

User Friendly



**June
2000**

Next General Meeting

June 22 from 6:00 p.m. to 9:00 p.m.
“Buffet Dinner/Dance”

In this Issue	
From the Boardroom (p. 2) -----	Barry Robbins
The Internet - Spam (p. 3) -----	Alan M. Liebschutz
New Computer Virus (p. 4) -----	CBS Market Watch
Love Bug and Microsoft (p. 5) -----	Wall Street Journal
A Website for Everyone (p. 7) -----	Stephen Morgan
Transferring a Virus (p. 8)	
Education (p. 8)	
Excel Tips - Variety (p. 8, 11) -----	Herbert Sax
Word Tips - Underlining (p. 10) -----	Herbert Sax
The Mac Column (p. 11) -----	Jack Alberts
Minutes (p. 12) -----	Marlene Bergman
Calendar (p. 12) -----	Charlie Cambron

Palmia Computer Club
 President: Barry Robbins
 Vice-President: Jerry Moore
 Secretary: Marlene Bergman
 Treasurer: Ralph Lazar
 Webmaster: Jerry Moore
 APCUG Rep: Art Green
 Mac Leader: Jack Alberts

User Friendly
 a publication for members of the Palmia
 Computer Club & the Palmia Community.
**Published monthly, January through
 June, September and October.**
**Combined issues are published July/
 August and November/December.**

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

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.

Advertisers' Information
 Full Page \$35.00
 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 Boardroom

by Barry Robbins

It is hard to believe, but there is only one more Computer Club meeting until the summer break. Our June 22nd meeting will be an elegant catered social mixer. Please mark your calendar and be sure to attend this gala event with your significant other. Additional information is enclosed as an insert in this newsletter. Since we can only accommodate a limited number of guests, be sure to make your reservations early.

Our Basic Computing class started on May 7th. We have 20 students enrolled in the class and several people have expressed interest in the next class that will be held in the near future. The class is being conducted by 5 members on a rotating basis, with those who are not teaching serving as assistants. This is a "hands on" class with 2 students assigned to a computer. It is the first time in a long while that we have tried this, and I think it

is working out quite well.

We are still looking for a Program Chairperson. If you would be interested in helping, please phone or send an e-mail to me. If you, or someone you know would be interested in making a presentation to our club, please call me or Jerry Moore, our Vice President, with the information.

The Palmia Computer Club is here to provide programming that will enhance your ability to enjoy working on your computers. If there is any programming that you would like to see us present or if there are things we can do to improve what we are already doing, please do not hesitate to call me so that we can discuss it.

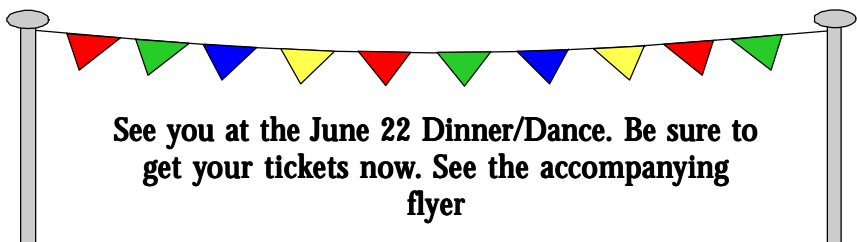
I look forward to seeing all of you at our social event on Thursday, June 22, 2000.

Editor's Note

by Herbert Sax

This issue contains several internet-related articles. It seems that every day there is another security issue. At the workshops I conduct there are more and more questions about e-mail problems. One of them is "spam", and Alan Liebschutz's article covers this subject. Another is setting up your own website. A contributing author,

Stephen Morgan, covers this topic. Viruses abound, and there is a short article about how easy it is to transfer one, from one unsuspecting user to another. Finally, we have included two recent news reports about the Love Bug - one from the Wall Street Journal; the other from CBS Market Watch www.cbsmarketwatch.com.



The Internet

by Alan M. Liebschutz



Spam Control

Introduction

The term *spam* is used to refer to any messages that the user perceives as valueless and annoying, particularly those with a large number of recipients. However, more commonly, spam refers to e-mail you get from unknown persons or mail systems, often with the purpose of selling you a product that you don't want or for which you didn't ask. So, to you, spam is junk e-mail cluttering your in box and wasting your time.

