



SCPD "Let's Compute" Computer Club

# BITS & BYTES



September 2002 Volume VII Number 9

## General Meeting Sept. 24 3:00 p.m. Speakers Hall

### FROM THE PRESIDENT

By Sheldon Plotkin

I am happy to report that the Southwest User Group Conference, attended by three of our board members, Lyn Morse, Kent McDonald and Jan Grenert, was a worthwhile meeting. A report of the various programs and workshops at the conference is included in this issue.

Lyn Morse, VP of Programs, has informed the Board that at this time she has programs scheduled thru the month of January 2003. There will not be a meeting in December. Our September General Meeting will be an introduction of the Nikon Slide Scanner program. Pete Claar, a teaching member of our Club, will make the presentation of its usage. Upon completion of the presentation members will be informed on the special sign up procedures for using the slide scanner. This should be very exciting for all members.

The Board has approved the purchase of three additional HP

printers for the PCs, and a Zip Omega for the Mac computers.

Remember to renew your membership to enable you to take classes and use the lab. Sign up early for classes to reserve a seat and please cancel if you decide not to attend that class.

### CALVERT'S CORNER



By Jim's Ghost Writer

Jim Calvert's lap top computer isn't working right now. But if Jim could write his column this month he would tell you about the two new Word classes that Jan Grenert will introduce in September. To take these classes you should have good mouse skills.

The first class is titled "Drawing Tools and Auto

Shapes" and explores the functions of the Drawing Toolbar. The second class is titled "WordArt" and introduces many of the nifty things that can be done using the "WordArt Toolbar". These lessons are structured so that the students will be able to practice each new feature as the class progresses. The classes will be two hours in length to allow students to practice as they go along. To get some idea of what the class covers, look in the back of the Word sign up notebook to see the samples of what can be created in each lesson.

Another new class being introduced this month is **iPhoto** on the iMac by Earl Dewitt. This program is the newest add-on for OS X that comes free from Apple. You will learn to organize all of your digital photographs and create photo albums.

Other classes, not new but worthy of attention are, **Burning CDs on the PC** by Bob Jameson. This class solves all the mystery of burning CDs. Welcome back to Larry Allen,

who will again be teaching **Business and Calling Cards** using Print Shop.

Yep, things are picking up!



By Lyn Morse

For a hot Friday morning, there was a good turn out at MacSIG on the 16<sup>th</sup>. Led by moderator Ron Delgado, we had a lot of information being shared as a result of Q and A.

Perhaps the most important information was the knowledge that you need to REBUILD your desktop at least monthly. It's not going to change the appearance of your desktop; in fact, the only way you'll know you've done something is that you might notice things will run a little cleaner and faster. Hold down the option and Apple (command) keys at the same time and start your computer. At one point you'll get a window asking if you really want to rebuild your desktop; click on **YES** and keep holding those two keys down.

Another question had to do with being able to import graphics into documents from CDs. You need to have your program running, and then find Insert in the menu bar across the top. The location of Insert will differ from program to program; you'll need to look for it. Once you're at Insert, let go and a window will appear.

You'll then need to highlight picture or graphics. Again, different programs have different things, but you should be able to follow the path. Your finder bar should read desktop, press on it and you will see the options on your desktop; then drag down to the CD which has the graphics you want to use. Under file format, you want to change it to read All Available (or similar descriptor). You should then see your graphics and be able to select what you want to use.

We also had a long discussion on how to access e-mail when away from home. That was a discussion you simply had to be there for!

There was a brief discussion on buying CD-Rs; Kent shared information gathered at the SWUG conference in San Diego which was helpful. Bottom line is that if you are making a CD of valuable photos or other information that you want to pass on to future generations, use gold on gold CDs. The brand name Mitsui (I think that's the spelling) was highly recommended. For everyday use, do continue with the bargain CDs you find on sale at various stores. However, if you do buy CDs that do not have a brand name on top (TDK, Imation, ect.) it was suggested that you make the round paper labels for those since they do not have lacquered tops.

