

The



Computer Booter

Computer Booters of Sun Lakes

<http://www.computerbooters.com>

September 2011

September newsletter highlights

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Our fall program commences with our general meeting on Tuesday, September 6 at 7:00 P.M. in Sun Lakes Country Club.

Patricia Hill, our Review Editor/APCUG Representative, will open with our usual fifteen minute Tips & Tricks presentation. Guy Laroche follows with a preview of a new book:

"Degunking Windows 7"

As you probably know, Scottsdale was the first city to have a Microsoft Store. Did you know they have FREE classes the second Tuesday of the month from 8:30 - 11:30? I didn't think so. The first half hour is a welcome/social time. Workshops are titled Silver Surfers Computer Club and Workshop, geared toward consumers and seniors. The September 13 workshop will be discussing back up and restore. Bring your laptop and if you have an external hard drive, bring that too. If you don't have an external drive, they can help you at the store.

Here's the registration link:

<http://www.clicktoattend.com/?id=156550>

Check it out! Being made aware of these classes is another membership benefit of the Arizona Alliance of Computer Clubs.

From the President's Desk

by George Rodriguez, PRESIDENT



It's September and this marks the return of our winter visitors back to Sun Lakes, we look forward to their participation in the months to come.

An important agenda item, again, this year will be the election of the board of directors for 2012. We are looking for members that are interested in running for the offices of; President, Vice President & Program Director, Secretary and last but not least Treasurer. Al Hill (booteral@aol.com) has volunteered to be the election's chairman this year, anyone who has a wish to run for any of these positions are encouraged to contact him and make you wishes known.

We are also looking for anyone that is interested in learning and helping out with our website. If you would like more information, I can give you more details, please contact me at Casarod@hotmail.com. Our website has been up and running for over eight years and we would like some new ideas on improving it.

I look forward to a positive year; we have some very interesting presentations planned so be sure to tell your friends and neighbors and bring them along to a our meeting.

See you at the September meeting.

Look Who's Volunteering

by Darlene Herring, VOLUNTEER COORDINATOR



May 3rd, 2011, was our Computer Booters last monthly meeting until September 6, 2011. We hope you found the panel interesting and informative. If so, send an email to the email addresses on the Club website that you find there. Ask your questions via email so the panelists will have time to do the research for you before the next meeting time.

Eddie Schweitzer, Welcome Director, Guy Laroche, Members Director, and assistants Alan Behr and Vivian Berman were present and informative. The panel table and equipment was

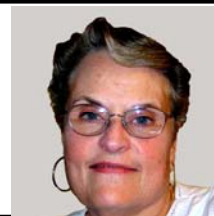
set up with Ed Craze and Jim Gatesman assisting.

For further information – especially the dates of the **SIG's** (Special Internet Groups) – or general information about the club, click on www.computerbooters.org .

We hope each and everyone has a really great summer and come home safely in time for our next meeting Sep. 6th.

2011 SIG Classes News

by Sue Klein, SIG COORDINATOR



Welcome Home to Sun Lakes!

I hope that everyone enjoyed a healthy and happy summer. It was hot here, Arizona desert style, 115 degrees for a few days. In air conditioned comfort, how did the pioneers survive?

Beginning in September:

SIGs, our special interest group/classes will have a new schedule. SIGs will be grouped into a limited period; one specific class will not be taught once a month for 9 months. A SIG/class will be offered for a specific number of weeks. For example: Computer Beginnings will be offered 4 Wednesdays in a row in September and again in April. This is similar to a class you would enroll to take in the community.

We will be offering our **“One Shot Workshop”**, hopefully one or more a month. The One Shot Workshops are a once a month SIG on different topics. They are held in the Arts and Crafts room at 7 PM. You will receive info monthly from me concerning the SIG classes and the One Shots. In addition, information concerning our SIGs will appear in our newsletter.

Be aware that you may bring a Sun Lake friend to a SIG (non-member) for \$10 per class. If they would like to attend a SIG that runs 4 weeks, they have the choice of \$10 per class or \$36 for membership and can attend all SIGs.

