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TC/PC Exists to Facilitate and Encourage the Cooperative Exchange of PC Knowledge and Information Across All Levels of Experience

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No General Meeting **Stratasys Tour for Select Group** Tuesday, Oct. 8, 2019 at 6:50 pm

Stratasys Tour: Please arrive at Summit Place at 6:50 and we will leave at 7:00. If you are running late, you can go directly to Stratasys at 9600 W. 76th St., Eden Prairie, MN. The tour is at 7:15pm Only the following members signed up and their names & emails were submitted to the Stratasys company as required to be allowed on the tour.

Curt Trout Bill Ryder Lon Ortner Carl Polnaszek Richard Seng Dan Bowen David Van Dongen

Richard A. Peik Joel Hedland D. Cameron Smith **Sharon Walbran** Non-Members: Sean & John Walbran, Steve Maresh

Directions: from Summit Place:

- 1 Go north on Flying Cloud Drive
- 2 Turn right on Prairie Center Drive and go one mile to W. 78th
- 3 Turn right onto West 78th Street.
- 4 At the traffic circle take the 2nd exit onto Washington Ave
- 5 Continue on Washington Ave to W. 76th St.
- 6 Turn left on 76th St. Stratasys will be on your right.

No Tech Topics with Jack Ungerleider at 6:00 PM.

TC/PC is a Member of



The Digital Viking

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Contact Sharon Walbran at:: SQWalbran@yahoo.com

Deadline for ad placement is the 1st of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: Twin Cities PC User Group

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Visit www.tcpc.com for meeting details.

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Editor Sharon Walbran

Making Your Tech "Fit"

Tech and Your Eyes

Author: Debra Carlson, Technical Advisor, CVC Computer Club, CO

Q1 issue 2019, Tech-Notes

cvc.computer.club (at) gmail.com

•Words like "ergometrics" and "accessibility" fly around when talking about tech devices but what does that mean practically – to the user?

First, a definition:

Ergometrics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely — called also biotechnology, human engineering, human factors merriam-webster.com/dictionary/ergonomics

This quarter we'll talk about how tech interacts with EYES.

COMFORT can be an important guide for dealing with eyes and tech.

- 1. Ambient lighting should complement light from the screen. Lamps pointed directly at the screen cause reflection making it harder to see what is printed. If you are typing from notes, however, it is important to have that document well-lit to prevent eye fatigue. Avoid setting a monitor where it will get direct sunlight for the same reason.
- 2. Most monitors (hardware) and operating systems (software that controls how interactions occur within various computing components like hardware or programs used to browse the internet or create documents) have light level controls in addition to color and size settings. Tempering the background color and complexity of any graphic that "shows through" your viewing windows will lessen the need for more lumens (the amount of light). Sometimes changing to dark background and yellow or white print is less taxing to the eyes ... making it easier to see.
- 3. The position and angle of the monitor are important! You might be surprised how much raising the monitor, or tipping it slightly, will improve screen visibility.
- 4. Some find "computer glasses" help arbitrate the distance to a monitor if using a desktop or laptop regularly ... and some find glare is cut (particularly with cataracts) by using "yellow lens" sunglasses (slipovers or clip-ons).

Safety is assisted by comfort, but it is a **DISCIPLINE**. Eyes, balance, circulation, joint health, and physical health in general benefit from:

1. Adjusting the monitor so you can see it easily. Perhaps getting a riser for it (if you are taller) so you will sit straight in the chair.

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- 2. Look away from the screen often. When you look away from the screen, shake out your hands.
- 3. Plan to stand and walk regularly some suggest every 10 minutes ... most at least every half hour.

