



NEWS

JOURNAL

April 2005

Lake County Area Computer Enthusiasts

Volume 22, Issue 1



Election 2005



LCACE Meeting Dates 2005

09 Apr - INFINA DYNE DEMO

(Club Elections 2005-2006)

14 May- GENEALOGY

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The L.C.A.C.E. News Journal is published eleven times annually. Members are encouraged to submit contributions and will be acknowledged in this newsletter.

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The News Journal is produced using a Dell Dimension 2400, Dell Printer, and **MS Publisher 2003** software. Graphics editing and artwork provided by *Pegasus Enterprises*. Photos taken by **Various** digital cameras and Adobe Acrobat Pro 6.01 for PDF conversion.

Lake County Area Computer Enthusiasts
LCACE
c/o Group Ambassador
409 S. Elmwood Ave.
Waukegan, Illinois 60085-5219

Membership

Membership for LCACE is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Associate membership is only \$10.00 (out of state, unable to attend meetings). Membership includes a one year subscription to the L.C.A.C.E. News Journal and access to all club libraries and functions. 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 the second Saturday of each month 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!

Advertising

Ad rates per issue: Full page - \$25, Half page - \$15, Quarter page - \$10, Business Card - \$5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 21st of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are FREE to all paid members.

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Digital Corner

Submitted by "JJ" Johnson
Nikon School

learn new ways to look at things

The Nikon School will be coming to our area with their 2005 program. Nikon School offers three courses that cover a wide range of technical and creative territory. Shooting Digital is for the amateur and advance amateur photographer and will help you get that great shot. Digital 101 is for the new digital camera owners and anyone considering digital photography and Digital 201: Workflow Techniques gives advance digital photographers making the transition to digital SLR cameras.

Nikon School of Photography: Shooting Digital (\$119) – June 11 or 12, 2005, Nikon School: Digital 101 (\$119) – April 16, 2005, and Nikon School Digital 201: Workflow Techniques (\$149) – April 17, 2005. All sessions are scheduled from 9:00 a.m. to 5:00 p.m. To register call 631-547-8666 or online @ www.nikonschool.com.

Adobe Photoshop Seminar Tour

The Photoshop CS Creativity Tour is coming to Donald E. Stephens Convention Center in Rosemont (O'Hare), IL. on Monday, April 25. Spend a day with the photo realist genius Bert Monroy, and learn Layers: Beyond the Obvious, Channels: More Than What Meets the Eye, Master Class: Brush & Pen Techniques, Pen Tool & Filters: Unleashing Your Creativity.

Admission to the Photoshop CS Creativity Tour is only \$79 for members of National Association of Photoshop Professionals (NAPP) or \$99 for non-members.

Secure your spot now by calling (800) 201-7323, Monday – Friday 8:30 a.m. to 7:00 p.m. EST or online @ www.photoshopseminars.com

Digital Video Workshop: Shoot & Edit Great Video

Learn digital video basic and create amazing movies on a desktop computer.

This is an online course from Help.com that started on March 31, but it is not too late to signup and catch-up.

Adobe Photoshop Basic

With Adobe Photoshop 7, you can do pretty much anything you want to your digital images. This is another FREE course from www.help.com and also started in March, but sign up and get started. If you do not have Photoshop 7 and are using Photoshop Elements, this course will also get you lots of insight as to what you can accomplish with Photoshop Elements.

Check Your PC Lately???

By J.Rutledge

Have you had a little problem lately with the PC? Is it a little on the slow side? What about performance? Do you get errors? How about a little check list to make that computer run better?

DESKTOP CLUTTER- How many of you have more than fifty icons on your desktop? All those icons can really slow your computer. Most of them are programs, not short cuts. If this is true for you, then take the unused icons and make a folder on your desktop and dump them in there. Abracadabra. Speed again.

UNUSED PROGRAMS- Why not trash those programs that you have been holding onto like grim death? Especially if they are on your desktop. Drag and drop them to your recycle bin. That way, if you need them, there they are after you restore them.

UPDATE VIRUS CHECKER- If you haven't been updating your virus checker, shame on you. Viruses are a major problem when your pc slows down.

USE THE BROOM- Use your disk cleanup in the system tools folder under accessories. That will help you, too!

USE SPYBOT- Spybot Destroy is one of the best clearing software for pc's. It will isolate files such as cookies and spyware. Then, all you have to do is delete them.

DISK DEFRAGMENTER- Use disk defragmenter under properties for hard drive letters. It will put files in a place on your hard drive where it is easy to access.

GET INTO A ROUTINE - If you pick a day either of a week or month, just sit down and take care of your computer. You will notice a difference.



