

Bits & Bytes

Volume 15, Issue 9 Published by the Barefoot Bay Computer Club, Box 79145, Barefoot Bay, FL 32976

December 2011

Next Meeting is
Friday
Dec 23, 2011
At
6:30 P.M.
Building D&E

MERRY CHRISTMAS
& A
HAPPY NEW YEAR



Happy Holidays to all computer experts and users!

The year 2011 is rapidly coming to a glorious finale. Many have had their trials and tribulations with storms and the conditions that followed but signs indicate that recovery will bring good things to Barefoot Bay!

The BBCC (Barefoot Bay Computer Club) is looking forward to a strong year.

Classes in computer will start in February and the new year will bring fresh ideas to the meetings held monthly. Many people are stymied by the use of their computers. We look at it as a great communicator and overlook the many ways it can make our lives easier, enjoyable, entertaining and, yes, productive. E-mail is great but the computer can do so much more. Whether it is solitaire, research or communicating with family and friends, it gets us off the couch and makes us think. Start pushing those buttons and amaze yourself at what you may find. As they say, "Use it or lose it" and the computer gives us all the opportunity of mental and physical exercise to enhance our lives.

Holidays are a time of celebration and enjoyment and the BBCC is Christmas Party on December 23rd and Patty Towne our sunshine chairperson is doing a fine job putting the party together with a delicious menu and a lot of fun! So don't forget to sign up before December 8th and come and enjoy a good time.

Thanks to all those that made the club a success this year and hopefully more members will step up and lend a hand in the coming year. You get out of any effort exactly what you put into it. Get active in the club and enjoy the perks that go with the activity. I

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look forward to sitting in the audience and enjoying the programs but will remain as active as possible because I believe in the club and the good that it does.

Merry Christmas and a healthy New Year to all !

Elaine

MINUTES

BBCC Monthly Meeting 11/25/2011

The meeting was called to order at 6:35 pm by the President Elaine Magee.

The Pledge Of Allegiance led by the President was recited.

Secretary's Report :Paul Carroll made a motion to accept minutes as published in Bits and Bytes, it was seconded by Jay Swab.

Treasure's Report : Betty McGann

Balance as of 10/28/2011	\$ 2330.57
Income	
Membership	\$160.00
Sharing	\$ 9.00
Total Income	\$169.00

Expenses	
Sunshine Expense	\$2.82
Total Expenses	\$2.82
Subtotal	\$2496.75

Membership Chair- Petty Cash \$100.00

Total Assts 11/25/2011 \$ 2596.75

Barbara Evers made a motion to accept report and was seconded by Joyce Birney Membership :36 members were present.
Marilyn Chalifoux was welcomed to the club.

Help Line report: : Paul reported that no calls were received this month.
Newsletter was sent out.

New Business : Computer Classes will begin in February, they will be held at the library, cost will be \$5.00 per course. Subjects will be finalized and announced

Paul Carroll reported on the trip to Devareux School that 4 members of the club took recently.

January elections were discussed, with no volunteers, for positions forthcoming.

The 2011 Christmas party was discussed.

Bits & 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 **Second Friday** 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.....Elaine Renee Magee.....663-3036
 Vice-Pres...Pat Towne..... 664-5396
 Secretary...Ralph Thomas.....663-1325
 Treasurer..... Betty McGann.....663-1503
 Refreshments....Eleanor Miles.....664-4823

Education Chairman....
 Membership....Twila Whitmore.....664-8423
 Director.....Ardith Barry.....664-5314.
 Director.....Ed Zimmer.....664-4004
 Past Pres.Larry Phillips.....664-9137
 Editor of Bits & Bytes ...Paul Carroll..... 664-2551
 Sunshine.....Pat Towne..... 664-5396
 WebmasterEvelyn Murray..... 664-3711

Program : Kevin presented a program on E-readers, primarily the Kindle and the Nook.

The president asked for a motion to adjourn , the motion was made by Ardith Barry, and seconded by Mary Allen, the meeting was adjourned at 7:47 pm, after which coffee and refreshments were served.

