



Tax Day April 15th

Glendora Seniors Computer Club

A Friendly Seniors Group Serving All Computer Skill Levels

General Meetings: 2nd & 4th Wednesdays of the month at 1:00 p.m.

Board Meetings 2nd Wednesday of the month at 3:00 p.m.

Volume 16 Issue 4



Happy Easter and a Wonderful Spring to Everyone !

We have had a great year at the Glendora Seniors Computer Club so far.

Attendance has been wonderful, and the presentations interesting. The classes are in full swing, so --- thank you to our teachers and presenters :Bill, Ell, Connie, Jeanine and Jim! And all the helpers behind the scenes.

So much is happening in the technology world and with computers and in the wi-fi world in particular, I feel blessed that we have an opportunity here with our Club to keep up and learn about some of the latest innovations. Also, it is always good to learn from others' experiences with purchases and equipment.

I hope all who attended the last meeting learned enough about Skype to feel comfortable enough to use it. Please ask questions if you need any more help. The last half of the meeting time is always available for questions and problem-solving, as you know.

Looking forward to Rick Edwards, the renowned photographer, again, and the opportunity to see some of his fantastic work. And, the last meeting in April will be about a game site online that I would like to share with you, and more about games.

Have a great April, and see you at the meetings !

Annemarie

PROGRAMS BY: Program Chair:
Jim Glass(All programs subject to change)

April 13th

Photography
By Rick Edwards

April 27th

Online computer games
Annemarie, Ell, Glen

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GSCC Meeting Minutes

March 9, 2011

Vice-President Connie Lang opened the meeting at 1:pm and welcomed members and visitors; there were 42 at the meeting today.

Announcements:

- **Jim Glass** reminded everyone of the upcoming Southwest Computer Conference June 3-5 in San Diego.
- **Ell Fullmer** said a member's Address Book had been hacked and many members received a spam ad for a personal product. There has been an apology and one member has asked to be removed from our mailing list. Steps have been taken to prevent the problem in the future.

Jim Glass, Program Director introduced Bruce Aaronson

Program: Personal Time Management: Getting 60 Minutes Out of Every Hour - By Bruce Carl Aronson, Free Lance Trainer /getting 60 seconds out of every minute—techniques for getting more done in less time and have more time for the good stuff. Some key points: 1) A Bucket List 2) Dealing with Distractions 3) The Big Question (WIBUOMTRN) What is the best use of my time right now? 4) Tips, Trips & Traps (procrastination, boredom, fear) 5) Where to from Here? Mr. Aaronson's program is available in booklet form, and for more information on the subject, Google "Time Management."

Jeannine Foote reported a follow up on her YouTube program from last meeting: She strung together videos on plumbing and saved herself \$75 and then spent \$125 at the chiropractor.

Vice-President Lang thanked **Wayne Gue** and **Barbara Denny** for cookies today. **Eleanor Rich, Ruthann Mayrose, Tom Millett** will bring treats to our next meeting (3-23).

Program for March 23rd will be a presentation on *Skype* by President Hunt.

Education: Bill Belcher – **Connie's** class on File Management begins tomorrow (3-10). Bill and Ell answered questions including updates and service packages for Windows 7.

Ell Fullmer: Talked further about the Hijack issue regarding the hacking of email address books, strongly recommending that Windows Live Mail and Gmail have the best spam filter, and a lock box/Pass word Keeper to list all passwords as well as multiple email addresses and a temporary bank card number for purchases.

Other - The 50/50 was won by Rita Norkin.

Adjournment: 3:05 pm by **VP Connie Lang**

Submitted by:

Secretary Ruthann Mayrose

Approved By:

Vice-president Connie Lang

GSCC Meeting Minutes

March 23, 2011

President Hunt opened the meeting at 1: pm and thanked VP Connie Lang for conducting the last meeting in her absence.

Minutes of March 9, were accepted with correction of Eleanor English bringing cookies today.

Announcements: Education Chair Bill Belcher is on vacation and President Annemarie Hunt and Tech Advisor/Webmaster Ell Fullmer will present today's program and demonstration on Skype.

