

A Newsletter from the  
Gold Country  
Computer Learning Center



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# Bits & Bytes



## Change

by Cheryl Marshman, Editor

It's been said that the only thing in life we can count on is change. Yes, change is inevitable and all of our lives have changed due to advances in technology. It's changed the way we work, do business, and communicate with each other.

Who would have thought that one day our kids would know more than we do? It's a change but has become a reality in this age of computers. As parents and grandparents we must change and become computer literate. Sometimes just to understand the terminology we read in the newspaper or magazines, but especially to continue to understand and communicate with our kids and grandkids.

For more than five years GCCLC has been helping adults to change the way they think about computers and become computer literate. Our classes continue to teach the latest in computer basics and more. GCCLC continues to explore ways to keep up with change which sometimes means making changes.

Recently GCCLC became a non-profit corporation. What changes might this bring? Read the articles on pages 1 and 2 to find out more about this.

One thing that will not change is the dedication of the Volunteers. See page 3 for more about GCCLC Volunteers. Without them there would be no GCCLC.

## GCCLC Becomes a California Public Benefit Corporation

Bob Reeves, GCCLC Coordinator recently announced the Incorporation of GCCLC as a non-profit Corporation. Under the rules of California, GCCLC has formed a Corporation and obtained an Employer Identification Number for the purpose of opening a bank account.

The next step is to apply for and obtain status with the Internal Revenue Service as a non-profit organization under their rules called 501C(3). Once the IRS recognizes GCCLC as a non-profit organization, non-profit status can be obtained with the California Franchise Tax Board

The purpose statement of the newly formed GCCLC non-profit Corporation is: *To provide enrichment to lives of members of our communities with education in various subjects of interest, with an emphasis on computer technology, that brings volunteers and students into a mutual learning and sharing environment.*

GCCLC has no plans to make any changes to the current services provided. In his announcement, Bob Reeves expressed his thanks to the volunteers:

"I want to thank you again for

*Continued on page 2, column 1*

Continued from page 1

your volunteer efforts as coaches and instructors. I believe we have many opportunities ahead of us to serve our community and to be richly rewarded in the satisfaction of seeing our student's eyes come alive with the excitement of learning".

## FAQs On the Newly Formed GCCLC Non-Profit

by Rob Reeves

### Why did we believe it was necessary to form a non-profit?

We've been discussing the pros and cons of forming our own separate non-profit for a few years now. Here are some of the reasons.

- We can actively search out sponsors and apply for grants specifically for the Computer Learning Center.
- We can become financially independent.
- Long term looking five or ten years into the future, we believe this will be the best way for us to grow and prosper and provide the quality of instruction that's needed.
- The Community Center is faced with the burden of paying significant rent for the building beginning in July 2007. While we absolutely have no plans to leave the Center, if the Fairgrounds Board chose not to rent to the Community Center we would possibly have to search out another location to conduct our classes. (The Community Center and the Fairgrounds have recently arrived at a one-year agreement from July 07 through June 08).

### Are their any anticipated changes being made to staff or staff functions?

All the changes have been made already, however we are actively looking for a Marketing Director. Someone who can market the Computer Learning Center as an organization and who can also market our product, namely our computer classes. We are heavily in need of volunteers at all positions. We frequently cannot schedule the classes we would like to because of the shortage of coaches and Instructors. Please encourage your students to become volunteers.

### Have any other changes been made or planned?

Well sure, we're always changing because as they say, from change comes growth. We're discussing introducing thumb drives, bringing in Vista, enlarging the classroom, increasing the

number of workshops, etc. We'll make some changes that work out great and some that aren't so swift. We hope we learn and grow from both. We do welcome and encourage inputs from our volunteers and students on what needs changing and what is working out great.

This is an organization with vibrant, energetic volunteers. It's always a joy working with such enthusiastic people.

(See page 3 for a complete list of Volunteers)

Newly formed GCCLC Board of Directors	
<b>GCCLC President:</b>	Bob Reeves
<b>Vice President:</b>	Sherrill Kulps
<b>Secretary:</b>	Elinor Sheets
<b>Chief Financial Officer:</b>	Sallie Faulkner
<b>Director of Technology:</b>	Roger Thornburn
<b>Director of Administration:</b>	Carol Kulwarth
<b>Director of Education:</b>	Martha Metropulos
<i>Lab Monitor Coordinator:</i>	Doug Worthy
<i>Volunteer Coordinator:</i>	Karen Pfanenstiel
<b>Director of Technical Support:</b>	Ron Kowalka
<b>Director of Marketing:</b>	Vacant
<i>GCCLC Newsletter:</i>	Cheryl Marshman
<i>Union Newspaper:</i>	Diane Masini
<i>User Group &amp; Seminars:</i>	Joan Gootherts

### Definition of a Non-Profit Organization

from Wikipedia, the free encyclopedia

A non-profit organization (abbreviated "NPO", or "non-profit" or "not-for-profit") is an organization whose primary objective is to support an issue, matter of private interest, or public concern for non-commercial purposes, without concern for monetary profit. A nonprofit organization may be involved in a wide range of areas. Nonprofit organizations often are charities or service organizations; they may be organized as a not-for-profit corporation or as a trust, a cooperative, or they may be purely informal.

