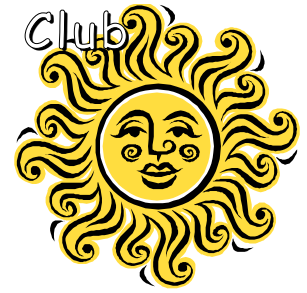


BITS & BYTES



August 2002 Volume VII Number 8

COME INTO THE LAB - IT'S A COOL PLACE TO HANG OUT!

From the President

By Sheldon Plotkin



At the time of writing this article, I am vacationing in California at a central coastal city south of Pismo Beach. Cool and foggy in the early morning and about 75 degrees in the afternoon. Going to the first tee yesterday afternoon, the first people we see are from Sun City Palm Desert, and they are members of the Computer Club. Which leads me to remind everyone to renew your membership. You must be a member to take classes and use the lab.

I am happy to announce that three of our Board Members will be attending the South West User Group (SWUG) conference in San Diego in August. Three issues of our newsletter have been entered in the newsletter competition. This will be a First. The exposure and the

involvement of our board members should give us an awareness of how we are serving our total membership.

As our membership increases, we see the need of having more volunteers to help and participate as monitors, help in signing in members at the general meetings, be available for Newcomers meeting and for any special activity that may arise. Get involved! Presently a volunteer co-coordinator is needed to contact people who indicate on their membership forms that they would like to help in the club. Anyone interested, please contact Sheldon Plotkin, Jan Grenert, or Lyn Morse.

Our next General Meeting will be September 24, 2002 At Speakers Hall at 3:00 PM.

Watch Channel 78.

Visit our web site.

www.SCPD-ComputerClub.org

Calvert's Corner

By Jim Calvert

I'm writing from West Linn, Oregon. I'm using my new laptop PC with Windows XP. I had hoped that the new

hardware would be easier to take on the road and would give me a chance to become familiar with the new operating system before fall. One of the first things I did was to buy a book. The title is "Windows: XP Headaches." The book has over 400 pages. That's not very encouraging. I'm dealing with one major headache right now. I have corrupted my Microsoft Word program and it won't open a new program or read any of the Word files I have saved. The solution to that problem is to reinstall Word and I would do that except I left the master disks in Palm Desert. One lesson learned: when traveling with your computer bring along the manuals and all your important software. I'm working around the problem by using a little discussed program called "Word Pad." It's found at the bottom of the Accessories sub menu on the Start menu. It doesn't have all the whistles and bells of Word but it allows me to open my Word Documents. It also allows me to create this document. Look forward to a class offered in the fall on Word Pad.



By Pete Claar

June Meeting Notes

Have you ever wished you had a way to send a narrated picture show to your relatives so they could view them on their TV set? Boy, do we have a software program for you!

At the June Digital SIG meeting Larry Hobson demonstrated a software program that presented a method to create a "slide" show that could be shown on a TV set using a DVD player. He demonstrated how the pictures (either digital camera images, scanned images, or drawn images) could be taken from files and arranged in the desired display sequence. Music and/or narration can be added to create a complete self contained slide show. All this was done in a matter of a few minutes. In fact, Larry created three different slide presentations during the one hour demonstration. Once the slide show was completed and viewed, it was "burned" to CD-R in a DVD compatible format. More than one CD-R could be "burned" if you needed to send them to numerous relatives.

This software called DVD Picture Show is available from the Ulead Company on the Internet (for a price - \$29.95 download or \$34.95 physical CD). However, Donna Szostak

is negotiating with Ulead to give the computer club a price break if we buy a multiple copies. More information will be available when Donna returns in the fall.

Remember the Digital SIG is dark during the months of July, August, and September. **Watch "Bits and Bytes" for the next meeting.**



MAC SIG

By Jim Bell

July 17, 2002, 7 p.m. and yet another exceptional SIG meeting! We even had a fire drill about thirty minutes into the discussion. (We all filed out and continued on the clubhouse patio, without losing a beat, until the all clear sounded.)

Commenting on our favorite books or manuals was the theme for this meeting. Ron Delgado, Facilitator, started off with his recent purchase of Robin Williams "OSX," which had been recommended to him at a previous SIG meeting. His reasons for buying the book, beside its being recommended at a previous meeting, was the lack of printed material one gets with the new iMACs: "The current pamphlet is, at best, an instruction sheet on how to plug in the machine and push the start button."

