

# *User Friendly*



**January  
2002**

## **Next Meeting**

**Wednesday, January 9<sup>th</sup>, 7:30 p.m.**

**Herbert Sax Presents**

**Turbo Tax for PC and MAC**

## **In this Issue**

From the Boardroom (p.2) -----	Don Yenche
Keep It Clean (p. 3) -----	Ken Fermoyle
Create a Table in Word (p. 4) -----	Herbert Sax
Computer Terminology Explained (p.6) -----	Don Singleton
Excel: Enhancing the Worksheet (p. 8) -----	Herbert Sax
Tips and Tidbits (p. 9) -----	Barry Robbins
Techmart (p. 10) -----	
Answers to Questions (p. 11) -----	
Secretary's Message (p. 12) -----	Marlene Bergman

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*User Friendly*

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# From the Boardroom

by Don Yenche



The new administration for our Club begins with the New Year. Our mission is to educate our members.

We, your elected officers, and all committee chairs and members, will strive to make that goal a reality.

Remember, we are volunteers!

You are now reading the Club's newsletter. It is our way to reach into your home and communicate computer news. Our editorial staff has performed an excellent job to make this publication informative for you.

Our monthly meetings, held in the ballroom, are another means for us to communicate computer information. It is also an opportunity for us to communicate with each other. During the past few years, there has been confusion as to which week of the month the Club meets. Sometimes it would be the fourth Thursday, then shifting to the third or the second Thursday of the month. The executive board, in order to eliminate that confusion, checked the clubhouse schedule and we decided on a day and week of each month that is free year round. That day is the SECOND WEDNESDAY of each month. Please mark your calendars to remind yourselves of this important change.

The formal education classes

will continue. These classes begin when we reach the required number of students for each class. There is a sign up sheet in the Computer Club folder located at our clubhouse front desk. Consider taking one of these acclaimed classes.

We were disappointed in the lack of questions received on our WEB site <[www.palmia.org](http://www.palmia.org)>. It would be presumptuous for us to assume the questions you want answered. To be fair to our experts, we have deferred that program to some future date.

A timelier program has been substituted for our January 9th meeting in the ballroom. We all pay taxes. There is a way to make that chore easier and less costly. The answer to that is as near as your own computer. There is an excellent program on the market. Many of us have been using it over the years. That software program is TurboTax. Our Vice-President spent many hours on the phone and emailing Intuit, the manufacturer of TurboTax, to obtain a speaker for us. Finally, they confessed to our representative that because of the cutbacks in the industry they were unable to provide any club with a speaker. Incidentally, we are confronted with that response from many manufacturers. Things are tough out there in the computer industry!

We have an ideal response to your tax dilemma. We have a club member who has the ability to communicate to our audience the ease of preparing your taxes

# Keep It Clean!

Taken from an article by Ken Fermoyle

Computer technicians generally agree that dirty equipment is a frequent cause of failures. There is a common misconception among individual and corporate computer users that their machines are indestructible. They don't realize that dust residues, skin oils and adverse environmental conditions do a lot of harm to sensitive electronics and plastic materials.

Experts agree that simple cleanliness and regular maintenance can mean longer, trouble-free life for computers, peripherals, and other office machines. It doesn't require a lot of time or money, either.

All it takes is perhaps an hour of your time, a vacuum cleaner, CD and disk drive cleaners, compressed air duster, brushes, swabs, plus cleaning products available at most large computer and office supply stores, or via mail order.

A number of companies offer a variety of material and equipment for computer cleaning. ComputerBath is one company that offers a line of products designed to cover most cleaning needs. It developed Power Cleaner, a non-flammable, non-butyl, wipe-on wipe-off formula that "cleans, removes stains and shines, all in one step." The firm's Starter Kit (\$12) includes a can of Power Cleaner, special two-sided cleaning cloth, keyboard brush and long swabs for hard-to-reach places.

ComputerBath also has the most complete set of tools on the market in its Comprehensive Maintenance Kit (\$49.95). Check [www.computerbath.com](http://www.computerbath.com) for details. (The Marine Corps Information Systems requested a rugged "all-terrain" version for use in the field.) User Groups might consider investing in the kit and recouping its cost by having periodic "Keep It Clean" sessions in which members' computers are cleaned for a modest \$5 to \$10 fee.

