

User Friendly



**March
2000**

Next General Meeting

March 23, 2000 7:30 p.m.

“Panel of Experts- PC & Mac”

(Mac Meeting Starts at 6:00 p.m.)

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User Friendly

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Managing Editor: Christe Wiley
 Technical Editor: Herbert Sax
 Advertising Editor: Joe Lebovitz
 Production Manager: Herbert Sax
 Editorial Staff: Marlene Bergman
 Joe Lebovitz
 Lee Okerblom
 Circulation Manager: Eva Schmidler

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From the Boardroom

by Barry Robbins



Our next meeting on March 23rd will feature Jerry Moore, Herb Sax, Jackie Windes and Don Yenché. They will be available to answer all (or at least some) of the questions about PC and Mac software and hardware that you always wanted to ask. Each one of our panelists will make a short presentation. The balance of the meeting will be a question and answer session. Be sure to bring your questions with you. If possible, please either leave your questions at the clubhouse or e-mail them to me at <barryrobbins@insurer.com>. This will enable our experts to research the question and give you a succinct answer.

Just a reminder that "Dues are Due." If you haven't already done so, please either bring a check to the next meeting or leave a check payable to the Palmia Computer Club at the desk at the clubhouse. Also we still have plenty of Palmia Computer T-Shirts available in both large and extra large sizes. The shirts are made of high quality cotton and contain our club logo. The cost of the T-shirt is only \$10.

Congratulations to my wife, Roz, who was named "Support Employee of the Year" for the entire Macy's western regional stores, which includes the states of Washington, Oregon, California, Nevada and Arizona. I am really proud of her.

I hope to see all of you at our next meeting. Don't forget to bring some good questions for the experts.

I need your HELP! As of this writing, we still do not have a Program Chairperson. If you would be interested in chairing this very important committee, please call me. I am usually home after 5:00 PM. In addition, if you would like to serve on this committee, I would also like to hear from you.

Simon Sez

by Art Simon



The Hospital Visit - 2010

You call in - "I don't feel good!"

The Voice Stress Unit - (a computer voice analyzer) - recognizes that although you might appear to be calm - you need immediate attention. "Please place your onboard life monitor near the scanner station", it calmly voices - you do that.

(It scans your DNA encoded computer chip and your watch style on board sensing computer unit for your blood chemistry.)

"Please breathe on the face port and look toward the eye scanner" - it commands. (Computer controlled micro labs test your breath and your eye is analyzed by a remote computer vision system.)

Your preliminary diagnostics are over. **"Please leave at 10:05 for a physical; we expect your arrival at 10:23."**

You enter the facility and you are recognized - **(your eyes - iris patterns are your id, and all critical records have been retrieved and are on-line) -** and directed to room 4002 where a technician gives you a quick checkout.

"You need surgery", the doctor announces. You assent to the recorder, and are wheeled into the

operating room. **There a machine and a doctor in a remote room do the entire operation.**



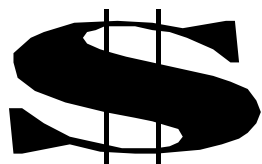
Robodoc!

If the very idea of robots turning surgeons is unnerving, think again. The machine is outperforming humans - cutting down the risk of tremors in a surgeon's hands, creating the tireless doctor available round the clock. For the modern surgeon, reducing risk to the

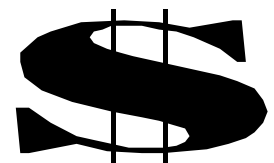
patient's life by using a thinking robot is a big leap ahead. It seems like yesterday that scalpels and knives squeezed in through holes the size of a coin; now, the robots are making history.

The real robo-surgeons have arrived. No human beings are near the patient in the operating theater. The surgeon simply sits at a three-dimensional video console operating a set of controls instead of surgical instruments. The instruments are with the robot, which carries out the whole surgery.

Computer-Surgery is at medicine's cutting edge, with nonhuman intervention allowing surgeons to make the minimally invasive surgery more accurate than ever before. In Europe and the US, robots have been actively used for surgery for about four years now. They are specially designed to think intelligently and carry out a complete surgical procedure.



