

# User Friendly



**January/February  
2004**

**Next Meeting**  
**Wednesday, January 14, 2004**  
**The New Microsoft Office**  
**and**  
**How to Download *User Friendly***

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**Palmia Computer Club**



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**User Friendly is a publication for members of the Palmia Computer Club & the Palmia Community published January, March, May, July, September, and November.**

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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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**Computer Club Special Interest Groups**  
**SIGs meet from 3:30 to 5:00 P.M. on the specified Fridays unless noted otherwise:**

- 2nd Friday** - Email and the Internet ..... Jerry Moore
- 3rd Friday** - MS Office (Word, Excel) ..... Barry Robbins  
(Notice: *Special Time 4 to 5:30 P.M.*)
- 4th Friday** - Photo Editing & Scanning ..... Don Yenche

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

**Contacting Board Members and Officers**

All Board members and officers are available for help or information via their email addresses as follows:

- Barry Robbins**, President - drdisk@cox.net
- Doug Harley**, Vice President - dharley01@cox.net
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**Suggestions? Requests**

User Friendly is your newsletter. It's objective is to serve every member. If you have a suggestion for an article, an article to submit for publication, or if you would like information about a specific topic, please contact the Palmia Computer Club President, or the User Friendly editor. This newsletter is a wonderful opportunity for all of us to learn. **Contact Barry at drdisk@cox.net or Shelly at sk.stern@cox.net.**

In 2004 the Palmia Computer Club will meet in the Palmia Ballroom the second Wednesday of January, April, June, September and November, at 7:30 p.m. The doors open at 6:30 p.m. for Q&A and socializing. For visitors from outside our Palmia community the address is: 21455 Monterey, Mission Viejo, CA 92692. The parking lot is just past the gate on the left side of Monterey. Telephone: 949-472-5075

# From the President's Desk

By Barry Robbins

It is hard to believe that 2003 is over. It seems just the other day we were worried about Y2K and whether or not our computers were going to work at the turn of the century. That seems like a lifetime ago.

I would like to thank those members who worked on the 2003 PCC board of directors. Without their commitment, we could not have had a successful year. I look forward to working with the new board in the coming year.

As I have mentioned in the past, we are changing the format of the Palmia Computer Club meetings. We will have four meetings this year. Scheduled meeting dates are: January 14<sup>th</sup> when we will have a presentation from Microsoft on the new version of Microsoft Office and Jerry Moore will give a demonstration on how to download *User Friendly*. (see next paragraph). Our April 14<sup>th</sup> meeting will feature a panel of our own experts. You will be able to get answers to your computer questions from our "Ask the Experts" panel. In June I will moderate a workshop on Microsoft Office. In September Don Yenché will do a presentation on scanning and Photo Shop Elements. Our final meeting will be in November when we will elect officers for the next year and also hold our annual social. These presentations are not written in stone. In the event we can avail ourselves of a computer product presentation that will be of interest to the majority of the membership, we may substitute it for one of the planned presentations.

Beginning in March, *User Friendly* will be published bi-monthly and will be published as an e-newsletter. If you want to continue to receive *User Friendly*, it will be necessary for us to have your email address on file. Please send an email to [Palmia@Palmia.org](mailto:Palmia@Palmia.org) giving us your email address. Also, if you change ISPs, please inform us of your new email address so that you can continue to receive the *User Friendly*.

The last thing I would like to talk about is antivirus software. There are approximately 2000 new

computer viruses each month. If you are on the internet without antivirus software you are taking a chance of losing everything on your computer. If you have antivirus software and you do not download updated virus definitions at least once a week, you are exposing your computer to a virus. Even if you download new virus definitions, you should be doing a virus scan at least once per week. In addition to your antivirus software, you can virus scan your computer on the internet at [www.trendmicro.com](http://www.trendmicro.com). Click on "House Call" and follow the on screen instructions. This is a FREE service and could possibly pick up a virus on your computer that your antivirus software missed. See page 11 for additional suggestions.

Roz & I would like to take this opportunity to wish you and yours a very healthy, happy and prosperous new year. May 2004 be everything you want it to be.

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# ADDING TV TO PC, PDQ

There are lots of affordable choices for watching – even burning – shows on your desktop computer, minus the hassles of Media Center

If you want to add the ability to watch and record TV shows on your PC, Microsoft's Media Center version of Windows XP is definitely the slickest way to go. But to get it, you'll have to buy a new, relatively high-end computer. Starting price: about \$1,000, without a monitor.

