

User Friendly



**September
2002**

Next Meeting

September 11, 7:30 p.m.

Special Guest

Jeff Levy

Renowned Computer Expert and Radio Personality

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User Friendly

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Guidelines

Articles (1) must be submitted to the Managing Editor no later than the 10th day prior to the month of publication; (2) should be no longer than 1,000 to 1,500 words (approximately three columns), although longer articles may be published; (3) may be edited by staff for clarity, spelling and grammar, and should be relevant to its readers. The choice of articles to be included in any issue is solely the prerogative of the Editorial Staff.

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Half Page \$20.00
Quarter Page \$12.50
Business Cards \$ 7.50
"For Sale" Ads for members only:
..... per line \$0.50

To place an ad contact:

Joe Lebovitz
(949) 581-3136
jlebov1@aol.com

From the President's Desk

By Don Yenche



Buy your ticket NOW!!!.

We want to accommodate all of our club members first! Ticket sales are going briskly. Seating is limited for our September 11th Fall kickoff meeting featuring special guest Jeff Levy. Jeff is the Southern California computer guru. I have never heard Jeff stumped on any computer question. If you want to learn more about computers and hear Jeff's clear explanations to the caller's questions; tune your radio to KFI AM 640 every Saturday and Sunday between 10 AM and 1 PM. Visit his informative web site at <www.jefflevy.com/>

Tickets will be required for admittance to this special appearance event. Ticket purchases may be made on **Friday, September 6th** in the Computer/Crafts Room between the hours of 3:30 and 5 PM. In addition, arrangements have been made for Club Palmia office staff to collect your admission fee and to place your name on a reservation list. You will be able to pick up your ticket in the Conference Room before the meeting.

The evening begins with the doors opening at 6:30 PM. That early opening will give you an opportunity to participate in the popular question and answer period conducted by our own Barry Robbins. This mini session will be off stage in an informal setting. Barry will conclude his

Q/A period about 7:15 for you to get a good seat for our official meeting at 7:30 PM.

Please spend some time reading the USER FRIENDLY want ads in this issue. We need you to step forward and fill at least one position.

We have a very interesting lineup scheduled for the balance of this year. Keep your eye on USER FRIENDLY for more details.

SURF OUR WEB SITE AT — <www.palmia.org>

SOUPLANTATION FUNDRAISER

We had a great response to our recent fundraiser at the Souplantation on Tuesday, August 13th. The restaurant enjoyed a \$900 increase in their revenue for that day, and our club was able to add \$180 to our treasury.

We have added a new computer system to our inventory and purchased network hardware for your future use. Most of all we had a very good time seeing all our Palmia friends.

Thank you all for your support!

Continued on page 7

Please Note

The proposed amended bylaws of the Computer Club are enclosed with this newsletter.

These bylaws will be voted on at the General Meeting to be held October 9, 2002.

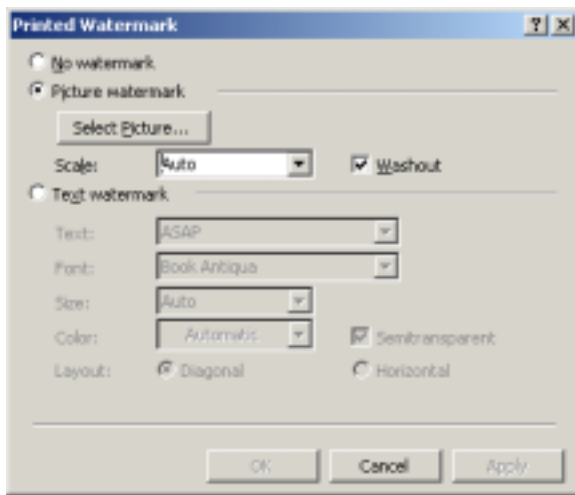
Please review them and be sure to cast your vote.

Watermark in Word

By Herbert Sax

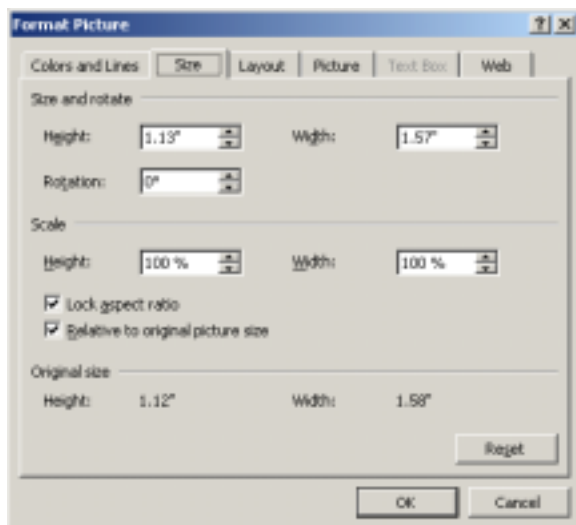
There are many ways to make your document (letters, memos, reports, etc.) more interesting. One of these is to insert a watermark into it. Microsoft Word Help defines a watermark as “any graphic or text, such as ‘Confidential’ that when printed appears either on top of or behind existing document text.” Let’s start with a picture. The instructions below are for MS Office XP.

