



THE KCS NEWS



Volume 21 Issue 1 Newsletter of KITSAP COMPUTING SENIORS January 2012

◆ Founded March 1992 by Rampton Harvey ◆

WELCOME NEW KCS MEMBERS

Charlotte Caskey

Joanne Cornell

THE KCS NEWS

Official Newsletter of

Kitsap Computing Seniors

P O Box 3166, Silverdale, WA 98383-3166

www.ffogynews.org

KCS HAS COMPUTER TRAINING CLASSES

It's a New Year and hundreds of hours of computer training at KCS are available. If there is a subject you would like to learn more about, just ask. We have a time and a class to fit your computer needs!

Mondays, Tuesdays, Fridays, Saturdays, and Sundays are available for computer training throughout the year. On Tuesdays and Fridays if no specific training is scheduled we always have volunteers available for individual help. If you have questions on any computer subject, please show-up and receive individual attention. If you have a laptop, bring it with you or utilize one of the computers provided by the facility.

We can help with very basic computer questions or answers to more complex questions about the internet, programs on your computer such as Word or Excel, pictures, videos etc. Also some computer maintenance, computer problems or computer security can be addressed.

Mountain View Middle School has 30 + computers available and the Sylvan Way Library always sets up 8 to 10 laptops for individuals to use. The library also provides free access to ancestry.com.

I want to reiterate how important it is to respect the endless hours our volunteers put in preparing for our Sunday classes and only ask you to be respectful of their time by informing them in a timely manner of any changes in your plans to show up on time.

All class information is available on our website at www.ffogynews.org

Also the entire Sunday schedule for the year is located at <http://www.ffogynews.org/classes.htm>

Submitted by Larry DuSavage

~~JANUARY MEETING~~

Monday, January 16, 2012

Silverdale Community Center
9729 Silverdale Way, Silverdale, WA

10:00 A.M. to 12:00 Noon

Invited Speaker

KCS Member Don Lawrence

Will explain the latest IRS rules
for Income Tax preparation

JANUARY 2012 ACTIVITIES

- Jan 3 Bremerton Lab 2:45 – 4:05 PM
- 4 MAC Lab 2:30 PM – 5:30 PM
- 6 Sylvan Way Library Lab 1:30-3:00 PM*
- Jan 8 Absolute Beginners & Intermediates
(9:00-10:30A, 11:30-1:00P, 2:00-3:30P)
- 9 Stock Investors SIG 12:30-3:30 PM
- 10 Bremerton Lab 2:45 – 4:05 PM
- 10 Sylvan Way Library Basic Class*
(1:30 PM – 3:00 PM)
- 11 MAC Lab 2:30 PM – 5:30 PM
- 12 New Horizons 10:00 AM – 12:00 PM
- 13 Sylvan Way Library Lab 1:30-3:00 PM*
- 14 Win 7/Vista/XP 12:30 PM – 3:30-PM
- Jan 16 **KCS General Meeting 10:00 AM**
- 17 Bremerton Lab 2:45 PM
- 20 Sylvan Way Library Lab 1:30-3:00 PM*
- Jan 24 Bremerton Lab 2:45 – 4:05 PM
- 25 MAC Lab 2:30 PM – 5:30 PM
- 27 Sylvan Way Library Lab 1:30-3:00 PM*
- Jan 29 Absolute Beginners & Intermediates
(9:00-10:30A, 11:30-1:00P, 2:00-3:30P)
- 31 Bremerton Lab 2:45 – 4:05 PM

*Please call Sylvan Way Library to sign up, as seating is limited. 360-405-9100

**MINUTES OF THE GENERAL MEETING****December 19, 2011**

President Larry DuSavage called the meeting to order at 10:00 AM at the Silverdale Community Center. There were 55 members and guests present. Larry welcomed all members and guests to the meeting and read the names of 4 new members who joined since the last meeting. Those present joined Lenore Stanfel in the Pledge of Allegiance to the Flag of the United States.

Larry announced free lab Classes at the Mountain View Middle School that are held Tuesdays at 2:45 PM, starting again after school begins in January. There are free classes at the Sylvan Way library; classes are the second Tuesday of each month, and the lab is Friday afternoons at 1:30 PM. Mary Ann Confar's classes will start again in January. Larry urged those who sign up for Mary Ann's classes to give prompt notice if you must cancel your attendance. Check the KCS Newsletter for specific time and dates, also the web page <http://www.ffogynews.org/classes.htm>

Larry is trying out Microsoft's new operating system, Windows 8, and will teach a class on it in the near future.

Next March is the 20th anniversary of the founding of KCS.

