

# Nybbles & Bytes

Elaine Szaniszlo, Editor

## SEPTEMBER GENERAL MEETING

Wednesday September 14, 2011  
Westlake Porter Public Library  
27333 Center Ridge Road, Westlake, OH

This month's program is "Questions and Answers" with Lee Gerber. All club members are asked to contribute by bringing questions and topics that they feel would be helpful to all. This is a workshop session. Basic computer fundamentals on Microsoft Windows 7, Antivirus-AVG, maintenance -C Cleaner, software (MS Word, MExcel), topics like wireless networks and more...will be discussed.

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

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## GOOGLE TO WIN!

You have probably noticed in the Coming Events section of the Nybbles & Bytes newsletter an announcement about Molly Jamba's Trivia



Contest. Some previous questions were:

1. Which artist painted the famous "Dogs Playing Poker"?
2. Which president appears on the \$100,000 bill?
3. Who won the most Academy Awards?
4. Which actor first appeared on the cover of *Time Magazine*?
5. In the U.S., we play a game called Checkers. What do the Brits call it?
6. Two states have "official beverages." Florida is one of them. The beverage, of course, is orange juice. Name the other state.

Now, how could you have found the answers to these posers? It's actually very simple! In fact, why not try some of these for practice? (Answers will be found elsewhere in this publication.) Go to Google (actually any search engine will do, Internet Explorer, Firefox, etc.). Just type in the question or even just the basic words of the question. You may be surprised how

(Continued on page 8)

**MEMBERS: Be sure to review the proposed amendments to the club by-laws on page 3. These will be voted on at the September meeting.**

## EMAIL NYBBLE NO. 5: ALL ABOUT COPIES

By Janet Byron Anderson



### *Consider this email message (Version #1):*

To: [joy@oneblindmouse.com](mailto:joy@oneblindmouse.com),  
[tim@twoblindmice.com](mailto:tim@twoblindmice.com),  
[helen@threeblindmice.com](mailto:helen@threeblindmice.com)

Subject: Will attend next year's family reunion

### *Now consider Version #2:*

To: [joy@oneblindmouse.com](mailto:joy@oneblindmouse.com),  
[tim@twoblindmice.com](mailto:tim@twoblindmice.com)

Cc: [helen@threeblindmice.com](mailto:helen@threeblindmice.com)

Subject: Would prefer to stay in hotel during next year's family reunion

### *Version #3:*

To: [joy@oneblindmouse.com](mailto:joy@oneblindmouse.com)

CC: [tim@twoblindmice.com](mailto:tim@twoblindmice.com)

Bcc: [helen@threeblindmice.com](mailto:helen@threeblindmice.com)

Subject: Can't be at next year's family reunion

In all three versions Joy, Tim, and Helen receive your message. But the immediacy of your communication with them varies. It's important to have a good reason to choose one version over the others, and to keep in mind the potential effect of each version on the recipients.

First, a short digression. The abbreviations "cc" and "bcc" originated with the typewriter. On the typewriter, copies are made using carbon paper, a thin waxed and pigmented (usually black) paper. When text is typed, pigment transfers to the thinner sheet. This thinner sheet is called a "carbon copy" (cc). A "blind carbon copy" (bcc) is a carbon copy sent to an additional recipient, but the main recipients don't know this. Naturally the name of the bcc recipient is *not* typed on messages addressed to the main recipients. Nonelectric

typewriters, carbon paper, and carbon copies are still used for serious work, especially in many rural or developing areas, in which electrical power is nonexistent or erratic. Although most of us use email, the terms carbon copy (cc) and blind carbon copy (bcc) remind us of email's humble antecedents.

Back to our three versions.

### **Acknowledge equality where it exists.**

By "equality" I mean that your message would be equally meaningful and relevant to all recipients. The implication of Version #1 is that Joy, Tim, and Helen are equal as recipients. Perhaps they are jointly responsible for organizing the family reunion, and they need to know if you'll be able to attend. It would therefore be respectful of you to address all three. (However, if the number of equal recipients is excessive, you should consider another strategy, because a long list of recipients is unattractive in an email message.)

