



## General Meeting Minutes

Yavapai College

Building 4, Room 102

December 10, 2016

The meeting was called to order at 10 a.m. with Sondra Bradshaw presiding. Attendance count unavailable due to the absence of Secretary. Sondra welcomed visitors.

Sondra announced that today is a special meeting to wish farewell to John Carter, long time member, teacher and Officer to the Prescott Mac Users club. John is moving to Kingman, where he can set up his telescopes and observe the heavens unimpeded by city light. We wish John the best and to thank him for all his contributions to PMUG.

John gave the presentation today and the topic was *Holiday Cards and Labels by Avery*. The link to John presentation is [HERE](#). Here are some bullet points to John's presentation:

- Design&Print is an application that you download from the Avery website. You can make any shape or size label with your own designs right from your computer. No need to order them from a print shop.
- From the Contacts application on the Mac computer, you can print plain, no frills-address labels from your computer as well. The advantage of this is that it will print as many address labels as you have contacts.
- The best use of Design&Print program is to make business cards, greeting cards, and mailing labels. John cautioned us not to use CD labels, especially if you have to load your CD's vertically. It is best just to write on CD's directly.
- John showed us how to take a group list from Contacts and convert it into a Numbers list and then into a CSV document. From the Avery Design&Print application we choose a label and complete a *Mail Merge* from the CSV file.

- A good choice for an address label is Avery 5159. It has ample room for a clip art image to be inserted. The image has to be in a jpg, jpeg, png, svg and bmp format. Not gif.
- Check each label to make sure that the text doesn't run over the image. Adjust as necessary and then print.
- There is a *How To* video on the left hand side of the Avery label screen that shows you how to use *Mail Merge*.
- Tip: When you buy label stock, be sure you buy the correct one for your printer. Example: *laser* or *inkjet*.
- If you buy your ink from Think4Ink and you have trouble with your printer, they will trouble shoot your printer for free.
- Tip: Dave Rothgery uses *Amazing Mail*. It is a program that will address and send your Christmas cards for half the price of regular mail.

We concluded the meeting at 11:15 to have extra time to have cake and coffee and wish John Carter luck in his new endeavors.

The door prizes were drawn. The Take Control Books drawing was won by Clare McCormick. The Staples card was won Rose Burgett (visitor) and Dinah Stecki won the iTunes card.

Dave Rothgery talked about how we will miss John's consulting service and asked if anyone knew of someone who could take his place. He provided this support through email and he did house calls. Dave said as a result of John leaving, we have no one to provide this support. He reminded us about the Tech sessions that Olli holds on Thursday mornings between 11 and 12 noon. One can bring in their device and get one- on- one help from the people there.

Bobbie does tutoring at \$40 for a two hour session. She doesn't make you feel stupid and she has a lot of patience, but don't use her, because she **knows nothing!**

The rest of the meeting was spent giving John gifts and roasting him.

Meeting Adjourned at 12 noon.

Submitted by,

Bobbie Pastor

Former PMUG Secretary

Treasurer's Report on next page

# **Treasurer's Report for November 30 2016**

## **Accounts: October 31, 2016**

## **Cash Flow**

Share Savings (10/31)	(00)	10.00		00.00
Your Savings10/01, 10/31)	(10)	351.34	+	1.30
Marketing Checking (10/31)	(76)	1487.92	-	66.35
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		1849.26	-	65.05

## **.Accounts: November 30, 2016**

## **Cash Flow**

Share Savings (11/30)	(00)	10.00		00.00
Your Savings11/01, 11/30)	(10)	352.63	+	1.30
Marketing Checking (11/30)	(76)	1486.98	-	.94
		-----		-----
		1849.26	+	.36

## **Deposits**

(11/30)	dividend		+	.06
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## **Disbursements**

(11/01)	Transfer to Savings		-	1.00
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			-	-----
				.94

iTunes 11/30/16				8.36
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(iTunes account maintained by Bobbie from iTunes gift cards)  
*David Passell, Treasurer*

**ok to release 12/07/16 16:25**