Other companies that sell computer cleaning and maintenance products include ACL Staticide [www.aclstaticide.com](http://www.aclstaticide.com), Allsop [www.allsop.com](http://www.allsop.com), Kensington [www.kensington.com/products](http://www.kensington.com/products), Keysan

[www.keysan.com](http://www.keysan.com), and Perfect Data [www.perfectdata.com](http://www.perfectdata.com). Never use ammonia-based or abrasive household cleaning products on your computers or other office equipment!

Start your cleanup by shutting off power. Dust computer system and work surfaces, including under the monitor, keyboard, printer, etc. Vacuum around the work area. Vacuum vents on the computer case and all peripherals.

Remove the case cover, ground yourself by touching the metal computer chassis (or, even better, wear a grounding strap) and blow out all debris from inside the case with a compressed air duster. Be careful not to damage any of the wiring or electronic components. Concentrate on the vents, fan(s), power supply, diskette and CD-ROM drive openings. Use long cotton

***Computers are a magnet to dirt; they can suck in dust from the air and major parts that need to be kept cool get coated with it. The result is overheating and poor performance, data loss, or even system breakdowns.***

swabs to get into crevices.

Replace case cover.

Unplug your keyboard, turn it upside down and shake gently, then use a brush to clean between the keys. Remove screws that hold on the bottom and blow out dust and debris from the innards with the air duster. Replace the back. Follow a similar procedure with your mouse or trackball, except that you should use swabs and a safe cleaner made for the job to clean the ball and positioning rollers.

Clean your printer, too. Follow directions in your User Manual because different types of printers require different care. (This could be a subject for a future column if enough readers are interested.)

Now that the insides are clean, go over the exteriors. A cleaning product like ComputerBath should not be sprayed directly on surfaces. Spray it on a cleaning cloth, wipe on, then wipe off. Stubborn stains may require a second application.

Use a drive cleaner disk to clean floppy and CD-ROM heads every three to six months, depend-

# Create a Table in Word

By Herbert Sax

I was recently asked how to create a name and address listing in Word. The process uses the Table feature of Microsoft Word, and is quite simple. When you have finished entering data you will have a database. This is nothing more than a compilation of data, in this case names and addresses, that you can view, sort, select from, print, use in form letters, create labels from, and so on. Before we start, let me give you a few basics.

In its simplest form, a database contains records and fields. In a name and address database, a record is all the information pertaining to a single person. That will include name, address, city, state, zip code, telephone number, and any other information you want to keep track of. Each of these is a field, which is a slice of information that is common to all records. Below is a simple database.

<b>Name</b>	<b>Address</b>	<b>City, State, ZIP</b>
John Jones	123 Main St.	M.V., CA 92692
Mary Abel	50 Elm St.	Ames, IA 50010

Note that every record contains a field for name, another for address, and a third for City, State & Zip.

However, if you follow the above example, you

will be short-changing yourself. If you want to sort the database by last name, you will have to create a separate field. This will require you to expand the above table as follows:

<b>First</b>	<b>Last</b>	<b>Address</b>	<b>City, State, ZIP</b>
John	Jones	123 Main St.	M.V., CA 92692
Mary	Abel	50 Elm St.	Ames, IA 50010

Similarly, if you think you will want to isolate everyone who lives in California, you will need a separate field for State, hence expanding the database even further.

With the above as background, let us construct a database for our address listing.

1. Decide what fields you want in your address listing. We will use First Name, Last Name, Address, City, State, ZIP, and Telephone Number, but as noted, you can modify this to suit your own preferences.
2. Open MS Word with a blank document window.
3. Click Table + Insert, and select Table.
4. For Table size, make the Number of columns equal to 7, and the Number of rows equal to 2, and click OK. You will be expanding the number of rows as you go along.  
(Note: to move from one field to another, press the Tab key.)
5. In Row 1 type First, tab over to the second column and type Second, tab and type Addresses,

tab and type City, tab and type State, tab and type ZIP, and finally, tab and type Tel #. These are the column headings, or Fields. When you finish typing in the last column, press the tab key once again to take you to the second row.

