

South Bay Apple MUG Macintosh

vol 20, issue 4 May 2020

A Monthly CUPFUL for South Bay Apple Mac User Group Members

How To Get Started with Zoom, by Jay Peters

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later. Over half of Fortune 500 companies reportedly used Zoom in 2019.

Here are Zoom's core features:

- One-on-one meetings: Host unlimited one-onone meetings even with the free plan.
- 2. Group video conferences: Host up to 500 participants (if you purchase the "large meeting" add-on). The free plan, however, allows you to host video conferences of up to 40 minutes and up to 100 participants.
- **3.** Screen sharing: Meet one-on-one or with large groups and share your screen

While many companies are already using the videoconferencing app Zoom for business meetings, interviews, and other purposes, individuals who are facing long days without contact with friends and family are moving to Zoom for face-to-face and group gettogethers.

This is a quick guide for those who haven't tried Zoom yet, featuring tips on how to get started using its free version. One thing to keep in mind: while one-to-one video calls can go as long as you want, any group calls on Zoom are limited to 40 minutes. If you want to have longer talks without interruption, you can either pay for Zoom's Pro plan (\$14.99 a month), or try an alternative videoconferencing app. (Note: there have been reports that the 40 minutes is sometimes extended — at least one staffer from The Verge found that an evening meeting with five friends was sent an extension when

April 29 Meeting

The Lomita VFW is closed for now. On April 29, SBAMUG will hold a virtual meeting via Zoom. Invitations will be sent to all on our email list: everybody@sbamug.com. To join the meeting, click on the link provided in the email. This will allow you to install the free Zoom app. The invitation will include a meeting id and a password, which you may or may not need.

If you are not on our email list, you can join by following the instructions at https://www.sbamug.com/our-sbamug-email-group/

The meeting will start with Beginners Q&A at 6:30 pm as usual. This will be followed by the President's address. The main presentation, beginning around 7:30 will consist of a discussion of Quicklook led by Arnold Silver. Quicklook is a Mac tool for previewing nearly any kind of file without opening the file. Then there will be a talk on Zoom itself led by Kent McDonald. You will learn about Zoom features, options and security precautions.

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Dictionary

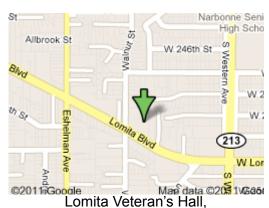


Meetings: Lomita Veteran's Hall, 1865 Lomita Blvd, Lomita Mail: PO Box 432, Redondo Beach, CA 90277-0432 Phone: (310) 644-3315 Email: info@sbamug.com

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Welcome to the SBAMUG South Bay Apple Mac User Group

Members, friends and colleagues are invited to attend our monthly meetings (usually the last Wed. of the month). The \$35 annual membership dues entitle you to receive this monthly newsletter by mail or online, plus many more benefits (page 8). To become a member or get more info please visit our website sbamuq.com



1865 Lomita Blvd, Lomita

SBAMUG Monthly Calendar

Apr 29: Quicklook, Zoom May 27: TBD

SBAMUG Meeting Format:

6:30—7:30 p.m. Questions & Answers and Sharing: *Everyone* is welcome, beginners

encouraged

7:30—7:50 p.m. 'iSocial' – shoot the Mac breeze with others over a cookie*

7:50—8:00 p.m. Announcements

8:00—9:00 p.m Program

*Refreshments provided; donations appreciated! Submit suggestions for topics or speakers, or articles, ideas & original artwork for this newsletter to pjmyerz@gmail.com by the last Wednesday of each month. Articles may be edited to fit space.