Don't be afraid to experiment with screen resolution or font size. Just remember the following:

- 1. Before a change, take note of what it is you are having trouble seeing. Every solution makes "changes." But making the **most efficient change** for your problem will be the most helpful. It also makes it easier to "undo" if your needs evolve.
- 2. Make one change at a time and see if (or how well) it works for you. This may seem pedantic, but it will assist you in knowing what part of the system, changed, helps you most.
- 3. Don't forget color change can be as or more effective than size change in some circumstances.
- 4. Many programs have "options" or "preferences" that can be set to make viewing easier. Where these do not exist, third-party "extensions" can provide additional modifications not included by the developer.

Don't forget about using ZOOM to make individual pages larger or smaller when needed, rather than changing the entire machine unnecessarily.



Hopefully, you got an idea or two in this. In coming issues, we will talk about:

Does size matter?

Things in your hands

Cords, Voice, Sound, and other hazards.

Playlists – Use them to enjoy your music

Author: Phil Sorrentino, Secretary & APCUG Rep August 2019 issue, The Journal The Computer Club, FL www.scccomputerclub.org / philsorr (at) yahoo.com

A Playlist is a list of files that can be played back on a media player. If the files are pictures and the media player is a picture viewer, you have a slideshow. If the files are audio files and the media player is a music player, you get music played for as long as the list continues. If the files are video files and the media viewer is a video viewer, you may get an afternoon at the movies. Typically with a play list, the files can be played back sequentially for an orderly experience, or in a shuffled order for a little more excitement.

Audio playlists are a great way of enjoying your digital music. Each tune to be enjoyed must be in one of the music file formats that are popular, .mp3, .wma, .wav, etc. .mp3 is probably the most popular. .mp3 is a lossy compressed format where the resultant files are about 1 tenth the size of the original file. But in the process of compressing the file some of the quality is lost. The quality that is lost is in the higher frequencies, where the human ear begins to attenuate as we age, so many of us older humans may not really be missing that much. (.wav files are lossless, uncompressed files, so if you want all of the quality, you should probably save your music in this file format when you get them; after all, nowadays storage is cheap.) By the way, Windows comes with a great application that you can use to get all of your music from your CDs - it's called Windows Media Player (WMP) and allows you to "rip" your music files from your CDs (which is absolutely legal). It defaults to creating .wma files, so make sure you change this (in the Options) to .mp3 if you want .mp3 files. There is also an adjustment for the audio quality; the higher the number the better the quality, but the larger the file. So, once you have all of your music stored in a music database, you can start to create the playlists that will use the music files. WMP can also help you in this task. I've used WMP to create many playlists, some of which are called Love Songs, Assorted Favorites, Fun Songs, Songs from an Earlier Period, Folk Songs, Country Songs, etc.

So technically, a playlist is a file with a playlist file type. Many playlist file types have been defined such as .zpl used by the Zune Media Player (probably not many of those around), .wpl defined by Microsoft and used in WMP, .m3u originally created by WinAmp and used in the very popular free WinAmp music player, .vlc, a format used by the VLC Media Player which has the same format as .m3u except for the .vlc designation, .pls a format similar to the Windows .ini file type, and others. Currently, .m3u seems to be the most widely used file type. In my opinion, to keep your playlists most versatile, I would use the .m3u file type; but if you were going to only use WMP then .wpl would be a good choice. (WMP is setup by default to create the .wpl file type. If you want WMP to create a .m3u file type, you can change this after you have put together a list of tunes for a playlist. Right after you click "save list" you will have an opportunity to change the file type to .m3u.) In addition to being versatile, .m3u files can be easily modified, should you want to take on this tedious job. They are just text files with a simple format and can be opened with the "Notepad" word processor. To do this, just go into Windows Explorer and right click the playlist and then

choose "Open with..." and choose Notepad. Each line in the file defines the location of a tune to be played, and comments can be added to the file because text lines that start with "#" are ignored. Any helpful information can be put in the comment line. Keep in mind, the tune file name used in the playlist must be exactly the same (character for character) as the tune file name in the tune database.

