

The Monthly Edition Of The
k-Byte™
Newsletter



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Users Helping Users

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September: Passwords - Proxies - Protection



October: Tablets—What, Why, How?

Quote of the Month

When men are employed, they are best contented . . . but on our idle days they were mutinous and quarrelsome.

Benjamin Franklin [Autobiography, Ch. 10]

Should You Worry About Image Retention On an LCD Monitor?

by Linda Gonse, Orange County PCUG, <http://www.orcopicug.org>, editor (at) orcopicug.org. Originally published in *Nibbles 'n Bits*, the newsletter of ORCOPUG.

I just bought a brand new HP ZR22w LCD flat screen monitor. My understanding always has been that burn-in (also called image retention or image persistence) does not occur on LCD screens. But, an HP help file that came with my monitor dispelled that notion.

“Image retention occurs when the monitor is left ON while displaying the same image for an extended period of time, leaving a ‘shadow’ of this image on the screen.”

I researched the burn-in problem further and About.com, <http://bit.ly/k05c1D>, said “Image retention can be corrected in most cases and is easily prevented.” That statement was a relief!

The article went on to list methods that could be used to prevent image retention/persistence.

1. “Set the screen to turn off after a few minutes of screen idle time under the Power functions in Windows. Turning the monitor display off will prevent an image from being displayed on the screen for extended periods of time. Of course, this could be annoying to some people as the screen may go off more than they wish.”
2. “Use a screen saver that either rotates, has moving graphic images or is blank. This also prevents an image for being displayed in screen for too long.”
3. “Rotate any background images on the desktop. Background images are one of the most common causes for image persistence. By switching backgrounds every day or few days, it should reduce the change of persistence.”

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About *k-Byte*

Published monthly, *k-Byte* is the official newsletter of the Front Range Personal Computer Users Group (FRPCUG). Our mailing address is PMB 152, 305 W. Magnolia, Fort Collins, Colorado 80521.

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Articles, letters and short items of interest on computer-related topics are welcome and encouraged. All items submitted for publication are subject to editing. Send your contribution to the editor via e-mail attachment or submit on disk. If you have questions about a submission, please contact the editor for information.

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About FRPCUG

FRPCUG is an independent nonprofit computer society, so incorporated with the State of Colorado and open to anyone interested in personal computers using any operating system: Windows, Linux or MAC, and digital hardware (such as music/video players, smart phones, etc.). Its purpose is to provide an educational and scientific forum of mutual benefit for members of the community regardless of knowledge level. FRPCUG holds a monthly meeting and conducts various special interest groups (SIGs) and seminars. Members have voting privileges, subscription to the *k-Byte* newsletter, and access to SIGs and selected seminars. Annual dues are \$25 for individual/family membership (\$20 for students) and \$50 for corporate/group membership.



4. "Turn off the monitor when the system is not in use. This will prevent any problems where the screen saver or power function fails to turn off the screen and result in an image sitting on the screen for long times."

The bottom line is not to be too worried about image burn-in, but keep it in mind when using your LCD monitor and you can easily prevent it from happening.

If somehow it does happen, see <http://bit.ly/k05c1D> for instructions on how to correct existing image retention on LCD monitors.

Finally, the HP text helpfully revealed another problem not known to all LCD monitor users, "the fluorescent lights inside the display have a limited lifetime and will gradually degrade." This is reason enough not to leave a monitor on 24/7, even with a screensaver enabled. Use the timed Energy/Power setting to automatically turn the monitor off when your system is idle for a while.



A Few Tips for Customizing Word 2007

by Nancy DeMarte, Sarasota PCUG, Inc., <http://www.spcug.org>, ndemarte (at) Verizon.net. Originally published in the Sarasota PC Monitor, the newsletter of the Sarasota PCUG, Inc.

When creating Office 2007 programs, Microsoft added new tools and settings designed to save time and simplify tasks for users. Some of us find that while we appreciate most of these features, a few are getting in our way. Fortunately, many of these default settings can be disabled or modified. Here are a few customizations that I have found to be helpful.