It doesn't cost much to send junk e-mail. A single message can be routed to thousands of recipients in a few seconds. But there are costs incurred by the systems that route the junk messages (which Net-wide get up to millions per day) and also costs incurred by the recipients.

Anti-Spam Measures

There are a number of measures you can take to protect yourself from spam. Some require quite a bit more effort than others do. No combination of measures is foolproof. The only way to make sure that you don't get any spam at all is not to have an e-mail account. But there are ways to reduce your spam.

Some spam messages will actually say something like: "If you don't want to be included in future mailings, return a message to this address, and put the word REMOVE in the Subject line." The trouble is that, in many cases, the spammers don't mean it. In fact, if you ask to be removed, they may simply take this as proof that your e-mail address is active – that someone is actually using it. In other cases, when you try to respond to a spam message, you'll find that your reply cannot be delivered. The return e-mail address isn't valid – surprise!

Many spammers are experts at shielding themselves from people who would complain about receiving junk e-mail.

Often, a spam message will have a bogus header, so you can't send a complaint back. In some cases, a spammer will use a disposable account to send out spam. If you want to take the trouble to examine the list of systems through which the message was routed, you can complain to the postmaster at those addresses -- but this is not a trivial task. The "Stop Spam FAQ" at <http://www.mall-net.com/spam/spamfaq.html> goes into great detail about what's involved.

Filter out spam

What simple measures can you take to avoid spam? The easiest thing to do is to set up some mail filters. (Netscape Messenger, MSIE Internet Mail, and Eudora Pro, provide simple means for filtering mail.)

For example, a large amount of spam talks about moneymaking schemes. To deal with this kind of spam, you can set up some filters that look for words like "money," "financial," "cash," and even the dollar (\$) sign. Then specify that these messages are to be deleted or sent to the trash folder (so that you can look at the messages before manually deleting them, making sure that this is not a message you want to see).

If you notice that you are getting multiple spam messages from the same address, you can also set up filters according to the sender of the message. Nevertheless, no matter what criteria you employ to come up with filters, there's some work involved. In addition, there's always the chance of more spam, on new topics, and from new sources.

If you're lucky, you'll find that most of your spam centers around a few subject areas, and you'll be able to filter it effectively. If filtering is not enough, and you find yourself being circled by the vultures at the end of the spam trail, the next steps to consider are changing your e-mail address, getting a second e-mail address, even using a resender service.

Change address or use two addresses

Like moving to a new house, changing your e-mail address involves some hassles. You'll have to make sure that your friends and business associates get your new address. You might consider having the mail that is sent to

The Internet Continued from page 3

your old address (which unfortunately may include spam) forwarded to your new address for a transition period. This will give you time to inform the relevant people about your new address, and make sure that you don't miss any mail in the interim.

Of course, even if you cancel your first e-mail address, the most likely spam-mongers will get hold of that too. If you're on a true anti-spam crusade, you can additionally get and maintain a second e-mail account. Then use one account for your public dealings (e.g., to register for on-line services, to post to newsgroups, etc.). Another measure that I use for newsgroups is to include in my return address the phrase, "remove this to reply". The account that you use in public is the one most likely to be spammed, while the private account is less likely to get spammed. I, for example, employ all of these above anti-spam measures, and have seven e-mail addresses with three more available.

In the ideal situation, the second account should be free, but in the real world, except for DSL and certain commercial ISP's, the pay-for-service ISP will charge you a small additional amount.

There are a number of companies that provide basic e-mail services for free. Getting an e-mail account with one of these services may help you avoid spam – but spam avoidance is actually a side benefit of the primary objective of these services, which is to make user's mail portable. If your e-mail address is at some third party service, your e-mail can be forwarded to you either whenever you want, or accessed at the service from wherever you may

be. You can move around all you like, without having to tell anyone a new address.

When you sign up for one of these e-mail accounts, you'll have to come up with a log-in name. The rest of your address will be the domain name of the e-mail company, or one of the many different domain names they offer. Thus, you might have an address like *buddy@writeme.com*.

When you're choosing an e-mail service, it is important to find out how mail sent to you at this address will be handled. Some companies do no more than forward the mail to your current address. This is useless for avoidance of spam, unless you maintain two e-mail addresses *in addition* to the service address.

It is more practical to choose a service that lets you maintain a mailbox on their server. While a number of services will expect you to pay to have a mailbox, there are some offering free mailboxes. Two offer both e-mail accounts and mailboxes for free – at this time.

