Sharing Data – That's what networks are all about

By Phil Sorrentino, Member of The Computer Club, Florida
December 2014
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Networks are ubiquitous, owing to the availability of inexpensive wireless routers. Almost everyone who has a high speed internet connection (Cable, FIOS, or even DSL) has, or can have, a home network. Besides the modem (usually supplied by the Internet Service Provider (ISP), the only other hardware needed is the wireless router, which can be supplied by the ISP or obtained from a computer store (like Best Buy, Office Depot, Staples, Amazon, etc.). Having all your computers networked together makes the Internet readily available to each device, with the added benefits of file sharing and video streaming.

In some installations, the modem and the wireless router are in the same small physical package. Whatever hardware is used, the network is typically used for sharing the Internet connection and sharing data (and possibly printers) among the computers on the network. With shared folders on a network you can move files from computer to computer without having to copy them on to an intermediate device, like a flash drive, and then running the flash drive over to the destination computer (commonly referred to, in the past, as "sneaker net").

Internet sharing is pretty straight forward and almost automatic. Just connect a computer to the router, wired or wirelessly, and that computer has access to the internet. That's all there is

to sharing the internet connection. Of course, the wireless portion of the network should be setup for security and the security code (key, or password) has to be put into the computer attempting to use the wireless network; but once that is done the computer will have access to the internet.

Sharing data is a little more involved. Windows 7 provides three ways to set up a network: Public folders, Homegroups, and "Share Any Folder". Public folders are part of Windows 7 and take no effort to set up or employ. Every Windows 7 has public folders that are accessible from any other Windows 7 computer on the network. Using Windows Explorer, you'll find public folders for My Documents, My Pictures, My Videos, and My Music under the Users name, under Users for that computer. These are found under Network which is at the bottom of the left pane of the Windows Explorer window. These folders start off empty so you'll have to put a file into them in order to share it. This is not a very secure alternative because once a file is in the public folder it is available to all computers on the network, but if security is not an issue, it is an easy way to share files.

The second way to share files is to set up a Homegroup. Only Windows 7 computers can be part of a Homegroup, so this is a limitation if you want to share with computers using XP. A Homegroup is easy to set up. Just go to Homegroup in the Control Panel on the first computer, or just Click Start and type "Homegroup" into the "Search programs and files" box. In the dialog box presented, Click "Create a home-

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Logo designed on an Atari Stacy Laptop in 1989 by Dwight Johnson Jr.

Lake County Area
Computer Enthusiasts

LCACE
c/o Group Ambassador

"J.J." Johnson

Membership
LCACE membership is open to all individuals and families interested in personal computing. Annual dues are $20.00 per individual/family. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at http://www.lcace.org.

Meetings
LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

Newsletter Submissions
Club members are welcome to submit classified ads, reviews, tips and other articles for publication, to our newsletter editor in Microsoft Word format (.doc). **Publication deadline is the 20th of the month for all ads and articles.** Please do not use tabs or special formatting.

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Phil's Ramblings

I hope everyone had an enjoyable Labor Day weekend!

Our September meeting will be devoted to a discussion of Windows 10. Unfortunately, the Microsoft engineers we hoped to have at the meeting are otherwise occupied; however, there is plenty for us to talk about on our own.

The latest figures that I have seen (from about 10 days ago) indicate that 75 million computers have been upgraded to Windows 10 since the launch of this new operating system. To put this in context, there are about 1.5 billion computers worldwide using a Windows operating system. Doing the math, 5% of those computers have been upgraded so far - which indicates to me that lots of users are taking a "wait and see" approach to a Windows 10 upgrade.

This is not unreasonable. Past history suggests that new versions of Windows are more stable and bug-free after the first major update/Service Pack release. Here is what Woody Leonhard has to say on this subject in his August 6th Windows Secrets newsletter: "Let's see what Microsoft brings out for the "TH2″ update reportedly scheduled for October or the "Redstone" update(s) due out next year. At least, many of the current holes will be plugged, and no doubt a big crop of bugs will get cut down as well."

