

Boca Bits

Monthly Magazine of The Boca Raton Computer Society, Inc.

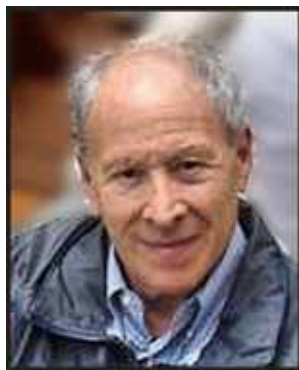


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WWW.BRCS.ORG

Volume 16, Number 04

April 2008

Next General Meeting Wednesday, April 16, 2008 @ 7:30 PM - Q & A's Starting @ 6:15 PM



Excel Made Easy

Microsoft Excel will be the topic of our April 16th meeting with presenter Ed Tellerman.

Ed is a graduate of the Sloan School, Massachusetts Institute of Technology and is a senior member of the Institute of Electrical and Electronics Engineers.

He is president of Webmasters, Inc., a company that does web site design, computer tutoring, and computer repairs.

Ed is a Registered Investment Advisor and has worked as a financial advisor for a variety of businesses in Broward and Palm Beach Counties.

He is former President and Founder of Continental Instruments Corporation, former President of Antel Designs Corporation, and former President of Wesco Industries Corporation.

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"The most overlooked advantage of owning a computer is that if they foul up there's no law against whacking them around a bit."

Eric Porterfield.



**FACUG
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COMPUTER SOCIETY, INC**

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561-374-9287 helpbrcs@yahoo.com
Vice President Jerry Naditch
561-865-1253 gnaditch@brcs.org
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561-734-5985 LMK1@prodigy.net
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DIRECTORS

Jerry Bartzoff 561-499-5150
bartzoff@brcs.org
Dr. Charles Bender 954-655-1847
drCRBender@aol.com
Jerry Dinerman
gerald@dinerman.com
Jerry Rutstein
mrjcr@brcs.org
Richard Miller 561-393-5813
RMiller@genesis-one.com

CHAPTER PRESIDENTS

Gleneagles Jerry Bartzoff
561-499-5150 bartzoff@brcs.org
Huntington Lakes Lou Strumlauf
561-495-1476 lstrumlauf@comcast.net
Century Village West Bernie Semell
561-451-1371
Vizcaya Jerry Naditch
561-865-1253
Kings Point Jerry Frank
jerryphyllisf@comcast.net
Cascade Lakes George Brucks
Milte Sherman
Hunters Run Joan Soble
joansob@aol.com
Valencia Palms Alan Greenberg
Larry Holdridge

FACILITIES

C.P.A. for BRCS Len Geronemus, P.A.
241-1040 No Listing
Facilities Coordinator Open
Help-Line Coordinator Open
Web Master Jerry Bartzoff
bartzoff@brcs.org
Web Master Assistants Stanley Warshaw
Jerry Naditch
Membership Coordinator Elaine Pare
561 496-6235 eap310@comcast.net
Membership Assistant Arthur Walter
arthur531@msn.com
Boca Bits Editor Steve Costello
brcssefc@earthlink.net
Public Relations Mort Mazor
561-496-1733 mmazor1@hotmail.com
SIG Coordinator Pamela Tabak
computertutor@brcs.org
Gen'l Meeting Coord. Marty Greenlinger
561-638-5483 marty897@yahoo.com
Program Coordinator Dr. Charles Bender
954-655-1847 drCRBender@aol.com

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Submission Format

Any word processor or text editor capable of producing straight ASCII text files may be used to write your article. *We'll make it as easy as possible for you, just don't do any formatting like use of the Tab key, Italics, Bold, etc.* Use the Enter key on your keyboard just to separate paragraphs. If you would like to include your formatting, please send a second file that can be used as a reference. Include your name and telephone number so we can contact you if we have questions.

Transmission: Please send your advertising copy by email to marrut@brcs.org, or via postal mail to: 6361 Via Venetia North, Delray Beach, FL 33484.

Deadline: Deadline for each issue is 12:00 p.m. on the Saturday following the General Meeting.

Advertising Rates

Ad copy would be preferred in either FrameMaker format, or in scannable camera-ready copy. Business cards, line art, or halftone/line art combination original art is acceptable.

Rates are for CAMERA-READY COPY and must be pre-paid.

Non-commercial classified ads for computer-related merchandise are published, subject to space availability, at no charge to Boca Raton Computer Society members.

Size of Ad	Number of Issues			
	1	3	6	12
Full Page (7 x 9.25")	\$90	\$250	\$475	\$900
Half Page (7 x 4.25")	\$60	\$150	\$260	\$500
Quarter Page (3.4 x 4.25")	\$40	\$100	\$200	\$360
Tall Business Card (3.4 x 3.4")	\$30	\$75	\$145	\$240
Business Card (3.4 x 2")	\$20	\$50	\$90	\$160

Boca Bits Staff

EDITOR

Steve Costello brcssefc@earthlink.net

CONTRIBUTING EDITORS

Lee Reynolds leetutor@earthlink.net
Bob Balogh helpbrcs@yahoo.com
Ron Hirsch ronhirsch1439@comcast.net

Pamela Tabak computertutor@brcs.org
Mort Mazor mmazor1@hotmail.com

GRAPHICS EDITOR

Jerry Dinerman gerald@dinerman.com

ADVERTISING COORDINATOR

Jerry Rutstein mrjcr@brcs.org

PHOTOGRAPHY

Position Open

PROOFREADERS

Jerry Bartzoff bartzoff@brcs.org
Jerry Flomen jakeflo@yahoo.com

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Membership News & Views

Welcome New Members

February 2008

Marvin Berman	Edward O'Donnell
Paula Buckley	Mel Waxman
Sidney Gogel	

Membership Renewals

February 2008

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Jerry Frank	Raymond & Althea Sollberger
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Arthur Hirshon	Stanley Wasserstein
Richard S. Lentini	Milton Weinberg
Harold Markowitz	Jack Zimmerman
Jerry McCoy	

Expiring Memberships

As of April 2008

Richard C Austin	George Malmos
Eugene Berkowsky	Joan Miller
Kenneth Brehm	Shirley Morin
Bernard Burstein	Alice Nayer
Dan Cain	Jo Newman
Laura Casa	Philip Pack
Stanley Corwin	Gene Polner
Pat Couture	Sherman Potter
Richard Cummins	Marva Richards
Jerry Doniger	Allen Rose
Joseph Duda	Michel Roy
Dr Harry Evans	Suzanne Saunders
Herb Foxman	Tina Silverman
Arthur Frank	Joseph Silverstein
Evalin Gilbert	Iris Singer
Ellen Jaret	Harvey Sitnick
Jerry Kahn	Sidney & Sylvia Skavronek
Irving Kolodny	Jeffrey Smolokoff

Expiring Memberships

As of April 2008 Continued

Lee Steinhauer	Evelyn & Joe Wolfson
Allen Trauben	Milton Wulfson
Harvey Wallet	Murray Yankowitz
Marvin Wolf	Mathew Zick

Expired Memberships

As of March 2008

Beverly Asnien	Eric Koltun
Jerry Bashover	Viola Kondor
Irwin Baumel	Hilda & Joseph Kriteiman
Pat Bishon-Donnellon	Harry Lazarus
Barbara Blatt	Norman Lefkowitz
Gertrude Blatt	Zachary Levine
Marvin Brennessel	Carl Liss
Donald Buck	Esther Malter
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Louise Felder	Ronnie Quinlan
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Bob Balogh

Boca Raton Computer Society President's Message

By Bob Balogh, President, BRCS

Communications from the President of Boca Raton Computer Society, regarding important issues and information.