Other Meetings:

- Tue (6 days after last Wed) SBAMUG Core Group, 7:30 pm. Join FaceTime SBAMUG community, or email: info@sbamug.com.
- 3rd Thu every other month InDesign User Group, 7pm at various locations in LA area, <u>laidug.com</u>
- Last Sat. each month Northrop Grumman-Ham Radio & Computer Swap Meet, 7--11:30 a.m. Meet at SE corner of Marine/Aviation Blvd, Redondo Beach
- Los Angeles Portable Users Group: Mac OS X, iPhone, iPod, MacBook, etc., .lapug.org/

Officers & Volunteers:

President: Kent McDonald

VP: Jim Pernal

Secretary: Nancie Silver Treasurer: CW Mitchell

Directors at Large: Dave Nathanson, Arnold Silver, George Wilde, Joan King, Pete Myers

PD Disk Editor: Jim Pernal Membership: CW Mitchell

Member Development: Pete Myers Programming: Kent McDonald

Greeter: open

Server Director: Dave Nathanson Newsletter: Pete Myers, Bill Berks

USPS Liaison: CW Mitchell

Refreshments: Arnold Silver/Andy Paroczai

Membership Report - 79 members!

Please wear membership card as your name tag - you may notice your first name is in larger letters on your card - so it can be used as a name tag at the meetings.:)

Welcome New Members:

Thank You Member Renewals: Julie Jensen, Milan Korach, Peter Myers, Gundula Schneider, Margaret Webhi, Ray Chikahisa

If your name is not spelled right or your expiration date is wrong, contact cwmitchell@sbamug.com for correction. Or contact CW for everything membership, dues and benefits. Please watch for your renewal letter, then sign and date it and return it with \$35 check (in enclosed self-addressed envelope) or bring letter with payment (cash, check, PayPal) to meeting.

THE SOUTH BAY MUG (ISSN 1058-7810) is published monthly for \$35 per year by South Bay Apple Mac User Group, 28110 Ridgeforest Court, Rancho Palos Verdes, CA 90275. Periodicals postage paid at El Segundo, CA and at additional mailing offices. POSTMASTER: Send address changes to THE SOUTH BAY MUG, P.O. Box 432, Redondo Beach, CA 90277-0432.

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SBAMUG April 2020 Shareware

Some items this month definitely make sense if you are stuck at home. We have six items this month.

Day One 4.10.1: Designed to be a journal/diary/text logging application. Has menu entry and reminder system. Dropbox syncing with the iPhone app. OSX 10.13+, free with in app purchases. https://dayoneapp.com

DiskCatalogMaker 8.1.1: A good program to catalog discs. Been around forever. This includes hard drives, CD's, thumb drives, even floppies! Has fast search. Mac OS 10.7+, \$38.99. https://diskcatalogmaker.com

ExifTool 11.92: Manipulate image, audio and video metadata (camera settings, location data etc.) OSX 10.6+, free (donationware). https://exiftool.org

Paprika Recipe Manager 3.4.4: Simple recipe manager. Ingredients scaling, grocery lists, and meal planning are some of the tools. OSX 10.12+, \$29.99. https://www.paprikaapp.com

SpamSieve 2.9.39: If your mail client or ISP is not doing well on spam, this alternative app is a well know standalone spam filter. Works with most major email clients. OS 10.7+, \$30.00. https://c-command.com/spamsieve/

TextExpander 6.5.4: Latest update to this utility. Expands keystrokes in frequently used text and pictures. Saves lots of typing. OSX 10.10+, \$30.00. https://textexpander.com/textexpander-standalone-apps/

See you at the April meeting. Jim Pernal PD Editor

Stop Your Phone From Using So Much Data, by Whitson Gordon

Data overages from your wireless carrier can add up quickly. Here's how to keep your bill under control. When I signed my family up for our cellphone plan, I thought it contained more than enough data for us. How could any person possibly go over 5 gigabytes in one month? Then I got a notification saying one of our lines was over the limit, and I would need to purchase an extra gigabyte for \$10 to keep going. I shrugged it off, bought it and went on with my life ... until two days later, when I got the same notification again.