Here are a few lines from a .m3u playlist:
John Denver
\MP3Music\PopMusic\John Denver - Annie's Song.mp3
Alabama in Country Folder
\MP3Music\Country\Alabama - Give Me One More Shot.mp3

The first line starts with "#", so this is just a comment line and essentially nothing will be done. The second line defines the location of a tune. In this example, the tune is Annie's Song and it is by John Denver. (When you "rip" a song from a CD you have choices as to how the tune file will be named. I have chosen to title all of the tunes in my Music database as "Artist" – "Tune Title". This allows me to see all of the tunes from a particular artist in alphabetical order when I look at the Music folders using Windows Explorer.) When the music player gets to this line it will retrieve the file "John Denver – Annie's Song.mp3" from the folder "PopMusic" and start to play (process) it. Note that the "PopMusic" folder is in the MP3Music folder which is the name of the folder that holds all of my tunes. "MP3Music" also holds folders for many other music genres, such as "Country", "R&R", "PreR&R", "BigBands", "Holiday", "Jazz", "Classical"; you get the idea. So this line is like a road map to where the tune can be found. The third line starts with "#" so, again, it's a comment and nothing will happen. But the fourth line is another tune to be selected. This tune is in the "Country" folder which is also in the MP3Music folder. So when these four lines in a playlist are encountered, first "Annie's Song" will be played and after that is finished, "Give Me One More Shot" will be played. Fortunately, all the hard work of creating a playlist is done for you by the App that you are using to create and play your playlists. WMP is especially easy to use because gathering your tunes for a playlist can be done graphically by just dragging and dropping your selections from the tune (music) database into a playlist area, and finally clicking "save list", and then you are done. Now, all you have to do is start the play list and sit back and enjoy the music.

Tiny Icons for Big Functions

Author: Nancy DeMarte, 1st Vice President, Sarasota Technology Users Group, FL July 2019 issue, Sarasota Monitor www.thestug.org - nanellend (at) gmail.com

In recent years, the number of functions that computers and other devices can perform has increased greatly. It appears that to make more room on the screen, tech companies have reduced the amount of text and replaced it with symbols or icons, often without giving users notice. A good example is Google's block of dots representing their many apps. One day about a year ago I found my Gmail contacts list was missing. Eventually, I found it in the center of the Google app icon (shown at right) on the Google home page. This change to icons was so subtle that many users didn't notice it until they couldn't find a tool or function.

The trend is not only on the Internet, but also in Microsoft's Windows and Office apps. When I click the Windows 10 Start button, I see a list of important functions represented by icons. Fortunately, Microsoft has tried to make each icon resemble its name, as shown below. But not all the icons are as obvious as the gear for Settings or a house to indicate the Home page.

In Office, some icons are so small that they are easy to miss. On the Home tab in Word, for example, several of the groups of tools have a tiny diagonal arrow in the lower right corner. Clicking this icon in the Font group opens a dialogue box which lets me set specific properties for text, as shown. I can make my choices and, if I wish, set them as the default font, meaning that these settings will remain until I change them.



Similar results are found throughout the Office applications.

Another useful, but tiny icon in Windows is often overlooked. It is called 'Ribbon Display Options' and is located at the right end of the bar at the top of the Windows and Office screens. If I want to increase the visible space for typing in Word, I click this icon and choose to hide the ribbon or show only the tabs. It would be hard to guess what this icon means.

One of my favorite icons in Word is 'Layout Options.' When I insert a picture or object into a document, it is accompanied by the icon shown at the left. Its function is to allow a picture to fit smoothly with the text. I click the icon and choose how I want it to interact with text. It can wrap the text around the photo (as shown) or have it appear in front of or behind the text, among other options.

Internet browsers use icons widely, too. Firefox, my current browser, uses icons in the address bar: three dots to indicate 'More information or tools,' and a star icon to open my bookmark list. The icon in the center lets me view my Pocket contents. Pocket is a personal online storage library for articles, videos, etc. that I have copied from many sources. It was developed by Mozilla, the company that created Firefox, and is available for iOS and Android devices as well as computers. Search the web for Pocket to learn more about its features.

