

January 23, 2007

Jim Richardson opened the meeting in his capacity as Vice President.....

He turned the lectern over to Jim Semanek to show us the new CCMV web page in our on-line Web-Site. (CCMV.net).

Jim R. announced that next month we will have a meeting put on by a printer expert, that will be the second Tues. He went on to suggest that anyone interested in having a weather site on their pages to try asweatherstudio.com. It was then Jim S. suggested that if you are in Google, from the front page go to More, then down at the end click "Even More", you will be surprised at what is offered.

Respectfully Submitted:
Russ Ellis, Secretary

February 13, 2007

Jim Richardson opened the meeting with a presentation about the new MS Vista.

He began by describing the necessary upgrades we may need on our machines.

Jim Semanek took the mike to go over the process of up-grading for DST (day-light-saving- time)

We then took a break.....the secretary had to leave so thus ends the minutes.

Respectfully submitted
Russ Ellis, Secretary

CCMV MEETING MINUTES

for

APRIL 24, 2007

Vice President Jim Richardson called the meeting to order while his laptop computer that he uses during our meetings was actively undergoing an ADV anti-virus update.

Secretary Russell Ellis requested a leave of absence from his secretarial duties for at least a couple of months due to conflicts demanding his time. Fran Nakayama volunteered to fill in during his absence.

Jim Richardson brought up the CCMV.net website on the screen for members to view as he reviewed the following:

- Meetings - links.
- Registry Cleaning by Microsoft which he talked about at the last meeting and which he recommends usage by club members.
- Web sites - so many are available to us that he opened up a couple to illustrate as examples.
- Flyers - hand outs to spread the word about CCMV membership. Printed copies will be available at the back table for members to take with them for distribution.
- Newsletter - Frank Verano is the new Editor and contribution of articles and news items for publication were requested. We thank Frank Porter for the good work he did as Editor.
- Registrar - Carol Taggart was introduced.

Chet Hartley did a presentation on "Some thoughts on what to do with those home videos using the computer."

1. What do you want to do - first, you have to get the video into the computer.
2. What do you need - connections.
3. Video Capture Device. Chet used Dazzle DVC-90 made by Pinnacle Systems, a set that costs around \$50-\$60. They make video hardware and software. He demonstrated with his camera and elaborated on his early photography experiences.
4. What it does - converts.
5. Explained "analog" vs. "digital."
6. Why analog? Digital came in later to TV.

Chet continued his presentation and opened up a Windows Movie Maker Program. The left hand column provides step-by-step instruction. He captured CCMV members in motion prior to the start of today's meeting for his purpose of a movie-making demonstration. Some of the steps he outlined were:

- Capture into a file
- Select settings
- Stop capture and stop camera
- Finish
- Import file

- Delete blank pages
- Add title to movie

Chet explained that the movie can be put on a CD but not on a DVD. He demonstrated how to pull single shots from the movie along with its volume. Printing can be from single shots too. Chet selected transitions, applied them between frames, then showed the movie again. He said video effects can be added and credits should be posted at the end. Adjustments are possible through “View.”

Questions were fielded by Chet. He encouraged the members to post questions on the CCMV website for everyone to see. He responded that 35mm slides need to first be scanned into the computer in order to perform the process. He emphasized that he is not selling the Pinnacle product and would like to hear from others on what they use. Jim Richardson said if enough questions were posted, he would ask Chet for a follow-up presentation.

We recessed for a 15-minute break.

Jim Richardson displayed some CCMV decals created by Bob Bigart. They will be on sale as a club fundraiser for \$5 each. Jim is including the CCMV CD free to go with the first few decals that are sold.

A raffle drawing was held for various PrintOnIt transfer kits. The transferring process was viewed at a previous CCMV meeting so the website that was viewed has been posted for reference on the CCMV website. There were several items: puzzles, coasters, mouse pads, t-shirts, and a pack of transfer papers that were raffled off. Jim requested that recipients of the transfer kits test the process and report back to the club at the next meeting.