Dues Now Due



If you haven't yet paid your year 2000 dues to the Computer Club, won't you do so now? It's \$20 for a single, \$30 for a couple. You can drop off your check at the front desk; just tell the receptionist to put the check in the Computer Club folder. Thanks.

Internet Column

by Alan Liebschutz

Internet 101 - Basics

Introduction

Most people learn to write e-mail by trial and error. If you're the cautious type, you can learn what to avoid by noticing other people's mistakes.

Over time, you will notice the kind of messages or habits that bother you, and you'll vow, "I'll never make that kind of dumb mistake".

For a detailed discussion of e-mail netiquette – just as there is etiquette for a personal conversation, there is netiquette, for e-mail – let me refer you to:

[<http://www.learnthenet.com/english/index.html>](http://www.learnthenet.com/english/index.html)

E-mail Irritations

If you are just starting out in e-mail, you might only get a few messages a day. If one of those messages has a few extra lines, or if you are copied on a message that is irrelevant to you, you'll probably say to yourself, "No big deal".

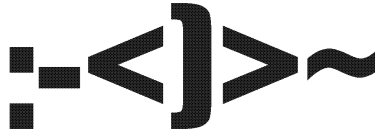
Many people, however, use their e-mail as their main means of communication, and get 100 or more messages a day. Keeping up with that much mail – and you will soon reach that level when you start subscribing to newsletters – is no simple job.

A number of people who employ e-mail also give it their highest communication priority, before telephone messages or letters. People look in their e-mail to see what is hot, and what they have to take care of immediately.

When you send e-mail, you'll want to be aware of the environment in which it will be read. Often, readers are hurrying through their e-mail and expect that messages will be clear, concise, and targeted to their own priorities.

E-mail is Non-Personal and Best Suited To Factual Discussions

When you talk to someone, you can use inflection,



tone, or pauses – as well as words – to get your point across. If you don't understand something you can ask a question and get an immediate response.

E-mail provides less context than other methods of communication – although it is true that with some experience this lack can be provided for with the use of several devices such as “:)” Smilies for emphasis and “...” Ellipses for pauses. So when you write e-mail, it's just you and your computer screen. You have to imagine what the other person will want to know, what they'll remember about any discussion you've had before, and how they'll interpret what you write.

Because of lack of context, misunderstandings are more likely in e-mail than in other communication methods.

Double-Check The E-mail Address

One of the most common – and most embarrassing – e-mail mistakes is to send a message to the wrong person.

This kind of mistake most often happens to the “newbie”. There are stories of the employee who got a new e-mail account, and started a steamy message to her paramour, which began with, “Now we have finally found a private way to communicate....” The problem was, she mistakenly sent the message to several hundreds of employees at the company.

After you have been using e-mail for awhile, I am sure that you'll see an example of this type of embarrassment.

How can such addressing mistakes happen?

- ♦ You might be interrupted while writing e-mail and forget to whom you originally addressed

The Internet

a message.

- ◆ You might respond to the wrong message number or to the wrong highlighted message.
- ◆ Or, you might think that you are replying only to the sender of the message, but instead be replying to the entire distribution list.

You can prevent these common mistakes by making it a habit to check the addresses in your message header as soon as you start a message.

Even If You Address It Correctly, E-mail Is Still Not Completely Private

A person whom you don't intend to see your e-mail message could still see it – consider the cost to Microsoft of the internal e-mail messages during the ongoing antitrust suit.

The person to whom you send e-mail could decide to forward your message to others, even if you thought the message was confidential. The person to whom you send mail could be having their mail forwarded to another employee to read while on a trip. Or, the person to whom you send mail could print your message, but not pick it up from the printer before someone else sees and reads it.

Even if the message goes only to the listed recipients, and no recipient lets anyone else see the message, that's not the end of the possible problems.