Open a blank document, click Format, navigate to Background, and select Printed Watermark.



Click the Select Picture button, select your picture, scale it, click OK, and you’re in your document with a picture watermark.

Now, let’s try text as a watermark.

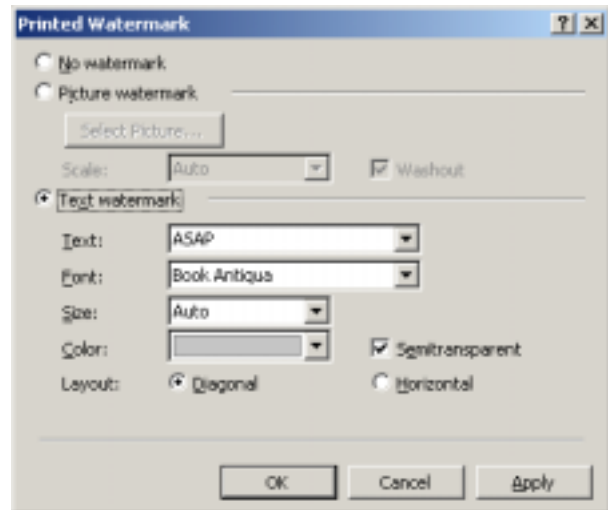


Click Format, navigate to Background, and select Printed Watermark.

Select the Text Watermark button. Click the arrow at the right side of the Text list box. Here you will see many choices for a watermark, but you are not restricted to these. Double-click inside the Text field and type any text you want as a watermark. Click OK and you will be back in your document with the text watermark in place. It’s that simple.

The procedure is a bit different for other versions of Word. If the above commands don’t do it for you, try the following:

Open a blank document and select Insert, Picture, and Clip Art. When the Clip Art dialog box opens, select a picture and insert it into the document. Right-click the picture and select Format Picture.



Click the Size tab and adjust the size of the picture to your liking.

Click the Layout tab and select Behind Text.

Finally, click the Picture tab. Click the arrow at the right side of the Color list box. Select Watermark, press OK and you will be back in your document. The picture will be centered, appear behind the text, and be very pale, with perhaps 15% contrast.

If all else fails, click the Help button on the standard toolbar, and enter Watermark as your search word.

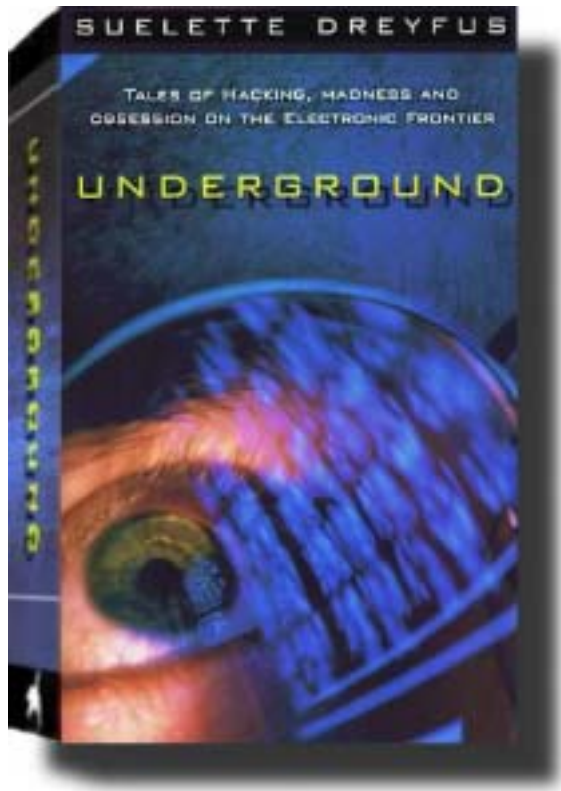
Web Surfer

By Jerry Moore

BOOKS ON TAPE

A few weeks ago I decided to do a Google search with the terms "audio", "book", "mp3" and "download". I wanted to see if I could locate any MP3 files that were like books on tape that I could download and listen to using a portable MP3 player or the Windows Media Player on my computer.

