association is made, the Application will handle the file in the expected fashion. If an incorrect association is made, the results will be undetermined.

Many applications can handle different file types. For example, Windows Media Player can use many audio and video file types, such as wma, mp3, m3u, aiff, wmv, avi, mpg, mpeg, mpv2. Sometimes when you install a new application, the application will automatically associate with the file types that it knows how to use. This may not be the associations that you originally wanted. Some Applications are much more polite, and ask if you want them to associate with certain file types. If associations happen automatically, you can end up with different applications being used to handle a particular file type. For example, you could end up with "Real Player" playing your music that you originally had Media Player associated with.

The Operating System provides a capability to review and establish the associations. Each operating System is a little different. In XP it is provided in the File Types tab of the Folder Options, Control Panel, as shown in the graphic example below. (The example shows the .mp3 file type chosen for a change (on the left) and the Recommended and Other Programs (Applications) selections (on the right.) In Windows 7 (and Vista) it is part of the Default Files Control Panel (Associate a file type or protocol with a program). Associations can easily be changed, but be very careful. Only use the Recommended Programs. If another program is used, the results may be undetermined and may even damage the file in question. But this is the way you can get things back to the way you want. You can get your music back to being played by your player of choice, or your videos back to being played by Windows Media Player, or your .bmp graphics files back to being displayed with the Paint application.

So, we care about File Types because they help to uniquely define a file's name and location, and their definitions enable applications to determine how to handle the contents of the file. These are two very big jobs for a seemingly very small (and often hidden) aspect of the Windows Operating System.



TECH TERMS

By Sandy Berger, CompuKISS Newsletter
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sandy (at) compukiss.com

If you want to be knowledgeable in today's world, you have to understand some high tech terms. Here are some popular terms for 2011.

Terabyte—For the last few years, we have talked about the amount of storage that a computer has in terms of gigabytes. Now we are starting to see computers offering terabyte drives. A terabyte is 1,024 gigabytes. Or to test your mathematical abilities, it is equivalent to 2 to the 40th power or 1,099,511,627,776 bytes. You don't need to know the details, just know that a terabyte hard drive can store thousands and thousands of documents, songs, and other data.

SSD—stands for Solid State Disk. This is a storage device like a hard drive. Unlike a hard drive, however, it contains no moving parts. SSDs are much faster than hard drives, so they improve the performance of a computer or other device.

Cloud-Computing—In terms like "cloud computing," "cloud storage," and "cloud services," the cloud simply means the Internet. In cloud computing, applications that run on the Internet replace desktop programs that are usually stored and run locally on your own computer. When "in the cloud," your computer or your mobile device is simply the conduit that connects with your data and with a program that accesses your data.

Bing—Bing is a search engine that was developed and is run by Microsoft. It is a Google search engine competitor and performs a very similar function. Note the name. This may well be the first decent name that Microsoft has chosen since it put out Microsoft Office and Microsoft Word. You can check out Bing's search capabilities by going to www.bing.com.

Video Streaming—Streaming is a technique for transferring data so that it can be processed as a steady and continuous stream. It is commonly used for video and movies. With streaming, the device you are using to view the videos can start displaying the video before the entire file has been transmitted. That means that you get to enjoy the video or movie more quickly. Today's streaming techniques also play movies more smoothly than previous technologies.

Land Line—A land line is an old-fashioned telephone line that gets service from a telephone company and allows you to talk via telephones that are attached to the wall. People are giving up their land lines in droves because of cell phones and Internet telephone services.

FarmVille—FarmVille is a **Facebook game** by Zynga. Millions of people play FarmVille. They raise flowers and crops, feed the animals, and organize and decorate their farms. It is a truly incredible game and judging by the numbers of players, it is also quite addictive. Ask around. If any of your friends are playing this game, have them show you their farms. I guarantee that you will be amazed.

Netflix—Netflix is the leading subscription service for renting DVDs and streaming movies and television episodes over the Internet. It currently has more than 20 million members who pay $8.95 or more a month for this service. (Ed. Note: In July 2011 Netflix changed their pricing. See their website for more info.)