I am writing this note following our meeting of the Board of Directors, February 11, 2008.

INTERNET DIAL UP SERVICE BACKGROUND

As you know, our internet connectivity went down on January 8th..

We have spent untold hours attempting to deal with our provider to resolve this problem. All has been for naught.

We have also researched, for over a month, trying to find other companies to take over our service, for the same price, or approximately the same price, we were paying. This too has been an unsuccessful endeavor. The cheapest service we found was three times the cost we are presently charging.

Just for your information, we were even subsidizing that \$15.00 per year we were charging for internet service.

INTERNET DIAL UP SERVICE DISCONTINUATION

Therefore, it is with a heavy heart that we are being forced to discontinue our internet dial-up service.

Beginning in March, we will start refunding monies paid for internet connectivity, that member's subscribed to beginning on April 1, 2007. At that time we instituted a surcharge of \$15.00, for those seeking internet service.

Those members who had internet service, prior to April 2007, were receiving it free of charge.

INTERNET DIAL UP REFUND PROCEDURES

Our refunds will be pro-rated, based on the date you signed up for the service.

We will refund at the rate of \$1.25 for each month remaining on your service.

To make it easier for our Treasurer, we have decided to round off the amount of the refund. Therefore, you may find your check short \$.25. On the other hand some members will make \$.25 more than that to which they are actually entitled to receive.

If you wish to donate your refund to BRCS simply don't request one.

In order to receive the refund, please forward a brief note and a self-addressed stamped envelope to:

Lorraine Krupowies, Treasurer
Boca Raton Computer Society Inc.
436 SW 4th Avenue
Boynton Beach, FL 33435

INTERNET DIAL UP OPTIONS

I and other Board members have repeatedly been asked, "What internet provider should I go to in the event BRCS can't restore service?"

Your Board, while not recommending one company in particular, does feel the following companies are reliable: People PC, Net Zero, Juno, Earthlink and AOL.

THANK YOU

We wish to thank all, for their understanding and cooperative spirit, during this time.

I look forward to seeing you all at our next meeting as well as at our various SIGs.



Ron Hirsch

Selecting Text: A Comprehensive Discussion

By Ron Hirsch, BRCS Member & Contributing Editor

Contact Ron at: Ronhirsch1439@comcast.net

This month's article covers a topic that I've discussed before, but several people have asked me about this topic, when it did seem that they were really not conversant with the procedures.

The heading, noted above, seems like a very simple one, and it is probable that most people feel they have a "good enough" capability in that area. After all, what's so complicated about selecting text? There are many people who state that they don't know how to select text, but so what? They've never had occasion to do so.

Often, when helping friends with computing activities, I make the erroneous assumption that they are capable in performing the task, but when they start asking fundamental questions, about the various ways I select text, I remind myself that most people have not learned basic principles involved.

WHY DOES ONE NEED THIS?

The aspects of copy and paste, or cut and paste, can be similar to the following.

Before you got onto the Internet, you probably didn't care about the Internet, and had little interest in it, but now that you're on it, you may often wonder how you ever got along without it.

So, if you're not up on the subject of "selecting" text, and copying/cutting/pasting, read the following material and see if maybe you should be learning and using these activities.

UNIVERSAL WINDOWS USAGE

The material to follow is applicable to virtually every Windows program, and every Windows version. Once you learn to use it, you can do so in email, word processors, web pages, and many other places.

It is similar to driving a car, even if you learned in a Buick, the brakes, steering, etc. on most cars work the same way, so you can easily drive another brand of car. Learning to select, and copy/cut and paste is the same thing.

You can choose the method(s) you like, and stick to them most of the time. Any time that your chosen method doesn't seem to do the job, try one of the others. Some programs will not respond to all the techniques.

The following techniques are not all inclusive, but they should give you a pretty good start on becoming an expert in this area.

WHERE DOES ONE USE THIS??

One of the most requested uses of copy and paste, I get asked about involves email.

You received an email from someone, and there is a section of it that you would like to send to someone else, or that you'd like to save.

With most email programs, you can not easily save a message all by itself, for use outside of the program. So, that's where copy and paste comes in. You select what you want to copy, then you copy it, and then you paste it where you want.

Before you can copy anything, you must select it. Your computer isn't very smart in some areas. You know exactly what you want to copy, but your computer isn't a mind reader, and you have to define what you want. As with many things in life, you must specify the items to be addressed, and then do the job.

(Continued on page 6)

(Selecting Text Continued from page 5)

LOTS OF WAYS TO SELECT

There are many ways to select. Listed below are some of the most used ways. These can involve the mouse, and/or the keyboard.

MOUSE ALONE

OPTION 1

- ◆ Click the mouse cursor - where you want to start selecting.
- ◆ Drag the mouse to the end of where you want to select while holding down the mouse button (this is called “click and drag”).
- ◆ Release the left mouse button, and the section you dragged over should now be selected, as shown by a reversal in color (black with the text in white.)

2ND OPTION

- ◆ Clicking within a text area
- ◆ Click twice quickly to select the current word. (Depending upon what program you're in, clicking more times can have different results.)

In WordPerfect, WordPad and Word, clicking three times will select the sentence, and four times will select the whole paragraph.

In Notepad, the only multiple click that works is to double click for the word. So, test things out to see what is available in you're the program you're in.

MOUSE AND KEYBOARD

- ◆ Click the mouse cursor - where you want to start selecting.
- ◆ Hold down the shift key and click the mouse at the end of what you want to select.

Presto - it's all selected.

KEYBOARD ONLY

PARTIAL SELECTION

- ◆ Position the cursor where you want the selection to start (either via the mouse or keyboard commands.)
- ◆ Hold the SHIFT key down.
- ◆ Use the arrow keys to make the selection.

Experiment here to see the exact effect of selecting this way. Try all four arrow keys to see what they do.

A little practice and experience here can make this method much clearer than I can by discussion.

