

# QBITS

Quad-Cities Computer Society  
Newsletter for February 2007  
Volume 25, number 1

[www.qcs.org](http://www.qcs.org)

## QCS Review Vista & Office 2007

with Larry Stone  
Windows SIG Leader

by Joe Durham

Larry Stone provided our group an excellent insight into the new features of Windows Vista and Microsoft Office 2007. These new products are revolutionary in visual style and ease of use. Larry has been beta testing both products for some time. There are three different versions of Vista : Basic, Premium and Ultimate. Premium and basic have some extra features such as 3D desktop, and file encryption. At the minimum you need a DVD drive, 1 GB of ram, a 1 GHZ processor, video card with 128 MB and at least a 40 GB hard drive to run Vista.

Larry noted that when you purchase pre-loaded Vista machines make sure to select the version you want. If it says Vista Ready that means it only will run Vista Basic features. For the full status look to see if the machine is label as Vista Premium Ready.

Larry Stone provided our group an excellent insight into the new features of Windows Vista and Microsoft Office 2007. These new products are revolutionary in visual style and ease of use. Larry has been beta testing both products for some time. There are three different versions of Vista : Basic, Premium and Ultimate. Premium and basic have some extra features such as 3D desktop, and file encryption. At the minimum you need a DVD drive, 1 GB of ram, a 1 GHZ processor, video card with 128 MB and at least a 40 GB hard drive to run Vista.

—continued on next page—

Wednesday  
February 14, 2007  
7:00 PM

Pro Show Gold  
with  
Suzie Wanner

\*note on page 2

The Quad Cities Computer Society gratefully acknowledges

**R** Internet Revealed

\* more info page 6

(offering QCS members a discount)  
<http://www.revealed.net>

for providing the site for our Web Page at  
<http://www.qcs.org>

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The QCS is a member of  
Monthly meetings are open to the  
general public.



## Attention Members

Occasionally there is a valid reason to cancel a General Meeting or SIG meeting. Changes will be posted on our web site. It will show up as soon as you log on the web site, [www.qcs.org](http://www.qcs.org).

Be sure and check the web site before going to the General Meeting or attending a SIG!!

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*QBITS*

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Patty Lowry

The Quad-Cities Computer Society or QCS is an Iowa nonprofit organization for charitable, scientific, and educational purposes primarily to educate the public concerning the advantages and disadvantages of microcomputers and to publish a newsletter for distribution to members, area libraries and educational institutions. The QCS is recognized as a 501(c)(3) nonprofit charitable and educational organization by the IRS.

## Would You Like to receive your *QBITS* via email?

The *QBITS* can now be produced in Acrobat PDF format and sent to you email box. If you desire to have the newsletter sent to you electronically instead of by US Mail, let Patty Lowry, *QBITS* co-editor know (563-332-867933) [heidih@revealed.net](mailto:heidih@revealed.net).

The QCS will then arrange to email your next issue to you.

Larry noted that when you purchase pre-loaded Vista machines make sure to select the version you want. If it says Vista Ready that means it only will run Vista Basic features. For the full status look to see if the machine is label as Vista Premium Ready.

Consumers will benefit from the improved context sensitive Help in Vista. Larry brought up a couple of Help searches that were more detailed and explanatory than previous versions of Windows. This will certainly help new users get off on the right track.

Security has been improved in Vista. So much so that it will monitor and keep unknown software from installing on your system without your permission. Larry indicated that this feature can be a nag, but is essential in our virus prone world. He gave the example that his protection will keep spyware authors from secretly attaching themselves to your system while online.

Also the Premium and higher editions allow you to backup your system completely while running Windows. A fall back position that all computer users need.

Microsoft Office 2007 has been improved in the toolbar area significantly. Now all toolbar items are context sensitive so that instead of a drop down menu, the entire toolbar changes to reflect the items command you have chosen. The help frames are more descriptive now also.

In Word you can now head directly to the Internet from any hyperlink in a document, by holding down the control key and clicking your mouse on it. Quite a handy feature.

