SLO Bytes HardCopy
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July 2004 General SIG Review by Alan Raul

Our July 4th meeting started out with a digital image slide show of the recent Linux Users Group Install
Fest. Digital photographers Ann Getoor, Bob Gromer and Alan Raul documented just how much fun
someone could have installing Linux on their computer. Pictures of the Linux Install Fest are available in
low and high resolution at
http://kcbx.net/~araul/linux/photos/

A follow-up to this event was held at the Thursday night Linux meeting, where two more computers had
Linux installed on them. This meeting provided an in-depth look at hard drive partitioning, formatting and
other computer related information before we began our Linux installs.

OK, back to our Sunday meeting A question was asked about an error code Partition Magic brought up.
The PowerQuest (Symantec) Knowledge Base provided the answer and a solution, which was to update
Partition Magic to 8.01.

Symantec Technical Support
http://www.symantec.com/techsupp/

We next visited some of our local city, county and state web sites. A great directory of almost 10,000
links can be found at the **State and Local Government on the Net Directory** web site.
http://www.statelocalgov.net/

Visit the **Beta News and File Forum** for the latest beta news and the latest software upgrades to
shareware, freeware and paid software.
http://www.betanews.com/

Nirsoft FREEWARE Utilities http://nirsoft.cjb.net/ provides a nice little **StartupRun Utility** which was
demonstrated on Alan's laptop. Only two programs startup at boot! Yes, I run a *lean* machine!!!
http://freehost14.websamba.com/nirsoft/utils/strun.html
Go to run, type in msconfig and select the startup tab and you will see a lot of cryptic listings which is like
reading a foreign language. You can go to Start-Up Applications
http://www.pacs-portal.co.uk/startup_index.htm which will attempt to decipher what these applications
are and what they are associated with.

A full-list ZIP of Start-Up applications is available for an off-line page showing all items in one table
which also includes a search facility. The page also includes a cascading style sheet (startups.css) that
allows the page to be displayed the same off-line as the on-line version.
http://www.pacs-portal.co.uk/startup_pages/startups_all.zip

July 2004 Main Meeting Review by Bill Avery

Nancy Vrooman and Peter Stonehewer offered their fabulous mix of SLO Bites cookies and fresh java, all
real-time, with a selection of "teas to please", for our Social SIG in the side hall at break time. With so
many attendees, I think we cleaned up the plates, especially the Mint-mixed Oreos and Fig Newtons. We

thank them for their efforts. After the chatter was done we returned to the main hall for our reprise engagement with **Guest Speaker Lauri Sowa**, sharing her tour of Tips in **Microsoft Excel**, a review of the basics, with some special features explained.

Ray noted that we had several visitors, and about 50 members present, due to the Holiday meeting schedule. Lauri has an excellent reputation as a speaker and teacher. She is a SLO Bytes Club member and also active in the Nipomo Black Lakes Computer Club.
http://webpages.charter.net/trevor11/blcc/blcc.htm

Lauri's company, Wise Owl Opportunities, provides computer and accounting services throughout the Central Coast of California. Her website has many articles and tips, so be sure to check it out
http://www.wiseowlops.com

Lauri specializes in individual training and support of home systems, providing specialized attention to your individual needs. Her business services include computer support and network administration, along with accounting and administrative services, which provide hands-on design and implementation of proper financial controls, IT procedures and systems. To support and enhance these services, she also provides on-site and public seminar instruction, in the areas of administration, accounting and technology.

Wise Owl presentations include MS Word and MS Excel in Office, MS Access database tips, QuickBooks accounting training, and downloads to assist in home study
http://www.wiseowlops.com/downloads.html. See her Excel Examples to compliment her presentation at http://www.wiseowlops.com/sampleexcel.html.

Lauri began her talk with an overview of the basics of Excel

What is Excel?
Worksheets - Enter, calculate, manipulate and analyze numbers and text
Charts - Pictorial representation of data
Databases - Sort and search for specifics

Excel - (spreadsheets) vs. Access - (databases); what are the differences?

For manipulation of information in a tabular (X/Y - row/column) format, with the ability to do mathematical calculations, you need a spreadsheet. If you wish to present information as individual groups of data, as if a card file might display it, with items grouped together by categories, then a database is the best program to use. Excel is easier to use than Access, which can be programmed in Visual Basic, and solves more complex problems. Therefore, Lauri says: Starting with Excel and becoming familiar with the problems and solutions of data management, is a good idea.

When you start working inside a spreadsheet such as Excel, everything is based on the concept of a cell, or the intersection of a row and column in the grid structure on a page. Each page is a worksheet, selected by tabs at the bottom of the window. The cell has an address of X and Y, but the information in the cell is what you want to display.