### **Acknowledge inequality where it exists.**

By "inequality" I mean that the message would not be as meaningful or relevant to a particular recipient as it would be to another. That's Version #2, as in this different scenario: Joy and Tim are responsible for organizing the family reunion, and you'd like to modify your family's accommodations: "Would it be all right if Better Half, the kids, and I reserve a hotel room instead of staying with Aunt So-and-So?" But you'd cc to family member Helen, who wants to be informed of everything. In her 90s, she's the family matriarch. In large extended families she might very well be the psychological backbone of the family, and you regard her with reverence—in fact, with more reverence than perhaps others in the

*(Continued on page 8)*

## PROPOSED AMENDMENTS TO NEOPC BYLAWS

Bill Frank has chaired the committee to review the club bylaws. The proposed revisions are shown below. Please review this document carefully, as the changes will be voted on at the September meeting.

ORIGINAL	PROPOSED
<b>3.0 Membership</b>	
3.2 Dues shall be recommended by the Executive Board and approved by the general membership. Membership in this club by one member of a household shall include their spouse.	3.2 Dues shall be recommended by the Executive Board and approved by the general membership. 3.3 Membership in this club by one member of a household shall include the immediate family.
<b>7.0 Duties of the Board</b>	
7.1: The Board shall be responsible for all properties and the management of this organization subject to the will of the membership. 7.2 Certify for payment by the Treasurer all proper bills of the club in the absence of a budget.	7.1: The Board shall be responsible for all <b>club assets</b> and the management of this organization subject to the will of the membership. 7.2 Certify for payment by the <b>Board</b> all proper bills of the club in the absence of a budget.
<b>8.0 Duties of the President</b>	
8.6 Appoint members to fill any vacancy in the Board until the next general meeting.	8.6 Appoint members to fill any vacancy in the Board until the <b>election of Officers.</b>
<b>9.0 Duties of the 1st Vice President:</b>	
9.2 In the event of a serious illness, serious accident or a projected long absence of the President the 1st Vice President shall assume the President's position. 9.3 Act as the moderator of the General Meeting.	9.2 In the event that the President cannot fulfill his or her duties the <b>Board</b> shall assume the President's <b>responsibilities.</b> <b>9.3 Act as the moderator of the General Meeting.</b> REMOVE
<b>15.0 Meetings:</b>	
15.2 All Board meetings shall be open to the general membership.	15.2 All <b>Steering Committee</b> meetings shall be open to the general membership.
<b>16.0 General Provisions</b>	
16.1 Property or equipment purchased by the Club with Club funds shall be known as Club property.	16.1 <b>Assets</b> of the Club shall be known as Club property.
<b>18.0 Amendments</b>	
18.3 Written notice of the meeting containing the proposed amendment shall be given to each member before the meeting at which the	18.3 Written notice of the meeting containing the proposed amendment shall be <b>published in the Nybbles and Bytes</b> before the meeting at which the

## TO ALL NEOPC MEMBERS AND THEIR SPECIAL GUESTS:

We had the pleasure of having one of our local merchants give a presentation at our last meeting and promised I would let all of you know how to utilize his services. I have placed a link to his site and phone number on our website at [http://www.neopc.org/favorite\\_links.asp](http://www.neopc.org/favorite_links.asp) under the category of “Computer Sources” as follows:

### [OHIO INK REFILLS & PAPER](#) -

[David Kluter](#) (inks & paper)

440-327-6566

David writes, “Please call before ordering and leave a message. I will get back to you within 24 hours for complete and updated information.”

(Submitted by Dick Rose)

## BETTER FILE INFORMATION WITH WINDOWS EXPLORER

(Sort your files more intelligently with a few simple clicks.)

By Les Townsing, Melbourne PCUG, Australia

There is often a lot of information automatically recorded when you save a file. This information can be easily displayed and can prove to be useful when sorting/categorizing files.

Normally, when you open Windows Explorer (right-click on the Start button and select ‘Explore’) you get displays indicating the file name, size, date modified, and other general information (see below).

If you right-click anywhere on the Column Heading bar you get a lot of additional columns we can add. Depending on the type of files you can select some meaningful columns. If you are looking at picture files (jpg) some appropriate columns may be Date Taken, Dimensions or file size.

If you right-click on a file and select properties, you get to view all the possible information as well as the ability to edit some of the fields. You can now sort your files by any of the columns (just left click on the column heading).

If you right-click on a file, you can select Rename and change the name to a more meaningful title rather than a bunch of numbers. These features may be more meaningful if you use music files as



an example.

Unfortunately, some of the

“Ripper” programs (programs that copy CDs and often convert the files to MP3s) get it wrong or leave a lot of stuff out, which can be quite annoying, particularly if it is the artist’s name or the title of the song. When selecting a CD Ripper program this is one item worth checking.