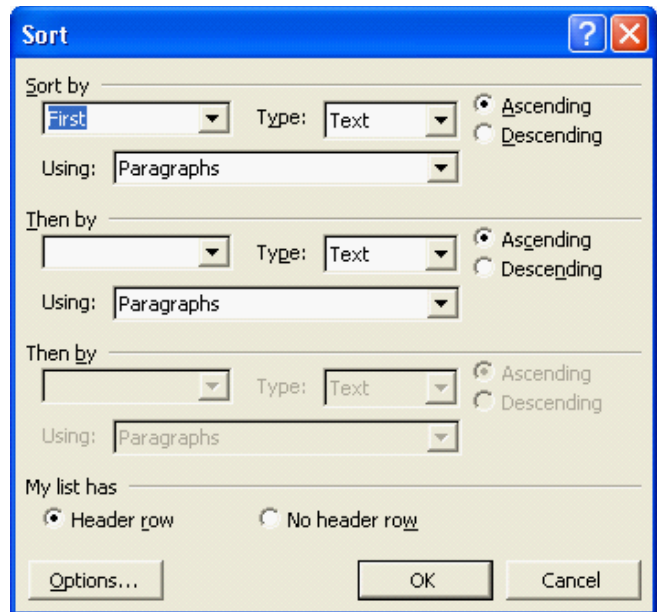
6. In Row 2 type John, tab and type Jones, tab and type 123 Main St., tab and type Mission Viejo, tab and type CA, tab and type 92692, and finally, tab and type (949) 455-1234. You have now entered all the data needed for your first Record. When you finish typing in the last column, press the tab key again. A new row will have been automatically inserted.
7. In Row 3 type Mary, then Abel, then 50 Elm St., then Ames, then IA, then 50010, and finally, (800) 555-5555. This will complete the data for your second Record. Press the tab key to create a new row and type the next 8 records, giving you 10 in all. When you are finished, your table will look like the table on the following page.

**Create a Table, Continued from page 4**

First	Last	Address	City	State	ZIP	Tel #
John	Jones	123 Main St.	Mission Viejo	CA	92692	(949) 455-1234
Mary	Abel	50 Elm St.	Ames	IA	50010	(800) 555-5555
Nate	Bollard	2150 17 <sup>th</sup> St.	New York	NY	10000	(212) 222-2222
Frank	Jones	15 Oak Place	Chicago	IL	60001	(303) 888-8888
Shirley	Sommers	100 Main St.	Los Angeles	CA	90017	(213) 123-4567
Henry	Crane	50 San Pablo	Mission Viejo	CA	92692	(949) 457-1234
Mitchell	Maxwell	74 Los Alisos	Mission Viejo	CA	92692	(949) 699-8989
Harry	Howell	75 Main St.	Ames	IA	50011	(888) 888-8888
Barbara	Eller	Box 4567	Syosset	NY	11791	(516) 111-1111
James	Willer	Rte. 17, Box C	Corinthe	MS	44444	(723) 619-9999

You have just created a name and address listing. The names were typed at random, and the resulting table is not very usable. The first thing you want to do is sort it alphabetically by last name.

- Click your left mouse button anywhere inside the table, then click Table + Sort. You will see the dialog box on the right. As you can see, you are allowed three sorts.
- In the Sort by field, type Last. In the Then by field, type First. Because your table has a Header row (the Field names), make sure that you have selected that choice under My list has "Header row".
- Click OK and look at the table. You will see that it has been sorted alphabetically by last name, and then alphabetically by first name



First	Last	Address	City	State	ZIP	Tel #
Mary	Abel	50 Elm St.	Ames	IA	50010	(800) 555-5555
Nate	Bollard	2150 17 <sup>th</sup> St.	New York	NY	10000	(212) 222-2222
Henry	Crane	50 San Pablo	Mission Viejo	CA	92692	(949) 457-1234
Barbara	Eller	Box 4567	Syosset	NY	11791	(516) 111-1111
Harry	Howell	75 Main St.	Ames	IA	50011	(888) 888-8888
Frank	Jones	15 Oak Place	Chicago	IL	60001	(303) 888-8888
John	Jones	123 Main St.	Mission Viejo	CA	92692	(949) 455-1234
Mitchell	Maxwell	74 Los Alisos	Mission Viejo	CA	92692	(949) 699-8989
Shirley	Sommers	100 Main St.	Los Angeles	CA	90017	(213) 123-4567
James	Willer	Rte. 17, Box C	Corinthe	MS	44444	(723) 619-9999

- Save the file with the name Addresses.