# Volunteer Forum

The definition of a Volunteer is: a person who voluntarily offers himself/herself for a service or undertaking willingly and without pay.



GCCLC is fortunate to have many dedicated volunteers. Without these volunteers, GCCLC would be unable to provide the caliber and quantity of Computer classes and services at the Community Center.

The following are GCCLC Coaches, Instructors, and Administrative Volunteers.

GCCLC Volunteers	
Marysue Bacon	Patti McClure
Mitch Bain	Marie McNitt
Lucile Beal	Martha Metropulos
Maxine Bleakley	Willie Mills
Ruth Brown	John Morris
Levi Bryant	Don Nofte
Karna Campbell	Jo O'Bannon
Carmen Carroll	Ken Pace
Rosalee Clanton	Ed Patterson
Jack Conner	Karen Pfanenstiel
Jany Dalstra	Diane Pile
Barbara Davis	Linda Pritchard
Jan Evans	Robert Proano
Sallie Faulkner	Liz Rees
Helyn Frazee	Bob Reeves
Ginny Gleason	Paula Roediger
Warren Goodspeed	Patricia Rogan
Joan Gootherts	Peggy Servaes
Mike Green	Elinor Sheets
Barbara Gwiazdon	Jacqueline Simonson
Willis Hanks	Sue Stafford
Judy Jones	Toni Stevens
Julie Kelly	Nancy Thornburn
Howard Klein	Roger Thornburn
Ron Kowalka	Don Tweedie
Carol Kuhwarth	Ron Van Pelt
Sherrill Kulp	Pat Vessey
Lu Kurani	Gary Wade
John LeLange	Sue Waid
Cheryl Marshman	Connie Warren
Diane Masini	Paul Weir
Nancy Maxwell	Sylvia Williams
Mary McBride	Dick Woodbury
Betty McClain	Doug Worthy

GCCLC can never have enough Volunteers, so while it may seem there are many; there is always room for more. Some GCCLC Volunteers are former Students who have become computer educated and now feel able to help others achieve the same. It's rewarding when you are able to give back.

## Volunteer Kudos



The third week in April was National Volunteer Week. It may be too late to celebrate Volunteer Week but not for giving Kudos to all GCCLC Volunteers.

I want to thank you again for your volunteer efforts as coaches and instructors. I believe we have many opportunities ahead of us to serve our community and to be richly rewarded in the satisfaction of seeing our student's eyes come alive with the excitement of learning.

*Bob Reeves, GCCLC Coordinator*

On behalf of Karen Pfanenstiel and myself, I want to thank everyone who has responded to our pleas, not only for coaches and instructors, but for the many substitutions that occur. As volunteers, we all have a "life" outside of the Computer Learning Center, and sometimes, no matter how well we plan our time, events occur that dictate we cannot fulfill our Learning Center obligations. Hence, we put out requests for substitutes. All of you, at one time or another, have stepped up and filled a vacancy, and we want you to know how much it has been appreciated. I wish we could give gold medals to all of you for service above and beyond the call, because we do know how much time you spend keeping the Learning Center going

*Helen Frazee, Volunteer Substitutes Coord  
Karen Pfanenstiel, Volunteer Assignments Coord*

## GCCLC Needs Your Input

Coaches, Instructors, Students, your input is needed to make our program even better. Are there topics you'd like to see covered as a hands-on Workshop? How about topics you'd like to see addressed in the User Group Meetings? Do you have ideas for Seminars, or maybe you'd like to present one.

Help us to help you! Don't be shy, send your thoughts and ideas to [publicity3@gcclc.org](mailto:publicity3@gcclc.org)

## Check Out the New and Easy Online Lab Sign-up

by Roger Thornburn, Webmaster

By now, most everyone knows that on Tuesday from 2 – 4 pm and Thursday from 9 – 11 am we have lab time. Here Students can do their homework, go over class material, or just practice their computer skills. All with the help of our friendly, knowledgeable Lab Monitors.

In the past, we had lab sign-up available in a binder in the classroom, as well as on our website. Many Students found our website sign-up a little confusing, so I have completely redesigned the online form to make it very easy to use. We also had trouble reconciling the binder sign-ups with the web. Sometimes we would have a large group and not enough Lab Monitors to give Students the attention they have come to expect.