SIG ended with a drawing. Leonette Rowe had seen the program before the meeting started and had said she hoped

she got it. Karma! When number 44 was drawn, she had it! Enjoy it, Leonette!

Next meeting will be **September 17<sup>th</sup> at 7:00.**



By Lyn Morse

Our turnout was small, but the information we each left with was high quality indeed. The topic for the evening was favorite Internet Websites, and several of us came prepared to share ours with everyone else. Kent McDonald and Lyn Morse sat at the computers and brought the websites up to be looked at and discussed. It was a very informative hour. At the end of SIG, Lyn sent an e-mail to everyone in attendance with an active link to each website the group had explored. Included here are those websites and a brief descriptor of each. Enjoy.

This will take you to a bibliographical listing of authors. Each author's work will be listed in chronological publishing date order.  
<http://myunicorn.com/>

NASD regulates the securities industry and virtually all U.S. stockbrokers and brokerage firms. <http://www.nasdr.com/>

Next meeting **Sept 10, 7:00 p.m.**

Up-to-date travel information  
<http://www.pcmike.com/>

A free email and Web publication covering the Macintosh Internet community.  
<http://www.tidbits.com/>

Internet Movie Database  
<http://us.imdb.com/>

A search dictionary web site for words and phrases  
<http://www.onelook.com/index.html>

Telephone directory assistance  
<http://anywho.com/>

Find the value of a car  
<http://www.kbb.com/>

<http://www.time.gov/>

Bureau of Unclaimed Property Main Page  
<http://www.sco.ca.gov/col/ucp/>



### **The 9<sup>th</sup> Annual Southwest User Group Conference in San Diego**

Lyn, Kent and I selected among the 19 Workshops, which ones each of us was interested in attending. Fortunately we covered most that were offered. Programs were put on by vendors at most meals. They also picked up the tab for the meals and handed out lots of freebies. Microsoft, Jasc, Adobe and Intel were among the many vendors attending the

Conference. In general, we got a good perspective of how other clubs are organized and operate. We came away with an overload of information and ideas, which we hope may benefit our club. Following are our reports:



### **From Kent McDonald, VP Communications**

**Web Sites for Clubs** was the subject of one of the workshops I attended. Some clubs have generated very elaborate web sites that include discussion boards or question and answer pages. Most clubs that have such fancy web sites are fortunate to have semiprofessional webmasters who do nothing else except maintain the site. Many clubs have put links on their site, which point to news/weather and commercial businesses so they can receive payment every time someone clicks on a link. Some clubs have had problems with their web hosting companies going out of business without warning. Fortunately, Earthlink, a highly respected provider, hosts our club's web site, so we have not experienced such difficulties.

The **Workshop for Officers** generated good ideas we might use in our club. Some clubs

invite new members to an orientation meeting where club procedures are explained and the new members get a chance to ask questions. It is a good way to match each member to the best classes for their needs, and to discover potential teachers and other volunteers as new people join the club. There are also many hidden talents lurking in the membership. Clubs in southern California are working together to line up speakers for their meetings. This has become important now that computer vendors are cutting back on their marketing budgets. The job of Program Chairman is widely recognized to be more challenging than ever, so the cooperating clubs have a good idea.

I also attended a workshop on **Converting LP vinyl records to CD ROMs**, where we got some useful tips about CDs. The CD media comes in varying prices that reflect the archival quality of the material. The lowest price gets you a green/blue dye that will fade in the heat of your car's trunk, and has no protective lacquer coat over the metallic plating. Don't expect more than three years of life from these low-end CDs. The best media are actually made by Mitsui and they have a gold coating on both top and bottom. These CDs will cost \$3 each, but they will last indefinitely. To make an audio CD, you will need some audio capture and editing software such as Nero 5 that comes bundled with some CDRW drives. Your computer also must have an analog input

to a sound card that, in turn, produces a digital file.