This is just the beginning of what you can do with Tables (Databases). Save this article. Next month I'll show you how to create labels from this database, and if there's room, how to create form letters using the same data □

# Computer Terminology Explained

By Don Singleton

**Alpha** — Software undergoes alpha testing as a first step in getting user feedback. Alpha is Latin for “doesn’t work.”

**Beta** — Software undergoes beta testing shortly before it’s released. Beta is Latin for “still doesn’t work.”

**Computer** — Instrument of torture. The first computer was invented by Roger “Duffy” Billingsly, a British scientist. In a plot to overthrow Adolf Hitler, Duffy disguised himself as a German ally and offered his invention as a gift to the surly dictator. The plot worked. On April 8, 1945, Adolf became so enraged at the “Incompatible File Format” error message that he shot himself. The war ended soon after Hitler’s death, and Duffy began working for IBM.

**CPU** — Central propulsion unit. The CPU is the computer’s engine. It consists of a hard drive, an interface card and a tiny spinning wheel that’s powered by a running rodent - a gerbil if the machine is a 286, a ferret if it’s a 386 and a ferret on speed if it’s a 486.

**Default Directory** — Black hole. Default directory is where all files that you need disappear to.

**Error message** — Terse, baffling remark used by programmers to place blame on users for the program’s shortcomings.

**File** — A document that has been saved with an unidentifiable name. It helps to think of a file as something stored in a file cabinet except when you try to remove the file, the cabinet gives you an electric shock and tells you the file format is unknown.

**Hardware** — Collective term for any computer-related object that can be kicked or battered.

**Help** — The feature that assists in generating more questions. When the help feature is used correctly, users are able to navigate through a series of Help screens and end up where they started from without learning anything.

**Input/Output** — Information is input from the keyboard as intelligible data and output to the printer as unrecognizable junk.

**Interim Release** — A programmer’s feeble attempt at repentance.

**Memory** — Of computer components, the most generous in terms of variety, and the skimpiest in terms of quantity.

**Printer** — A joke in poor taste. A printer consists of three main parts: the case, the jammed paper tray and the blinking red light.

**Programmers** — Computer avengers. Once members of that group of high school nerds who wore tape on their glasses, played Dungeons and Dragons, and memorized Star Trek episodes; now millionaires who create “user-friendly” software to get revenge on whoever gave them noogies.

**Reference Manual** — Object that raises the monitor to eye level. Also used to compensate for that short table leg.

**Scheduled Release Date** — A carefully calculated date determined by estimating the actual shipping date and subtracting six months from it.

**User-Friendly** — Of or pertaining to any feature, device or concept that makes perfect sense to a programmer.

**Users** — Collective term for those who stare vacantly at a monitor. Users are divided into three types: novice, intermediate and expert.

**Novice Users** — People who are afraid that simply pressing a key might break their computer.



**Computer Terminology, Continued from page 6**

**Intermediate Users** — People who don't know how to fix their computer after they've just pressed a key that broke it.

**Expert Users** — People who break other people's computers ☐

*This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization to which this user group belongs.*

**Keep it Clean, Continued from page 3**

ing on system usage. Finally, make sure there are no kinks in cables and cords, and that all plugs and connectors are still properly seated after being disturbed during the cleaning process.

Computers used in homes with pets may need special care, because fur from the animals can build up on or inside air intakes. This can create serious overheating in a hurry!

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**From the Boardroom, Continued from page 2**

using TurboTax. Herb Sax has been using this program for many years. You may know Herb as our Association Treasurer. He began our Club's computer education program several years ago. His demonstration of TurboTax should enlighten all of us, even those of us who have been using this program for years.

We will not bore you with a lot of the Club's routine business at this and future meetings. We look forward to a capacity house on January 9<sup>th</sup>. Remember, there will be a delectable dessert and coffee served after Herb's answers to the many questions that I am sure will be posed ☐

**DIGITAL CAMERAS**

If you're buying a digital camera you'll find two mega pixel models for about \$200. This price doubles for three mega pixels and doubles again for four mega pixels (all other features being the same). For all practical purposes all three would render nice printed pictures, almost indistinguishable from one another. The limiting factor is the resolution of your color printer. Only when your printer is high-end (\$3,000 range) will you see a difference ☐

