

## **OCTOBER SEMINARS**

**As with all our seminars, this session does not require advanced registration. Members will be seated on a first-come basis.**

### **Welcome to the Computer Club: New Member Orientation Wednesday, October 1, at 10:30 am, in the Classroom**

**Presenter: Tom Burt**

This session is designed to introduce new members to the many benefits that are available to them as participants in the Sun City Summerlin Computer Club. We will provide you with an overview of our Website, our monthly online newsletter (the Gigabyte Gazette), our electronic bulletin board, our three Kaffee klatches, our ten Special Interest Groups, our classes, our seminars, and our monthly meetings. In addition, we will show participants how to gain access to our exclusive chatline (Helpinghandsonline) and our club announcement line (Admin List). Further, we will provide a physical survey of the equipment that is available for use in our lab facility and show you how you can use our library of instructional books, manuals, compact disks, and video tapes. Last, but not least, we will respond to any questions that you may have about any aspect of the club.

### **Thumb Drives: Their Secrets and Your Security Tuesday, October 7, at 10:30 am, in the Classroom**

**Presenter: Bill Wilkinson**

A Thumb Drive is one of several miniature, lightweight and portable external hard drives that can be used to physically transport data from one computer to another using a Universal Serial Bus (USB) connection. Most are the size of an adult's thumb (thus the name) and have capacities ranging from 128 MB to 8 GB and larger. This presentation will show you how to easily and conveniently copy or move your important data files (including photos and music files) back and forth between a thumb drive and your hard drive; how to safely remove the thumb drive from a USB port or hub without risking damage to your data; how to recover a thumb drive that has been erroneously reformatted, how to utilize your portable drive's storage capacity to its fullest, and how to password-protect the drive's contents.

Bill's Presentation Notes are available by click [HERE](#) or <http://scscc.com/smnr/ThumbDrivesandTheirHiddenSecrets.pdf>

### **Using the New State of Nevada "Lockbox" for Your Health Documents**

**Monday, October 13, at 10:30 am, in the Classroom**

**Presenter: Tom Kimber**

Nevadans can now use free electronic storage for living wills, do not resuscitate orders (DNR's), and other advance directives for end-of-life or emergency care in order to make those documents immediately available to health care providers. The new service, called

the Nevada Living Will Lockbox was designed by the Nevada Secretary of State, whose office will maintain the electronic filing system. The Living Will Lockbox is a secure, web-based registry to which individuals can submit a living will or other advance directive documents to be electronically stored with password restricted access. Advance directive documents typically contain such information as limitations on treatment, type or level of care, and organ or tissue donor instructions.

Tom will demonstrate how you can access this FREE electronic storage tool and how you can set up your password-protected lockbox that can be retrieved by medical professionals only with your permission.

**Photoshop Elements II and Picasa**  
**Tuesday, October 14, at 10:30 am, in the Classroom**  
**Presenter: George Keelen**

This seminar will combine presentations about Adobe's Photoshop Elements and Google's free Picasa. Adobe Photoshop Elements is a powerful **photo editing program** that is a favorite among many of our Computer Club members. This seminar will introduce novice users to some of the basic functions of this popular and highly-regarded product. As a bonus, Google's free Picasa program will be integrated into the presentation. Picasa is software that helps you instantly find, edit and share all the pictures on your PC.

**Advanced Search Techniques & Alternative Search Engines**  
**Wednesday, October 15, at 10:30 am, in the Classroom**  
**Presenter: Howard Verne**

A search engine is a program that searches for information and Websites on the Internet. AltaVista , Excite, Yahoo, Ask (aka AskJeeves), Lycos, and Google are just a few of the most popular search engines. This seminar will provide some practical suggestions for conducting an advanced search and in so doing provide you with some ways to narrow your search list down to a manageable and useful size. (Most search engines today have an advanced search capability.) Strategies to be discussed include stemming, wildcards, category searches, image searches, news item searches, language tools (including translation), product searches, mail order catalog searches, document title searches, and Weblog (aka blog) searches.

A single search engine is not always sufficient, however. For example, less than half the searchable Web is fully searchable in Google. Overlap studies show that more than 80% of the pages in a major search engine's database exist only in that database. Getting a "second opinion" is therefore often worth your time. This presentation will include some of these second opinion recommendations.