It turns out, my wife had disconnected from our house's Wi-Fi without realizing it, and racked up a surprising

amount of data watching Instagram stories — not something you would consider an obvious culprit, but it's actually quite the data muncher. If this story sounds all too familiar and you're dead set against shelling out for an unlimited plan, your phone offers a few tools to help you cut back.

First: Connect to Wi-Fi Whenever Possible

Let's start with the most obvious, but most important tip: connect to Wi-Fi, especially when you're at home.

OK, that may sound too painfully obvious to put in this article, but look at your phone right now: Are you connected to Wi-Fi? I'm shocked by how often I ask this simple question to friends and family only to find that they weren't actually connected, even at their own home. (They're often equally shocked.) Make sure that little Wi-Fi icon shows up at the top of your phone whenever you're near a network. By connecting to Wi-Fi at home and work, you can eliminate a huge amount of data usage without changing your behavior at all. Just remember that free, public Wi-Fi isn't as secure as the Wi-Fi at home, so check out these tips to stay safe while you're out and about.

See Which Apps Are Using the Most Data

Next, it's time to drill down and see where that data is going. Sometimes, it's obvious: If you just spent three days in bed bingeing Netflix on your phone, you can bet money that's your culprit. In other cases, you may not know where all those gigabytes went, and you'll need to hunt down the biggest data hogs.

If you're using an iPhone, open the Settings app and head to the Cellular section. Scroll down, and you'll see a list of apps under the Cellular Data heading, in order from heaviest to lightest data usage. Under each app, you'll see how much data it has used in the "current period."

Here's where things get confusing: Your "current period" isn't your current billing period. Instead, it is reporting all the data you've used since you last reset these settings. So if you haven't manually reset them in a while (or ever), there is a good chance you aren't getting useful information here. Scroll down to the very bottom, tap Reset Statistics and go about your life for another few days. Then you can come back to this screen and see which app is using the most data. (Note: If you see a large amount of data under the Wi-Fi Assist option on this page, you may want to turn it off — this feature is designed to fall back on cellular data when Wi-Fi is weak, but can backfire in rare instances when you are connected to Wi-Fi.)

If you're using a phone with Google's Android software, open the Settings app and head to Network & Internet > Mobile Network > App Data Usage. (This location may vary depending on your phone — on Samsung devices, for example, you will find it under Settings > Connections > Data Usage > Mobile Data Usage.) You will see a graph of your data usage over the last month, along with the apps that have used the most data. If your

continued on page 6

time started running out — but there has been no official word of any change from Zoom.)

How to register for Zoom

The first thing to do, of course, is to register for the service. You can do this either from your laptop or from your mobile phone. We'll cover the web service first.

- with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address." If you do this, move on to step two. Even though Zoom asks for a work email, a personal email should work fine, but you should be aware that there have been reports of Zoom leaking some email addresses and user photos via Zoom's Contact Directory because the app can think people with certain email domains work for the same company. However, Zoom blacklists some popular email domains like gmail.com and yahoo.com from automatically appearing in that directory.
- 2. You can also create an account by clicking the "Sign in with Google" or "Sign in with Facebook" buttons, after which you just download the Zoom desktop app and move on to step seven.
- If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.
- 4. On the page that opens up in your web browser, fill in your first and last name and a password.
- On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.
- 6. Next, you'll be given a link to your personal meeting URL and will have the option to click an orange "Start Meeting Now" button to start a test meeting. If you copy that URL into your browser or click that orange button, you should be prompted to download the Zoom desktop app. Follow the prompts to install the app.
- 7. After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In." To start your test meeting, click "Sign In."
- On the next screen, enter the email and password you just used to sign up for Zoom in your browser. If you registered using the "Sign in with Google" or "Sign in with Facebook" buttons, click those buttons here and follow the prompts.
- Once you're logged in, make sure you're on the "Home" tab, and then click the orange "New Meeting" button in the Zoom app. Your meeting will start.