A Question/Answer period followed. Jim Richardson said a Flash Player is needed for viewing videos. He explained that Adobe Flash Player can be downloaded for free and that it's okay to update. An icon appears when an update is needed.

Jim said that at the next CCMV meeting, “Playing with Graphics” will be covered. He requested that members visit our outstanding website and provide some feedback. He credited Jim Semanek for its creation which Jim S. continues to update on a regular basis. The meeting was adjourned.

Respectfully submitted,
Fran Nakayama
Acting Secretary

CCMV MEETING MINUTES

for
MAY 8, 2007

Vice President Jim Richardson called the meeting to order. He introduced two new members to the club. He then asked the group for a show of hands on how many visited the CCMV website since our last meeting, and the majority did.

Jim reported that a question appeared on the website's Q&A: *Is there any way that music can be sent via email? If yes, would it be illegal to copy a song from a CD to attach to an email?...* Jim explained the copyright law on music fees and on our ethical responsibility to pay them. He demonstrated via laptop onto the screen the procedure on "ripping" one song using the Windows Media Player program. All songs on a CD will appear so uncheck all but the one you want to rip. When finished, select Library and right click Properties to establish the Location for storage. Open Email and New Message, complete the header blanks, and click Attach. Locate, highlight, and select the song to be attached to the email. The song can be compressed before being sent. Jim cautioned that this process is not good for dial-up users because of the slowness. If you don't have Windows Media Player 11, it can be downloaded from Microsoft's website for free without removing Media Player 9 or 10. This same function can be accomplished by going through My Music.

The meeting resumed with additional Questions and Answers from the floor.

Q&A: How do you find out what version of Movie Maker you have? Open Movie Maker, go to Help and click About Windows Movie Maker.

Q&A: Jim asked if there were any Mac users who might be interested in how to take a movie and convert it for Mac users to play for viewing. He displayed the Mac OSX website on the screen. He commented about a free FX Image Manager software that can be downloaded to convert Windows media "WMV" to other formats. He made mention of Jim Semanek possibly doing a presentation at our next meeting.

Jim pointed out that we have a new computer that's not ready for classroom use just yet. A compatibility problem is preventing it from being converted to run with both Vista and Windows XP. He explained that we will soon be in the market for a new laptop which costs around \$400+ loaded with Vista and XP so questions can be answered at our meetings. He encouraged those with Windows 98 to seek a change since help for 98 users are now scarce. If anyone needs to do a conversion, a place called The Computer-Show has an outlet in Redlands that sells used and refurbished equipment. Their website is www.computer-show.com. Jim said new systems no longer come with XP but only with Windows Vista which operates pretty much the same way as XP.

Q&A: How do you change a Home Page on Internet Explorer? Right click tab section, select menu bar, type in the home page wanted and enter. When opening, go to tools,

Internet Outlook, select Use Current..., click Apply and OK.

Jim covered the process of changing Icons. Right click on Desktop, click New and Folder, right click New Folder icon, go to Properties, Customize, and Change Icon. You can also click to Browse further. There are free icon downloads available from PC World.com. Jim suggested that you right click and extract them to WinZip and then run Ad-Aware so free software ads are removed.

Carrie demonstrated a software to zap the screen directly to the printer or to a file image editing program, rather than going through Word. Screenshot costs from \$49.95 down to \$9.95.

Jim introduced Howard from our sister computer club in Hemet. Howard announced the great loss of Norman Spear who succumbed to a battle with cancer. He had been their president for many years. The next meeting of the Hemet Computer Club is on the third Monday of May at 10:00 am at the Fairview Valley Vista Community Center. Their topic will coincidentally be "How to Add Music to Email."

Before the 10-minute break, Jim announced the availability at the back of the room of a 17" monitor and also a \$10 used Epson scanner for sale by Diane.

Jim introduced Jim Semanek, our Web Master who was complimented for continuing to do a fantastic job with our website. Questions are encouraged to be posted on the club's website by going through www.CCMV.net. A listing of classes can be found by going through the Training link.

Jim announced that there will be no CCMV meeting on Tuesday, June 26. The room will not be available to us due to a church function. He asked that the members be thinking about the summer months as to whether or not to hold meetings.