**PC Problems and Solutions**  
**Wednesday, October 22, at 1:00 pm, in the Classroom**  
**Presenter: Peter Tsang**

During this seminar, do-it-yourself solutions to these issues will be presented: It takes an incredibly long time for my PC to shutdown, or not at all. It takes a long time for my desktop or laptop to boot up, or not at all. My CD/DVD will NOT eject! I don't know what I did, but I lost all my icons on my Desktop! My icons on the desktop scattered at reboot! I cannot find Scandisk in my WinXP, so how can I run it? I keep up with running my Adaware and/or Spybot, but it seems some spyware keeps coming back at the next scan. Why? When I run ScanDisk or Check Disk, it gives an error message that it cannot finish after 10 tries! I upgraded my Adobe Flash Player to the most recent version,, but it never works! I have Windows Media Player, Quick Time Player, and RealPlayer. I lost the sound of my Windows Media Player. I remembered that I was able to play music earlier. I checked the Sound in the Control Panel and found no problems there. I lost my broadband internet connection, no email, no internet! I lost my Dial-Up internet connection, help! I can go to the internet, but cannot send or receive emails with my Outlook Express. I am at home, using my own ISP, e.g., Cox, or Embarq: I can receive eMail in Outlook Express but cannot send. My outgoing email seems to get stuck in the Out box. I am using my own laptop at a cybercafé; I can receive my email on my Outlook/Outlook Express, but cannot send, why not? I lost my entire email address book when I was forced to reinstall Windows. Next time, how can I save my address book? I don't want to lose it again! I use OE; can I save all my email messages, along with all the folders I created in a folder somewhere? My Outlook Express will not open, giving me a message that my address book is causing an error. My Outlook Express will not open, giving me a message that MSIMN.exe is causing an error and has to close! I lost my "Quick Launch Bar". Help! My PC refuses to shut down. I press the Power Switch, but it continues to stay on! I got an error message that Explorer (or, sometimes, "Internet Explorer") has caused an error and needs to close! I can not download anything after I click "Download" on a website. Every time I start up my PC, Windows gives me an error message, looking for a missing .dll file. Windows works but it is annoying! All of the sudden, my printer stops working. My PC just went completely DEAD, no sound, nothing appeared on the monitor. Help!

## **A Practical Guide to Managing Your Files**

**Thursday, October 23, at 9:00 am, in the Classroom**

**Presenter: Bill Wilkinson**

Nearly every Windows task involves working with files and folders. Windows uses folders to provide a storage system for the files on your computer, just as you use manila folders to organize information in a filing cabinet at home.

Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy or move files from other locations, such as another folder, computer, or the Internet, to folders you create. You can even create folders within folders, again just as you might do with your home filing system.

At first glance, managing and maneuvering files on your computer can be quite intimidating. However, just as you have added manila folders to your file cabinet in your home office in order to store important documents, you will find that adding and moving digital folders and files is really easy once you learn some of the secrets of your computer's file management system. We will show you how to create and arrange folders

on your hard drive, move files from and to a CD, a thumb drive, or an external hard drive, and how to grab music from a commercial CD and store your favorite songs on a hard drive.

Bill's presentation notes, which include 17 practical "how-to" examples, are available by clicking [HERE](#) or <http://scscc.com/smnr/FileManagement.pdf>

## **Using the Clark County Library Powerful Data Bases**

**Tuesday, October 28, at 10:30 am, in the Classroom**

**Presenter: Zane Clark**

The Clark County Public Library website has over 140 databases which you can search, ranging from thousands of full text periodicals and newspapers to auto repair manuals, and medical references. You can log in to the Rosetta Stone, a popular commercial language learning program or search the New York Times and Los Angeles Times for articles that go back in time over 100 years. Your tax dollars pay for these databases so why not learn how to use them?

Zane's presenter's notes are available by clicking [HERE](#).  
(<http://scscc.com/smnr/LibraryDataBases.pdf>)

## **Gmail and Other Google Programs**

**Wednesday, October 29, 10:00 am, in the Classroom**

**Presenter: Pat Lemay**

Gmail is a free, search-based webmail service that combines the best features of traditional email with Google's search technology. Gmail makes locating messages so easy that you'll never need to shuffle mail in your inbox again. Besides offering an entirely new way of reading and tracking messages, Gmail includes over 5 GB of storage space -- and storage space is increasing daily. Email attachments open on their server which makes getting a virus almost impossible. Don't waste time with junk mail and unwanted messages. Gmail blocks spam before it gets to your inbox. If an unwanted message ever finds its way through, you can fight back by reporting it and help make their spam filters even better.

With a Gmail account you have access to numerous other programs such as creating and storing documents, spreadsheets and photographs. The storage of your email, documents, spreadsheets and photographs is on their server so you have access to your information from any computer by logging in with your user name and password. If your computer ever crashes, you will never lose your information since it is not stored on your hard drive.

Pat's presentation notes are available by clicking [HERE](#).

**Members will be seated on a first-come basis.**

## **Face-to-Face with a Computer Tech**

**Thursday, October 30, at 9:00 am, in the Classroom**

**Presenter: Chuck Strickland**

Members who subscribe to HelpingHandsOnline will recognize the name of the presenter of this seminar. He frequently takes the time to answer many of the questions posed by those who use our Q&A club Email help line. Others will recognize him as a professional technical support person who services computers and makes “house calls” to residents of Sun City. By attending this seminar, you will be able to get your computer questions answered free in a “face-to-face” meeting with a computing professional. Bring your notepad to the session so that you can make a record of his advice.

Chuck will give priority to all questions that are submitted in advance of the seminar. Once he addresses those questions, then he will open the floor to a question and answer segment. Therefore, to guarantee that you will get an answer to your question(s), just send an Email message to: **chuck@chuckstr89134.com**.