If you sign up for Zoom using the mobile app, the process is similar to how it is on the web. (We tested the sign up process using the iOS app.)

- Download the iOS or Android app. When you open the app for the first time, you'll be presented with the options to join a meeting, sign up for Zoom, or sign in to a Zoom account. Tap "Sign Up."
- On the next screen, you'll be asked to enter your email address, your first and last name, and to check a box to agree to Zoom's terms of service. After you do, tap "Sign Up" and you'll be sent an activation email.
- Tap the "Activate Account" button in the email you receive, or copy and paste the activation URL into your mobile browser.
- 4. From there, you'll be asked to complete the same steps outlined above to make an account, just from your mobile browser.
- Once you get to the screen that has your personal Zoom meeting URL and orange "Start Meeting Now" button, tap either and you'll be taken directly to a waiting room for your test meeting in the Zoom app.
- 6. To open the meeting, tap the "Sign In" button at the bottom of the screen. On the next screen, enter your login information and tap the "Sign In" button.
- 7. Your test meeting will open up in the app.

Note: You can also install the Zoom app by simply clicking on the link you are sent when invited to a Zoom meeting

How to invite people to your Zoom meeting

Once you have an account, you can invite people to a Zoom meeting a few different ways.

If you're using the desktop or mobile apps, click or tap on the Meetings tab. From there:

- On the desktop app, if you click the "Copy Invitation" button on the screen, a message with your Zoom meeting's URL, ID, and phone dial-in information will be copied to your clipboard that you can drop in an email or a text message.
- On the mobile app, when you tap the "Send Invitation" button, you'll be presented with three options: "Send Message," which will let you text your meeting URL to someone; "Send Email," which will open up an email with your meeting's information; or "Copy to Clipboard," which will copy your Zoom meeting's URL and meeting ID to your phone's clipboard.

You can also invite people to your meeting while you're already in it:

 On the desktop app, on the toolbar that shows up when you move your mouse in the meeting window, click the "Invite" button. When you do, Zoom will open a window where you can invite your Zoom contacts, send an email with information on how to access your Zoom meeting, copy your meeting URL to your clipboard, or copy a longer message with your meeting URL and dial-in information to your clipboard.

- On the mobile app, tap "Participants" on the bottom row of icons and then tap the "Invite" button on the bottom of the next screen. When you do, you'll be able to send an email invite, send a text message invite, invite your Zoom contacts, or copy the meeting URL to your phone's clipboard.
- Other Zoom Features
 - Create recurring meetings
 - Record meetings as video
 - Create virtual backgrounds
 - Share your screen

https://www.theverge.com/2020/3/31/21197215/how-to-zoo-free-account-get-started-register-sign-up-login-invite https://pocket-lint.com/apps/news/151426-what-is-zoom-and-how-does-it-work-plus-tips-and-tricks

Update: Going forward, all meetings scheduled after April 4th will have password enabled. If your attendees are joining by clicking a meeting link with a password embedded, there will be no change to their joining experience. For attendees who join meetings by manually entering a Meeting ID, they will need to enter a password to access the meeting.

Also, the virtual waiting room feature will be automatically turned on by default. The Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready. And finally, if you are concerned about security, using Zoom on an iOS device provides better security than on a Mac or MacBook because mobile apps operate in a more restricted environment with limited access to your data.

Keep the Party Crashers from Crashing Your Zoom, by Beth Duncan

Like most other public forums, it's possible to have a person (who may or may not be invited) disrupt an event that's meant to bring people together.

So, a couple of reminders on using Zoom to host public events:

When you share your meeting link on social media or other public forums, that makes your event ... extremely public. ANYONE with the link can join your meeting. Avoid using your Personal Meeting ID (PMI) to host public events. Your PMI is basically one continuous meeting and you don't want randos crashing your personal virtual space after the party's over.