**Inkjet Printing Workshop** by Klassic Specialties gave a comprehensive background on the whole process of printing. Our members would find this presentation useful, so our Program Director is trying to bring the speaker to Sun City. The popular inkjet printers each use somewhat different approaches to delivering the ink to the paper. A thermal bubblejet technology is used in all inkjets except Epson, which uses a unique piezo electric technology that produces smaller droplets of ink for more detail in the printing. With digital photography on the rise, more people are concerned about printing long-life photos at home. The so-called photo printers do not produce a higher quality print; they just provide a convenient interface to the digital camera. Special paper and ink is available for archival photo printing.



**From Lyn Morse,  
VP Programs**

The Southwest Users Group Conference was great. It gave me the opportunity to talk with other Program Directors and just pick up ideas in general.

The **CDs with Shareware for Fund Raising Workshop** was interesting not for its money-raising ideas, but rather

because of the concept of creating a New Members disk to be given to people who join; this is now being considered by the Board. Another idea from out of that session was a monthly CD with freeware and shareware on it that could be purchased for a nominal fee. This would take a lot of work by volunteers in Let's Compute to burn the CDs and make labels for the disks.

The **Smart Computing** session was presented by the magazine of the same name. Out of this session came the knowledge that this would be an excellent magazine for PC users to subscribe to. They also have an excellent website, and for subscribers, a library of articles and tips that is very extensive.

**Demystifying Inkjet Printers and Papers** Workshop was a presentation by Don Baker that lasted an hour and a half with Don talking almost non-stop. I didn't realize there was so much to know about the subject. One tip I picked up on was the smoother the surface of the paper, the less ink that is used in printing. Yes, like on photo paper!

**Program Directors Workshop** was naturally the session I was most interested in. The bad news coming out of the session was that companies, such as Microsoft and Adobe, no longer have the resources or desire to come out to speak to single groups. They're looking for groups that come together in scheduling so they can speak to two or three groups in one day. Because of that, I am

attempting to contact what groups there are in the Valley in an attempt to put a program scheduling unit together. The problem I'm facing is finding those groups. I've located three. If you know of computer clubs or user groups in the Valley, would you please forward that information with a contact person to me.

The last session was **How to Effectively Use Your CD Burner**. Into all lives some disappointment must fall. This was it. The speaker must have been a last minute substitute because, in my opinion, he didn't address his topic. This was very disjointed.

Overall, I am glad I attended and am looking forward to the 10<sup>th</sup> Annual Southwest User Group Conference in San Diego next August. Incidentally, you do not have to be a member of a board to attend these conferences; many attendees were club members. The Conference begins next August 8. Check your advance calendar!



**Jan Grenert  
Secretary, Newsletter Editor  
My 2¢ worth**

I attended the **SIG (Special Interest Group) Workshop** and learned how really fortunate we are to have our own lab, computers, Speakers' Hall here at Sun City. Most of the SIG attendees were from clubs who had to meet in church halls,

Salvation Army rooms, bank meeting rooms, Senior Centers, and in many cases they had to pay a fee to use the facility. These Groups also had the problem of raising funds to maintain their club's functions. That's not to say they weren't active clubs with large memberships. They were very active and put out great newsletters. They just didn't have it as good as we do. I sat next to Clem Bauer of Sun City Grand . We just looked at one another, smiled, and didn't say a word! (We were smug at SWUG). Tsk!

I also attended the Newsletter Workshop. We had entered three of our newsletters in the newsletter contest. There were 12 clubs in our category. (Newsletters with less than 12 pages). Yes, there were several UGs who had bigger newsletters. We didn't win, but we did learn a lot. Each club brought copies of their newsletters as handouts and we have been getting some ideas from them. Most clubs use the software program Publisher to create the newsletter. I have been using Word (because I

can). Maybe we'll try Publisher. The quality of a newsletter is only as good as the material in it and how it well it serves the club. We are fortunate to have members of our club with knowledge to share, so seldom do we have to go to outside sources for "fill". One of the major problems for the groups attending this workshop was distribution of their newsletter. Printing and mailing is expensive. Again, we are fortunate because we live here in Sun City where we do not have to contend with that problem.