Kent MacDonald brought David Pogue's massive tome, "Secrets," a book, Kent said that helped a number of times,

especially after a program crash. The book covers everything up through OS 9 and he is hoping that Pogue will publish OSX very soon. The Pogue Press' "The Missing Manual on OS9" is a great reference book he says.

Bob LeVitus discussed iTUNES and Sam Cohen brought in Daniel Giordano's "How to Use Photo Shop 6," which he said was an easy book with step-by-step pictures to guide the reader. Lyn Morse mentioned the book "iMAC for Dummies" as a good beginners book and Robin Williams' "Little iMAC Book" which has a well-written introduction to iMAC.

Ron reported an amusing incident regarding his recent experience with AppleCare: His new G4 system crashed (Yes, Virginia, OSX is not Santa Claus), and Ron called the AppleCare line. The tech tells him to shut off the machine, then hold down the Command key, Control key, the R key and the P key and turn the machine back on, all the while cradling his phone. In order to accomplish this feat, Ron put a pencil in his mouth to press one key, while he reached around to the back of the machine to push the start button with the other hand. (It was almost necessary to consult a chiropractor to straighten himself out, he said.) Nevertheless, he still thinks the AppleCare program is a must for users. Several comments were in agreement.

Lyn Morse talked about the DMUG meetings at the Palm Desert Library the second Thursday of each month from 2 to 4 p.m. There is a \$2 fee per meeting. It is a great place to pick up information on a variety of topics. Their next meeting will be September 12th. There are always a number of SCPD MAC users who attend regularly.

Just before we signed off for the evening the need for MAC Lab Monitors was introduced. If you have the time and inclination to help the Let's Compute Club in a meaningful way, please contact any one of the club officers soon.

Our next SIG meeting is scheduled for **Friday, August 16 at 9:00 a.m.**



The following article is based on a slide show presentation given by Kent McDonald at the July 9 SIG meeting. Kent did an outstanding job on his program and handouts. **The next meeting is on Aug 6 at 7:00 p.m in the lab.**

What About SPAM?

By R. Kent McDonald

Are you receiving a lot of junk E-mail messages lately? If

not, you are part of the lucky minority that has avoided getting on Internet mailing lists. You need to be careful in using your address on web registration forms that could sell your address to the hucksters who compile and market address-list CD ROMs on the net. Most of us are getting a few unwanted messages a day that tout medical marvels, diplomas by mail, or low-cost mortgages. These are unwanted, unsolicited, commercial E-mail sent as mass mailings. They are commonly called SPAM, and they often are scams, to make matters worse. The term SPAM comes from a Monty Python sketch in a restaurant where normal conversation was drowned out by people nearby yelling SPAM, SPAM, SPAM.....When your mailbox is filled with more unwanted mail than wanted mail. You have a SPAM problem. There are over 150,000 SPAM attacks every day that affect at least 100,000 people per attack. The situation is rapidly becoming a serious concern, as the SPAM already comprises more than 15% of the total E-mail traffic.

What should you do about SPAM? That depends on the number of such messages you are getting now. If you are getting one or fewer unwanted messages per day, you should just delete them. If there are repeat offenders, you may be able to block them easily by clicking on the "block sender" option of your E-mail program.

Also, if you use a program such as Netscape or Internet Explorer, you can set up rules or filters that will steer the unwanted messages into a special folder where you can scan them when you have free time. This way, your inbox will not be clogged up with so much junk. If you are using ATT or Earthlink as your Internet Service Provider (ISP), be sure to avail yourself of the free SPAM filtering service



they offer. Their filters are constantly tuned by a team of experts, so they are able to keep 90% of the SPAM from ever reaching your mailbox. Report the really offensive SPAM to your ISP so they can block it within their system. If, for example, you are an AOL user, report it to abuse@aol.com. In any case, never click on the "remove me" line at the bottom of a SPAM message because it will notify the sender that your address is valid; they will then flag it as good address and sell it to other hucksters. If you have tried filtering and blocking but you still get too much SPAM, you should either set up a fresh account name, or subscribe to a filtered E-mail account with SpamCop (<http://spamcop.net>) for \$30 per year



By Pete Claar

Your mission, if you choose to accept it, is to sort through all those 35 mm slides you have stored in the garage and determine which you would like to save and which you really don't want. Then you have to decide to whom you want to give these family treasures.