In both Vista and Microsoft Office 2007 there are more exciting features and tips than can be recounted in this short essay. Larry directed our attention to a blog written by Ed Bott on ZD Net whose has beta tested Vista extensively.

[blogs.zdnet.com/Bott](http://blogs.zdnet.com/Bott)

He also advised us to visit the Mi-

crosoft website for multimedia explanations and demonstration of Vista's new way.

Windows Vista  
[www.microsoft.com/windowsvista](http://www.microsoft.com/windowsvista)  
Office 2007  
[office.microsoft.com/en-us/default.aspx](http://office.microsoft.com/en-us/default.aspx)

Additionally if you would send Larry an email [lstone521@mchsi.com](mailto:lstone521@mchsi.com) with Vista Help in the title he will send you a list of hyperlinks that will allow you to explore these new developments and software. The QCS would like to thank Larry for his fine presentation. Our club has benefited from his computer experience and help in many ways.

## Pro Show Gold 3.0

<http://www.photodex.com/products/proshowgold/>  
ProShow Gold 3.0 is the complete slide show software solution for sharing your best memories on DVD, PC, and the Web!

## QCS Printer Cartridge Re-Cycling!

QCS members and friends deserve a pat on the back. In the last six months our organization received \$124.50 from Cartridge World for our participation. These efforts protect the environment, and the QCS simultaneously! Keep up the good work. Please remember to bring your used cartridges to the main meeting each month. You will be glad that you did!

## QCS To Recycle CD's

The QCS is recycling your old CD's. Please bring your extra CD's to the main meeting.  
Thanks!

## **SIG NEWS! ATTENTION!**

### **Many Exciting SIG Developments**

Start the new Year by visiting a SIG group of your choice. There are many scheduling changes as SIG groups return from their Holiday vacation. Please examine the calendar closely to find the new times and dates of the Web Design 101 SIG, the Internet SIG and the Ebay SIG.

The Web Design 101 SIG hosted by Vicki Wassenhove has moved to the first Thursday of each month at 7:00 PM, February 8th.

In March Web Design 101 is sponsoring a three week beginner session for newcomers on Thursdays March 1st, 8th, and 15th, though all interested in web design are invited.

The Internet SIG hosted by Ted Huberts moves to the second Tuesday of each month. Ted has indicated that there may be further schedule changes during the year so be sure to consult the latest *QBIT's* calendar for reference.

Larry Sandhaas has generously offered to host a short term SIG focused on Ebay. The next session will be held on Thursday, February 23rd at 7:00 PM. He will be sharing his insights and tips for buying and selling successfully on this popular Internet marketplace.

Editor's Note: **Special Interest Groups (SIGs) are for members only, but visitors are welcome to visit a SIG group once.**

## **Computer-Holic 12-Step Program :)**

1) I will have a cup of coffee in the morning and ready my newspaper,

like I used to, before the Web.

2) I will eat breakfast with a knife and fork and not with one hand typing.

3) I will get dressed before noon.

4) I will make an attempt to clean the house, wash clothes, and plan dinner, before even thinking of the Web.

5) I will sit down and write a letter to those unfortunate few-friends and family that are Web-deprived.

6) I will call someone on the phone whom I cannot contact via the Web.

7) I will read a book...if I still remember how.

8) I will listen to the needs of those around me, and stop telling them to turn the TV down so I can hear the music on the Web.

9) I will not be tempted during TV commercials to check for e-mail.

10) I will try to get out of the house once a week, if it is necessary or not.

11) I will remember that my bank is not forgiving if I forget to balance my checkbook because I was too busy on the Web.

12) Last, but not least, I will remember that I must go to bed sometime...and the web will be there tomorrow.

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## **XP Disk Maintenance Tools**

By Dick Maybach, Member of the Brookdale Computer User Group, New Jersey  
<http://www.bcug.com/N2nd@att.net>

Windows disk operations have improved greatly over the years to the extent that we seldom have problems with XP. However, XP does include tools to inform you about your disks, to improve their operation, and, if needed, to repair the data on them.

