



The Ballots Are Out - Be Sure To Vote

The ballots for election of officers for the 2002-2003 year have been mailed out to each member-of-record as of April 25, 2002. A self-addressed envelope has been enclosed for your convenience in returning your ballot. You may return your ballot by mail or by bringing it to the lab where there is a ballot collection box. The deadline for receiving your ballot is **May 31, 2002**.

From the President

By Sheldon Plotkin

I'm sorry to report that the speaker for the April General Meeting did arrive, after the meeting was adjourned and everyone had left. He was delayed by a train wreck. The representative from Adobe Systems did apologize and will reschedule his presentation in June or July.

Do not forget that our speaker for the May 28 General Meeting will be Dana Berkoski, Sales Representative from Microsoft. She will give a Power Point presentation of the Windows XP Operating System. Dana is an excellent speaker and should be able to answer any problems you may have with the XP Program.

Once again I want to thank Doris Keniry and Jan Grenert for their efforts in planning the pleasant afternoon gathering for our Volunteer Appreciation Event at the Shadow Hills Clubhouse.

There are still a number of manuals on the front cabinets in the Computer Lab. If you can use these reference books, please take them. Manuals that are remaining will be discarded

The ballots for election of officers have been mailed. For those who have left Sun City for the summer, promptly mail back the ballot in the self addressed envelope. For those who are at Sun City, you may deposit your ballot in the Lock Box located in the Computer Lab.

THE CANDIDATES

PRESIDENT

Sheldon Plotkin

VICE PRESIDENT - PROGRAMS

Neal Denkler

Lyn Morse

VICE PRESIDENT - EDUCATION

Jim Calvert

VICE PRESIDENT COMMUNICATIONS

Kent McDonald

TREASURER

Dave Allan

MEMBER AT LARGE

Bob Jamison

Felice Bourne

SECRETARY

Jan Grenert

Barbara Kaye

Calvert's Corner

By Jim Calvert

It is time again for Anna Marie and me to leave the desert. We will return in October. Shirley Celli has agreed to coordinate the class schedule for the summer. Thank you, Shirley.

I'll leave you with a great computer tip we found in the April 9 issue of the Wall Street Journal. This is for Internet users who hate all those ads that keep popping up when you are using AOL. To get rid of the ads: Start at the AOL home page. Click on the "Key Word" button. Type in the words, "marketing preferences" and click on "Go." Click on "pop up." Click on "Continue." Click on "no" and then click on "OK." **No more Ads.**

I will miss all of you.

About PDF and Adobe Reader



By Kent McDonald

Have you wondered what these documents are that have ".pdf" at the end of their names? They have been created in a special way, known as **portable document format** (the origin of pdf), so that they can be easily handled on any type of computer. Most of us have a Windows-based PC, but there are many users who need to operate a computer based on the Unix, Linux or Macintosh operating systems. When documents are being distributed to a diverse audience such as a corporate or university population, it is important to have a format that is universally readable. The Adobe software company developed the widely used method for creating and viewing documents, a free software program called **Adobe Acrobat Reader**. Acrobat Reader is often included with the software that comes with a new computer, or with software CDs that you acquire. Almost every application program that you purchase these days has a user help file stored on the CD in Adobe Acrobat pdf format. The

necessary Reader software is always included on the CD.

Let's Compute has been using the pdf format when sending class schedules as attachments in E-mail messages to members, as well as on the club's web site for all documents. Before the club started using Acrobat, there were some members who had difficulty receiving E-mail without getting mysterious characters inserted or the table formats scrambled.

If you do not already have the Acrobat Reader software on your computer, you can get a free copy by going to the web site: <http://www.adobe.com/products/acrobat/readstep2.html> and downloading it. Just follow the instructions at the web site for downloading and installing the program. You will find that it is one of the most useful helper programs you can have.

If you need any help with Acrobat, call Kent McDonald at 345-2931.

SCANNERS

By Pete Claar

It is difficult to sit through a scanner demonstration in the computer lab and then go home and apply that information to your home system. There doesn't seem to be any resemblance to what you saw in the lab and what you are seeing on your home system. And, on top of that, the whole thing was presented in some foreign language called computerese.

Unlike Word or Excel, which are fixed format programs across systems, it is impossible to demonstrate a scanner technique that is applicable to all scanners. Scanners present a unique situation because of the variation of the many TWAIN interfaces from each of the scanner manufactures.

