

A Newsletter from the  
Gold Country  
Computer Learning Center



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# Bits & Bytes



## Back to School

by Cheryl Marshman, Editor

We're still having 100 degree days but with school starting I know that summer is almost over. As a kid I was always disappointed to see summer come to an end. Even shopping for new school clothes didn't make back-to-school something to look forward to.

Now that I'm just a little bit older, I can honestly say that back-to-school is something I now look forward to. Seeing the back-to-school sales ads, taking my granddaughter shopping for a new school outfit, and seeing those yellow busses in the morning tell me that fall is just around the corner.

I love fall and it remains a tie with spring for my favorite season. I love the cooler weather and the fall colors. This year I have another reason to look forward to fall.

It's back-to-school for the GCCLC and I'll be instructing some of the computer basics classes. Also, in September, It will be one year since I joined the GCCLC as a volunteer.

I've met some great people, both students and volunteers. I've enjoyed volunteering as a coach, instructor, and editor of this newsletter. I look forward to classes starting September 4<sup>th</sup>.

With the fall classes, the GCCLC has made a few changes to the Computer Basics class offerings.

We've listened to what our students have to say. Consequently, we're revamped the content of the classes, rewritten the manuals, and shortened all Computer Basics classes to only 4 weeks long.

I hope everyone else is looking forward to back-to-school as much as I am. I think our classes will be better than ever. In keeping with back-to-school tradition, I just might have to buy myself a new outfit for the first day of class!



Don't forget to practice your typing skills. Try these websites:

<http://www.powertyping.com/>

<http://www.learn2type.com/>

<http://www.nimblefingers.com/>

## GCCLC and the Community Center Come to an Agreement

by Bob Reeves, Director

This summer has been busy and fraught with tension and concern about what the future has in store for the Computer Learning Center. The really good news, though, is we have reached an agreement with the Community Center to sublease the lounge area through June 30, 2008.

It has been agreed that we will pay the Community Center \$850 a month for rent of the lounge, with a 45 day-termination notice by either the Computer Learning Center or the Community Center. As a part of the agreement we will make a donation of \$2500 to the Community Center.

If you recall, seven years ago, the Community Center founded the Computer Learning Center and without their help and assistance we would not exist. Since we are now a non-profit Corporation and beginning to fly on our own, it is only fitting that we make a donation to the Community Center to show our appreciation for all they have done for us.

Also as part of the agreement, there will be a sign posted on the patio door (the door to the left of the student's vision) that will state entry is not permitted (Drivers for HDM excepted) while classes are in session. This will be quite helpful since the student's eyes can't help but be diverted anytime anyone enters that door. This also means our coaches and instructors cannot enter that door while class is in session. Instructors, you may enforce this rule yourself or let me know if there are any violations.

I feel good about our fall session of classes. Carol is busy registering students, though we got a late start this year. We have moved to 4-week classes, which helps in attracting students, coaches and instructors. Our manuals are maturing with fewer and fewer errors needing correcting. Our instructors and coaches have more experience and hence will be doing a better job.

We do have to determine the direction to steer the future of the Computer Learning Center. The lease that the Community Center has signed with the Fairgrounds expires on June 30, 2008.

As a result, we have several options to consider before this date. As I see it our choices are:

- We can reach an agreement with the Fairgrounds to lease the lounge area and stay exactly where we are
- We can move with the Community Center to their new digs wherever and whenever that may be, if they can accommodate us
- We can lease a commercial space somewhere
- We can rent a space at a church, or a social organization.

It's difficult to find a space since we need to keep our equipment up and ready 24/7. I'm sure there are other options available.

What do you think we should do? Maybe you know a place that's available. Email me at [bobnrenee@att.net](mailto:bobnrenee@att.net) and let me know your thoughts.



## Computer Tips & Tricks

You've heard of search engines like Google, Yahoo, etc. but have you ever heard of an answer engine?

A Search engine operates by finding Web pages that have your search term somewhere in their text. An answer engine will find Web pages that actually answer your question directly. Check out these answer engines and have fun.

<http://www.brainboost.com>

<http://www.threemice.com>

[http://pcwin.com/Home Education/1\\_Click\\_Answers/index.htm](http://pcwin.com/Home_Education/1_Click_Answers/index.htm)

## GCCLC Tech Update: The Class Computers Are Ready to Go

by Ron Kowalka

Another session and again the PCs have been scrubbed and are ready for the students. The Student CD folder on the C:\ drive has been updated with the current files to support the classes. Also, the "software you might consider" folder has been updated by adding the FastStone viewer 3.2 and Capture utilities.

In addition, the E:\ drives (My Documents) where we have the students go to place their files has been scrubbed and a default set of folders installed. We have also added a new directory with the name "Student files here" with the hope that the students will save them in that folder. As Instructors and Coaches you can help - point it out to them!



While setting up the room we scrubbed the tables, cleaned the keyboards and also the mice. The tables the PCs sit on belong to the Fairgrounds and are the best we

can get.