On the Firefox home page is an icon group that includes my search history, bookmark sidebars, Last Pass (a password keeper), and an icon for my account which also can synchronize Firefox history and bookmarks with my other devices. Can you identify their icons in the illustration? The three lines at the end of the Firefox icon group give me access to several settings and functions of Firefox.

As you can see, not all icons match their functions. You can avoid frustration by holding your mouse pointer over an icon to see at least its name. Better yet, click the icon and explore its content. Don't be intimidated by these icons, but don't ignore them either. Look around the screen. Some of the most helpful tools and information can be found by clicking those tiny icons.

Settings – What happened to Control Panel?

Author: Phil Sorrentino, Contributing Writer, The Computer Club, Florida

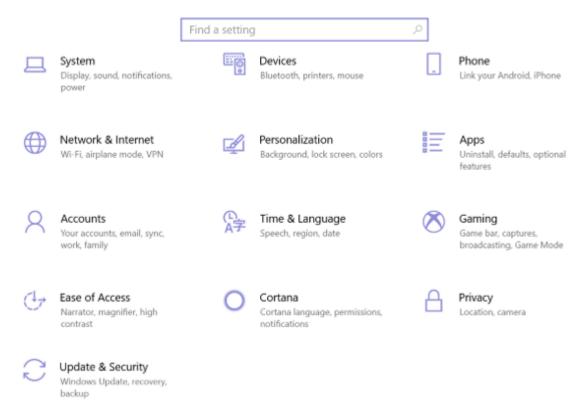
www.scccomputerclub.org Philsorr (at) yahoo.com

Way back in the days of Windows 7, the Control Panel was the way we adjusted the operation of certain parts of the Operating System. Control Panel was easily found because it was in a short list of options when you clicked the Start button. When you clicked "Control Panel," you were presented with a set of Apps (originally called Applets), that would allow you to change the way certain features operated. (To get this list you had to choose "View by Icons" rather than "View by Categories.") The list of Apps included, Display, Keyboard, Mouse, System, Default Programs, Power Options, Programs and features, Folder Options, Network and Sharing, Device manager, just about all the features that you can adjust. Maybe the statement at the top of the set of Apps was prophetic in its language. The Apps were introduced by a text line that said, "Adjust your computer's settings." And maybe the thought of Settings was carried over from the Smartphone world, (i.e. Apple's iOS and Google's Android) just about when Windows 10 was being developed. No matter how it evolved, Settings seems to be the preferred term for the place to go to change the way the device operates.

"Settings" has become a common feature on many computing devices. It even shows up on other things like electric ovens, exercise machines, thermostats, and kitchen appliances. So now Settings is the place to set many of the features of Windows 10. Yes, Control Panel still exists, but it is not as apparent, or easy to find. It seems like it has been moved to different places in different Windows 10 editions. But, fortunately, you can always find it just by clicking the "Type here to Search" circle next to the Start button, and then typing "Control" into the Search bar.

You may not even have to go to Control Panel for most of the things you may want to change, because clicking Settings will more than likely get you there. And, Settings is very easy to find; just click the Start button and the Settings icon, which looks like a gear, appears right above the Power icon. Click the icon and you will be shown all the Settings categories. Just to add a little confusion, these new categories are not the same categories that are used in Control Panel, although some of the titles will be familiar. The Settings screen on one of my machines is as shown here:

Windows Settings



Notice that they are not is alphabetical order. Note too, that System is the first category, so Microsoft must consider these to be important settings. Here are the items in the System category:

Display. Here you will find Display-related information and settings. The first setting is "Night light," which allows you to set a schedule for the Night Light and set the "Color temperature at night." The introduction explains that "Screens emit blue light, which can keep you up at night." So, by using warmer colors, there may be less interference with your sleep. (I'm only the messenger.) Here is where you can "Change the size of text, apps, and other items," if so desired. The Resolution of the display is another setting that can be changed. (Keep in mind that if you choose a higher resolution, the text and pictures on the screen will be smaller, so if you want larger items on the screen, you will have to lower the Resolution. I know that sounds counter-intuitive.)