To assist those of you who are having problems, I would like to suggest three options:

1. Please talk to me after a scanner class and let me know what area(s) you

didn't understand – this feedback is important to future classes;

2. I am available at the computer lab every Tuesday from 12:00 to 2:00 PM. I will be happy to answer your questions or help you solve specific problems; and
3. If you are really having a unique problem that can't be worked through by discussion or at the lab, I could schedule an agreeable time to come to your home and try to solve the problem directly on your system.

I would appreciate your giving me some advanced E-mail notice when you are coming into the lab so multiple people don't show up at the same time with completely diverging problems. I would like to make it a one-on-one situation where we can really solve your problem. As far as home visits are concerned, they will have to be worked out for a convenient time for both parties.

My [E-mail](mailto:zadhoc@hotmail.com) address is zadhoc@hotmail.com.



MAC SIG

By Jim Bell

The April 19th morning meeting started right on time with Ron Delgado, our fearless facilitator, having everyone introduce themselves. Since Ron had the floor, he posed the question "How do I convert a PC program called Tournament Master that the Sun City Golf Tournament Chairman uses, to my MAC?" Several in attendance suggested a program called Virtual PC, which does the trick. It is amazing how much talent is in attendance at these meetings.

Lyn Morse talked about classes for the fall and has put out the call for more instructors. Lyn mentioned that Earl DeWitt may be teaching a class on iPhoto using OSX, and Irwin Tellarico was making some time in his busy schedule to teach a couple of classes.

Neal Denkler talked about OSX; he finds this operating system easy to work with. However, Shirley Allen brought up the problem with her printer, an Epson 800, which does not support OSX. This and other problems will be addressed in the upcoming class which Neal will give this fall. The class lineup this fall certainly promises some exciting classes.

Once again the subject of backup and storage came up. Ron had a novel thought regarding off site storage. Have a neighbor store your disks at their place and visa versa. Also, there are fireproof safes available, and if you don't care about expenses, you could rent a safe deposit box at the local bank. Whatever works for you.

Lyn has made available new graphics which you can download here at the Lab. Just bring in a disk. All in attendance got a demo on how to download. (No end to the valuable information one picks up at these SIG meetings.) The meeting ended at 10 AM, however there were a lot of post discussions that continued out into the hallway, as we had to make room for the open lab.

.Our next meeting is May 21st at 7:00PM
Hope to see you there.



DIGITAL SIG

By Jill Johnson

"What a great meeting." - "What an awesome meeting." - "What an informative meeting."

These are just a few of the comments made by the 31 members who attended our 4th meeting on April 17th. We were very fortunate to have Ruth Jameson, an accomplished artist and sculptor, as our guest speaker. She displayed some of her beautiful art work and demonstrated her "art form" techniques on the computer, i.e. "layering".

It was a fascinating experience for us all. We came away with the knowledge that there is no end to what you can do in using the various programs and "scanners". Ruth discussed various "papers" and "ink", including archival types. She gave us all packets with various paper samples. We appreciated all her preparation and demonstration for our SIG group.

Our Moderator, Donna Szostak discussed "What's New" items, including information on an Exhibit and Completion of scanned drawings and paintings in Los Angeles on September 24th. More info is available at www.siggraph.org

An interesting item shown by Ruth was a pressure sensitive pad called Wacom to use in place of a "Mouse".

Donna also discussed downloading a program for "stitching" photos. Another new item discussed was the software for DVD Picture show to burn CD's that can be played on DVD players for T V viewing.

We were all given a challenge by Donna to "Scan" a 3-d object, such as lettuce or carrot tops, print it and bring to the next meeting on **May 8th**, in the Saddleback room unless otherwise notified on SPCD web site.....C U there. :-)

Coming up for Digital SIG in May

By Donna Szostak

The **May 8th** meeting of the Digital SIG will have two exciting components. First, there will be a demonstration of a new software program which lets you create a slide show that can be viewed on a TV. What makes this easy to use program unique is that the slide show is created on a CD-R in a format that can be shown with a DVD player. Music and titles can be added for a professional touch.

