

# SCPD "Let's Compute" Computer Club



# BITS & BYTES

WWW.SCPD-ComputerClub.org

January 2011 Volume XVI Number 1



## General Meeting- Jan. 18 - 2:00 PM



By Lyn Morse

Welcome to 2011 and all the hope and anticipation we each bring into a new year. We pause to remember and give thanks for the good memories we carry forward. We remember the pain and grief of the past that will remain a part of us. And then ... we step into the New Year and begin to fill it with the people and activities that will give us that hope and anticipation for 2011 and beyond.

It is my hope that Let's Compute will continue to be a pleasant and rewarding experience for you, one of friendship, sharing and learning.

We're over 750 members at the moment I'm writing this. Looking over the schedule for the month I note a few new classes you might be interested in, as well as old favorites that draw you back to them for refreshers or simply to see if something new has been added to the class.

You'll want to note on your calendar that the dates for both the

Board Meeting and the General Meeting have been changed for January due to conflicts with Association activities.

I want to thank you for understanding that we have to set rules and regulations for the use of the lab and its equipment. There will always be those few who think rules and regulations don't apply to them, but it's the 99.9% of you who make the volunteers continue to give of their time to you. So, from all of us to you, Thank You for making Volunteering for Let's Compute a rewarding experience.

Happy New Year, I wish for you Health and Happiness.

### January Feature A Teacher

This month we feature the second in a series by people who teach in our computer lab. These are auto-biographical articles written by the 'featured teacher.'

The January teacher is Shirley Allan, whom we thank for all the time she has put into preparing and teaching classes, as well as for agreeing to write about herself.

### General Meeting Program Presented By ..



By Jan Grenert

The program for the January 18 meeting will be of interest to all members who wish the text on the screen was **bigger!**

John Delaney of The Low Vision Store in Cathedral City will preview the following software:

- The Guide for Senior computer

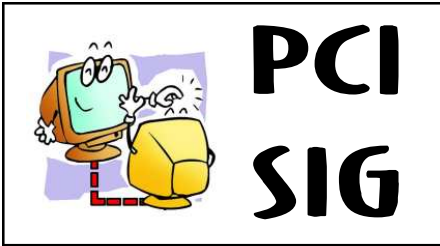


- Zoom Text with Speech



- Document Magnifier

The meeting starts at 2:00 PM in Speakers' Hall. Please show your membership card for quick entry.



The December 14 PCI SIG meeting was attended by 21 members. Kent McDonald and Kerry Greene led discussions and offered useful tips and information. Arlene Faber dutifully took notes on the topics of the meeting which are now presented here for you.

Kent McDonald started with timely news tips. He discussed



the Firefox browser using the new plug-in software called FireSheep. People using this in a public Wi-Fi hotspot like Starbucks can listen in to your computer's Internet traffic and see what you are doing, especially at social networking sites such as Facebook. They can also impersonate you and post to your account by harvesting a session cookie. Be sure you are using secure web sites (address begins as https) in public places.

He described the clever *stutx-net* computer virus, which has been used to sabotage thousands of centrifuges in the Iranian nuclear enrichment facility. The virus caused the centrifuges to over speed and caused major damage. This unique malware was secretly created especially to do this one job, then self destruct.

He explained the popular website "groupon" which aggregates shoppers so they are eligible for discounts. The website creators have been very successful and have rebuffed a \$6 billion buyout by Google. Facebook tried to buy Twitter and was also rebuffed.

Beware the many sites that are trying to sell counterfeit merchandise. The federal cyber cops have recently shut down hundreds of them. spzmThe SPAM Email messages amount to 87% of all Email. Fifty ISPs around the world account for at least half of all SPAM, generated by zombie computers they host.

Microsoft is issuing 40 fixes this month, second only to the 49 fixes in October.



Last year 995 traffic deaths were caused by someone using a cell phone while driving, which account for about 20% of all traffic deaths. The situation has not improved in states that now have laws requiring hands-free operation of cell phones.

The most common topics on Social media sites last year were HMU (Hit Me Up with a message), World-Cup news and the Gulf oil spill.

Tablets are expected to grow in market share, cutting into laptop sales. Microsoft will have one out soon, probably by the next computer show in January.

The last two months Kindle sales exceeded all sales in the whole year 2009.