Sound is where you choose your output or input devices, volume, manage your sound devices and troubleshoot those devices.

Notifications & actions is where you set up the Quick Actions, the icons you see when you click the Action Center icon at the right-hand end of the taskbar. (Clicking the Action Center icon also shows you any notifications that are available.) This is also where you get to determine the notifications you can receive, and who can send you notifications.

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Focus Assist is where you can choose which notification you'd like to see and hear so you can stay focused. The rest will go straight to the action center where you can see them any time.

Power & sleep. You can customize how long the screen will stay on after the last keystroke, and when the computer will go into the sleep mode. If you have a laptop, these settings are made for both "On battery power" and "When plugged in."

Battery. Here you will see a battery charged percentage indication and if you click "Battery usage by app," you will see how the battery is being used by various Apps. Battery saving options are also shown here.

Storage is where you can see the size of each local storage device (drive) and how much is being used. There are also a few storage related items here such as "Change how we free up space," and "Manage Storage Spaces." You will probably want to customize these options. You will also find "Change where new content is stored," which determines where various file types, like documents, music, and pictures will be stored.

Tablet mode optimizes your device for a touch screen so you don't have to use a keyboard and mouse.

Multitasking gives you control of the "Snap" feature, that is the ability to snap windows into half the overall screen. This can be useful if you want to Copy & Paste between two documents.

Projecting to this PC gives you the ability to wirelessly project some Windows and Android devices to your device. If you give presentations, turn on "This PC can be discovered for projection only when it's plugged in."

Shared experiences lets Apps on other devices open and message apps on your device, and vice versa. This feature improves the ability to share documents and apps among all of your devices and may or may not be useful to you.

Clipboard. You can save multiple items to the clipboard to use later as well as sync them across devices, pin frequently used items, and clear the clipboard data.

Remote Desktop lets you connect and control your PC from a remote device by using a remote desktop client. **Note:** You never want to enable this unless you completely trust the person who wants to take over control of your PC. You might do this if someone you know and trust is trying to help you with something and they are at a remote location.

About contains a lot of device specification information. This is where you will find hardware information such as Device name (with the ability to change the name), Processor type, Amount of memory, and the system type, 64bit or 32 bit. Here you will also find Software information such as the Windows 10 edition, like Windows Home or Pro, and the version number.

"Settings" is a very important and comprehensive part of Windows 10. In this article, we have only reviewed the first category, System; there are 12 more categories full of various types of settings. Stay tuned.

President's Column

Truth in Advertising

Author: Andrew Cummins, President, ICON Users Group, MO August 2019 issue, The ICON Newsletter www.iconusersgroup.org, andrewcummins (at) yahoo.com

I saw in a store PCs being sold which boasted of incredible amounts of system memory for their price, such as 24GB. Looking at the smaller print, that 24GB is 8GB of RAM plus 16GB of "Optane memory." Optane memory is just a small SSD to cache a large HDD. It gives the PC the performance similar to an SSD for not much more than the cost of a cheap HDD. Don't be confused by my jargon, and don't be fooled into thinking Optane is system memory, or RAM. At least Optane memory does what it does well and so shouldn't be avoided.

I'm really excited about LED lights, but if you go out to buy high-powered LED lights, they often are advertised with false wattages, such as 600 watts for something that actually uses 60 watts. Sometimes you can't even find the actual wattage used on the packaging. They want you to think you're getting more light for your money than you're actually getting. At least the power savings of LED lighting versus older technology is incredible, regardless of advertised power.