- MailCity at <http://www.mailcity.com/> – this is a Web-based mail service that lets you access your e-mail from any location using a Web browser. You can also attach files, and GIF images directly to MailCity messages, as well as view attachments you receive. Advertising supports MailCity.
- MailExcite at <http://www.mailexcite.com/> - like most search engines, Excite is trying to serve all of your information needs. MailExcite is their variation on MailCity.

New Computer Virus Strain Surfaces

*By Chris Kraeuter, CBS MarketWatch
Last Update: 4:26 PM ET May 27, 2000*

SANTA CLARA (CBS.MW) - Another variant of the "Melissa" virus is circulating in the guise of a resume attachment, according to McAfee.com.

The virus has already hit five Fortune 500 companies, and McAfee (MCAF: news, msgs) has posted a fix on its Web site. A computer security company, Symantec Corp. had received nine reports early Saturday of infected computers, including two from U.S. corporations, according to a report from The Associated Press.

According to a McAfee statement, this is a destructive virus that has the potential to create e-mail storms leading to network performance slowdowns. It also has the ability to delete all the files on a user's hard disk drive.

The virus, dubbed "Killer Resume," carries the subject line of "Resume: 'Janet Simons'" with the body of the subject line addressed to Director of Sales/Marketing. The e-mail is spreading through e-mail systems using the Microsoft Outlook program.

When the attached “resume.doc” or “Explorer.doc” is opened, it first forwards a copy of itself to everyone in the user’s address book. And then when the attachment is closed, it deletes files on the user’s hard drive.

“We’re hoping that since this new virus did not start appearing until the Friday afternoon ahead of a three-day weekend, the immediate damage will be controlled,” said Patti Dock, McAfee director of marketing “The real danger may come Tuesday morning when people return to work and open the “Janet Simons” resume.” However, the FBI cautions that the virus has the potential to spread Monday

when businesses open overseas.

The new virus is believed to be related to the “Melissa” virus, which circulated more than a year ago. The “Melissa” virus was estimated to have flooded e-mail inboxes of more than 100,000 computer users in a matter of days. That virus, however, did not do any direct damage to a computer’s memory or programs.

The most recent widespread virus occurred on May 4 when computers around the world were disrupted as users opened attachments from e-mails containing the subject line “I Love You.” The virus originated in the Philippines.

Love Bug Prompts Security Experts To Poke at Microsoft’s Weak Points

By LEE GOMES Staff Reporter of THE WALL STREET JOURNAL (May 24, 2000)

Want the whole world to know the “secret” name you gave your Windows personal computer when you installed software for high-speed Internet access? It’s easy: Just hook it up to your digital subscriber line or cable modem. Whether you realize it or not, you’ll instantly be making the information available everywhere on the Net — and giving the world an unwelcome peek inside your machine.

That’s just one of the security weaknesses that exist in Microsoft Corp.’s software products — and one of the reasons that security experts say the world’s leading software company still has a way to go in making its products less vulnerable to hackers and other malefactors.

The world-wide attack of the “love bug” computer virus on May 4, and last week’s less widespread replay, called attention to security problems in Outlook, Microsoft’s e-mail program. The outbreaks highlighted the way Outlook can launch potentially dangerous software programs and spread them to the hundreds or thousands of other e-mail addresses in a computer’s electronic address book — with just a single click of a mouse. In the case of the love bug, all it took was the simple act of opening an e-mail attachment.

Microsoft has taken steps to make Outlook more secure, but many security experts say the fact that the ubiquitous e-mail system was so vulnerable is evidence of fundamental flaws

in many Microsoft products. For example, the powerful programming languages Microsoft includes with its Windows products lack “fences” that keep out destructive pieces of computer code and prevent them from hurting a machine. Such fences are a standard feature in other computer languages intended to be passed around on the Internet. Microsoft’s consumer-oriented operating systems, such as Windows 98, also lack security provisions that experts say ought to be routine in a major piece of software.

None of these shortcomings alone are showstopper “bugs” that could instantly bring down a computer. Instead, they are what experts describe as flawed approaches to software design that can lead to big problems down the road — the way the flawed design of Outlook led to the global love-bug emergency.