September Schedule of SIGs

September 7, 14, 21, 28—**“Computer Beginnings”**,
Fourth Wednesdays, Facilitator: Sue Klein
Subjects: Email, Internet connections, Word
Processing and Files Management

September 13 & 27—Also, two Tuesdays in October
“Keep Your PC Clean, Fast, Safe and Friendly”
Second Tuesdays, Facilitator: Ben Thompson

I am looking for volunteers for One Shot presentations or a class. I am presently looking for someone to do a class or One Shot for “Open Office.” This is a FREE internet download that is equal to owning MS Office.

In addition, Computer Booters hopes to have a One Shot Workshop to demonstrate some of the new electronic gadgets. We will be demonstrating a lap top, net book, an iPod, and a Nook. However, it would be helpful to find a volunteer with an iPad or one of the new tablets, these are the hand held computers. I would appreciate an iPad owner stepping forward and being part of the demonstration.

Looking forward to hearing from you volunteers. We need YOU.

We will not be offering a class in Quicken this year unless we can find a knowledgeable volunteer facilitator.

We will have a One Shot Workshop on Genealogy in the fall, but not a regular class.

Sue Klein, SIG Coordinator

sirnoodles@q.com



Membership Report

by Guy Laroche, CLUB RECORDS DIRECTOR

Even though many Members and non-members are away for the summer months, your Board of Directors has been busy preparing the new Computer Club's season starting in September. The major change you will see is in the SIG Classes schedule. Please read the SIG Classes coordinator article in this newsletter. Mark your calendar so you won't miss any activities. The other change is for new members (not renewals for existing memberships)

As practiced in the past, non-members can attend as a guest one general meeting. It is the best way to see what the Computer Booters has to offer and you can talk to existing members. Starting in September, other meetings before January will have to be paid (\$5:00 each meeting if they join for next year – 2012). Person(s) wanting to join in September will pay the regular dues (2012 Single or Family (plus \$15:00). Person(s) wanting to join in October will pay the regular dues (2012 Single or Family (plus \$10:00). Person(s) wanting to join in November will pay the regular dues (Single or Family (plus \$5:00). Person(s) wanting to join in December will pay the regular dues (Single or Family – December being a guest's meeting).

Membership will include the general meetings in 2011 and 2012 as well as any SIG Classes they want to attend. General meeting guests who do not join but wish to attend SIG Classes will pay a fee – See the SIG Classes Coordinator report for details.

As before, renewals will be accepted any time before January 1st 2012. E-Mail Addresses will be purged at the February general

meeting.

Dues for 2012 are the same as for 2011 and are as follows: \$36.00 for individual and \$48.00 for two persons living at the same address. This covers general meetings, door prizes, and all SIG Classes (Special Interest Group classes), not to mention that you can always talk to someone in the Club. We have a number of members that can answer computer related questions.

Membership forms for 2012 are available on our website www.computerbooters.org (left column of the home page, under membership). Everyone is requested to fill out a membership form, even if they are renewing. Filling the form on-line is the best way to ensure the data is accurate and readable, especially the e-mail address. However the form cannot be sent on-line, it has to be printed. You can also pick up a form at the front table before the general meeting of the Computer Booters of Sun Lakes. Attach (do not staple or tape) your check to the form and bring it to the meeting or snail mail it to the address on the form (P.O. Box).

As always, membership badges will be ready to be picked up, at the membership table, before the general meeting following the receipt of the application.

Please note: General meetings start promptly at 7:00 PM on the first Tuesday of each month (except summer time). Doors close when the meeting starts and late comer will not receive a door prize ticket. SIG Classes also start at 7:00 pm according to the schedule found on the Computer Booters Web site.

Some members have indicated that they are not receiving notices via e-mail. Make sure we have your correct e-mail address. Also, notices are now being sent by the SIG Classes coordinator Sue Klein at her new e-mail (sirnoodles@q.com) . If you don't have her e-mail in your contact list, the notices may be filtered and go to the junk folder.