CANDIDATE CORNER *Places4Aces*



Linda Busch: She has been a member since 1998. She has served as Secretary and is currently in her fourth consecutive term as President. She "personed" the L.C.A.C.E. booth at the Computer Country Expo for the past five years. She is also the assistant editor for the News Journal and serves on the Holiday Party committee.

Michael McEnery: has been a member since 1985. Mike has served the club as Disk Librarian, Newsletter Editor, and Vice President (five terms). For the last two years, he has organized the Holiday Party and been the Beginners SIG Leader.

Winnie Frost: She has been a member since 1998. Winnie has served one term as Club treasurer, and has done an outstanding job of keeping the club finances on track.

Dorothy Sutherland: Has been a member since 2003. Dorothy has served one term as Membership Chairperson. During the meetings she cheerfully greets members and guests. As Membership Chairperson she is responsible for signing up new and renewing members as well as handling the monthly 50/50 and door prize raffles.

Robin Seidenberg: Has been a member since 2002. During her two terms as Public Relations Chairperson, Robin has ensured the Club has been well promoted in all the local newspapers. Robin was also instrumental in gathering the abundance of prizes for the 2004 Holiday Party.

Jim Rutledge: He has been a member since 1998. After joining the club Jim has held the Vice President, Program Chairperson, Secretary and Newsletter Editor positions. For the past five years, he has helped man the Club booth at the Computer Country Expo and served on the Holliday Party Committee. He is known as the Club's resident Guru and Network guy.

J.J. Johnson: He is the founder of L.C.A.C.E. and has served two non-consecutive terms as President. J.J. has also served as Treasurer, Public Domain Disk Librarian and Newsletter Editor for more than ten years. He is presently the Webmaster and presides as SIG leader for Digital Corner. For the past twenty-two years he has served a member of the Board of Directors.

Lester Larkin: He has been a member since 1986. Lester has served several terms as public relations and membership chairperson. After a short relocation to Florida, Lester has returned and is offering to serve the club again.

Zack Gilbertson: (Junior board nominee) Zack has served one term as assistant program chairman and has dazzled the group with his informative Windows utilities presentations.

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Stay Tuned.

Member of the Month



Lester Larkin

Birth Month: July

Member since 1986

My Job is: Securities Trader

Family: Nancy (wife)

Hometown: Mundelein, IL

For Entertainment I Like: Tennis & Riding my on/off road motorcycle and watching TV.

A book or movie I would recommend: The Bible

My favorite meal would be: 2 chocolate sundaes

My prized possession: Health

Someone I admire: Jesus Christ

I wish I could stop: War, Hunger, Injustice and Crime

I want people to remember me: when they are making out their wills

I use my computer for: Making and managing money

My favorite computer program is: Open Office

My favorite phrase or expression is: "Buy Low, Sell High"

Featured Articles

February 2005 • Vol.16 Issue 2

Page(s) 64-65 in print issue

How To Install Device Drivers

Let Them Get Behind The Wheel Of Your Hardware

You can't make a vehicle move simply by filling its tank with gas or sticking a key in the ignition. If you want it to go somewhere, you first must slide behind the steering wheel and take control.

The same holds true for computer hardware. Without a **driver** (software that helps hardware components communicate with the rest of the system) telling it what to do, the component will not function as it should. You must learn how to install and update these vital pieces of software to ensure that you're getting optimum performance from your PC and its components.



The Add New Hardware Wizard, which may be labeled as the Found New Hardware Wizard or the Hardware Update Wizard, depending on how you access it, helps you install new drivers for system hardware

■ Drivers Wanted

Fortunately, the most recent Windows editions come bundled with libraries of drivers that support basic functionality in the most common hardware devices. As a result, you can plug in a new piece of equipment and reasonably expect that Windows will be able to support it.

But just because you can take advantage of the Windows drivers doesn't mean you necessarily should. The proprietary driver that comes packaged with a particular device is designed to handle everything the device is capable of do-

ing. For this reason, we encourage you to use proprietary drivers if possible. Such drivers are typically packaged with the installation CD-ROMs (or in a few cases, floppy diskettes) that accompany hardware components. Refer to the product's setup guide to determine whether the installation software includes a driver. If you purchase a device that has no accompanying installation software, you must use one of the drivers that came bundled with Windows.

Installing a driver for a new device is a relatively painless procedure. The initial step is to read the hardware installation instructions completely. Doing so will familiarize you with the installation procedure and, more importantly, tell you when to install the driver. In some situations, you may be required to install the driver *before* you install the hardware. Always follow the installation instructions to the letter.