There are, however, cheaper ways to add TV capabilities to an existing desktop computer. You're going to want a reasonably new, high-performance PC for best results, but it can be a lot cheaper than an official Media Center PC. I tried a product called the Personal Video Station 3 from Snap Stream Media. The \$180 package includes a Happauge WinTV tuner (the same hardware used in many Media Center PCs) that fits in a card slot in your desktop, a remote control and infrared receiver, and software. The software alone is available for \$75. Like Media Center, Video Station provides access to an online electronic program guide without additional charge.

While Video Station lacks the fancy user interface of Media Center and limits itself to TV-related activities, in many ways it offers more flexibility than the Microsoft software. It provides the basic functionality of a TiVo or Replay personal video recorder using the computer's hard drive. You can pause or replay live TV and record shows to disk with a choice of MPEG-2 or Microsoft Windows Media formats. You can also reformat recordings for downloading to a Pocket PC handheld. You can even play shows recorded on one PC on another computer connected over a network, something Media Center doesn't allow.

**MAGIC OF RADIO.** Other options: ATI Technologies sells a range of All-in-Wonder combination video adapters and TV tuners, along with software for TV watching and recording, starting at \$149. Rival nVIDIA sells its similar Personal Cinema FX at a similar price.

The Microsoft Media Center PC could profit from some accessories. One of its inconveniences is having to switch back and forth between using a mouse when

it's functioning as a regular PC and a remote control when in media mode. Gyration solves the problem with its clever Gyration Media Center Remote, which replaces both. It's a battery-powered device that contains motion-sensing gyroscopes. It communicates with the PC by radio, rather than infrared, so it has a range of up to 100 feet and isn't sensitive to light-blocking obstacles.

The Gyration controller features both standard mouse buttons and dedicated remote buttons for functions such as switching in and out of the Media Center software and changing channels. Simply waving left and right or up and down controls cursor motion the same way a mouse does. You can also program it to respond to a series of "swipe" gestures, such as a quick left-to-right motion to fast-forward TV replay. The Gyration remote sells for \$150, and an extra \$30 gets you a compact wireless keyboard, also with a 100-foot range.

**TOUGH JOB.** You can also tape TV shows that have been recorded on the Media Center PC and copy them to a DVD – sort of. Microsoft planned to leave this capability out of the original Media Center to avoid annoying Hollywood. The company relented under consumer pressure but ended up striking a compromise that satisfied no one by allowing the copying but making it really difficult.

Sonic Solutions makes it as easy as it should be with a program called PrimeTime. The \$80 package, which comes preinstalled on some Media Centers, integrates with the Microsoft software and can be used with a remote. It offers a list of the shows you have recorded and lets you select what you want to put on a disk. You can typically fit two hours worth of programming at the highest video quality onto a DVD.

Just insert the appropriate flavor of DVD disk, tell Sonic to burn it, and in a few minutes you'll have a disk you can show in standard DVD players (use DVD+R or -R disks, rather than the rewritable RW versions for greatest compatibility with players). PrimeTime can also create Video CDs on standard CD-R disks, but these offer much less recording time, much lower video quality, and won't work on many DVD players.

By Stephen H. Wildstrom – reprinted with permission from Business Week Online



## 2004 PROGRAMS TO FOCUS ON BASIC COMPUTER SKILLS

In response to requests by members, programs scheduled for 2004 have been planned BY members of the Plamia Computer Club FOR members of the Club.

### Mark your calendars for the following dates:

- **January 14** Microsoft Office 2004 (presented by Gretchen Rivas, Tecnology Specialist)
- **April 14** Ask the Experts (Jerry Moore; Don Yenche; Barry Robbins; Herb Sax)
- **June 9** Microsoft Office (Barry Robbins)
- **September 8** Digital Photography-Photo Shop (Don Yenche)
- **November 10** Election of Officers and Holiday Social