- ◆ Your computer, and the computers that relay your message, probably keep logs of message dates, senders, and recipients.
- ◆ System backup tapes can hold copies of your e-mail for weeks, months, or forever.
- ◆ Networks aren't usually very secure; administrators and network "crackers" can read the data that flows down a network.
- ◆ Some U.S. courts have ruled that employers can read employees' e-mail without violating privacy laws.

Address A Message To The Person You Want To Act; Copy The Message To The Rest

When sending an e-mail message, there's more than one field for a recipient's e-mail address – TO,

Cc, or Bcc. No matter which you choose, your message will get there just the same.

When you put an e-mail address in the To: field, that means that the message is written to them. You're implying that you want that person to act, to answer your question.

When you put an e-mail address in the Cc: field, that sends them a "carbon copy" of your message. You're implying that this is an information copy. They can answer if they want to, but you are not asking them to answer.

If you put an e-mail address in the Bcc: field, that person will get a blind copy of the message – this means the other recipients will not see this address, so it is a privacy ploy.

Keep Headers Short And Descriptive

People often select which messages to read first by their headers. If you had 100 messages to read, and 2 minutes before a meeting, which message would you read?

1. From: Gordon Hines <nghines@grock.com> "message"
2. From: Arnie Pegrew <napegrew@grock.com> "Urgent Parts Shortage".

Unless Gordon Hines is your boss or unless you have been waiting for a specific message from him, you'll probably pick up the message with the specific header that sounds critical.

Always give your message a short specific header for which one can scan. If the subject is long, make the first few words count, because anything after those first words may not be shown on the screen. Make sure that the subject accurately reflects the message contents.

If Messages Are On The Same Topic, Their Subjects Should Be The Same

An e-mail discussion, or "thread", is a lot easier to follow if all the messages have the same Subject: field.



Give The Context For Your Reply By Quoting From The Original Message

Often it makes good sense to include a previous message in your own reply. You can paraphrase and summarize a previous message if the point was simple. Or you can quote the sender exactly. The e-mail convention for including a message is to introduce the inclusion and to mark it off from the rest of the text by:

1. Separating the "original message" from your answer.
2. Using the symbol ">" at the beginning of each quoted line.

Specific Points

- ♦ Make your response to your e-mail easy by making your questions easy to find; don't bury them in the long text.
- ♦ Don't SHOUT with caps.
- ♦ Don't use the tab key to indent text or to make columns – your e-mail probably won't read the same way on your recipient's machine as it does on yours.
- ♦ A maximum line-length for messages is about 60 characters, not the standard 80 of the computer window. This practice eliminates "short stub" lines on your recipient's screen.
- ♦ Use white space to make your messages easier to read; try blank lines and indents.

FREE DIRECTORY ASSISTANCE

By Eva Schmidler

From the February 2000 "Consumer Reports"

Call "Information" a few times and you'll run up a big bill. All together, Americans spent more than \$5 billion on directory assistance in 1998. These six web-based services give you listings for free.

<www.anywho.com>

AT&T service for people, businesses, toll-free numbers, and web sites. If you have the number and want to know whose it is, this site can help you find out.

<www.infospace.com>

The site provides listings for individuals and business.

<www.infousa.com>

You can search for individuals and businesses. A reverse number search lets you discover who belongs to a phone number.

<www.switchboard.com>

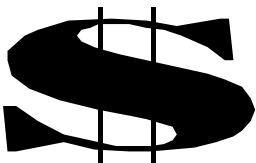
CBS's search engine for people and businesses. The site also provides maps and directions.

<www.whowhere.com>

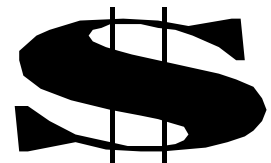
Lycos' search engine lets you look up an individual's phone number.

<www.555-1212>

This AT&T site has home and business listings and also lets you look up area codes and country codes.



Another Reminder Dues Now Due



If you haven't yet paid your year 2000 dues to the Computer Club, won't you do so now? It's \$20 for a single, \$30 for a couple. You can drop off your check at the front desk; just tell the receptionist to put the check in the Computer Club folder. Thanks.