In Europe you can buy things using a smart phone. It works like a debit card. They also have been using a prepaid card called a smart cart for making purchases. Android smart phones can now include an application program that provides a secure identity that can be used to get access to protected networks, replacing the key fob devices used for many years.

Kerry Greene did a presentation on file sharing and network drive mapping. There is a program available called "Log Me In" that can enable file sharing.

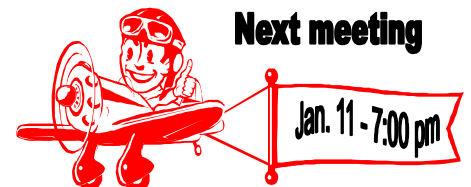


The free version allows you to read the files, but you must use the pro version to share or work on the file or copy and save a file. Log Me In will be demonstrate at the January meeting.

Kerry passed out a handout describing how to use Log Me In between a host and second or remote computer with no special software. You must first agree to share a file on the host computer. Then the networked remote computer can open it, read it and save it. Both computers must be on the same network for this to work. Kerry demonstrated actually viewing and saving a document using two computers in the lab.

Kerry reviewed a process we tried last month to put a shortcut for a webpage on the desktop. This method used in Windows Vista no longer seems to work in Windows 7. In Windows 7 you can drag the site address from the browser address bar to the desktop if you put the cursor on the e in front of the address, left click and drag to the desktop.

Kerry demonstrated Google maps feature that lets you look at the homes along a street. Google has filmed most of the public roads in the USA, making it possible to see homes and businesses.





## Feature A Teacher

Shirley Allan



An Apple is just fine for this teacher

By Shirley Allan

I was born in Sacramento, as was my mother and her mother so you could say I'm a native. In schools I loved art classes.

As an adult I worked for the State of California, first at the CHP where I learned about main frame computers in a unit that coded accident and activity reports for key punch entry. Later, I taught at the CHP Academy showing officers the entry problems caused in computer generated activity reports. After a short stint at Department of Health Services again in coding, I transferred to the California Personnel Board.

While working full time I attend college at night to obtain a BS degree with a minor in Political Science. At the Personnel Board I was again in coding but on earning a degree, promoted to performing job analyses that were the basis for state exams in law enforcement and later to becoming the Board's Legislative Advocate.

My first contact with personal computers came when two were installed in my Board office, one in-house and one connected to the Legislature where I could learn what bills were being presented. I wrote and obtained authors for bills for the Board and testified both for and against bills affecting civil service. Those were dial-up

times and I fumbled though often getting a voice answer instead of being connected to the Daily File (legislative calendar). I sent my Secretary to classes to learn PCs so when I retired I was computer illiterate.

I returned to school after retiring, and become a landscape designer. I got my first Mac primarily because Cal Trans used all Macs and since I was into graphics (on my drafting table), it seemed a good fit. I learned a little from an architect friend who had a Mac and in 1998, we moved to the desert.

Once here, I joined the computer club that had a single Mac. Those that wanted to learn, stood in a semi circle around the Mac to take lessons. I soon found that I had little time to play golf as I learned and taught Quicken and AppleWorks in those early days.

Now I teach twice a week, summer and winter, and love to see the light go on when a "newbie" gets excited in my Beginning Mac classes.

My favorite classes still involve graphics and being creative (draw a bird, "paint" a landscape, create a greeting card; all in iWork) and advanced classes like Images & Ink and fun classes like Video Email (new this season).

I'm available to answer Mac questions and continue to learn

as I research answers. I find that building my handouts for classes enriches my learning as it forces me to think in steps that others would understand and besides it is a graphic creation!

### Shirley Offers... Two New Classes

#### Organizing Your Stuff

A new class in the Beginning Mac series is called Organizing Your Stuff on a Mac. I developed it after being asked so many questions about how to keep emails, web pages, PDFs etc. organized. You will see how I do it in this really simple class.

#### Preview

"Preview" is handy little app that comes with your Mac. You can use it to Resize Photos, Convert Formats, Annotate PDFs and Graphics, Fill in PDF Forms, Make Comments on a PDF document without changing the document, cut out portions of a picture, save or print a individual pages of a manual, and Scan text or pictures. This will be a new class offered in February. If you don't use iChat because it requires both you and the receiver to be at your computers at the same time, you might want to send a Video Email. This class, formerly a part of the Images & Ink class, will be offered as a stand alone class in February. It is fun!

