20 people attended the Computer Club on November 4th.

I am pleased to announce that Trish Stackhouse and Dora Usher have volunteered to take over the position of Treasurer of the Computer Club.

What is a flash drive? A flash drive is a small storage device that can be used to store files outside of your hard drive or to transport information from one computer to another. They are slightly larger thicker than a stick of gum. They come in all sorts of sizes. A flash drive is easy to use. Once you have created a document or picture file, simply plug your flash drive into a USB port. When you decide to save your work, your flash drive will appear as an additional drive. You should always carry a backup copy of any important work you've completed. As you create a document or large project, make a backup on your flash drive and save it separate from your computer.

What is an external hard drive? An external hard drive is a way to back up files on a computer, or to add more space to a computer. It is easy to use even for people who are not familiar with computer hardware, because it generally just connects to the computer through a USB port, and is ready to use without any hardware or software installation necessary. To choose the best external hard drive, consider how much extra space you want on the drive. External hard drives are available in the same capacities as the regular hard drives inside a computer, and are available in many different sizes. As technology improves, the size of available external hard drives increases. Though price does increase depending on the size capacity of the external hard drive, in general, it is best to buy one that is larger than you will expect to need, in order to get more life out of the hard drive. In addition to the size capacity of the hard drive, consider whether you want a stationary hard drive or a portable hard drive. Though all types of external hard drives are relatively portable, some are designed to be moved more easily. A true portable external hard drive will generally not have a separate power supply, but will instead be powered through the USB port on the computer. One would generally not leave a portable hard drive connected all the time.

What is Microsoft Security Essentials? Microsoft Security Essentials (MSE) is a free antivirus software product for Microsoft Windows operating systems that provides protection against different types of malware such as computer virus, spyware, rootkits and Trojan horses. Microsoft Security Essentials is geared for consumer use. Microsoft Security Essentials received positive reviews upon its release. In June 2011, it was the most popular antivirus software product in North America and one of the most popular four in the world. Some people say that it is better than AVG.

What is 'Read only?' If you don't want content reviewers to accidentally modify your document, you can make the document read only before sending it for review. Another method is to restrict formatting and editing. Making your document a read-only file means that the document can be read or copied but not modified. If one of the reviewers tries to make changes to a read-only file, the changes can be saved only by giving the document a new name or saved to a new location. Save as read only

The easiest way to do this is right click on the document file and scroll down to Properties.
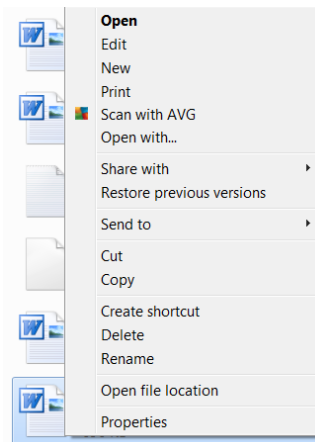
Left click on Properties.

The following screen will appear.
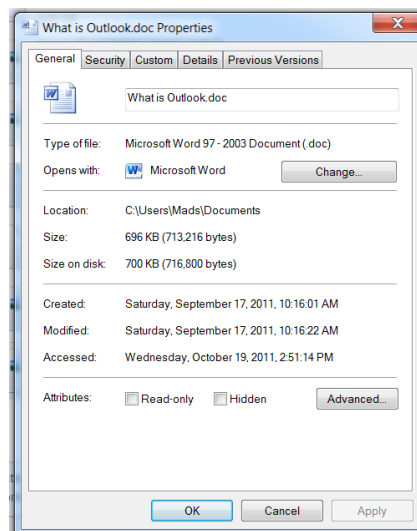
Click on 'Read-only.'

Madeline Radics gave a presentation on "Google for the 50+." Everyone was familiar with Searching with Google on the Internet. She talked about the following:

Google Earth www.earth.google.com/ is a good way to check out one's vacation destination. One can also take a look at the moon, Mars, or the starry sky. There is even a flight simulator.

Google Maps maps.google.com/ allows one to plan their route on how to get to their destination. One of the advantages of online route planners is that they are updated more frequently. Another advantage is that you do not have to subscribe to view the most recent information.

Google Calendar https://www.google.com/calendar those who like to share information with others. If you use the correct security settings, you need not be worried. One can compare it with Gmail or Hotmail for sending and receiving messages. The advantage of an online calendar is if you need to work in several locations and use different computers it is just a thing for you. No matter where you are, you can always check on your calendar on the Internet. If you like, you can share your calendar with others.

Google Groups https://groups.google.com/ supports discussion groups. A good number of us talk about Skype. Google Talk is a freeware voice over Internet protocol (VOIP) client application offered from Google. You can chat in small groups or even call one another. It is available for most of the recent operating systems. You can also send short messages, comparable to the SMS (Short Message Service) messages you send with your cell phone.

Google Blogger https://googleblogger.blogspot.com/ is for those who like to write a diary, particularly when travelling. A blog is a type of website that is comparable to a diary but is on the Internet. The word blog comes from the words website and log (logbook). A blog is sometimes called a weblog. A person who keeps a blog is called a blogger.

Google Sites sites.google.com/ is a free and easy way to create and share webpages.

Google Docs https:// doc.google.com/ is a simple word processor that allows you to view, create, edit and save documents from any computer that has access to the Internet. It also has a spreadsheet and a viewer to view documents online without leaving your computer.

Google Translator https://translate.google.com/ is good for translating text in a foreign language. However, most translators do not translate exactly word for word. But at least you get an idea of the contents of the message.

Google Picasa https://picasa.google.com/ is a simple way to manage your photos and allows you to create albums to share with family and friends.

Google Provides Answers – It can answer simple, everyday questions. In the Search box type 9 = 5 and press **Enter**. You will see the **answer 9 + 5 = 14**. There is also a currency converter which comes in handy if you are travelling. It gives you the exact rate of exchange. One can also convert dimensions like inches to centimeters.

Gmail is an easy way to manage, store and organize your messages. You can even store the same message in different subject folders so that you don't have to worry where to store the message. Important messages are marked by a star.

The next computer club meeting will be on **Friday, December 2, 2011 in VIC 403 from 10 a.m. to 12 noon.** Arrangements have been made for Connie Crosby, founder of the Crosby Group, to help organizations and individuals visualize and start their social networking and knowledge management projects. She is an expert in social networking, communication and information organization. Connie has acted as a leader in the Canadian legal and library industries, blogging, writing and speaking to lawyers and librarians, and has connections with social media innovators around the world. Her experience with online communities extends back more than

20 years, before the Internet. She is known for participating in a range of communities of interest and cross-pollinating ideas between groups.

<u>PLEASE NOTE THE DOOR TO VIC 403 WILL NOT BE OPENED UNTIL 9:45 A.M.</u>