Chet Hartley displayed the t-shirt he was wearing from the kit provided at the last meeting. He performed the printing transfer task requested by Jim of many of the members. He said he followed the directions, used a dry iron, and ironed for 90 seconds. He had added words below his seagull picture. Some printers already have the reverse image capability.

Jim shared that there will be a club project to develop a website. It will be a Web Creation SIG (special interest group) headed by Jim Semanek. He announced that Fran, Angie, Carol, Robert, and Bill are to be a part of this group to help Jim. He asked that they email Jim to set up a meeting time and perhaps get together at a restaurant.

Q&A: How do you install Print Shop? Right click on a program, select Properties, first find Target, select Compatibility, click to run it, close, and open it again.

Q&A: How do you Restore? Prior to installing a software, go to Start, All Programs, Accessories, System Tools, System Restore, Creating Restore Point, Next, and provide a

Title. Next you'll have to select a date to restore. The restore function goes back three months; and most Word data remains, but System Restore may lose some data.

Q&A: AVG alert keeps popping back up, why? Jim feels it maybe due to its updating being incomplete. He reviewed the AVG updating process on the screen.

Q&A: Can you have too many anti-viruses? No. You can only have one anti-virus and one firewall system. You can have more than one anti-spy ware program. Windows Defender runs automatically in the background. Jim spoke about Stinger having been updated on May 1. He recommended that a Disk Check be done first before Defragging takes place. He urged that Defragging be done in Safe Mode or problems will be encountered. Disk Check should be run every three months for very active users.

The meeting was adjourned.

Respectfully submitted,
Fran Nakayama
Acting Secretary

CCMV MINUTES
For
MAY 22, 2007

Vice President Jim Richardson called the meeting to order. He announced that we do not have internet connection today. He clarified that the second meeting in June is cancelled and reminded us that we still need to make a decision on whether or not we want to hold summer meetings.

Jim said to contact Carol Taggart, our Registrar, to find out how many seats are still open for the Intermediate Windows XP class in July. New books for the next class may not arrive until July 5, so Jim will present Chet Hartley, Treasurer, with the invoice for reimbursement when they arrive.

Jim asked how many members do not have a floppy drive on their computer and only a few hands went up. He spoke about a good tool, a simple program to run that's called Windows Server 2003 Resource Kit Tools.

Jim inquired about the t-shirt transfer kits that were issued at a previous meeting and asked the recipients if any had completed the process to share. Chet Hartley showed his t-shirt with a seagull picture that he had transferred, and Bob Bigart shared his mouse pad with a transfer he had done of a train. They commented that the transfer process was easy just by following the written directions that came with the kit.

Jim wanted to know how many members have the CCMV CD, and almost everyone's hand of the 50-plus in attendance was raised. Since the internet wasn't available for the meeting, Jim opened the CCMV website at www.ccmv.net. He suggested that we take data from the CD and copy its content onto our computer so we could have quick access to the wealth of information it contains. He proceeded to go through the steps in showing us how to accomplish the task. He mentioned that we could also copy data from the computer onto a CD. Jim demonstrated making a folder and then began the copying process. Because the CCMV CD has so much information (e.g., over 7,000 graphics), the process takes about four minutes to transfer.

Once the transfer process was complete, Jim opened the motion graphics file and showed us some for the 4th of July. He said he doesn't recommend that we use the Smiley animations often sent to us with emails. He cautioned that things we may not want in our computer might be attached to them. Instead, he suggested that we use the ones from the CCMV CD.

Jim talked about the Registry Cleaning program. He feels, however, that it's more useful for those that have had some advanced technical schooling.

Jim touched on the various security measures available to us on the CCMV CD. He recommends that we run Ad-Aware once a week. The free Spybot - Search & Destroy is

one he highly recommends. There are 242 viruses and Trojan horses that are released every month and ready to get into our computer. Jim said that we would first need to check for updates, install them, and then run the programs; but no one anti-spyware will get them all. Webroot's Spy Sweeper is considered the top one, but it only gets 86%. Ad-Aware together with Spybot gets 95%. Windows Defender is loaded for free and continuously runs in the background. Add it and you'll have 100%.