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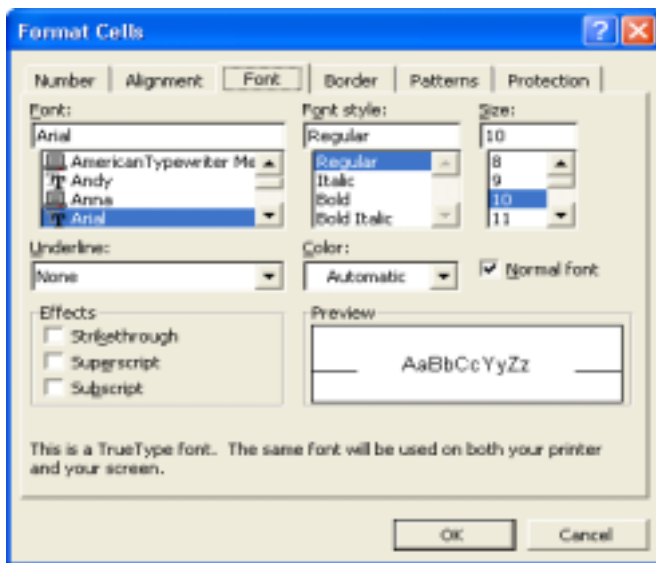


# Excel: Enhancing the Worksheet

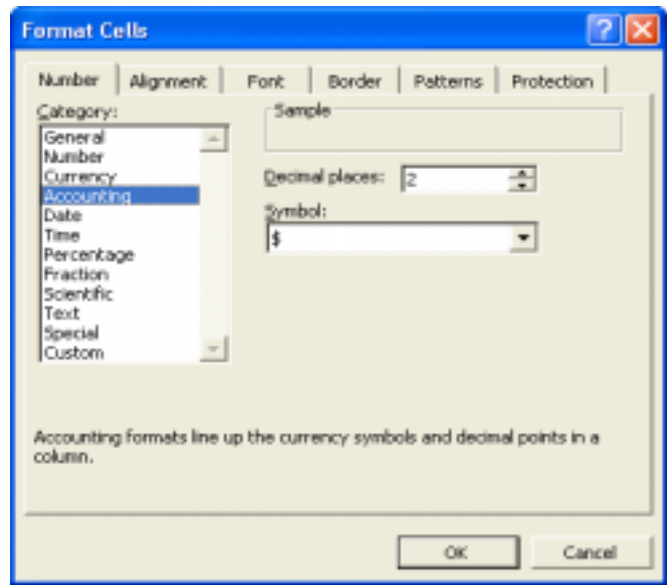
By Herbert Sax

When you want to enter and manipulate numbers, the spreadsheet is a great tool. But too much data without a break gets monotonous, and makes your work difficult to read. Here are some methods you can use to enhance the spreadsheet, and make the important information stand out.

The obvious methods are to use **boldface**, *italics*, underline, <sup>superscript</sup>, <sub>subscript</sub>, larger font sizes, smaller font sizes, a different font, or a *COMBINATION* of these. All can be found by clicking on Format + Cells, choosing the Font tab and selecting the Font, Font Style, Size, Underline, Color, and one or more of the Effects. Don't overdo this because too many special effects will make the spreadsheet confusing, but used sparingly, they can be of great benefit.



As you can see from the Format Cells dialog box, the Font tab is just one of the choices available to you. If you click on the Number tab you will be given a choice of virtually every number style to apply to your data. Try each of these to see which would benefit your presentation. Do the same with the Alignment, Border, and Patterns tabs. As I said before, used judiciously, these can enhance the appearance of your worksheet. (The Protection tab has a different purpose, and will be



covered in a future article.)

A less obvious method is to insert graphics. Graphics can be photographs, clipart, lines, or geometric forms. For this you should use the Drawing toolbar. Click View + Toolbars and select Drawing. The toolbar will appear at the bottom of the



window.

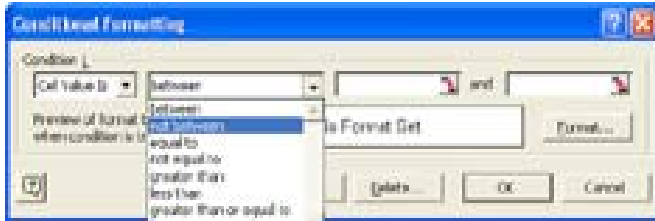
If you want to bring attention to a cell or group of cells, you might want to insert one of the many AutoShapes that Excel makes available to you. When you click on one of the shapes, the cursor turns into crosshairs. Holding down the left-mouse button, drag the mouse to create the shape. Once created, the shape can be filled with color, outlined with a variety of line styles, made with no lines at all, resized and rotated, and moved.

