



www.waltonccc.org

# Cyber Chat

"A computer user group newsletter"

Volume 8 Issue 7

DeFuniak Springs, FL 32435

July 2006

## General Meeting

Sept. 16

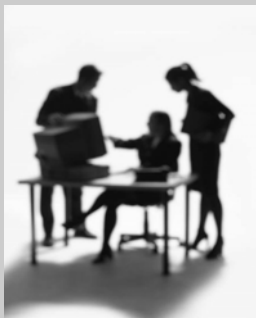
Okaloosa-Walton  
College

Chautauqua Center

Room 201

(computer lab—bldg 2)

DeFuniak Springs, FL



## Special

### Interest Groups

#### Genealogy

Meetings suspended for

July and August

New startup genealogy group  
for beginners and experienced

Gay Russ—SIG Leader



**8 Hurricanes in  
15 months!  
2005 Season  
Is that a record,  
or what?**

The previous hurricane season was a killer diller!!! Let's hope and pray that will not be the case this season.

However, as we wait and see let us not rest on our laurels and just hope the big winds will not come. Be Prepared!

An excellent guide to preparedness is the  
Walton County Family Preparedness Guide—at

[www.co.walton.fl.us](http://www.co.walton.fl.us)

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## NOTICE

**NO MEETINGS IN JULY  
AND AUGUST**

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The principle of equal access/equal opportunity for everyone is practiced.

The primary purpose is to assist our members and others to become more proficient in the use of a computer for their personal enjoyment. We serve through promotion of computer literacy and education by being actively involved in the community.

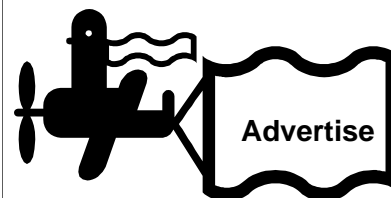
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**Publishing information:** Articles submitted for publication should be in Microsoft Word or regular ASCII text and unformatted. Photos with article are encouraged.

**Presenters/Writers:** Members are encouraged to volunteer and present a program on software or hardware. Vendors will provide presentations-in-a-box, and publishers will provide books for review. Whatever is presented becomes the property of the presenter. Make your interest known and share. You will be surprised at what all is available to demonstrate.

**Cyber Chat:** This newsletter is prepared using Microsoft Publisher 2003, a homebrew 3.2 MHz PC, Canon ip4000 printer and Canoscan 8400f.

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# Boot n' Reboot

by J. B. Hillard—President



Frankly, it feels good to slow down for the summer, that is, if there is such a thing as me slowing down! At least some of my running here and there will be put on the back burner until the fall.

This issue of Cyber Chat is emphasizing hurricane awareness and preparedness. The county has an excellent guide and Gab Goldberg gives us a head-up on accessing family accounts in case of an emergency. So please be aware!

After we come back from summer vacation and start up full steam in September we will be getting ready for the Smart Computing Magazine presentation on October 7. Right now we are working to confirm the location at Okaloosa-Walton College. The word will go out as soon as the details are finalized.

Following good times in October it will be time to start nominating new officers for 2007. They will be elected and installed at the December annual meeting. Also, volunteers to fill various positions will be needed. Hopefully some of the faithful will remain but new blood will also be needed. It's six months away, but we will need a new Editor for Cyber Chat. Seven years is long enough for yours truly! Anyone who would like to learn how to publish a newsletter should make it known soon. If training is needed we will have time to get it done.

Be sure to prepare your household for the hurricane season, and be safe if we get another big wind.

Happy computing, J. B.

# Our Community

## Community Service Program "People Helping People"



Katrina Red Cross Center

**Bob King**  
Volunteer Extraordinaire

Bob is retiring from the community service project, and Roy Hobbler is taking over the data base. Pictured below is where Bob spent the last 18 months maintaining order and accountability for the refurb shop. Our sincerest appreciation goes out to Bob for a job very well done.



**Announcement**  
**Smart Computing Magazine**  
[www.smartcomputing.com](http://www.smartcomputing.com)  
 Oct. 7, 2006  
 Okaloosa-Walton  
 Details to be announced

*Affiliated with*



**Announcement**  
 Monthly meetings for July and August are suspended.  
 Next meeting September 16  
 Room 201  
 OWC Chautauqua Center

# Computing Q&A Board

By Michael Hanst

Lake-Sumter Computer Society, Leesburg, FL  
Member of Smart Computing Q&A Board

editor@lscs.us

Jen Clausen from *Smart Computing* discussed many aspects of the *Smart Computing* website that are available to paid subscribers during her presentation here on February 23, 2006. These guidelines will help you to get the most out of Q & A Board.