At about the sixth line down in the search results I came across a web site on a book titled UNDERGROUND - Tales Of Hacking, Madness and Obsession On The Electronic Frontier.



At this web site, you may download the entire book in a myriad of different formats including text, .pdf, .html, .rtf and .mp3. There are even versions for your Personal Digital Assistant handheld PDAs. The speech synthesis software that converts text to spoken word is absolutely amazing. The voice is very human, does not pro-

nounce punctuation marks like the Microsoft speech engine and for the most part is quite accurate.

In addition to the technology being utilized, the content of the material is also surprisingly good. This is a true story of young computer hackers from Australia, Europe and the U.S. giving the reader quite an insight as to what they do and why they do it.

I strongly urge you to visit this free download site at <http://www.underground-book.com/download.php3> and explore this further. You won't be disappointed.

SPAM

It seems that with the meltdown of the technology sector and all the failing dot coms, our e-mail inboxes are getting inundated with an ever increasing amount of junk mail. It's probably not possible to stop the flow of this mail entirely, but there are a few steps you can take to reduce the volume.

- Only give out your e-mail address to people that you know and trust.
- When asked to register your e-mail address at a web site, carefully examine the fine print regarding options to opt out of messages from the site or their affiliates.
- If you see no reason why the site needs your true address, use an alias like nobody@nowhere.com
- Never, NEVER click on one of those links at the bottom of a spam message to have your name removed unless it's from a legitimate source you recognize. All this action usually does is confirm to the spam mailer that your e-mail address is valid so they can then sell your name to other spammers.
- If the return address appears to be a known ISP such as AOL, Hotmail, Earthlink, etc. consider forwarding the junk mail to the ISP with a message such as:

"I have received unsolicited and unwanted email from email address <insert sender here>. Inform the sender that my email address is to be removed from all distribution lists and to stop sending me unsolicited email. I have sent this reply to the sites that were referenced in the unsolicited email. Hopefully, this will inform them of the type

Google Search Engine Learns New Tricks

By Jeff Levy

The Google Internet search engine at <www.google.com> is one of the most popular on the net. Recently Google learned a few new tricks. You can use Google to find people with listed phone numbers. You can also find maps and driving directions to specific addresses. Here's how.

Type a person's name and telephone area code in the Google search box and see a phone book result above the list of search results. You can also type in a name along with a city and state to get the same result.

Type in an address and zip code into the Google search box and see a link to a map and driving directions above the list of search results.

Finally, you can search within specific Web sites. For example, if you were looking for information on a golden retriever on the American Kennel Club's web page you would type "site:www.akc.org golden retriever" (without the quotes). Adding a search term like "golden retriever" takes you past the sites opening page and focuses the search on that topic.

Web Surfer Continued from page 4

of email that is being solicited from their sites, and help bring it to an end.

My apologies to any site administrators who might have received this reply by mistake."

If you address this message to <abuse@aol.com> or whatever .com or .net domain is at the end of senders address, most reputable companies will take action.

Since many senders of the most offensive messages mask the true originating source, consider forwarding the message to your Internet Service Provider with a request that they add this sender to their filtering software on their email server.

Happy surfing!

Tips and Tidbits

Compiled by Barry Ribbins

Script Errors And Microsoft Internet Explorer 6

If you get tired of seeing all those script error windows in Microsoft Internet Explorer, here's how to put a stop to them. Run IE and choose Tools/Internet Options. When the Internet Options dialog box opens, click the Advanced tab. Now select the check box labeled "Disable script debugging" and deselect the "Display notification about every script error" check box. Click OK to apply your settings and continue.

Open A Web Page From The Start Menu

If you prefer, you can open a web page from the Windows Start menu. Let's say you want to visit Emazing.com while you're working with your word processor. All you have to do is click Start/Run, type in <www.emazing.com> and press Enter. Your default browser will open at Emazing.com.

Slow Computer?

There is a theory in operations management that basically says that if you have a linear process, it cannot progress any faster than the process' slowest procedure. This theory also holds true for computers. Windows 98, Me, XP and others are preinstalled on super fast computers, but many still wonder if they are getting the bang for the buck. The fastest part of your process is memory and the slowest is reading disks. Using Windows tools such as the System Monitor will help to isolate the bottleneck. More than likely it's not a new CPU that you need, but more memory and better disk cache management.