Also, play with the HOME and END keys while the SHIFT key is held down. Playing around here can help you to learn much here.

SELECT THE ENTIRE DOCUMENT

Hold the CTRL key down while you press the “a” key.

This will select the entire document.

OK - SO NOW WHAT??

COPY EMAIL TO EMAIL

Now that you know how to select, let's practice something. Go into an email text message that you can access, and select a section of text. Then COPY, by hitting the CTRL and C keys at the same time. This puts a copy of that material on the clipboard.

Now start a new message to someone, and paste, by hitting the CTRL and V keys at the same time, what was copied into the new message.

There probably will be some extra line breaks in the text. You can edit these out if you want via the delete and backspace keys used accordingly.

COPY EMAIL TO ELSEWHERE

Suppose you'd like to save that section of text, but not in another email message. Here's where the “text editor”, or “word processor” comes in.

(Continued on page 15)

Meet a BRCS Member

By Mort Mazor, mmazor1@hotmail.com

A series of profiles about rank and file members of BRCS and the hardware and software they use.

Featured this month: Richard Herman



Richard Herman

Background

70 year old Richard was born in Boston, MA. He earned a B.S. at Lowell Technology Institute, Lowell, MA. and his Masters in Engineering at Newark College of Engineering, Newark, N. J.

For 35 years he worked in the Engineering department of the U. S. Army. For the final two years of his career he was assigned to Honolulu as a science adviser to the Army of the Pacific.

Soft spoken Richard is 5' 10" tall, balding and weighs a solid 210 lbs.

Richard has been married to his present wife, Judy, for nine years.

They have three children, and six grandchildren.

Accomplishments

NATIONAL

He is most proud of bringing new technology to the troops, such as, Automated Machine Language (AML) phrase translators.

Talk into an AML in English, and out comes Farsi, or Japanese, or any language selected.

LOCAL

"I enjoy each day, interacting with the people I'm involved with in several organizations," says Dick. "Serving on the board of the men's club at my Temple; as President of my Kings Point, "Burgundy A", condo association; being an alternate on the Kings Point Board of Governors, and Vice President of the Alliance of Delray, where I recently completed chairing a successful second annual trade fair".

"We are already planning an HMO Exhibition, for December 5 and another trade fair, for March 27, 2009."

"I also serve on the Legislative Committee, of the Alliance of Delray, working to stop some of the anti-condo and homeowner association legislation, that is being put forth, in the current Florida State legislative session."

"I believe that the public has to become involved, to study the various bills and urge your local representatives to fight against those that will change the way of life of those of us who live in condo and homeowner associations."

BRCS

"BRCS is doing fine."

I enjoy Bob Balogh's Q. & A. session at every meeting, and the job he is doing as President of the organization."

"Regarding internet service, I do not believe the club needs to provide internet service anymore. There are plenty of low cost providers available to everyone."

Leisure Activities

Dick's hobbies are stamp collecting, working with his desktop, 17" HP laptop computers, and his Sony digital camera.

For relaxation he enjoys reading mystery novels and playing golf.



Bob Balogh

Window Pains

By Bob Balogh, President, BRCS

Please note: My email address for getting help is helpbrcs@yahoo.com.

If you are in need of help, please forward your problem to that address.

As we move toward the Spring season, I always recall my mother's annual spring cleaning. While I think of this, I come to the conclusion that the same type of cleaning applies to our computers.

With that in mind, I present you with a series of tips, that should make your computers run just a little better than they did, prior to your actions.

Many of our members often complain, that their computers are running slower than usual, or they are getting a variety of error messages and lock-ups, etc.

This month we will deal with basic computer maintenance, which, if done on a regular basis, should prevent many of the aforementioned problems, as well as others from occurring.

Correctly Shutting Down

First off, in order to avoid problems, make certain you shut down your computer correctly.

For our novices that means going to Start / Turn-Off Computer. It doesn't mean you use the power switch.

But my computer is frozen what else can I do? Use Ctrl + Alt + Delete.

Press it a second time and your computer should automatically reboot. If this doesn't work, then use the power switch. However be aware that this is the action of last resort.

We live in what is known as the lightning capital of the world. It is not unusual to have, surges of power, reductions of power, or brief power outages, particularly during our rainy season. Of course if your computer is off it provides some protection. However, if we are having severe thunder storms you are better off unplugging your computer.

I also suggest, as strongly as possible, that you get yourself an Uninterruptible Power Source (UPS). Using a UPS will not only provide you time to save any work you are doing, but comes with a program to permit it to shut down your computer automatically. This is particularly handy, if like me, your computer is on 24/7 and you are out, at the time the power surges, or outages occur.

Limit Start Up Programs

Limit the number of programs that "load" at start-up. If the program is not essential, for instance your virus program, there is no need to run it. Firstly it slows down your boot-up time and it may slow down your computer in general.

Want to know if a program is needed at start-up, check , to find out what the program actually does at: www.pacs-portal.co.uk/startup_content.php. It takes time to check all the items that run at Start-up, however it is well worth it. If you do not need it, don't run it. The aforementioned site will give you suggestions, as to what is necessary and what is not.

Windows Updates

Windows Updates - are they necessary? Windows, usually provides updates, for their various operating systems, once a month on the second Tuesday.

If you do not have the updates done automatically, then make certain you visit their site by going to Start / Windows Update (on the left) and manually update the fixes for your OS. If you want more information on this visit my web page as there is an article dealing with it on the left hand side under the title MS Critical Updates.

(Continued on page 9)

(Window Pains Continued from page 8)

ScanDisk

Run Scan Disk, which in XP is CHKDSK. In XP you get to it by My Computer / Right click on "C" drive / Properties / Tools / Error Checking/Check Now /

Whatever you check, both can be checked, will run the next time you "Boot up". You will also be given the choice to "reboot now".

I would do this once a month to make certain all is well. If you seem to be having a problem run it to see if it fixes the problem.

Defrag

Defrag is program I used to run weekly in Windows 98. In XP, I rarely run it, since it has a button that permits you to Analyze the amount of fragmentation and, after clicking on it, informs you if there is need, to run the program. However, it is a good idea to run it, at least quarterly, just to place files where they should be.

Un-necessary Programs?

What's in your computer? I'll bet there are programs that you never use. Notice, I didn't say rarely use, I said never use. Why not get rid of them?

Remember that means Uninstall them. not delete them. If the program has its own Uninstaller use it, otherwise go to the Control Panel, click on Add and Remove programs, and remove the program from there.

Dust

Keep your computer clean, and free of dust. I keep cans of compressed air in my desk, so I can periodically blow dust, hair and whatever from my keyboard.

I also clean the top of my monitor, where the air vents are, as well as the back of my computer case. However, I do not use compressed air in those areas, as it would blow the dust internally. Instead I use a duster. If you are really brave, you can open the case and use a mini vacuum. However, I don't recommend this, unless you are really comfortable.