How Do I

by Herbert Sax

Enhance an Excel Worksheet With Comments

Attaching Comments to a Cell

If you want to remember why you placed a formula (or any data, for that matter) in a particular cell, or if the formula you entered is complicated and you don't think you'll remember later why you did what you did, just attach a comment to the cell.

- 1 Choose Insert + Comment (a comment pop-up window will appear). At the same time, a little red triangle will appear at the upper left corner of the cell to which you attached a comment.
- 2 Type your comment.
- 3 Choose View + Comment (your comment will be hidden).

When you want to see your comment, choose View + Comment (your comment window will pop up again).

Spell-Check Your Comments

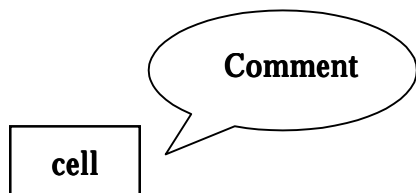
- 1 If the comment is displayed, select it; otherwise, simply select the cell containing the comment.
- 2 Choose Tools + Spelling or press F7.
- 3 Spell check as usual.

When Excel tells you it's finished, click OK.

Print Comments at End of Spreadsheet

- 1 Choose File + Page Setup.
- 2 Click the Sheet tab.
- 3 Under Print, set Comments to At End of Sheet.
- 4 Click Print.

Excel prints the sheet and then prints the comments – complete with cell references – on a separate sheet of paper.



Print Comments as Sticky Notes

- 1 With the worksheet you want to print open on screen, choose View + Comments. All the comments will appear on the sheet.
- 2 If necessary, reposition any comments that obscure cell contents you want to appear in your printout. (To move a comment, click on the comment border and with the four-headed arrow point, drag the comment to a new location.)
- 3 Choose File + Page Setup.
- 4 Click the Sheet tab.
- 5 Under Print, set Comments to As Displayed on Sheet.
- 6 Click Print.

Your comments appear on the page just as they do on screen – in brilliant yellow if you have a color printer, or in light gray if you're using a black-and-white printer.

Delete a Single Comment from the Worksheet

- 1 If the comment is not displayed, choose View + Comments.
- 2 Find the comment you want to delete, and **CLICK ON ITS BORDER** to select it (clicking inside the comment does no good in this case).
- 3 Choose Edit + Clear + Comments, OR click the Delete Comment button on the Reviewing toolbar.

To Delete Several Comments from a Worksheet

- 1 If the Reviewing toolbar is not displayed, right-click ANY toolbar and choose Reviewing from the shortcut menu.
- 2 Select cell A1.
- 3 On the Reviewing toolbar, click the Next Comment button.
- 4 On the Reviewing toolbar, click the Delete Comment button.

Repeat steps 3 and 4 until you've deleted all the comments you want to delete.

Printer Paper - Some Manufacturing Terms

Courtesy of Association of Personal Computer User Groups

Basis Weight - the weight of a ream of paper in the Basic Size for that grade (e.g. 500 sheets of Sub. 20 Bond paper in its basic size, 17x22 in.) would weigh 2 lbs.

Bond Paper - paper manufactured usually for stationery, letterheads or forms. Distinguishable in the more popular grades by a watermark and excellent writing surface.

Brightness - the measurement of a paper's light-reflective qualities that affect contrast and halftone reproduction.

Coated Paper - paper with a coated surface that gives the paper a smooth finish.

Finish - the special characteristics of a paper's surface, which differ from grade to grade. High, low and textured finishes, for example, exhibit varying degrees of smoothness, ink receptivity and printability.

Ink Holdout - the ability of the paper to keep ink on its surface rather than absorb it into the sheet (e.g., paper with good ink holdout would require less ink and exhibit less "feathering" than a highly absorbent paper).

Ink Receptivity - the degree to which a paper resists or accepts ink penetration based on variations in its size and coating.

Laser Papers - papers suited for optimum performance on heat-fused, high-resolution, laser printers used in desktop publishing. (This is not recommended for inkjets.)