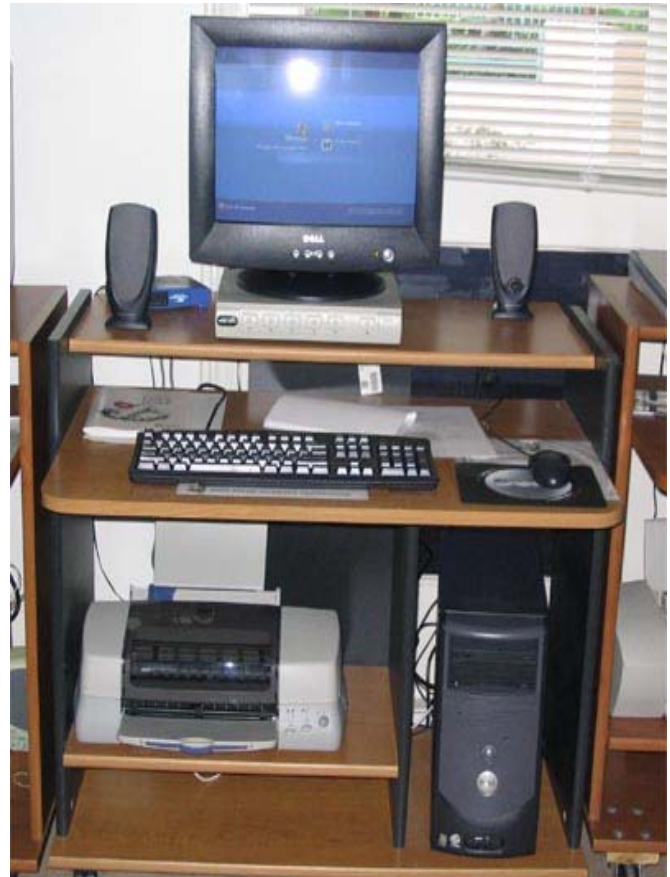
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## Open A Web Page From The Start Menu

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* and *type in* *www.emazing.com* and press Enter. Your default browser will open at Emazing.com.

## COMPUTER CLUB NEW COMPUTER

Thanks to the efforts of Jerry Moore and some incredible year end bargains, our club now has a new Windows XP Dell Computer.



This computer has a high speed Internet connection, includes a CD-ROM burner, has a full version of Microsoft Office and Works, and it available for use by all Palmia residents.

If you are considering the purchase of a new computer, you may want to stop by the Crafts Room and give this new Dell a "test drive". With the exception of the Office software, a computer like this with monitor can be obtained from Dell for home use at a cost of around \$400.

# A POEM FOR COMPUTER USERS OVER 40

Submitted by Eva Schmidler

A computer was something on TV  
From a Science Fiction show of note,  
A window was something you hated to clean  
And ram was the father of a goat.

Meg was the name of my girlfriend  
And gig was a job for the nights  
Now they all mean different things  
And that really mega bytes.

An application was for employment  
A program was a TV show  
A cursor used profanity  
A keyboard was a piano.

Memory was something that you lost with age  
A CD was a bank account  
And if you had a 3-in. floppy  
You hoped nobody found out.

Compress was something you did to the garbage  
Not something you did to a file  
And if you unzipped anything in public  
You'd be in jail for a while.

Log on was adding wood to the fire  
Hard drive was a long trip on the road  
A mouse pad was where a mouse lived  
And a backup happened to your commode.

Cut you did with a pocket knife  
Paste you did with glue  
A web was a spider's home  
And a virus was the flu.

I guess I'll stick to my pad and paper  
And the memory in my head.  
I hear nobody's been killed in a computer crash  
But when it happens they wish they were dead.

# HOW THE INTERNET BEGAN

Submitted by Eva Schmidler

In ancient Israel, it came to pass that a trader by the name of Abraham Com did take unto himself a young wife by the name of Dorothy. He called her Dot. And Dot Com was a comely woman, broad of shoulder and long of leg. Indeed, she was called Amazon Dot Com.

She said unto Abraham, her husband, "Why doth thou travel far from town to town with thy goods when thou can trade without ever leaving thy tent?" And Abraham did look at her as though she were several saddle bags short of a camel load, but simply said, "How, dear?"

And Dot replied, "I will place drums in all the towns and drums in between to send messages saying what you have for sale and they will reply telling you which one hath the best price. The sale can be made on the drums and delivery made by Uriah's Pony Stable (UPS).

Abraham thought long and decided he would let Dot have her way with the drums. The drums rang out and were an immediate success. Abraham sold all the goods he had at the top price without ever moving from his tent. But this success did arouse envy. A man named Maccabia did secret himself inside Abraham's drum and was accused of insider trading. And the young men did take to Dot Com's trading as doth the greedy horsefly take to camel dung. They were called Nomadic Ecclesiastical Rich Dominican Siderites, or NERDS for short.

