

October 2019

Next General Meeting  
of CCCGC

October 1, 2019



# Charlotte Bytes

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Asst. Editor: A Yvette Pilch

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No. X

Microsoft  
REGISTERED  
Refurbisher

For the latest Classes &  
Events Calendar

Please click below

 **Events Calendar**

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Official Publication of the Charlotte County Computer Group Corp.

PROMOTING COMPUTER LITERACY AND EDUCATION IN CHARLOTTE COUNTY

The largest gathering of computer knowledge in Charlotte County

## CCCGC

### The President's Platform

Grover Mudd, President



Dear Members,

The October Volunteer of the Month is Lieda Boyko.

#### Reminders:

- Lydia is still in need of help in the repair department. If you are interested in helping in this area, please contact me or Lydia.
- If you have any suggestions of topics for the meeting presentation or if you would like to present a topic, please let me know. I hope everyone enjoys the meetings.
- If you have any suggestions for courses you want to attend, email a note to the office at [cccgcoffice@gmail.com](mailto:cccgcoffice@gmail.com). In the subject line type "Class Requests".
- If I have not personally met some of you, please stop in the office or come up to me at our regular meetings. I would greatly enjoy getting acquainted with you.
- We need volunteers for the Office. Volunteers greet customers, cover the phones and complete paperwork. Other volunteers work with customers individually to try and solve computer issues or process the devices so that the gurus can work on them in the background.
- If you have any recommendations for "Monthly Favorites", please see George or log in to [cccgc.info](http://cccgc.info) click "Monthly Favorites" and complete the form.

Once again a reminder of nominations of officers and directors will be starting soon. The positions of Vice-President, Secretary, and Director are open. See *Page 5 for responsibilities of each position*. Nominations for ALL Board Members are open to be voted on in December. Those of you that are interested in a position please speak with Yvette.

I hope to see you all at our next meeting on Tuesday, October 1.

Grover

#### Guidelines for Attending Classes

Please be sure to notify the instructors or Office when planning to attend class by either email or the online entry signup form.