However, as a counter-argument, Microsoft has made it clear that Windows 10 will receive continual updates and improvements throughout its life. Although not completely clear at this point, it appears that this could potentially be the last numbered version of Windows; that in the future the generic term "Windows" will be used to refer to an ever-changing, ever-improving operating system that does not have an expiration date. So, an argument could be made that there is not a great deal of risk to upgrading at least a second or other non-critical computer to Windows 10 now and using it to become familiar with this new operating system before upgrading your primary computer sometime later within the one-year free upgrade window.

Speaking of timelines, there are several key dates to keep in mind as you ponder a Windows 10 upgrade. For starters, there is the Microsoft lifecycle schedule. The latest Microsoft schedule shows that Mainstream support for Home versions of Windows XP and Windows Vista has already ended. Extended support for Windows XP has also ended; for Windows Vista it will end on 4/11/17. (Extended support is the category that is most critical to home users, since that marks the end of security updates.)

For Windows 7, Extended support ends 1/14/20; for Windows 8.1, 1/10/23. So the good news for those who wish to continue using these versions of Windows is that you will get security update support for a long time. However, the deadline for a free upgrade to Windows 10 is 7/29/2016. If you choose not to upgrade by then, it will cost (at today's prices) $119 for an upgrade to Windows 10 Home or $199 for an upgrade to Windows 10 Professional after the July deadline passes.

As noted in the August 6th issue of Windows Secrets newsletter, Microsoft Windows 10 Community Forums and the September issue of PC World magazine, there are some issues that need to be addressed in Windows 10, most notably with Edge, the new Microsoft browser, Cortana and the universal Windows apps that come with Windows 10. (I have encountered some of these problems myself, but have not found them to be "show-stoppers"). However, as the various articles and forum responses indicate, Microsoft is hard at work to address and remedy these various issues.
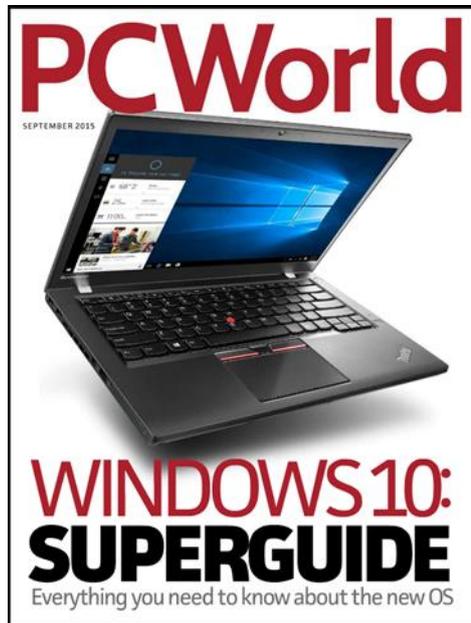
We will cover all of these topics in more detail at our September meeting. Hope to see you there! Meanwhile, I encourage those who can access the September issue of PC World magazine to do so. (It has become a digital-only publication, so you will not find it on your newsstand. However, Cook Library in Libertyville offers it to patrons as part of their free online Zinio magazine library. Un-fortunately, this is not one of the magazines offered through the Grayslake Zinio library; those who live within this district may want to ask that it be added to their offerings. You can purchase the Kindle version of this magazine on the Amazon website for $6.99 – or subscribe at $1.99 per month. Zinio also offers a single issue for $6.99 and an annual subscription for $19.97 on their website.) Much of this issue is devoted to explaining Windows 10 and discussing the various "loose ends" that need to be addressed.

Hello APCUG Group Members

Thanks to Mark Mattson, Editor, Computer Users of Erie, who has arranged with Topaz Labs' sales department for a 15% discount on your entire cart. If you see something you like, and want to use it for your future work, this can save you some money. The discount code is **APCUG15**.

The discount is valid through September 30. Although members interested in playing with the product(s) won't have the full 30 days, they do have a 30-day free trial.

http://www.topazlabs.com

How to Write a Good Software Review
Presented by Marie Vesta

Fall 2013 Virtual Technology Conference Recording
November 2, 2013

apcug

Reviews allow you to share your opinion of a product or service, and others can glean information from that review to make an informed decision about whether or not to try out the product or service.