**Extra Tip:** If you select a file (click on it) then hold down the **SHIFT KEY** while clicking on another file, then the system will select all the files in between and including the first and last file you clicked on.

Now, if you right-click on any one of the selected files and choose properties, you can edit a field for all the selected files. This is no good for titles as every file must have a different name. However, it is good when you want to edit the album title or artist for a number of tracks.

**Extra Extra Tip:** Often the files you want to select are not consecutive in a list. No problem, hold down the **CONTROL KEY** then click on the files you want. As you click on the files they become marked as selected. Then right-click on any selected file to edit properties of all selected files.

## A FEW TIPS FOR CUSTOMIZING WORD 2007

By Nancy DeMarte, Columnist, Office Talk,  
Sarasota PCUG, Inc., Florida  
July 2011 issue, Sarasota PC Monitor  
www.spcug.org  
ndemarte (at) Verizon.net

When creating Office 2007 programs, Microsoft added new tools and settings designed to save time and simplify tasks for users. Some of us find that while we appreciate most of these features, a few are getting in our way. Fortunately, many of these default settings can be disabled or modified. Here are a few customizations that I have found to be helpful.

### **Add commands to the Quick Access toolbar:**

Let us say that you use a certain command often, like the Spelling & Grammar checker, but keep forgetting where it is located in the Word 2007 ribbon. There is an easy solution. You can copy any command to the Quick Access toolbar, which is always visible in the top left corner of the Word window above the Office button. To place a tool button there, first find it on the ribbon, right click it and select *Add to Quick Access toolbar*.

If you have several commands you want to move there, start by clicking the arrow to the right of the Quick Access toolbar. Then click a command you want from the list, which puts a checkmark next to it and adds it to the Quick Access toolbar. You may have to click *More commands* to expand the list. In this view, click a command in the left pane, and then click Add to put it on the Quick Access toolbar, shown in the right pane. Repeat for as many commands as you want, then click OK. Tip: Be a bit selective or your Quick Access toolbar may get so long it blocks out the title of your document.

### **Control the space between lines and paragraphs in your customized Normal template:**

In August 2010, I wrote a Monitor article about how to customize the Normal Template in

Word 2007 on which all new documents are based. Recently, I learned that even making those changes does not rid your documents of the extra space between the lines and paragraphs. Apparently, even Microsoft acknowledges that the Word 2007 line spacing rules are not easy to change.

*Word 2003 and earlier versions used single spacing between lines and after paragraphs, which is what many users would like to get back.*

Word 2007's default setting is 1.15 pts between lines and 1.15 plus a blank line after paragraphs. A fairly easy way to revert your Word 2007 spacing back to the 2003 version is by changing the Style Set. Open a Word 2007 document. Click the Home tab, and then click *Change Styles* in the Styles group. Point to Style Set and click *Word 2003*. To make the new style set become the default in Word 2007, click *Change Styles* again, and then click *Set as Default*. If you prefer not to go through all those steps, Microsoft has created a little fix-it tool which will make these changes for you. You can download it from the Microsoft website at this address:

<http://support.microsoft.com/kb/921174>.

### **Create Custom Page Margins:**

If the margins in your document are not set the way you want them, you can fairly easily change the margins to your liking. With your document open, click the *Page Layout* tab, and then click *Margins* in the Page Setup group. The Normal setting for Word 2007 is 1 inch on all sides - top, bottom, left and right. Several other choices appear in the drop down gallery. If you like one of these, merely click it and watch your document change to the new margin settings.

If you do not find what you want in the margins gallery, you can create your own customized margins. Open the Margins gallery and click *Custom Margins*, which opens the Page Setup dialog box. On the Margins tab, type your desired

*(Continued on page 9)*

### QUESTION: IS YOUR SMARTPHONE SMARTER THAN A FIFTH-GRADER?

Answer. Today’s smartphones are a marvel of engineering, assimilating functionality from music players, remote controls, gaming consoles, even printed maps and news publications, says Joshua Romero in IEEE Spectrum magazine, published by the Institute of Electronics Engineers. So those fifth-graders have met their match, right along with the rest of us.

Smartphones are becoming as essential as keys or a wallet. These devices are always on us, so users now stay connected to information at any time or location, said Qualcomm engineer Dilip Krishnaswamy. The downside is an addictive effect of always-on connectivity, says Romero.