**Editor: Jen Clausen will be presenting the Smart Computing program on Oct. 7 in the Okaloosa-Walton area. Final plans to be announced.**

The responders that answer questions on the Q & A Board are unpaid volunteer subscribers and NOT paid employees. While most responses are accurate, sometimes there are incorrect responses which many times can be attributed to incomplete or erroneous information provided by the poster. I suggest that you do NOT do anything radical to your computer based upon one response – wait for a consensus!

1. First go to: <http://www.smartcomputing.com/>
2. If this is your first visit since becoming a subscriber or if a cookie did not keep your Log In data, you will need to Log In manually. Checkmark to make a cookie and future Log Ins will be automatic. DO NOT Log Out of *Smart Computing* or manually delete the SANDHILLS cookie– if you do, you'll need to Log In again.
3. Click on any link to the “Q & A Board”. (There are several on the Home page.)
4. Click on the link “How To Use The Q & A Board” located on the right side above the questions. This is useful information, so I'll only emphasize key points in this article.
5. Now click on the link “Set Options” in the same area. You should enter the specifications for your computer. This greatly assists responders and they will assume your question relates to that computer unless you specify otherwise. Plus, there are settings on how you would like to review the postings.
6. Before posting a new question, scroll to the bottom of the page and Search to see if your question has previously been answered.
7. If a Search is unsuccessful, then click “Post A Ques-

tion” on the right side at the top of the list of Board links.

8. Pick a Subject name that best describes your question. Put some “eye-grabbing” details in the first couple of sentences, as this is what potential responders see as they scroll through the posts.

Then, provide as much specific information as possible including program, hardware, error messages, etc. that will narrow down the problem. That detail plus complete computer specifications in “Set Options” will allow responders to zero in without time-consuming follow-up posts to get more information! When you are finished typing, REREAD your post – you will not be able to edit or remove your post! *Smart Computing* moderators do review the Board for and may remove inappropriate posts, but they don't “correct” posts. When you are ready, click the Send button ONCE and wait for it to be accepted, which can take some time if the Board is busy.

Suggestion: If you have a complicated question, type it up first in a word processing program. This will help organize your thoughts and improve your post. Then you can copy the text and paste it directly into the Question block. Remember to enter the Subject.

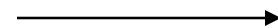
9. Once returned to the main page of the Q & A Board, you must REFRESH/RELOAD the page to be able to see your post. It may take a minute or two for the post to show up.

10. Now you can click on the “View Full Question” link in your post.

11. From this window, you can click “Subscribe To This Message” to get an email alert if a response is made.

If you want to clarify or add something you left out, click on “Click Here To Answer Or Reply”.

12. To come back later and review your post, click “View My Questions” near the top right of the Board's main page. Then under the desired question, click “View Full Question and # Answers”.



**Recycle old ink cartridges**  
**Turn in your old ink cartridge at next meeting and help protect the environment while earning money for the club**

13. Review any responses. If you need to reply to a responder or add anything, click the link "Click Here To Answer Or Reply".

It is important to keep threads together for continuity. DO NOT make another post about the same Subject unless your original post is "stale" and there have been no responses for several days. Please give feedback/thanks ON YOUR ORIGINAL POST as to whether suggested solutions worked or not. This is courteous to the responders and assists other subscribers who read your post.

14. Likewise, if you wish to respond to someone else's post, click the link "Click Here To Answer Or Reply". If desired, click the link "Subscribe To This Message".

You should also come back later and review all the posts you have answered by clicking "View My Responses" near the top of the Board's main page. Provide a follow-up response if needed.

If you ever want to reference another post, create a clickable link by typing "#" immediately followed by the post number without spaces or punctuation; for example: #123456 will create a link to #123456

If you reference another website, provide the entire URL to make a clickable link. If the URL is very long, use this site recommended by *Smart Computing* to make a "tiny" URL: <http://tinyurl.com/>

15. The "My Personal Library" is a convenient way to store links to both Q & A posts and *Smart Computing* and other Sandhill's articles.

*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.*

## Accessing Family Accounts in Cases of Emergency

By Gabriel Goldberg, APCUG Advisor;  
Columnist, AARP Computer & Technology Website, [www.aarp.org](http://www.aarp.org)

We know it's important to maintain current wills, powers of attorney, medical directives, and other such documents. With much data now stored electronically, emergency preparedness includes planning for family members, trusted friends, and advisors to access per-

sonal information stored online, on computers, and in electronic gadgets. More >>>

### Access Family Accounts in Emergencies

It's clear how important it is for each of us to maintain current wills, powers of attorney, medical directives, and other such documents. And family members, trusted friends, and advisors such as lawyers need quick access to them. In their absence, at stressful times, important actions and decisions become needlessly difficult.