Ream - 500 sheets of paper, regardless of size.

What are some of the specialty papers available for inkjet printers?

HIGH RESOLUTION: Coated 24 lb. paper provides distinct crisp details and colors for graphics, text and photographic images. This paper has a

non-resin coating and provides exceptional results at an economical cost.

ULTRA RESOLUTION: Coated 27 lb. paper provides a sturdier platform for intense graphics and color applications which would saturate lighter papers. It provides a thicker media while maintaining an economical cost.

PHOTO GLOSSY: Photographic coated paper provides a heavy surface for "true" photo applications. Gives images a glossy photographic appearance. This paper may also be obtained with an extra coating that bonds with the ink to provide a water-proof image.

OPAQUE WHITE GLOSSY FILM: Synthetic film providing a durable media for Photo applications. A thin polyester material provides stability for hostile environments and also provides for exceptional color and detail.

CLEAR TRANSPARENCY FILM: A clear polyester base coated with a specifically formulated quick dry emulsion for optimum performance. Produces bright colorful overlays and presentation foils.

WATERCOLOR PAPER: An artist grade paper that provides the feel and appearance of watercolor texture. Provides excellent format for reproduction of renderings and other artistic applications.

For economy, print your images on inexpensive 20-24 lb. paper until you are satisfied with the composition, then switch to the more expensive media. Try printing the same image on several types of media; you'll be amazed at how different they look.

There's more, but this will give you a sampling of what's available. To acquire various types of specialty papers go to the web sites of paper manufacturers and distributors such as Hammermill, Mead, Hewlett-Packard, or Kodak, and request sample packets.



The Mac Column

by Jack Alberts

Well, we tried it and now we know! I am speaking of our last meeting place in the Club Ballroom. In March we will meet in the Club Conference Room at 6:00 P.M., the 4th Thursday of the month. This is the regular Palmia Computer Club meeting date.

At our February meeting, we briefly talked about “taking pictures” of your computer screen. Below is a more complete treatment of this subject, compliments of Shell Weinberg who wrote about it in the September, 1999 issue of *Pealings*, the Leisure World Mac Users Group Newsletter.

There are times when you will want a record of what is on your screen or in a window, like the settings that appear in your preferences folder in your browser. There are actually three ways to do a screen shot with OS 8.5.

The first and traditional way, is simply to press down Command, Shift, 3, then release the keys. You will immediately hear a camera shutter type noise. The computer has taken a screen shot, or picture, of your ENTIRE SCREEN. This produces a file with its icon. To find the file, open your HD folder and look for the Picture 1 icon. Double click on the icon to open the file and then you can print it.

To take a picture of just the WINDOW ONLY, hold down Command, Shift, 4, then release the keys; a crosshair cursor appears. Hold down **caps lock key**, the cursor changes to a bold circle, then click the mouse button. This produces a file and its icon will appear in the HD folder.

To take a picture of just a SECTION OF THE SCREEN, hold down Command, Shift, 4, then release the keys, as above. Press-and-drag the crosshair to make a frame around the image you want to capture, then release the mouse button. Once again, this produces a file with its icon in the HD folder; double-click the icon to open the file for viewing and printing.

Tips

Courtesy of Barry Robbins

Which Programs are Enabled at Startup?

Windows 98 comes with a System Configuration Utility. You can access it by clicking on Start, then Run, typing “msconfig”, and clicking OK. Once there, you will find a tab for Startup (among others). Click on this tab and you will see a list of all programs that are running in the background. You can enable or disable any that you don’t want or use. Why would you want to do this? Because the more programs that Windows loads at startup time, the slower the boot up; the more resources used by Windows; the slower your computer runs, and the greater the risk that your computer will freeze.

“Auto Arrange” Your Desktop Icons

Microsoft made Auto Arrange the default. With this feature enabled, your desktop icons line up in neat rows on the left side of your screen. If you want to place your icons in different areas of the desktop, you’ll need to turn this option off. Right-click the desktop and select Arrange Icons. In the resulting menu, you’ll see a check mark next to Auto Arrange. Select this option (to deselect it). You will now find that when you move an icon, it stays where you put it.

