

CCMV MINUTES  
for  
January 8, 2008

Jim Richardson opened the meeting and introduced new member Martina Carpenter.

**COMPUTER LAB:** Jim will meet with a representative Riverside County Supervisor Jeff Stone's office to determine if any resources may be available to accommodate our lab. If we can't obtain a permanent location, a fall-back position would be to have presentation-only classes (i.e., students would not have computers in the class).

**FUN WEB SITES:** Jim noted that future meetings will include visiting a web site that offers some enjoyable or entertaining content. Jim demonstrated "Penny Postards", a part of the Rootsweb site. One option it provides is to view postcards from various cities. He also reminded us of a music site, <http://www.tropicalglen.com/>, where music can be heard based on the year it was popular. The site uses Adobe Flash Player efficiently and downloads it if necessary. Jim asked the group to submit sites they

**PUT A WEB SITE LINK ON YOUR DESKTOP:** Jim showed how to put a link to a web site directly on the computer's desktop. He first saved the site to the Favorites portion of the web browser, then right-clicked on that link. Click on the Favorites, find the web site and right click on it. In the dialog box that appears, left click on "Send to...". In the next box that appears, click on "Desktop (create shortcut)". A desktop icon for that site will be created.

**CAPTURE A PICTURE AND MAKE IT THE DESKTOP BACKGROUND:** Jim showed how to make any photo be the desktop background. Find a photo on your hard disk or if it's on the Internet, save it to your computer's hard disk. Click on START, then Control Panel, then Display, then choose the Desktop tab. Use the Browse button to find the photo you want to use and click on it. The picture will be added to the list of available backgrounds. Choose the picture and make a selection about its position on the screen. Experiment a little by applying the choices to see how they affect the appearance.

**SEND US YOUR FAVORITE WEB SITES:** If you find a web site that my interest others in the group, please forward its address to the [webguy](#) for inclusion in our list of Links.

Respectfully submitted,

Jim Semanek  
Secretary

CCMV MINUTES  
for  
February 26, 2008

Jim Richardson opened the meeting and welcomed new members Mary Pytel, William Berry, and Eugene Domayer.

**TRAINING UPDATE:** Jim described the current status of the club's efforts to resume classes. We will have shared access to a multipurpose room in the Kay Cenicerros Community Center (KCCC) and will be provided desks and tables. Thanks in large measure to Carol Taggart's initiative, we have obtained a grant from county Supervisor Stone's office that will allow us to purchase notebook computers that we will use in lieu of our existing desktop machines. The Board is exploring the best purchase options for 12 or 13 notebooks to be used and hopes to make the notebook experience reasonably close to a typical home desktop. The new computers will be stored at the center and configured to use either Windows XP or Windows Vista operating system, a necessary option as the computer world transitions to Vista. We expect to offer classes beginning in April 2008, but no specific date has been set.

At the KCC, we will have wireless broadband access and will be able to offer Internet-related content.

It is unlikely that we will be able to offer evening classes at KCCC.

We need additional instructors who can teach Windows XP and/or Vista. We also need assistants who can be present during the classes to assist students. If you can volunteer for either of these activities, please contact Carol Taggart.

The Board is exploring options for disposing of the equipment we currently own but will not need in KCCC. Items include desktop machines, desks, chairs and other small items.

**BY-LAWS:** In order to qualify for non-profit status, we have been advised that some minor wording changes should be made to our By-Laws. The suggested changes will be available in the next newsletter and will be posted on the web site. We propose to vote on the changes at the March 11<sup>th</sup> meeting. Chet Hartley summarized the wording changes:

- Increase the requirement for club membership
- State that membership is not prejudicial based on age, ethnicity, etc.
- Clarify causes that can result in membership expulsion
- Increase meeting quorum to 25% from current 10%
- Notice of voting meeting sent to everyone via e-mail

**E-MAIL USING BLIND CARBON COPIES (BCC):** Jim reiterated a good practice to use when sending e-mails to multiple addressees. When using the "To:" address, each recipient can see the addresses of all other recipients. That's not a problem if the parties are already aware of each others' addresses. However, if you send to group that has no connection to one another, you're inadvertently revealing addresses that may eventually be collected by those who create the spam that clutters our inboxes.