Blackberrys are rightly nicknamed “CrackBerrys” for the way they feed the workaholic’s addiction. And not everyone likes it when others interrupt dinner to fact-check the conversation. Some experts even worry about a new digital divide between those who can afford Smartphones and those who can’t, since many smartphones cost more than low-end computers.

This article is from *Plain Dealer* Friday, August 5, 2011 by Bill Sones and Rich Sones, PH.D.

(Submitted by Jim McIntyre)

#### GET HOME QUICKLY

Whether you're searching a Web page, halfway through a long Word document, or checking out the latest numbers in an Excel sheet, in order to get to the very beginning of the information you're looking at, you can press

CTRL-HOME. This will instantly return you to the start of any page without you scrolling your mouse or pressing an arrow key until you get to where you need to be.



- Answers to contest questions:**
1. The famous painting "Dogs Playing Poker" was done by C. M. Coolidge
  2. The president on the \$100,000 bill is Woodrow Wilson. You probably have never seen that bill, and it isn't in circulation any more. But, anyway...
  3. You may not know her, but it was Katharine Hepburn. She won four.
  4. Did you think it was Ronald Reagan? Actually it goes back much farther than that. Charlie Chaplin is the correct answer.
  5. Draughts. (How do you think the word is pronounced? Can you look it up?)
  6. The other state is our own state of Ohio, and the beverage is tomato juice.



## DEFINITION OF THE MONTH: DEBUGGING

In September 1947, engineers at Harvard University found what is likely the first real computer bug when they discovered a moth wedged in a computer component. Computing pioneer Grace Murray Hopper dutifully recorded the incident and taped the moth in a logbook with the words: "First actual case of bug being found." Today the page is on display in the Smithsonian.



Source: *Smart Computing*, September 2010

### SOME INTERESTING WEBSITES

Are you harvesting fresh tomatoes or readying your backyard plot for fall crops? If you have a green thumb (or wish you did), this site is for you. Learn how to get the most from your gardening adventures with the in-depth, expert backed guides available here. Browse topics such as Garden Design, Pests & Diseases, Gardening Phases, and Organic Gardening/

[www.gardenguides.com](http://www.gardenguides.com)

This may make you want to live to 100!

<http://video.nytimes.com/video/2011/07/08/automobiles/collectibles/100000000895665/two-classics-one-car.html>

Here you go! Send your grandkids to computer camp next summer.

<http://www.internaldrive.com/>

## MAN VS. COMPUTER

**Question.** Top checkers players challenge each other to a round robin of games, after which Brainiac-the-Well-Programmed-Computer will join in. Can you guess the winner?

**Answer.** Two perfectly foresight players at checkers will always play to a draw, says Adrian Cho in Science magazine. It takes a "mistake" for a championship-caliber player to lose at these games. While this has been known about tic-tac-toe for some time, only recently did computer scientist Jonathan Schaeffer show that well-played also ends in a standoff, "the most complex game ever solved." Given that there are some 500 billion billion possible arrangements of checkers on the board, better and better computers were needed to pull off the proof. With some clever simplifying ideas and hundreds of computers laboring for nearly two decades, the game finally succumbed to analysis.

**Addendum:** Though in theory a person can play a computer to a standoff, eventually the worn-down human would make a mistake, allowing the computer to prevail.

(This article is from the *Plain Dealer* Friday, August 5, 2011 by Bill and Rich Sones, both PHD's.)

(Submitted by Jim McIntyre)



"There are better ways to log off."

### GOOGLE TO WIN

(Continued from page 1)

quickly you get the answer.

So do enter the contest. A new question appears on the Forum section of the NEOPC site (neopc.org) every Friday morning. It takes only a few minutes to discover the answer. You may be surprised how adept you are at this. Plus, you will learn something to incorporate into your conversation!!

This contest is **for members only**. To locate the question of the week, you need to login to the Forum with your member name and ID. The current question will appear under "Molly's Trivia Contest." You then need to get the answer as above. Once you have the answer, follow the procedure as shown in the box in the next column.

**An important tip: Try to enter as early on Friday as possible. Members receive the question in an email on Saturday morning. However, checking this out on Friday gives you a boost in your chances. You've got to be the first one with the correct answer to win that week!**

### ALL ABOUT COPIES

(Continued from page 2)

family. If her eyesight is poor, someone else will read the message to her.