On the other hand it might be that the marvels of computer technology may come to your rescue -- not sorting the slides - - but presenting a better way to archive these slides while being able to make numerous copies for your children and that museum that's been bugging you for your personal photographic history of kazoo development in Uganda.

This summer the computer club purchased a Nikon 35 mm slide scanner that will be available to all members this fall. This scanner can digitize a slide and store it as an image file on a computer. A CD-R will be "burned" when sufficient slides have been scanned and stored. Later the CD-R can be read back into a computer and the slide images manipulated (e.g., Paintshop Pro or PictureIt) and arranged for presentation (see Bits and Byte article "June Digital SIG Notes").

Specially trained monitors will be available to guide

members in the use of the slide scanner. Currently, monitor and user guidelines and class notes are being developed to provide the monitors and users with the information necessary to utilize the slide scanner effectively.

The club's Board of Directors is working out the administration and fees governing the use of the slide scanner. More information will be available in the fall.

E-mail Netiquette



By Ted Margulis

(Editor's note: Mr. Margulis is a guest contributor to the Bits and Bytes)

E-mail has its own language and customs and to be considered a serious and knowledgeable user, you have to learn the intricacies. It may be confusing to a newcomer ... even to someone who has been using it wrong for awhile and doesn't know, or realize, that there are accepted rules.

Here are a few basic rules. More will come later.

1.) Never write and send an e-mail where you type it in ALL CAPS! That is considered the same as shouting at a person and no one likes to be shouted at. SEE WHAT I MEAN!

2.) Use "asterisks" around a word for emphasis.

3.) There is a big difference between writing a business letter and writing a social letter and there is also a difference when you write an e-mail. You rarely see Dear Sir or Madam on an e-mail, unless it is a spam or a business e-mail. More often, than not, an e-mail begins without even addressing you by name. Just jump in and start writing what is on your mind.

4. E-mail isn't the format for rambling (I have been accused of that) or discursive letters. Make your e-mail easy to read and use the built-in spell checker. Every e-mail program comes with one, you know.

5.) Remember that humor or sarcasm doesn't always come across the same as if you were facing someone. And while acronyms are fun, if you use ones that are too complicated, your reader may get lost.

6. Always put in a 'Subject' after the word Subject which is located above the message box. Make the subject interesting so that the recipient gets interested quickly as he/she scans the messages they receive. You know that most people receive quite a few each day, which brings me to the next point.

7.) Stop with the jokes and the political statements. Enough already! How many of you receive the same jokes from various friends - either the same day or within a few days as they make the rounds? How many of you can remember a joke once you do open it up? I

can't! Guess I am getting old. Which brings me to the next point.

8.) Don't forward something which has already been forwarded once, twice even up to five times before. It is no fun to keep opening up those little envelopes - only to find that it some stupid joke or political statement. And even more --- attachments, as they are called --- are the carriers of viruses. Some of these viruses can, and do, read your 'Contacts' list and sends the same virus to your lists which in turn will do the same --- and they will do the same ad infinitum! I tell all my clients never open up an attachment - even if it is from one of your family members. Most people

don't realize that the virus is attacking their computer and doing this to their friends until it is quite late in the process. You can't see a virus - you can't even smell one - but they are always around and they are tough to get rid of unless you know how.

9.) If you reply to someone's message, then change the Subject line so that they know that you are not just sending back the same message. Resist the temptation to send out chain letters. Believe me, you won't have an accident or even worse, your life won't be shortened -- or your computer will not fall apart if you don't forward a chain message.

10.) Be sure you have a virus protection program on your

computer. It doesn't matter if all you think you get, are messages from friends and relatives. Everyone is susceptible.

11.) Don't spam. Spamming is sending along the same message to a bunch of people. Before you forward that new joke, make sure that everyone on your e-mail list has the same sense of humor. I have had some jokes backfire on me in the past.

There is more, but this should keep you all busy for today.