PROGRAM Chair-Jim Glass: The Southwest Computer Conference is coming up (June 3, 4, & 5) in San Diego—check the website www.theSWCC.org for details

Today's program--Skype – Annemarie Hunt & Ell Fullmer

Annemarie showed us all the hardware she uses for Skype and demonstrated how Skype works with a call to her brother in Germany. She emphasized that it is free, or very low cost for international—cost of the call to Germany; approximately \$.04.. Computer-to- computer,

Skype is always free, even international. The only time Skype charges is when a computer calls a landline, and then it is about 2 c/minute to Germany, for instance. You can call any phone number that way, and there are different charges, depending on where you call.

Ell: Three things necessary for Skype operation—1) A Computer; 2) The Software available on line for free; 3) A camera (Smartphone or webcam)—most new lap tops are equipped with built-in webcam. He demonstrated how to access and download Skype Software and called his son Darren in Rising City NE.

Skype is available for both PC & Mac with Audio and video, as well as text messages. Google Skype for information on software etc.

Program for April 13th will be Rick Edwards-photography; April 27th will be Computer Games On-line (Annemarie, Glen & Ell).

Education: Connie Lang-Internet and Email class is still in progress; June classes will be Basic Computer Skills.

Ell Fulmer, Annemarie & Jim Glass answered Problem Questions including: 1) Information on antivirus programs; 2) Storing backup information in three places a) hard drive b) offsite-disc or c) an external hard drive.

Pres Hunt thanked: Eleanor English & Ruthann Mayrose for today's treats. Leroy Overstreet and Tom Millett will bring cookies for April 13th meeting.

Other - The 50/50 was won by Donna Hinman.

Adjournment: 3:00 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By:

President Annemarie Hunt

Thanks for bringing cookies
for the March 9th meeting:

Wayne Gue
Barbara Denny



Thanks for bringing cookies
for the March 23rd meeting:

Eleanor English
Ruthann Mayrose

Computer Classes for 2011

Note: All classes are held in the Elm Room of the LaFetra Center

Minimum enrollment required – 5 students for each class offering

June and July – Basic Computer Skills

If you are new to PCs or have been using a PC for a while but want to use it more effectively, then this 8 week course is for you. We will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, installing and uninstalling applications, beginning word processing, as well as proper file management and maintenance. We will demystify some of those confusing boxes that pop up unexpectedly and throughout the course, we will use the language of computers so that you can understand and even speak a little geek.

When: Thursdays, June 9 through July 28 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

June and July – Advanced Photoshop Elements

Taking the digital darkroom one step farther, this 8 week class will explore advanced layering techniques, brushes, filters, and automation techniques.

When: Tuesdays, June 7 through July 26 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have a Windows computer, a scanner and printer, and Adobe Photoshop Elements 6 or later software. The student should be familiar with the techniques taught in the digital darkroom class

Word Tips (Excel)

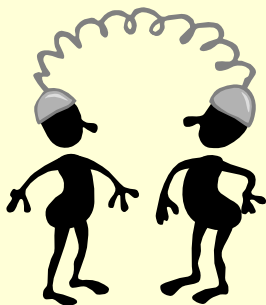
Copying Values

There are many ways that you can use Excel's tools to fill out various cells in a worksheet. One of the most common tools is to copy a cell (or cells) and then paste them into other cells. The only problem with this approach is that when you copy cells, you also copy the format of the original cells into the target cells. What if you just want to copy the values from the original cells, but retain the formatting already applied in the target cells?

You probably already know that you can use the Paste Special option from the Home tab of the ribbon (Excel 2007 and 2010) or the Edit menu (older versions of Excel), and then choose the Values option to paste just the values. If the target cells are right next to the original cells, there is an even easier way to accomplish the same task. Simply follow these steps:

1. Select the original cells whose values you want to copy.
2. Right-click on the fill handle (at the bottom right-corner of the selection) and drag the selection to encompass the target cells. When you release the mouse button, a Context menu appears.
3. Choose the Fill Values option. Excel fills the target cells with the values from the original cells; the formatting remains unchanged.