But the flaws are there to see for anyone looking for them. And with Microsoft software in such wide use, the stakes are high indeed: a single security flaw in a Microsoft program has the potential to bring organizations all around the world to their knees.

Microsoft is well aware of the problems. The recent love-bug attack marked “a watershed” for the company, says Steve Lipner, manager of Microsoft’s security response center, who helps plan the company’s security policies. He says Microsoft has worked hard to keep up with users’

Love Bug/Microsoft Continued from page 5

evolving security needs.

"We are constantly looking at what we can do, and what the threats are. It's not a static environment," Mr. Lipner says. A few years back, for example, following reports of destructive "macro" programs hidden inside Microsoft Word documents, the company introduced security features that made Word more selective about which programs it would run.

What's more, Microsoft is now changing its basic software-design philosophy to emphasize security, whereas in the past it had emphasized having its products work together easily. For example, when questions were first raised about Outlook following the love bug, Microsoft executives strongly defended the program's ability to allow e-mail files to launch programs. Lately, however, the company says it is toying with removing the ability altogether.

Of course, no software has a monopoly on security problems, and Microsoft's sheer size makes it a magnet for criticism. But experts say Microsoft hasn't moved fast enough to adapt to security threats in the Internet age.

Too many Microsoft products were designed for the long-gone world of the stand-alone PC, where very little can go wrong, critics say.

"Microsoft often takes shortcuts in security in the name of coming out with a product," said Gene Schultz, who teaches computer science at Purdue University and who has written books on Microsoft security questions. "I don't like to simply bash Microsoft, but the fact is, they are a desktop software company, and they don't have the years of experience needed to develop a product high in security."

Another complaint: The company often ships its products with settings at their least secure positions. While it's possible to tighten those settings, doing so often requires knowledge that novice users don't have.

For example, before Windows users can sign up for high-speed Internet connections, such as DSL or cable modems, they must name their computer and the "work group" it belongs to. The information isn't meant to be public, but Windows will, without telling users, make the names available to all comers over the Internet. Steve Gibson, an Irvine, Calif., security consultant, says that while the data

alone wouldn't give someone direct access to files, it might give a hacker valuable clues to breaching the security of a machine or a network.

What's more, many versions of Windows will keep certain internal access points on a computer, called "ports," open over the Internet — another way potentially dangerous information could be revealed. It's possible to change all those settings to make everything secure, Mr. Gibson says, but it can be a complicated process. His Web site, www.grc.com, tells people how.

Microsoft's Mr. Lipner said security concerns related to high-speed Internet access are "under review." He said the company plans to unveil its own Web site to tell people about changing the settings.

Among the other concerns:

Languages: Microsoft makes several powerful computer-programming languages available with its products, including Visual Basic and Active X components. Most of them can be easily passed over the Internet. The problem, experts say, is that these languages don't let users change security levels. That means that once a program is inside a computer, it has full power to do anything it wants, even deleting all the files on the hard drive.

Microsoft does provide the means to identify the author of a program and to guarantee that a program hasn't been tampered with as it made its way to a user's PC. But critics say the measures aren't enough. Mr. Lipner said Microsoft is examining the issue.

Operating systems: Microsoft's high-end business applications Windows NT and 2000 allow users to change security settings when they sign on to determine how much control they will have during a session at the machine. Sophisticated users spend most of their time signed on at the most restrictive level: That way, should they happen to download a virus, it couldn't, for example, delete crucial system files even if it tried.

But there is no such feature in the consumer products Windows 95 or Windows 98, and there won't be in the next version, either. Mr. Lipner said that Microsoft plans to bring the higher security level to consumer products two releases down the road, though the date for that version hasn't been set.

A WEB SITE FOR EVERYONE - PART 3

by Stephen Morgan

Over 800 million web pages are in existence. More than 20,000 domain names are being registered every week: will it ever stop? My guess is that it will only get worse. By the end of the year, there could be over 2 Billion web pages out there, so why not join in on the fun! In this article we will talk about how anyone with Internet access can create his or her own web site!

These days, creating a simple web site is as easy as writing a letter. With most word processors, you can save the document you just created as a web page, just by clicking on File, and specifying "save as HTML". Even multiple pages will just save as a very long home web site. This is a great way to create a web site, add some pictures and then practice uploading it to your Internet Host.