Get More From Your DVD Drive

Now that DVD-ROM Drives are finally are all over the place, it is the perfect time to make sure you are getting the most out of your DVD-ROM. In Windows 98, enabling DMA access for your DVD-ROM increases its speed. DMA access is supported by most new DVD-ROM Drives. Click on Control Panel then System and finally the Device Manager icon. Now select your DVD-ROM Drive and go to Properties. Click on the DMA Box and make sure it is now checked. Then finally you will

Tips and Tricks Continued from page 5

need to restart your PC for this to take effect. If your DVD does not support this option, Windows will simply uncheck the box.

Editing the Registry

Windows has a built-in tool called REGEDIT that allows a user to easily and quickly go into the registry and make changes, tweaks, and other little treats. However, the registry is also the “brain” of Windows, and damage to your registry can cause Windows to completely fail. **If you feel the need to edit your registry, always make a backup from which you can restore it.** For the average user of Windows, it is a good idea to simply leave the registry alone.

Stop Windows 98 from Altering Floppy Disks

Windows 98 will change the contents of any floppy inserted into a Windows 98 System. This is to update the file system on the floppy to accept long file names. This can have disastrous effects on your valuable disks. Diskettes affected include some older versions of MS-DOS startup diskettes, many copy-protected programs, and software that inspect the validity of the diskette before installing. To prevent Windows 98 from altering your floppies, the solution is quite simple: Write protect any floppies before putting them into a Windows 98 machine!

Clipboard Clutter

Windows 98 allows a user to make cut/copy of something and paste it into another application. This is a great tool, but also can be a memory hog, causing your computer to slow down. To alleviate this, simply copy a single word in a document, and whatever image or object that filled that spot previously will be pushed out.

Standard Help

In most Windows applications and software, help is quickly and easily available by simply pressing the F1 button. Immediately pop-up windows or those little characters will show up with message boxes and search indexes ready to assist you with your dilemma.

Windows 98 Known Bug

Windows 98 has a known bug that causes it to report incorrect disk space. You may know that

you have plenty of disk space, but Windows is reporting a mere fraction of that amount. To correct this problem, simply run Scandisk.

Point and Click!

In Windows Me, you have the capability of what is called “Web view” that gives you the ability to choose icons by clicking on them like you would click on a link within Internet Explorer. The mouse pointer will temporarily change to a hand with the index finger extended, and the icon’s name will become underlined.

To use this option, open the Control Panel and go to ‘Folder Options’. At the bottom is an option that is called “Click Items as Follows”. The default is set to double click. You can now change it to single click. Within the single click choice you have two options. This option allows you to choose whether you want the icons underlined all the time or just when you click on them. When you are done click ‘Apply’. You can change these settings whenever you wish.

Print Problems

If, after printing a document, you notice that your printer is missing areas of your final output, or perhaps not coloring, or filling correctly, before replacing the cartridge, do three things:

- Clean your cartridge. Depending upon your printer and version of Windows, you may need to search for this capability but it is usually located within the printer’s properties menu.
- Align your printer. This function should be somewhere within the same vicinity as the ‘Cleaning’ function.
- Clean your printer. If there is dust or pieces of paper floating around, this may be inhibiting the printer’s function. Gently vacuum them out of the printer. Do not use cleaning agents on your printer. Read your printer owner’s manual for suggestions.

If, after performing this, your print is still looking bad, replace the cartridge. If this still does not solve the issue, have your printer looked at by a technician.

Do you have any tips you would like to share with your fellow Computer Club members? Contact Barry Robbins at drdisk@cox.net

Tech Mart

Kodak Multi-Card Reader

This is a great little gadget for those who take a lot of digital pictures. It can save time and money, and let you enjoy easier picture transfer than ever



before! This card reader does the work of several readers in one. It can read COMPACTFLASH, M SD, or SMARTMEDIA cards at a transfer rate of up to 50 times faster than your camera's serial port connection.

With this reader, you can do the following:

- insert a card in each slot simultaneously
- drag and drop files between cards
- drag and drop files between the card and the computer
- open files that reside on a card
- delete files from a card
- use each different media format without an adapter
- format cards for use

The multi-card reader draws power from your computer - no AC adapter is required

This helps save the battery life of your camera for titling pictures, not downloading images.

Retail price is \$39.99.