And lo, the land was so feverish with joy at the new riches and the deafening sound of drums that no one noticed that the real riches were going to the drum maker, one Brother William of Gates, who bought up every drum company in the land. And he indeed did insist on making drums that would work only with Brother Gates' drum-heads and drumsticks.

Dot did say, "Oh, Abraham, what we have started is being taken over by others." And as Abraham looked out over the Bay of Ezekiel, or as it came to be known as eBay, he said, "We need a name that reflects what we are and what we do." Dot replied, "Young Ambitious Hebrew Owner Operators."

"YAHOO", said Abraham.

And that is how it all began. It wasn't Al Gore after all.



## KUDOS TO Our Dedicated *User Friendly* Distributors:

by Eva Schmidler

Neither rain, nor sleet, nor Bocci Ball, Table Tennis, Swimming, trips, nor other Palmia activities have delayed the distribution of User Friendly to the members of the Palmia Computer Club by our dedicated distributors.

It is with utmost pride and gratitude that I commend, thank and congratulate each one for their dependable service. Thank you Ernie Kovach, Bud O'Gara, Ali & Ruth Tabikh, Joan & Dave Carson, Ralph Lazar, Chester & Lee Okerblom, Ann Browning, Henry & Judy Sterndale, Cliff Gunderson, Cora Lee Novotny, Rosalie Welty, & Pam Strunk. A special thank you to Judy Blehm for not only distribution, but "filling in" when I was out of town, and to Marlene Bergman for taking on additional routes. Past distributors who are also thanked & remembered for their faithful service are Jean Hayduk, Jack Alberts, Hal Zeschmann, Marshal Schlom, & Bill Jordan. Thank you, thank you, thank you!

## HELP FOR SOUTHPAWS

If you are left-handed, then perhaps a mouse click is not really an index finger event. Ergonomically correct mice generally favor the right-handed, but for people who are left handed, mice are challenging. It is possible to change the clicking options of mice so that the "right click" is driven from the left-hander's index finger. To do this, open the control panel and select the mouse icon. Under the buttons tab is the option to alternate your mouse buttons. Now you can click with the index finger.

## SHUTDOWN STEPS TO AVOID PROBLEMS

When people just turn off their computers without doing a shutdown, they invite computer problems. Here are the best three reasons why you really need to perform a shutdown instead of just flipping the switch: 1) Windows performs something called write-behind caching. This feature speeds up your computer by allowing Windows to write information in memory to the disk when more resources are available. 2) There are some registry entries that Windows does not make until a shutdown is performed. If you just flip off the computer, these entries will never be made and your computer will act bizarre. 3) If you are a network and have shared resources, performing a shutdown will release those resources, whereas just shutting off the computer will not and hangs the resources indefinitely. Always perform Shutdown!

## 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.

# Computer Funnies

contributed by Eva Schmidler

To err is human...  
but to really screw things up requires a computer.

Q: What does a baby computer call his father?

A: Data.

Q: What is a computer's first sign of old age?

A: Loss of memory.

Q: What happened when the computer fell on the floor?

A: It slipped a disk.

Q: Why was there a bug in the computer?

A: It was looking for a byte to eat.

Q: What is an astronaut's favorite key on a computer keyboard?

A: The space bar.

Q: What is a computer virus?

A: A terminal illness.

Q: How did the mouse get out of the Russian Cathedral?

A: He clicked on an icon and opened a window.

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## SOFTWARE REVIEW

Hemera Photo Clip Art 100,000  
review - IT Reviews

This is not the most exciting or world-shattering piece of software on the planet, but it's worth a quick review anyway. Most people will be familiar with clip art, the sort of thing that first appeared (probably) in early incarnations of WordPerfect and similar programs. The idea was that you could smarten up your document with a few images - usually in a mildly cartoon style. Clip art is often 'clipped' (hence the name) so that you can flow text around the edges of an image, rather than the