Program Update

by Ben Thompson, VICE PRESIDENT



May 2011 Program

Our program for the month featured Facilitators from the Computer Booters Board. An informative workshop for the evening included discussions of both **Microsoft Word** and **Microsoft Excel**. The facilitators for Microsoft Word were **Colette McNally** and **Guy Laroche**. **Patricia Hill** and **George Rodriguez** were the facilitators for Microsoft Excel. Both Word and Excel are popular programs of the Microsoft Office Suite. Microsoft Word is a word processor that is used to transform ideas into professional-looking documents, while Microsoft Excel is a spreadsheet program that provides valuable insights with powerful analysis tools. This program was pre-



ceded by Rollie Baumann presenting a "Tips & Tricks" topic on Rampant Malware.

September 2011 Program

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Guy Laroche follows with a preview of a new book, "**Degunking Windows 7**" which offers step-by-step instructions for maintenance of all Windows PCs.

Our current Special Interest Group (SIG) facilitators will conclude the meeting with a brief description of each of their upcoming individual classes and new schedules.



There will be drawings for door prizes which will include three of the aforementioned books: "**Degunking Windows 7.**"

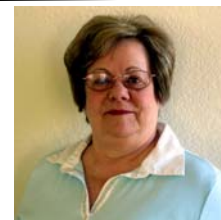
Treasurer's Report *by Jim Rahilly, TREASURER*

Fund Balances as of August 16, 2011:

Rainy Day Reserve Fund	\$ 1,137.75
Current Operating Fund	<u>3,621.39</u>
Total Funds	\$ <u>4,759.14</u>



SW Computer Conference Review,
by Patricia Hill, Review Editor



Save The Date -- The SW Computer Conference is moving to Arizona !!

Who: All computer users are welcome -- Mac & Windows users, beginners to experienced users, friends and family. This is not just a computer club conference.

When: March 22 – 25, 2012

Where: Radisson Fort McDowell Resort

Why: Seminars, educational keynotes door prizes, vendor expo, raffles, Microsoft store tour

How: With a lot of volunteer help

We'll be calling on you!

Book Review by Guy Laroche

“*Degunking Windows 7*” By Joli Ballew



Title: *Degunking Windows 7* By Joli Ballew
Restore your Windows 7 PC to peak performance!

Published by McGraw-Hill (February 28, 2011) Paperback, 304 pages (9.1 x 7.2 x 0.7 inches) ISBN: 978-0-07-176005-8 List price \$25.00
 Can be purchased on-line at a discount price. The e-book format is also available.

Over time, computers seem to “slow” down. Actually they get bloated with what Joli Ballew calls “Gunk”. *Degunking Windows 7* is the solution to restore your computer’s new feel.

Degunking Windows 7 is a very informative Do-It-Yourself Computer book that will benefit beginners and advanced users alike. This is one of the few books that tell how a PC with Windows 7 works and how to keep it at its best. The 12-Step Program will show the reader how to organize the Hard Drive, Remove Unwanted Files, Icon, and Programs as well as securing the Computer and Network. Some chapters may be for advanced users though. Just the title gets your attention. The book could also have been called: A 12-Step program for a healthier computer.

This book is specific to Windows 7 but many activities can be applied to other Windows operating systems. Joli Ballew also wrote a previous edition: (*Degunking Windows – 2004*, still available on-line)

Degunking Windows 7 is an instructional D-I-Y manual with detailed steps to perform using clear simple language, even with humor here and there. The first 2 chapters are mostly general information regarding the process. Each of the chapters 3 through 14 is dedicated to one of the step-activity. Each chapter begins with a degunking checklist and ends with a summary.