For general information on your drives, use the Disk Management tool – right-click on My Computer;

select Manage; and select Disk Management (under Storage). You will see a table showing the properties of all your partitions as well as a graphical summary. Select a volume in the table or on the graphic, click on the Action menu item, and then click on All Tasks to see a list of the actions you can perform. Be careful, as some of these are drastic and irreversible, e.g., format and delete the volume.

If you suspect that a hard disk is corrupted, double-click on My Computer, right-click on the desired drive, select Properties, select the Tools tab, click the Check Now... button in the Error-checking section, and click the Start button. This will run an updated version of the old chkdisk. Don't select either of the options. If you do find problems, run the program again, but before you click Start, select Automatically fix file system errors.

You may have to reboot for the operation to complete. Also, be aware that this may result in the loss of some files. If there still errors, run the program again, but select both options. (You can also run this program from the command line; type "chkdisk /?" in a Command Prompt window to see the options. I prefer the command-line version, because it's more informative.)

With time, Windows collects many unneeded temporary files. To clean these up, double-click on My Computer, right click on the desired disk, select Properties, and click the Disk Cleanup button under the General tab. Windows will take a few minutes to analyze your disk, and then will display a list of actions and how much space each will recover. You can single-click on each name to see its description. I select everything except the last two (Compress old files and Catalog files for the Content Indexer).

Clicking the More Options tab shows other ways to recover space

—continued on next page—

by removing Windows components, removing installed programs, or deleting old system restore points. Under the General tab, you will see two check boxes, Compress drive to save space and Allow Indexing Service to index this drive for fast file searching. By default, the first is not checked and the second is; don't change these. Large disks are very cheap, and if you are running low on space, a much better solution is to install a second disk and keep your user data on it. Compression adds complexity, and I've seen it cause serious problems.

With use, a disk gradually becomes fragmented. That is; long files are broken into parts and scattered over the disk. You can correct much (but usually not all) of this with XP's disk defragmenter. Double-click on My Computer; right-click on the desired drive; select Properties; select the Tools tab; click on the Defragment now... button in the Defragmentation area; and click the Analyze button. Usually, you will be told that there is no need to defragment the volume. If so, take the advice.

If you do decide to defragment the disk, bear in mind that there is a small risk of destroying its contents, since many files will be deleted and rewritten – a power failure could be catastrophic. Before you defrag a disk, run `chkdsk` or, even better, back it up.

A little-known command-line utility is `fsutil`. To run this first open a Command Prompt window (found in the Accessories group), then type "`fsutil`" to produce a list of `fsutil` commands. Usually, you will have to stack up several `fsutil` commands to do anything useful. For example, typing "`fsutil dirty query c:`" will show you whether you need to run `chkdsk` on C:. It can be worthwhile to explore the other features of this command, being careful of course that you don't make any changes to your file system.

The `recover` command will make undamaged portions of a damaged file readable. For example, to re-

cover the damaged file `c:\n2nd\junk`, open a Command Prompt window and type "`recover c:\n2nd\junk`". Like most command-line programs, you should be careful when using `recover`.

The NTFS file system is superior to the older FAT32 one. If you are still using FAT32, seriously consider converting it to the NTFS format. For example, to convert your C: drive to NTFS, open a Command Prompt window and type "`convert c: /fs:ntfs`". There are two caveats: (1) the conversion is not reversible unless you buy third-party software, and (2) if you dual-boot both XP and an earlier version Windows on the same PC, the old version can't read NTFS volumes.

The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

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## How Does Windows Handle USB Devices?

Written by Dave Gerber  
[Dave\\_bytes\(at\)comcast.net](mailto:Dave_bytes(at)comcast.net)  
<http://www.davebytes.com>

One subject that often comes up is how Windows handles USB (Universal Serial Bus) devices and what you can do when USB devices don't work as you expect. First, let's talk about the two versions of USB that you'll probably encounter:

**USB 1.1:** these were the first widely-available devices and usually ran at a speed of 1.5 mb/sec. They were meant to replace old-fashioned serial and parallel (printer) connections that ran at only a fraction of the speed and could connect only one device at a time. While this speed was OK for slow devices like mice and keyboards, it wasn't useful for transferring large amounts of data, like from digital video cameras. For faster speeds, you needed SCSI or

FireWire (IEEE 1394) connections. Since these were used mostly on the Mac, you often needed an add-in card for your computer to use them, which is one of the inconveniences that USB was supposed to alleviate.