Perhaps an even easier way to create a web site is to use one of the commercial services such as Yahoo/GeoCities. These sites use simple wizards to let you have creative control over how the web site looks. They let you import documents, pictures and create the links that bind everything together. As a test, I created two different web sites on Yahoo/GeoCities. My first simple web site took me 20 minutes to create (I was told it should take about 10 minutes), mainly because I was plagued by long waits between the set-up screens. I then went in and created an elaborate site, with several uploaded pictures and articles that were already stored on my computer. This site took me over 6 hours, with over an hour spent just uploading documents to the web. Both sites looked very good, since the wizards guide you on where to put pictures and text. Yahoo/GeoCities also lets you upload a pre-existing web site that you have made using other programs. This is a huge timesaver since you will not waste time uploading each individual document and using the Yahoo wizards. The downside to having a commercial site host your homepage is that they will put advertising on every page of your site.

My favorite program for creating web sites is Microsoft Publisher. With just a basic knowledge of creating documents with pictures, it is very easy to use the included Web Wizard to create a detailed web site. The same site that took 6 hours to create online took me less than 2 hours with Publisher. By using simple copy all and paste commands, along with its easy import picture commands, my web site took less than 30 minutes to set up and get the documents in place. Then I spent the next 90 minutes being picky as I aligned the text and pictures by using the "view as web page" command. As easy as it is to use, Publisher has a few drawbacks. First, it does not always accurately show exactly how the web page will look. Sec-

ond, there is no embedded File Transfer Protocol (FTP) utility that would allow it to be easily uploaded; this makes you download and learn third party software.

Another Microsoft product, FrontPage, is one of the most powerful consumer/professional web page creation programs out there. Unfortunately, it also has a high learning curve. It took me about 10 hours of reading

"FrontPage for Dummies" and following along in order to start using FrontPage. I would estimate that it took about 20 more hours of experimenting with the program and consulting the book again before I was confident about my ability to create a good site. Once you do learn it though, FrontPage makes it a snap to create a web site that will look just as good on the web as it does on your computer. And since it includes its own File Transfer Protocol program, it is a snap to upload and update your pages with compatible hosting services.

Creating a Web Site is something that more and more people are doing. The last estimate that I have seen is that there are over 5 million personal web sites available on the web. I think that within 3 years, a majority of the world's industrialized population will have their own web site. The coming incredible fusion of computers, wireless modems, and

Continued on page 8

A Website for Everyone Continued from page 7

the Internet will continue to make access to the Web as common as using a telephone is today. When you add in the hundreds of companies actively competing to host web sites, you should agree, there is no better time to start than today.

The Association of Computer User Groups (APCUG), of which this club is a member, brings this article to you. Stephen Morgan is the Program Chair for the Plateau PC Users Groups in Tennessee, and serves as the Regional APCUG Advisor for North and South Carolina, Tennessee, Georgia, Alabama and Mississippi.

Transferring a Virus

Anything that introduces a new executable or interpretable file to your computer can be a means of transferring a virus. This would include, but is not limited to: 1) Downloading Floppies (even new ones, right out of the box, whether blank or with software). 2) The installation of an additional hard drive. 3) A network drive.

The most common way, believe it or not, is from floppies, especially ones received from a friend, coworker or family member. You would tend to think, "Nah, they wouldn't give me a virus!" It's very likely, however, that they might not know that they have a virus. Play it safe, and scan the disk with anti-viral software, even if you have to do it right in front of them.

Education

Adobe Photoshop 5.0 Instruction

Thanks to Adobe's generosity, we again have the opportunity to teach **Introduction to PhotoShop 5.0** to members of the Palmia Computer Club and others in our community. A class has been formed, with the first session due to start Friday, June 2 at 9:00 a.m. in our Crafts Room. There will be five two-hour sessions. Don Yenché will be the instructor.

There is still room for more students, so if you are interested, please contact Don at 457-1081 as soon as possible.

The only prerequisite for the class is **familiarity** with computers. We will be using Windows-based PCs, but once in the program it's functionality is common with the MAC.

There will be a nominal charge of \$30 for this five session class. \$10 will go to the Club's general fund to be used for

computer upgrading; the balance is needed to defray the cost of materials.

Basic Computing

A five-session hands-on course in Basic Computing has now been completed. If you are interested in taking this class, please place your name and telephone number in the Computer Club folder at the front desk for the next session. You will be notified when a new class has been formed.