The second part of the evening is a result of the stimulating presentation Ruth Jamison gave at our last meeting. Ruth shared techniques she uses to create digital art. Her demonstration included a scan of a small sculpture that she manipulated in the computer to create a new form. SIG members got so excited they wanted to try it. Everyone was encouraged to scan a three-dimensional object and bring the printed results to the next meeting.

Anyone interested in working creatively with the computer is invited to join the Digital SIG on May 8th, at 7:00 p.m. in the Saddleback Room. It promises to be an exciting evening.



By Terry Kay

The May ISIG will meet at **7 PM on Tuesday, May 14** in the Computer Lab.

Echoing past meetings, this one will start with a Q & A session on things to do with the Internet. Start saving your Internet questions and just maybe you'll get an answer.

Better yet, email your questions to Terry at tkay@dc.rr.com beforehand to give him a leg up on finding an answer.

During the latter half of the hour, a presentation of Internet interest will hopefully help you get better use of your Internet time.

Be Well, Terry Kay

May 2002 Computer Classes Listed By Date

Wednesday	May 1	3:00	Word 4 (Win) - New	Jan Grenert
		4:00	Business Calling Cards (Mac)	Lyn Morse
Thursday	May 2	9:00	Using Norton Antivirus Software to keep your PC Healthy (Win)	Barbara Kaye
		2:00	AppleWorks 4 (Mac)	Shirley Allan
Friday	May 3	2:00	Basic Excel 1 – Membership List (Win)	Jan Grenert
		4:00	Print Shop – Greeting Cards 4 (Win)	Doris Keniry
Monday	May 6	8:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
		9:00	Greeting Cards 1 (Mac)	Lyn Morse
		2:00	Word 2 – Revising a Basic Letter (Win)	Walter Goldsmith
		3:00	Scanner Basics 1 (Win)	Pete Claar
		4:00	Print Shop – Business / Personal Cards 1 (Win)	Larry Allen
Tuesday	May 7	8:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
		2:00	Macintosh 1 – Mastering the Desktop	Neal Denkler
Wed.	May 8	8:00	Beginning PC/Windows 3–Working With Files	Bob Jameson
		4:00	Word 4 (Win) - New	Jan Grenert
		7:00	Digital SIG (Saddleback Room)	Donna Szostak
Thursday	May 9	8:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
Friday	May 10	9:00	Word 1 – Creating a Basic Letter (Win)	Shirley Celli
		2:00	Basic Excel 2 – Membership List (Win)	Jan Grenert
		4:00	Print Shop – Greeting Cards 1 (Win)	Doris Keniry
Monday	May 13	9:00	Greeting Cards 2 (Mac)	Lyn Morse
		2:00	Word 3 – More Business Letter Basics (Win)	Walter Goldsmith
		3:00	Scanner Basics 2 (Win)	Pete Claar
		4:00	Print Shop – Business/Personal Cards 2 (Win)	Larry Allen
Tuesday	May 14	2:00	Macintosh 2 – Internet	Neal Denkler
		4:00	Greeting Cards 3 (Mac)	Lyn Morse
		7:00	Internet SIG	Terry Kay
Wednesday	May 15	9:00	Windows Maintenance and Organization	Charlie Voelker
		2:00	AppleWorks 1 (Mac)	Shirley Allan
		4:00	Word 5 – Part 1 (Win)	Jan Grenert
Thursday	May 16	2:00	Paint Shop Pro (Win)	Donna Szostak
		3:00	Really Basic Internet (Win/Mac)	Dave Allan
		4:00	Basic Research and Tracking Stocks on the Internet (Win/Mac)	Dave Allan
Friday	May 17	2:00	Excel 3 – Membership Spreadsheet (Win)	Jan Grenert
		3:00	Word 2 - Revising a Basic Letter (Win)	Shirley Celli
		4:00	Print Shop – Greeting Cards 2 (Win)	Doris Keniry
Monday	May 20	8:00	Beginning PC/Windows 1 – Using the Mouse	Bob Jameson
		9:00	Greeting Cards 4 (Mac)	Lyn Morse
		2:00	Word 3.5 – Labels (Win)	Walter Goldsmith
		3:00	Scan Photos and Send on AOL Email (Win)	Pete Claar
		4:00	Print Shop – Labels 1 (Win)	Larry Allen