If you are writing a more technical remember to keep it where everyone will understand jargon that you include?

Click Here for more information and video/slideshow.

And the Winners are...

5050 DRAW

Henry

Quote of the Month

Teaching is not always about passing on what you know, it is about passing on who you are.

JULIA LOGGINS

Cybercrime and Phishing

By Kathy Frey
Member Computer Club of Green Valley, AZ
Summer 2015 edition
Green Bytes
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At one time or another we all will be a victim of some form of Cybercrime and Phishing. The use of any preventive product is of little help if you don't practice safe computing. Help protect yourself:

1. Watch out for "**phishy**" emails. The most common form of phishing is emails pretending to be from a legitimate retailer, bank, organization, or government agency. **Delete** them. Do not open them.

2. Don't click on **links** within emails that ask for your personal information.

3. Beware of "**pharming**." This was also known as **redirect**. In this version of online ID theft, a virus or malicious program is secretly planted in your computer and hijacks your Web browser. When you type in the address of a legitimate Web site, you're taken to a fake site without realizing it. Malicious programs can be either spyware, adware or malware. Run your spyware scanning programs. Malwarebytes is a recommended program.

4. **Never** enter your personal information in a pop-up screen.

5. **Only open** email attachments if you're expecting them and know what they contain.

6. Phishing also happens by **phone**. You may get a call from someone pretending to be from a company or government agency, making various kinds of false claims and asking for your personal information. Quite often it is about some problem with your computer. There is no way they can possibly know if you even own a computer. If you have caller ID, screen your calls, and do not answer calls from phone numbers you do not recognize.

7. If someone contacts you and says you've been a victim of fraud, **verify** the person's identity before you provide any personal information. Get a phone number and call them back. Or call who they are supposed to represent and ask if that business is making those kinds of calls.

8. **Report phishing**, whether you're a victim or not. Tell the company or agency that the phisher was impersonating.

9. Don't be embarrassed, **take action** immediately if you've been hooked by a phisher. If you provided account numbers, PINS, or passwords to a phisher, notify the companies with whom you have the accounts right away. For information about how to put a "fraud alert" on your files at the credit reporting bureaus, contact the Federal Trade Commission's ID Theft Clearinghouse, www.consumer.gov/idthef.

10. When shopping online be careful and look for boxes that are pre-checked for you to receive offers from them or their partners. Be sure to **uncheck the boxes** and **opt-out** if you don't want to receive any communications. Even legitimate retailers count on you not unchecking the boxes to opt-out.

Most Recent Scam Alerts from the Federal Trade Commission:
Stand up to fake debt collector - April 10, 2015
Unlocking the cod - April 3, 2015
The FTC didn't send that sweepstakes lette - April 2, 2015
Scammers play name game and get caugh - March 27, 2015
An invoice today gets the doctor to pa - March 26, 2015
Reluctant to be rude - March 25, 2015
Don't pay for a vacation to nowher - March 19, 2015
It's the IRS calling…or is it - March 12, 2015
Cleaning up without getting cleaned ou - March 6, 2015

The World's Easiest Computer Book
Finally a computer book I can almost understand.

by *Jasmine Blue D'Katz*

Discover how you can improve your life and save money — not only with your computer, but with your cellphone, TV, digital camera, and other common gadgets, too!

This book shows you — in plain English — exactly what you need in order to get your electronics to do what you want! You'll not only learn how to troubleshoot and fix common problems, but also easy and often overlooked maintenance tasks to prevent problems in the first place. You won't find all this in the manual, and it's so much simpler to use!

If you are a novice in working with computers I would highly recommend it. I have gleaned many ideas and tips from this book. Coming from a very "challenged" computer user that is high praise. I have purchased several books to help learn various things and this one actually seems to work for me.