With much data now stored electronically, emergency preparedness requires that loved ones or advisors can access personal information stored online, on computers, and in electronic gadgets like cell phones and PDAs (personal digital assistants, Palms and Pocket PCs). This preparation merely adds our electronic lives to a readiness checklist.

It's no more exotic or worrisome than opening joint bank accounts or giving a house key to a trusted neighbor.

Actions we should take are as unique as our legal, medical, and financial profiles. Preparation is especially important because laws and business practices don't match today's technologies.

News stories highlight some of today's challenges and risks. A soldier in Iraq used e-mail and a Web site to communicate with the world. When he was killed, his parents wanted to preserve what he had created. But his ISP refused to allow access or provide the data, citing privacy concerns. Similarly, when a Texas man's wife died, he cancelled her cell phone. The company also disconnected his phone, which had been on the same account. He couldn't reactivate it, leaving him isolated at a difficult time.

Where to begin? Many such legal and logistical problems can be avoided by simply including two names on accounts such as online banking and investing, mortgage service, bill paying, e-mail, and Web services. This way either person can deal with accounts on the other's behalf. But ensure that both names aren't required for routine actions.

Then record account names, passwords, and Web addresses for family members, trusted friends, or a lawyer, accountant, or executor. They needn't have the list until it's to be used so just ensure that they can find it and that it's kept updated.

Those of us in the baby boomer "sandwich generation" may have parents and children to look out for and with whom to share our technology preparation information.

## PC Don—The Senior Tutor

Don Edrington

www.pcdon.com



**DON  
EDRINGTON**

### Digital Voice Recorders

I recently explained how to use your PC for voice recording. Well, portable digital recorders are also available. I bought an Olympus WS-320M unit that is also an MP3/WMA flash drive player with one gigabyte of storage capacity. (Larger capacity units are also available.)

Like most digital music players it is quite small, but performs beautifully. In addition to a stereo earphone output, it also has a built-in monaural speaker. It even has an input that will accommodate a stereo microphone setup.

The built-in microphone works fine for voice recording, but is very sensitive to one's hands on the device. I overcame this with a combination headset/microphone, and may buy a unidirectional mike that would pick up even less background sounds.

I find navigating the device to be wonderfully easy, going from listening to podcasts downloaded from online radio stations to playing favorite MP3s downloaded from my music pages. (I'm too cheap to subscribe to any online music services.) Switching between playing and recording is also remarkably easy.

Attached to a PC via a USB cable, the device shows up under My Computer as an additional disk drive, with five ready-made folders in which you can save your recorded voice files. A sixth folder named Music will hold hundreds of MP3 and WMA files. Just drag and drop them from your PC's music folder(s). Files can be deleted via your PC or with the unit's built-in Erase command. It couldn't be much easier.

The recorder/player is powered by a single AAA alkaline battery, which can be easily replaced when needed.

We bought the Olympus online from [www.amazon.com](http://www.amazon.com) for \$164 (a substantially discounted price) and received next-day shipping.

### Where Are My Email Messages Stored?

A number of readers have said they are confused about

whether their saved email messages are on their own computer or on a remote server somewhere. Well, the Internet has become so ubiquitous in our lives and so easily available via high-speed connections that we can sometimes lose track of where we are.

Generally speaking, all Web-based email services, such as Hotmail and Gmail, let users create and use folders at the services' locations. AOL does this, but also makes it easy for members to create PFCs (personal filing cabinets) on their own computers. Beyond this, however, users can create folders on their own PCs and copy messages into them by going to **File>Save As**, and giving the messages a name. You can also choose between saving messages as plain text, with a **.txt** extension, or as fully formatted files with an **.htm** (or **.html**) extension.

### Outlook Express Messages Saved in 2 Different Ways

Outlook Express is an email client that expects you to keep saved messages on your own computer, and which starts you off with a few pre-established folders, such as **Inbox** and **Sent Items**. Once an OE message is downloaded, it is off the ISP's server and onto your PC, although you may be able to make arrangements with the ISP to retain copies of your messages.

### Outlook Express DBX Files

OE messages are not only saved on your computer in their original format, copies of the messages are periodically compressed into **DBX** files, which can be copied onto other media for additional security. If you are unfamiliar with DBX files, they are explained on my site on my site.