Line Up Your Desktop Icons

Sometimes you inadvertently move an icon so that it no longer lines up neatly on your desktop. If you are a “neat-freak”, right-click an empty area on the desktop and select Line Up Icons. The icons will line up neatly without disturbing the arrangement you made when you turned off Auto Arrange.



Scanning Basics

by Tom Monturo

The scanner you buy is a hardware device. It will usually come with two kinds of software: one a photo or graphic processor for handling graphics, and the other an optical character recognition (OCR) package for recognizing characters from printed matter.

Scanners will do two different jobs:

- ♦ they scan graphics, either in color or in black and white, and place the graphics into files for your computer, or
- ♦ they read documents and turn them into files that your word processor or text editor can process.

Resolution

Resolution is generally described in “dots per inch” or dpi. Unfortunately there is a great deal of confusion in the term as it applies to screen, scanner, and printer. A screen resolution of 800 x 600, typical of 15" monitors, applies to maximum pixels displayed, where a pixel is the smallest visible unit on the screen. Such a monitor has an actual horizontal screen size of about 10.5". At 800 pixels divided by 10.5", its resolution is about 75 dpi.

Scanner resolution is a specification that describes the maximum number of dots that can be sent to the computer. Since there is a practical maximum of about 300 Charge Coupled Devices that can be mounted on the scanner light bar, any claimed resolution that exceeds 300 dpi must be interpolated. That's not necessarily bad, but it does depend partially on the quality of the scanner software.

Printer resolution is also expressed in dpi, but can be misleading since printers must place a series of dots

on the paper to create the illusion of shades of gray or, for color printers, to show variations in color. A 600 dpi laser printer may place anything from 0 to 600 dpi on a line to express 256 shades of gray from white to black.

You choose the resolution you wish when you scan material. Do not assume that you should scan everything that will be printed at the same maximum resolution of your printer, i.e., if you have a 600 dpi printer, don't assume you should scan at 600 dpi. Below are some suggestions for choosing scanner resolution when scanning gray scale or color images, using either a color or a black and white printer:

- ♦ with a 300 or 360 dpi printer, use a scanner resolution of 50 to 100 dpi.

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www.scansoft.com/usergroup1/

Scanning Basics

- ♦ with a 600 or 720 dpi printer, use a scanner resolution of 100 to 150 dpi.
- ♦ when scanning black and white images or for OCR, use the full scanner resolution.

Handling Graphics

At minimum, if your scanner software permits - and most do - adjust the image level or tone before sending your graphic image to your photo enhancement program. Then, if necessary, use a sharpening filter.

An Excellent Source of Information on the Web is Wayne Fulton's "A Few Scanning Tips" at

[<http://www.scantips.com>](http://www.scantips.com)

This article is brought to you by the Association of Personal Computer User Groups, an international organization to which this user group belongs. The author, the late Tom Monturo, was the editor of microCHIP (micro Computer Happenings In Poughkeepsie), the newsletter of the Mid-Hudson Computer User Group in Poughkeepsie, New York.

Printer Paper - What's the Difference?

Courtesy of Association of Personal Computer User Groups

You've finally got a great color printer with 600 to 1200 dpi (Dots per Inch) capability for text and graphics and you can't wait to start printing. According to the manufacturer it should be able to print photo quality graphics and crisp text files. However, when you actually print something, it seems the print quality is no better than with your old printer. Eventually, you look with envy at your friend's printouts and sigh "Someday I'll be able to afford a high quality printer like theirs." But wait, maybe the problem isn't the printer... perhaps it's the paper.