The book is loaded with information. Even though I'm more than just the everyday novice I found lots of facts about the computer that I didn't know. The book is a perfect book for seniors, especially those who are new to computers and it's nice to have everything you need in one place. The print is fairly large making it easy to read

Better in my opinion than the "For Dummies" books. However, the book was published in 2013 therefore on the downside this book is mainly for Windows 7 users and there is very little about Windows 8 in it.
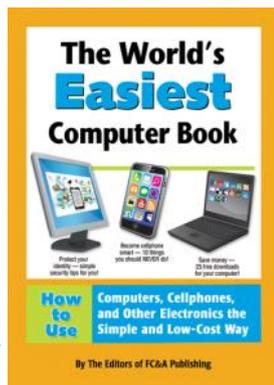
If you purchase from Amazon, you can get if for as low as $11.93 whereby other site are selling it for as high as $37.00. If you plan to venture over to Amazon, I would also suggest taking a look at "Is This Thing On?" A Friendly Guide to Everything Digital for Newbies.

Membership

Membership Chairperson Report
As of 08/08/2015
Members = 51
Attendance = 34%

THANK YOU FOR JOINING
N/A

THANK YOU FOR RENEWING
David Carlson
Dian Carlson
Ellen Smatlak

THANK YOU FOR VISITING
N/A

MS Traking Users

I found this article about MS slipping user tracking tools into Windows 7 & 8. The article explains how MS puts them in and how to remove them.
I think this is important and club members still using Windows 7 & 8 should know about it. If you would send out an email, I think the guys should know about it.

Here is the link:
http://www.pcworld.com/
article/2978239/windows/
microsoft-slips-user-tracking-
tools-into-windows-7-8-amidst-
windows-10-privacy-
storm.html#tk.nl_today

group". The next screen will allow you to select the Libraries and/or printers to be shared, and choose to share your media by "streaming" your video and music to other network computers. After you make these selections, Click Next and a new window will provide a Homegroup password, write it down and then Click Finish. Now it's time to go to the other computer that is to be a participant in the Homegroup. Click Start and type in Homegroup again. This time the dialog box will indicate a homegroup is available. Click "Join now", choose the folders to share, and Click Next. The next dialog box will ask for the password, so type in the password, and then Click Finish. If there are other computers to join the Homegroup, repeat this procedure on each of them so they will all be part of the Homegroup. Once the Homegroup is setup each computer will be able to take advantage of the files and/or printers that were setup for sharing, at each of the other computers.

The third and most general (and maybe most difficult) method is "Share Any Folder". This method lets you determine the folder to be shared and also determine the Users that will be able to share the folder. Additionally, it allows you to set the permissions for each of the Users. (Permissions determine what can be done with the shared folder, or file. More about this in next month's Monitor.) Whole disks can also be shared in this general way, but it is not encouraged. Disk sharing presents security concerns, but if security is not a concern, in a small office it can be a real convenience.

Microsoft has included a "Share Any Folder" Wizard for this specific purpose. In order to share a specific folder, start Windows Explorer and find that folder in the left pane. Right-click the folder and select "Share with", and then choose "specific people". This will bring up the "Choose people to share with" window. If the Users to be allowed to share this folder are in the list, select each one, followed by "Add", and then finally click the "Share" button. If a User is not in the list, you will have to create an account on this machine for that User. Notice that for each User, the initial permission is set to "Read". This can be changed to "Read/Write" by pulling down the down arrow and making that selection. Do this only if you intend for that specific User to be able to add, change or delete files in the folder. When you click "Share" the "Your files are shared" window will be shown.

This can be used to let the Users know that the folder or file is now shared and accessible by them. (In a home or a small office environment it is just as easy to just tell the individual that the folder is now available.)

It is possible to share a complete disk (or a folder), without the use of the "Share any Folder" wizard. This gives you greater control over the operation, but seems to be more complicated. To do this, open Windows Explorer and find the folder to be shared in the left pane. Right-click and select Properties. In the Properties window, select the Sharing Tab, and then select "Advanced Sharing". Click "Share this folder" and then click Permissions. In the "Share Permissions" window, select the Users and in the "Permissions for User", set the permissions. Then go back and select the "Security" tab in the Properties window, where you have more control over the Permissions, and edit the Permissions, if needed.