The Drawing toolbar also contains many other choices. You can create lines and arrows, rectangles or ovals, text boxes independent of the entries you make in cells, WordArt images, diagrams or organization charts, and clipart or pictures from files. If that isn't enough, you can fill a cell or diagram with color, change the color of the lines you have drawn, the color of the text or numbers in a cell, line styles, dash styles, arrow styles, put a shadow box around a cell or shape, or make a shape three-dimensional. That's quite a handful of choices, but

## Excel, Continued from page 8

it's all available to you with just a mouse-click.

Conditional Formatting lets me change the appearance of a cell or group of cells only if certain conditions are met. Type the numbers 1 through 10 in a worksheet, and select them. Click on Format + Conditional Formatting to display the Con-



ditional Formatting dialog box.

Click the down arrow next to the Condition field, and select the first parameter – the condition you want applied. The default is Cell Value Is. (The dialog box will change if you choose Formula Is.) You can now choose among a variety of conditions, including: between, not between, equal to, not equal to, etc. Choose “between” and enter the numbers 3 and 7. Finally, click the Format button. You can choose from the Font, Borders, and Patterns tabs. Note that you will not be able to change the Font from this dialog box, but you can change the Font Style. Make your selection and click OK. If you click OK again, you will be back in the worksheet, with the conditional formatting applied. If you want to impose another condition, instead of clicking OK, click the Add button, and go through the same process.

As you can guess, there's a lot more to tell, but space is limited. If you want to know more, place a note in the Computer Club folder at the front desk. If you are interested in other subjects, tell us about those as well. Our monthly feature in the newsletter “**Answers To Questions**” is dedicated to answer your inquiries and questions ☐

## *Tips and Tidbits*

By Barry Robbins

### **Speed Problem In Devices**

Sometimes Windows will install the same device driver more than once on a single device (Windows 95 is the best example). To check to see if this has occurred, go to the Control Panel and select the System Icon. Select the Device Manager tab.

Open each device and see if any are installed more than once for any device. If so, remove the extra device. Two notes of caution:

1) You may have the same driver loaded for two different devices. For example, if you have two or more hard drives, you may see the same driver multiple times for each drive. This is OK. Do not remove this kind of duplication.

2) Do not remove anything from the System Devices category!

3) If you accidentally remove too much, reboot Windows and run the “Add/Remove Hardware” in the Control Panel ☐

### **Holiday Games And Stuff**

There are tons of little programs that do all kinds of neat stuff that pop up all over the place around the holiday season. Games such as Elf Bowl and Snowcraft are fun and great time wasters. There are also programs that put little elves on your desktop, lights around the edges of your screen, and so forth.

Most of these programs are harmless; others are not quite so kind. When you receive one of these little “gifts” from a friend urging you to play, take a moment and run a virus scan on the file before you open it. Otherwise, you might find an unpleasant surprise inside this package ☐

### **Change Text Size In MS Internet Explorer 5**

If you don't like the text display on certain sites, you can set your own text size in Microsoft Internet Explorer 5 and greater. To do this, run IE and choose Tools|Internet Options. When the dialog box opens, click the General tab and then click Accessibility. Select the check boxes labeled "Ignore colors specified on Web pages," "Ignore font styles specified on Web pages," and "Ignore font sizes specified on Web pages." Click OK to return to the Internet Options dialog box. Click OK to close the dialog box and save your selections.

Now, choose View|Text Size and choose the text size you want to use. Note that these changes won't work on all Web pages, but they do work on most. Changing the text size is also important when printing a web page. If your results don't show everything you want, change the text size to smaller or smallest ☐

## Tech Mart

*The just ended holiday season offered shoppers plenty of technology choices. In case you missed the following goodies, here they are:*

### THE AGATE Q HARD DRIVE

The 1.44-megabyte floppy disk is quickly taking its place in personal computer antiquity, although most PCs still have the 3.5-inch drives as standard equipment. Replacing it as a solution to portable removable file storage are devices that offer larger capacity in smaller packages. Enter the Agate Q Hard Drive from Agate Technologies in Cerritos, Calif.