Tuesday	May 21	8:00	Beginning PC/Windows 2 – Using the Keyboard	Bob Jameson
		3:00	Board Meeting	
		7:00	Mac SIG	
Wednesday	May 22	8:00	Beginning PC/Windows 3 – Working With Files	Bob Jameson
		4:00	Word 5 – Part 2 (Win)	Jan Grenert
Thursday	May 23	8:00	Beginning PC/Windows 4 – Email/Internet	Bob Jameson
		9:00	Using McAfee VirusScan Software to Keep Your PC Healthy	Barbara Kaye
		2:00	AppleWorks 2 (Mac)	Shirley Allan
Friday	May 24	9:00	Word 3 - More Business Letter Basics (Win)	Shirley Celli
		2:00	Excel 4–Mail Merge From Address List (Win)	Jan Grenert
		4:00	Print Shop –Greeting Cards 3 (Win)	Doris Keniry
Monday	May 27		HOLIDAY – LAB CLOSED	
Tuesday	May 28	9:00	Print Shop – Labels 2 (Win)	Larry Allen
		3:00	General Meeting	
Wednesday	May 29	4:00	Word 4 (Win) New	Jan Grenert
Thursday	May 30	2:00	AppleWorks 3 (Mac)	Shirley Allan
Friday	May 31	9:00	Word 3.5 – Creating Labels	Shirley Celli
		4:00	Print Shop Greeting Cards 4	Doris Keniry



I'll just change a few things to surprise the folks.

EEEEK!



AGGGGH!
I can't get the e-mail to work!



WE HEAR THIS A LOT IN THE LAB.
 " My Son or Grandson or visiting Do-gooder worked on my computer when they were visiting and now:

- I can't find anything
- Get my e-mail
- The icons on my desktop look different
- EEEK!

May we suggest that you cover the computer with a sheet and tell them that the "bird" is asleep.
 Hide the keyboard.
 Disguise the mouse with a sock.

He's your relative too!



**Minutes of Board Meeting
April 16, 2002**

The Board of Directors met on April 16, 2002 in the Computer Lab at 3:00 p.m. Board members present were: Sheldon Plotkin, Jim Calvert, Leonette Rowe, Kent MacDonald, Neal Denkler, Bob Jameson and Jan Grenert. Also present were: Pete Claar, Dave Allan, Shirley Allan and Lyn Morse.

The minutes of the Special Board meeting of March 19, 2002, were read and approved without change.

Leonette gave the Treasurer's report stating a present cash balance of \$9941.61 with some bills outstanding. Membership is 715 with 6 members also paid up for next year. The Treasurer's report was approved without change. Jim Calvert posed the question, "What is the best way to make an electronic purchase for the club when no receipt is provided?" i.e...Such as purchasing an upgrade that is downloaded after a credit card number is given – all done online. Leonette will check with the auditor as to what is acceptable proof of purchase to them.

Neal Denkler reported on the planned program for the April 23 general meeting. Mr. Hammil from Adobe is scheduled, but Neal has not been able to reach him since he confirmed his appearance for the program. Neal will verify the appearance of Mr. Hammil. Microsoft will put on the program for May 28 General Meeting.

Sheldon announced that the membership at the April 23 general meeting would be asked to vote their approval of the amended By-Laws.

The Nominating Committee will make the presentation of candidates for the Board election. Additional nominations will be accepted from the floor of the meeting. After the meeting, a ballot listing the candidates will be mailed to all persons who were members of record on 4/30/02.

Jim Calvert announced that Shirley Celli would be scheduling classes for the summer when he is away.

Jan Grenert reported on the Volunteers Thank You Party, which will take place on April 24 from 3 to 5:00 p.m. in the Shadow Mountain Clubhouse. Doris Keniry and Jan are in charge of the arrangements.

Shirley Allan questioned the advisability of non-members, who have their own computer consulting business, contributing articles to be published in the Bits & Bytes. After a thorough discussion, it was resolved that a non-member can contribute an informational article as a "guest" contributor, providing no solicitation of business accompanies the article. The same "guest" status would be applied to a non-member who gives a special class or seminar. Such an author or teacher would be identified as a guest contributor.

Sheldon announced that our club is now an active member of (APCUG) Association of Personal Computer Users Group. Members are invited to visit their website for further information. Of note is an upcoming conference to be held in San Diego in August sponsored by APCUG.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Jan Grenert, Secretary