By using one of these methods, it is possible to share data with anyone on your network. Sharing data means you only have to keep one copy of your data: your pictures, music, videos and documents. Maintaining only one copy makes backup and general data maintenance easier. The more data you share on your network, the more you realize the value of a network.

Reviewer Wanted

We have recently acquired a collection of nature video DVDs and looking for someone to do a review for the newsletter. If you are nature enthusiast you will most likely enjoy these photo DVDs.

The DVD's are like enjoying your own private window into butterfly gardens, bird sanctuaries & exotic jungles. The DVDs will transform your TV into a window of nature that's truly spectacular. They are perfect with morning coffee, and great when friends visit, and your grandkids will love them.

The collection include:

Tropical Splendor – Filled you home with tropical flowers, birds and music. 200 stunning images hummingbirds, macaws, butterflies, orchids-are choreographed to Beethoven, Rachmaninoff & Chopin.

Butterflies & Blooms – Butterflies in flight and flowers that look like they're dancing and singing are all choreographed to music by Bach, Mozart, Beethoven, Chopin and Grieg. You will love this DVD.

American Birds – Painted bunting, egrets, herons, and roseate spoonbills in flight show off colors and details so fine you can see feathers and water droplets. 211 images accompanied by classic music.

Birds & Wildlife — The Forgotten Island   Witness the world's largest colony of king penguins unusual elephants seals, incredible albatross in flight, and so much more all set to the music of Beethoven, Mozart, Chopin and Tchaikovsky. These 200 + images are all from a remote island north of Antarctica.

Exotic Africa – The eight-colored lilac-breasted roller birds, baby elephants, and breathing scenery are extraordinary. All 242 images are accompanying classic music are truly exceptional.
These programs are DVD videos and should be operated in your home DVD player or in a computer equipped with a DVD drive.
Upon selecting the DVD you wish to review, you will be given 90 days to deliver a review for the newsletter, and you will be able to keep the DVD for your own collection.
If you are interested, please contact the membership chair-person at the next meeting.

How to write a review

Take a look at the Sample Review guidelines and suggestions below.

Then, go to the Online Review Form. It's so easy. Fill it in, and submit it online!

So, you need to write a review for our newsletter, do you? Follow the guidelines below and you won't have any trouble writing a great review. Facts to always include in reviews

1. What category is your product in? (graphics, utility, etc.)
2. Product name and version
3. Product cost, rebates, special offers, etc.
4. Company/manufactures name
5. Company URL, phone, or contact information
6. Special system and hardware requirements
7. Use simple terms to tell about what you liked.
8. Use simple terms to tell about what you did and didn't like.
9. What is your overall recommendation?
10. Should others buy and use the product or not?

How to submit reviews and articles

1. Reviews and articles should not exceed 600 words.

2. Submit reviews or articles as Word documents, or in ASCII text (such as Notepad) and e-mail as an attachment to the editor. (Please do not send Word documents due to the high risk of macro viruses!)

3. Reviews/articles should be submitted by the monthly meeting date. (If the review is going to be delayed for some reason, please inform the editor and discuss your proposed schedule.)

4. Please do not format the text by adding underlines, boldface, indents, justifying type, or use more than one typeface. Also, please do not double-space after periods,

or use all caps. In addition, be sure the vendors name and product name are spelled correctly, as well as the text in the article.

Send one copy of your review to Mike McEnery at editor@lcace.org.If snail mail is used, send to You can also bring your review to a meeting and give it to Mike or J.J.. Only one copy of a non-review article is needed.

Congratulations!
Terri is August door prize winner. Terri won a package of Smart Pens.

"I think it's fair to say that personal computers have become the most empowering tool we've ever created. They're tools of communication, they're tools of creativity, and they can be shaped by their user."
Bill Gates
Read more at http://www.brainyquote.com/quotes/quotes/b/llgates173261.html#CLOvL8YuCkRMwXtw.99

Where to Get Instructions for your new Device

By Sandy Berger, CompuKISS
www.compukiss.com
sberger (at) compukiss.com

If you are ready to learn a little more about your cell phone or tablet to make the most of your investment, you may find it difficult to find the instructions you need. This is especially true because none of the today's devices come with any sort of instruction manual. That means that you have to find your own way of getting the information you need.

