Memorial Day

The April meeting topic was "Creating Presentations In PowerPoint". The topic was presented by Lon Hosford.

Lon discussed the basics of creating a presentation using PowerPoint 2000. He showed the various views particularly the revamped "Normal" view in 2000.

The Normal view contains three windows. The one on the left shows an outline of your presentation and allows indentation. In fact it takes content from the presentation slides automatically as you make the slides.

Another window contains the slide and allows you to build the text and graphics in it.

The third window is the speaker notes. The 2000 version has solved the problem of large amounts of speaker notes in a slide not appearing correctly or completely on the screen.

The presentation created used a PowerPoint template. Templates save a lot of work in setting up a presentation. Lon pointed out - you also can start with a "blank" presentation and customize as you go.

Questions resulting in learning about the Master slide, changing and overriding backgrounds and other issues members using Powerpoint had.

Discussion of how to show a Presentation was included. Lon showed how to use the mouse during the presentation to draw on a slide, to show speaker notes for practicing, and for navigation.

Taking a PowerPoint presentation on the road was covered. The computer must have PowerPoint to show the presentation unless you take the necessary steps.

The Pack and Go menu choice under the File menu tag was discussed. This was first introduced in PowerPoint 97. Prior to PowerPoint 97 you needed to copy the PowerPoint presentation and the Power-Point Viewer program to a disk.

Finally Lon showed how to export a PowerPoint presentation as Web pages. PowerPoint turns each slide into a image and creates the needed HTML (Hypertext Markup Language) files with navigation buttons and contents page. The only step after that is uploading to your web site or you can just show the presentation using a web browser without it being on a web site.

Lon, with the help of members in the audience also showed some Windows screens relating to questions from the Q&A including where True Type fonts are located and cookies are located. Lon was using a Windows 98 machine.
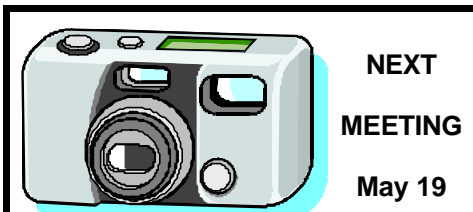
NEXT MEETING May 19

Members should bring their Digital Camera or Camcorders to the meeting. This will be the organizational meeting for the Digital Photography

PRESIDENT'S LETTER

The next meeting is the kick off for the Digital Photography Special Interest Group. If you have expressed an interest in this group - BE THERE!

I am requesting everyone to bring their Digital Camera or other related device even if you are not planning to be part of the Digital Photography SIG. Be prepared to make comments about how you like or dislike it.

The meeting includes organizing the Digital Photography SIG. This entails appointing an "organizing chairperson". When the first meeting of the SIG occurs, you can decide among those at the meeting who will keep the SIG alive.

Also Jac Carrol has offered to host the first Digital Photography SIG meeting at his office. Date and time to be announced.

The presenter is Bill Woodall speaking on Basic Digital Image Editing.

There is an article on Digital Photography on page 7 of this newsletter.

The last meeting if you missed it included my presentation on the Basics of PowerPoint. Many folks told me they were not aware of how useful Power-Point could be. Well great, since Power-Point is included with MS Office and you have it on your computer.

The June meeting is planned to be the kick off of the WebMasters SIG.

"Law of Probable Dispersal"

Whatever hits the fan
will not be evenly distributed.

Q & A
Questions & Answers

The first question was on the health of Jim Russ, our Program Coordinator. We were told that he was doing well and might attend the meeting. He did, and he looked great. He's now an out-patient and goes to rehab for his foot regularly. We were all so pleased to see him. We were also pleased to hear that Evelyn Stewart will not require surgery.

Q - Has anyone tried to get on the Ellis Island website? (ellisislandrecords.org)

A - There is not enough capacity for the system as it is far more popular than anticipated. The Park Service says it will be fixed in a couple of weeks. (see article on p.3)

This question created a conversation about the Mormon's and the database they have published on-line (familysearch.org). The information can be questionable as anyone can contribute whatever they want to the information. The John Jacob Aster Room of the New York Public Library is a great source of genealogical information, however, is as of yet not on-line. Perry Snyder recommended Cyndi's Genealogy Home Page at http://www.cyndislist.com/construc.htm and the Genealogy Anonymous FTP Site at http://ftp.cac.psu.edu/pub/genealogy/. Another site that was mentioned was njchurchscape.com (Bill Woodall is Technical Advisor). It started as an inventory of 100 churches in New Jersey and is now an inventory of churches throughout the state. The site was the Yahoo pick of the week in April.

Q - Is there something cheaper than Microsoft Publisher?