Also available to us on the CD is Adobe Reader 6.0 (not 7.0 or 8.0). Loading too much onto your computer will only slow it down.

Jim emphasized the free AVG anti-virus program that he has been using for four years. It's always running in the background, and AVG checks everything that is put into memory. Spybot is best to safeguard against information being stolen. In defining spyware, it's anything that takes place in the background without your knowledge or permission. One or two tracking cookies are okay, but 50 to 600 really slows down your computer considerably.

There was a question about running Ad-Aware and the critical updates that are found. Jim went through the Ad-Aware process and said to not click "upgrade" but do click "check for updates" and select "connect" to begin downloading. Run smart scan which takes only a few minutes. You don't need a full scan because you have other security programs. On the average, there are about 93,000 objects to scan. If any new critical objects are found, it will tell you in red and you will need to remove them. They will also slow down your computer. Click "next" to get your scanning results. It will follow its default path so click ok.

Jim pointed out the CleanUp! program. If you do on-line banking, you must first tell the program to not delete the cookies for banking. Then click CleanUp! It's good to run this once a week. When the message appears asking if you want to log off to clean up programs you're currently using, say no, especially if you've just run the majority of these security programs.

Jim suggested users of Windows 98 remove Zone Alarm since it no longer supports 98 or ME. He does not recommend having a third firewall. Microsoft's firewall suffices for home computer users. With Shoot the Messenger, a simple click on Windows Messenger (not Internet Messenger) displays that function. Click it once and forget about it unless you want it to be reactivated.

Jim opened Belarc Advisor and briefly explained various information contained therein. He began to mention Windows Hotfixes when Pastor Dementyev from the Seventh-Day Adventist Church entered the meeting for a moment to confer with Jim about the problem of getting on the internet. Jim continued his explanation of what's in the Belarc summary. Because it lists in detail the various computer components you have, this summary provides helpful information for insurance purposes in the event of theft, fire, etc.

Attempts were made to go on line again but still failed. Jim thanked Chet for suggesting that the meeting set up be changed to face the south wall in the future as this might help with the internet connection problem.

Jim next took us to the list of security videos on the CD and opened the Spyware video for us to watch. It helps you clearly understand what you are getting before it's downloaded.

Jim pointed out various favorite web sites of CCMV members. He apologized for one in particular on "Listen to Radio and Watch TV in a Second Language." Because of the time zone difference between here and Europe, what comes on when it's very late may also differ.

Jim continued letting us know about other subjects covered on the CD. Under Benefits and Programs, the benefits check-up is excellent. He also stressed that because we pay taxes, we should take advantage and use the information available to us on the internet, such as: tax information for low and moderate income, credit companies with phone numbers, identity theft clearing house, etc.

Jim concluded that if members don't have the CCMV CD and are interested in obtaining one, there are only about 10 left that are on sale for a donation to the club.

Three new members were introduced before we took a 5-minute break.

Jim reminded the group that elections would be held in October. He first asked for volunteers to serve on the Nominations Committee as three members are needed. He appointed Maryann Martin and Carol Taggart for now.

Jim feels that Microsoft's Online Crash Analysis is a great Windows Memory Diagnostic program. He said it will be on our web site for the next couple of days and complimented Jim Semanek for doing an excellent job keeping our website current. To download the software, click on it but don't run it off the internet. Download it into a folder and save. It's a short program for diagnostic users. If you don't have a floppy drive, you'll need a bootable CD. You'll need a program that burns a CD, and there is one free from Microsoft. Jim demonstrated the process. A question was asked on why not download directly to a CD; and the response was that if you do, you would get X's and O's. Microsoft recommends running diagnostics overnight. Running diagnostics saves time in locating hardware problems. He said to remove the CD in closing the program or it will start again. He feels it's just a neat tool to have.

