



## It's time to backup and clean your computers!

As mentioned last month, if you swap your traditional hard drive with an SSD (solid-state drive), then you can use your hard drive as a backup drive.

Having an external backup drive allows you to store your backup drive in a safe place in case of fire, flood, or electrical damage to your computer. In fact, as long as we're on the subject, I would recommend that you have **two** backup drives and swap them out every other week. Ideally keep one of them at a friend's house, and return the favor for them. Just be sure to backup at least once per month (better yet every week) and swap them out routinely.

### Keep it clean!

The other item I need to mention is keeping the computer clean inside so it can have proper cooling. I recommend this be done every six months or every season. Go ahead and put in a reminder in your calendar now! The cooling system has a fan and cooling fins that need to be clean so that the processor can run full speed and not burn up.

If you have a laptop, you can use canned air to blow out the dust from the vent grills found around the case sides and back. This is usually all that's needed for laptops. However, if you have a desktop, these should have their case cover removed to give them a proper cleaning. With the cover off, you can use your hands to grab and "dust bunnies". Then use one of those attachments for your vacuum cleaner and focus on the processor fan and heat sink fins! Also the air vents on the inside and outside of the power supply cage. I find it best to start with the vacuum and then use canned air to blow out the stuff my vacuum can't get to, then use the vacuum again to suck out the additional dust that the canned air blew out.

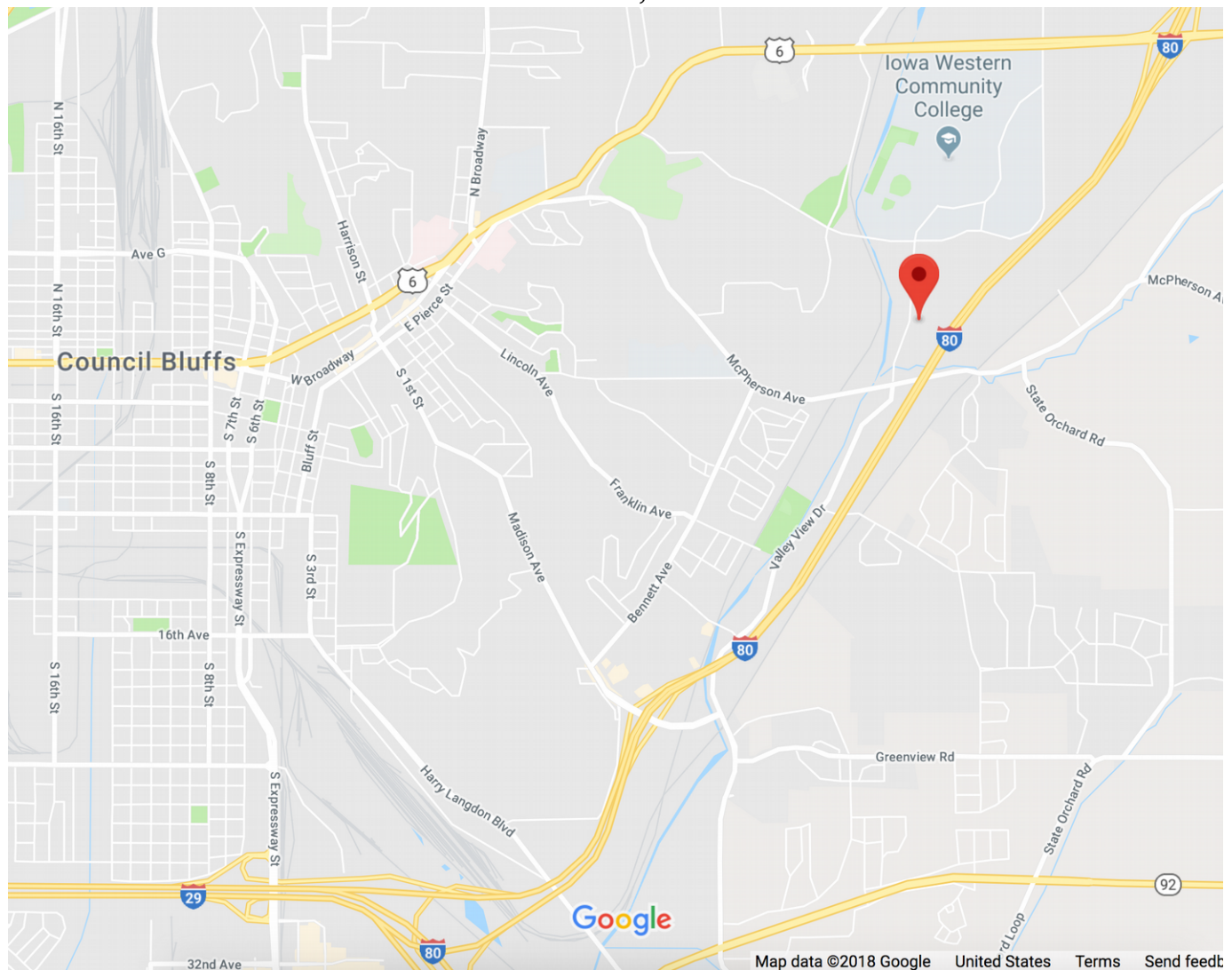
If you perform this simple maintenance a few times a year, it will be easier to keep clean and help your system perform at it's best and live longer.