Add commands to the Quick Access toolbar: Let us say that you use a certain command often, like the Spelling & Grammar checker, but keep forgetting where it is located in the Word 2007 ribbon. There is an easy solution. You can copy any command to the Quick Access toolbar, which is always visible in the top left corner of the Word window above the Office button. To place a tool button there, first find it on the ribbon, right click it and select *Add to Quick Access toolbar*. If you have several commands you want to move there, start by clicking the arrow to the right of the Quick Access toolbar. Then click a command you want from the list, which puts a checkmark next to it and adds it to the Quick Access toolbar. You may have to click *More commands* to expand the list. In this view, click a command in the left pane, and then click *Add* to put it on the Quick Access toolbar, shown in the right pane. Repeat for as many commands as you want, then click *OK*. Tip: Be a bit selective or your Quick Access toolbar may get so long it blocks out the title of your document.

Control the space between lines and paragraphs in your customized Normal template: In August 2010, I wrote a Monitor article about how to customize the Normal Template in Word 2007 on which all new documents are based. Recently, I learned that even making those changes does not rid your documents of the extra space between the lines and paragraphs. Apparently, even Microsoft acknowledges that the Word 2007 line spacing rules are not easy to change.

Word 2003 and earlier versions used single spacing between lines and after paragraphs, which is what many users would like to get back. Word 2007's default setting is 1.15 pts between lines and 1.15 plus a blank line after paragraphs. A fairly easy way to revert your Word 2007 spacing back to the 2003 version is by changing the Style Set. Open a Word 2007 document. Click the Home tab, and then click *Change Styles* in the Styles group. Point to Style Set and click *Word 2003*. To make the new style set become the default in Word 2007, click *Change Styles* again, and then click *Set as Default*. If you prefer not to go through all those steps, Microsoft has created a little fix-it tool which will make these changes for you. You can download it from the Microsoft website at this address: <http://support.microsoft.com/kb/921174>.

Create Custom Page Margins: If the margins in your document are not set the way you want them, you can fairly easily change the margins to your liking. With your document open, click the *Page Layout* tab, and then click *Margins* in the Page Setup group. The Normal setting for Word 2007 is 1 inch on all sides - top, bottom, left and right. Several other

choices appear in the drop down gallery. If you like one of these, merely click it and watch your document change to the new margin settings.

If you do not find what you want in the margins gallery, you can create your own customized margins. Open the Margins gallery and click *Custom Margins*, which opens the Page Setup dialog box. On the Margins tab, type your desired settings in the four boxes, leaving Gutter (the area left for binding or hole-punching) at "0" and "left." If you want these new margins in effect for only the current document, click OK. If you want to use them for this and future documents, click *Default*, and then OK.

Add the Right Kind of Date to Your Document: Many of us like to put dates in our documents to identify when they were written. But when we open some documents, we find the current date rather than the date it was composed. Word allows us to enter two sorts of dates and times: a date which never changes or a date which updates automatically whenever the document is opened. It helps to know how to enter both types since there are occasions when each is appropriate.

To enter a static date, just type it somewhere in the document or footer. Another way is to click the Insert tab and, in the Text group, click *Date & Time*. This opens a dialog box where you can choose from several formats for the date and/or time. Be sure to uncheck the box next to *Update automatically* if you want the date to remain static.

To enter a date that updates each time you open the document, click the *Date & Time* button as explained above. This time be sure that *Update automatically* is checked.

A way to add a date with specific properties is to add a date "field." Click the Insert tab, then *Quick Parts*, then *Field*. In the Field box, select the *Date and Time* category. Here you will find several specialized fields, such as CreateDate, PrintDate, and SaveDate. A quick way to insert a field for a date is to use the keystroke shortcut, [Shift]+[Alt]+[D].

Get rid of the Mini Toolbar: Whenever you highlight a word or phrase in Word 2007, a mini toolbar of editing commands appears above and almost covering the highlighted text, which can be annoying. The mini toolbar is a new feature of Word 2007/2010. Its purpose is to put the most commonly used editing commands close to where you need them. For some this is a time-saver; for others, it's a pain. Fortunately, you can turn off if it bothers you. To disable this feature, click the Office button, then *Word Options* (bottom right), and then *Popular*. Remove the checkmark from the box next to *Show mini-bar on selection* and click OK.