Jim went back to the CCMV website. He opened links from meetings and pointed out listed topics. He also shared how to get in touch with our Legislative officials by going to www.house.gov or www.senate.gov and that you can also identify whom your representatives are. Jim went into detail about contacting them, encouraged us to look at the various Bills, and feels we should exercise our rights by doing our homework and expressing our views or nothing will happen. He said he's received many requests for

information on how to send the same letter to multiple representatives, so he proceeded to explain how we could use our computers to allow our voices to be heard.

Jim Semanek mentioned that he converted a 8mm film into a video. He showed us a personal 8mm film that he transferred by using a light box (a film to video transfer device). It's basically just a closed box with a mirror at a 45-degree diagonal and holes in two sides—one for a 8mm projector to “send” the movie, and another for a camcorder to “capture” it. He offered to write down an explanation of the process followed.

In closing, Jim Richardson pointed out that there are websites of various computer clubs in the area. The meeting was adjourned.

Respectfully submitted,
Fran Nakayama
Acting Secretary

CCMV MINUTES
for
JUNE 12, 2007

No meeting minutes are available due to the absence of the Acting Secretary.

CCMV MINUTES
for
JULY 10, 2007

The meeting began with a full house in attendance and the seating arrangement facing the viewing screen that was moved against the south wall. This change was made to have the setup system closer to the Internet connections within the building in trying to eliminate Internet connection problems. Vice President Jim Richardson began the meeting by stating how we have had this problem during our meetings. However, he apologized that he may be responsible for today's problem and is waiting on Pastor Dementyev for the needed access key. He had Jim Semanek provide his personal Flash Drive to use the computer during the meeting.

New member Marge Martin was welcomed.

Q&A: Jim continued by responding to a posted question on our website www.CCMV.net on: How to save emails and Outlook Express folders? He tried to get a feel for how many members use Outlook Express, and how many wanted to save emails onto a CD. He went through the steps to accomplish this process. He explained that we could copy multiples but not copy over one. To copy over an existing one, it is possible only with an R CD. RW CD's are for rewriting and not cost effective for our purposes. Jim said we need to locate Outlook Express files with a dbx file extension and then went through the steps to demonstrate. He touched on saving Outlook Express in its entirety or to go to the compressed folder or send folder. Writing over a folder can be prevented by it being renamed. Chet Hartley shared that you can also find mail in Outlook Express Setup. Jim illustrated that process for us and thanked Chet.

Q&A: If you're not on Outlook Express, where do you go for the default? Jim answered that it depends on how it was done. If you receive one that was done in Outlook Express, you need to go to Outlook Express to open that attachment.

Q&A: If there are multiple emails, can you specify which inbox for saving? Jim offered a POP3 explanation. He doesn't recommend saving emails. He shared that he saves only pictures and emails if he needs the records.

Q&A: How do you empty the delete file? Jim went through the steps for us.

Q&A: How can the Verizon DSL pop-up box referring to dial-up be eliminated from returning that asks for user name and password each time. Jim showed us the steps involved and said to not check the Verizon authentication box.

Q&A: A question was asked about backing up files to Flash Drive. Jim said to only backup data since programs are already on CD's. Create a recovery CD that will allow you to restore your computer if your hard drive crashes.

Jim stopped for a moment and told the members to raise their hand if he goes too fast or moves too quickly. He then reviewed the difference between Programs and Program Files. Program Files tell you what software you have on your computer. He cautioned that whenever you remove software that you make certain to remove it from Program Files. He touched on the

amount of storage space on Flash Drives versus amount of data on computers and where to find the information. He told us that he saves My Documents files every three months on a CD.

Jim pointed out that Outlook Express has the export feature so email addresses can be backed up. AOL users can back up Outlook Express Favorites.

Jim went over the process of resizing photos on MSN. He strongly recommends that if you're sending a picture to resize it first. He stressed resizing master pictures before emailing. Dial-up users experience a timely transmitting period for pictures that are not down sized. Resizer is a free download. Don't resize anything over medium size. To download the program, go to CCMV.net, Links, Free Power Toys from Microsoft – Resizer. Everyone can have Resizer on their computer. Photo Editor has the resizer function. Jim went into detail in explaining pixel numbers and inches.