Clint Geiger introduced the speaker, Mr. Josh Brown, Kitsap County Commissioner for the Central Kitsap area. Mr. Brown has been a Commissioner for five years and this is the third time he has spoken to our Club. His overall emphasis was to let us know that in these bad economic times, Kitsap County is trying to get the most they can from their available funds. He told of the new planned Explosive Handling Wharf at Bangor that will be a large construction project adding many new jobs to the area. The County is also trying to get business firms to set up supply facilities within Kitsap County to work with Boeing Aircraft Company. The Olympic College is adding courses to assist the Shipyard apprenticeship program.

The most recent County budget of \$78 million is \$5 million less than five years ago. He pointed out that 70% of the County spending is for law enforcement and Justice costs.



Josh Brown, Kitsap County Commissioner for the Central Kitsap area, answered many questions from the audience.

In spite of the financial problems, Kitsap County wants to keep meeting rooms available to the public; including our KCS meetings. Kitsap Regional Library is studying how to fund a new library from private philanthropy sources.

The audience had many questions for Mr. Brown at conclusion of his presentation. Larry DuSavage pointed out that our meeting place is free of charge, courtesy of Kitsap County. Larry thanked Mr. Brown for his presentation and the audience joined in with applause. Mr. Brown encouraged people to get in touch with him if they have any questions or problems. He can be reached at the Court House phone 360-337-7146, or his e-mail address jwbrown@co.kitsap.wa.us.

The meeting was adjourned at 11:00 AM for the potluck lunch, raffle drawing, and the door prize drawing. Warren Beauchene won the big Christmas door prize of a netbook computer.

Clint Geiger, Secretary



MINUTES OF THE BOARD MEETING

December 19, 2011

President Larry DuSavage called the meeting to order at 12:00 PM. Trustees present were Kim Leach, Carol McLaren, Clint Geiger, Barbara Maines, Nick Tomassi, Pat Reese, Jane Hinrichs, Ward Hinrichs, Lenore Stanfel, and Larry DuSavage. Guests present were Don Brown, Doug Stauner; Dennis Osborn, Jack Roudebush, and Karen and Warren Beauchene.

Secretary's Report — There were no corrections to the November minutes as printed in the December Newsletter.

Treasurer's Report — The Treasurer's report was presented by Barbara Maines and will be placed on file for audit. Larry said more expenses will be developed by New Horizons Committee because of new computer memories and Windows 7 operating systems that have been purchased.

Correspondence — Larry DuSavage sent out a thank you letter to November's speaker, Loran Kelley.

Committee Reports

Operations — Lenore is acquiring a couple more key cards for the Community Center.

Membership — Carol McLaren reported that we now have 229 members.

Hardware — Kim Leach has no new purchases. The Club has an old Windows ME laptop computer that is not used and should be disposed of. No decision was made as to getting rid of it.

Education — No classes at Mountain View Middle School until classes begin in January. Mary Ann Confar's classes will begin in January. Jack plans to schedule a class on Paint.net, using free downloaded software.

SIGs — Don Brown's Investor's Group is meeting regularly. Warren Beauchene is making use of an old projector in his MAC class.

Programs — Clint Geiger has speakers scheduled; in January; Don Lawrence will discuss Income Tax Preparation, in February; Stephanie Dormann will discuss long term care and financial planning for older people. There will be no scheduled speaker for our 20th Anniversary celebration in March.

New Horizons — Kim Leach reported there will be a meeting in February.

Public Relations and Sunshine Committee — Jane Ward will send a get well card to Marlene Hogan.

Newsletter Deadline 22 of this month — New Business —

- A. Nick, Pat, and Dennis will coordinate on asking some representatives from various news publication groups to attend our 20th Anniversary celebration in March.
- B. The election of new Trustees will be in April instead of the usually scheduled March elections. Our Club also needs someone to accept the position of Treasurer.
- C. Nick asked whether our luncheon could include baked chicken instead of all fried chicken. Larry will check with Marlene and Pat Hogan, who purchase the chicken each KCS meeting day.

The meeting adjourned at 12:54 PM.

Clint Geiger, Secretary

IMPORTANT!

KCS needs a TREASURER

Software and Training will be provided!

This is a very important position and must be filled for KCS to continue operating as a functional organization!

* * * * *

TRUSTEES

In Addition, two new Trustees will be needed in March. The term of a Trustee is 2 years, and a Trustee may not serve for more than 3 consecutive terms, or 6 consecutive years. The requirements are that you are a member in good standing, and that you attend the meetings of the Board of Directors, which are held immediately after the monthly General meetings.