The best way to do that is to visit the manufacturer's website and find the support area.

- Apple manuals and user guides at https://www.apple.com/support/iphone
- Windows devices, search the Microsoft website
- Android devices, go straight to the manufacturer
  - For instance, if you just got a Samsung Galaxy S5, the manuals are at www.galaxys5manuals.com
- Smartphones, you can also check out the website of your service provider
  - For instance, Verizon has tons of information including videos on using the Galaxy S5 on their website at www.verizonwireless.com/support/galaxy-s-5

Stand Alone Article for September

The following article pages 8-10 is an insert for easy removal

Get Around Quickly in Word Documents

By Nancy DeMarte, 1st Vice President,
Sarasota Technology User Group, FL
March 2015 issue, Sarasota Technology
Monitor
www.thestug.org
ndemarte (at) Verizon.net

Do you write multipage documents or ones based on an outline? Do you save them from other sources? If so, you should get familiar with a helpful feature that was introduced with Office 2010 and refined in Office 2013 - the Navigation Pane. This tool helps you move quickly from one part of a document to another, reorganize sections without cutting and pasting, and find nearly anything in the document.
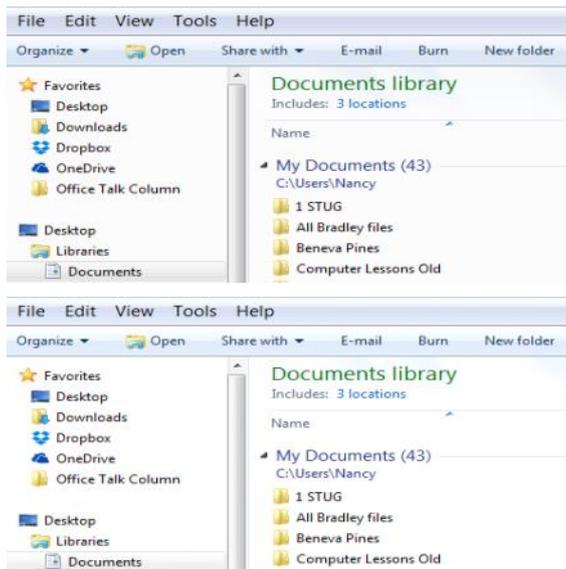
This sort of navigation is not new. Windows Vista, 7, and 8 users are familiar with the Navigation pane that sits on the left edge of the Explorer window (shown), giving easy access to anywhere on the computer with one click – Favorites, Desktop, Libraries, etc. This concept is now part of many Office applications. In Word 2013, it offers all kinds of assistance with multipage documents.
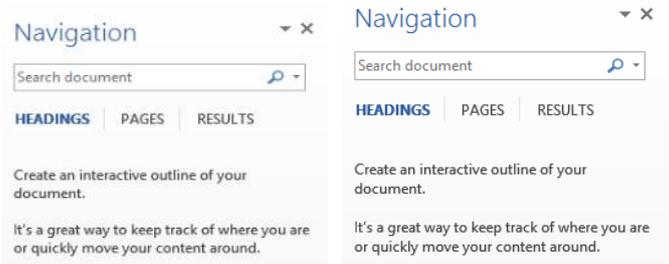
To view this feature in Word 2010, either click the View tab on the ribbon and check Navigation Pane or press Ctrl + F on the keyboard. In Word 2013, you can also click the page count on the left end of the status bar along the bottom of the window. The Navigation Pane appears in the area left of the document window, displaying a Search box above three tabs.