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The Computer Guys, *Bill Belcher & Ell Fullmer*, will be meeting
on the

SECOND Thursday of the month:

April 14

9:00 a.m. to 12 noon — Second Floor — La Fetra Center

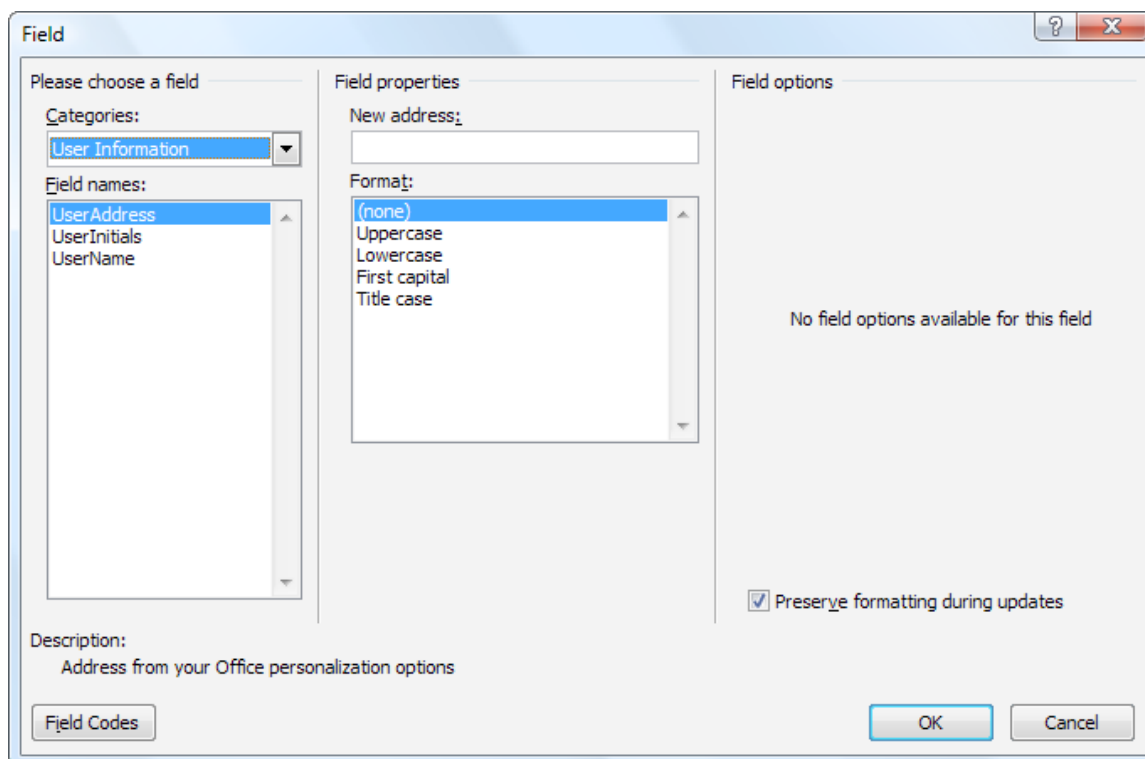
Word Tips

Word 2007

Inserting the User's Address

Word automatically maintains several items of information about you, as a user. One such item is your address, which is changed on the User Information tab of the Options dialog box. If you want to automatically insert the user address in your documents, you can follow these steps:

1. Position the insertion point where you want the address inserted.
2. Make sure the Insert tab of the ribbon is selected.
3. In the Text group, click Quick Parts. You'll see a drop-down menu.
4. Choose Field. Word displays the Field dialog box.
5. In the Categories drop-down list, choose User Information.



The Field dialog box.

6. In the Field Names list choose UserAddress.
7. Click on OK to close the dialog box and insert your field.

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E-mail Hacked? An Ounce of Prevention...