**USB 2.0:** typically runs at the much higher speed of 480 mb/sec, which is faster than the original FireWire standard and much faster than SCSI. This is more appropriate for large data transfer, such as to external hard drives, and necessary to connect CD or DVD burners. However, some people still prefer FireWire for devices like video cameras, because FireWire is really a network that allows devices to be more interactive.

So how do you know which USB you have? If your computer was made sometime in the last few years, chances are its USB ports are version 2.0, which are backwards-compatible with 1.1 devices. One way you can tell which version your computer has is to look at the Device Manager in Windows XP:

- \* Press Windows Key + Break to open Device Manager (or click the Start button, then right-click My Computer and select Properties).
- \* Click the Hardware tab, then click Device Manager.
- \* At the bottom of the list, click the plus sign next to Universal Serial Bus controllers.

If your computer has is equipped with USB 1.1, you'll see a device or two called a Host Controller or Open Host Controller.

If your computer is equipped with USB 2.0, you'll see a device or two called an Enhanced Host Controller or USB 2.0 Controller.

Any USB device you buy will have the regular USB trident logo and any high-speed USB device will have the red, white and blue high-speed logo.

If you connect a high-speed USB device to a low-speed USB port on

your computer, Windows will probably give you a message that the device can run faster if you connect it to a high-speed port. A USB 2.0 internal expansion card costs about \$20 and a USB 2.0 notebook adapter (fits in the PC Card slot) costs about \$40.

The most common problem people have is when they connect a USB flash drive (sometimes called a thumb drive) to a computer and the computer doesn't recognize it.

First, let me say that these are great devices. Connect one to your computer and it works like a removable hard drive.

When you connect a USB device to a computer running Windows XP, the computer will detect it immediately. When that device is a USB drive, you'll probably see a message on the taskbar that Windows detected a new device, followed by a dialog box that asks if you want to open the drive to see its contents, play a movie and other choices. Windows will also assign a drive letter to the device. But sometimes you won't get this dialog box, and when you open My Computer manually ( Windows Key + E), you won't see the device listed. That means there's a drive letter conflict.

Here's how you fix it:

- \* Select Start/Control Panel, then double-click Administrative Tools. (You may also have Administrative Tools directly on the Start menu.)
- \* Double-click Computer Management.
- \* On the left side of the Computer Management console, select Disk Management.
- \* On the right side, you should see a device listed as a removable drive, probably with the same letter as another drive you're already using.
- \* Right-click the white bar where it shows the letter, then select Change Drive Letter and Paths.

- \* Select the letter, then click the Change button.
- \* Pick a letter not already in use from the list, then click OK.
- \* Click OK on the warning message, then click OK again. (I assign U: to all USB flash drives, since I never use more than one flash drive at a time.)
- \* Close the Computer Management console. When you go back into My Computer, you should see the USB drive with the new letter.

Another common problem is running out of ports. When USB started being implemented, the idea was that you would daisy-chain the devices together. So computer manufacturers would put in only two ports (always in the back) and only one port on laptops. For a variety of reasons, the daisy-chain idea never caught on, and computers made today typically have four ports in the back and two in the front, for quick access.

If you run out of ports, you can fix the problem -- as with so many others -- by applying cash. Buy an external USB hub for anywhere from \$10 to \$40, depending on size, number of ports and power. A hub will split a single USB port into several more. The better ones have their own power supply, so your devices don't have to rely on the computer for powering the USB connection. When there isn't enough power to go around for all the devices, they can go offline.

This brings me to the last problem I'll mention: USB devices going offline because of reasons unrelated to power shortage. This was fairly common when you had many devices connected using USB 1.1 in versions of Windows older than 2000, where the devices had to supply their own software to get USB to work. (Native USB drivers were first included with 2000, then made more robust in XP -- and Vista, presumably). If this happens, simply

unplug all the USB devices, then plug them back in one-by-one. If any are daisy-chained together, connect the parent devices before connecting the child devices.