Excel has a menu bar and tool bar, like other Windows applications

Menu Bar

File Open, Saving, Printing
Edit Delete, Add, Copy

View Show toolbars, zoom screen size
Insert Add cells, charts, and pictures
Format Cells, Rows, worksheets
Tools Spelling, Passwords, System Options
Data Forms, Subtotals, Pivot Tables
Window Hide windows, Freeze Panes
Help Search, Index, Examples

Toolbars: The actions performed by the toolbar buttons are also found in the menus. If you put your mouse pointer on top of a button, its name will pop up. If a toolbar is not displaying, click on VIEW on the menu bar, then Toolbars. Click on the box in front of the toolbar name to display it.

Here are some terms, from Lauri's website

A **Cell** is the basic unit of the spreadsheet. The **Active Cell** is the cell which has the dark border around it. It indicates where the insertion point is located.

A **Block** is a group of adjacent cells forming a rectangle.

The **Workbook** is Excel's name for a file.

The magic of the spreadsheet is that each item of information has an address, and that those addresses can contain formulas based on other addresses, which modify the data shown at a particular address or range of addresses. So as the data is entered in one part of the spreadsheet, it can affect another part to create a calculated result automatically. The results are instantly available as updates, and can be presented as charts or graphs, as well as numbers.

Lauri gave us one valuable tip, right at the start of her demonstration, which showed how to use the little Auto-Fill triangle mark displayed by a cell where new data has been entered, such as the name of a month of the year, in a row across the sheet or column down the sheet. Right-clicking will give options on how to use the Auto-Fill, as well as other formatting choices. Under the Tools menu, the Auto-Fill options can be configured to meet your specific preferences.

Centering text in cells, such as the names of months, was shown as an example.

Repeating the column headings on each page as you view multi page workbooks is a valuable feature of the Page Setup Tool and we saw that tip in action.

Under Print Preview, the margins are adjustable and that will auto-format the final printed result.

Format Cells under the format menu contains most of the commands you'll need.

To make charts for the data in a group (range) of cells Highlight range - Click the Wizard - Follow the Steps.

To do calculations (Formulas), use the Greek capital Sigma symbol on the Toolbar.
If we want to put the sum of 25 and 14 in cell A3, we can type =25+14 or =A1+A2.

A1+A2 allows the total of the contents of cells
A1 and A2. If either number is changed, the total will change automatically.

+B1+B2+B3   Adds cells B1, B2, and B3
=S2*50   Multiples cell S2 times 50
=A1-C12   Subtracts cell C12 from cell A1
=S2/50   Divides cell S2 by 50
=SUM(A1,A12,A30)   Adds the values in the cells A1, A12, and A30
=AVERAGE(C1C3)   Calculates the average of the cells C1 through C3

There are many other mathematical operations available in Excel, almost more than you can imagine. On the Toolbar, there is an f(x) symbol, which brings up a list, and what they do can be found on Google, by typing Excel followed by the function name! Creating a creation date entry can be done by a macro, which you can find via Google, according to Lauri.

Lauri finished by showing us how to take an Excel spreadsheet output and transfer it to Access via an Access Link selection on Access Add-in Tools. You must check that before this process will work, assuming you have Access database available on your machine. The printed output from an Access Report will be much more usable than the cold, clear Excel spreadsheet. There are filters which the database can apply, to supply only certain pieces of data, under Data, Filter, AutoFilter in Access, which are very powerful.

Lauri specializes in Microsoft Office related programs, and she suggested that we use her website to contact her if we have any further questions wiseowl@wiseowlops.com.

We finished the meeting with a quick raffle of a PDA, a pair of Walkie-Talkies, and a Scientific Calculator. Next time we will talk "digital photography" with George Lepp, a revisiting artist and speaker from Los Osos. I hope to see you there! - W. Avery - San Luis Obispo
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Guy Kuncir's Featured Speaker Programming Schedule

George Lepp will be the featured speaker at the August 1st SLO Bytes meeting. His talk will be about Digital Image Printing. Specifically, he will cover the following topics Printers, Papers, Techniques (including edge effects and other ways to add a finishing touch to the print), and Presentations (including framing considerations, album pages, etc.).

Mr. Lepp is a nationally- and internationally-known expert in digital photography. Now specializing in the exclusive use of digital cameras for his work, his expertise is given wide dissemination through the columns he regularly writes in photography magazines, talks he gives, and personal instruction he provides at the Lepp Institute of Digital Imaging.

George is Field Editor of *Outdoor Photographer* and *PCPhoto* magazines. His talks around the U.S. are sponsored by Canon Camera, Epson, and Microsoft . He is a 20+ year resident of Los Osos, CA where he heads the Lepp Institute of Digital Imaging. For more information about Mr. Lepp, upcoming seminars and digital-imaging workshops, visit www.LeppPhoto.com or call (805) 528-7385.

The featured speaker at the September 5th SLO Bytes meeting will be Gene Barlow. Gene is an educator, writer and a talented presenter, representing many vendors over the years with products that he finds valuable and effective for home and small business users. He now represents his own User Group Store at: www.usergroupstore.com and is offering user group members and their guests considerable discounts on software. Three of the most exciting products in his line will be demonstrated at the meeting in Genes tutorial manner of presentation.