Workshops

Herb Sax will conduct a workshop each Friday afternoon at 3:00 p.m. during the month of June. This is open to all members of the Palmia community. Bring your questions and Herb will try to answer them on the spot, or get an answer for you at a later date. Subjects cover word processing, spreadsheets, Quicken, e-mail, Internet, etc.

Some Excel Tips

Special Fill Feature

Most of us use the Fill handle to copy data, but you can also use it to copy formats. Right-click the fill handle and drag it to the range to which you want to copy the selected cell's formats. When you release the handle, Excel will display a shortcut menu. Choose Fill Formats from that menu to copy just the formats and not the values.

Another Way to Copy

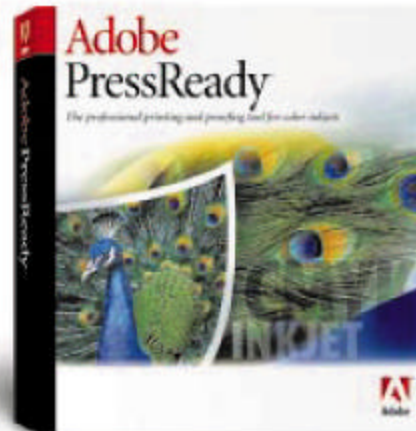
We all know how to copy the contents of one cell to an-

other, right? I'll bet you don't know about this copy shortcut. You can copy the contents of one cell to the cell that's directly to the right of that cell by selecting the cell to the right and pressing Ctrl-R. Did you get that? For example, to copy the contents of cell A1, you'd select cell B1 and press Ctrl-R. Similarly, you can copy a cell's contents to the cell below by selecting the cell below and pressing Ctrl-D. To copy the contents of cell A1, you'd select cell A2 and press Ctrl-D.

Getting high-quality color comps is now as easy as selecting "print" from your favorite Adobe® applications.

New Adobe PressReady™ turns your color inkjet into a professional printing and proofing machine.

Easy-to-use Adobe PressReady software works with the applications you use every day along with select color inkjet printers to deliver affordable, high-quality color comps to your desktop.



- **Save time and money**—Reduce the time and money spent shuttling files to your print service provider by printing locally with PressReady.
- **Be in control**—Achieve color representative of your final printed piece and set realistic color expectations for your clients.
- **Print reliably**—Print fonts, graphics and images using state-of-the-art Adobe PostScript® 3 technology for performance and precision printing.
- **Use with popular graphic arts inkjets**—Adobe PressReady supports select color inkjets from Canon, Epson and Hewlett-Packard.*

*Supported printers: Canon's BJC 8500; Epson's Stylus Color 800, 850, 900 (Web download only), 1520 and 3000; and Hewlett-Packard's DeskJet 895C, 1120C and 2000C (connecting to HP USB printers requires a PC serial connection or an additional HP Jet Direct Networking Interface Card). Also bundled with the DesignJet ColorPro GA. For a complete list of supported printers go to: www.adobe.com/products/pressready/printers.html.

Order Adobe PressReady today. Visit our Web site at www.adobe.com/pressready/wrapad or call 1-800-323-1722 and mention offer 63600.



©1999 Adobe Systems Incorporated. All rights reserved. Adobe, the Adobe logo, PostScript 3 and PressReady are trademarks of Adobe Systems Incorporated. All other trademarks are the property of their respective owners.