Familiarize yourself with Zoom's settings and features so you understand how to protect your virtual space when you

need to. For example, the Waiting Room is an unbelievably helpful feature for hosts to control who comes and goes.

Manage screen sharing

The first rule of Zoom Club: Don't give up control of your screen.

You *do not* want random people in your public event taking control of the screen and sharing unwanted content with the group. You can restrict this — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen-share.

To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.

Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.

Manage your participants

Allow only signed-in users to join: If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive this message:

This is useful if you want to control your guest list and invite only those you want at your event — other students at your school or colleagues, for example.

Lock the meeting: It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.

Set up your own two-factor authentication: You don't have to share the actual meeting link! Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID on Twitter but only send the password to join via DM.

Remove unwanted or disruptive participants: From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting. Allow removed participants to rejoin: When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you boot the wrong person.

Put 'em on hold: You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.

Phone Data, from page 3

Disable Video: Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video or for that time your friend's inside pocket is the star of the show.

Mute participants: Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the clamor at bay in large meetings.

Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.

Turn off annotation: You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

Disable private chat: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.

Try the Waiting Room

One of the best ways to use Zoom for public events is to enable the Waiting Room feature. Just like it sounds, the Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them. It's almost like the velvet rope outside a nightclub, with you as the bouncer carefully monitoring who gets let in.

Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see when they hit the Waiting Room so they know they're in the right spot. This message is really a great spot to post any rules/guidelines for your event, like who it's intended for. The Waiting Room is really a great way to screen who's trying to enter your event and keep unwanted guests out.

Keep Zooming responsibly

Zoom is a great way to stay connected right now, and we hope these tips will help you continue to host amazing events using our platform! If you're not sure whether a public Zoom event is the way to go, share the meeting link only with your close friends, co-workers, and clients. You can even password- protect it for another layer of security.

https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event

billing cycle ends on a different day of the month (mine, for example, ends on the fifth), you can tap the gear icon to adjust the cycle date. You can also set an alert after a certain amount of data usage, so you aren't caught off guard.

Tweak Your Apps' Settings

Once you have an idea of the worst offenders, figure out ways to dial back their data usage. Here are some common culprits and how you can curb their appetite.

- Dropbox, Google Photos and iCloud Photos: If you take a lot of photos and video, some apps allow you to automatically back those photos up as you go. By default, they shouldn't back up your photos unless you're on Wi-Fi, but if you have changed these settings in the past, they may be eating up your data (remember, uploading counts against your data too). Check the app's settings and turn off uploads while on cellular.
- Facebook, Twitter and Instagram: Many social networking apps have the ability to autoplay videos as you scroll through your feed, which can use data quickly. If you find this happening in your favorite social app, head to the app's settings and look for the auto-playing video option set it to Wi-Fi only, or turn it off altogether.
- YouTube, Netflix and other video players: You probably already know watching videos can blow through your data, but you don't have to cut yourself off cold turkey. For a compromise, look through your binge-watching app of choice for an option to lower the video quality. If you can stand to watch videos in standard definition (480 pixels or below) instead of HD (720 pixels and above), you'll use less data.
- Spotify, Podcasts and other audio apps: While audio doesn't use up nearly as much data as video, you can still chug through your allotment if you jam from sunup to sundown. Streaming apps like Spotify allow you to download playlists at home for offline listening. Use these features as much as possible: Next time you're on Wi-Fi, download your favorite playlists and grab podcast episodes before you leave home.

• App updates: It's a good idea to keep your apps up-to-date, but letting automatic updates run wild on cellular data isn't really necessary. On the iPhone, head to Settings > Your Name > iTunes & App Stores, and turn Automatic Downloads off under Cellular Data. On Android, open the Google Play Store, tap the three lines in the upper left corner, and head to Settings > Auto-Update Apps and choose Over Wi-Fi Only.