### Fixing Docs with Malformatted Text & those >>> Symbols

I recently mentioned *StripMail*, a free program that fixes malformatted email with variable line lengths and ">" symbols. Setting aside the pointy marks for the moment, let's discuss why the lines of text are so uneven.

Those of us who learned to type on vintage Underwoods and Coronas had to do a "carriage return" at the end of each line to move down and begin another line.



Computers, however, let us type continuously with automatic "word-wrapping" taking us from one line to the next. Pressing Enter is the equivalent of a CR (carriage return) and only needs to be done when ending one paragraph and beginning another.

However, it's not uncommon for PC-neophyte seniors to put a CR (by pressing Enter) at the end of each line, just as they did on their trusty typewriters. Later, if the message is copied to another PC which uses a different document width, all those CRs will cause the text to break in odd places. Without such arbitrary CRs, however, text will word-wrap to fit smoothly into documents of any width.

Another way CRs can get planted is with a few email systems that force all text to conform to a now-antiquated "pre-determined number of characters to a line" format. These systems also insert arbitrary CRs, along with placing a ">" at the beginning of each forced line break. StripMail can correct all this.

### Using Your Spell-Checker & Thesaurus

Another advantage of writing with a PC is that most programs come with Spell-Checkers, although the tools appear to go largely unused. MSWord, by default, has **Check Spelling As You Type** and **Check Grammar As You Type** turned on, which causes a red squiggly to appear under suspected misspellings and a green squiggly under suspected grammatical errors.

I like the spell-checking, but turn off the Grammar-Checker by deselecting it under **Tools>Options>Spelling & Grammar**. You can also defeat "As You Type" spell-checking and proof the document at any time by pressing the **ABC** icon in the toolbar, or by pressing **F7**. To proof a particular word or phrase, mouse-select it do **ABC** or **F7**.

Right-clicking a flagged word will bring up some suggested corrections, or you can click **ADD** to add a word to the dictionary. Do this with names of people, places or technical terms not included in the default dictionary.

A number of commonly misspelled words, such as "don't" will be changed to "don't" automatically. These words can be found under **Tools>AutoCorrect**, where you can add or delete problematical words to suit yourself.

Outlook Express, oddly, has no spell-checker of its own, but uses the one that comes with MSWord or MSOffice. When OE uses these Spell-Checkers, it will not correct as you type, but has other choices available

under **Tools>Options>Spelling**. Google's Gmail and AOL email have built-in Spell-Checkers.

Highlighting a word and pressing **Shift+F7** in MSWord brings up a Thesaurus, which is pretty comprehensive.

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### Accessing—from page 5

Preparation requires replacing the common mindset of independence with one of readiness and collaboration. An estate attorney can be a valuable resource, providing legal documents, objective advice, and what-if scenarios.

Commercial services are arising to help. Denver-based Family Matters USA [[www.familymatters.com](http://www.familymatters.com)] claims to have "identified, researched and solved over 120 tasks that an estate executor or family could perform". They believe that while privacy issues affect all sorts of accounts, proper legal forms, a legitimate need, and perseverance (sometimes escalating to a supervisor) will yield the desired information.

While organizations typically handle employees' work information during emergency situations, supervisors and individuals should inventory what they use on the job and how others might need to access it.

At home or at work, the largest obstacle to emergency preparation is the wealth of information we use from memory. You can start an inventory by noting details of online accounts, Web site bookmarks saved, and passwords stored. Then make a list to share with someone who may need to follow in your electronic footsteps. Remember to safeguard your list, whether it's on paper, a PC, or a USB drive [[www.aarp.org/learntech/computers/hardware/secure\\_usb\\_drives.html](http://www.aarp.org/learntech/computers/hardware/secure_usb_drives.html)]. But don't hide the list itself behind a secret password!

Finally, there's a very tangible step to take. Emergency responders encourage using a high-tech replacement for traditional wallet contact-list cards [[www.macmillandictionary.com/New-Words/050808-ICE-number.htm](http://www.macmillandictionary.com/New-Words/050808-ICE-number.htm)]. They commonly check victims' cell phones or PDA directories for entries filed under "ICE" ("in case of emergency") to determine whom to call.

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# Puppy Linux

by Tommie Gipson  
Chautauqua Cyber Club, Inc.



Puppy Linux is one of literally thousands of Linux distributions available. Each Linux distribution (a distribution is a flavor or version of Linux) contains the Linux kernel. Some distributions are designed to be stable, some with the latest and greatest software, and some are targeted

to a specific user group such as people that play games. Puppy Linux has been designed to be simple and fast.