Ted Margulis
Computer Problem Solver for
Sun City

AUGUST CLASSES AND EVENTS ALPHABETICALLY LISTED

Basic/Basic Macintosh	8/13	2:00-4:00	Mac 2 E-mail and the Internet	8/20	2:00
Begin WIN 1 The mouse	8/5	2:00	MAC OS X	8/27	3:00
Begin WIN 2 The Keyboard	8/6	2:00	MAC SIG	8/16	9:00
Begin WIN 3 Working w/ Files	8/7	2:00	Scrapbooking/Photo Pages	8/13	8:00-10:00
Begin WIN 4 Email/Internet	8/8	2:00	Scrapbooking Workshop	8/20	8:00-10:00
Begin WIN 1 The mouse	8/26	2:00	Scrapbooking Workshop	8/22	2:00- 4:00
Begin WIN 2 The Keyboard	8/27	2:00	Windows Maintenance & Org.	8/14	9:00
Begin WIN 3 Working w/ Files	8/28	2:00			
Begin WIN 4 Email/Internet	8/29	2:00	Walter Goldsmith		
BOARD MEETING	8/20	3:00	Word 3	8/19	9:00
Burning CDs on the PC	8/12	2:00	Word 3.5	8/26	9:00
Burning CDs on the iMac	8/27	8:00	Jan Grenert		
CD labels with Stomper (Mac)	8/27	9:00	Word 4	8/7	3:00
Excel 2 Membership List (WIN)	8/2	2:00	Word 5, pt. 1	8/14	3:00
Excel 3 Membership List (WIN)	8/23	2:00	Word 5, pt. 2	8/21	3:00
Excel 4 Mail Merge from	8/30	2:00	Word 6	8/28	3:00
From Membership List (WIN)			Shirley Celli		
INTERNET SIG	8/13	7:00	Word 1	8/5	9:00
Let's Talk Digital (Mac)	8/15	9:00	Word 2	8/12	9:00

August 2002 Computer Classes

Listed By Date

Thursday	Aug 1		NO CLASSES TODAY	
Friday	Aug 2	2:00	Excel 2	Jan Grenert
Monday	Aug 5	9:00	Word 1 – Creating a Basic Letter (Win)	Shirley Celli
		2:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
Tuesday	Aug 6	2:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
Wednesday	Aug 7	2:00	Beginning PC/Windows 3 – Working with Files	Bob Jameson
		3:00	Word 4 (Win)	Jan Grenert
Thursday	Aug 8	2:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
Friday	Aug 9		NO CLASSES TODAY	
Monday	Aug 12	9:00	Word 2 – Revising a Basic Letter (Win)	Shirley Celli
		2:00	CD Burning on the PC	Bob Jameson
Tuesday	Aug 13	8:00	Class if from 8:00 to 10:00 Scrapbooking (Mac)	Lyn Morse
		2:00	Class from 2:00 to 4:00 Basic/Basic Macintosh	Neal Denkler
		7:00	INTERNET SIG	Terry Kay
Wednesday	Aug 14	9:00	Windows Organization & Maintenance	Charlie Voelker
		3:00	Word 5 Part 1 (Win)	Jan Grenert
Thursday	Aug 15	9:00	Let's Talk Digital Downloads (Mac)	Lyn Morse
Friday	Aug 16	9:00	MAC SIG	Lyn Morse
Monday	Aug 19	9:00	Word 3 More Business Letter Basics (Win)	Walter Goldsmith
Tuesday	Aug 20	8:00	8:00 to 10:00 Scrapbook Workshop (Mac) (for those who have taken the Scrapbooking class)	Lyn Morse
		2:00	Macintosh – Email and the Internet	Neal Denkler
		3:00	BOARD MEETING	
Wednesday	Aug 21	3:00	Word 5 – Part 2 (Win)	Jan Grenert
Thursday	Aug 22	2:00	2:00 to 4:00 Scrapbook Workshop (Mac) (for those who have taken the Scrapbooking class)	Lyn Morse
Friday	Aug 23	2:00	Excel 3	Jan Grenert
Monday	Aug 26	9:00	Word 3.5 Envelopes and Labels (Win)	Walter Goldsmith
		2:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
Tuesday	Aug 27	8:00	Burning CD's on the iMac	Lyn Morse
		9:00	Making CD Labels with Stomper Using the Mac	Lyn Morse
		2:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
		3:00	Macintosh – OS X The New Operating System Class # 2	Neal Denkler
Wednesday	Aug 28	2:00	Beginning PC/Windows 3 – Working With Files	Bob Jameson
		3:00	Word 6 – (Win)	Jan Grenert
Thursday	Aug 29	2:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
Friday	Aug 30	2:00	Excel 4	Jan Grenert

August General Club Information

Meeting Schedule

BOARD MEETING

Aug. 20, 3:00 p.m.
Computer Lab

GENERAL MEETING

No meeting this month.

INTERNET SIG

Aug. 13, 7:00 p.m.

DIGITAL SIG

No meeting this month.