**FROM THE PRESIDENT'S CORNER**

Happy New Year 2012!

This upcoming year will set some milestones for Kitsap Computing Seniors.

I do not know of any other community computer organization that has existed for 20 years. Due to wonderful volunteers of all types, we have been able to meet the computer needs of Kitsap County.

I want to give a very special Thank You to **Kitsap County Commissioner Josh Brown, and all of the other county workers who have provided our teaching, meeting, storage rooms and internet access at no charge to KCS.** This has allowed us to provide our training at minimal costs.

HELP! Please! We need you!

We need volunteers to support our organization in many ways. A new treasurer is needed to continue paying our bills and doing our banking. We need two other Board of Trustee members to fill our empty positions and make the best decisions for our future. (Computer knowledge is not a requirement!) Most board members spend less than 4 hours a month doing KCS business.

If you have enjoyed your learning experiences with KCS classes, please consider that it may be time now to give back a little.

Remember - if you received a new computer from Santa last year; consider donating your older computer to our New Horizons Committee. The computer will be totally cleaned of any personal information and made available to members of Kitsap County in need of assistance. Note: we can provide a tax donation form for good working computer systems.

Also, if you upgraded your computer to a newer operating system and that computer dies, please consider donating that operating system disk so that we will be able to upgrade another computer. These computer system upgrade disks can be either Windows Vista or Windows 7.

Submitted by Larry DuSavage



Mary Ann Confar

MARY ANN'S SUNDAY CLASSES

Mary Ann Confar has solidified the Sunday class schedule for 2012. It is available at the KCS web site, <http://www.ffogynews.org/classes.htm>.

This year Mary Ann has revised her class contents to include some very interesting subjects. Instead of two Sunday classes, there will be 3 each time, each lasting an hour and a half. The January classes will include Mousing Basics on January 8, at 9:00 AM, then at 11:30 AM it will be Computer Security, Updates and Plugins. The 2:00 PM class will be Backing up Your Files.

The second January class will be held on Jan. 29, and will start with E-mail Basics at 9:00 AM, at 11:30 AM it will be E-mail – Using Windows Live Mail. The third class will be E-mail – Signing up for free web-based e-mail, like Yahoo, G-mail, Hotmail, etc.

Later months will have introductions to MP3 Players, Instant Messaging, Internet Podcast Basics, Excel Spreadsheets, Power Point Presentations, Skype, and Social Networking – Facebook and Twitter.

There will be waiting lists for these programs, so it is imperative that if you sign up for one and then find that you are unable to attend, you let Marlene know in time for her to contact someone else who wants to attend.



Tricks for Formatting List Numbers and Bullets in Word

Adapted from a TechRepublic article by Susan Harkins

February 23, 2009

A quick click is all it takes to create a numbered or bulleted list in a Word document. Select the text and click a button — it couldn't be simpler. What isn't so simple is applying a format to *just* the numbers or bullets in the resulting list, unless you know how to select the numbers or bullets.

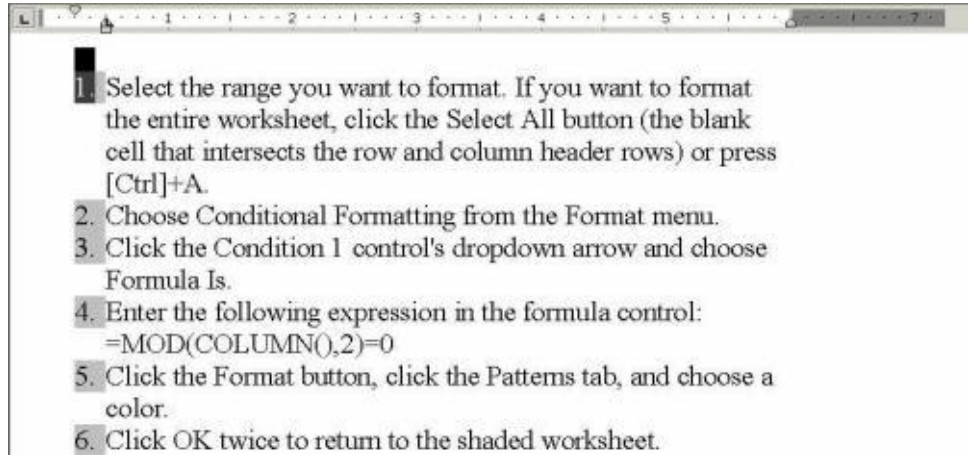
Selecting just the numbers or bullets isn't difficult, it just isn't intuitive. Normally, you drag to highlight text. You can't drag across the numbers or bullets in a list. Instead, simply click any number or bullet in the list to highlight all of the numbers or bullets in the list.