## Protect Your Files!

By Lyn Morse

A major worry for most people is the fear that a hacker will get into their computer and get information or trash things. Actually, more damage is done by the user who ignores a few basic safe-guards. Here are a few hints to making computer living safer for you.

**First:** Save your work frequently! If you're not sure you like a new version of something you're revising, save it as the same title with a two after it, or even a three or four if you're really working at the revising. But bottom line is, SAVE it.

**Second:** You've saved your very important document or digital photo file to the hard drive, but if it's really important to you, back it up! If the file is small (less than 1 MB), put it on the old floppy; anywhere from 1 MB to 98 MB, put it on a ZIP disk; if you're stocking up on all those inexpensive CDs you find in the Sunday ads, back up on a CD. But the bottom line is, BACK IT UP. If your computer crashes, or you accidentally throw something away, you'll still have it.

**Third:** Don't leave important files on the desktop unless they are far away from the trash icon. It's too easy for a file or folder to wind up in the trashcan. You might want to keep them on the hard drive in folders labeled according to the topic: letters, taxes, etc.

**Fourth:** When you throw something away, empty the trash immediately. That way you know what's waiting to be thrown and you won't have things in the trashcan you really don't want to lose. Of course, if you don't empty the trash immediately, you'll always want to open the trashcan to see what is there before emptying it. This sounds pretty basic, but novices to the computer may not be thinking this far yet.

**Fifth:** Lock important files from any program. Click on the file icon to select it, then hold down the Apple key and tap the letter I. You'll get an info window. At the bottom left of the window is a box in front of the word locked. Click on the box. At anytime you can come in and unclick the box also. To throw away a locked file, you must hold down the Option key and then go to Special and Empty Trash. You cannot throw away a locked file unless you do this or unless you unlock it. You can also access the locking window by going to File and dragging down to Get Info or Show Info. Locking a file makes you look at it one more time before deciding to really throw it away.

## **Minutes of Board Meeting August 20, 2002**

The Board of Directors of "Let's Compute" Computer Club met at 3:00 p.m. on August 20, 2002 in the computer lab. Board members presents were: Lyn Morse, Dave Allan, Bob Jameson, Kent McDonald and Jan Grenert. Absent were Sheldon Plotkin and Jim Calvert. Also in attendance was club member Shirley Allan. In the absence of President Sheldon Plotkin, Lyn Morse, VP of Programs, conducted the meeting.

Lyn opened the meeting by reading an e-mail from Sheldon in which he offered his approval of meeting agenda and topics suggested by Lyn.

The first agenda item was a report on the South Western User Group Conference recently attended by three board members. Information from "Programs" workshop indicated that vendors, such as Microsoft, would not provide representatives to put on programs for small groups. It was suggested that User Groups in an area combine their efforts to attract vendors who can speak at various clubs in a short time span. To that end, Lyn will contact other computer groups in the area.

Lyn presented a calendar of potential programs for meetings:

- September 24 Pete Claar on the new 35 mm slide projector
- October 22 Monoo Saboori from Serene Screencom

Other potential presenters are Epson, FBI, State of California, and Klassic Inks, Aladdin, Adobe and e-Mail Parent. It will be necessary to get a list of capabilities of the Speakers Hall, i.e. hookups for computers, projectors, etc.

A discussion was held on the idea of presenting new members with a disk with information about the club. This subject lead to the idea of holding New Member Orientation Classes on a monthly basis. Teachers will be asked to provide a brief description of their classes. A suggested list of classes for Beginners, Intermediate, and Advanced students would be included. The board was asked to work on ideas for the orientation and bring them to the September meeting

The formulation for the presentation and use of the Slide Scanner was discussed. It was thought that both the Mac and the PC platforms could utilize the Slide Scanner. Points covered included:

- Monitors from both platforms would be trained in the use of the Slide Scanner.
- A Scanner monitor must be present.
- The Scanner will be offered for the members' use in November by appointment only. Appointments scheduled on week in advance during open lab time.
- There will be a introductory No Charge period for using the scanner
- Members would be limited to 1 hour per week for the first month until usage can be determined.
- Members will provide their own disks.
- The September General Meeting will introduce the Slide Scanner program and members will be allowed to make appointments for scanning in October.