By Lee Seidman, Vice President, Business and Professional Microcomputer Users Group, Inc. (BPMUG), CT

February 2011 issue, The Help Key

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Recently, some unsuspecting e-mail users may have experienced dismaying and shocking notifications suggesting that his or her e-mail has been hacked and used to send spam (or worse), even if the e-mail system is web-based rather than downloaded directly to one's computer via a local application like Microsoft Mail, Outlook, Outlook Express, MacMail, Entourage, Thunderbird, etc. (and hence, susceptible to operating system-level vulnerabilities). The primary suspect is the password used to access the account.

People tend to try to keep things simple by using the same password to access a variety of sites, but at the risk of security. People's e-mail account password should never be used for any other account or web site. Generally, e-mail can be compared to a postcard; although the message is destined for a particular recipient, it has the potential to be read by anyone as it traverses the Internet. Additionally, if one joins a web site that requests a password to subscribe, a confirmation e-mail is often generated clearly presenting the username (often an e-mail address) and the proper password. The postcard analogy applies to that non-encrypted e-mail – it is open for anyone to read. A typical malicious-minded hacker (the "Black Hat") who either intercepts that e-mail or accesses that web site's consumer database would first attempt to use that password associated with that e-mail address to access the e-mail account. For example, if someone is whomever@aol.com registers to join a community web site or message board site-whatever.com, generally he or she is asked to use his or her e-mail address as the user name. Site-whatever.com will ask the person to generate a password and often will send a confirmation e-mail identifying the username and password in clear text (meaning it is not obscured). The first thing a third-party (in other words, someone who is not the subscriber or a representative of

the web site) may try to do is use the password contained in that e-mail to access homever@aol.com itself.

Once a hacker with bad intentions gets into the e-mail, he or she may start slowly to not get noticed, however, it does not require much effort for the “Black Hat” to change the password AND security questions (for password resets) to effectively lock the account owner out of his or her own e-mail. If nefarious activity is suspected to take place with one’s e-mail account:

- Inform those in your contact list of the circumstances, preferably by voice or an alternate e-mail account and make sure they understand not to engage the questionable content (usually seeking money in one form or another – especially via embedded hyperlinks); get as much help to act as quickly as possible as time is of the essence and everyone in that contact list is potentially at risk since they trust the e-mail is coming from you when in actuality it does not
- Change the password to access the e-mail account (and make it complex and very difficult to guess)
- Change the security questions to change the password
- Notify the e-mail provider
- If this is a commonly used password for online financial transactions (banking, purchasing, etc.), change the password for those e-commerce sites
- Keep all correspondence between the “Black Hat” and any contacts as evidence
- If money is involved, contact local and federal authorities at the Internet Crime Complaint Center (<http://www.ic3.gov/default.aspx>), especially if the “Black Hat” actually defrauded someone out of money.

In general, it is a good idea to have an e-mail account for personal correspondence and a separate one for web-based subscriptions (or use a temporary/disposable e-mail address offered by the majority of providers). The key is to use distinct passwords; the online world can be a dangerous place in which to operate, but one’s own behavior usually determines the level of jeopardy one will risk in such an environment. A little forethought can prevent a whole lot of hind-sight consternation. ****

Mac vs PC - How Do You Decide?

By Abby Stokes, Author, *Is This Thing On?*

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I'm regularly asked "Should I buy a Mac or a PC?" It's a battle not unlike the Hatfields vs the McCoys. For those of you that don't know the difference, a Mac/Apple (the name is interchangeable) is one manufacturer of both laptop and desktop computers. The inside (operating system or the brain) and the outside (hardware or what you touch) are both designed by Apple. A PC is every other manufacturer of the outside of a laptop or desktop computer (HP, Sony, Dell, etc.) with the operating system manufactured by Microsoft.

The answer to the question "Should I buy a Mac or a PC?" is a question: "Who will you call for help on Sunday afternoon when something goes wrong with your computer?" Your computer lifeline needs to understand the kind of computer you have. So, if your computer lifeline is your neighbor, your daughter, or your friend next door, purchase a PC or Mac according to what they use. You don't need to buy the exact model they have, but you'll want to buy a computer that they understand and can help you with.