Available to both PC and Apple Macintosh users, the "Q" is a device so tiny that it can be carried on a key chain. In fact, like a key, the universal serial port (USB) flash memory plug-and-play storage product plugs directly into a USB port, stores either 16, 32 or 64MB of data, and requires no cables or power source.

Ideally, the Q Hard Drive is best for transferring your personal files between home and work, or for carrying files from a desktop to a laptop or to handheld devices such as MP3 units, palmtops or multifunction cell phones. Prices range from \$69 to \$199, and it is immediately available at <[www.agatetech.com](http://www.agatetech.com)>. System requirements are a USB port and Windows 98, ME or 2000, or a Mac with OS 9.x operating system.



### THE FUJITSU PEN TABLET

The just-introduced Fujitsu Stylistic LT P-600 is designed for on-the-go executives who need the power of their desktop, can't cope with the size and keyboard limitations of a handheld, and still enjoy taking notes the old-fashioned way with pen or pencil. This is a full-featured laptop-sized PC sans keyboard. With a pen or stylus in hand, you simply input data and navigate the system while you roam your office or your building, or travel to and fro during business. With all the power of a full-blown work-station, the Stylistic LT P-600 includes "palm rejection" technology, ensuring more accurate data en-



try while using the pen. It also offers the first Smart Card Reader for secured online transactions, personalized authentication services, access to personal data and e-cash storage options. A wireless keyboard, portfolio case, mini docking station and a wireless network module are optional.

The new Stylistic pen tablets start at \$3,899, and are available from Fujitsu's sales network. More information can be obtained at <[www.fujitsupc.com](http://www.fujitsupc.com)>.

### THE CHATPEN

It may look like an ordinary Montblanc pen, but there is nothing ordinary about the ChatPen, soon to be available from Ericsson, Motorola, Anoto and other manufacturers. When used together with special digitized paper, this device lets you store and transmit basically anything you write or draw to anywhere in the world. Unbelievably, the pen contains a digital camera, an advanced image-processing unit, a Bluetooth (wireless) radio transceiver, a 70 MHz processor, battery, memory and ink cartridge.

The tiny infrared camera recognizes patterns formed on the digital paper's faint grid and uses high speed photography of the interaction between pen and paper to "read" what has been written. The pen then transmits the information to the Internet by mobile phone or computer.



The manufacturers envision the device to be used for memos and note-taking, with text that can be faxed or e-mailed anywhere, and the contents reproduced exactly without having to input the material into a computer. No price tag has been put onto this cutting-edge return to good penmanship.

### THE TEALMOVIE PLAYER

You are on a flight back home from a busy schedule of meetings and you just want to sit back and relax. Forget about the airline movie, the head-

## Tech Mart, Continued from page 10

set and the eyestrain to view the monitor. Just reach for your Palm handheld and turn on the TealMovie.

Any Palm III or above model can become your private movie theater by installing the new Tealpoint Software product. TealMovie supports streaming video and audio files from external Virtual File System (VFS)-compatible expansion cards and standard wave (.WAV) audio files. Playback is up to 25 frames per second and full screen color or grayscale imagery is high. The company offers a robust archive of movies and animations on its website, <[www.tealpoint.com](http://www.tealpoint.com)>. The Software can be downloaded for \$19.95 □



## Help Line

Subject	Person to Call	Tel/Email
PC-General	Barry Robbins	699-0572
Windows	Jerry Moore	jerryamoore@home.com
MS Word	Barry Robbins	699-0572
Excel/Access	Barry Robbins	699-0572
Quicken	Hal Zeschmann	830-9882
Internet	Jerry Moore	jerryamoore@home.com
Photo Editing	Don Yenche	457-1081
Graphics	Ali Tabikh	699-1962

## Answers to Questions

**QUESTION:** What is a Registry? I am told that a Registry can become too large and cause the computer to slow down. How can this be remedied? Can one delete unwanted clutter from it?

**ANSWER:** The Windows Registry is a central hierarchical database used in Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows CE, Microsoft Windows NT, and Microsoft Windows 2000, to store information necessary to configure the system for one or more users, applications and hardware devices.