In most cases, Windows will automatically detect the presence of new hardware and present the Found New Hardware Wizard. If you're installing a proprietary driver from installation media, refer to the users manual to determine whether you should close this wizard and use the accompanying driver installer instead. If the installation instructions prompt you to use the Found New Hardware Wizard or if you don't receive any installation instructions at all, click the wizard's Next button to start the driver installation. The wizard's instructions will vary depending on which OS (operating system) you use, but the process is generally the same across the board.

First, specify whether you or Windows will select the driver. It's usually best to let Windows handle this responsibility. Simply insert the installation media, if available, in your computer and opt to let Windows locate the driver. The wizard will scan your system for the presence of a compatible device driver and identify the appropriate driver.

If the wizard can't find an appropriate driver, it will ask whether you want to cancel the installation or go back so that you can specify where the driver is. If you decide to go back, you typically have the option of designating the driver's location or selecting the driver from a list of possible options. In the latter case, you should follow the prompts to designate the type of device involved and click Have Disk to locate the driver on the installation media. Follow the on-screen instructions to install the driver.

■ Moving Forward

The rapid pace of change in the technology industry dictates that drivers are often out-of-date before they're even

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installed. The driver may lack support for a new feature, for instance, or conflict with another product that has more recently come to market. That's why you should take advantage of Windows Update, which can deliver Microsoft-certified third-party driver updates directly to your PC. It's also why you should visit the device manufacturer's Web site as soon as your hardware is up and running—and periodically after that—so that you can obtain downloadable driver updates.

To download a driver update, visit the manufacturer's site, look for a link labeled as Downloads or Drivers, and peruse the resulting options for a driver that works with your particular component. Follow the on-screen instructions to download the driver to your PC. You also should print the driver installation instructions, if available.

Downloadable drivers often arrive as compressed files. Extract the file's contents to a diskette, a recordable disc, or a folder on your hard drive. If you download a driver from a reputable manufacturer, it will probably come bundled with an automated installer program. With an installer, a driver installation is as easy as double-clicking the downloaded file and following the on-screen prompts. If you download a driver from a third-party site, however, you may have to install it manually. This isn't as bad as it sounds, especially if you take advantage of a driver update wizard.

You can access a driver update wizard through the Device Manager. To open the Device Manager, right-click My Computer and select Properties. When the System Properties dialog box opens, either choose the Device Manager tab (in Windows Me and Windows 98) or choose the Hardware tab and click the Device Manager button (in Windows XP). A list of installed hardware devices will then appear on-screen. Double-click the device you want to update. On the Driver tab of the resulting dialog box, click the Update Driver button and follow the on-screen instructions to complete the installation.

■ Driving Into The Sunset

Hardware upgrades involve an investment of effort, money, and time. Make the investment pay off by keeping the hardware drivers up-to-date. Outfitted with the latest drivers, your system components will deliver optimum performance with minimal problems long into the future. ■

by Jeff Dodd

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PC Today Cover Stories

December 2004 • Vol.2 Issue 12

Page(s) 48-49 in print issue

Navigate Outlook 2003

Check Out What's Different From Previous Versions

Outlook received the lion's share of interface improvements in Microsoft Office 2003. The ubiquitous business email and scheduling program might seem a little more confusing at first glance, but click around, and you'll find some nice options for better organizing the information that keeps you on track.

■ The Big Picture

The left side of the Outlook window, where you probably were used to seeing the shortcuts menu or a list of your various folders, now features the new Navigation Pane. You can toggle the Navigation Pane on or off by pressing ALT-F1 or selecting Navigation Pane in the View menu. The Navigation Pane is broken into two sections. On the top is a list of shortcuts, commands, or other tasks that change depending upon what element of Outlook you dis-

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(Continued from page 6)

play. At the bottom of the Navigation Pane, you will find oversized buttons leading to Outlook's various sections.

The Navigation Pane is context-sensitive, which means it displays different commands depending on which element of the program you are using. Click the Mail button, and the Navigation Pane fills itself with all mail folders on the bottom and a selection of shortcuts to favorite mail folders on the top. Click the Calendar button, and small monthly calendars take over the Navigation Pane. For the Contacts, Tasks, and Notes buttons, the Navigation Pane provides quick access to View commands that formerly required multiple clicks to find.

The last button by default in the Navigation Pane is Shortcuts. The Shortcuts Pane features one-click links to Outlook Today and Outlook Update. Outlook Today is the same summary of Outlook data found in previous versions, including upcoming events, tasks, and a running total of the unread messages in your inbox. No changes here. Outlook Update is merely a link to the Microsoft Office Download Center Web page.

It's easy to add shortcuts and groups of shortcuts using the two links at the bottom of the Shortcuts Pane. Shortcuts can lead you to any folder within Outlook or to non-Outlook files stored elsewhere on your drive or a network drive. To add a non-Outlook shortcut, just drag a file, folder, or drive icon to the word "Shortcuts" at the top of the pane. If you customized your shortcuts list in a previous version of Outlook, that list should migrate automatically to the new Shortcuts Pane.