Let's call a spade a spade. I've been teaching computers for 17 years, and I can say with complete confidence that NO COMPUTER is "user-friendly." That is just damn good marketing. That doesn't mean you can't learn to use a computer, whether it is a PC or a Mac, but there's very little about any computer that is intuitive or friendly. Once you understand some of the techniques necessary to operate it, the computer becomes more intuitive in the same way that driving a car becomes intuitive, but it isn't any thanks to some of the design choices. Who was the genius that put the Caps Lock key so close to the Shift key? What is the logic of clicking Start to turn off the computer? I could go on... The upside is, like a car, the computer can bring you to wonderful places making it worth the effort to learn how to operate it. And, like a car, you don't need to understand the nitty gritty of how it works in order to work it.

It's true that a Mac is less vulnerable to viruses. That is a definite plus. And it can be argued that the inside of a Mac may have been or still is better, lushier, or more ad-

vanced than a PC, but you and I won't ever notice the difference. If you're a graphic designer, a Mac is probably a better idea. For us, the average user, both a Mac and a PC will equally meet our needs with e-mail, word-processing, and the Internet. If you're comfortable with whichever kind of computer you already have, there's no reason to succumb to pressure because someone you know LOVES their Mac or PC. Will they be there to help you when with a computer question or problem?

If you decide to change from PC to Mac or vice versa, you can make the transition with the same patience required with a new spouse. There'll be good days and bad days, and eventually you'll hit a comfort level with all the changes. A different operating system does require that you purchase all new software which can be pricey. **Research** the cost of whatever software you have on your existing computer before you make the change.

No matter the pressure or hard sell that comes your way, your computer choice is YOURS to make. Hold fast to what suits your needs, wallet, and comfort level. Tell them I said so!

For more on Mac vs PC visit Chapter 6 (p. 47) in "Is This Thing On?" A Computer Handbook for Late Bloomers, Technophobes, and the Kicking & Screaming

Service Packs Explained (and needed)

By Sandy Berger, Compu-KISS

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Although most of us still think of Windows 7 as a brand-new operating system, it is, in fact, starting to show its age. Windows 7 made its debut on October 22, 2009. Is one and one-half really old? Well, in the computer world, it is not old, but it is certainly full-grown. One sign of this is that Microsoft has just released the first Service Pack for Windows 7.

A service pack is a collection of updates, bug fixes, and enhancements for a software program. As you know, Microsoft routinely offers updates for their Windows operating systems. These updates come out weekly, and they patch or, you might say, repair the operating system so that they remain safe from hackers. They can also include improvements or enhancements to the operating system. At a certain point in

time, Microsoft gathers all of those updates, adds any other updates and enhancements they have and issues this batch of updates as a service pack. It is also important to note that when Microsoft issues a service pack, this service pack also makes sure that all of the updates and enhancements work well together and offer good stability for the operating system.

The question that I am most often asked is this, "If I have installed every update that Microsoft has released, do I still need to install the service pack?" The answer is "yes." Often the service pack contains additional updates and/or enhancements that were not included in the weekly updates. Also, a service pack makes sure that all of the updates are put together properly to make your system run well.

in fact, Microsoft thinks that this is so important that they only support the operating system when it has the proper service packs installed. Each service pack should be installed when it is released. If, for some reason, they are installed all at the same time, each is installed sequentially.

So, for **Windows XP** you should have Service Pack 3 installed. **Windows Vista** should have Service Pack 2, and **Windows 7** should have Service Pack 1. To learn what service pack you have installed, just click on the Start button, right-click on Computer or My Computer, and then click Properties. You will see the service pack listed under the Windows edition.