A - Yes, download Chickbook from bluesquirrel.com. See page 4 of this edition.

Q - *Why doesn't A drive work? It was disconnected and then reconnected, then no longer recognized. The questioner bought and connected a new one that he knew would work.*

A - The cable is probably not in right. It may be in upside down. It could be off by a pin or a pin is bent. The cable is not fully seated.

Q - What does the "S" stand for in SIG?

A - Special as in Special Interest Group.

Q - How does one ground oneself while working inside computer?

A - Glynn Gilette suggested wearing a grounding strap. Lon suggested turning the computer off and when all noise stops, touch the case. As long as you touch the case, the electrical charge is stopped.

Q - How does one record from tape recorder to file on computer?

A - Make sure to connect to the sound card. Go to mixer and turn the mike on (put check in appropriate box).

Q - Managing cache

A - CacheMaster is a program that manages Ram. In a test, a computer that had 64 mgs of RAM showed 50 mgs available. Another related product is RAMPage. Bill Woodall explained that removing unused fonts helps a lot. He also stated that memory is cheap, and that adding more is an option.

Q - If one has 100 cookies, which ones are safe to delete.

A - If you are worried about them, get rid of them, and then note where you need them as you go back to the sites.

Lon suggested stocking an extra power supply and fan just in case a problem ensues. He had a computer that he always kept on. He needed to shut it down and upon restarting it, the power supply had died.

JOE BURGER'S REPORT

Napster Employs Acoustic Fingerprint- Napster says it licensed audio technology developer Relatable's acoustic fingerprinting technology to help filter songs in compliance with an injunction. Napster said it hopes to incorporate the technology into its current file screening system system and into a new membership service it hopes to launch this summer.

Clippy (the helpful paperclip) is gone from the newest version of Microsoft Office

Iomega answered a class action lawsuit of their clicking Zip drives by offering a refund on a new zip drive of $15 with proof of purchase and $12 without.

Attorney General John Ashcroft will single out an aide to deal with privacy issues, apparently for the first time in the Justice Department history. Much of the issues centered on medical records, and the implications of new electronic surveillance technology.

Someone has hacked the message in Billy Bass (the fish that comes to life and talks to you). You can read all about the hack at http://www.ai.mit.edu/vona/bass/bass.html. From that page, you can link to pages with technical details for modifying our own Billy or Boogie Bass.

Dial a Coke - In Melbourne, Australia the Coca-Cola Co. and Telstra telecom carrier are testing a new service that lets customers grab a drink from a vending machine and have the cost billed to their phones.

Intel is interested in a philantropic peer to peer network initiative to connect unused computers and share their processing power to make a super computer. The goal is to register 6 million people and the program would produce the equivalent of 50 Teraflops of super computing power. The idea is to help researchers to discover cures for major diseases. If you are interested in knowing more, go to intel.com/cure.

The Royal Enfield motorcycle went out of business about 40 years ago after producing cool but finnicky bikes. A plant in India continues to churn out duplicates of the original models. A West Cost dealer has made a deal with Microsoft for 22 with sidecars. They will be painted green and purple and used to promote the new Microsoft Ultimate TV product.

ELLIS ISLAND WEB SITE LEAVES VISITORS ADRIFT

From the New York Times (April 26, 2001)

The search for ancestors who came to the United States through Ellis Island was supposed to become easier last week when a nonprofit group opened a Web site offering a searchable database of passenger records. But so far, most of the masses yearning to log on have been told to check back later.

The Web site, intended to let people search the records of immigrants who came through the island between 1892 and 1924, has turned away more than 85 percent of those trying to use it.

"We thought that we were very prepared," said Peg Zitko, a spokeswoman for the Statue of Liberty Ellis Island Foundation, which created the $22.5 million database and site.

"Our developers and designers clearly studied the experience of others, but we were overwhelmed."

For years, highly promoted Web sites have suffered similar fates - quickly becoming inaccessible to most users for days - because of failures to anticipate traffic.

But rarely have those miscalculations involved such a high-profile project and continued for so long. The site, at www. ellisislandrecords.org, is not expected to be available to most users for weeks as the foundation tries to beef up the computer power behind it.

Foundation officials had ample reason to believe that the site would be popular - after all, an estimated 40 percent of Americans can trace ancestors to Ellis Island. The officials, and their corporate sponsors acknowledge that they grossly underestimated interest and the hardware needed to run the site.

"The surprise was not that we were going to get a lot of attention," said Dean Markosian, a system design director at Edwin Schlossberg Inc., which helped creat the site, "but that we were going to be way more than what we expected. We are all happy about the amount of interest but are certainly not happy about people not being able to get online."