MAC SIG

Aug. 16, 9:00 a.m.

"Let's Compute" Officers

Sheldon Plotkin, President.....	360-0789	sunctyplot@cs.com
Lyn Morse, VP Programs	345-4466	lynmorse@aol.com
Kent McDonald, VP Communications.....	345-2931	rkmcdonald@earthlink.net
Jim Calvert, VP Education	772-6710	jimlanna@aol.com
Jan Grenert, Secretary	360-9085	janbobgrenert@att.net
Dave Allan, Treasurer	345-5087	DYAllan@aol.com
Bob Jameson, Member-At-Large.....	345-7883	bobj5675@cs.com

August Monitors

Felice Bourne	Jan Grenert
Norm Bing	Bob Jameson
Pete Claar	Bob Morrison
Shirley Cronin	Leonette Rowe
Frank Diaz	Norma Streeter
Charlie Voelker	

August Teachers

Shirley Celli.....	345-7159
Neal Denkler.....	772-9810
Walter Goldsmith.....	772-8448
Jan Grenert.....	360-9085
Bob Jameson.....	345-7883
Doris Keniry	345-3464
Lyn Morse	345-4466
Charlie Voelker.....	345-0123

Visit the Club Website



www.SCPD-ComputerClub.org

Bits & Bytes
Publication of the SCPD
"Let's Compute" Computer Club
Address Correspondence to:
Bits & Bytes
38180 Del Webb Blvd.
Palm Desert, CA 92211
e-mail: letscomput@aol.com

Bits & Bytes is distributed to current members of the SCPD "Let's Compute" Computer Club, which provides this publication for informational purposes only. The club neither endorses nor promotes any of the products or services that have been mentioned or suggested herein, or at any meeting, and assumes no responsibility or liability.



SCPD "Let's Compute" Computer Club

Special Board of Directors Meeting
July 6, 2002

The Board of Directors of "Let's Compute" Computer Club met on July 6, 2002 at 3:00 p.m. in the lab. This meeting was arranged for this date because a quorum of board members was not present at the June 18th regular meeting.

Board members present were: Sheldon Plotkin, Kent McDonald, Bob Jameson, Lyn Morse and Jan Grenert. Board members absent were Jim Calvert and Dave Allan.

Sheldon began the meeting with a request that the programs to be presented at business meetings be set up several months in advance. Lyn Morse, VP of Programs, agreed and asked board members for their ideas. A program by Adobe and a repeat of the program by the local FBI agent on computer security were suggested. Lyn is planning to draft a form letter to be sent to members by e-mail, asking their interests on the types of programs they would like to have at the general meetings. Members would respond by e-mail directly to Lyn.

Sheldon gave a report for Leonette Rowe, out-going Treasurer, indicating that the financial forms for the yearly audit will be submitted on time to the Association. Also, the club's debit card has been discontinued.

Kent McDonald will pick up the membership payments, record them on the membership list, and return the (initialed) payments for deposit by the treasurer.

A discussion was held on expanding the Roadrunner service to more computers in the lab, but it was decided to wait until this winter, when we can better judge the demand for cable access.

Bob Jameson reminded the board of a discussion made at the May board meeting to purchase a laser printer was still unresolved. Bob made a motion to purchase a HP black laser printer from Costco for \$379.99, with the provision that Print Shop teacher, Doris Keniry hold no objection to having non-color printer. Jan seconded the motion, and said she would contact Doris. A discussion followed in which Bob explained that the laser printer would be connected to the three terminals on Row 4, terminals 10, 11, and 12. The printer is faster, and more economical to use. The board voted unanimously to pass the motion. Bob will make the purchase.

Bob reported on some computer problems that he is working on with Dell's technician.

Lyn Morse was authorized to purchase printer ink cartridges.

Jan Grenert asked permission to utilize the club's web page and Bits and Bytes newsletter to publicize the Heart Walk that will take place in Sun City in October. Approval was given.

Three club members, Lyn, Jan and Kent will be attending the South West User Group (SWUG) conference in August. Three issues of our newsletter have been entered in the newsletter competition.

A volunteer co-coordinator is needed to contact people who indicate on their membership forms that they would like to help in the club.

The board considered installing a brochure dispenser outside the door of the lab. It would hold information leaflets about the club.

The meeting was adjourned at 4:45. The next board meeting will be August 20 at 3:00 p.m. in the lab.

Respectfully submitted,

Jan Grenert, Secretary