If you've ever checked with Windows to see how large your PC hard drive is, you've always been presented with a smaller number than the advertised capacity for your hard drive. Hard drive capacities are advertised with redefined terms to make them appear larger. At least it's not a large difference between advertised and actual capacity.

When you look into it, there's an incredible amount of misleading, if not false, advertising. It's not just the tech industry. Go buy a flowerpot and see if it's really the gallon capacity advertised. It's almost certainly smaller. At least pots are often sold by inches in diameter, a less abused measure of pot size.

If you want help finding something to buy, ask at your tech group meeting. I have people often asking more for buying advice. You can read user reviews online for advice. Make your decision on themes you find in comments, not on any one person's review. You can ask the salespeople for advice. Remember, salespeople are trying to sell you something, even if they don't have what's best for you. At least these days, technology is so advanced that you're still getting a great product in spite of dubious advertising.

Special Interest Groups (SIGs)

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN
Confirm with a SIG group if they meet elsewhere.
For more info contact the SIG Leader(s) listed here.

w Work phone h Home phone c Cell phone * Meets at an alternate location

Get SIG announcements! Link from www.tcpc.com

Board of Directors*

All members are welcome! Check www.tcpc.com for location.
Selected Saturday mornings

Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system.

Second Saturday @ 9 AM-Noon Note: No Meetings June-August

Jack Ungerleider

612/418-3494 c jack@jacku.com

Tech Topics

Technical presentation/discussion on various technical topics from the following areas:

- Web/Internet
- Mobile Devices and Apps
- Playing with Programming
- DIY (3D Printing, R-Pi, other hobby electronics, etc.)

Second Tuesday @ 6:00-7:00 PM Every month Right before the general meeting.

Jack Ungerleider

612/418-3494 c jack@jacku.com

Microsoft Access

All levels. Presentations by expert developers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com

Microsoft Office

Addresses the use, integration, and nuances of the Microsoft Office applications.

Combined with Systems on Saturday
Third Saturday of the Month
9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com

Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

Directions to Edina Executive Plaza for Systems on Saturday, Access, Word and Picture Perfect SIGs: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200. There is ample parking in the building's lot.

Conference Room #102 is on 1st floor.

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at www.tcpc.com

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. *Meets at Edina Executive Plaza.

WED

THU

Fri

SAT

Mon

Tues

SUN



You have just read an issue of The Digital Viking.

Would you like to receive this delivered directly to your email or business each month?

As a member of TC/PC, the Twin Cities Personal Computer Group, one of the benefits is reading this monthly publication at www.tcpc.com..

As a member of TC/PC, you may attend any or all of the monthly Special Interest Group (SIG) meetings and be eligible for software drawings. The small membership fee also includes access to real-live people with answers via our helplines, discounts, and various other perks.

Does membership in this group sound like a good way to increase your computer knowledge?

It's easy to do! Simply fill in the form below and mail it to the address shown. (If you use the form in this issue, you will receive an extra month for joining now.)



10/19 I'm signing up for: Here's the info for my TC/PC Membership: O Individual/Family Membership (\$18) O Business Membership (\$100) If an existing member your # Company name Make checks payable to: **Twin Cities PC User Group** 341 County Rd C2 W Roseville, MN 55113 State Zip http://www.tcpc.com OHome OBusiness OChange address: OPerm. OTemp. 'til _____ O Check # O Bill me Home phone_____ Work phone____ O New member O Renewal O Prior member I'm interested in: Online address(es) O Training classes O Volunteering O Special Interest Groups: New User, Access, Where did you hear about TC/PC? _____ List here: O I DO NOT want any of my information disclosed. O I DO NOT want to receive any mailings Administrative Use Only Rec'd

October 8, 2019

No General Meeting
No Tech Topics

More info and map: www.tcpc.com

No General Meeting

Hwy 494

Prairie Center Drive

Fountain Pl

Fountain Pl



FIRST CLASS MAIL