## Welcome New Members

Holly Gerich

Kenneth Haviland

Virginia Merrill

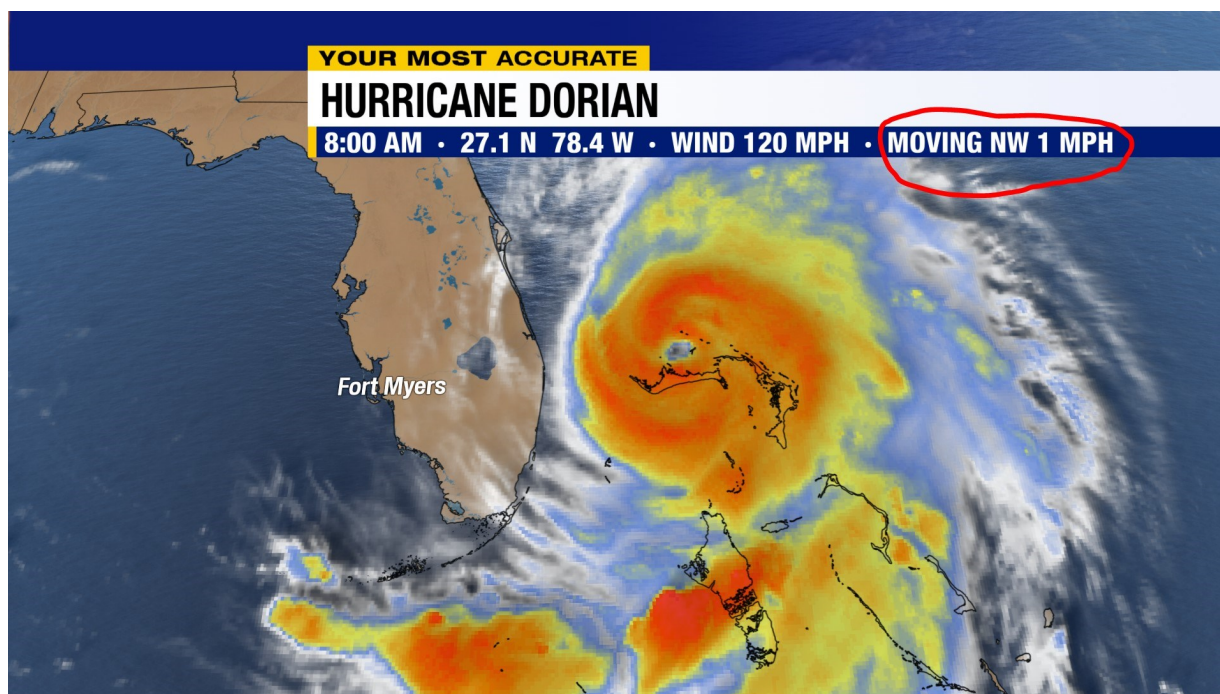
Janice Parmelee

Tasha Rose

The Executive Board and Members of CCCCCG welcome each of you to the group. We're here to help. Membership has its privileges.

If you have any questions, concerns or need computer help, please contact us at the office. We will endeavor to help you any way we can.

## September Program Highlights



Hurricane Dorian cancelled the September meeting. We continue to pray for our Bahama neighbors who were took the brunt of Dorian and were devastated.

We also thank God and are grateful that we remained safe as it headed north in the Atlantic.



**Next Meeting**  
**October 1, 2019**



For more information  
go to  
[www.cccgc.info](http://www.cccgc.info)

[View/download Bytes](#)

Please be sure to  
register online  
for classes

For the latest Classes & Events Calendar  
Please click on button below

 **Events Calendar**

**The Charlotte County  
Computer Group  
Corp.**

Is a non-profit 501(c)3  
organization as classified by  
the Internal Revenue  
Service.

Donations, gifts, bequests,  
legacies, devices and  
transfers are deductible  
under federal laws.

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IN CHARLOTTE COUNTY**



Articles in the Bytes are courtesy  
of theseTech Sites

We're on the  
Web  
[www.cccgc.info](http://www.cccgc.info)



**Digital Citizen**

[www.dickevanstraining.blogspot.com](http://www.dickevanstraining.blogspot.com)



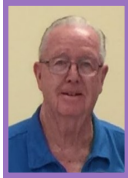
[Into Windows](#)

**daves.computer.tips**



## Officers and Board of Directors for 2019

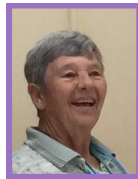
### OFFICERS



President:  
Grover Mudd



Vice President:  
Yvette Pilch



Secretary  
Lydia Rist



Treasurer  
Harold Nixon

### DIRECTORS



Dick Evans



George Kopenec



Ron Muschong



Joanne Pisaturo



Donna Whalen

## October Volunteer of the Month: Leida Boyko

Leida Boyko has been a member of CCCGC for many years. She volunteers to work in the office every Monday and has been known to offer substitute assistance as well. Leida assists with membership issues at the monthly meetings as well.







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## **Upcoming Board of Directors Nomination & Election Information**

Nominations for positions on the Board of Directors is open NOW and until November 15. If you wish to nominate yourself or another member for any of the positions listed below, please contact Yvette Pilch through the office (941-585-0356) or the club email ([cccgcoffice@gmail.com](mailto:cccgcoffice@gmail.com) or [cccgcrequest@gmail.com](mailto:cccgcrequest@gmail.com)). Please state the nominee's name and for what position. Elections will take place at the December, 2019 meeting from 6:00—7:00 p.m.

### **Positions open for nomination:**

- ♦ President
- ♦ Vice President
- ♦ Secretary
- ♦ Treasurer
- ♦ Directors (5)

### **Position descriptions/responsibilities (per ByLaws.8.7.2018):**

**President:** The President will be the Chief Executor Officer of the Corporation and will, along with the, Directors and other elected officers supervise and control the affairs of the Corporation. The President will perform all duties incident to the office and other such duties as may be provided in the Bylaws or prescribed by the Board of Directors...The President shall, as vacancies occur, appoint chairpersons of committees considered necessary at the time. The President may from time to time appoint committee chairs for such purposes as he or she may deem necessary, or as directed by a majority vote of the Board of Directors.