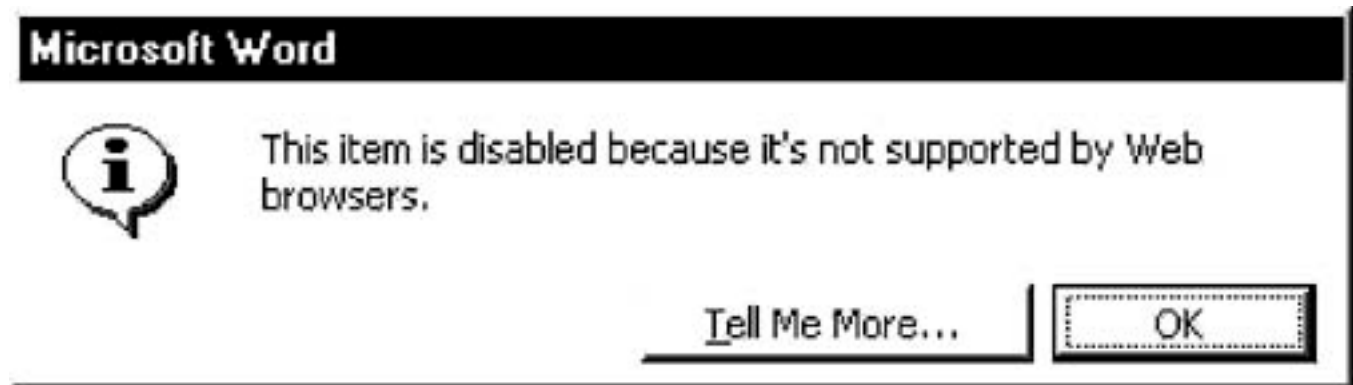
Underlining in Word 2000

by Herbert Sax

A single underline in a document is probably all you will ever want. The keyboard shortcut is simple: hold down the Ctrl key and press the letter U (Ctrl-U); or use the U icon on the Formatting Toolbar.

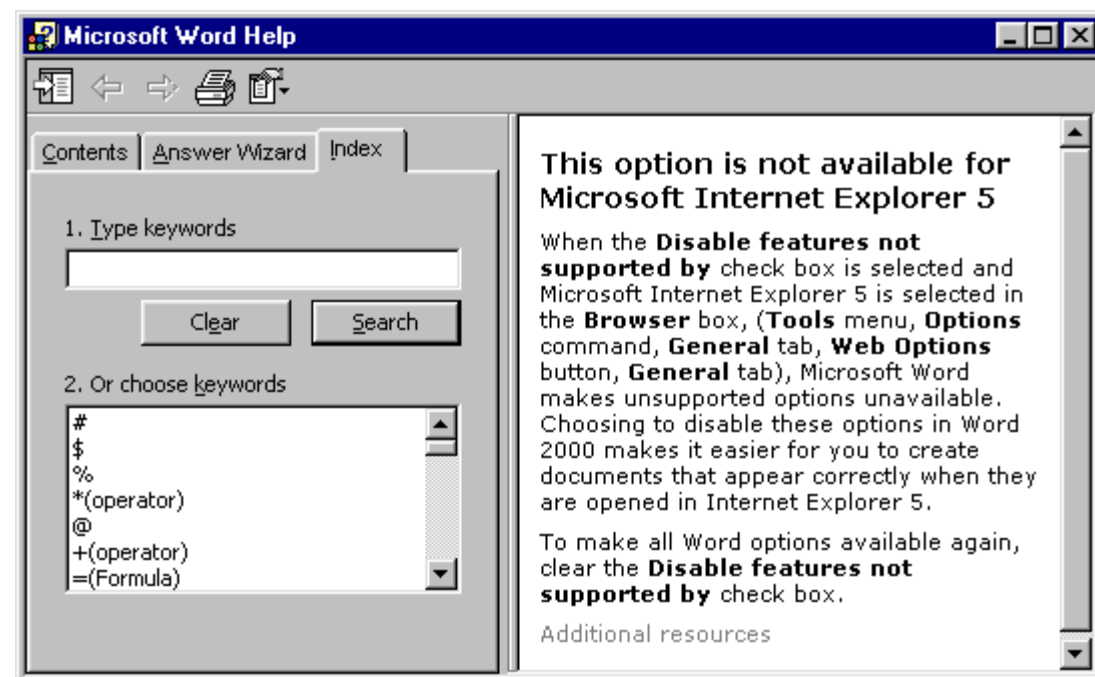
But what if you want something other than a single underline? There are several options available. Click Format

on the Menu Bar and then on Fonts. You will see the Font dialog box. In the middle you will find the *Underline style* field. Click the drop-down arrow to get to your choices. Try it. Select a word in a document; click Format, then Fonts, and then the down arrow in the *Underline style* field. Click on the double-underline, and there it is. But not always. I tried it and up popped this error message.



When I clicked on *Tell Me More* I was told that my chosen web browser (Internet Explorer) did not support the various underlining options offered in Word 2000, and thus that feature was disabled. But unlike many other *unhelpful* screens, this one told me how to enable all features,

even though they are not available in my web browser. Just go to Tools+Options, select the General tab, click the Web Options button, and deselect *Disable features not supported by your browser*. All the underline options should now be available to you.