The site's database was designed by Oracle to handle 50,000 to 100,000 users at once, depending on the types of searches, the foundation said.

But on April 17, the first day of operation, only one of every eight attempts resulted in a successful search of the database. Even after the computers for database searches were reinforced on Friday, most users were still unable to get on to the site because the computers serving were telecommunications lines. (There are now five web servers, but Compaq plans to double or triple that number, officials said.)

The foundation began work on the database five years ago. It joined with the National Archives and the National Park Service in an effort to digitize 3,600 boxes of microfilm of passenger manifests for a public research library on the island. Most of the paper records had been turned into pulp in the 1950's.

As foundation officials became more familiar with the Internet, they decided to make the database available on the World Wide Web for those who could not get to the island.

The database provides information about individual immigrants, including arrival date, ship name and port of origin, birthplace, marital status at the time of arrival, occupation and source of payment for the passage.

Those visiting the island, where database access has been unaffected by the Web problems, can pay $5 for a 30-minute visit to a kiask where the visitor can make a CD-ROM scrapbook including images of ships, audio and video. They can also purchase paper copies of the manifests and pictures of ships that sailed to the island. (Officials plan to make such features available through the web as well.)

In planning the Web site, officials reviewed the successes and failures of other sites, including a NASA site covering Senator John Glenn's travel aboard the space shuttle and the Mormon Church's genealogical site, all of which experienced difficulty in their first few days online.

Mr. Markosian said administrators now realized that it had been a mistake to open the Web site to users before it was publicized so that flaws could be worked out.
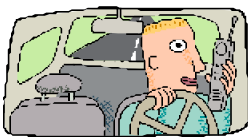
Ravi Vanketesam, vice president of operations at Atesto, a consulting firm in Fremont, Calif., that helps other companies run tests on their sites, said such a trial—like a preview of a Broadway show—could be crucial.

"There are so many unknowns when you test an application in the lab but do not test it on the Web," he said. "The recent case of Ellis Island shows what happens when you test it well in a lab, but do not anticipate the complexities of real-life Internet traffic."

ROAD RAGE
(contributed by Evelyn Stewart)

If you want to talk to the person you smiled at or glared at on the road, go to http:// www@ PlateMatch.com, and then send email to pursue the acquaintance. "The company says that names and e-mail addressed will remain confidential." They are working on making it possible for you to use your cell phone, speak the license plate number you wish to accost, and talk to the driver right then, assuming he/she also has a cell phone and it is turned on and he/she has 3 hands. Crash! One listing is free, more listings and other services available for a fee.

USED LAPTOP/NOTEBOOK COMPUTER NEEDED

Marlyn Reuter, our editor, travels frequently and is in need of a used laptop to work on the club newsletter while away from her home base. It would be helpful to have a computer with a modem to access information and type articles, given the many hours involved to produce it.

The following question was asked of J.D. Biersdorfer, writer for the New York Times:

What do I need to make phone calls over the Internet with my computer with one of the Web sites that offers "free" calls? Are they really free?

Sending voice transmissions over the Internet—a technology often referred to as Internet telephony or Voice Over I.P. (VoIP) - has been around for more than five years. Computer users can talk to one another through their PC connections or use a PC to place a call to someone's telephone.

Some of the most used Internet telephony Web sites are Dialpad (www.dialpad.com), Phone Free (www.phonefree.com) and Net2Phone (www.net2phone.com), which is available through several instant message programs.

The actual cost and conditions of the calls advertised as free will vary depending on the service you select, but certain kinds of calls do no cost anything. Some services offer free domestic calls if they are made PC-to-PC to someone who is also a registered user of the site's services, and many telephony sites offer rates that are lower than ordinary phone service rates for long-distance and international calls.

The voice must be converted into compressed digital signals to travel over the Internet, and that process can distort the sound. The sound quality of the calls may vary, but they are generally not as clear as those made with regular telephone handsets over copper-wire or digital wireless networks.

If you want to use your computer to make telephone calls, you will need to have access to one of the many Web sites specializing in Internet telephony, a modem speed that meets the service's requirements, a sound card and a decent microphone and speakers—or a headset with built-in microphone—for the computer. For many telephone services, you must register with the Web site and download some software from the site to make your calls.

CLICKBOOK VERSION 5.0 NOW AVAILABLE

Purchase your upgrade to version 5.0 by calling 800-403-0925 or 801-523-1063.