#### Rank degrees of equality.

That's Version #3, as in yet another scenario: Joy is the principal organizer of the family reunion. If your message conveys the news that you will *not* be able to attend, Joy should be the first to know. But Tim should be copied (cc'd) if he's responsible for arranging living accommodations, because he'll have to mark you off the list. A blind copy (bcc) to Helen, the family matriarch, means that neither Joy nor Tim will know that Helen will also receive a copy of your message. Now, why should Joy and Tim *not know* that you're blind-copying to Helen? Joy and Tim might not share your reverence for matriarch Helen. They might regard her as bossy, nosy. Handling your message as Version #3 allows you to satisfy everyone.

#### Remember, all email is *potentially* public.

This includes blind copies. Therefore, be prepared for your bcc to matriarch Helen to come to the attention of Joy and Tim—some day, somehow.

#### The procedure for sending a "Private Message" on the FORUM is as follows:

- Login to the FORUM as a member of NEOPC.**
- Select "Private Messenger" on the top menu.**
- Select "new msg." on the screen - right side.**
- In the message form insert "mjamba" into the "To:" field**
- In the "Subject" field key the Trivia subject. (example: 07/08 - Trivia).**
- In the "Message" field key in your answer.**
- Finally click on "Send Private Message" at the bottom.**

An optimist thinks this is the best possible world.

A pessimist fears this is true.

\*\*\*\*\*

There will always be death and taxes;

However, death doesn't get worse every year.

\*\*\*\*\*

In just two days, tomorrow will be yesterday.

\*\*\*\*\*

I plan on living forever. So far, So good.

\*\*\*\*\*

A day without sunshine is like night.

\*\*\*\*\*

It's frustrating when you know all the answers,

But nobody bothers to ask you the questions.

## CUSTOMIZING WORD 2007

(Continued from page 5)

settings in the four boxes, leaving Gutter (the area left for binding or hole-punching) at "0" and "left." If you want these new margins in effect for only the current document, click *OK*. If you want to use them for this and future documents, click *Default*, and then *OK*.

### Add the Right Kind of Date to Your Document:

Many of us like to put dates in our documents to identify when they were written. But when we open some documents, we find the current date rather than the date it was composed. Word allows us to enter two sorts of dates and times: a date which never changes or a date which updates automatically whenever the document is opened. It helps to know how to enter both types since there are occasions when each is appropriate.

To enter a static date, just type it somewhere in the document or footer. Another way is to click the Insert tab and, in the Text group, click *Date & Time*. This opens a dialog box where you can choose from several formats for the date and/or time. Be sure to uncheck the box next to *Update automatically* if you want the date to remain static.

To enter a date that updates each time you open the document, click the *Date & Time* button as explained above. This time be sure that *Update automatically* is checked. A way to add a date with specific properties is to add a date "field." Click the Insert tab, then *Quick Parts*, then *Field*. In the Field box, select the *Date and Time* category. Here you will find several specialized fields, such as *CreateDate*, *PrintDate*, and *SaveDate*. A quick way to insert a field for a date is to use the keystroke shortcut, [Shift]+[Alt]+[D].

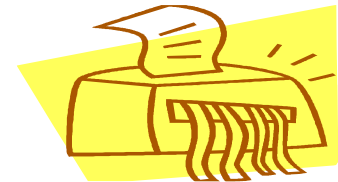
### Get rid of the Mini Toolbar:

Whenever you highlight a word or phrase in Word 2007, a mini toolbar of editing commands appears above and almost covering the highlighted text, which can be annoying. The mini toolbar is a new feature of Word 2007/2010. Its purpose is to

put the most commonly used editing commands close to where you need them. For some this is a time-saver; for others, it's a pain. Fortunately, you can turn off if it bothers you. To disable this feature, click the Office button, then *Word Options* (bottom right), and then *Popular*. Remove the checkmark from the box next to *Show mini-bar on selection* and click *OK*.

*Do you have problems with Office 2007 that need solving? Let me know, and I'll try to include them in a future article. Send to [ndemarte@verizon.net](mailto:ndemarte@verizon.net).*

## SHRED YOUR FILES!



Did you know that you cannot actually delete data from a hard drive; you can only overwrite it. So when you "delete" a file, you're only allowing the computer to reuse that space. The actual data remains on the drive until that space is used by another file or program. This is why undelete and data recovery tools work to recover "deleted" files.

It may seem like only one overwriting pass should do the job. However, some powerful forensic data recovery processes can read residual magnetic traces of the overwritten data and recover some original data even after it has been overwritten. The best way to prevent that kind of examination is to overwrite the deleted data multiple times.