Inkjet (bubblejet) printers are very affordable for home use. The printouts may look incredible in the store, but when you get home, somehow the printer just doesn't seem to have the same print quality. Most of the time the problem is not the printer, it's the paper. Most people try out several different kinds of photocopy, laser printer, or inexpensive inkjet papers. When an inkjet printer sprays onto these papers, the ink is wicked by the fibers causing an effect known as bleeding. Some inks spread to the sides or the back of the paper making the image less sharp. When the ink bleeds, it isn't all on top of the paper, some has soaked in. This is easy to check by turning the sheet over. If the ink is starting to come through or the front appears lighter, grayed-out, or feathered, as

though you were printing with diluted ink, you probably have the wrong paper.

To get good quality printouts with an inkjet printer you need to use coated paper stock. A single coated paper is not enough, as it is formulated to keep the ink from getting into the paper fiber but doesn't have the best ink adhesion or reflectivity. Quality printouts need a second coating on top of the ink barrier coating. The second coating optimizes viewing by reflecting light back to set off the colors. The second coat also provides a base for the ink to adhere to. To put it more simply, you need a primer coat and a finish coat to generate a quality printout.

Two options controlled by most inkjet printers are configurations for the "Media Type" and "Print Quality". "Media Type" controls the amount of ink set down on the media. It DOES NOT control or affect the resolution. "Print Quality" controls the "Resolution" of the images printed.

Look at the companion article in this issue to see what some of the other manufacturing terms mean.

Have fun and experiment with different paper media; you'll be amazed at what your inkjet printer can do for you!

Minutes

by Marlene Bergman

Our President, Barry Robbins, brought the meeting to order. He reminded us that our year 2000 dues are now due. He also reminded us that our Computer Club T-shirts are for sale at \$10.00 each.

Herb Sax gave his report on Education. He is still teaching PageMaker. When that class is completed, he will again start his workshop for any computer problems we may have. He is tentatively planning his workshop for Fridays at 2:30.

We now have twelve computers for the club and hope to be able to have one or two students for each computer in future classes. Barry would like to publish in our newsletter a list of members who have expertise in various computer programs, and who would be willing to help other members.

Barry announced that we have programs scheduled through March, but we are very much in need of a Program Chairman. He asked for volunteers.

Ralph Lazar gave his Treasurer's Report.

Roy Miller, a resident of Palmia, shared his experience with a phone line problem and how he resolved it. Roy was an aviation consultant and urged us to vote yes on Measure F.

Jack Alberts introduced our speaker for the evening, Don Baker, of Klassic Specialties. He gave an excellent visual demonstration of various printers, ink and paper, followed by a question and answer period. Barry presented Don and his assistant, Kay, with Palmia Computer Club T-shirts in appreciation for their appearance at our meeting.

Chris Wiley conducted our 50/50 drawing. Barry drew the tickets. Bertha O'Gara won \$22.00 and gifts from Klassic Specialties were won by Jerry Moore, Charles Timmons and Charlie Cambron.

Barry announced that the panel of experts for our March meeting would be Herb Sax, Don Yenche and Jerry Moore for PCs, and Jackie Windes for Macs. He then adjourned the meeting.

Calendar

by Charlie Cambron



Computer Swap Meet: Sunday, March 26 in the parking lot at 1310 E. Edinger (just west of Grand Ave.) in Santa Ana.

Saddleback College: The second 8-week session of the Spring Semester begins March 13.

The college offers many entry level courses for the new computer operator, beginning with instruction on the keyboard and introduction to basic computer operations. Other courses deal with the fundamentals of Windows 95, the use of micro-computer-based word processing software and/or applications and spreadsheet software.

To contact the college, phone (949) 582-4500, or use the internet at <www.saddleback.cc.ca.us>.

Saddleback Valley Unified School District: The Adult Education catalog lists Introduction to the Internet for Older Adults - WINDOWS based computers. This is a three session class that has starting dates of March 29, May 3 and May 31. There is an open lab for these classes with a fee of \$20, but no fee for the class itself.

For the serious students of the PC and the Mac the school offers three eight-week, in depth courses covering word processing spreadsheets, databases, drawing techniques, painting methods, clip art, Introduction to the Internet and E-Mail.

The SVUSD phone number is: 949-837-8830, Fax: 949-837-1921.



Did We Remind You That Dues are Due?