You can go to the Microsoft website and install a service pack from there, if you happen to be missing one. All service packs from Microsoft are free. If you are using Window 7, the new service pack will be offered to you through Microsoft's automatic update service. This Windows 7 service pack can take up to 30 minutes and will re-boot your computer. I have installed Window 7, Service Pack 1 on several computers without a problem, but you should be aware that installing a service pack is a big update. Microsoft recommends that you back up your computer before installing a service pack. And to be honest, you should be backing up your computer anyway. So if you don't have a backup strategy in place, this is a good time to implement one.

The newest version of Internet Explorer - IE 9 is now in testing and it is already available for free download in a beta version. This is by far, the best version of Internet Explorer that Microsoft has ever released. IE 9 won't run on Windows XP; it requires Windows Vista or Windows 7. Although Microsoft is not requiring Windows 7 Service Release 1 to install IE 9, it is advisable to install this Service Release before you in -

stall IE 9.

Service Packs are a fact of life for Windows users. Installing them may be a bit of a pain, but you really need them to make sure that your Windows system is secure and stable and that it performs well.

The Donation

Father O'Malley answers the phone. 'Hello, is this Father O'Malley?'

'It is!'

'This is the IRS. Can you help us?'

'I can!'

'Do you know a Ted Houlihan?'

'I do!'

'Is he a member of your congregation?'

He is!'

'Did he donate \$10,000 to the church?'

'He will.'

Son: 'Mum, when I was on the bus with Dad this morning, he told me to give up my seat to a lady.'

Mom: 'Well, you have done the right thing.'

Son: 'But mum, I was sitting on daddy's lap.'

Senility

An elderly man went to his doctor and said, 'Doc, I think I'm getting senile.. Several times lately, I have forgotten to zip up.'

'That's not senility,' replied the doctor. 'Senility is when you forget to zip down.'



Ask Mr. Modem! – April 2011
www.MrModem.com

Stubborn Magnifier Creates Oversized Problem

Q. I was excited to try the Windows Magnifier to help me read small print, but now I can't get rid of it. I've tried everything I can think of, but it won't disappear. How can I close it once and for all?

A. For those who aren't familiar with the Magnifier, Microsoft's somewhat verbose description is, "a display utility that makes the computer screen more readable by creating a separate window that displays a magnified portion of the screen." Succinctly stated: It makes things larger.

To launch the Magnifier in XP, click Start > All Programs > Accessories > Accessibility > Magnifier. In Vista and Windows 7, click Start and in the Search field, type "Magnifier."

To close the Magnifier, look for its icon on the Taskbar, at the bottom of your screen. Right-click that icon and select Close.

Q. I have a belt clip for my iPod that has a little flap cover that is held shut with a magnet. Could this magnet destroy all the songs I have in my iPod? Am I heading for a data disaster?

A. It's highly unlikely that it will cause any problems. There are never any guarantees, of course, but magnets capable of wiping out data are very powerful, not the type that would be associated with a magnetic closure of the type you describe. I wouldn't have any qualms about wearing a stylish iPod belt clip (from the spring Nerdwear collection, I'm guessing), and if you haven't had any problems thus far, you're not likely to have any in the future.

Q. I have a Word document that was typed in ALL CAPS. I know that to get lower case I can click Insert and re-type the letters to change each word, but is there some way I can change the entire document at once? I tried the Find/Replace command, but that did not work. Thanks in advance for any suggestions you may have. I love your weekly newsletter.

A. Select (highlight) the text you want to change, then press SHIFT + F3 and keep pressing it to toggle between ALL CAPS, lower case, and Initial Caps.

Q. I had to install a new ink cartridge today, but I wanted to skip the print-testing pages because it wastes paper and ink. Nothing I tried worked. Is there any way to avoid that or am I caught in the ugly grasp of my printer?

A. Unless the ability to bypass that function exists with your particular make and model printer, which you did not identify, in most cases there is no way to avoid that. Generally speaking, that type of print-and-align function is truly not a waste of paper and ink in the long run. This function enables your printer to continue to provide the best print quality possible.