Q&A: A cropping demonstration was requested. Jim walked us through the process. He queried the members by asking how many have Microsoft Office, and how many have Microsoft Word? He also asked how many have the new version of Java that is apparently having problems occurring. He took us through the steps to change the new Java from disable to enable because this did not automatically happen when loading Internet Express 7.

We took a 10-minute break.

Lance Boyd held up an Illustrated Windows XP book to show us while Jim announced that there were only two left at \$20 each. There was also a free monitor at the side table for anyone needing one.

Q&A: Jim was handed a written question from the floor. A error message is apparently appearing during the backing up process. Jim went through the steps and found that it was referring to the Thumbs folder. He assured us that it was nothing to worry about and to proceed with copying.

Q&A: How many pictures can be put into a file? Depending on the size was Jim's response. He said you could resize the entire folder of pictures. Resize the original pictures and do not check copies in Resize Pictures. For portrait quality, check large. You can see a sample index of the pictures in Thumbs.

Q&A: When selecting to copy, what is Invert? It's easier to check the pictures you don't want than the ones you want, and then check Invert. Jim demonstrated this with graphics that are on the CCMV CD. George Metcalf announced that there are two CD's left, so Jim said he would make more.

Jim interjected that the Pastor was not available so there will be no Internet connection today. He had hoped to open the good, safe, and secure website about Coupons at www.seniordiscountscard.com which Diane Robinson brought to his attention. He thought maybe it could be shared at the next CCMV meeting.

Jim went on to tell us about AEK free computer downloads at www.aecomputertech.com/downloads.php and feels that it may be one we'd like to see. He reiterated that the CCMV CD has Free Security/Utility downloads as a text file.

Q&A: After performing a Clean Up, why does a new icon appear to re-clean. This puzzled Jim, and he stated concern about Spyware.

Jim asked Chet about doing a future meeting presentation on Photo Editing by using a program that most members presently have on their computers. He thanked Diane for the Coupon program.

Next month when we meet, Jim said he would bring in an article on Google security by "PC World." He cautioned us not to use the Google tool bar and went through the steps for removal.

Jim asked Jim Semanek to stand up and the group gave him an ovation for the tremendous work he's been doing on the CCMV website. He has added new buttons on "Ya Really Otta" and "Ya Might Wanna." Jim R. encouraged the members to go to the website because Jim S. has done a lot of work putting it together. Jim S. pointed out that it's still work in progress. Jim R. went through the information contained therein.

Jim made reference to a radio personality, Leo Laport on KFI radio.

Jim then stated that he doesn't want us updating files unless we read the instructions for an hour and thoroughly understand them. If our computer is working perfectly, don't go to the bios.

Jim recommends that we establish a "throw away" email account. This can be the account that you give out to protect yourself from receiving junk or spam mail. If you're getting too many junk or spam mail into that account, do away with it and start a new one by giving out a new address.

Jim talked a little about Defrag, which is taking a file that's been fragmented and putting it into one. It's taking data put into memory back into your hard drive. When you do a Defrag, first do a Disk Check and fix errors in Safe Mode. Jim took us through the steps in doing a Disk Check. He said not to try recovering any bad sectors. He ended the meeting by demonstrating Safe Mode.

Our next meeting will be on August 14, 2007.

Respectfully submitted,

Fran Nakayama
Acting Secretary
7/13/07

CCMV MINUTES
for
October 23, 2007

NEW MEMBERS: Jim Richardson opened the meeting and noted that we had no new members this week.

OFFICER ELECTIONS: We proceeded to officer elections. Nominations were solicited for Board positions and elections followed.

President - No nominees emerged.

Vice President - Jim Richardson was re-elected to another term.

Secretary – Jim Semanek was nominated and elected, succeeding Russ Ellis.

Treasurer - Chet Hartely was re-elected to another term.

Director-at Large - Lance Boyd was nominated and elected, succeeding Jim Semanek.

VISTA SPECIAL INTEREST GROUP (SIG): Jim announced that we will initiate a new SIG to address Microsoft's Vista operating system. As Vista systems become more common, our members will need guidance on its features and use. Several members indicated that they currently use Vista and would be interested in participating in the group.