**Vice President:** The Vice President shall perform all duties and exercise all powers of the President when the President is absent or unable to perform his duties. The Vice President shall perform such other duties as may be prescribed by the President or the Board of Directors.

**Secretary:** The Secretary shall keep minutes of all meetings of the Board of Directors; will be the custodian of the corporate records; give all notices as required by the Bylaws; perform all duties incident to the office of the Secretary and such other duties as may be required by the Articles of Incorporation, the Bylaws, or which may be assigned by the Board of Directors. The Secretary shall maintain a record of all the correspondence sent and received concerning agreements, obligations, contracts and understandings between the Corporation and any other party. All Directors and Officers involved with such correspondence shall provide a copy of it to the Secretary. In the event the President and Vice President are unable or not available to conduct a Board meeting, the Secretary shall conduct the meeting. The Secretary shall provide each Board member a current copy of the Bylaws at the first meeting of every new Board. The editor of the newsletter and the chairperson of the Nomination Committee shall also be provided with copies. The Secretary shall further assure that a copy of these Bylaws shall be on file at the corporation office.

**Treasurer:** The Treasurer shall have charge and custody of all the funds of the Corporation; deposit said funds into the Corporation's account; maintain records of the Corporation's transactions; perform all duties incident to the office of Treasurer and such other duties as may be required by the Board of Directors, the Articles of Incorporation, and the Bylaws.

**Director:** A Director is a [sic] member elected to control or govern the affairs of Charlotte County Computer Group Corporation.



## Computer Tidbits

### Lifewire

Tech Untangled

<https://www.lifewire.com/cleaning-and-speeding-up-windows-desktop-3506952?print>

#### HOW TO > WINDOWS

### Clean up Your Windows Desktop

Make better use of your computer's memory

by **Mark Baggesen**

Updated August 10, 2019

If your formerly fast-running computer has [slowed down noticeably](#), take a close look at your desktop. Is it littered with icons, screenshots, and files? Each of those items takes memory that your computer could put to better use elsewhere. To speed up your computer, clean your Windows desktop.

#### How Many Files Are on Your Desktop?

Each time Windows starts, [operating memory](#) is used to display all files on the desktop and to locate the position of all files represented by shortcuts. If there are dozens of files sitting on the desktop, they use lots of operating memory, essentially for no purpose or gain. With less memory available, the computer runs slower because it has to swap out information from operating memory to the hard drive. It does this process — called memory paging — to keep everything the user wants to do running at the same time.

#### Clean Your Desktop

The best solution is to put your documents in the [My Documents folder](#) and your other files where they belong — anywhere other than the desktop. If you have a lot of files, you can put them in separate folders and label them accordingly. Create shortcuts on your desktop only for the folders or files you frequently use. Simplifying the desktop contents frees up operating memory, reduces the time and frequency the hard drive is used and improves the response of your computer to programs you open and things you do. The simple act of cleaning the desktop makes your [computer run faster](#).

#### How to Keep It Clean

The more desktop items you have the longer it takes for your computer to start up. Make a conscious effort to "park" fewer icons on your desktop.

Other steps you can take include:

- Delete any [shortcuts](#), screenshots, or files you no longer use.
- Gather all the files and folders you want to keep on the desktop and instead place them in a single folder on the desktop.
- Hide all the icons on the desktop by right-clicking on the **desktop**, going to **View** and deselecting **Show desktop icons** in the context menu. Repeat the process to show them again. Use the [Start Menu](#) in Windows 8 and 10 as a parking place for app shortcuts. Pin any app on your desktop to the Start Menu by right-clicking it and selecting **Pin to Start**. You may need to organize your Start Menu into groups to keep everything there tidy and accessible.
- Most Windows operating systems come with a desktop cleanup wizard. People love it or hate it, but it's worth checking out.
- Schedule a weekly or monthly cleaning to corral any stray items that have gathered on your desktop since the last cleanup.

Before you know it, hoarding files on your desktop will be a thing of the past and your computer will be running like it did when it was new