The next meeting will be December 23,2011 which will be our Christmas Party

Respectfully,
Ralph J Thomas

HUMOR

You can always count on me to make you smile

A man walked into a doctor's office and asked the doctor to inspect his leg. The man said, "Here, put your ear to my knee."

The doctor put his ear to the man's knee and heard very faintly, "Come on, can I have five bucks, just five bucks?"

The doctor stepped back in horror, and the man said, "I know, but it gets worse. Put your ear to my shin." The doctor put his ear to the man's shin and heard very faintly, "Come on, can I have ten bucks, just ten bucks?"

Once again, the doctor stood up, perplexed. The man then said, "If that surprises you, put your ear to my ankle."

The doctor put his ear to the man's ankle and heard faintly, "Come on, can I have twenty bucks, just twenty bucks?"

The doctor stood up and said, "Well, I can I make just one conclusion. Your leg is broke in three places."

DECEMBER MEETING

IS THE

CHRISTMAS PARTY

MEMBERSHIP

Membership dues for 2012 are now due and can be paid at the meeting on Dec 23, or by mailing your check to P O Box 79145, Barefoot Bay - \$10.00 for a single membership or \$15.00 for husband and wife.

Each month I have a complete listing of all members available and would appreciate your checking to make sure your listing is accurate. Our 2011 directories are available. Pick up your copy at the Membership Table.

There are many membership cards that have not been picked up. Check at the Membership table as you come in.

Hope to see you all at the next meeting!
Twila Whitmore
Membership Chairperson

Sunshine

If you know of any member who is ill, in hospital, or who has had a death in the family, please call Pat Towne at 664-5396 so that cards can be sent.

**PLEASE EVERYONE, LET
PATRICIA KNOW OF ANY
CONDITIONS THAT NEEDS A
CARD TO BE SENT.**

**PLEASE INCLUDE THE MEMBERS
ADDRESS.**

Thank You.

Patricia Towne 664-5396

Courses to Be Offered February and March 2012

* **Basic Computer – XP I** class will cover using the mouse, understanding your Windows desktop and working with windows, opening and closing files and folders, and working with “cut, copy and paste.”

***Basic Computer – XP II** class will cover creating files and folders, moving files and folders, deleting and renaming files and folders, creating shortcuts, emptying the Recycle bin, changing the looks of your desktop, removing programs from your computer, and printing documents, as well as some computer maintenance tips.

***Excel – 2007** – will cover becoming familiar with the Excel screen, creating a simple spreadsheet, various ways to move around a worksheet, entering and editing data and formulas, finding commands to format worksheets, creating, saving and opening workbooks and printing reports.

If there is time – the class will include creating a chart using Excel 2007 commands, making changes to a chart after you’ve created it and understanding basic chart terminology.

Excel is a helpful program often used to keep track finances and/or medical bills.

Social Networking – will discuss Facebook as well as Twitter and Google.

Possible Class - **Upgrading/Building a Computer** – this class will involve a project ‘How to Building & Upgrading a Computer’. This course is for club members interested in learning how it all gets put together. It will include: how to install/upgrade a new hard drive or memory as well as how to install Windows, how to install a printer etc.

Website/Blog/Small Business Building - Sell It on Line – will discuss how to sign up and use eBay/Craig’s list. Insight will be given regarding Craig's List. EBay will describe how to set up an online profile for you and how to buy and sell items online. It would also cover making a blog/website and using the free/cheap stores online to sell your items.

***Windows 2007 I** - will explore the top ten improvements featured in this updated version of Windows. Some of these enhancements include: a better desktop, smarter search engine, media streaming, devices, nag-free notifications. The Help menu as well as what’s moved, customizing the start menu, pinning items, jump lists, snap and aero peek will be discussed. Other topics on the agenda are the action center, finding and fixing problems, trouble shooting, power button options and backing up your programs, system settings and files.

***Windows 2007 II** – will explain the basics for changing Windows settings and personalizing your computer. It will explore the Libraries as seen in Windows 7. There will be instructions for working with files and folders and managing your documents.