MEETING SCHEDULE: We will meet only one time in November and one time in December due to the holidays. The meeting dates will be November 13 and December 11.

CLEAN YOUR NEW PC: Jim provided information about how to eliminate the many pre-installed programs that are typically included on new PC's. He referenced the following September 17, 2007, PC World article that provides details:

<http://www.pcworld.com/article/id,137285/article.html>

PROGRAM STARTUP OPTIONS: If your computer takes a long time to start, it may be due to the automatic loading of many programs that you seldom use. You can improve you system's performance by instructing the operating system not to load them.

To make adjustments, use the msconfig utility. Click on START, then RUN... In the dialog box, type msconfig. In the box that appears, click on the STARTUP tab (it's the one on the right). You'll see a list of programs with checked boxes for those that are run when your computer is started. Uncheck the ones you don't want to automatically start.

SURFACE COMPUTING: Jim gives a hint of things to come in the computer world. He played two YouTube videos that demonstrate an impressive tabletop display system with interesting features: http://www.youtube.com/watch?v=-9j_tYP-kzc
<http://www.youtube.com/watch?v=1372Ld-D8kA>

UPDATE MICROSOFT OFFICE: Files generated by Microsoft Office 2007 may not be readable by older Office versions. Microsoft offers a download that updates older versions for compatibility. Visit this site for details and download:
<http://support.microsoft.com/kb/924074>

RAFFLE: Jim raffled off two each 1GB “thumb” drives he recently got as a promotion when purchasing equipment.

QUESTIONS AND ANSWERS:

Q: “How do I stop my printer when in the middle of a print job?”

A: Open the control panel, click on printers, right-click on the printer you want to stop and click on cancel all documents

Q: My CD isn’t working – what should I do?

A: Try reinstalling the driver software. Open the control panel, then system, choose the hardware tab and then device manager. Reveal your drive by clicking on the plus sign at CD/DVD Drives. Right-click on the drive name and choose uninstall. You will be warned that the device is being removed from your system. This warning means the software that controls it will be uninstalled, not the actual drive. When you restart your computer, the driver software will automatically reload.

Q: Can I replace my 256MB memory module(s) with 512MB or 1GB ones?

A: Maybe. If your computer’s hardware is capable of using modules with more memory, then the answer is “yes.” To determine your computer’s capabilities, visit <http://www.kingston.com> and work your way through the menus until you find your computer brand and model. The site will describe the capabilities of your particular computer.

Respectfully submitted,

Jim Semanek
Secretary

CCMV MINUTES
for
November 13, 2007

Chet Hartley opened the meeting and introduced our Vice President Jim Richardson.

COMPUTER LAB: Jim announced that we lost the use of our computer lab facility at Cherry Hills Club effective November 15th and that the equipment was moved into temporary storage until a new facility can be located. Jim thanked everyone who helped move the equipment and provided refreshments on relatively short notice. The move was accomplished on the morning of November 8th and took about 2 hours. Classes previously scheduled are postponed until a new facility can be found.

Jim noted that the use of desktop computers limits our classroom options and suggested that a better option for the future may be the use of inexpensive notebook computers that require much less space and allow greater classroom location flexibility.

He also noted that the club may try instruction without computers in the classroom as a temporary measure. This approach would demonstrate how to do things and then allow the students to perform the actions on their own computers.

WINDOWS VISTA SIG: Jim asked for a show of hands of people who use Vista; six people replied. A Vista Special Interest Group (SIG) is being formed and will meet in a separate room during the second hour of our first monthly meeting. The first meeting will be today.

OFFICE 2007: Jim reminded everyone that documents created by the 2007 version of Microsoft Office cannot be read by prior versions. Microsoft provides a fix for older versions on its web site. Visit: <http://support.microsoft.com/kb/924074>. A link to the site is also provided on our web site in the **Links** section on the **From Meetings** page.

Jim will bring a CD containing three videos discussing Office 2007 next meeting for those who want to learn more about it.