ClickBook version 5.0 for Windows 95/98/Me/NT includes the following new features:

- Headers - Add a job name, date, time, and page numbers at the top of a page.
- Footers - Add a job name, date, time, and page numbers at the bottom of a page.
- Watermarks - Center a text description in the background of each page.
- Start & Stop - Elect which page numbers to start and stop headers, Apply Changes - When you input Headers, Footers, & Watermarks you can press the "Apply Changes" button to instantly view how your print job will appear.
- Print 2nd side - This option is the default selection when you print a 2-sided document, so you simply have to press "Enter" to print the 2nd side instead of waving your mouse over the Print 2nd side option and clicking on it.

ClickBook 2000 owners start printing headers, footers and watermarks purchase your upgrade today for $9.95 by calling 800-403-0925 or 801-523-1063. (Please have your License number or VIP key ready when calling.)

If you purchased ClickBook 2000 after Feb 1, 2001 you should've received you upgrade key and instructions. If you haven't please call for the key.

If you own ClickBook 2.2 or an older version the upgrade price is $24.95 at: http://www.bluesquirrel.com/scripts/orderpage.asp?skey=CB50Upgrade

Evelyn Stewart received the following from John Warsinski

CLEAN UP THOSE FORWARDED E-MAILS

This is the greatest little utility I've seen in years. It really works. To forward an e-mail, just highlight the text to forwarded (less all the headers and junk) copy it then paste it into the window of this utility (use the paste button). Press the "strip it" button and Voila!

All the >'s are gone, and it is formatted to be read, not spread all over the page in bits and pieces.

Press the copy button, put the cursor back in the new message composer window, right click and paste. BAM! It's ready to go with just a few mouse clicks.

Read about it, and download free at: http://www.printcharger.com/emailStripper.htm

It will be the best 15 seconds you've spent in years.

△▽△▽△

GENERAL INTERNET SAFETY TIPS

1. Keep your passwords private, even from your best friend! Your online service will never ask for them, so neither should anyone else.
2. Use only your Log-in Name and/or e-mail address when chatting or sending e-mail. Never give out personal information like your real name, address, or phone number.
3. Always delete unknown e-mail attachments before opening them. They can contain destructive viruses.
4. Remember that nothing you write on the Web is completely private -- including e-mail. So be careful and think about what you type and who you tell.
5. People are not always as nice, cute, or funny as they may sound online. They may also be untruthful about their age, gender, etc. Never make plans to meet an online "friend" in person.

ARE COMPUTERS MALE OR FEMALE?

An English teacher was explaining to his students the concept of gender association in the English language. He noted how hurricanes at one time were given only female names, and how ships and planes were usually referred to as "she."

One of the students raised her hand and asked, "What gender is a computer?"

The teacher wasn't certain. So he divided the class into two groups: males in one, females in the other, and asked them to decide if a computer should be masculine or feminine. Both groups were asked to give four reasons for their recommendations.

Male
or
Female?
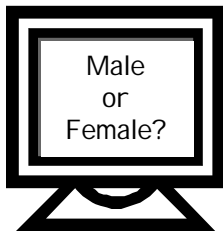
The group of women concluded that computers should be referred to as masculine because:
1.   In order to get their attention, you have to turn them on.
2.   They have a lot of data but are still clueless.
3.   They are supposed to help you solve your problems, but half the time, they ARE the problem.
4.   As soon as you commit to one, you realize that, if you had waited a little longer, you could have had a better model.

The men, on the other hand, decided that computers should definitely be referred to as feminine because:
1.   No one but their creator understands their internal logic.
2.   The native language they use to communicate with other computers is incomprehensible to everyone else.
3.   Even your smallest mistakes are stored in long-term memory for later retrieval.
4.   As soon as you make a commitment to one, you find yourself spending half your paycheck on accessories for it.

NEWS FLASH
(Don Colombo)

Microsoft says beware of stolen certificates. Two digital certificates have been mistakenly issued in Microsoft's name that could be used by virus writers to fool people into running harmful programs, the software giant warned last month.

According to Microsoft (Nasdaq: MSFT), someone posing as a Microsoft employee tricked VeriSign, which hands out so-called digital signatures, into issuing the two certificates in the software giant's name on Jan. 30 and Jan. 31.

Such certificates are critical for businesses and consumers who download patches, updates and other pieces of software from the Internet, because they verify that the software is being supplied from a particular company, such as Microsoft.

In this case, a person using the VeriSign-issued certificates could post a virus on the Web that would appear to be from Microsoft but could actually be used to wipe out a person's hard drive, for example.

"Our main interest right now is to get the word out and let people know what they can do," said Steve Lipner, manager of Microsoft's Security Response Center. Microsoft first heard of the incident when VeriSign notified the Redmond, Wash.-based company. Lipner added that the FBI has been asked to investigate.