usually square borders. That's something that's easier to do with cartoon and hand-drawn graphics than it is with photographs. As you can now probably guess, Hemera's Photo Clip Art 100,000 contains actual photographs which can be embedded in documents or used in graphical designs. There are hundreds of different categories within the collection, from agriculture and animals to business accessories, fantasy, health and beauty, toys, vegetables and work. There's no denying that these do add a certain impact to documents and other designs, and it saves a lot of hassle compared with sourcing your own photos. Rather than being organised by category in directories, there's a search engine that you have to install before you can view the images. This helps you find what you're looking for, but is probably a bit over the top; most graphics packages have 'browse' functions anyway. Speaking of which, the images here can be used with all the major Windows and Mac graphics packages. You simply drag and drop your chosen image into the piece of software you're using, from where it can be tweaked to your heart's content. Alternatively you can export the image, which lets you define the background colour first. There's one significant problem with Hemera Photo Clip Art 100,000. According to the licence agreement, you're supposed to include a copyright notice on any document you produce that includes a photo from the package. A bit heavy-handed, we feel, especially for a children's party or a birthday card. Hemera - Photo Clip Art 100,000 features - Verdict This is a cheap way of getting hold of a wide range of photos to brighten up your documents, cards, invitations and other home-printed materials. But the legal restrictions are a little over the top. It would have been better to charge a bit more and give more freedom to users to do with the photos what they will.

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## Recipes

Do you like to cook? If so, you can find a whole slew of recipes at [Cooking.com](http://Cooking.com). There are recipes for those who don't need to diet, and those who do. There are recipes for all seasons and all reasons. If you like to cook, or if you like to eat, you should visit: [www.cooking.com/recipes/](http://www.cooking.com/recipes/)

# TIPS & TIDBITS

## OUTLOOK EXPRESS

### Compressing Outlook Express Folders

Although Outlook Express 6 automatically compresses your mail folders when they reach 20 percent wasted space, you might want to periodically compress the folders manually. To do this, run Outlook Express and choose Tools | Options. When the Options dialog box opens, click the Maintenance tab. Click Clean Up Now. When the Local File Cleanup dialog opens, click Compact. When the operation finishes, click Close. Back in Options, click Close to dismiss the dialog box.

### Outlook Express Inbox

Before you can make backup copies of your Outlook Express 6 Inbox and Address Book files, you need to know where those files are located. To get the Inbox location, run Outlook Express 6 and open the mail folders. Right-click Inbox and choose File | Properties. The resulting dialog box will display the Inbox location. To locate the Address Book, click the Addresses button in the Outlook Express 6 toolbar and then choose Help | About Address Book.

### Outlook Express 6 and viruses

Although it isn't the usual approach it is possible for an e-mail virus to automatically launch when the e-mail message opens in the preview pane. To eliminate this possibility, you should disable the Outlook Express Preview pane. To do this, choose View | Layout and deselect the "Show preview pane" check box. Click OK to close the dialog box and apply your selection. You can now look for the small paperclip icon in the left column of Outlook Express to see if a message has an attachment and, if so, who sent it. If you don't know or trust the sender, delete the message without opening it.

## INTERNET EXPLORER

### A Browser Maintenance Shortcut

If you want to organize your Favorites in Internet Explorer 6, you can choose Favorites | Organize Favorites to open the Organize Favorites dialog box. If you prefer to use keystrokes, you can open the Organize Favorites dialog by simply pressing Ctrl + B. You use the same keystroke to work with your bookmarks in Netscape 6.

### The Microsoft Internet Explorer Go Button

Do you ever use the little Go button that sits to the right of the Microsoft Internet Explorer 6 address bar? The fact is that most of us just type in an address and then press Enter.

If you'd like to just eliminate the Go button, you can choose Tools | Internet Options. When the Internet Options dialog box opens, click the Advanced tab. Now, scroll down through the list and deselect "Show Go button in Address bar". Click OK to close the dialog box and continue without a Go button. You get a little more space for your addresses this way.

### Running Applications from IE 6

If you're working with Microsoft Internet Explorer 6 and need to check something on your hard disk, or even run a program located on your hard disk, you don't have to leave the browser and open Windows Explorer. All you have to do is type the folder you want to visit in the browser's Address Bar and press Enter.

As an example, let's suppose that you want to view or run a file in C:\MyFolder. Just type C:\MyFolder into the Address Bar and press Enter. IE 6 will take you to that folder. To run a program, just double-click its icon.

# WEB SURFER TIPS

By Jerry Moore

Are you getting tired of all those pop-up ads? Did you know that Google offers a free tool that will block those ads? Go to [www.google.com](http://www.google.com), click on Services and Tools, then scroll down and select the Google Toolbar.