# Presidents Corner

Hello everyone,

Final reminder that the Club Christmas Party is **December 9th, 2018 1-5pm** at:

New Horizon Presbyterian Church  
30 Valley View Dr  
Council Bluffs, IA 51501



Geo Coordinates for GPS or Google Maps: 41° 15.840' N 95° 48.200' W  
Google Maps Link: <https://goo.gl/maps/jrWTgvoPJ7C2>

The next club meeting date is **January 15th, 2019** at:  
Apple Barrel (at Sapp Bros.) 2608 S. 24th St. Council Bluffs, Iowa

Hope to see everyone at the **January** meeting in **2019**.

# **Minutes of November 20, 2018 Meeting**

President David Ladd called the meeting to order at 7:00 P.M. at Apple Barrel Restaurant in Council Bluffs, IA with 8 members present plus two prospective new members. Welcome Donna and Mariel.

## **First Drawing**

Unfortunately our treasurer was not feeling well, so we did not have a first drawing at this meeting.

## **Minutes and Treasury Report**

Bruce read the minutes of the October 16, 2018 meeting (via the newsletter on the club web site) in place of the club secretary, Lynn Fehr, who was not feeling well, and was unable to attend this meeting. The minutes were approved as read. Treasurer May Alice Fehr was not feeling well and so we did not have a treasurers report at this meeting. We hope everybody feels well soon!

## **Old Business**

David Ladd reminded us of the family Holiday Christmas Party on Sunday Dec. 9, 2018 from 1pm – 5pm.

## **New Business**

Joe 3<sup>rd</sup> went to the store to get an HDMI cable to connect his laptop to the projector as we did not have one due to illness of the keeper of the club's cable. So the members suggested the club buy the cable so that we can have a "backup" cable in case this happens again, or if we have issues with one of the cables. It was also suggested that we obtain a "backup" VGA adapter and DVI-to-HDMI adapter. This was voted on by the members and approved by the vast majority of the members present. Joe mentioned that Joe 3<sup>rd</sup> swapped out his hard drive for an SSD drive and now his computer is tremendously faster! It was also mentioned that you should clean out your computer twice a year so that the cooling systems can do their job and keep your computer healthy.

## **Demo**

Joe 3<sup>rd</sup> showed us how to use Windows Step Recorder. This hidden gem is included in Windows and can be used to "record" screen shots of your screen as you click on things. You can add comments too. When you're done you stop the recording and the program creates a zip file of the recording that you can then send to somebody with a Windows-based PC. They can then open the file in the zip folder and view it in a web browser. This is a great way to "show" somebody how to do something on the computer. The file that was created will usually be small enough to send to someone via email. Very handy. Thanks Joe 3<sup>rd</sup>!

## **Stick-Around Drawing**

Due to illness mentioned above, there was no drawing at this meeting.

## **Adjourned**

With no further business the meeting was adjourned at 8:28 PM.

*Minutes recorded by Bruce 11/20/2018*

# **M.A.P.C.C.**

Established 1982

The Metro Area Personal Computer Club Newsletter is published monthly and posted on the club website: <http://www.mapcc.com>

## **Meetings:**

**3rd Tuesday each month 7 p.m.**

Apple Barrel (party room)

2608 S. 24th St.

Council Bluffs, IA 51501

## **Elected Officers:**

President: David Ladd

Vice President: Kevin Holloway

Secretary: Lynn Fehr

Treasurer: Mary Alice Fehr

## **Appointed Officers:**

Newsletter Editor: Bruce

## **Annual Membership Dues:**

Individual: \$15.00 Family: \$20.00

## **Club Motto:**

***“Pass It On”***

Contact: (531) 600-8847