Tablets—If you haven't heard of a Tablet or a Tablet PC, you have been living under a rock. Tablets are a very easy way to work with email and to browse the Internet. Tablets have touch screens and run small Apps that perform tasks like playing games, getting the weather, sports scores, and other information. Currently Apple's iPad is the most popular tablet, but competitors are starting to appear. Blackberry has a tablet called the Playbook. Motorola has the Xoom. Samsung has one called the Tab. HP recently introduced a tablet called the TouchPad.

Now that you are up-to-date on some of the technologies out there, it won't be long before you buy a tablet to view your Netflix movies and buy a computer with a terabyte hard disk to tend to your FarmVille farm while doing most of your computing in the cloud. Technology is moving fast. Jump aboard and join the fun!

FREE COMPUTER TUTORIALS

(Continued from page 1)

tutorials enabled them to learn faster and easier than conventional text-heavy books." Since all of the images are situated on individual web pages, the user can easily control the size of the images by utilizing the native zoom feature incorporated on most browsers. To zoom in with your browser, simply use the Ctrl+ or Ctrl- features (press the Ctrl key and the "+" plus key simultaneously to enlarge the screen; Ctrl and "-" minus zooms out).

The list of software and programming is not extensive, but covers some of the most widely used titles, including Microsoft Office, Open Office (this will also substantially apply to Libre Office, an Open Office clone), HTML and CSS for webpage creators, and the programming languages MySQL, PHP, and Perl. The Microsoft Office tutorials cover both the 2003 and 2007 versions of Office, and include Word, Publisher, Excel, PowerPoint, and Access. While Office 2010 is not yet listed, a user needing help with Office 2010 tasks will likely find that most of the tutorials for 2007 will pretty much apply to 2010, although there may be some cosmetic and functional differences. Open Office users (as well as Libre Office users) will find the tutorials for Base, Calc, Impress, and Writer are comprehensive and easy to follow.

If you would like to learn how to create web pages using HTML and CSS (Cascading Style Sheets), InPictures covers HTML basics, site navigation and layout, online forms, uploading to a server, and advanced layout techniques. For anyone who would like to learn programming, the tutorials for MySQL, PHP, and Perl are clear, concise, and easy to follow, and are easy to comprehend because they avoid "geek speak," and incorporate a series of screen captures that clearly display the appropriate operations and functions.

Since I am typing this column using Word 2007, I decided to use the Word 2007 tutorial to demonstrate to myself the usefulness of the InPictures service. Clicking on the Word 2007 link on the left margin of the start page. When the Word 2007 main page opened, the user is presented with a simple choice; either follow a sequential tutorial

covering all of the material operations and functions of Word, or to manually select individual topics as a quick tutorial or to refresh the users' knowledge about how to perform a specific task. The novice user would be wise to use the complete tutorial, as it is comprehensive and provides a complete series of instructions on how to use Word. If the user selects individual Word tutorials, he can select from Word Basics, Long Documents, Special Features, and Advanced Word. The same four categories of tutorials can be selected from the top of any of the Word tutorial pages.

Word (2007) Basics is just what it says, and includes the most basic Word functions used, and includes new document creation, copy and paste, formatting words and paragraphs, bullets and numbering, page settings, spell checking, and page viewing. The Long Documents selections include guidance on how to format text with styles, find and replace functions, the use of tabs, and the creation of headers and footers. Many users of Word like to use some of the "Special Features" shown in the in Word tutorial, including columns, drop caps, the insertion and management of photos and other images, drawing and painting in Word, and the use of tables. The final section of the Word 2007 tutorial, "Advanced Word," explains how to do a mail merge (create a series of personalized letters from a mail list), create and use templates, print envelopes and labels, count words, and create and insert a table of contents. A similar series of tutorials is available for other Office components (Excel, PowerPoint, Access, and Publisher), both the 2003 and 2007 versions. Likewise, similar tutorials cover Open Office (and Libre Office). For anyone who needs basic training or some occasional help with office software, the creation of web pages, or common programming tools, the InPictures website at inpics.net may be a valuable, and free, resource.