The Registry contains information that Windows continually references during operation, such as profiles for each user, the programs that are installed on the computer, the types of documents that each program can create, property sheet settings for folders and program icons, what hardware is installed on the computer, and which ports are being used.

Although the Registry appears to be in one file, it is actually placed on your computer in two or possibly three files. These files are named **System.dat**, **User.dat**, and **Policy.pol**.

By default, a backup copy of the Registry is created every time that you successfully start Win-

dows. The Win.ini and System.ini files are also backed up. Each backup set is compressed and saved as a .cab (cabinet) file, and stored in the Sysbckup folder. Every time that you start Windows, the Windows Registry Checker tool creates the backup Registry files and, if problems are found, the most recent backup is used to restore the Registry. For these reasons, as time goes, the Registry can become unwieldy and may need to be manually optimized.

**Warnings About Editing the Registry:** You can edit the Registry by using Registry Editor (Regedit.exe). Using Registry Editor incorrectly can cause serious problems that may require you to reinstall your operating system. Microsoft does not guarantee that problems that are caused by the incorrect use of Registry Editor can be resolved. Use Registry Editor at your own risk.

For information about how to edit the Registry, view the "Changing Keys and Values" Help topic in Registry Editor (Regedit.exe) or the "Add and Delete Information in the Registry" and "Edit Registry Data" Help topics in Regedt32.exe

Microsoft recommends that you back up the Registry before you edit it □

# Minutes

by Marlene Bergman

## November Computer Club Meeting

After the Pledge of Allegiance, our President, Barry Robbins, brought the meeting to order. He announced that we still need a teacher for our Basic Computing workshop on the first Friday of each month.

Barry also reminded us that our December social will be on the 13<sup>th</sup> and our January program will be "Ask the Experts". Our February program will tentatively be "Internet Banking", which should be of interest to all. We hope to see all of you at these very informative meetings.

Tonight we voted for our officers for 2002. In addition to our current nominees, Barry asked for any other nominees from the floor. Doug Harley nominated Tom McGinnis for Vice President. No other additional nominees for officers were presented. Dual nominees for club offices were invited to present their qualifications. Doug Harley and Don Yenche presented their qualifications for President as did Tom McGinnis and Richard Jenkins for Vice President.

Barry introduced our speaker for the evening, Rollin White of Sun Dial Systems, who gave an excellent presentation about a program called "Junk Spy", which helps to control the junk email we all receive. Barry presented Rollin White with a Certificate of Appreciation from the Palmia Computer Club.

Barry then announced the results of our election of officers for 2002 as follows:

President:	Don Yenche
Vice President:	Richard Jenkins
Secretary:	Bill Reinholtz
Treasurer:	Ralph Lazar

Gary Gruenewald presided over our 50/50 drawing. Barry drew the winning ticket that belonged to Fon Koot in the amount of \$16.00.

Barry reminded us that our December social will be a lot of fun and encouraged all to attend. He then spoke briefly about Windows XP and stressed the importance of hav-



ing a good anti-virus program. He again made us aware that with the rebate offered, the McAfee anti-virus program is essentially free at Costco.

Barry adjourned the meeting □

## December Computer Club Meeting

The December social was a very informal meeting. Everyone enjoyed our delicious dessert table with an array of cookies, cakes and other assorted treats, while getting acquainted. We also had a drawing with many wonderful prizes and lots of winners.

Our Treasurer, Ralph Lazar, submitted his Treasurer's Report.

Barry thanked all those for helping with our preparations. He also presented Certificates of Appreciation to outgoing officers and committee heads who have worked hard to make our club a success.

I have been secretary for six years and have enjoyed watching the club grow. We now have a great deal to offer our large membership of over 200 people. I'm sure we will continue to grow and meet the needs of all of you wishing to learn how to use your computers and enhance your skills.

Let's all look forward to an informative and very enjoyable 2002 for our terrific club □

## Compassion

If you maintain a feeling of compassion, loving, kindness, then something automatically opens your inner door. Through that, you can communicate more easily with other people. And that feeling of warmth creates a kind of openness. You'll find that all human beings are just like you, so you'll be able to relate to them more easily. That

gives you a spirit of friendship. Then there's less need to hide things, and as a result, feelings of fear, self-doubt, and insecurity are automatically dispelled □

*The Dali Lama*

