

# Bits & Bytes

Volume 14, Issue 3 Published by the Barefoot Bay Computer Club, Box 79145, Barefoot Bay, FL 32976

March 2010



Next Meeting is  
Friday  
March 26, 2010  
At  
6:30 P.M.  
Building D&E

## MEMBERSHIP

Your 2010 Annual Dues are due now.  
If you have not paid your dues, please do so at the next meeting  
Membership is \$10.00 per person and \$15.00 per couple.

A membership list will be at the back table during the meeting. Please check the list and make sure your information is correct.

Lorraine Audie,  
Membership Chairperson

<i>Inside</i>	
<i>Membership</i> .....	1
<i>Minutes</i> .....	1
<i>Organization Structure</i> .....	2
<i>Education</i> .....	3
<i>Sunshine</i> .....	3
<i>Help Line</i> .....	5
<i>Computer Tip</i> .....	6
<i>Advertisers</i>	
<i>Evelyn Murray Realtor</i> .....	7

## MINUTES

### Barefoot Bay Computer Club Monthly Meeting Minutes February 26, 2010

- President Larry Phillips opened the meeting and led the members in the Pledge of Allegiance.
- Mike Pearce of Teknow Services was the speaker for the evening. Mike is a computer service technician who works out of his home office in Sebastian. He gave a very informative program on file management and how to use Windows Explorer. He showed how to copy files to another folder and to a flash drive as a backup. He stressed how important it is to back up your files on an external hard drive, a flash drive or a CD. Mike also gave a demonstration on how to save files and naming them so they will be easy to remember and find. He also reminded people to click on the “icon” of the file or folder and not on the “name” when you want to open the file or folder. He also stressed saving all your files into the My Documents folder, creating subfolders within the My Documents folders for your information. He said both Avast and AVG were good anti-virus programs that are available to download free. Malwarebytes is also another good program to have on your computer. Mike’s website is [www.teknowservices.com](http://www.teknowservices.com). His phone number is (772) 589-4065.
- **Education**—The computer classes that were held at the library in February have gone well. The library furnished five computers for attendees who didn’t own a laptop and members who did have their own laptop were encouraged to bring their own. There are two more classes—Internet and E-mail on March 4 and PrintShop (greeting cards) on March 11.
- **Membership**—32 members attended the February meeting. There were two guests—Bob Spatarella and Kevin O’Rourke.

## SPECIAL NOTICE

- **Officers**—President Larry Phillips said he will more than likely be moving by April 15 and the club will need someone to step up and volunteer to serve as President. He reminded the members that we also need someone to serve as Secretary. Note: Election of officers will be held in January 2010. At that time the following positions will be up for election: President, Vice-President, Secretary, Treasurer and one Trustee (for a two-year term). If we do not get support for new officers, there is a strong possibility that the club would have to disband. Members were encouraged to think about stepping up to serve in a leadership capacity. A brief description of each officer position will be put in the next Bits and Bytes. Also needed would be people to serve on the various committees: Publicity, Education, and Program. Pat Towne did volunteer to serve as Vice-President.
- **Programs**—At the March meeting, Rollin Rice will give a demonstration on how to download music from a keyboard to a computer.
- A motion was made, seconded and approved to adjourn the meeting.
- The 50/50 Sharing drawing was held. The members then enjoyed some refreshments and baked goodies.

Some of you may not be aware of this, but **YOUR Computer Club is in TROUBLE** because no one has come forward to serve as **PRESIDENT** or **SECRETARY**.

Unless **YOU** volunteer for these positions, your Club will have to **FOLD**.

That is it, pure and simple. If you sit back expecting others to do it, it will not get done.

So please, **volunteer** at the next meeting.

Thank you!

Respectfully Submitted,

Joyce Espitee

**B**its & Bytes is the official publication of the Barefoot Bay Computer Club, PO Box 779145, Barefoot Bay, FL 32976. It is published monthly except during the months of June, July and August.

Deadline for submission of articles and advertising is **Noon** of the **first Wednesday** of the month.

NOTE: Neither the Barefoot Bay Computer Club nor Bits & Bytes assumes any responsibility or liability for the quality of service or products, or alleged misrepresentation of either, in regard to advertising or articles contained herein.