# Quick Start Layouts in Print Shop


A New class for Print Shop on January 7 by Arlene Faber

Note:

This is not a class for Beginners

In a new class we will experiment with two different project types and learn how to personalize any of the hundreds of Quick Start Layouts that come with this program. Quick Starts offer a wonderful array of different ideas but often contain elements you may not want. In this class experienced users will change colors, sizes and wording to make a project perfect for your purpose. There are some samples in the #4 class sign-up book. Bring along a thumb drive if you want to save your work for later use.

This class will be held on January 7 at 1:00.

Do You Gmail...  
  
From the Lab?

If you are using the computers in the lab to send out messages to friends and family, please be sure to **log out of your Gmail account** when you are done.

By not logging out, you are leaving the door open for others to read your mail and perhaps use your sign in to send messages.

## What is a PDF file??

PDF stands for 'Portable Document Format'. It is a file format used to captures all the elements of a printed document as an electronic image or picture that you can print, navigate and view without damaging the original document. You will need to obtain the free Acrobat Reader, which is easily downloaded, to read a PDF file. But once you have downloaded the Reader, it will start automatically whenever you open a PDF file to view. PDF files are especially useful for documents in which you want to preserve the original graphic appearance online.



**Question:** How Can I Get Text or Images Out of a PDF File?

PDF files are great for exchanging formatted files across platforms and between folks who don't use the same software. But sometimes we need to be able to take images or text out of a PDF file and use it in Web pages, word processing documents, PowerPoint presentations, or in desktop publishing software. Depending on your needs and the security options set in the individual PDF there are several ways to do this.

**Answer:** Use Adobe Acrobat to Extract PDF Content

If you have the full version of Adobe Acrobat, not just the free Acrobat Reader, you can extract individual images or all images as well as text from a PDF and export in various formats such as EPS, JPG, TIFF.

## Select the Image or Text You Want to Extract

First open the PDF file you wish to extract from. On the toolbar, click the 'select' button. Click the image or text you want to extract. You will see a button in the top left corner of your selection. Click it, and your selection will be copied to your clipboard.

## Paste the Image or Text

Now open a document where you want to put your extracted text or image. Then open a blank Word document. Right click and choose 'paste.' There's the image. You can see some black lines around it from the edges of the original image. You don't want those, so go back and extract it another way.

## Use the Snapshot Tool

On the toolbar, click the Snapshot tool. Now, click and drag around the image; it will automatically add it as a selection to the clipboard. Click 'OK.' Go back to the Word document, right click, and choose 'paste.' There it is with no lines around it.

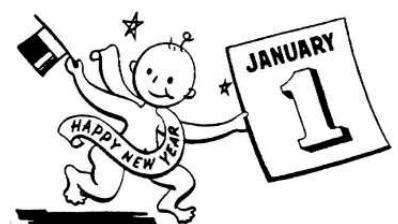
Ref: Don Schecter for About.com Computing

To watch a video tutorial, go to

<http://video.about.com/desktoppub/Extract-Images-from-a-PDF.htm>

Info is from About.com

You don't have PDF on your computer? Go to [www.littlepdf.com](http://www.littlepdf.com)