Here are some sample underlines you can apply to your Word 2000 documents:

Sample

Sample

Sample

Sample

Sample



The Mac Column

by Jack Alberts

Perhaps you have all heard mention of the abbreviation "PRAM." No doubt mystery surrounds your bringing the word to mind in a constructive way. The following may help to explain PRAM and what it does inside your Mac.

It stands for *Parameter Random Access Memory* and is pronounced "P-RAM." It is a small area of memory in which the Mac stores settings such as the preferences you select in the General Controls and Sounds control panels. When you reset the PRAM, preferences for serials, ports, video and sound are lost. This affects the settings in some of your control panels, including the following:

- Memory (information lost includes RAM DISK SETTINGS)
- Monitors and Sound

- Keyboard and Mouse (or Trackpad)
- AppleTalk ("Connect via" gets set to Printer port)
- Power Manager
- Map

You should make a note of the settings in these control panels before resetting PRAM.

Please refer to Mac OS Help listed in the Help Menu for instructions of how to reset your PRAM.

In my 8 years as a Mac owner, I have had to reset the PRAM but once. You should be consistent about keeping your Mac in good working order. I use Norton Tech Tool faithfully every 30 days. The cleaner your system, the better the chances that you won't need to reset the PRAM.



Creating a Temperature Cell Format in Excel

There is no temperature cell format in Excel, but you can create one as a custom format. Here's how it's done:

1. Select the cells you want to format for temperature.
2. Right-click the selected cells and choose Format Cells from the shortcut menu.
3. Click the Number tab.
4. Under Category, choose Custom.
5. In the Type box, type 0.0 followed by a double-quote.
6. Still in the Type box, hold down the Alt key and type 0176 on the numeric keypad (this inserts the degree symbol).
7. Still in the Type box, type either an F for Fahrenheit or a C for Celsius, followed by another double-quote. Your finished entry in the Type box should look like 0.0"_F" or 0.0"_C".
8. Click OK



We hope you had a glorious Memorial Day series of tournaments, and that you are all prepared to welcome summer later this month!



Minutes

by Marlene Bergman

Our President, Barry Robbins, brought the meeting to order. He reminded us that we have T-shirts available for \$10.00 each. Barry introduced Art Green, who presented our guest speaker, Christine Bremer and her two assistants, Dana and Lori, from HomeGrocer.com. Christine gave us a brief history about HomeGrocer.com and explained the particulars about their promotional offer, which was detailed in a written sheet available to all in attendance. She then presented us with a wonderful visual overview of what her company offers and how to order items via the internet. After her presentation, Christine answered all of our questions. Barry presented Christine and her two assistants, Dana and Lori, with Computer Club T-shirts in appreciation for their visit to the Palmia Computer Club.

Barry spoke about our classes offered in Basic Computing, Spreadsheets, Word Processing and the Internet. He also reminded us that Herb Sax will resume his workshop on Fridays at 3:00 PM. Don Yenche will teach Adobe Photoshop 5.0 starting June 2nd at 9:00 AM, which will consist of five classes. There are still openings in this class.

Barry submitted two changes to our by-laws for approval by members. The first change dealt with increasing the

maximum amount of expenditures without board approval from \$25.00 to \$75.00. The second change dealt with a change of definition as to what constitutes our "Board of Directors". Both proposed changes were approved. Barry asked us again for volunteers to serve as Program Chairman.

Our Treasurer, Ralph Lazar, gave his Treasurer's Report – hard copy on file.

Barry spoke about our June Dinner/Dance meeting. It is going to be a wonderful affair and a lot of fun. Tickets are now on sale for \$12.00, checks made payable to Palmia Computer Club. All reservations are due no later than Friday before the dinner. Ralph offered to deliver tickets to anyone who purchases one, if necessary.

Barry previously announced that we were going to see something that would never be seen again. He proceeded to eat several peanuts which, of course, would never be seen again.

Chris Wiley conducted our drawing and Herb Sax won \$25.00.

Barry adjourned the meeting.

Calendar

By Charlie Cambron

Computer Fair: Saturday and Sunday, June 10 & 11, 2000 - At the Sequoia Conference Center in Buena Park. Take the Beach Blvd. exit off the 91 Freeway, then one block north to 7530 Orangethorpe. www.lacomputerfair.com



When any club member learns of an event that may be of interest to the other members, please let me know about it and we can spread the word. Tell Charlie at (949) 588-6156