At a later date, the board will determine if the purchase of a PC and a Mac for dedicated use with the slide scanner would be advisable. Kent will investigate which Mac would be best for this application.

A list of volunteers to train as Mac/Slide Scanner monitors was presented to the board. Kent will send out an e-mail requesting PC people who would volunteer to train as monitors.

Dave Allan made a motion that the club purchase a 750 Zip drive with a USB capabilities for use with the Macs. Kent McDonald seconded the motions. A discussion followed on the need for the Zip drive device to enable copying of files from any of the Macs. All board members present passed the motion. Kent will make the purchase.

The membership is presently 444.

The balance in the treasury as of July 31 is \$13,404.95.

Kent McDonald made a request to purchase a USB adapter for converting music to CD's. The estimated cost is \$100. The brand he suggested is Edirol Audio Capture. Dave Allan made a motion to approve the purchase, Kent seconded the motion and the board passed it.

Bob Jameson requested the board to approve the purchase of 3 new printers for the Dell Computers. The current printers are not functioning well and continually fail to print providing much frustration to members and additional work for him. He estimated the cost of the printers to be \$150 each plus the cost of extra cartridges, totaling about \$700. Bob made a motion to purchase the printers. The motion was seconded by Dave Allan and passed by the board.

The next board meeting is September 17.

The meeting adjourned at 4:40

Respectfully submitted,  
Jan Grenert  
Secretary

Note: Board Minutes are included in the Bits & Bytes when space is available.

## SEPTEMBER CLASSES AND EVENTS ALPHABETICALLY LISTED

Begin WIN 1 The mouse	9/9	2:00	<b>INTERNET SIG</b>	<b>9/10</b>	<b>7:00</b>
Begin WIN 2 The Keyboard	9/10	2:00	IPhoto (Mac)	9/27	9:00
Begin WIN 3 Working w/ Files	9/11	2:00			
Begin WIN 4 Email/Internet	9/12	2:00	Mac 2 E-mail and the Internet	9/10	3:00
Begin WIN 1 The mouse	9/23	2:00	MAC OS X	9/17	2:00
Begin WIN 2 The Keyboard	9/24	2:00	<b>MAC SIG</b>	<b>9/17</b>	<b>7:00</b>
Begin WIN 3 Working w/ Files	9/25	2:00			
Begin WIN 4 Email/Internet	9/26	2:00	Windows Maintenance	9/18	9:00
<b>BOARD MEETING</b>	<b>9/17</b>	<b>3:00</b>	And Organization		
Burning CDs on the PC	9/19	2:00			
Business/Calling Cards 1 (PC)	9/9	3:00	<u>Walter Goldsmith</u>		
Business/Calling Cards 2 (PC)	9/16	3:00	Word 1	9/9	9:00
Business/Calling Cards 3 (PC)	9/23	3:00	Word 2	9/16	9:00
Business/Calling Cards 4 (PC)	9/30	3:00	Word 3	9/23	9:00
			Word 3.5	9/30	9:00
			<u>Jan Grenert</u>		
Excel 1 Membership List (WIN)	9/6	2:00	Word 4	9/11	3:00
Excel 2 Membership List (WIN)	9/13	2:00	Word Art Lesson	9/25	8:00
Excel 3 Membership List (WIN)	9/20	2:00	Word Drawing Class	9/4	2:00
Excel 4 Mail Merge from	9/27	2:00	Word Drawing Class	9/18	2:00
From Membership List (WIN)			<u>Shirley Celli</u>		
<b>GENERAL MEETING</b>	<b>9/24</b>	<b>3:00</b>	Word 1	9/6	9:00
			Word 2	9/13	9:00
			Word 3	9/20	9:00