# January Class Schedule

DAY	DATE	TIME	CLASS	OS	BOOK	TEACHER
Mon	Jan 3	1 – 2:50	Fonts, Accents, and Characters	Mac	1	Shirley Allan
Thu	Jan 6	9:00	<b>Board Meeting</b>			Idyllwild
		1 – 2:50	Calling/Business Cards in iWork	Mac	1	Shirley Allan
		3 – 4:30	Beginning Word 2007 (1/4)	PC	2	Jan Grenert
Fri	Jan 7	1:00	PrintShop: Customizing Quick Starts	PC	4	Arlene Faber
Sat	Jan 8		<b>Open Lab 10:00 to Noon</b>			
Mon	Jan 10	1 – 2:50	iWork Page Layout - Bird	Mac	1	Shirley Allan
Tue	Jan 11	9:00	Facebook: Basic Training (1/4)	PC/Mac	15	Chuck Hellman
		1:00	Beginning PC (Series 1) (1/5)	PC	3	Jim Calvert
		2 - 4	Using Windows 7	PC	3	Barbara Kaye
		7:00	<b>PCI SIG</b>			Lab
Wed	Jan 12	9:00	Facebook: Basic Training (2/4)	PC/Mac	15	Chuck Hellman
		1:00	Beginning PC (Series 1) (2/5)	PC	3	Jim Calvert
		2 - 4	Family Tree Maker 2011	PC	12	Barbara Kaye
Thu	Jan 13	9:00	Facebook: Basic Training (3/4)	PC/Mac	15	Chuck Hellman
		1 – 2:50	iWork Page Layout - Landscape	Mac	1	Shirley Allan
		3 – 4:30	Beginning Word 2007 (2/4)	PC	2	Jan Grenert
Fri	Jan 14	9:00	Facebook: Basic Training (4/4)	PC/Mac	15	Chuck Hellman
		1:00	Beginning PC (Series 1) (3/5)	PC	3	Jim Calvert
Sat	Jan 15		<b>Open Lab 10:00 to Noon</b>			
Mon	Jan 17	8:30 -10	Organizing with Files and Folders	PC	10	Jim Calvert
		1 – 2:50	Beg. Mac: Terms/Features (1/4)	Mac	1	Shirley Allan
Tue	Jan 18	8:30 - 10	Intro. to Spreadsheets for Home Use	PC	5	Jim Calvert
		2:00	<b>General Meeting</b>			Speaker's Hall
Wed	Jan 19	1:00	Beginning PC (Series 1) (4/5)	PC	3	Jim Calvert
Thu	Jan 20	1 – 2:50	Beg. Mac: Desktop (2/4)	Mac	1	Shirley Allan
		3 – 4:30	Beginning Word 2007 (3/4)	PC	2	Jan Grenert
Fri	Jan 21	9:00	<b>Mac SIG</b>			Lab
		1:00	Beginning PC (Series 1) (5/5)	PC	3	Jim Calvert
Sat	Jan 22		<b>Open Lab 10:00 to Noon</b>			
Mon	Jan 24	9:00	Begin PC (Series 2) (1/5) (repeat Ser.1)	PC	3	Jim Calvert
		1 – 2:50	Beg. Mac: System Preferences (3/4)	Mac	1	Shirley Allan
		4 – 5:30	Beginning PC (1/5)	PC	3	Grace Hutchings
Tue	Jan 25	9:00	Begin PC (Series 2) (2/5) (repeat Ser.1)	PC	3	Jim Calvert
		4 – 5:30	Beginning PC (2/5)	PC	3	Grace Hutchings
Wed	Jan 26	9:00	Begin PC (Series 2) (3/5) (repeat Ser.1)	PC	3	Jim Calvert
		1:00	Intro. To Firefox	PC/Mac	7	Al Sabsevitz
		2 – 3:50	Picasa 3	PC	16	Bob Osborn
		4 – 5:30	Beginning PC (3/5)	PC	3	Grace Hutchings
Thu	Jan 27	9:00	Begin PC (Series 2) (4/5) (repeat Ser.1)	PC	3	Jim Calvert
		1 – 2:50	Beg. Mac: Prevent/Solve Problems (4/4)	Mac	1	Shirley Allan
		3 – 4:30	Beginning Word 2007 (4/4)	PC	2	Jan Grenert
		4:40 – 6	Beginning PC (4/5)	PC	3	Grace Hutchings
Fri	Jan 28	9:00	Begin PC (Series 2) (5/5) (repeat Series 1)	PC	3	Jim Calvert
		2:00	Quicken: Basic	PC	8	Dave Rosenthal
		4 – 5:30	Beginning PC (5/5)	PC	3	Grace Hutchings
Sat	Jan 29		<b>Open Lab 10:00 to Noon</b>			
Mon	Jan 31	1 – 2:50	Organizing Your Stuff on a Mac	Mac	1	Shirley Allan