Email

How many e-mails do you have that you really don't need any longer? If you need them, why not create a folder, called e-mails, and save them to the folder. In any case, delete the ones you do not need, from the various e-mail folders, that are located within your e-mail program.

Recycle Bin

The same is true for your Recycle Bin. After you get rid of the item, why keep it in the "bin"? If it is to see if all runs OK on your computer, after the deletion, then keep it for a week. After you see all is well, just get rid of it.

Temporary Internet Files

You can also, periodically, get rid of your temporary internet files. While on the Internet, just click on Tools, on the Toolbar then, click on Delete files, under Temporary Internet files.

Sun Sentinel Blogger Update

As announced in the November 2007 issue of Boca Bits, our own Mort Mazor has been appointed by the Sun-Sentinel to blog on their www.sun-sentinel.com website, covering West Delray activities as well as BRCS.

The Sun-Sentinel has further simplified the blog address to what is reproduced below :

www.sun-sentinel.com/mortmazor

Check Mort's blog for frequent updates of activities in West Delray and of the Boca Raton Computer Society.



Pamela Tabak

Ask Computer Tutor

Pamela Tabak receives numerous computer-related questions via email, and during classroom presentations.

She selects those she feels are of common interest to most BRCS members and forwards them to us for publication here in Boca Bits.

QUESTION: I am getting the pop up blocker message very frequently, saying I should disable the blocker to get to a site, or get on a location. How do I disable the blocker?

ANSWER: You did not mention which “pop-up blocker” you have on your computer, but I remember that you had the Yahoo Toolbar and Ad-Aware 2007 PLUS. If it is the Yahoo “pop-up blocker” blocking the site, it is easy to turn it off from the toolbar. If you wish to see some of the “pop-ups” and not others, you can turn it on and off at will.

If the Ad-Aware “pop-up blocker” is preventing you from seeing a “pop-up”, you are also able to turn it off, by RIGHT clicking on the Ad-Watch icon in the “system tray”, near your clock. Choose the option “UNLOAD AD-WATCH” and you will be prompted “Do you want to unload Ad-Watch?” Click OK, if you want to turn off the blocker, but remember to put it on again after you have finished viewing the item.

For eBay users: When uploading pictures to my eBay site, I need to UNLOAD my Ad-Watch, before being able to do so. I turn it on again, when all my pictures have been uploaded.

QUESTION: What information should I save, from my hard drive, to an external drive i.e. “Flash Drive?”

ANSWER: If you wish to make a backup, of your whole hard drive, and be able to open individual files, you will need a software program to do so.

You will also need, an external hard drive, with the same or more GB of space, on which to transfer your data, programs and system files.

If you do not need a backup of your entire hard drive, a Flash Drive will be fine to backup the most important files on your computer, which may be your Documents and/or your Pictures.

If you have saved all your documents in your Documents Folder, and all your pictures in your Pictures Folder, it will be simple to “Drag and Drop” the files onto your “Flash Drive.”

QUESTION: I am afraid to end an item on the Task Manager, in case I lose all my data. I use the Windows XP operating system.

ANSWER: It is always advisable to save documents, on which you are working, every 10 minutes, in case of a malfunction.

Ending a task, on the Task Manager, will enable you to close a program that is malfunctioning, without having to close down your computer.

After the application has been ended, you can continue to work, without having to “reboot” (restart), as we did with the Windows 98 operating system.

If your mouse freezes, or a program malfunctions, just hold down the Ctrl – Alt – Del keys simultaneously, and the Task Manager will appear.

Click on the Application tab, to access the running programs; then end the one which is causing a problem.

Pamela invites members to e-mail computer-based questions to pamela@computertutorinc.net More often than not you will receive and answer within 24 hours.



ru XPerienced?

By Lee Reynolds, Member BRCS

Yes, the title of the column is a play on the old song by Jimi Hendrix. But in this case, what is being asked is this: do you know everything you need or want to know about Windows XP?

If not, then join me in learning all about it together...

Missing Icons On The Desktop

One possibility is that you are using Active Desktop, but there is a setting, that is not turned on, for Show Desktop Icons.

ENABLE ACTIVE DESKTOP

This page tells you how to Enable or Disable Active Desktop:

<http://www.computerhope.com/issues/ch000593.htm>

How to enable/disable windows active desktop

SHOW DESKTOP ICONS

If you have an Active Desktop, right-click your Desktop, select Arrange Icons By, then select Show Desktop Icons.

This Microsoft Knowledge Base article explains the problem and process a bit further:

<http://support.microsoft.com/default.aspx?scid=kb;en-us;330170>

Your Desktop Icons Are Missing in Windows XP

ICONS MOVED OFF SCREEN?

If you don't have Active Desktop enabled, another thing you can do, is see if they have somehow been moved off screen.

The easiest way to do this is:

Right click on an empty spot on the Desktop.

Choose Arrange Icons on the context menu.

Choose Auto-Arrange.

That should line them up in columns at the left of your screen.

HIDDEN ICONS

If someone has turned on the "hidden" attribute, for your Desktop icons:

Start up Windows Explorer:

Go to \Documents and Settings\\Desktop folder

Right click each one, click Properties, and deselect the Hidden attribute on the General tab.

In order to even see these hidden shortcuts, in Windows Explorer, you will first have to:

Click on the Tools menu.

Select Folder Options.

Click on the View tab.

Put a dot next to Show hidden files and folders.

Also, I usually remove the check mark, next to Hide extensions for known files types, as well as, the check mark next to Hide protected operating system files (Recommended).

With that done, the hidden icons will show up in a "dimmed" view in Explorer.

Hasta la Vista

by Lee Reynolds, Member BRCS

I'm told the literal meaning of "hasta la vista" in Spanish is "until the seeing." Or maybe a more adequate translation is "see you later."

But in this column, I'm using that phrase to invite you to take a look at Microsoft's latest version of Windows: Vista.

Instant Search

One of the very useful features of Windows Vista is the Instant Search capability. This is built into many application windows used by the system, including the Start Menu, Control Panel, Computer and Windows Explorer, Windows Mail, Network, Music, Documents, Pictures, Help and Support and many others. The search box is usually at the top right of the window and is often context sensitive.

As you begin typing your search string into the search box, Windows will instantly start trying to match the string and display the list of found items, and as you continue typing this list will narrow down on what you have typed so far, dropping some items from the list and adding others.

The instant search is usually so fast, because it relies on indexing certain locations, mainly the Users folder and its subfolders, but you can specify other locations to index in the Indexing and Search Options applet, of the Control Panel.

PERFORMING INSTANT SEARCH

You can perform instant search on any folder, by right clicking it and selecting the Search option.

A new Explorer window will open up. At the top is a bar which will help you specify what you want to search through; it includes buttons for: All, Email, Document, Picture, Music and Other.