The 12-Step Chapters are as follows:

- Chapter 3 - Remove unwanted data and programs
- Chapter 4 - Organize your file system
- Chapter 5 - Unclutter your desktop, start menu, and taskbar
- Chapter 6 - Optimize your hard drive
- Chapter 7 - Tune up and secure Internet Explorer
- Chapter 8 - Organize your email - Backup E-Mails
- Chapter 9 - Secure your computer
- Chapter 10 - Clean up and secure your network
- Chapter 11 - Fix problems with media
- Chapter 12 - Optimize syncing

- Chapter 13 - Resolve lingering software and hardware issues-Learn how to run older Software
- Chapter 14 - Back up precious files-Backup! Backup! Backup!

The Appendix – Buy and Degunk a new PC – Should be read by anyone getting a new PC. I recommend that they read the book before powering on that brand new PC. Advice given in the book will go a long way in an organized, efficient operation.

It highly recommended that the 12 steps be taken in order. There are many screen shots to help visualize actions and sidebars for additional information. Joli calls them “Gunk Buster’s Notebook.” Performing the recommended actions will save you money by eliminating the trip to the Computer repair store and delaying the purchase of a new PC.

If the reader has time limitations, the introduction chapter has several time specific processes: Ten-Minute Degunking, Thirty-Minute Degunking, One-Hour Degunking and Half-Day Degunking. There is even a Spare-Moment Degunking.

The chapters that I have found the most beneficial are: Chapters 3 and 4 (Remove Unwanted Data and Programs, Organize your File System), Chapter 8 (Clean Up your E-mail), and obviously chapter 14 (Back Up Precious Files)

Overall, *Degunking Windows 7* is a very worthwhile book and I highly recommend it to everyone willing to spend the time to improve their PC’s health and operation.

Biographical note

Joli Ballew, MCSE, MCTS, MCDST, Microsoft MVP, is a technical writer, technology trainer, and web site manager. She is the bestselling author of several computer books, including How to Do Everything: iPad, How to Do Everything: BlackBerry Storm2, and How to Do Everything: Netbook.

Reviewer:

Guy Laroche, Computer Booters of Sun Lakes, is a retired Computer Engineer who worked on Large Main-Frame Computers as Customer Service Engineer, Designer, Programmer, and Project manager. Presently, he is facilitating Special Interest Group Classes on Windows 7 and Microsoft Word.

Guy Laroche



The COMPUTER BOOTERS OF SUN LAKES is a non-profit organization established to aid personal computer users in achieving maximum results from their home or small business computer. This newsletter is published monthly from September through June by the COMPUTER BOOTERS OF SUN LAKES. It is not connected with any commercial or private business. The information contained in this newsletter is believed to be correct and accurate. However, the COMPUTER BOOTERS OF SUN LAKES assume no responsibility for inaccuracies or omissions. Any information used from these articles is at the user's risk.



The COMPUTER BOOTERS meets the first Tuesday of each month, except in July and August when we do not meet, and in March when the date and/or location may change due to the Sun Lakes One homeowners meeting. Call for the date and location of the March meeting. All other meetings are held in the Arizona Room of the Sun Lakes One Country Club at 7:00 PM. which is south of Riggs Road on Sun Lakes Blvd. CB Board meetings are held on the second Tuesday of the month at 2:30 PM in the Arts and Crafts Room at the Sun Lakes One Country Club.

Member of



For membership information contact Guy Laroche 480-883-0638, mr1968zeus@msn.com

Other computer user groups have our permission to use the articles written by our members as long as credit is given to the author and source and notice is sent to our Editor or Assistant Editor:

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2011 CALENDAR CORNER

Meeting 7:00 PM Tuesday September 6, 2011

Featured Speaker:

Guy Laroche previews a new book, “**Degunking Windows 7**” which offers step-by-step instructions for maintenance of all Windows PCs.

Tips and Tricks:

Patricia Hill, our Review Editor/APCUG Representative, will open with our usual fifteen minute Tips & Tricks presentation.

2011-2012 Monthly Meeting Dates Tuesday, 7:00 PM--Arizona Room, Sun Lakes 1

2011-2012

September 6

October 4

November 1

December 6

January 3

February 7

March 8 *

April 3

May 1

* Date subject to change