The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

### *Nominating Committee Report*

At the opening of the program meeting March 14th, this report of the nominating committee will be presented. After presenting this slate, the President will open the meeting for nominations from the floor. Floor nominations require that

1) Nominees must be members in good standing.

2) Nominees must be present and express their willingness to serve.

3) Any nominee not present must have submitted to the Board prior to the meeting by mail to Cheryl Heimbürger, Quad-Cities Computer Society, Tri-City Jewish Center, 2715 30th Street, Rock Island, IL 61201-5545 a written statement expressing their willingness to serve if elected.

If there are no further nominees, the President will ask for acceptance of this report by acclamation. If there are additional nominees, those positions with more than one candidate shall be decided by written ballot. Incumbents are identified with an asterisk, \*.

President: \*Judi McDowell  
 Vice President: \*Ken Welzenbach  
 Secretary: \*Diana Wolf  
 Treasurer: \*Cheryl Heimbürger

Directors-at-large: \*Dale Arnold  
 \*Norm Dunlap  
 Jerry Heimbürger  
 \*Ted Huberts  
 \*Jim Kristan  
 \*Susan Peterson  
 \*Bill Reveal  
 \*Emily Smith  
 \*Vicki Wassenhove  
 \*Cody Wiley

Director-at-large  
 (immediate past president)  
 \*Patty Lowry  
 Respectfully submitted, 2006  
 Nominating Committee:  
 Larry Stone, (chair)

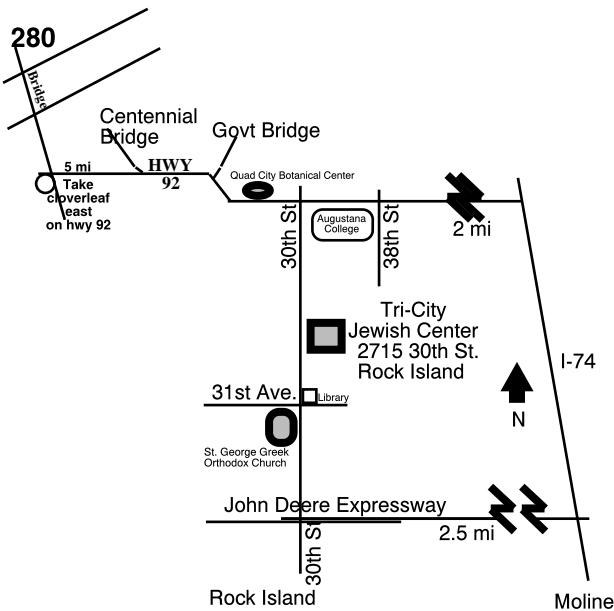
# Editor's Desk

**Co-editors**  
Joe Durham  
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Patty Lowry  
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\* Bill Reveal, our web host provider has a radio show at 11:00 AM Saturday at 1420 on the dial.

## Officers 2006 - 2007

### Elected Officers

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## Recycling Program

Save your empty ink jet and laser toner cartridges and bring them to the General Meetings. We will have a place where you can deposit them. The QCS will receive a refund check for returned cartridges. Another plus, this will keep them out of landfills.