You can also specify an Advanced search, by clicking the downward pointing arrow next to that button, located on the extreme right of the bar.

This allows you to specify what are called Advanced Filters, including Names, Tags, and Authors, and you can search a date range.

SEARCH TOOL OPTIONS

If you click on the Search Tools menu, you are taken to a Search tab in the Folder Options window, and then you have the following options:

WHAT TO SEARCH

(ONE OF THE FOLLOWING CHOICES):

In indexed locations, search file names and contents.
in non-indexed location, search file names only

Always search files names and contents (might be slow)

Always search file names only.

HOW TO SEARCH

(ANY COMBINATION OF THE FOLLOWING CHOICES):

Include subfolders when typing in the search box

Find partial matches

Use natural language search

Don't use the Index when searching the file system (might be slow).

WHEN SEARCHING NON-INDEXED LOCATIONS

(ANY COMBINATION OF THE FOLLOWING CHOICES):

Include system directories

Include compressed files (ZIP, CAB ...)

(Continued on page 14)



Editor's Note

By Steve Costello

This is where the editor communicates with you, the reader.

Here you will find information regarding upcoming changes in format and / or content.

FACUG Conference Spring 2008

NEWSLETTER CONTEST

Boca Bits was entered in the contest. I am pleased to announce that our newsletter was 1st Runner Up, a very respectable showing, for the first time entered.

In addition to the certificate, the prize, provided by Corel, was a copy of Paint Shop Pro Photo X2.

Assistant Needed

I am looking for someone to assist me with the newsletter. This would consist of being a contact for providers of content, advertisements and the like.

No special knowledge needed, nor would you need any special software, just a valid email.

If you are interested let me know and I will get back to you as soon as possible.

Comments Solicited

Please send your comments and / or suggestions to:

brcssefc@earthlink.net

Please include a subject line, that begins with:

Bits Comment

This will enable me to quickly distinguish it from other emails.

A Useful Tip For DSL Users

One of our BRCS members, Alan Kaitz, remembered our club motto, "Members Helping Members", and told us that those people who are already using AT&T/Bellsouth's DSL High Speed Internet Access, can also have a free dial-up Bellsouth connection, for use as a backup, when and/if their DSL is "down".

I checked with Bellsouth's Tech Help, and they advise to call 1/888-321-2375, when connected, press "2" for Technical Support.

When you get a human (yes, they probably will have a "unique" accent), tell that person "I need your help to set up a backup dial-up connection, for my Bellsouth DSL account".

They will then "walk" you through the procedure, and from then on you will have a desktop icon, to use when a dial-up connection is needed.

Of course, a phone line would have to be plugged into the computer's internal modem, which can be found in the rear of almost any computer tower.

Thanks, Alan, for a very useful tip, for those DSL users that previously used, the now defunct, BRCS Internet dial-up connection, as a backup.

Larry Jablon

Editor's Note:

Earthlink.net, another South Florida DSL provider, DSL accounts come with free dial up access, up to 20 hours per month, for use away from home, or during a service outage. There are thousands of toll free local access numbers nationwide, according to their website.

If you have a different DSL provider, contact them to see if they offer free dial up access as well.

(Hasta la Vista Continued from page 12)

SAVING SEARCH

After you perform a search, you can save it for future use; it will always dynamically update, with the current results.

If you have selected the option to show the Menu bar, in Explorer windows, save the search, by clicking on the File menu, and then choosing Save Search.

You can temporarily display the Menu bar, by holding down the Alt and F keys simultaneously, if you chose not to display it, in Explorer windows.

The default location, where searches are saved, is the Searches folder of your user profile.

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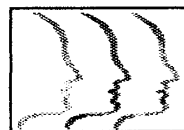
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Please allow 10 to 12 weeks for your magazines to start. For renewals you must supply an address label from your present subscription to ensure the correct start of your renewal. As an extra service I will mail a renewal notice to every subscriber three months prior to their expiration date.

Note: In the last few years, many computer magazine subscribers have used my services for the over 300 titles I carry, also at excellent Prices. With almost everyone having email, they have just emailed me for a price and I sent them the price, also via email.



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(Selecting Text Continued from page 6)

You have two text editors installed in Windows. They are Notepad, and Wordpad. Notepad is a very basic text editor. Wordpad has more of Word's formatting features available.

Open up whichever you find more convenient (or open up your word processor), and paste the material you've copied, into a blank document there.

Edit it if you want, and add in any additional text you want. Then save it.

Use a descriptive file name which you'll recognize later, and note where it's being saved, so you can easily find it when you want to retrieve it.

COPY FROM A WEBPAGE

The next thing you should try is copying some text from a regular web page. This can generally be done, by the usual selecting, and then copying.

Experiment here to get a better feel for what can be done. Depending upon how the web page was designed, selecting and copying there can be more difficult. But, once again, play around to see what you can accomplish

CONCLUSION

If you have successfully gotten this far, then you're well on your way to bigger and better things. The way to continue learning is to practice and experiment.

If you got lost with things like Notepad etc. then you must have missed the earlier lessons here, and have some more learning to do. Check back to review those areas if you need to.

Like all areas of life, things must be learned serially. It's just not possible to present all the previous material again. So, I have to assume that have made it through those areas.

Good luck, and have fun learning - that's what it's all about.

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Huntington Lakes Computer Club Lou Strumlauf, President

Meeting of Feb. 14th, 2008

Thanks to members like Gene Bass, Don Flintzer, and our entire Board of Directors: Bill Berger, Sid Davis, Marvin Kaplan, Marvin Talmatch and Lee Rothman, our club remains vibrant. New members continue to join and “old” members continue to learn.

There is no magic formula to success, just a case of everyone doing their bit to help.

For example: The program, at our regular monthly meeting on February 14th, was prepared and presented by Don Flintzer. He designed a PowerPoint display called “An overview of computer hardware and how each unit interacts to work together”. It consisted of 39 individual slides, with each one being explained by Don, as it was displayed on the screen. Our members walked away with a good understanding of how their computers really work. What does what, and how!

Another example, is that Gene Bass has volunteered to conduct what we call “workshop meetings”. So far, he has done 5 of these sessions, covering a wide gamut of topics, mixed with his keen sense of humor. These are informal meetings, so everyone in attendance has a chance to discuss individual problems and ask all kinds of questions.

As you can see, we don’t do “trips”, “cruises”, “parties”, etc. We leave that to the other clubs. We are computer club people who enjoy our computers.

Visit our website for Club Updates at:
www.hlcompclub.homestead.com

Lou Strumlauf, President

Meeting of March 13th, 2008

Once again, our computer club was treated, by a master teacher, to a wonderful learning experience. Richard Miller, a past President and current Board member of the Boca Raton Computer Society, was the presenter at our March 13th monthly meeting.