Do you have problems with Office 2007 that need solving? Let me know, and I'll try to include them in a future article. Send to ndemarte (at) verizon.net.



Mac Tip

by Ernie Cox, Jr., Computer Club of Green Valley, AZ, <http://ccgv.apcug.org>, [ecoxjr \(at\) cox.net](mailto:ecoxjr@cox.net). Originally published in *Green Bytes*, the newsletter of the Computer Club of Green Valley, AZ.

1. Determine the Integrity of Your Hardware.

If you suspect you have a hardware problem, not related to your Mac's hard drive, troubleshoot with these three steps:

Run the Apple Hardware Test to confirm or deny your suspicions. Follow these directions: <http://support.apple.com/kb/ht1509>. [MacBook Air instructions: <http://support.apple.com/kb/ht2644>].

Reset your SMC (System Management Controller) to alleviate common problems with fans, power management, sleep, or lights with these steps: <http://support.apple.com/kb/ht3964>.

Resetting your PRAM and NVRAM (<http://support.apple.com/kb/HT1379>) can alleviate problems with volume, screen resolution, and startup disk selection.

Discovering Windows 7*

by Neil Stahfest, Tacoma Area PC User Group, <http://www.tapcug.org>, NCStahfest (at) msn.com. Originally published in Data Line, the newsletter of the Tacoma Area PC User Group.

This is for all of you who have a laptop PC with Windows 7. As you move your PC between your home, office, library or meetings, you may need to change some settings such as screen brightness or connect to various networks. Windows 7 contains a number of controls in the Windows Control Panel that let you make these changes. You can make these changes individually or at one central location called the Windows Mobility Center. You don't even need to go to the Control Panel to reach the Mobility Center. Simply press the Windows Icon key and the letter X on your keyboard at the same time.

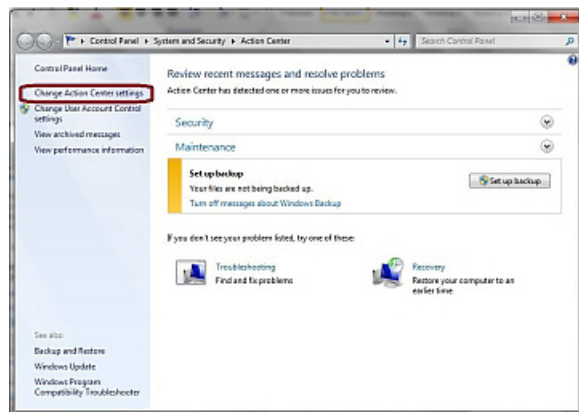
When you do, the Windows Mobility Center will appear, looking something like the image at right. Different tiles may be displayed depending upon the version of Windows 7 loaded on your computer or your computer's hardware configuration. In addition, some PC manufacturer may customize the Mobility Center by adding some additional controls.



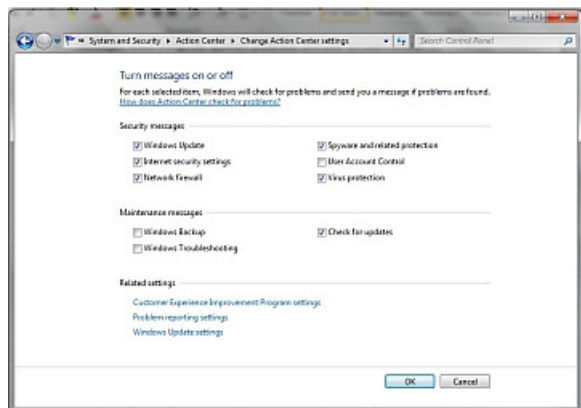
As you can see, commonly used settings such as display brightness, sound volume and network settings are easily adjustable from here. Some settings may not be available because the required hardware is not connected. In that case the tiles will be greyed out. In the example above, no external display is connected. Wireless settings may be temporarily unavailable if the hardware switch is turned off. (You may need to check the information that came with your computer to learn where to find this hardware switch).