FUTURE MEETING AGENDAS: Jim noted that a portion of first monthly meetings will be based on the Windows XP book used for our classes and will provide tips on using XP. Jim then demonstrated some of the Taskbar features.

REDUCING PROGRAMS THAT AUTOMATICALLY LAUNCH: Jim advised that many unnecessary programs automatically launch when our computers are started. They consume memory and cause the computer to run more slowly. Jim described steps we all can take to stop the automatic launch on our Windows XP systems. He noted that the programs are not removed from the computer and will still be available if you choose to use them.

The procedure is described on the CCMV web site in the "**Ya REALLY Otta...**" page.

HOOR TWO: For the second hour of the meeting, Jim answered general questions while several people assembled for the first meeting of the Windows Vista SIG.

Respectfully submitted,

Jim Semanek
Secretary

CCMV MINUTES
for
December 11, 2007

Jim Richardson opened the meeting and noted that we had no visitors or new members at this meeting.

COMPUTER LAB: Jim updated the situation about our lab. He reminded the group that we lost our use of the Cherry Hills facility and noted that we will have greater success obtaining a new location if we can validate our existing non-profit status. In order to formalize that status, members of the Board drafted bylaw changes that were provided via e-mail to the members. Frank Verano also included a copy in the December newsletter that is available today. Jim confirmed that the membership had received the changes and asked for comments or questions. A motion was made, seconded and approved to adopt the revised bylaws as written. Jim addressed the idea that the future of our lab may be best served by using notebook computers in the future. Since they are much easier to move, we may be able to use a multi-purpose room instead of one that requires dedicated space for the relatively few hours each month they are used. The price point of current laptops that we would consider is about \$400.

CLEVER ANIMATION: Jim showed an animation he made using Board member faces with a free Internet program called "ElfYourself" at the web site [HTTP://www.elfyourself.com](http://www.elfyourself.com). Jim demonstrated how to generate the animation using pictures stored on his computer. The clever program is sponsored by Office Depot. The animation is stored on the internet at a site that is revealed at the end of the creation process when you're prompted to send it to a friend. Jim recommends that you send it to yourself to learn the address.

POSTAL FRAUD ADVICE: The post office has prepared videos about fraud protection and made them available on a web site. They may be watched or downloaded from there.

FREEBIES: Several items (printers, ink and a tape backup system) were offered for free by members who no longer need them.

DISPOSING OF USED EQUIPMENT: Jim reminded the group that our web site (Links, From Meetings) contains information about a free service that will come to your house and pick up (for free!) used electronic equipment.

RAFFLE: Baseball caps made by our own ??? were raffled off. They have a bold "CCMV.NET" logo on the front.

OFFICE 2007 COMPATIBILITY UPGRADE: Jim reminded us that a Microsoft compatibility upgrade (27.5 MB) is available to allow users of older Microsoft Office versions (2003, 2000) read Office 2007 documents. The upgrade link is on our web site ("Links", "From Meetings"). The upgrade does not degrade performance and will become increasingly important as the 2007 version becomes more common. If you use Office 2007 and plan to share files with others who are using a prior version, they will need to install the upgrade.

SAVING E-MAIL TEXT AND PHOTOS: E-Mail programs (Outlook, AOL, MSN, etc.) store your mail in proprietary formats and the mail can only be retrieved by a version of that program. Jim demonstrated how to move the contents of the mail into a word processor using the cut and paste feature. He also showed how to save a picture by right-clicking on it and choosing the "Save picture as..." option.

WINDOWS VISTA SIG: Jim asked for a show of hands of people who use Vista; six people replied. A Vista Special Interest Group (SIG) is being formed and will meet in a separate room during the second hour of our first monthly meeting. The first meeting will be today.

OFFICE 2007: Jim reminded everyone that documents created by the 2007 version of Microsoft Office cannot be read by prior versions. Microsoft provides a fix for older versions on its web site. Visit: <http://support.microsoft.com/kb/924074>. A link to the site is also provided on our web site in the *Links* section on the *From Meetings* page.

Respectfully submitted,

Jim Semanek
Secretary