His program consisted of various tips, regarding usage of Vista operating systems, as well as the very important process of backing up and restoring valuable data.

There was a great deal of interest in the program, as evidenced by the myriad of questions from our members. There can be no substitute for experience and knowledge; Richard combined the two attributes to provide us with a great presentation.

Of particular interest was when he shifted gears and handled a Q& A session with no subjects barred.

If your hard drive goes, and your PC is more than 3 years old, get a new PC instead of replacing the HD. And, when you buy a new PC, get the least expensive one, because it will last as long as one that costs more, do virtually the same things, and as a result reduce your annual operating costs.

During the past month, two more workshop meetings were held. One was conducted by our old work horse Gene Bass, the other by a newcomer to our club, Arnold Kostiner. While attendance at the meetings was not great, those who did attend were pleasantly surprised at the competence of the instructors, with the benefit of nice informal sessions.

Sadly, many of our seasonal members are getting ready to go back North. We will miss them. Why are the seasons so short when we’re having so much fun?

Visit our website for Club Updates at:
www.hlcompclub.homestead.com

Lou Strumlauf, President

Kings Point Computer Club Jerry Frank, President

Tuesday, March 4, 2008 Minutes

Our meeting began at 11:50 am today. Our guest speaker, Mr. Bob Balogh, President of the Boca Raton Computer Club joined us. The title of his talk today was “What’s Your Problem”.

(Continued on page 17)

(Chapter News Continued from page 16)

Because some internet servers, it's initials are AOL, we're not mentioning names though, will not permit other servers access, we suggest, that you contact our website for news, notices and minutes, by going to Google and writing in kingspointcomputerclub.org.

We apologize for any inconvenience but it isn't our fault, it's your server. We look forward to having you with us now, and for a long time to come.

We, the Board and Membership, pay for this website, use it often. You can put this on your favorites and get all the news everyone else gets.

Remember, our meetings are on the first Tuesday, of each month, in the Social Room, across from Richie's Cafe.

PRESENTATION

Bob spoke about reading the "Times" every morning on his computer. He then went on to tell us of all the freebies you can get on "notebook", by going into programs.

Bob has a brilliant way to keep track of all the phone calls he makes to companies he does business with. He keeps track of when he spoke, to whom he spoke, and what they said; so then he can call them, identify when, to whom he last spoke and what they promised.

Bob says "you can change the subject" and keep as many notes as you need, to keep track of your ongoing effort to straighten things out.

He also gave us a site, from which we can get a free calendar for our computer, (rainlender. com).

Bob suggests KellysKorner.com, as a site which has some 300 free fixers.

Bob also advised everyone, to make a restore point, before installing any new program.

He said, make a restore point, close down and reboot, install the program. Then, if you get into a problem, you can always delete the problem program, by going back into your "restore point." This will eliminate the program you installed, problem gone!

Bob suggests that you go to Google, type in (code) stuffstarter.com, pacmansportal.com or sysinfo.com.

You can choose from any of the free programs you want to access; he advises, if there is a "Y" next to it, you need this, if there's a "N", you don't need it, if there's a "?" or an "I don't know" leave it on your computer.

UPCOMING

The April 1st meeting will have a presentation, by 1st V. P., Harold Grubert, on a program of his design on Computer Usage, as well as, a presentation by Ms. Jo T. Whitesell, from Palm Beach's, Century Village Computer Club, her topic will be "Computer Security."

There will be something for everyone between these two diverse programs. We look forward to seeing you.

Our February Luncheon, at Kyojin Japanese Buffet Restaurant, was so successful we will have another go-round in May, on the 16th, a Friday, at 12:00 noon. If you would like to take part in this, please e-mail us and we will begin a list of attendees.

Regards, Jerry

Respectfully submitted, Phyllis Frank, Secretary

<p>Hunters Run Computer Club Joan Soble & Marilyn Ross, Co-Chairmen</p>
--

"Where Learning is Fun"

Next Computer Club Meeting

March 18 at 7:30

What's New from Google

Rob Fellman

Manager of the local PC Professional Franchise

February 2008 Meeting

On February 28, 2008, Bob Montgomery presented another informative, entertaining meeting to members, as he demonstrated why a word processor is much more than a typewriter.

The "Tips and Tricks" he presented not only showed us easier ways to do tasks, but also showed us new useful tricks.

(Continued on page 18)

(Chapter News Continued from page 17)

He presented an overview on Microsoft Works, Word Perfect, and Microsoft Word, continuing with editing and formatting text using Microsoft Word.

COMPANION PROGRAM

ADOBE READER

He also talked about how a PDF (Portable Document Format) reader program, is a necessary companion. Most computers are equipped with Adobe Reader, which is now on version 8.

It lets you capture, and view robust information, from any application, on any computer system, and share it with anyone around the world.

This is a free program, and you can receive free updates to be downloaded.

FOXIT READER

He stated that, while Adobe Reader is good, the reader he prefers, is a program called Foxit Reader, which is also available for free, is faster, smaller in size and does not run in the background.

If you want to change, it is necessary to remove Adobe Reader from your computer before downloading Foxit.

To remove Adobe Reader, right click on Control Panel and on the icon that says "Add/Remove Programs". When the list of programs appears, click on "Change/Remove" for Adobe Reader. Once this is done, you can download Foxit by going to Foxitreader.com.

EDITING AND FORMATTING TEXT

Bob used Microsoft Word, to demonstrate editing and formatting text, since the program resides on the club's computer. Although not all word processors are exactly alike, the similarities are greater than the differences.

For example the version of Word, that comes with Microsoft Office, is more powerful than the version that comes with Microsoft Works.

Following are some of the tasks Bob demonstrated.

The use of Headers and Footers;
 Creating Templates;
 Undoing and Redoing of previous steps;
 Indenting of paragraphs;
 Automatic Insertion of Date and Time;
 Spell Check and Grammar Check.
 Using AutoCorrect
 Using and Managing Fonts
 Printing of documents

We are looking forward to receiving Bob's handout, from the meeting, and distributing it at the next meeting.

SAFELY REMOVE HARDWARE

AN IMPORTANT REMINDER

Before you remove any device, such as a flash drive, or a thumb drive, that is connected to your computer via USB cable, you should tell Windows that you are going to do so.

A Safely Remove Hardware icon appears in the notification area of your taskbar. This is located on the bottom right corner of your monitor.

Click the Safely Remove Hardware icon on the taskbar to see a list of the devices you can remove.

Choose the one you are going to remove.

Click STOP.

A bubble will appear over the icon stating that "It is now safe to remove the hardware".

Hardware and Flash Drives have been known to crash, if this feature is not used, before unplugging the device.

Don't forget to visit our Website at:

www.hrcomputerclub.org.