The new PC that will be used by the instructors has been given the name "Starlight". When booting into XP Home choose the Student login and use foothill as the password, just like the student PCs. We have made attempts to have it look like the student PCs, but may have missed one or two things. If you find something we've missed let us know using the on-line trouble ticket on GCCLC.org. We have also added Starlight into the address book for Outlook Express in each PC.



## Did You Know?

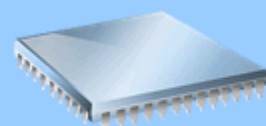
**Silicon Valley** is the southern part of the San Francisco Bay Area in Northern California. The term originally referred to the region's large number of silicon chip innovators and manufacturers, but eventually came to refer to all the high-tech businesses in the area; it is now generally used as a metonym for the high-tech sector. Despite the development of other high-tech economic centers throughout the United States, Silicon Valley continues to be the leading high-tech hub because of its large number of engineers and venture capitalists

The term *Silicon Valley* was coined by Ralph Vaerst, a Northern California entrepreneur. His journalist friend, Don Hoefler, first published the term in 1971. He used it as the title of a series of articles "Silicon Valley USA" in a weekly trade newspaper Electronic News which started with the January 11, 1971 issue. *Valley* refers to the Santa Clara Valley, located at the southern end of San Francisco Bay, while *Silicon* refers to the high concentration of semiconductor and computer-related industries in the area.

Silicon Valley is generally considered to have been the center of the dot-com bubble which started in the mid-1990s and collapsed after the NASDAQ stock market began to decline dramatically in April of 2000..

Even after the dot-com crash, Silicon Valley continues to maintain its status as one of the top research and development centers in the world. A 2006 *Wall Street Journal* story found that 13 of the 20 most inventive towns in America were in California, and 10 of those were in Silicon Valley

*From Wikipedia, the free Encyclopedia*



## Volunteer Forum

### Council Meeting Update, Meeting Held August 20, 2007

Monthly Meetings: the council meetings are public and open to anyone who wishes to attend. If you'd like to attend please let Bob, Carol or Elinor know.

Filing Status of 501(c) (3) and Form 1023: We will need to show the IRS how we started our corporate life on March 1, 2007 with \$15,000. Our attorney suggested that we detail our past seven years of history in teaching computers and our experience at the Community Center

Telephone Answering Machine Message: Roger has changed the message to include the necessary telephone numbers callers should use for separate departments.

Mission Statement: Sallie will pull the Mission Statement from her files and send to the Secretary. The consensus was that this should be on our website and in our brochure. It was suggested we determine our Vision Statement as well.

Communications with Volunteers: From the August 18 meeting with Volunteers it was acknowledged more communications with volunteers is needed. This requires considerable more discussion and will be pursued in upcoming Council meetings. (Do you have any suggestions on how the Council can better communicate with the rest of the volunteers? Call Bob 265-2866) In the meantime, a suggestion was made that a "Volunteer of The Month" could be featured on the bulletin board at the Computer Learning Center.

Financial: Sallie handed out a financial report that had been revised to cover the period of Mar 1 to July 31 using her newly formatted procedure. Brought forward was \$12,415.43 and carried forward was \$15,378.22. She announced she had found an insurance carrier, through Sierra Gold, that would give us a liability insurance policy for \$773. A motion was made and passed to purchase the policy through Sierra Gold

Web Master: Roger is thinking of adding a blog section to the web page. He updated the class schedule, redesigned the registration page, updated the registration database, added revised

basic Procedures, updated student files, and updated the Volunteer Pack for print and completed formatting CB1 & 2. (Comment: Roger maintains an abundance of up-to-date information about the Computer Learning Center. Visit your website often @ [www.gcclc.org](http://www.gcclc.org) )

Next meeting is September 17, 2007.

### Update on Fall Registration

Based on input from our students, we've changed the length of our Computer Basic Classes for the fall session. Computer Basics I, II, and III will be 4 weeks in length and only the WXP and WP classes will remain 8 weeks long. With this change we've increased from 18 classes to 28 classes and 154 students to 224 students.

There are still a few openings left for the September classes which begin on September 4<sup>th</sup>. Additionally, there are still many openings for the October and November classes.

Call Carol at 273-3029 for more information or to get on the waiting list if the class you want is full. You can also try the 'new and easier to use' online registration on the GCCLC website at [www.gcclc.org/forms/f\\_registration.htm](http://www.gcclc.org/forms/f_registration.htm)

### Revamped Computer Basics Classes

*By Martha Metropulos*

We have found that instructors, coaches and students are more willing to commit to a 4 week session than an 8 week session. So, with that in mind, what was originally Introduction to Computers (IC8) is now two 4 week classes known as CB3 and in process, CB4.

CB1 is a very basic class for the true beginner. There is quite a bit of focus on mouse skills and becoming familiar with the screen and language of the various applications.