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Computer Volunteers
ALL MEMBERS

MP3 EXPLAINED
(HP Online Article)

The digital music boon, for most of us, brings with it a myriad of questions. Here's an attempt to answer some in no particular order.

do all mp3 files sound the same?
Well, no. While an MP3 file is an MP3 file, there are a number of steps you can take to optimize sound.
1. Turn up the volume of your computer so that you can turn down the volume on your speakers. This should help since most speakers amplify sound in an analog fashion that can clash with your digital music.
2. Many MP3 players have built-in EQs. You can adjust these equalizers to fit your groove.
3. Consider a speaker upgrade (you don't have to shoot for the moon, but speakers with their own volume, treble, and bass controls are preferred), or better yet, connect your home stereo speakers to your PC.
4. Whenever possible, record your MP3 at higher bit rates. For example, low bit rates like 16kpbs roughly equate to short-wave radio quality, while bit rates in the range of 128kpbs are equal to CD-quality.

Remember, however, that the higher the bit rate, the bigger the file will be and the longer it will take to load.

how do I play an mp3 file?
There's a simple answer and a less-than-simple answer. First the simple: All you need is an MP3 player and songs to download. Second, there are plenty of MP3 players available on the Internet, but one of the most preferred amongst MP3 fans is the MusicMatch Jukebox. It not only plays MP3s, but you can convert your CD audio files into MP3s and organize you digital music collection into play lists.

what exactly is compression?
CD-quality music files are typically huge, approximately 10MB for just one minute of music. This size dynamic means that uncompressed files take an extraordinarily long time to download, especially with mainstream modem speeds (the common denominator here is still 28.8k). Compressing these files makes them considerably smaller, and as such, faster to download.

There are two basic aspects of compression:
1. Encoding, which transforms digital audio data into a highly compressed form called bitstream (or coded audio data)
2. Decoding, which reconstructs digital audio data from the bitstream at the other side.

where do I go to get digital music?
Any number of sites specialize in providing MP3 and other types of digital music. You'll want to start with sites that allow you to search by genre, artist, and title.

can I make mp3 files from my own cds?
Yes, it's legal and relatively easy to make MP3 versions of CD audio content you already own (But, if you distribute those MP3 files to others, you're breaking the law). What you need is a device called a CD ripper. It enables you to take CD content and "rip" it so that it can be saved onto your hard drive. Once this "ripped" content is on your computer, you need another device that will encode these files as MP3. You simply go to File, choose Convert, and the program walks you through each step.

what is a "streaming" audio file?
A streaming audio file is a file that begins to play almost as soon as you click on it. These file types begin to play tracks while they're actually being downloaded rather than waiting for the entire download process to be complete. Based on what kind of audio file you're streaming, you'll need the appropriate plug-in. Also, you should keep in mind that without a high-speed connection (like ISDN or higher), streaming audio can be a herky-jerky process resulting in lower sound quality.

I'VE DISCOVERED
(Paul Glattstein, contirbutor)

Now that I'm 'older' (but refuse to grow up), here's what I've discovered:

ONE- I started out with nothing, and I still have most of it.

TWO- My wild oats have turned into prunes and All Bran.

THREE- I finally got my head together; now my body is falling apart.

FOUR- Funny, I don't remember being absent minded...

FIVE- All reports are in; life is now officially unfair.

SIX- If all is not lost, where is it?

SEVEN- It is easier to get older than it is to get wiser.

EIGHT- Some days you're the dog; some days you're the hydrant.

NINE- I wish the buck stopped here; I sure could use a few...

TEN- Kids in the back seat cause accidents.

ELEVEN- Accidents in the back seat cause...kids.

TWELVE- It's hard to make a comeback when you haven't been anywhere.

THIRTEEN- Only time the world beats a path to your door is when you're in the bathroom.

FOURTEEN- If God wanted me to touch my toes, he would have putt them on my knees.

FIFTEEN- When I'm finally holding all the cards, why does everyone decide to play chess?

SIXTEEN- It's not hard to meet expenses... they're everywhere.

SEVENTEEN- The only difference between a rut and a grave is the depth.

EIGHTEEN- These days, I spend a lot of time thinking about the hereafter... I go somewhere to get something and then wonder what I'm here after.