February 28, 2008 Editors:

Marilyn Ross and Howard Essig

(Chapter News Continued from page 18)

Gleneagles Computer Club
Jerry Bartzoff, President

CLUB MINUTES -- MARCH 2008

ELECTIONS

The March Gleneagles chapter meeting began with Annual Elections.

The Board for the coming year consists of Jim Bachner, Jerry Bartzoff, Bobbie Duker, Dave Greenberg, Rona Greenspan, Barbara Grossman, Andy Hamori, Bernie Harris, Josh Kalin, Jack Rosensweig, Allen Schwarz, Marvin Silverston, Tobie Widis and ex-officio founder Don Stern.

In celebration, Tobie Widis brought a Lemon Cake, baked by a member, for the Play-for-Pink event last week.

The new Board will meet on Thursday, March 20 at 2:00 p.m. for its organizational meeting.

MARCH PROGRAM

A great many of our members are taking computer classes at our new computer center and are learning some of the ways to use Microsoft Word.

Today's program, "A Journey Through Microsoft Word", designed and delivered by Mike Blackman, hit the right spot.

Mike is extremely knowledgeable about computers and software. He prepared, and delivered, a wonderful PowerPoint slide presentation, interspersed with live demos using MS Word 2007; whenever possible Mike also showed how the function would look and run in Word 2003.

TEMPLATES

He started by showing the many Templates available within Word, then went to the MS Office website, where there are 100's of Templates available, free for the downloading.

HELP

Mike discussed the Help feature, both on the system and on-line. One of his cautions was "if it's not broke – don't fix it", avoiding the on-line downloadable "Updates", as probably not really necessary and could confuse your software.

VARIOUS OTHER WORD THINGS

He demonstrated the Task Pane, with it's recent used files, the Toolbars (always have at least the Standard and Format up and running) should be kept to minimum needed, and be sure to save your documents early and regularly.

Mike showed how to create a new document in several ways, including using "templates" and the "wizard".

Importing data from programs like Excel, probably better handled by simple "copy" of the data and then "paste" ot into Word.

Clip Art is available on your system, and on the Internet so use it.

By imbedding a photo in a Word document, you can then send it, via email, by attaching the .doc(x) file to your email.

Mike was deluged with questions at the finish.

UPCOMING

Our next meeting will be Monday April 14, 2008, one week earlier than usual, due to the Passover Holiday.

We will have Jerry Naditch, Vice President of BRCS, speaking on "It's Free And Good Too !".

Mike Blackman agrees that free is good cand suggests you download "PDF995" and install it, it is free and will allow you to save your Word Documents in PDF format, for sending when you don't want them changed by the recipient, without owning a PDF Writer.

PDF by Adobe is a universal format allowing any computer to open and read it.

HELP-LINE FOR MEMBERS BRCS

HELP-LINE is for BRCS members who need answers to technical questions, but cannot wait for the monthly meetings.

Help-Line volunteers offer their time to assist BRCS Members only!

If you call a volunteer long distance, and the call must be returned at a later time, the call may be returned collect.

Note: Some volunteers will answer questions only by email.

If you would like to become a Help-Line volunteer, notify an official at a general meeting.

Palm Mel Macy (Email only) macy@brcs.org

MS Office Pamela Tabak computertutor@brcs.org

eBay Pamela Tabak computertutor@brcs.org

HTML Jerry Bartzoff jbartzoff@comcast.net

HTML Pamela Tabak computertutor@brcs.org

MS Outlook Pamela Tabak computertutor@brcs.org

Hardware Ray Sollberger (561)487-2854

Juno Jack Matisoff mati14@juno.com

Paint Shop Pro Murray Apfel mlapfel@comcast.net

PLEASE REMEMBER:

When you call the help-line, the people who answer are volunteers. please treat them courteously.

Ask if this is a good time and schedule a convenient time if it isn't.

Helpline contacts are not paid employees. They are fellow club members, who have volunteered to try to assist you. *Please interact with them as such.*

Need Help At Home Or On The Internet?

The following club members make house calls to assist with any problems you might have with your PC or laptop.

They have different skill levels, areas of expertise, and will charge different rates.

The listing of any name does **NOT** constitute a recommendation by BRCS of the person providing the service.

Call for pricing and / or making an appointment.

Bob Dobski 561-265-0437

Herb Goodman 561-488-4465

herbgoodman@bellsouth.net

Richard Miller 561-393-5813

Lee Reynolds 954-972-4961

Ray Sollberger 561-487-2854

PERSONAL ADS

We are happy to run a personal ad, free of charge, for members of BRCS.

Items must be computer related hardware or software.

Send information, with a subject line beginning with the words BRCS Personal Ad, via email to:

brcssefc@earthlink.net

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Meeting / SIG Information**Locations****Coco Wood Clubhouse,**

6269 West Atlantic Avenue, Delray Beach (across from Home Depot).

Patch Reef Park -

Exit I-95 at Yamato Road. Go West to second left turn after Military Trail (approximately 1/4 mile). Patch Reef Park is on the South side of Yamato Road.

South County Civic Center

On Jog Road, four or five blocks South of Linton Boulevard (opposite the Morikami Japanese Gardens).

Sheriff's Office,

345 S. Congress Ave., Delray Beach.

(Please leave the last parking space open for the instructor. He/she has a lot of equipment to bring in for the class. It is impractical for the SIG Leader to carry it all from the general parking lot.)

Meetings**Board Meeting**

2nd Monday, 7:30 p.m. at Patch Reef Park.

General Membership Meeting

3rd Wednesday, 7:30 p.m. at South County Civic Center. **Q & A** Tables start at 6:15 PM.

Special Interest Group (SIG) Locations**Bits & Bytes POTPOURRI, Hardware, Paint Shop Pro, Windows XP/Vista, & eBay Buying and Selling SIGs.**

Sheriff's Office, Room 219

Advanced Mutual Fund Investing

Sheriff's Office, Room 108

Digital Cameras

Patch Reef Park

Out-of-The-Box

Coco Wood Clubhouse

Special Interest Groups**Advanced Mutual Fund Investing**

Purpose: Advanced research of mutual funds market.

Contact: Murray Apfel: mlapfel@comcast.net;

Gary Elsner

GElsner@AnalyticFinancialSolutions.com

Meets: Fourth Tuesday, 7:00 PM

Bits & Bytes POTPOURRI

Purpose: Various software and computer Topics.

Contact: Rob Fordham, Rob@Fordhamfamily.net

Meets: Fourth Thursday, 7:00 PM

Digital Photography

Purpose: Getting the most out of Digital Cameras.

Contact: Gerald Dinerman 736-5601;

Marvin Wolf (637-9592)

Meets: First Wednesday, 1:30 PM

eBay Buying and Selling

Purpose: To learn how to navigate eBay and buy and sell safely.