It does this by loading the entire operating system (os) from a cd into ram. There are dozens of bootable Linux cd's, but with all of them the cd must be left in the computer's cd drive because the os must access programs from the cd. With Puppy Linux once the cd is loaded it can be removed freeing the cd drive for other things such as playing music or burning new cd's. Loading the entire os into ram gives Puppy Linux its incredible speed. Puppy can be run on older computers and often match the speed and performance of the newest computers on the market today.

Even though it boots from a cd, Puppy Linux can store persistent information to any Windows 95, Windows 98, or flash drive. This means personal data such as bookmarks can be saved and available to the user even after the computer is shut down. Puppy does this without needing a Linux partition on the computer, which eliminates the need to risk creating a new hard drive partition even if you want to use Puppy on a regular basis. Of course if you have a Linux partition Puppy will gladly use it. You can continue booting your Windows system like always or if you want to boot Puppy just load the cd and boot from the cd drive.

Windows XP uses an NTFS partition which Puppy can read from, but it cannot write to. Future versions will allow Puppy to work with Windows XP computers the same as Windows 98 (or any VFAT partition), but for now if Puppy is booted from a Windows XP machine the persistent data must be stored on a flash drive or memory card. Puppy is so small that the entire os can be loaded to a flash drive, and if your computer can boot from a flash drive (usb drive) you would not even need to have a hard drive on the computer.

I have been using Puppy since May of 2004 and love it! It meets my computer needs and I cannot see any reason for using anything else. Bear in mind that I use my computer as a tool to meet only MY needs. I want it to do the things I want to do, not the things everyone else wants it to do.

I use Puppy to connect to the internet (with a Firefox web browser), read and write Word and Excel files, view and edit photos, read pdf files (with the Open Office version I can create pdf files from Word or Excel files), listen to music cd's and rip songs from a music cd and convert them to small mp3 files, burn data or music cd's, play some games, and watch dvd movies.

Out of the box (from the bootable cd) with little or no additional work you can boot with Puppy Linux and do all of the above. Connecting to the internet is the only thing that may require running a wizard. If you are connecting via a network connection (like DSL or cable modem), the network connection is usually automatically detected, but with a modem the modem wizard will have to be run to properly set up the modem, the number to dial, and the user account. With a little extra work Puppy can be configured to use a printer and a scanner.

There are several versions of Puppy Linux. The standard Puppy Linux distribution can be downloaded at: <http://www.puppyos.com/download/downpage.htm> and less than 70 M (which is VERY small compared to most Linux distributions that are usually 700 M or greater). To see screen shots go to: <http://www.puppylinux.org> There is a Puppy Linux that includes Open Office, a Barebones Puppy Linux that is even smaller, one built for gamers, and one that can be run on top of windows as a virtual machine. Puppy has programs that allow you to "remaster" or customize the Puppy cd to only include the programs you want.

Puppy Linux has steadily improved since I first began using it. I use it at home on an older PC with 128 M of ram running on a 500 Mhz processor. I store all of my data files on an sd card which allows me to carry all of my files with me at all times giving me access to them even when I am at work and have to use Windows XP. The desktop has the look and feel of Windows 95 and is simple to use.

It does everything I want it to do and I see no reason to switch just to have the latest and greatest software. While I am not able to go into a retail store and buy off the shelf software (requires Windows), I have found the programs that come with Puppy Linux meet my needs (did I mention all of the programs and the os are FREE). How does the old phrase go: if it ain't broke, don't fix it. :) I am very happy using Puppy Linux and recommend it to anyone considering an alternative to Microsoft products. **See [www.puppylinux.org](http://www.puppylinux.org)**



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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ \$11.00 full time OWC students

(Membership is based on full 12 months: Join this month and renewal is same month next year)

Chautauqua Cyber Club, Inc.  
 P. O. Box 251, DeFuniak Springs, FL 32435

CHAUTAUQUA CYBER CLUB, INC.

P. O. BOX 251

DEFUNIAK SPRINGS, FL. 32435

## Announcement

In the Fall we will have a "Puppy Linux" SIG with Tommie Gipson as instructor.

see page 8 for article  
computers for each participant will be provided for installing "puppy linux"  
Registration will be required

Membership renewal:

It's time to renew if the date on your mail label is July 06 or before

Next Meeting—Sept 16 2006

10:00 AM—Room 201

Chautauqua Center, 908 W. Hwy 90, DeFuniak Springs,

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