This situation is likely to occur when you forward an interesting message (joke or information) to your friends. By simply clicking the "forward" button and using the "To:" option, the message and addresses of everyone (prior addressees and your new ones) are available to the recipients and, eventually, spammers.

We suggest you do your part to reduce the resulting spam by using the "BCC:". Your message will be sent as usual, but each recipient will see only his/her own address.

When forwarding messages, you should also edit out any previous addresses that came with message you got. It's a simple process. When in the forwarding window, simply highlight and delete the former header information, including the addresses.

The web site [Netmanners.com](http://www.netmanners.com) offers additional guidance about e-mail in a PDF file:  
<http://www.101emailtippetips.com/101-email-etiquette-tips.pdf>

**CCMV CD:** Jim has added some new items to the club CD and will have copies available at the next meeting. The CD also contains links to many sites that provide valuable information.

**BENEFITS:** The web site <http://www.benefitscheckup.org> provides a detailed of federal, state and local programs that are available. Fill out a questionnaire on the site and receive the details. An additional site is <http://www.govbenefits.gov>.

**RAFFLE:** We raffled off a 2GB thumb drive and a donated calculator.

**FUN LINK:** A funny female comic video from youtube.

**SPYBOT UPDATE:** We recommend you use the Spybot program once a month to clean you system of spyware. The program has been updated, and you should remove any prior version from your computer before installing the new one. Use Windows' "Add or Remove Programs" function in the Control Panel.

The link to the new version is:

[http://www.download.com/Spybot-Search-Destroy/3000-8022\\_4-10122137.html?tag=txt](http://www.download.com/Spybot-Search-Destroy/3000-8022_4-10122137.html?tag=txt)

We recommend that you download the program to your hard drive and install it from there. Spybot uses a lot of computer resources when doing its work. We recommend you launch it at times when you will not be actively using your computer.

Respectfully submitted,

Jim Semanek  
Secretary

CCMV MINUTES  
for  
March 11, 2008

Jim Richardson opened the meeting and welcomed new members Jan L. Lee and Karen Pena.

**BY-LAWS REVISION:** Jim explained suggested bylaw changes that were posted on our web site and distributed in the March newsletter. The changes are required to allow the club to be certified as a non-profit organization. A motion was made and seconded that the revised bylaws be adopted. The members unanimously accepted the changes. Chet Hartley will coordinate our revised bylaws with the Franchise Tax Board.

**COMPUTER LAB:** Jim discussed our desire to purchase 13 notebook computers with several manufacturers and learned that deals for bulk purchases do exist. We expect to buy computers with the Vista Home Premium operating system and prepare them for dual-boot operation (Vista and XP) to allow teaching either. We expect to resume classes in mid to late April at the Kay Cenicerros Community Center. Carol Taggart says twenty-five people are currently waiting for XP classes, but only a small number asking for Vista. As more new Vista-equipped computers are purchased, we expect demand for those classes to grow.

**XP SALES TO VENDORS WILL END LATER THIS YEAR:** Sometime in 2008, Microsoft will terminate the sale of Windows XP to vendors for inclusion with new computers. XP will still be available as a stand-alone product, but new computers will no longer be available with it pre-installed.

**CUSTOMIZING THE DESKTOP:** Jim demonstrated several desktop properties and how they can be customized to suit the user. The items discussed were desktop icon size, adding/removing icons, cursor appearance/size, desktop background image, and Windows color scheme.

**AD-AWARE:** Older Lavasoft Ad-Aware versions are no longer supported. If you use this program, you should update to the 2007 edition. Visit the Lavasoft web site (<http://www.lavasoftusa.com/>) for information about the product and to download the program.

**CCMV-CD:** Jim raffled off three CCMV CD's. For those who have the CD, Jim described the process of copying its contents to the hard drive. He also demonstrated how to include animations from the CD into e-mails.

**INTERESTING WEB SITES:** Infoplease (<http://www.infoplease.com>) and Factmonster (<http://www.factmonster.com>) were mentioned as web sites you might find interesting for general information and entertainment. Factmonster is particularly of interest to youngsters.

**ADDING E-MAIL ADDRESSES TO OUTLOOK:** Jim demonstrated the process of adding e-mail addresses in Microsoft Outlook/Outlook Express. Those mail programs can check numerous accounts when you click on "send/receive."

Respectfully submitted,

Jim Semanek  
Secretary