Contact: Judith Yellen:

judith@judithsconsignments.com

Meets: Third Tuesday, 7:00 PM

Hardware

Purpose: Discussions & hands-on hardware demos.

Contact: Ray Sollberger (561) 487-2854

Meets: Fourth Tuesday, 7:00 PM

Out-of-The-Box

Purpose: Introduction to computer principles; The basics mostly for beginning users.

Contact: Jerry Flomen, 495-6465 or

Philip Fein , 499-9357

Meets: Fourth Thursday, 1PM

Paint Shop Pro

Purpose: Tutorials for beginners and professionals.

Contact: Murray Apfel mlapfel@comcast.net

Meets: Second Tuesday, 7:00 PM

Windows XP/Vista

Purpose: Using windows XP for pros and beginners.

Contact: Richard Miller (561) 393-5813

Meets: Second Thursday, 7:00 PM

Boca Bits Activities Calendars

April 2008							DAY	MEETING	TIME
S	M	T	W	T	F	S	Wed 2	Digital Photography SIG	1:30 PM
		1	2	3	4	5	Tue 8	Paint Shop Pro SIG	7:00 PM
6	7	8	9	10	11	12	Thu 10	Windows XP/Vista SIG	7:00 PM
13	14	15	16	17	18	19	Mon 14	Board Meeting	7:30 PM
20	21	22	23	24	25	26	Tue 15	eBay Buying and Selling SIG	7:00 PM
27	28	29	30				Wed 16	Question & Answer Tables	6:15 PM
								General Meeting	7:30 PM
							Sat 19	Boca Bits Submission Deadline	1:00 PM
							Tue 22	Hardware SIG	7:00 PM
								Advanced Mutual Fund Investing SIG	7:00 PM
							Thu 24	Out-of-the-Box SIG	1:00 PM
								Bits & Bytes Potpourri SIG	7:00 PM

Be sure to check the BRCS website at

<http://www.bracs.org>

for locations, cancellations or changes, prior to the SIG or meeting you plan to attend.

May 2008							DAY	MEETING	TIME
S	M	T	W	T	F	S	Wed 7	Digital Photography SIG	1:30 PM
				1	2	3	Thu 8	Windows XP/Vista SIG	7:00 PM
4	5	6	7	8	9	10	Mon 12	Board Meeting	7:30 PM
11	12	13	14	15	16	17	Tue 13	Paint Shop Pro SIG	7:00 PM
18	19	20	21	22	23	24	Tue 20	eBay Buying and Selling SIG	7:00 PM
25	26	27	28	29	30	31	Wed 21	Question & Answer Tables	6:15 PM
								General Meeting	7:30 PM
							Thu 22	Out-of-the-Box SIG	1:00 PM
								Bits & Bytes Potpourri SIG	7:00 PM
							Sat 24	Boca Bits Submission Deadline	1:00 PM
							Tue 27	Advanced Mutual Fund Investing SIG	7:00 PM
								Hardware SIG	7:00 PM

Member of
The Florida
Association of
Computer User Groups



Member of
The Association of
Personal Computer User Groups

Boca Raton Computer Society, Inc., P.O. Box 273421, Boca Raton, FL 33427-3421
MEMBERSHIP APPLICATION

Membership is \$45.00 per year and includes the monthly Newsletter, Help Lines, attendance at SIG meetings, webmail address, and more.

First Name _____
Address _____
City _____
State _____ Zip _____

Last Name _____
Home Phone () _____
Work Phone () _____
My Email Address _____

Sign-on Name _____
(4-10 characters, alpha/numeric, must be in lower case)

Password _____
(4-8 characters, alpha/numeric, must be in lower case)

We depend upon volunteers to maintain the quality and efficiency of the organization. Your participation will not only help the club, but help you become more proficient on the computer. Please let us know your fields of interest.

- 1. _____ 2. _____ 3. _____ 4. _____

Community Computer Clubs that you belong to:

Alternate Address (for our Snowbirds)

Do you want your newsletter, Boca Bits, mailed to another address for part of the year? If yes, complete the following:

Address _____
City _____
State _____ Zip _____

Home Phone () _____
Dates: From _____ Through _____
mm/dd/yy mm/dd/yy

For office use only
Membership Number _____ Renewal Date ___/___/___ Check No. _____ Recommended By _____

About The Boca Raton Computer Society

Since 1983, members of the PC User Group of Boca Raton, now the Boca Raton Computer Society, Inc., have been helping one another use and learn about computers.

We have nearly 1000 members, including computer professionals, business owners, home users, and novices.

We welcome hundreds of visitors to our meetings each year. Network with others who share your interests!

GENERAL MEETINGS (OPEN TO THE PUBLIC)

General meetings are held on the third Wednesday of each month, at the South County Civic Center, 16700 Jog Road in Delray Beach, Florida.

The Civic Center is on the east side of Jog Road, between Clint Moore Rd. and Linton Blvd., opposite Morikami Park.

At 6:30 p.m. several **QUESTION** and **ANSWER** sessions are held to offer assistance to those seeking help with various computer topics. These sessions are staffed by club members.

The formal meeting begins at 7:30 p.m., with most meetings featuring presentations by outside speakers including Microsoft, IBM, Adobe, Corel, etc.

The **Board of Directors** meets on the second Monday of each month, at 7:30 p.m., at Patch Reef Park on Yamato Road, just west of Military Trail, in Boca Raton. Members are welcome to attend.

SERVICES

BRCS members receive our monthly newsletter, *Boca Bits*, which provides information about meetings, SIGS, and includes articles by prominent writers, about current computer-related topics.

Special Interest Groups (SIGs) are smaller meetings which explore specific topics in greater depth, such as Graphics, Hardware, Software, Windows, Scanners, email and Internet, to name a few.

Although we support the sharing of Public-domain and user-supported software, the BRCS strongly opposes illegal distribution of copyrighted software.

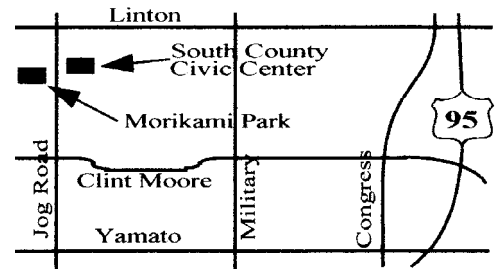
From time to time, the BRCS arranges group purchase discounts on major hardware and software items.

DUES (U.S. address only)

Membership is \$45 per year and includes the monthly newsletter, Help Lines, attendance to SIG meetings, webmail address and more.

Dues may be paid at the general meetings or mailed to the address listed below.

GENERAL MEETING SITE



Visit the Boca Raton Computer Society's Web Page on the Internet
<http://www.brcs.org>

Boca Raton Computer Society, Inc.

P.O. Box 273421

Boca Raton, FL 33427-3421