So, we decided that consolidating the sign-up into one place would be beneficial to both Students and to our Lab Coordinator, Doug Worthy. Doug makes sure we have a good Lab Monitor-to-Student ratio and asks for help when he sees the attendance rising.

With the new process Students will receive an e-mail confirming their reservation (if an e-mail address is given) and Doug will know immediately who has signed up. We hope this makes it easy for Students to reserve a place at lab. If Students don't have a computer at home, they can sign-up in the center on one of our computers. Our Instructors, Coaches and Lab Monitors will be glad to help Students through the process.

Click to [Sign Up Now](#). If you would like to see a demo on how to fill out our online form, maximize your browser and click [for an animated demo](#)

### Free, to anyone who can use it...

Epson scanner, Perfection 1200U. It's a bit old but works fine. It worked on XP but I doubt if it would work on Vista.

-- Ed Patterson, if interested, email

[publicity3@gcclc.org](mailto:publicity3@gcclc.org)

## Did You Know?

**The Internet** is a 'network of networks' that consists of millions of smaller domestic, academic, business, and government networks which together carry various information and services. The internet was originally conceived by the U.S. Dept. of Defense unit DARPA (Defense Advanced Research Projects Agency). It was intended to be a distributed, fail-proof network that could connect computers together and be resistant to any point of failure. Its initial software applications were email and computer file transfer. With the invention of the World Wide Web in 1989, the Internet really took off as a global network. Now, the Internet is the ultimate place to accelerate the flow of information.

**The World Wide Web (WWW)** is often mistakenly used as a synonym for the Internet itself, but the Web is a service that operates over the Internet just as email does. It is a system of interlinked, hypertext documents that runs over the Internet. With a Web browser, a user views Web pages that may contain text, images, and other multimedia and navigates between them using hyperlinks. The Web was created around 1990 by the Briton Tim Berners-Lee and the Belgian Robert Cailliau working at CERN in Geneva, Switzerland. (the European Organization for Nuclear Research, commonly known as CERN).

**A Web Browser** is a software application that enables a user to display and interact with text, images, and other information typically located on a web page at a website on the World Wide Web. Some of the Web Browsers available for PCs include Internet Explorer, Mozilla, Firefox, Safari, Opera, and Netscape (in order of descending popularity as of Aug 2006).

**Yahoo** was started by Stanford University students David Filo and Jerry Yang in February 1994. It was originally called "Jerry's Guide to the World Wide Web" a site featuring a hierarchical directory of other sites. It was renamed Yahoo soon after. The name stands for, Yet Another Hierarchical Official Oracle. Some net ranking firms say that Yahoo is the most visited site on the web today.

from WIKIPEDIA, the Free Encyclopedia

## Computer Tips & Tricks



### Internet Search Tips

by Cheryl Marshman

Persistence and common sense are the most valuable characteristics for consistently obtaining quality search results. It's estimated there are between 200 - 800 million documents online, with no master system for organizing this information. No wonder effective searches take patience and persistence! Here are a few tips that may help you perform better searches:

- Concentrate on key words and phrases that best describe your search term.
- Eliminate unnecessary words such as the, a, an from the search string.
- Check for spelling and typing errors.
- Try all related terms and concepts. Sometimes just making a word plural (or not plural) will change the search results.
- Try synonyms and variations of words. For example, if you're searching for 'garbage' you might want to also try 'refuse', 'trash' and 'waste'.
- Sometimes adding words can narrow the search. For example, search on diabetes and get 80,000+ results. Add the word treatment, and narrow it down to about 20,000+ results.
- Follow instructions the search site suggests.
- Try the search string on different search sites. Results can vary from site to site. For a list of search engines visit Wikipedia.com. ([http://en.wikipedia.org/wiki/List\\_of\\_search\\_engines](http://en.wikipedia.org/wiki/List_of_search_engines))
- Visit some of the sites that appear on your initial search to locate terms that might help refine your search string .
- Learn *Boolean* basics which can significantly narrow search results if used properly.

### Microsoft Paint Tip

by Doug Worthy



Some very innovative creations can be made using Microsoft Paint, depending on your interest and skill levels. Occasionally it might be difficult to clear an image to begin a new project. This may be because the 'clear image' command isn't active (meaning it's grayed out & inactive). Click on one of the tools in the Tool Box (like the pencil tool as an example)

Now go back and click IMAGE on the Menu Bar...you'll see that "clear image" is no longer grayed out and is active for use.

## If Only Life Were More Like a Computer

It would be so much easier if you could do some of the same things in life that you can do with a computer.