***Word 2007 - Part I** will cover the menu tabs and tool bars, creating and saving documents, spell check, opening and closing documents, highlighting text and editing documents, using bold, italics and underscore, finding and replacing text, paragraph alignment, changing size and color of text, adding borders and horizontal lines, and printing a document.

***Word 2007 - Part II** will cover changing the page layout, creating headers and footers, adding page numbers, setting tab stops, creating bullet point and numbered lists, indenting paragraphs, changing line spacing, addressing an envelope, preparing labels, creating a table and working within a table, create a document using columns, adding clip art or pictures to your document, and downloading clip art from the online Microsoft Clip Art Gallery.

The cost of the education classes is \$5.00 per class, payable in January when signing up.

Please remember—we need at least five (5) people to sign up for a class or that class will be cancelled.

Once the *classes and dates are finalized, you will receive a copy of the document(s) by e-mail. Thus you will be able to familiarize yourself with the class context before the class presentation.

COMPUTER TIPS

What is the difference between http and https ?

The main difference between http:// and https:// is It's all about keeping you secure** The S stands for "Secure".. If you visit a website or webpage, and look at the address in the web browser, it will likely begin with the following: http://. This means that the website is talking to your browser using the regular 'unsecure' language. In other words, it is possible for someone to "eavesdrop" on your computer's conversation with the website. If you fill out a form on the website, someone might see the information you send to that site.

This is why you never ever enter your credit card number in an http website! But if the web address begins with https://, that basically means your computer is talking to the website in a secure code that no one can eavesdrop on. You understand why this is so important, right?

If a website ever asks you to enter your credit card information, you should automatically look to see if the web address begins with https://.

If it doesn't, you should NEVER enter sensitive information....such as a credit card number.

EASILY FIND FAVORITES FOLDER WINDOWS XP

Favorites are buried in the folder *C:\Documents and Settings\current user\Favorites*, so accessing them can be tedious. Here is a quicker way to open the Favorites folder:

1. Open the **Start** menu
2. Click "Run"
3. In the Run box, enter "favorites" (without quotes)
4. Click "OK"

WINDOWS VISTA/7

The Favorites folder can be opened this way:

1. Open the **Start** menu
2. Click your user account name
3. The folder "Favorites" will be among the various folders that are listed.

How to make the font bigger on websites?

If you are using Internet Explorer, you can make the contents of the entire web page larger. Just follow these directions:

1. Open Internet Explorer and navigate to the page you want to read.
2. In the lower, right corner of the Internet Explorer window, you will see 100% with a small arrow to the right of it.
3. Click on that arrow to display a list of Magnifications. Click on something larger than 100%, you might want to try 150% for starters.
4. If you want to go back to 100%, just click the arrow again, and click on 100%.

If you don't have the toolbar at the bottom of your Internet Explorer window, you will have to turn on the status bar. Here is how:

1. Open Internet Explorer.
2. Tap the "Alt" key on your keyboard to display the menu bar near the top of the Internet Explorer window.
3. Click on "View" in the menu bar, point to "Toolbars" and then click on "Status Bar".
4. A bar will appear across the bottom of your window with the magnification in the lower right corner.

Here is how you make the background of your icon text transparent:

1. Click on "Start", then click on Control Panel.
2. Click on the System icon. (You might need to click on "Performance and Maintenance" first)
3. Click on the "Advanced" tab.
4. Click on "Settings"
5. Under the Visual Effects" tab, click to remove the check mark from "Use drop shadows for icon labels on the desktop"
6. Click OK twice to save your settings and close the windows.

TELEPHONE HELP LINE

**THE TELEPHONE
HELP LINE HAS BEEN
DISCONTINUED
DUE TO LACK OF
INTEREST**

**FOR HELP CALL ONE OF
THE FOLLOWING:**

Kevin O'Rourke 664-7104

Paul Carroll 664-2551

Ralph Thomas 663-1325

**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
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 Example:
John.Smith@barefootbaycom
puterclub.com