President.....Larry Phillips.....664-9137  
Vice-Pres...Pat Towne.....664-5396  
Secretary...Joyce Espitee.....581-9431  
Treasurer..... Jeannine Kornbrath.....664-5612  
Refreshments....Eleanor Miles.....664-4823

Education Chairman....Joyce Espitee.....581-9431  
Membership.....Lorraine Audie.....664-2482  
Director.....Ross Randolph.....664-9856.  
Director.....Ed Zimmer.....664-4004  
Past Pres. ....Evelyn Murray.....664-3711  
Ed. of Bits & Bytes ...Paul Carroll.....664-2551  
Sunshine.....Emily Carrigan.....664-7043  
Webmaster .....Evelyn Murray.....664-3711

## DUTIES OF THE PRESIDENT

The President shall have general supervision over and shall be responsible to the executive board for the successful conduct of the business of the club. This person shall preside over all meetings of the Board and/or general membership; and shall appoint members to the standing committees, and shall create and appoint special committees as required; and shall be an ex-officio member of all standing and special committees.

## DUTIES OF THE SECRETARY

The Secretary shall record and keep the minutes of all proceedings of the executive board and general meetings in a businesslike manner.

The Secretary shall have charge of all records of the club, except those records normally held by the Treasurer, and shall maintain reports from all Standing and Special committees; and may perform such other duties as may be prescribed by the executive board.

### *Sunshine*

If you know of any member who is ill, in hospital, or who has had a death in the family, please call Emily Carrigan at 664-7043 so that cards can be sent.

PLEASE EVERYONE, LET  
EMILY KNOW OF ANY CONDI-  
TIONS THAT NEEDS A CARD  
TO BE SENT.

664-7043

## **EDUCATION**

Have you ever had a day where it seems everything goes wrong? Well, I had one of those days—that day being the last computer class day.

It started out early—I woke up at 1:13 AM and couldn't get back into a good sleep. The last time I looked at the clock it was 4:03 AM. I ended up falling back to sleep but I was still wide awake again and out of bed at 6:35 AM.

I knew I had four or five stops to make on my way to Barefoot Bay and while in the Bay before setting up for the computer classes—I thought I had a good schedule made out to get all my “errands” done. My morning started off with about four phone calls, all while I was trying to get things ready for the class. I packed up my laptop (it had the PrintShop program on it that we needed for the class) and all the paperwork I needed and off to Barefoot Bay I went. I managed to get all my errands done, including a stop at the library. That is when I found out we wouldn't be able to get into the conference room to set up for the classes until 2:00 PM as there was a group in there taking a census test and they wouldn't be finished until 2:00 PM. Normally, we like to start setting up at least 30-45 minutes before the class begins—our classes were scheduled from 2:00 to 5:30 PM.

As I was setting up my computer, I realized I had forgotten to bring the power cord for my laptop, so the computer had to run off the battery. Unfortunately, the battery life was just under 2 hours, which was not going to be enough time to complete the whole class. Barbara Evers was teaching the class and when she got to the point where she needed to insert one of the graphic discs, that is when I remembered I forgot to bring the PrintShop discs with me! Thank goodness, Barbara had planned better than I did—she remembered to bring her PrintShop discs and so the class got underway.

Barbara had finished demonstrating how to make a greeting card from scratch and was going to show how to save it when the battery died on the computer. Barbara just finished the class by talking about some of the things she couldn't show on the

computer.

To top it all, as we were ready to leave the library and head for our cars, we had a torrential downpour of rain.

So, that gives you an idea of how things went wrong for me that day! I went home telling myself I definitely needed to take a Tylenol PM when I went to bed that night so I could get a good night's sleep!!

My apologies to the attendees for not having the laptop power cord with me. Because the class missed a couple features Barbara was going to demonstrate, we felt this might make an interesting program for the May monthly meeting. Barbara said she would be willing to give a quick demonstration on how to make a custom designed greeting card and how to use calendar creator, which is a part of the PrintShop program that she has. I'm sure those who attend the May meeting will enjoy this demonstration as using PrintShop to make your greeting cards is creative and fun.

I would like to thank

- Betty McGann for teaching the Basic Skills and MS Word classes,
- Barbara Evers for teaching the PrintShop class,
- Ross Randolph, Ed Zimmer, and Ron Beaudoin for setting up the tables and laptops for the classes,
- Eleanor Miles and Mary Beaudoin for providing the refreshments and delicious cookies and breads to nibble on during our break, and
- Douglas Wright and Lorraine Audie and Barbara Evers for assisting the members with any problems they may have while working on their laptops during the classes.

Everyone's help was greatly appreciated.

I think it worked well having the classes at the library so members could have "hands-on" experience during the class. We covered a great deal of information in each of the classes. It is my hope that the people who attended the classes are using the

handouts that were provided and are practicing the step-by-step instructions in the handouts. You remember the old saying, "Practice makes perfect."