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# QCS Meeting Dates

Quad Cities Computer Society  
Tri-City Jewish Center

Sun	Monday	Tuesday	Wednesday	Thursday	Fri	Sat
	<b>February 2007</b>			2715 30th Street Rock Island, IL 61201 7:00 PM Web Design 101 SIG Vicki Wassenhove 309-787-2239 wazz@mchsi.com	2 Feb 3 Feb	
4 Feb	5 Feb	6 Feb	7 Feb 7:00 PM QCS Board Meeting Judi McDowell 309-314-1780 jmcowell@mchsi.com	8 Feb	9 Feb	10 Feb
11 Feb	12 Feb	13 Feb 7:00 PM Internet SIG Ted Huberts 309-792-9470 slowhand54@sbcglobal.net	14 Feb 5:45 PM Beginners SIG * 7:00 PM <b>PRO SHOW GOLD</b>	15 Feb	16 Feb	17 Feb
18 Feb	19 Feb 7:00 PM Genealogy SIG Suzi Wanner 563-332-1336 wannersuz@msn.com	20 Feb	21 Feb 7:00 PM Digital Media SIG Norm Dunlap 309-798-2304 normdun@revealed.net	22 Feb 7:00 PM <b>NEW SIG!</b> <b>eBaY</b> Larry Sandhaas 309-787-3398 lsandhaas@hotmail.com	23 Feb	24 Feb
25 Feb	26 Feb 7:00 PM Windows SIG Larry Stone 309-787-5574 lstone521@mchsi.com	27 Feb	<b>March 2007</b>	1 Mar 7:00 PM Web Design 101 SIG Vicki Wassenhove 309-787-2239 wazz@mchsi.com	2 Mar	3 Mar
4 Mar	5 Mar	6 Mar	7 Mar 7:00 PM QCS Board Meeting Judi McDowell 309-314-1780 jmcowell@mchsi.com	8 Mar 7:00 PM Web Design 101 SIG Vicki Wassenhove 309-787-2239 wazz@mchsi.com	9 Mar	10 Mar

Deadline  
for QBITS  
articles

Deadline  
for QBITS  
articles

**\*Beginner's SIG meets at Tri-City Jewish Center  
before the QCS program**

**ALL QCS MEETINGS NOW HELD AT  
 TRI-CITY JEWISH CENTER  
 2715 30TH  
 ROCK ISLAND, IL 61201  
 ALWAYS CALL AS INDICATED ON THE  
 CALENDAR  
 TO VERIFY MEETING TIME, LOCATION, AND  
 TOPIC INFORMATION  
 ALL QCS MEETING FACILITIES ARE  
 HANDICAPPED ACCESSIBLE.**

## QCS officers

### President:

Judi McDowell  
309-314-1780  
jmcowell@mchsi.com

### Vice-President

Ken Welzenbach  
563-326-5436  
kenwelz2@mchsi.com

### Secretary

Diana Wolf  
309-797-5413  
dcw1616@mchsi.com

### Treasurer

Cheryl Heimburger  
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cheimbur@hotmail.com

Quad Cities Computer Society  
 Tri-City Jewish Center  
 2715 30th St  
 Rock Island IL 61201-5545



Moving? Send an address change to:  
**felspaw@sbcglobal.net**

**QCS Home Page URL**  
<http://www.qcs.org>

Please mail this to:  
**Quad-Cities Computer Society**  
**Tri-City Jewish Center**  
**2715 30th Street**  
**Rock Island IL 61201**

**Help!** The QCS depends totally on volunteers. We need your helping hand. Please offer a few hours a month to help us serve and grow. Check here  to have our Director of Volunteer Services call you. You don't have to be a computer guru to help. Give of your time to help QCS members. **Don't hesitate — Volunteer!**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address for receiving QCS mailing  
 Is Home? or work?  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State, ZIP+4: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Fax No: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Referred by: \_\_\_\_\_

**Interests**(Check all that apply)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Games	<input type="checkbox"/> Medical/Dental
<input type="checkbox"/> Business	<input type="checkbox"/> Genealogy	<input type="checkbox"/> Multimedia
<input type="checkbox"/> CAD/CAM/CAE	<input type="checkbox"/> Graphics	<input type="checkbox"/> Networks
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Hardware	<input type="checkbox"/> Personal Finance/Tax
<input type="checkbox"/> Consulting	<input type="checkbox"/> Home/Office	<input type="checkbox"/> Planning Scheduling
<input type="checkbox"/> Data Base	<input type="checkbox"/> Internet	<input type="checkbox"/> Programming
<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Legal	<input type="checkbox"/> Windows 9x/XP/NT
<input type="checkbox"/> Education	<input type="checkbox"/> Linux	<input type="checkbox"/> Word Processing

**Membership Level**

New  Renewal

Full Time Student	\$20	<input type="checkbox"/>
Individual(Personal User)	\$30	<input type="checkbox"/>
Family(one newsletter)	\$40	<input type="checkbox"/>