# January Classes Listed By OS

## Mac Classes



Class	Date	Time
<b>Beginning Mac:</b>		
Terms/Features (1/4)	Jan 17	1:00
Desktop (2/4)	Jan 20	1:00
System Preferences (3/4)	Jan 24	1:00
Prevent/Solve Problems (4/4)	Jan 27	1:00
<b>Facebook:</b>		
Basic Training (1/4)	Jan 11	9:00
Basic Training (2/4)	Jan 12	9:00
Basic Training (3/4)	Jan 13	9:00
Basic Training (4/4)	Jan 14	9:00

Class	Date	Time
Firefox - An Intro to Firefox	Jan 26	1:00
Fonts, Accents, and Characters	Jan 3	1:00
<b>iWork</b>		
Calling/Business Cards	Jan 6	1:00
Page Layout - Bird	Jan 10	1:00
Page Layout - Landscape	Jan 13	1:00
Organizing Your Stuff on a Mac	Jan 31	1:00



## PC Classes

Class	Date	Time
<b>Beginning PC by Jim Calvert:</b>		
Series 1 (1/5)	Jan 11	1:00
Series 1 (2/5)	Jan 12	1:00
Series 1 (3/5)	Jan 14	1:00
Series 1 (4/5)	Jan 19	1:00
Series 1 (5/5)	Jan 21	1:00
Series 2: Repeat of above		
Series 2) (1/5)	Jan 24	9:00
Series 2) (2/5)	Jan 25	9:00
Series 2) (3/5)	Jan 26	9:00
Series 2) (4/5)	Jan 27	9:00
Series 2) (5/5)	Jan 28	9:00
<b>Beginning PC by Grace Hutchings</b>		
Beginning PC (1/5)	Jan 24	4:00
Beginning PC (2/5)	Jan 25	4:00
Beginning PC (3/5)	Jan 26	4:00
Beginning PC (4/5)	Jan 27	4:00
Beginning PC (5/5)	Jan 28	4:00
<b>Facebook:</b>		
Basic Training (1/4)	Jan 11	9:00
Basic Training (2/4)	Jan 12	9:00
Basic Training (3/4)	Jan 13	9:00
Basic Training (4/4)	Jan 14	9:00

Class	Date	Time
Family Tree Maker 2011	Jan 12	2:00
Firefox: Intro. To Firefox	Jan 26	1:00
Organizing with Files and Folders	Jan 17	8:30
Picasa 3	Jan 26	2:00
PrintShop: Customizing Quick Starts	Jan 7	1:00
Quicken: Basic	Jan 28	2:00
Spreadsheets for Home Use (Intro)	Jan 18	8:30
<b>Windows:</b>		
Using Windows 7	Jan 11	2:00
<b>Word 2007 Classes</b>		
Beginning Word (1/4)	Jan 6	3:00
Beginning Word (2/4)	Jan 13	3:00
Beginning Word (3/4)	Jan 20	3:00
Beginning Word (4/4)	Jan 27	3:00

# January Monitor and Open Lab Schedule

DAY	DATE	10-12	12-12:50
Mon	JAN 3	C. Chu	B. Crowley
Tue	JAN 4	H. Cook	K. Pearson
Wed	JAN 5	C. Voelker	D. Feign
Thu	JAN 6	B. Osborn	N. Alpert
Fri	JAN 7	J. Manion	B. Olson
Sat	JAN 8	L. Rowe	<b>CLOSED</b>
Mon	JAN 10	C. Chu	B. Crowley
Tue	JAN 11	H. Cook	K. Pearson
Wed	JAN 12	C. Voelker	D. Feign
Thu	JAN 13	B. Osborn	N. Alpert
Fri	JAN 14	J. Manion	B. Olson
Sat	JAN 15	L. Rowe	<b>CLOSED</b>
Mon	JAN 17	C. Chu	B. Crowley
Tue	JAN 18	H. Cook	K. Pearson
Wed	JAN 19	C. Voelker	D. Feign
Thu	JAN 20	B. Osborn	N. Alpert
Fri	JAN 21	J. Manion	B. Olson
Sat	JAN 22	L. Rowe	<b>CLOSED</b>
Mon	JAN 24	C. Chu	B. Crowley
Tue	JAN 25	H. Cook	K. Pearson
Wed	JAN 26	C. Voelker	D. Feign
Thu	JAN 27	B. Osborn	N. Alpert
Fri	JAN 28	J. Manion	B. Olson
Sat	JAN 29	L. Rowe	<b>CLOSED</b>
Mon	JAN 31	C. Chu	B. Crowley

## Texting for

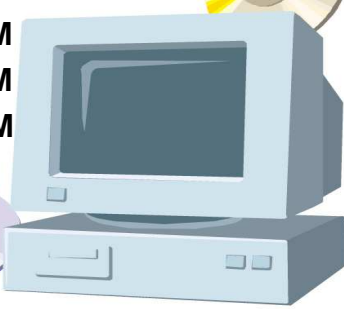


Since Seniors are texting and tweeting, there appears to be a need for a STC (Senior Texting Code).