On another topic, are you "bugged" by those little windows that occasionally pop up in the corner of your display screen warning you about Windows maintenance and security items? Usually this happens when you turn your computer on but it can happen at any time. Personally, I want to see messages telling me that there are Windows updates available for my computer but I don't care to see messages relating to things like spyware protection and user account control.

These messages are controlled by something called the "Windows 7 Action Center." As usual, Windows gives us several ways to reach the "Action Center" but I prefer to do it this way. Click on the Windows "Start" button, in the search box enter "action center" and then press "Enter". You should see something like this:



Now click on "Change Action CenterSettings" (circled in red). A new window will open that looks something like this:



As you can see, you can turn off a lot of security and maintenance messages here. Just uncheck the ones you don't want to see and click on the "OK" button. If you change your mind, just click on the check boxes to restore the messages.

[*Editor's Note: This article is one of a series on this topic by this author]



Calendar of Events

September General Forum Meeting

We will meet at the Fort Collins Senior Center on:

Day	Date	Time
Tuesday	September 6th	7:00 PM

Meeting Agenda

Time	Topic
7:00 to 7:15	Announcements and Raffles
7:15 to 7:45	Open Forum
7:45 to 7:55	Break
7:55 to 9:00	Passwords - Proxies - Protection

To check on FRPCUG events in 2011 using a familiar graphical calendar format, connect to the

[2011 Graphical Events Calendar](#)

October General Forum Meeting

We will meet at the Fort Collins Senior Center on:

Day	Date	Time
Tuesday	October 4th	7:00 PM

Meeting Agenda

Time	Topic
7:00 to 7:15	Announcements and Raffles
7:15 to 7:45	Open Forum
7:45 to 7:55	Break
7:55 to 9:00	Tablets—What, Why, How?

See you at the meetings!

Get full membership benefits. If you are not a current member, download and complete a [Membership Application](#). Mail the completed application and your payment to the address listed, or better yet, bring the application to the next meeting.

Future General Forum Meeting Notes

The September program offers tips on:

- Passwords: what makes a good password, generating good passwords
- Proxies: use a proxy to keep threats at bay
- Protection: learn about all of the ways your computer is vulnerable

The October meeting topic is: Tablets—What, Why, How?

The iPad has made quite an impact on the computing landscape over the past two years, and competitors are doing their best to gain market share in this new platform. What makes tablets different from Tablet PCs? Are they just a fad, or truly the beginning of a "Post PC era"?

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Future SIG's, Seminars and Other Meetings

Digital Imaging SIG

The Digital Imaging SIG is a forum for discussion of digital imaging hardware and software. The meetings are held every 2nd Tuesday of the month at 7:00 PM in the Senior Center Lobby. The meeting format is informal, using the Shop Talk sessions as a basis. For more information, contact Mike Morris at [twriterext\(at\)gmail.com](mailto:twriterext(at)gmail.com).

Shop Talk

One-on-one assistance. Drop in to the Senior Center lobby on any Saturday (holidays excepted) from 11:00 AM to 1:00 PM.

Technology SIG

The Technology SIG provides advanced support for all PC related operating system and telecommunication issues. The meetings are held at 7:00 PM on the third Thursday of each month at Bluebird Manufacturing Inc., 1421 Webster Avenue, in Fort Collins. For more information, contact Chuck McJilton at 970-493-2987.

Board Meeting

FRPCUG's executive board meets on Wednesday of the week following the General Forum meeting. All members are welcome and are encouraged to attend.

These meetings are held at 7:00 PM in the Staff Board Room of the Fort Collins Senior Center.

The Two Month Activities Calendar

SEPTEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Shop Talk 11:00 AM to 1:00 PM
4	5 Labor Day Holiday	6 General Forum Meeting 7:00 PM	7	8	9	10 Shop Talk 11:00 AM to 1:00 PM
11	12	13 Digital Imaging SIG Meeting 7:00 PM	14 FRPCUG Board Meeting 7:00 PM	15 Technology SIG Meeting 7:00 PM	16	17 Shop Talk 11:00 AM to 1:00 PM
18	19	20	21	22	23	24 Shop Talk 11:00 AM to 1:00 PM
25	26	27	28	29	30	

OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Shop Talk 11:00 AM to 1:00 PM
2	3	4 General Forum Meeting 7:00 PM	5	6	7	8 Shop Talk 11:00 AM to 1:00 PM
9	10	11 Digital Imaging SIG Meeting 7:00 PM	12 FRPCUG Board Meeting 7:00 PM	13	14	15 Shop Talk 11:00 AM to 1:00 PM
16	17	18	19	20 Technology SIG Meeting 7:00 PM	21	22 Shop Talk 11:00 AM to 1:00 PM
23	24	25	26	27	28	29 Shop Talk 11:00 AM to 1:00 PM
30	31					

Tip of the Month

by Sharon Parq Associates, <http://www.sharonparq.com/> and <http://www.tips.net/>

Understanding Manual Calculation in Excel

When you change a value in any cell of a worksheet, Excel automatically recalculates all the other formulas within the worksheet. This means that Excel is always up to date, based on any changes you may have performed.

If you have an absolutely huge worksheet or a terribly slow computer (or both), then doing a calculation after every change can get very tedious. In these situations, you can actually spend more time waiting on Excel to finish calculating than you do on entering information.

The answer to this problem is to configure Excel so that all calculations are done manually. This is easy to do by following these steps:

1. Display the Excel Options dialog box. (In Excel 2007 click the Office button and then click Excel Options. In Excel 2010 display the File tab of the ribbon and then click Options.)
2. Click the Formulas area at the left of the dialog box.
3. In the Calculation Options section of the dialog box, make sure the Manual radio button is selected.
4. Click on OK.

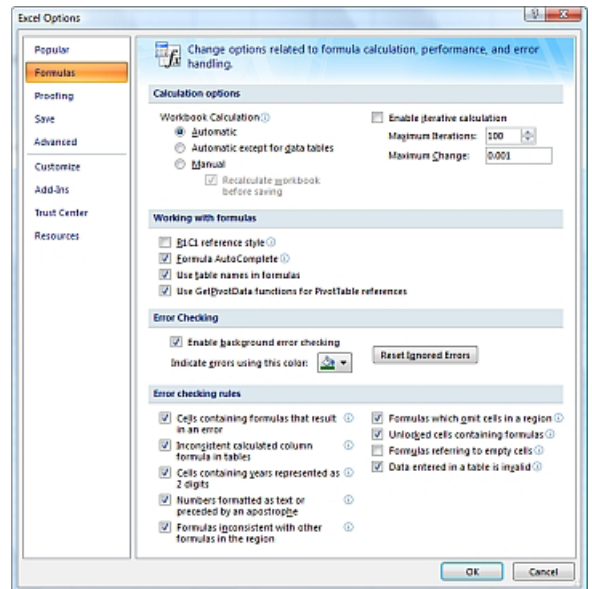
Now, Excel does not calculate your worksheet automatically. Instead, you must press F9 whenever you want to update the results displayed within your worksheet.

Repeating Rows for a Table Footer in Word

When working with longer tables in a document, you may wonder if there were a way to repeat rows at the bottom of a table that spans multiple pages, the same way you can repeat rows at the top of a multi-page table. The short answer is that Word doesn't provide such a capability. If you are willing to experiment a bit, you can try to come up with a workaround that may do the trick for you.

What you want to do is create a document section that contains just your table, and then use the page footers to contain the rows you want repeated from the table. Follow these general steps:

1. Just before the start of your table, insert a continuous section break.
2. Do the same thing just after the end of your table.
3. Select the rows you want repeated at the bottom of the table and copy them to the Clipboard.
4. Choose View | Header and Footer to display the headers and footers of the document. (If you are using Word 2007 or Word 2010 display the Insert tab of the ribbon, click Footer in the Header & Footer group, and then click Edit Footer.)
5. Switch to the footer. (You don't need to do this in Word 2007 and Word 2010, since you are already editing the footer after step 4.)
6. Make sure that the Link to Previous option is turned off for the footer.
7. Select anything that already exists in the footer.
8. Press CTRL+V to paste the copied rows into the footer.
9. Use the controls on the Header and Footer toolbar or, in Word 2007 and Word 2010, the Design tab of the ribbon to advance to the next section. (You should be looking at the footer for the section following the section in which the table resides.)
10. Turn off the Link to Previous option for this footer.