Let's explore the tabs:
The **Headings** tab (Figure 2) lets you move around quickly in a document which contains headings. To use the time-saving Headings feature, you must have applied one of the Word Heading styles to the headings in the document. The Styles Gallery is found on Word's Home tab. To apply a style, an easy way is to use Format Painter (Home tab – Clipboard group). Select the first heading in the document and click the Heading 1 style. Then select that heading again, double click Format Painter, and click each succeeding heading. They will become the Heading 1 style.
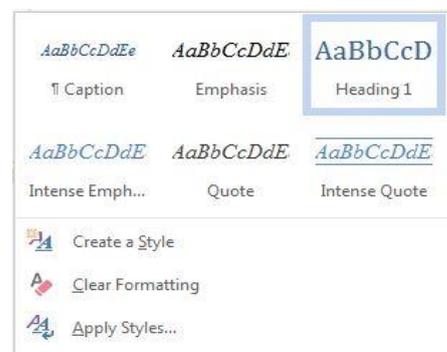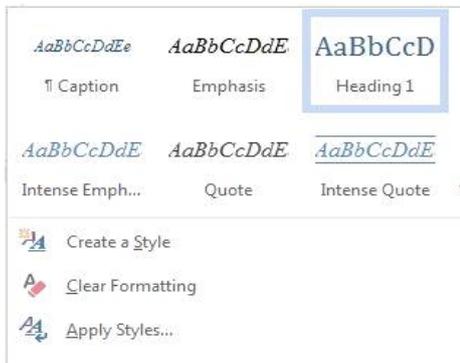
If you wish, you can also create a new style for headings and save it to the gallery. To do so, click the down arrow with a line over it in the bottom right corner of the Styles gallery and choose "Create a Style." In the dialog box, name your style and choose a font, size, color, or other options. Click Save and your new heading style will appear in the Styles gallery.
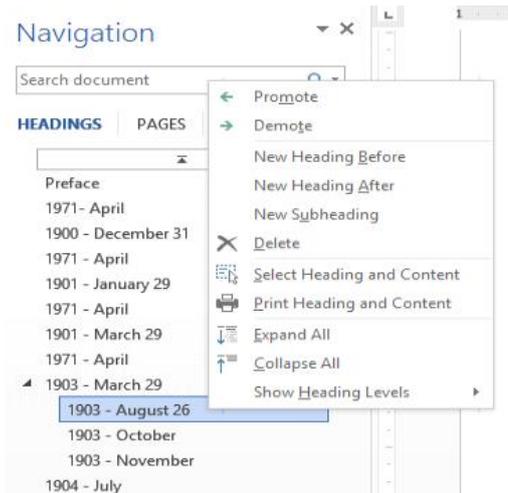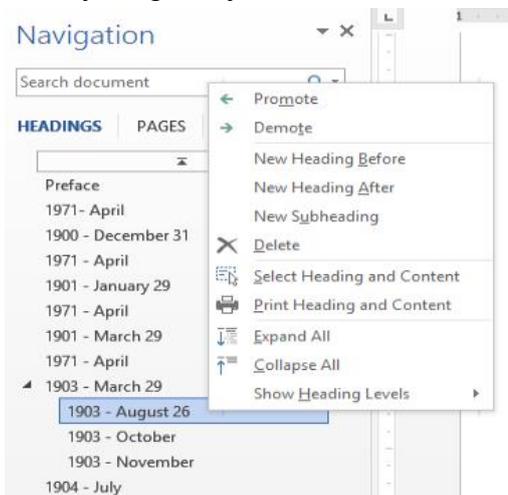
Clicking the **Headings** tab displays a list of only the document's headings, as in Figure 4, giving you an outline of the document's structure. Clicking a heading opens that section in the document window. You can reorganize sections by dragging a heading to a new spot; all its related text moves with it. Other actions become available if you right click a heading, as shown. You can add a