NINETEEN- UNABLE TO REMEMBER IF I HAVE MAILED THIS TO YOU OR NOT AND DOUBT IF YOU CAN EITHER.
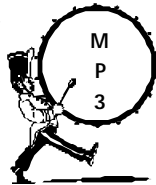
MAXIMIZE YOUR DIGITAL CAMERA

You've jumped in on the ground floor of the exciting digital imaging world--now what? Quality digital cameras cost as little as $200. To make sure you receive the full benefit of this powerful and versatile tool for creative image-making, here are some of our favorite tips on how to get the most bang from your digital buck.

quality, not quantity
Look beyond the advertising lingo that boasts how many images you can store on your camera's memory card. In general, it's a good idea to shoot the highest quality image your camera can make unless you're really sure you won't ever need it. Why? The bigger and sharper the image, the more options you ultimately have when it's time for computer editing for output, such as printing, posting to Web sites or sending over the Internet. Important: You can always reduce an image in file size and dimension, but when you "blow it up" (use your image editor to increase its actual display or print size, such as from 3x5 to 5x7), you always sacrifice overall image quality in areas such as sharpness and full color tone.

think masterfully
Digital megapixel cameras offer tremendous convenience, time savings and a rich variety of end uses for imagery. You can have a lot of fun with creative manipulation of your images, use them for business and personal needs, and generally take control of just about every aspect of imaging you could want.

An excellent habit to get into is to store your images on your computer at the maximum, uncompressed size. Think of those big images as masters, always available in "full industrial strength." Simply make a .tif or .bmp copy (uncompressed) that you can edit into final image products anytime, such as wallet-sized photos, postcards, prints, sepia-tone or posterized greeting cards, album montages and tons more.

zoom gloom
Important! Be sure you understand the difference between optical zoom and digital zoom because one of them robs you of image quality. An optical zoom means the camera lens enlarges the picture. All the camera's image sensors then record the scene, so no image quality is lost.

A digital zoom is somewhat of a pixel thief because it represents only the electronically enlarged center portion of the image. The rest of the image is ignored, exactly as if you had cropped down to the center 50 percent or so of the picture in your computer's image editor and thrown the rest away.

somebody zap me!
Digital cameras sap battery juice in a hurry. Unless you don't mind keeping lots of spare batteries on hand, try these cost-effective and time-saving options.

Use special longer-life lithium batteries, which cost twice as much, but last three times longer. Save mucho bucks using rechargeable Nickel Cadmium (NiCd) or, even better, Nickel metal hydride (NiMH) batteries. NiMH batteries charge up to 500 times and take just three hours for a full charge. Buy multiple backup batteries, so you'll always have spares. Consider a rechargeable, plug-in camera battery pack with longer power time. Before you buy your camera, make sure that it has the right connections for such a pack.

save the juice
Good power usage strategies go hand in hand with digital cameras. Follow these guidelines, and you'll avoid running out of power at a crucial photo moment.

Use the camera's optical viewfinder whenever possible, unless your camera doesn't have one. Those sexy little LCD screens are handy for reviewing shots pronto, but they make you pay by draining fresh batteries in 20 minutes or less. If you're shopping for a camera, make sure it has a traditional optical viewfinder as well as an LCD viewfinder. Corollary--if you have the choice (most cameras with optical viewfinders do), switch off the LCD except when you absolutely must view the scene digitally or review an already recorded shot to check your success. Get used to turning off the camera between shots. Don't leave the camera on unless you're ready to shoot again immediately.

card readers
How do you efficiently transfer all those images into your computer so you can play with them? Here's a quick look at the many options.

Some cameras store images on floppy disk. Just pop the floppy into your hard drive. Major drawback: Floppies only hold 1.44 MB of data, so be prepared to carry a bunch (not exactly a convenient option) if you think you'll want to make a lot of high resolution images. Most cameras come with serial cables. You download files directly from camera to computer serial port, a process equivalent in speed to watching your eyebrows grow. Best bet: Most current digital cameras use Compact-Flash or memory cards. All you need is a reader/adapter to download the images from them.

power adapters equals saved batteries
If you don't have a memory card reader when downloading images, it's a great power-saving idea to plug your camera into an electrical outlet with the camera's AC adapter. Downloads, especially over serial cable, can take several minutes. AC adapters will save you lots of batteries.

James Lawrence, excerpts printed with permission, PC Photo, September 1999.

TIPS FOR BEGINNERS
IN WINDOWS & WORD
(Eamonn O'Doherty, contributor)

Print Screen. In Windows, pressing the Print Scrn key sends the contents of the whole screen, not to the Printer, but to the Clipboard. Pressing Alt-Print Scrn sends only the contents of the screen's active window or dialog box to the Clipboard. To print it, open the Paint program (Start, Programs, Accessories, Paint). Click on Edit, Paste (or Ctrl-V) to move it from the Clipboard to the screen. Then click on File, Print to get a hard copy. This is useful if a technician asks you what Error Code appeared on the screen when you spilled coffee on the keyboard.

Arrows. In Word you can create arrows by typing – or = twice and > once. Or, for left-facing arrows, type < once and – or = twice. If you like double arrows, you can type < and = and >. But, if you type < and – and >, you'll get nothing.