TIPS & TRICKS

By Constance Brown, President,
Canton/Alliance/Massillon Computer User Group, Ohio—July 2011 issue, The Memory Map
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Every once in a while, it is good to review some basic principles and concepts of using a computer. One question my students often ask is, "How do we know whether to single click or double click?" Well, there is not a hard and fast rule, because you can adjust computer settings as to how your computer responds to clicks. Out of the box, the computer is set up so that you usually double click on an icon to open a program. Once you are in a program and want to edit or save or perform any number of other tasks, you generally single click on those tasks.

Many times new users who are not really used to a mouse, will try to open a program by double clicking on the name of the program instead of the icon. Often they get the Rename option instead of opening the program. Point to the icon to double click and this will not happen. Not everyone develops a good user-mouse relationship. If you absolutely cannot get the double click to work for you, you can highlight the icon of the program you wish to open by clicking only one time. Then click the Enter key on your keyboard.

Sometimes you want to move an icon on your desktop from one place to another. One way to do that is to click and drag. How do you do that? Left click on your mouse and hold it down while moving the mouse to point to the new location where you wish to drop the icon. Once you are there, lift your finger off the mouse and the object will stay where you put it.

Many times we enjoy personalizing our computers by changing the desktop background. To do this, go to the Windows button that opens the Start menu on the newer computers. If you have an older computer, click on Start. Click on Control panel. Click on Appearance and Personalization. A new window opens. Here you will need to click on Change Desktop Background. This link is found under the larger grouping titled Personalization. You will be able to select from several pictures included with your copy of Windows or browse to one of your own photos and set it as a background.

Sometimes, as the number of candles increase on our birthday cakes, we need to enlarge the text found on our desktops beside the icons that we use. While you are in the Control Panel and looking at Appearance and Personalization, you may want to click on Display and adjust the text size to a more readable size.

Have you ever tried to make a correction in a document you were writing only to have letters deleted every time you tried to insert new ones? Perhaps you misspell the name Kendra by omitting the letter "e" and you place the insertion point between the "K" and the "n" and type the letter "e." To your dismay, you now are missing the letter "n." So you type "n" only to lose the "d." What has happened? Your insertion key has gotten turned off. Click on the insertion key once to enable it. Now you will be able to insert the missing letters.

(Ed. Note: Insertion key is located on top row of keyboard, slightly to the right of F12 key.)

Answers to Quiz on Page 4

Real Products:

- iPod dock toilet-roll holder
- Doggie camera
- Inflatable Mouse
- Banana Bluetooth handset

COMING EVENTS—OCTOBER 2011

10/04	Senior Center Classes - 101 - Beginners - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/10	Senior Center Classes - 401 Internet Browsing - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/11	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.
10/12	Northeast Ohio PC CLub (NEOPC) General Meeting held at Porter Public Library located at 27333 Center Ridge Road in Westlake. The agenda is from 6:30pm-7:00pm Social (Pastries & Beverages); 7:00pm-7:15pm Club Announcements; 7:15pm-8:30pm main program "Ebooks Updates" by Christina Bernecker/Over-Drive Corp.
10/17	Senior Center Classes - 201 Email #1 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/18	Senior Center Classes - 502 Genealogy #2 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/24	Senior Center Classes - 402 Internet Browsing #2 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/25	Senior Center Classes - 301 Wordpad - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
10/26	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.
10/31	Senior Center Classes - 202 Email #2 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.

NEOPC - General Meeting Presentations

October 12	"Ebooks Update" with Christina Bernecker / Overdrive Inc.
November 9	"Cell and Smart Phones" with AT&T/ Gerald Cates.
December 14	"Social Networks" with Mary Jamba.
	2012 Programs
January 11	" Income Tax Updates for 2011" with Ian Abbott.
February 8	" Skype Update" with Bruce Bockman.
	Proposed 2012 Programs
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				