section in the middle of the document, for example, by choosing "New Heading Before (or After)" or turn a heading into a sub-heading by clicking "Demote." "Promote" reverses the move. The "Collapse all" command is used to hide sub-headings so you can work only with the main headings in the document. "Expand all" returns them to the list. Clicking the small up arrow in the center above the first heading (shown) jumps you back to the beginning of the document. Think how useful this could be for editing a 50+ page document.
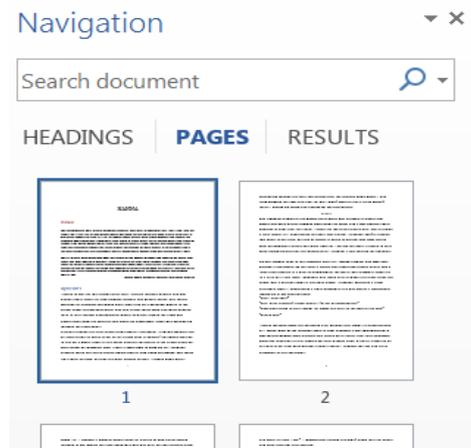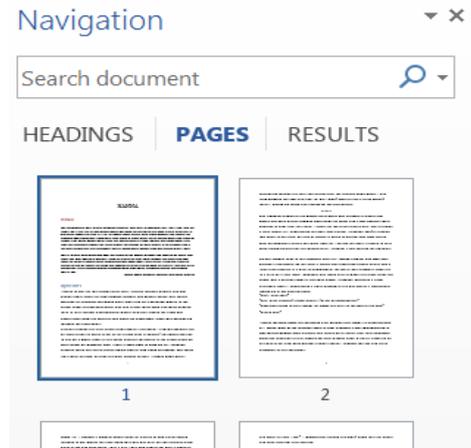
The **Pages** tab displays numbered thumbnails of all the pages in the document, a handy way to move around a document or check page layout in a document with graphics. Selecting one of the thumbnails opens it in the document window. Scrolling through the thumbnails to find a page near the end of a long document is much quicker than scrolling through each page. But if you do scroll through the document, the Pages tab will highlight the thumbnail of the page you are viewing.

This aspect of the Navigation Pane has been part of the PowerPoint program through several versions. In Office 2013, it is found not only in

Word and PowerPoint, but also in Publisher and Outlook.

The **Results** tab serves several important functions. The Search box at the top lets you find almost anything you can put in a document. When you type a word or phrase in the Search box, all instances of the word will be listed with their surrounding text, as shown in Figure 6, and also will be highlighted in the document.

To search for photos, drawings, tables, objects, equations, and footnotes, click the magnifying glass inside the Search box (Figure 7) and make your choice. To move through the search results, use the up and down arrows to the right of the Results number (hidden behind the menu in Figure 6).

The Find and Replace feature, found on the Home tab in many versions of Word, has also been conveniently included among the Navigation Pane options. To use it, click the small down arrow next to the magnifying glass in the Search box (Figure 7). Click Options to refine your word search; click Advanced Find to open the Find and Replace dialog box. As you use the Word Navigation pane, you will find it houses a wealth of helpful tools.

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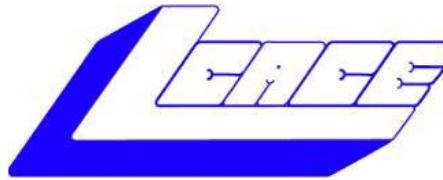
Lake County Area Computer Enthusiasts

Do you have computer questions
or need help with your computer?

Visit Lake County Area Computer Enthusiasts'
help desk for one on one help

Open to all

11:15 a.m.-12:15 p.m.
Grayslake Area Public Library
Rooms A-C

14

Lake County Area Computer Enthusiasts
"Members Helping Members"
(since 1983)

HOLIDAY RAFFLE 2015

1st Prize:

Acer Laptop Computer
- 15.6" Touchscreen
- Windows 8.1 64-bit
- Intel Core i5 Processor
- 8GB Memory
- 1TB HDD

2nd Prize:
Apple iPad Air 2 16GB Wi-Fi
- 5th Generation Retina Display
- Dual-core A6X chip with quad-core graphics
- 5.0MP iSight camera, 1080p HD video recording
- Up to 10 hours battery life

3rd Prize:
HP OficeJet Pro All-in-One Printer
- Print, copy, scan, fax, Web
- 2.65" CGD touchscreen
- HP ePrint, Wireless direct printing
- Network ready, WiFi 802.1.
- Duplex printing

4th Prize:
1-Year's Membership LCACE
"Members Helping Members"

Tickets: $1 each, 6 for $5, or 25 for $20

Drawing December 5, 2015
WINNER NEED NOT BE PRESENT