Instant Lines. In Word, to draw page-wide double lines, put the cursor at the left margin, type three equal signs and press Enter. Voila!

Signature Lines. In Word, to create shorter lines, e.g. for signatures, click the Underline icon (or press Ctrl-U) and use the Tab as often as needed.

The Multiple Clipboard. Used to be, when you cut or copied two units of text to the Clipboard, the second deleted the first. Not anymore. Now, when you use Copy or Cut two or more times in a row, Word will show you the Clipboard containing up to twelve copied items. After you select the location, you can Paste them all, or individual units, or clear the board. Any time you want to see the Clipboard and its contents (if any), click View, Toolbars, Clipboard.

Close the Windows! If you want to close several programs at once, hold down Ctrl and click on each item's button in the Taskbar. Right click one of the selected buttons and click Close.

Short Menus. In Windows and Word the menus are shorter, by default. They list only the programs and commands that you've used recently. If you want to see more, click on the down arrows at the bottom of the menu. If all this bugs you, you can disable it. Click on Start, Settings, Taskbar & Start Menu, and uncheck the box "Use Personalized Menus." But use it a while. You might learn to like it.

Right Click. If somebody steals your mouse, you can right click from the keyboard. Just select the item and press Shift-F10.

Quick Format. An asterisk before and after a word, or any text, will automatically format it as bold. An underline before and after text will make it italic. Like **this** or *this*.

The Control Menu Icon. There's an icon in the upper left hand corner of every application and every document. Click on it to display the "control" menu … which *controls* the location, size and status (open or closed) of every window. Double click it to close the document or application.

Instant Desktop. If you have several files or applications open, and you want to get back to the Desktop, you don't have to minimize each file individually. In recent versions of Windows, just click on the Desktop icon in the Taskbar. In older versions, right click on the Taskbar and choose Minimize All. After you're through with the Desktop, right click again on the Taskbar and choose Undo Minimize All.

Remote Access. You can work on *your* files on your neighbor's computer! Go to www.yahoo.com, click on Briefcase and Sign Me Up. Provide the requested information, choose an ID and Password (if you don't already have one) and click Submit This Form. To access it, go to http://briefcase.yahoo.com and click Add File. Yahoo will help you upload your files to its secure servers. Then, from any computer (even your neighbor's), you can read, edit, save or delete the files in your "Briefcase."

Taskbar, As You Like It. Click and drag the Taskbar to move it to the sides or top of the screen. To hide it, click on Start, Settings, Taskbar and Start Menu, and check the Auto hide box. To retrieve it (temporarily) click and drag it up from below the screen. To retrieve it (permanently) uncheck the Auto hide box.

Browse Buttons in Word. At the bottom of the vertical scroll bar there are three "browse" buttons. The top and bottom ones browse up and down. The middle one lets you choose from a palette. The default item is: browse "by the page." The other items in the palette are explained as the cursor touches them, but they are rarely used.

Copying a Floppy Disk. Double click on My Computer. Click on the drive (A) for the disk you want to copy. In the File menu, click on Copy Disk. In the boxes click on the drives you want to copy from and to (usually both A). Click Start. Insert the blank disk when instructed. Follow the on screen instructions. You can (and must) use the same drive for both disks. Copying deletes any data on the disk you are copying to.

Disk Space? To check whether you have enough disk space, double click on My Computer, right click on the C: drive, and see the capacity and amount used. For more detail, right click on the C: drive and click Properties

Properties. You can access an icon's properties sheet by right clicking on the icon and selecting the Properties command from the context menu. More quickly, just press and hold down the Alt key while you double click the icon. .

The Repeat Key. In Word, F4 is the "repeat" key. Pressing F4 repeats the last thing you did, whether it was typing, or finding something, or changing the format. If need be, you can use F4 to create ruled paper. Type a few underlines, then press F4 until the page is filled with blank lines.

AutoText. Tired of typing "Hunterdon," or, worse still, "Piscataway"? In Word, click on Insert, AutoText, and type them into the AutoText entry. Word will complete them for you, as you type. Or do you always type "sherrif" instead of "sheriff"? Again, click on Insert, AutoText, but go to the AutoCorrect tab. Type the misspelled word in the Replace box and the correct spelling into the With box. Word will correct what you type.

COOKIES: WHAT THEY ARE AND HOW THEY WORK

(from Netscape Help on-line)

A "cookie" is a small piece of information which a web server can store temporarily with your web browser. This is useful for having your browser remember some specific information which the web server can later retrieve.