Once you do, you can apply a font format as you normally would. (Word will extend the format to new items.) As you can see in figure at the right, I've changed the color and font for just the numbers.

The previous technique formats all of the numbers or bullets in a list. However, you might want to format one or even several, but not all of them. Selecting individual numbers or bullets is next to impossible. The trick to this formatting task is to format each item's end-of-paragraph marker. Word will apply any formatting that you apply to the end-of-paragraph marker to that item's number or bullet, but not to the text.

First, you should display the markers by clicking the Show/Hide button on the Standard toolbar. (The icon looks like a backward P.) Once you can see the markers, they're easy to select. Just select the marker at the end of the item you want to format. Or select multiple markers by holding down the [Ctrl] key as you select each marker. After selecting the marker(s), apply font formats as you normally would.

It's worth noting that formats applied to the entire list take precedence over formats applied via the end-of-paragraph marker.



1. Select the range you want to format. If you want to format the entire worksheet, click the Select All button (the blank cell that intersects the row and column header rows) or press [Ctrl]+A.
2. Choose Conditional Formatting from the Format menu.
3. Click the Condition 1 control's dropdown arrow and choose Formula Is. |
4. Enter the following expression in the formula control: =MOD(COLUMN(),2)=0
5. Click the Format button, click the Patterns tab, and choose a color.
6. Click OK twice to return to the shaded worksheet.

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Submitted by Jack Roudebush



A New Year! A good time to verify your computer maintenance habits!

Computer Maintenance Recommendations: Microsoft Windows 7, Vista, and XP

Daily Computer Do's: (or every few days):

1. (Updates Protect You!!!) It is safe to allow "MICROSOFT, ADOBE, JAVA, QUICKTIME" & Your Computer Manufacturer to install updates on your computer!
2. Watch / Pre-Screen e-mail for phishing, spam, ID theft. **Never Ever** reply to an email asking for Social Security numbers, credit card numbers, passwords, or other personal information.
3. Be careful when visiting websites and downloading programs from the internet.
4. Important! **Turn off your computer correctly!** Do Not use the power on button!

Weekly Computer Do's:

1. Update and Run **Anti-Virus** Programs: (if not automatic!) McAfee, Norton, Security Essentials, etc..
2. Run "**Disk Cleanup**": (Start > All Programs > Accessories > System Tools)

Or even better run the "free" cleanup program "CCleaner" (much faster and more efficient)

3. Update and Run any free **Anti-Spyware** Program/s: i.e. Spybot Search & Destroy.

Monthly Computer Do's:

1. **Windows Update** (2nd Tuesday of every Month (Minimum) (XP – Yellow shield / Vista & Windows 7 – Blue Square with Orange Ring) in lower right tray by clock
2. **Disk Error Check** – double-click My Computer, right-click "C" drive, left-click Properties, select Tools tab, error-check, check now; check both boxes, start!
(Computer will run this five step process after you restart)

Important Computer Should Do's:

1. Store all **Data** in My Documents! All **Pictures** in My Pictures! All **Music** in My Music!
2. **Back up data often enough to feel comfortable (Documents, Pictures, E-Mail, Favorites)**
3. Keep 20% to 25% of the main "C" Drive free for the best operation of your computer.
4. If using a home wireless connection ("**WiFi**"); **SECURE** the Router from others.
5. Be aware of the computer slowing down or slow starting up! (could indicate a Tune-Up / Virus / Trojan)
6. Remove old programs that you no longer use. Control panel; Programs & Features or Add/ Remove
7. Windows **Help and Support** (start menu> right side) (excellent basic computer information)
8. **Check for Dust Bunnies (dust inside, on fans, cooling fins) which cause overheating and problems.**

Special Laptop Computer Should / Could Do's:

1. Use a "**Cool Pad**" under the laptop to help remove heat and allow normal air flow.
2. Monthly, use the battery only and allow the computer battery to deplete to 20% charge.
3. Laptops can have the screen display sent to a larger monitor for easier viewing.
4. An external mouse can be easier to use than the laptop touchpad.

Windows "XP" Users:

1. **Weekly** run "**Disk Defragmenter**": (Start > All Programs> Accessories> System Tools)
2. Nothing speeds up Windows XP like installing more memory (RAM). Try Crucial.com

You can run as many **Anti-Spyware** programs as you desire. They are updated daily/weekly to keep up with hackers! Remember to run and update them manually if they are NOT set to update automatically!