I have several printers here, and when I replace ink cartridges, it is accompanied by a symphony of beeps, boops, clanks, clunks and printing pages. As a card-carrying geek, I am of course obligated to examine the test-print sheets to confirm that everything is printing correctly. Not one to waste anything, I then use the test sheets as scrap paper to record my pithy thoughts or compose ransom notes, as needed. I would suggest going with the ink flow and be happy your printer is monitoring itself and maintaining its print quality.

Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

Abandoned Rails

Railroad lines have a unique and fascinating history. For better or worse, thousands of miles of track have been abandoned in the U.S. during the last 30 years. This site is dedicated to the preservation of the history of former railroad lines through interesting facts, pictures and articles. All-aboooooaaaarrrrrrd!

www.abandonedrails.com

Nation History

Geography buffs and world travelers will enjoy this site's concise histories of every country and non-sovereign territory on the planet. You can search for a specific nation by name or just browse its six regions: Africa, Asia, Europe, North America, Oceania, and South America.

www.historyofnations.net

Universcale

If you have ever been to a planetarium, studied astronomy, or looked at the sky on a cloudless night, you know that the size of the universe is impossible to comprehend. In fact, if you think about it too intensely it can cause your head to explode. Universcale is a site that serves as an "infinite yardstick," placing objects into a scale that provides a better idea of the true vastness of the cosmos. It is an interesting online experience to watch the ever-expanding scale bring some perspective to the extremities of space, where the outer limits of the universe are an equally incomprehensible 100 billion light years away. Sit back, relax, and allow plenty of time for this Nikon-sponsored moving scale to display.

<http://tinyurl.com/592jkh>

For plain-English answers to your questions by email, plus great computing tips, subscribe to Mr. Modem's award-winning WEEKLY newsletter. Subscribe using Promo Code 1046 and receive a free month (four weekly issues!) with your six-month subscription. To view a sample issue or subscribe, visit www.MrModem.com.

Brothel Trip

An elderly man goes into a brothel and tells the madam he would like a young girl for the night. Surprised, she looks at the ancient man and asks how old he is.

'I'm 90 years old,' he says.

'90!' replies the woman. 'Don't you realize you've had it?'

'Oh, sorry,' says the old man. 'How much do I owe you?'



Elected Officers

President	Annemarie Hunt	ajhunt1447(at)aol.com
Vice President	Connie Lang	connielang(at)verizon.net
Secretary	Ruthann Mayrose	Ruthannmeister(at)gmail.com
Treasurer	Rose Marie Diem	catscobwebs(a)charter.net
Tech Advisor	Ell Fullmer	pakratt(at)gmail.com
Past President—	Annemarie Hunt	Ajhunt1447(at)aol.com

Have a New

Email Address?

**Please Notify Membership
Chair: Jeannine Foote**

**jeanninefoote(at)
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Newsletter Editor	Dan Leddy	ranchitoave(at)yahoo.com
Set-Up Chair	Bill Hart	Bobbibill(at)peoplepc.com

**Please submit Newsletter Arti-
cles by the last Friday of the
Month.**

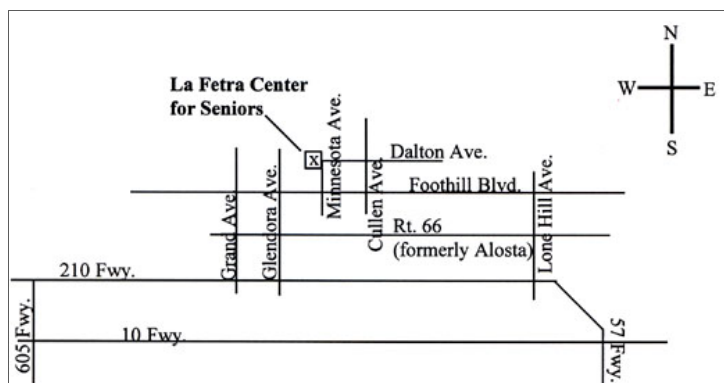
Type GSCC in Subject Line.

**Email to Dan Leddy
ranchitoave(at)yahoo.com**

Thank you to the following mem-
bers for help in this
month's Newsletter:



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We're On The Web

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