For example, when you browse through an "online shopping mall" and add items to your "shopping cart" as you browse, a list of the items you've picked up is stored by your browser so that you can pay for all of the items at once when you're finished shopping. It's much more efficient for each browser to keep track of information like this than to expect the web server to have to remember who bought what, especially if there are thousands of people using it the web server at a time.

For information on how to set your browser to accept cookies, you can go to: http://help.netscape.com/kb/client/971020-3.html.

As you browse the web, any cookies which servers might send to your copy of Netscape Navigator are stored in your computer's memory. When you quit out of Netscape Navigator, any cookies that haven't expired are written to a cookie file so they can be reloaded next time you run Netscape Navigator. (On a Mac this file is named "MagicCookie", on Unix it's "cookies", and on Windows it's "cookies.txt". You can look at this file with a text editor to see exactly what cookies are stored there, or delete the file to get rid of all of the cookies - this is harmless and shouldn't cause any problems.)

A cookie file is NOT a secret way for a web server to find out everything about you and what you have on your hard drive. The ONLY way that any private information could be in your cookie file would be if you personally gave that information to a web server in the first place and it decided to put that information into your cookie file for some reason. Also, each cookie is marked with information about what web server it's for; Netscape Navigator

does not send any cookies to any web server they're not for. There is absolutely no way for a web server to get access to any private information about you or your system through cookies. Also, there is no possible way that a virus could be spread through the use of cookies.

If you want to know when a server is trying to send a cookie to you so you can choose whether or not to accept it, then go to the "Protocols" section under "Network Preferences" in Netscape Navigator 3.x and turn on "Show an Alert Before Accepting a Cookie." (On the other hand, if you don't want to be asked whether or not you want to accept a cookie, this is where you can turn that off.) If you're running Netscape Communicator, you can refuse cookies entirely by setting an option in the "Advanced" section of the Preferences.

A tech note explaining how to write a server-side CGI program to set and read cookies is available at "http://help.netscape.com/kb/server/960513-111.html".

WORDS FOUND IN NEWSLETTER

V	T	K	N	L	Y	Q	P	E	E	Y	X	M	S	N	N	D	T
H	B	S	P	E	A	K	E	R	H	G	V	S	M	O	K	N	E
M	O	Y	R	Q	W	O	A	P	O	Y	C	A	V	I	R	P	M
A	R	E	M	A	C	S	A	R	I	G	X	Z	Z	S	J	F	P
N	Y	Q	X	E	R	R	L	A	G	X	R	N	Z	S	Q	C	L
Q	O	Q	M	B	G	L	P	E	T	K	J	A	C	I	O	M	A
Q	T	I	U	O	B	I	T	S	T	R	E	A	M	M	T	C	T
M	U	L	T	I	M	E	D	I	A	T	B	V	P	S	E	L	E
M	C	O	R	A	E	U	Q	N	M	A	E	U	O	N	N	I	N
F	H	C	P	E	T	R	P	E	S	E	T	R	W	A	R	P	O
P	S	V	J	U	D	N	A	G	G	E	J	E	R	E	B	H
H	A	W	E	A	S	R	E	W	R	A	I	A	R	T	T	O	P
L	A	T	I	G	I	D	O	S	T	A	M	K	P	O	N	A	E
E	R	A	W	D	R	A	H	C	E	F	D	I	O	I	I	R	L
D	O	W	N	L	O	A	D	E	M	R	O	E	I	O	X	D	E
E	N	O	H	P	O	R	C	I	M	A	P	S	N	X	C	A	T
A	R	C	H	I	V	E	M	D	Y	L	C	T	T	C	I	A	L
N	O	I	T	A	R	T	S	N	O	M	E	D	C	Z	T	M	U

ARCHIVE	MICROPHONE
BITSTREAM	MULTIMEDIA
CAMCORDER	NEWSLETTER
CAMERA	PHOTOGRAPHY
CLIPBOARD	POWERPOINT
CLUB	PRESENTATION
COMPUTER	PRIVACY
COOKIES	PROGRAM
DEMONSTRATION	SOFTWARE
DIGITAL	SPEAKER
DOWNLOAD	TELEPHONE
HARDWARE	TEMPLATE
IMAGE	TRANSMISSION
INTERNET	UPGRADE
MEGAPIXAL	

Getting ready for the meeting.

Hunterdon Computer Club

Next Meeting Saturday, May 19, 2001
Hunterdon Medical Center
Rt 31 Flemington NJ

8:30 A.M. To Noon

Program: Bill Woodall speaking on Basic Digital Image Editing.

Bring your Digital Camera or Camcorders to the meeting since this is the organizational meeting for the Digital Photography SIG.

Guests Welcome —   all ages all levels

HCC NEWSLETTER

HUNTERDON COMPUTER CLUB

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