- If you messed up your life, you could press "Ctrl, Alt, & Delete" to start all over!
- To get your daily exercise, just click on "run"!
- If you needed a break from life, click on "suspend" .
- To get even with the neighbors, turn up the sound blaster.
- Hit "any key" to continue life when ready.
- To "add/remove" someone in your life, click settings and control panel.
- To improve your appearance, just adjust the display settings.
- If life gets too noisy, turn off the speakers.
- "Help" with the chores is just a click away.
- You wouldn't need auto insurance. You'd use your boot diskette to recover from a crash.
- We could click on "send" and the kids would go to bed immediately.
- To feel like a new person, click on "refresh".
- Click on "close" to shut-up the kids and spouse.
- To undo a mistake, click on "back".
- Is your wardrobe getting old? Click "update".
- If you don't like cleaning the litter box, click on "delete".
- When you lose your keys, click on "find"



off the mark.com by Mark Parisi



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## Photo Gallery

*Photos by GCCLC Students and Volunteers*

Submit your photos, along with a brief description, for publication in the next Bits & Bytes [publicity3@gcclc.org](mailto:publicity3@gcclc.org)



Seattle Waterfront  
Photo by Elinor Sheets



Flower  
Photo by Mark McGinnis



Roses in Bloom @ Fioli  
Photo by Joan Gootherts



Trondheim Norway  
1:43 a.m. during Midnight Sun  
Photo by Linda Hansen

## General Information

### GCCLC Location:

Gate 2 Nevada County Fairgrounds  
Grass Valley, CA 95949

**General Information:** Call 273-0497

Visit us on the web @ [www.gcclc.org](http://www.gcclc.org)

**Volunteer Info:** Karen 470-0270

you can also volunteer online @

<http://gcclc.org/volunteer.htm>

**Course Registration:** Carol 273-3029

you can also register online @

<http://gcclc.org/classes/register.htm>

### Seminar or User Group info & signup:

Joan 273-6955

or call the Community Center at 273-4961

**To contribute articles, photos, information, or ideas to the Newsletter:** Cheryl 432-2418

or email [publicity3@gcclc.org](mailto:publicity3@gcclc.org)

In addition to classes GCCLC also offers:

### Computer Labs

**Tuesdays 2:00 – 4:00**

**Thursdays 9:00 – 11:00** (except 3<sup>rd</sup> Thurs)

### Community Center Lounge

This is an opportunity for Students to come into the Learning Center, use a computer, and have a lab monitor available to answer questions or help work through issues. Sign-up for Lab time @

[http://gcclc.org/forms/f\\_labtime.htm](http://gcclc.org/forms/f_labtime.htm)

### User Group Meetings

**3<sup>rd</sup> Thursday of the Month**

**9:00 – 11:00**

### Community Center Lounge

Open to everyone, no pre-registration required.

The first half of the meeting is a short discussion on a selected subject, led by one of our "techies".

The second half is an opportunity to ask our "panel of experts" any question about your computer or hi-tech problem!

### Seminars

**4<sup>th</sup> Wednesday of the Month**

### Community Center Lounge

Fee is \$10 single/\$15 double and \$5 volunteers

Given by one of our technical staff, our Seminars provide in depth coverage of a single subject and handouts/notes are normally available. Seminars are presentations, rather than a "hands on" class

## Scheduled Events

### Seminar

**Google >More >More> and Even More**

*presented by Nancy Maxwell*

**Wednesday, May 23<sup>rd</sup>**

**1:30 – 4:00**

### Community Center Lounge

Nancy will cover Google Earth, Google Groups, and the recently released Google free word processor and spreadsheet downloads. The options on the latter are amazing and these programs do it all! The software is compatible with both PC and Mac. Registration: call Joan 273-6955

### User Group Meeting

**The Home Electronics Survival Guide**

*presented by Barbara Gonzales*

**Thursday, May 18<sup>th</sup>**

**9:00 – 11:00**

### Community Center Lounge

If you have limited technical knowledge and skills, this one is for you. Barb will show you how to easily manage the confusing world of cables. She brings with her all the electronic equipment one might deal with such as a DVD player, printer, computer, recorder and more. A hands-on picture truly is worth a thousand words and there will be lots of time for Q & A.

\$1.00 covers cost and no pre-registration is required – everyone welcome.

### Hands-on Workshops

**File and Folder Management**

*presented by Roger Thornburn*

**Wednesday, May 16<sup>th</sup>**

**11:00 – 3:00**

Community Center Lounge

### Managing Your Investments

*presented by Bob Reeves*

**Monday May, 30<sup>th</sup>**

**11:30 – 1:30**

Since these are hands-on sessions, we can only accommodate 8 students in each workshop