If the app in question doesn't have a setting that does what you want, you may be able to limit it at the operating system level. On the iPhone, head to Settings, scroll down to the app in question and turn off Background App Refresh, which will limit it from using data in the background. Or, from that Settings > Cellular screen, you can toggle the switch next to any given app to prevent it from using cellular data *at all*, allowing it to work only over Wi-Fi.

Get a Better Deal on Your Data

If all else fails, it may be worth looking into a better data plan for you and your family. Unlimited plans have made a comeback in recent years, but if they are too expensive for you, see what other carriers have to offer for the same price. In fact, if you are still with one of the big four — Verizon, AT&T, T-Mobile and Sprint — you might be able to get better bang for your buck by switching to a mobile virtual network operator, or MVNO, like Cricket Wireless, Mint Mobile or Metro. They use the same networks as their bigger competitors, but with lower prices. If you can get a bigger data plan for the same amount of money you are currently paying (while eschewing expensive features you don't use), you won't have to ration your internet usage like it's 1993 dial-up.

How to Live with Limited Bandwidth, by Brian X. Chen

We have written several reports about how the coronavirus is driving a surge in internet traffic, which is slowing down average speeds because so many people are staying home and clogging the internet. (It's been a pain for me as well - my download speeds are hovering at 15 megabits a second, down from 90 megabits a few weeks ago.) In case this inspires you, here's what I've done to cope with limited bandwidth:

- In video meetings with large groups, I've started turning off the camera by default and turning it on only when I plan to talk
- With Netflix, I opt to download shows and movies to watch offline on a tablet. This takes forethought but spares me the frustration of a program pausing to buffer, or the picture quality becoming pixilated.
- On my iPhone, I use AirDrop to share practically any online media like web links, photos and files with my wife at home. This is quicker than sending texts over my sluggish Wi-Fi, because AirDrop uses short range wireless signals to transfer files between devices.

From the Urban Dictionary

• Scour the Internet: To intensively <u>search</u> the Internet by means of search <u>engines</u> and <u>social media</u>.

I will scour the internet for information on that subject

WFH: WFH is a concept where the employee can do their job outside of the office. This could be either work done from home, or work done remotely on the road. WFH offers the flexibility to achieve company goals, while supporting a healthy work/life balance, cutting down on commuting time and costs, as well as <u>fostering</u> a comfortable work environment. Nowadays, thousands of <u>start-up</u> and Fortune 500 employers are offering WFH jobs. Browse legitimate, <u>work from home</u> jobs from innovative companies around the globe. Visit <u>www.workablefromhome.com</u>

Tired of your <u>office job</u>? Think outside the <u>cubicle</u> and find a WFH job.

- Woot: Woot originated as a hacker term for root (or administrative) access to a computer. However, with the term as coincides with the gamer term, "w00t".
 "w00t" was originally an truncated expression common among players of Dungeons and Dragons tabletop role-playing game for "Wow, loot!" Thus the term passed into the net-culture where it thrived in video game communities and lost its original meaning and is used simply as a term of excitement.
- Burrizza: A food that is either a **burrito** with pizza **ingredients** for filling or a pizza with burrito ingredients for **toppings**.
- Kathy Dinner: A <u>dinner</u> consisting of... just cereal
- Ramen: <u>The meal</u> between dinner and <u>breakfast</u>.
 Usually happening around <u>3am</u>.
 Dude! I can <u>totally go</u> for Ramen now... <u>I'm down</u>



Join, Renew or Give a Gift of a SBAMUG Membership!

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http://www.sbamug.com/join.html
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South Bay Apple Macintosh User Group provides you with a local source of shared knowledge & experience through monthly meetings, trainings & monthly newsletter.

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☐ New Member

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Address:
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City: Zip:
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Email Address:
What are your computer interests?
Devices you use most:
Current level of Mac expertise
Beginner Intermediate Advanced
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Comments:
Signature:
Date:

Bring your Application and Fee to our General Meeting at Lomita Veteran's Hall or Mail to our PO Box (see page 2 for our address)