You must be using Internet Explorer Version 5.5 or greater to block the pop-ups.

Would you like to customize the home page that appears when you start your web browser so it displays current information that you have selected? Pay a visit to [www.excite.com](http://www.excite.com) and click on Personalize Settings.



You will find a myriad of options including stock symbols to track, TV listings, weather, news, sports and a whole lot more that will be refreshed with current information each time you visit this page.

Are you happy with the default home page that loads each time you start your web browser? Would you like to change to another page but don't know how? It's easier than you think. First go to the web page that you would like to be your default home page such as [www.palmia.org](http://www.palmia.org) or [www.google.com](http://www.google.com). Then, if you have Internet Explorer click on Tools – Internet Options and you should see a window that looks like this.



Click on the General tab if not already selected and then click on Use Current. The page which is currently being displayed will be set as your new home page and be displayed each time you start your browser. For users of Netscape Navigator, click on Edit – Preferences and under Navigator you should find a similar choice.

Are you searching for a good information source on how to solve that software problem that's been annoying you for days? Do you have a thirst for knowledge and want to learn more about what's going on inside your computer? A good source for both of these is [www.softwaretipsandtricks.com](http://www.softwaretipsandtricks.com).



(continued on page 11)

The discussion forums give you an opportunity to see what kinds of problems others are dealing with and how they can be resolved.

Get real time airline flight information. A few weeks ago I had occasion to meet family arriving by plane from New York. Realizing that airline flight schedules can be somewhat unreliable, I pointed my web browser to [www.flytecomm.com](http://www.flytecomm.com) and clicked the button next to "Track A Flight". After entering the airline and flight number, I was able to track the progress of flights in real time and determine if the arrivals would be on schedule. And last but not least - check out [www.newegg.com](http://www.newegg.com) for that hard to find computer part or software.



## REMINDER

Effective with the next issue *User Friendly* will be distributed to Palmia Computer Club members via e-mail. To receive future issues of *User Friendly* via e-mail, be sure your e-mail address is on file with the

# TIPS TO KEEP YOUR COMPUTER VIRUS FREE

By Vincent Weafer

**Don't automatically open attachments** and make sure your email program doesn't do so either. This will ensure that you can examine and scan attachments before they run. Refer to your email program's safety options or preferences menu for instructions.

**Scan all incoming email attachments.** Be sure to run each attachment you plan to open through the anti-virus check. Most anti-virus software can be setup to check files automatically. Do this even if you recognize and trust the sender; malicious code, like trojan horses, can slip into your system by appearing to be from a friendly source.

**Get immediate protection.** Configure your anti-virus software to boot automatically on start-up and run at all times. In case you forget to boot up your anti-virus software, configuring it to start by itself will ensure you are always protected.

**Update your anti-virus software frequently.** An anti-virus program is only as good as the frequency with which it is updated. New viruses, worms, and Trojan horses are born daily, and variations of them can slip by software that is not current. Most anti-virus software is easy to update online with options to do so automatically.

**Avoid downloading files you can't be sure are safe.** This includes freeware, screensavers, games, and any other executable program - any files with an ".exe" or ".com" extension such as "coolgame.exe." Unreliable sources such as Internet newsgroups or Web sites that you haven't heard of may be willing providers of viruses for your computer. If you do have to download from the Internet, be sure to scan each program before running it. Save all downloads to one folder, then run virus checks on everything in the folder before using it. .

*Vincent Weafer is Senior Director of Symantec Security Response, a security team within Symantec Corp., makers of Norton AntiVirus 2003*



# 2004 DUES STATEMENT

## PALMIA COMPUTER CLUB

### 2004 MEMBERSHIP DUES

INDIVIDUAL MEMBERSHIP \$20.00

HOUSEHOLD MEMBERSHIP \$30.00

NAME/S: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FOR: *USER FRIENDLY NEWSLETTER* AND COMMUNICATIONS

PLEASE SUBMIT TO: RALPH LAZAR

YOU MAY LEAVE THIS FORM AND YOUR  
CHECK PAYABLE TO:

PALMIA COMPUTER CLUB

IN THE COMPUTER CLUB FOLDER AT THE  
FRONT DESK

*THANK YOU AND HAPPY COMPUTING!*