CB2 continues to build and reinforce the skills learned in CB1. Many students who are already using the mouse and various programs can benefit from CB2 as they take their time to review basic concepts and practice with guidance and instruction.

*Continued on page 5, column 1*

Continued from page 4

CB3 takes the student to the next level of computing, introducing more programs and providing an overview of Windows basics, word processing, and file management.

CB4 will go to print and be taught for the first time in October. CB4 is a 4 week class that will explore program applications such as Internet, E-mail, and image handling

A very basic introduction to database is planned for inclusion with the emphasis on the many useful capabilities of that format



The material in the manuals has been carefully scrutinized so that information is consistently delivered and flows from one level to the next. The screenshots that accompany the text are good reinforcement for those who are more comfortable with the combination of computer screen and printed version.

It is not necessary for the instructor to follow word for word or try to cover every concept in the manuals since the student will take home an excellent reference guide.

Our goal is to help people see the many useful tools the computer can bring to their lives. A broad range of interests and knowledge can be strengthened with good instruction and encouragement to explore the possibilities.

Thank you to all the volunteers who contributed their time and energy to the new curriculum. It couldn't have been completed without you.

## Computer Humor

### Top 10 Reasons a Dog Can't Use a Computer:

10. He's distracted by cats chasing his mouse.
9. *Sit* and *Stay* were hard enough, but *Cut* and *Paste* are out of the question.
8. Saliva-coated CDs refuse to work.
7. Three words: Carpal Paw Syndrome.
6. Involuntary tail wagging is a dead giveaway
5. The fire hydrant icon is simply too frustrating.
4. He can't help attacking the screen when he hears "You've Got Mail".
3. it's too messy to "mark" every Web site he visits.
2. The FETCH command isn't available on all platforms.
1. He can't stick his head out of Windows 98



But can a cat use a computer?



## 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)



Hyer Alaska, Monica and her cubs  
Photo by Judy Jones



Mt. Shasta from the window of an Airplane  
Photo by Joan Gootherts



Sundial Bridge, Redding CA.  
Photo by Bill Marshman



Lake Tahoe Sunset  
Photo by Cheryl Marshman

Scheduled Classes				
<b>Computer Basics 1</b>	Wed	9/5-9/26	9:00-11:00	\$30
	Mon	9/10-10/1	11:30-1:30	
	Fri	11/2-11/30	2:00-4:00	
	Mon	11/5-12/3	9:00-11:00	
<b>Computer Basics 2</b>	Tue	9/4-9/25	11:30-1:30	\$30
	Thurs	9/6-9/27	11:30-1:30	
	Mon	9/10-10/1	2:00-4:00	
	Fri	11/2-11/30	9:00-11:00	
<b>Computer Basics 3</b>	Fri	9/7-9/28	11:30-1:30	\$30
	Mon	9/10-10/1	9:00-11:00	
	Wed	10/3-10/24	9:00-11:00	
	Thurs	10/4-10/25	11:30-1:30	
	Mon	10/8-10/29	11:30-1:30	
	Mon	10/8-10/29	2:00-4:00	
<b>Computer Basics 4</b>	Fri	10/5-10/26	11:30-1:30	\$30
	Mon	10/8-10/29	9:00-11:00	
	Wed	10/31-11/21	9:00-11:00	
	Thurs	11/1-11/29	11:30-1:30	
	Mon	11/5-12/3	11:30-1:30	
	Mon	11/5-11/26	2:00-4:00	
<b>Digital Camera Class</b>	Fri	9/7-9/28	2:00-4:00	\$30
	Thurs	10/4-10/25	2:00-4:00	
<b>Digital Photography: Picassa2</b>	Fri	10/5-10/26	2:00-4:00	\$30
	Thurs	11/1-11/29	2:00-4:00	
<b>E-mail</b>	Thurs	9/6-9/27	2:00-4:00	\$30
<b>Internet</b>	Fri	11/2-11/30	11:30-1:30	\$30
<b>Windows XP</b>	Fri	9/7-10/26	9:00-11:00	\$60
<b>Word Processing</b>	Tue	10/2-11/20	11:30-1:30	\$60



## 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 & sign up:

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)

**To join our mailing list or update any of your contact information,** please go to  
[www.gcclc.org/forms/f\\_mailist.htm](http://www.gcclc.org/forms/f_mailist.htm)

## Scheduled Seminars

**Mail Merge presented by Nancy Maxwell**  
*Wednesday, Sep. 26th, 2007 (1:30-4:00)*

Do you need to send a personalized letter to all the members of your club or maybe address all your Christmas envelopes? Come and find out how to create merged letters and mailing labels, all in time for the holidays.

**Greeting Cards & other holiday fun projects presented by Roger Thornburn** *Wednesday, Oct. 24th, 2007 (1:30-4:00)*

Want to make your own Christmas cards or maybe a mouse pads or mug with your photo on it? Whatever your creative thoughts, we'll explore different ways to harness your desires using "The PrintShop, on-line stores, and Microsoft Word.