## September 2002 Computer Classes Listed by Date

Monday	Sept 2		<b>HOLIDAY - NO CLASSES TODAY</b>	
Tuesday	Sept 3		<b>NO CLASSES TODAY</b>	
Wednesday	Sept 4	2:00	2:00 to 4:00 New Word Drawing Class (Win)	Jan Grenert
Thursday	Sept 5		<b>NO CLASSES TODAY</b>	
Friday	Sept 6	9:00	Word 1 – Creating a Basic Letter (Win)	Shirley Celli
		2:00	Excel 1	Jan Grenert
Monday	Sept 9	9:00	Word 1 – Creating a Basic Letter (Win)	Walter Goldsmith
		2:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
		3:00	Print Shop - Business/Calling Cards & Labels 1 (Win)	Larry Allen
Tuesday	Sept 10	2:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
		3:00	Macintosh – Email and the Internet	Neal Denkler
		7:00	<b>INTERNET SIG</b>	Kent McDonald
Wednesday	Sept 11	2:00	Beginning PC/Windows 3 – Working with Files	Bob Jameson
		3:00	Word 4	Jan Grenert
Thursday	Sept 12	2:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
Friday	Sept 13	9:00	Word 2 – Revising a Basic Letter (Win)	Shirley Celli
		2:00	Excel 2	Jan Grenert
Monday	Sept 16	9:00	Word 2 – Revising a Basic Letter (Win)	Walter Goldsmith
		3:00	Print Shop - Business/Calling Cards & Labels 2 (Win)	Larry Allen
Tuesday	Sept 17	2:00	Macintosh – OS X The New Operating System Class # 3	Neal Denkler
		3:00	<b>BOARD MEETING</b>	
		7:00	<b>MAC SIG</b>	Ron Delgado
Wednesday	Sept 18	9:00	Windows Organization & Maintenance	Charlie Voelker
		2:00	2:00 to 4:00 New Word Drawing Class (Win) Repeat of September 4 Class	Jan Grenert
Thursday	Sept 19	2:00	2:00 to 4:00 CD Burning on the PC	Bob Jameson
Friday	Sept 20	9:00	Word 3 More Business Letter Basics (Win)	Shirley Celli
		2:00	Excel 3	Jan Grenert
Monday	Sept 23	9:00	Word 3 More Business Letter Basics (Win)	Walter Goldsmith
		2:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
		3:00	Print Shop - Business/Calling Cards & Labels 3 (Win)	Larry Allen
Tuesday	Sept 24	2:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
		3:00	<b>GENERAL MEETING</b>	
Wednesday	Sept 25	8:00	8:00 to 10:00 New Word Art Lesson (Win)	Jan Grenert
		2:00	Beginning PC/Windows 3 – Working With Files	Bob Jameson
Thursday	Sept 26	2:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
Friday	Sept 27	9:00	IPhoto (Mac)	Earl Dewitt
		2:00	Excel 4	Jan Grenert
Monday	Sept 30	9:00	Word 3.5 Envelopes and Labels (Win)	Walter Goldsmith
		3:00	Print Shop - Business/Calling Cards & Labels 4 (Win)	Larry Allen

# September General Club Information

## Meeting Schedule

### BOARD MEETING

Sept. 17, 3:00 p.m.  
Computer Lab

### GENERAL MEETING

Sept. 24, 3:00 p.m.

### INTERNET SIG

Sept. 10, 7:00 p.m.

### DIGITAL SIG

No meeting this month.

### MAC SIG

Sept. 17, 7:00 p.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, Newsletter Editor .....	360-9085	.....	janbobgrenert@att.net
Dave Allan, Treasurer .....	345-5087	.....	DYAllan@aol.com
Bob Jameson, Member-At-Large.....	345-7883	.....	bobj5675@cs.com

### September Monitors

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

### September Teachers

Larry Allen .....	300-0972
Shirley Celli.....	345-7159
Neal Denkler.....	772-9810
Earl Dewitt.....	772-3489
Walter Goldsmith.....	772-8448
Jan Grenert.....	360-9085
Bob Jameson.....	345-7883
Charlie Voelker.....	345-0123

Editors' Note: Thanks to Lyn Morse for her contribution of several articles for this issue.

## Visit our web site



## www.SCPD-ComputerClub.org

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