If the Navigation Pane just isn't for you, a new Go menu provides a fast way to switch from one pane to another. Users who find the Navigation Pane takes up too much valuable screen space can instead click Go and choose any one of Outlook's various views. If you'd rather use the keyboard, the Go menu lists shortcuts (such as CTRL-1 for Mail) that will whisk you to any pane you choose.

■ Email Central

Email is the heart of Outlook, and Office 2003's designers concentrated their efforts here. Click the Mail button in the Navigation Pane to see Outlook's new system. You can access all your email folders through the hierarchical folder tree under the All Mail Folders heading. Favorite Folders at the top is reserved for links to email folders that you access on a regular basis. To add a folder to the Favorite Folders section, right-click the folder under All Mail Folders and select Add To Favorite Folders. You can add folders and virtual Search Folders to the Favorite Folders section to easily locate the views you use. (Refer to the "Track & Organize Email" article on page 50.)

If you are one of those Outlook users who used the Preview Pane to read email messages in older versions of Outlook, you will appreciate the Reading Pane, which takes over where the Preview Pane left off. To toggle the Reading Pane, open the View menu, select Reading Pane, and choose where you want the Reading Pane to appear. By default, the Reading Pane shows up on the right side of the screen. Depending on your monitor and resolution settings, it might make more sense to move the Reading Pane to the bottom of the screen.

(Continued on page 8)

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Smart Computing or CPU?

(Continued from page 7)

The Reading Pane gives you a quick look at the contents of whatever message you selected in the main mail list. In an office setting, you can respond to meeting requests and click voting buttons right in the Reading Pane without actually opening the message. As with the old Preview Pane, viewing items in the Reading Pane can cause their status to change from unread to read. To control this function, open the Tools menu, select Options, and click the Reading Pane button under the Other tab.

Outlook displays message information in the main window on single lines, like in previous versions, or on multiple lines when screen space is in short supply. For example, the Navigation Pane and Reading Pane might scrunch the middle pane. Instead of hiding columns, Outlook displays the most important fields, such as the sender and subject, on different lines. If you don't see the column you need, hover over a message with the mouse, and a ScreenTip with the information will appear.

■ Arrangement Options

Another key to navigating the new Outlook is to experiment with email arrangements. Arranging email in a folder view does not actually move any messages around; instead, Outlook displays them in different ways so you can quickly zero in on important messages in a large batch. Outlook starts with 13 built-in arrangement options; click the Arranged By column heading at the top of the message list or open the View menu and select Arrange By to choose from them.

One arrangement that sounds more useful than it ends up being is the Conversation option. This selection groups messages according to their subject lines, which would work better if Outlook stored all messages in a single folder. Because incoming and outgoing emails are kept in different folders, arranging by conversation in any particular folder necessarily leaves out many of the messages. Combine this arrangement with an appropriate Search Folder, and you might be on to something.

■ Set The Date

Strolling through Outlook's Calendar is a bit easier in the new version. Because the monthly Date Navigator calendars are displayed in the Navigation Pane, a particular date in the near future is just one click away no matter which type of calendar you're viewing in the main window. If you remember and like the TaskPad view instead, open the View menu and choose TaskPad.

Just below the Date Navigator section are checkboxes for turning on and off views of other calendars accessible to your machine over a network. The Share My Calendar link

Membership UPDATE

May

Renewals

Lee and Mary Nordstrom

Grace Vogt

Zack Gilbertson

lets you share your appointments with co-workers, and an Open A Shared Calendar link makes it simple to add someone else's date book to your own.

■ Customize Your Contacts & Tasks

Contacts and Tasks include revamped Navigation Pane areas where you can select different views from the Current View list. Rather than dig through menus to find the most convenient way to list items, a series of radio buttons puts all of the built-in views front and center. Click each button to see which one works best for particular situations. Click the Customize Current View link, also in the Navigation Pane, to tweak an existing view to fit your needs.

■ Keep Your Eyes Open

Keep an eye on the Navigation Pane, and you will pretty much always know where you are in Outlook and how you can alter the current view to find the information you want. ■

by Alan Phelps

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NEXT MEETING

April 9, 2005

Grayslake Public Library

12:30pm—3:00pm

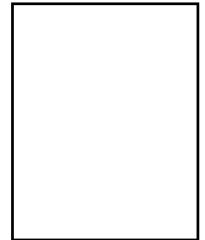
Meeting Room Opens at Noon

This month:
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(Club Elections 2005-2006)

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