That is why tools such as File\_Shredder (free at [www.fileshreder.org](http://www.fileshreder.org)) allow you to select from a variety of passes and algorithms. The goal is to scramble the residual magnetic traces on the hard drive platters so severely that no forensic technology can recover deleted data.

Source: *Smart Computing*, August 2010

## COMING EVENTS—SEPTEMBER 2011

09/02	FORUM FUN . . . To all NEOPC members: Molly's TRIVIA CONTEST Go to our web page Trivia to see the rules for entering this contest.
09/06	Senior Center Classes - 101 Beginners - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
09/09	FORUM FUN . . . To all NEOPC members: Molly's TRIVIA CONTEST. Go to our web page Trivia to see the rules for entering this contest
09/12	Senior Center Classes - 201 Email #1 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
09/13	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.
09/14	Northeast Ohio Computer 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 (beverage & pastries); 7:00pm-7:15pm Club announcements and Election of Officers; 7:15pm- 8:30pm main program "Q & A" with Lee Gerber.
09/16	FORUM FUN . . . To all NEOPC members: Molly's TRIVIA CONTEST. Go to our web page Trivia to see the rules for entering this contest.
09/17	Brother's Keeper Genealogy Software User's Group meeting. 11:00 am, FP Library,
09/19	Senior Center Classes - 202 Email #2 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
09/20	Senior Center Classes - 301 Wordpad - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
09/23	FORUM FUN . . . To all NEOPC members: Molly's TRIVIA CONTEST. Go to our web page Trivia to see the rules for entering this contest.
09/26	Senior Center Classes - 203 Email #3 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.

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### NEOPC - General Meeting Presentations

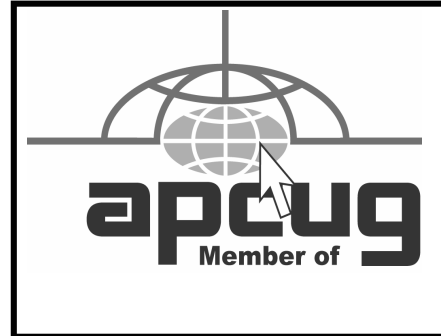
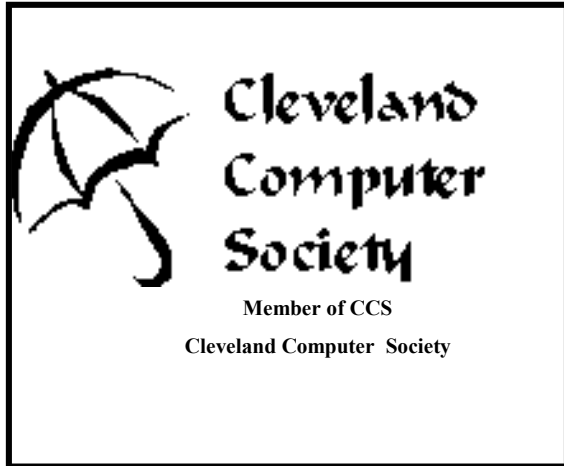
<u>Date</u>	<u>2011 Programs</u>
September 14	"Q & A" with Lee Gerber.
October 12	"Ebooks and Audiobooks Update" by Dan Stasiewski / Overdrive Inc.
	<b><u>Proposed Programs</u></b>
November 9	"Cell and Smart Phones" by AT&T/ Gerald Cates.
December 14	"Social Networks" by Mary Jamba.
	<b><u>Proposed 2012 Programs</u></b>
January 11	" Income Tax Updates for 2011" by Ian Abbott.
February 8	" Skype Update" by Bruce Bockman.

### COMING EVENTS (Continued from page 10)

09/27	Senior Center Classes - 701 Spreadsheets #1 - 10:00 am - FP Senior Center, 20769 Lorain Road - by invitation only.
09/28	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.
09/30	FORUM FUN . . . To all NEOPC members: Molly's TRIVIA CONTEST Go to our web page Trivia to see the rules for entering this contest.

### 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: Mary Jamba	440-333-5094	<a href="mailto:mjamba@yahoo.com">mjamba@yahoo.com</a>
Treasurer: Bill Frank	440-734-2021	<a href="mailto:wefrank@juno.com">wefrank@juno.com</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>



**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](mailto: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				
Spreadsheets				
Power-point				
Digital Imaging				
Digital Publishing				
Web Design				
Genealogy				
Other				