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Photo Gallery

This month's featured photographer:

Bert Broekstra using a Nikon D7000 camera

Illinois River, Arapaho Wildlife Refuge, North Park, CO

This photo is a panorama constructed from 4 individual photos using Hugin (<http://hugin.sourceforge.net/>).

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Ask Computer Tutor

QUESTION: When typing the temperature I would like to insert a “degree” symbol automatically instead of writing the word “degrees.” Is there a shortcut for this symbol?

ANSWER: Yes, there are two shortcuts for the degree symbol.

1. Hold down the ALT key and type 0176 on the numeric keyboard. The degree symbol will appear immediately. You must use the numeric keypad to type the numbers and not the keyboard. Make sure that the NUM LOCK key is on if your keyboard requires it to type numbers on the numeric keypad.
2. AutoCorrect has a predefined keyboard shortcut for creating a degree symbol. Press CTRL+@, then press SPACEBAR.



QUESTION: Why does my date never go to the correct format when I download my bank account from the internet even after I go to format-cells date and choose a style?

ANSWER: It will not change unless you change the setting in Global.

If using EXCEL 2007 you will need to change it through the “format-cells” menu but you will also need to change the location i.e. United States English. Then it will become the format that you have chosen.

QUESTION: While working on EXCEL and have multiple workbooks open at one time, I would like to close them all at once without exiting EXCEL. Is there a simple way to do this?

ANSWER: You can quickly close all of them, without exiting Excel. Hold down the Shift key as you click on the FILE menu. When you do this, the Close command, which closes a single workbook, instead becomes Close All, which closes all your open workbooks.

QUESTION: Is there a way to make a Web Page or pictures on a Web Page larger or smaller, when I visit a website?

ANSWER: Yes, there is a very easy trick to make Web Pages or pictures larger or smaller on a website. Hold down the CTRL key on your keyboard and scroll the wheel on your mouse.

Pamela invites you to e-mail computer-based questions to: <http://tinyurl.com/ask-pamela-computer-tutor>. More often than not you will receive and answer within 24 hours.



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11. Delete the table row from this section’s footer.
12. Close the Header and Footer toolbar (click Close) or, in Word 2007 and Word 2010, click Close Header and Footer in the Close group.

You are now ready to place the final touches on your workaround. Position the insertion point somewhere in your table, then use the various tabs in the Page Setup dialog box to adjust the relationship between your table and the footer. You’ll need to play with the settings on both the Margins and Layout tabs to position the rows in the page footer, and you’ll want to make sure that the Apply To drop-down list applies the changes to only the current section (the one with the table in it).

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Front Range PC Users Group Is Online at

<http://www.frpcug.org>



How do tablets fit into our computing lives? We'll discuss these questions and many more, in addition to demonstrations and hands-on opportunities for this new class of devices.



2. Repair Your Hard Drive.

If your computer is running slowly, files are disappearing, or you get a question mark at startup [this is usually not a good thing], the problem may be your hard drive. Try these two things before buying a new one:

Use Apple's free tools to repair your drive. Boot in Safe Mode, run Disk Utility from your Mac OS X Install disc, or run fsck. These functions are described in detail at <http://support.apple.com/kb/TS1417>.

Use Disk Warrior (\$100, <http://www.alsoft.com>) to rebuild the drive's directory, which can repair corruption and prolong the life of your drive.

3. Reinstall Snow Leopard

When all else fails, try reinstalling Mac OS X 10.6 from the original installation DVD, performing what was formerly known as an "Archive and Install" of your operating system. This doesn't take too much time and can often solve big problems that aren't hardware related. Afterward, be sure to update your software by choosing Apple Menu > Software Updates.



Directions and Map to the Fort Collins Senior Center

The Fort Collins Senior Center is located at 1200 Raintree Drive. This site is situated at the northwest corner of the Shields and Raintree Drive intersection. It is on the north side of the Raintree Shopping Center, and just west of the bank building at the corner of Shields and Raintree (see map at right).

Check the marquee at the main entrance for directions to the specific meeting room