- ATD:** At The Doctor's
- BFF:** Best Friend Fainted
- BTW:** Bring The Wheelchair
- BYOT:** Bring Your Own Teeth
- CBM:** Covered By Medicare
- CUATSC:** See You At The Senior Center
- DWI:** Driving While Incontinent
- FWB:** Friend With Beta Blockers
- FWIW:** Forgot Where I Was
- FYI:** Found Your Insulin
- GGPBL:** Gotta Go, Pacemaker Battery Low!
- GHA:** Got Heartburn Again
- IMHO:** Is My Hearing-Aid On?
- LMDO:** Laughing My Dentures Out
- LOL:** Living On Lipitor
- LWO:** Lawrence Welk's On
- OMMR:** On My Massage Recliner
- OMSG:** Oh My! Sorry, Gas.
- ROFL... CGU:** Rolling On The Floor Laughing... Can't Get Up
- SGGP:** Sorry, Gotta Go Potty
- TTYL:** Talk To You Later
- WAITT:** Who Am I Talking To?
- WTFA:** Wet The Furniture Again
- WTP:** Where's The Prunes?
- WWNO:** Walker Wheels Need Oil

# January General Club Information Meeting Schedule

BOARD MEETING .....	Jan. 6 .....	9:00 AM
PC SIG .....	Jan. 11 .....	7:00 PM
GENERAL MEETING .....	Jan. 18 .....	2:00 PM
MAC SIG .....	Jan. 21 .....	9:00 AM



## "Let's Compute" Officers

Lyn Morse, President .....	760-345-4466.....	lynmorse@aol.com
Shelia Harbet, VP Education .....	760-360-7146.....	shelia@csun.edu
Jan Grenert, Secretary, Newsletter Editor .....	760-360-9085.....	jgrenert@dc.rr.com
Kent McDonald, Director of Communications.....	760-345-2931.....	rkmcdonald@earthlink.net
Linda Espinoza, Treasurer.....	760-200-9299.....	puanianoi@aol.com
Barbara Kaye, Director of Maintenance.....	760-772-6520.....	barbarak1775@aol.com
Sharon Kiel, Director of Programs .....	760-772-0745.....	srkpd@dc.rr.com

### Committee Chairs

Betsy Lewis.....	Finance Review Committee
June Cross .....	Computer Sale
Nominating Committee.....	Open
News & View Writer .....	Yvonne Michelsen

### Volunteer Coordinators

#### Call to volunteer:

35 MM Scanner Coordinator	George Hans .....	345-3875
General Meeting Volunteers	June Cross.....	345-7876
Supplies	Sharon Kiel.....	772-0745
Monitor Coordinator	Moe Sullivan.....	772-4416
	Email:modewans@hotmail.com	

### January Teachers

Shirley Allan.....	760-345-5087
Jim Calvert .....	503-828-8815
Arlen Faber.....	760-299-3933
Jan Grenert .....	760-360-9085
Chuck Hellman .....	760-861-2175
Grace Hutchings .....	760-200-0114
Barbara Kaye .....	760-772-6520
Bob Osborn.....	760-200-1149
Dave Rosenthal.....	760-772-7029
Al Sabsevitz.....	760-772-3025

### January Lab Monitors

Norm Alpert	David Feign	Kurt Pearson
Celia Chu	John Manion	Leonette Rowe
Herb Cook	Betty Olson	Charlie Voelker
Bill Crowley	Bob Osborn	

### 35 MM Scanner Monitors

George Hans	Leonette Rowe
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## News & Views Writer

Yvonne Mickelsen has graciously agreed to write our club's news and information for the News and Views each month. Watch for her by-line in the Clubs' section.



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