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

SPECIAL INTEREST GROUP

September is the month when our SIG's re-sume. The SIG's meet from 3:30 to 5:00 PM on the specified Fridays:

2nd Friday Email and the Internet
SIG Leader: Jerry Moore

3rd Friday MS Office (Word, Excel)
SIG Leader: Barry Robbins
NOTICE SPECIAL TIME: 4:00 to 5:30 P.M.)

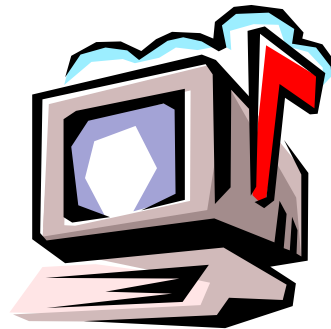
4th Friday Photo Editing
SIG Leader: Don Yenche

There is also a "HELP" SIG! This SIG is intended for beginners. It is intended to answer your basic questions relating to computers. (This is not a class.) The SIG leader is Joe Lebovitz. The first meeting will be on September 2nd. The regular schedule will be on the first, third and fourth Mondays of each month at 10:00 A.M.

Please note 1st Friday—Computer Hardware SIG (Monitors, printers etc.) will not meet during September because of the Jeff Levy ticket sales that will take place on Friday September 6th between 3:30 to 5:00 PM.

Answers to Questions

Do you have have a hardware or software problem? Would you like to have something explained? Just e-mail me your question and I will see to it that it will be explained under the above heading in this newsletter.



My E-mail address is: alitabikh@cox.net

WE NEED YOUR HELP!!!!

You are the Palmia Computer Club. It cannot continue to function by relying on the few who are doing all the work now. Please select a position from these ads and step forward.

EXECUTIVE COMMITTEE

Four members are needed to help guide our club for the year 2003. They will provide leadership and guidance to our fellow members. Experience and people skills are desirable, but not necessary. Guidance provided. **Contact:** Art Green 581-5889

COMPUTER MAINTENANCE

We own 24 computers. They are used for instruction and SIG's. They are also used by members to help them sharpen their skills and access the internet over high speed lines. Six members are needed to perform minor maintenance. **Contact:** Richard Jenkins 916-2288

EDUCATIONAL COMMITTEE

Committee will schedule computer classes for our club. They will notify interested member when classes are formed, collect the fees and inform the treasurer to pay instructor. **Contact:** Chris Wiley 586-6299

SOFTWARE MAINTENANCE

Our club's computer operating system and software programs must be verified periodically for proper operation. Six members are needed to perform software tests. **Contact:** Richard Jenkins 916-2288

USER FRIENDLY STAFF

This staff solicits reviews and edits articles for ten issues of the club newspaper. They also assist the editor to produce the publication. **Contact:** Ali Tabikh 699-1962

USER FRIENDLY ADVERTISING

UF is one of the best computer newsletters in Orange County. Help solicit advertising for our 200 copies/10 month issue newsletter. **Contact:** Joe Lebovitz 581-3282

USER FRIENDLY PROOFING STAFF

This staff proof-reads the newsletter before it goes to press. This includes grammar, spelling and comprehension. **Contact:** Ali Tabikh 699-1962



FUTURE PROGRAMS COMMITTEE

This group senses the needs of the members and will contact companies and speakers that would satisfy these needs by providing speakers and demonstrations at one of the club's monthly meetings. **Contact:** Richard Jenkins 916-2288

MEMBERSHIP COMMITTEE

Our club is growing. Committee persons greet guests and help maintain an updated computer listing of new members in order to see that they are informed of our activities. **Contact:** Gary Gruenewald 837-8706

USER FRIENDLY DISTRIBUTION

If you enjoy walking for your health this gives you an opportunity to do some good for the computer club. Deliveries are made once a month for ten months. **Contact:** Eva Schmidler 462-3114

SPECIAL EVENTS COMMITTEE

At least twice a year our club will hold a social. This committee will suggest, plan and choose the best way to promote and administer the events for the benefit of all members. **Contact:** Gary Gruenewald 837-8706

SPECIAL INTEREST GROUP LEADERS

Do you know a particular facet of computers well? Join this group to help your fellow members learn more. SIG's meet once a month for ten months. **Contact:** Hal Zeschmann 830-9882

ORDERLY STAFF

After our club meetings small items must be placed into designated areas. We are asking for at least twenty members to help reestablish proper semblance of the common areas. **Contact:** Mort Harris

MEETING PREPARATION STAFF

Our club has ten general meetings a year. Preparations involve the need for seating charts to be submitted to the Palmia staff several days prior to the meeting, purchase coffee and desserts for each meeting. **Contact:** Bill Reinholtz 699-3317