In closing, I am once again asking members to consider volunteering to serve on the Education Committee. We welcome new ideas and new people to the committee. If you are interested in serving either as an officer or on the education committee, please contact President Larry Phillips or Vice President Pat Towne.

May our snowbirds have a safe journey to their summer home and may everyone in the club have a great fun-filled summer.

Joyce Espitee

**TELEPHONE HELP  
LINE**

**SPECIAL NOTICE  
FOR MEMBERS ONLY**

The **TELEPHONE** help line  
has been restarted.

The new telephone number  
is **321-541-6381**.

This number is a local  
call.

+++++

Leave a message and some-  
one will return your call.

---

You can still post your ques-  
tions or problems on the  
Barefoot Bay Computer  
Club Website.

Log on to [http://  
barefootbaycomputer-  
club.com](http://barefootbaycomputer-club.com)

And click on Help Line.

**ATTENTION**

If you are having problems post-  
ing a question on the Barefoot  
Bay Website, please contact Paul  
Carroll at [ptkaro@yahoo.com](mailto:ptkaro@yahoo.com)  
and I will send you a PDF file of  
the instructions on how to do it,  
that you can print.

---

When you sign up for the Help Line  
on the Web, an e-mail is sent to you  
automatically from the Web Site  
which lists your user name and pass-  
word..

Be assured that your password is not  
seen by anyone. It is a computer gen-  
erated e-mail and no one sees it but  
you.

---

**E-MAIL INFORMATION**

Did you know that you can  
email anyone in the Com-  
puter Club by just using their  
first name followed by a pe-  
riod followed by their last  
name followed by  
[@barefootbaycomputerclub.c  
om](mailto:@barefootbaycomputerclub.com) Example:  
[John.Dow@barefootbaycomp  
uterclub.com](mailto:John.Dow@barefootbaycomp<br/>uterclub.com)

## **COMPUTER TIPS**

To unlock the taskbar:

1. Right click on an empty space on the taskbar
2. Click to remove the check mark from "Lock the taskbar".

To lock the taskbar:

1. Right click on an empty space on the taskbar
2. Click to place a check mark on "Lock the taskbar".

To Move the taskbar:

1. Make sure the taskbar is unlocked
2. Point to an empty space on the taskbar, hold down your left mouse button and drag it to one of the four edges of your desktop. When the taskbar appears where you want it, release the mouse button

To resize the taskbar:

1. Right click an empty spot on the taskbar and click on "Lock the Taskbar" ONLY if there is a check mark in front of it.
2. If there is no check mark in front of "Lock the Taskbar" press the esc key to exit the context menu.
3. Point to the edge of the taskbar until the pointer changes into a double-headed arrow, then holding down the left mouse button drag the border up or down to make the taskbar the size you want.

To hide the taskbar:

1. Right-click on a blank spot on the taskbar, and click on "Properties" in the context menu that appears.
2. In the Taskbar and Start Menu Properties window, click the "Taskbar" tab.
3. If there is a check in front of "Lock the taskbar", click to remove it.
4. Click the "Auto-hide the taskbar" check box to turn it on.
5. Click "OK" to save your changes.

To view the hidden taskbar:

1. Point your mouse cursor to the side of the screen

your taskbar is located, the taskbar should pop back into view.

2. If you can't locate the taskbar, press the Windows logo key on your keyboard. This will open the start menu, and bring the taskbar into view.

To turn off Auto-hide:

1. Right-click on a blank spot on the taskbar, and click on "Properties" in the context menu that appears.
2. In the Taskbar and Start Menu Properties window, click the "Taskbar" tab.
3. Click the "Auto-hide the taskbar" check box to turn it back off.
4. Click "OK" to save your changes.



## Evelyn Murray, CRS, GRI, ABR

In Business since 1973

**Office: 772-664-3309**

**Cell: 321-302-3445**

Email: [Evelynsold99@bellsouth.net](mailto:Evelynsold99@bellsouth.net)

Web: <http://www.evesellsflorida.net>

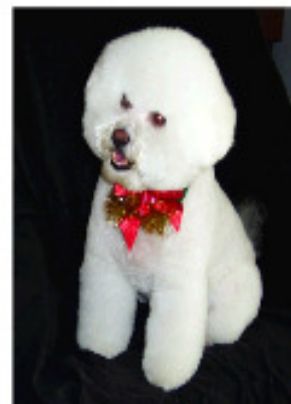


People don't care how much I know....  
Until they know how much I care

**Evelyn H. Murray Realty, Inc.**

Broker/Owner

We are listing homes  
for the fall and winter season, call us.



Suzie sez: My mommie is awesome!