SecureClean. Simply deleting a file from a hard drive does not permanently remove it. The only effective way to permanently remove information from a hard drive is to write blanks or zeros over the top of the deleted information. Gene will demonstrate SecureClean and show you how easy it is to prevent personal and private information from building up on your hard drive where the potential always exists for unintended viewing by others.

MoveMe. This is a cleaver utility to help users easily transfer all of their application programs, settings and data files from an old computer to their newer computer. By using this utility, you can quickly stay current with technology and still use your familiar files on your new computer.

True Image. Genes main topic will be Backing Up Your Hard Drive with True Image, a drive-imaging tool from Acronis. Steve Bass from PC World said I've been using True Image for regular backups since the beginning of the year. So far, I haven't had a lick of trouble, either with creating the image, adding incremental images, or with the restoration function. I'm happy with True Images simplicity.   Backing up your hard drive is possibly the most important thing you should do with your computer. Gene will demonstrate True Image and show you how to use the incremental backup feature, creating backups that are relatively small and are completed very quickly. This is a topic every user should understand.

Gene Barlow and his wife Linda visit about 100 user groups each year. He is one of the most interesting presenters you will hear. Don't miss this meeting!

Webmaster's Notes by Ralph Sutter

This is a reminder to all SLO Bytes members to bring their photos to each General meeting. Images can either be candid shots of club activities or any photos that you have taken and would like to see displayed in the SLO Bytes Photo Gallery, www.slobytes.org/photos. Bring your digital camera by the Treasurer's table at the close of each meeting and I will transfer your images to my laptop via a multi-format card reader. I will also accept images on CDs. Please note that I will not be able to accept prints. Share your pictures. Share your skills. Help SLO Bytes build our Photo Gallery.

Ralph Sutter
SLO Bytes Webmaster

President's Message

At our 1 August 2004 meeting
At 1 PM, Alan will moderate a computer question/answer session
At 230 PM, George Lepp will give his presentation.

If you have not already ordered the **FREE MS Security update CD** for Win98, Win98SE, WinME, Win2000 & XP with **ALL** security updates through Jan 04, do so now. It's an ideal CD to have on hand if you ever have to format your drive or reinstall Windows. And, it's really FREE. Go to http://snipurl.com/MS_order to order. It takes about 4 weeks for you to receive it.

With this Security Update CD a **free Antivirus and Firewall CD** is also included. It is by Computer Associates, a one year subscription of eTrust EZ Armor antivirus/firewall software. BTW, only one antivirus program should be installed on your computer so uninstall any other antivirus program you have

before installing the one you want.

Check out the **money saving offer that KCBXnet** (aka Slonet) is extending to all current and future members of SLO Bytes. Go to http://www.slobytes.org and click on the KCBX offers special Internet access pricing for SLO Bytes members link.

BTW, KCBXnet has added an accelerated dial-up access for their subscribers. Basically, it permits faster page loading while surfing on the Web. Check it out at
http://www.kcbx.net/products_prices/internet_services.php

Take advantage of the four **learning CD's** "Learn Windows XP, Excel, Word & Power Point" available for our members to check out (at the Treasurer's table)

We also have **Adobe Photoshop 7, learning CD's** to check out (at the Treasurer's table). These 5 CD's cover, in depth, the various program features in lesson format.

Celina Penalba has sent me this URL http://www.cnethelpu.com/?mcid=497-0526 where CNET is offering **Free On-line Courses**. Check it out. Thank you Celina.

Continue to bring any **used ink-jet printer or toner cartridges** to our meeting. We collect them (at the Treasurer's table) and turn them over to "Make A-Wish Foundation" who generate much needed funds for their organization by refurbishing and selling them.

--Ray Miklas

Nate Wallenstein's Recommended Readings
An article by Bob Moffat, secretary of the Northwest Apple Pickers who writes a regular column called "Word Wrap" in their newsletter.

The Internet is an amazing connector. We use it to discover facts, visit distant lands, chat with others across vast distances, send email, and find dozens of new avenues to explore.

A friend of mine of many years standing stays in touch by email every couple of weeks. I've not had a personal message from him in months -- just forwarded cute stories, religious or patriotic items, political rants, or an assortment of items that may or may not be urban legends and myths. It is so easy to use "FORWARD" in any email program. All you have to do is open your address book and click on a name to include that person as a recipient. While you're at it why not send it to a dozen?

The problem is this: my name and the names of all the other folks he sends that message "TO" appear in all copies of the email. I don't know any of the other folks he forwards the item to: but I know their name and email address. He often forwards a cute story that he receives as a forward from someone else who received it as a forward. I got one message in which I counted 75 names and email addresses of which only my own and the person who sent it to me were familiar.

No wonder I have so much spam. I have no idea who else on his list may be forwarding his mail on to others who forward it on... Am I paranoid? You bet!

May I offer some suggestions to any of you who choose to "FORWARD" messages. Your email program offers these options: "REPLY TO," "FORWARD," and "REPLY TO ALL" when you open an incoming

message. Your Address Book and the address block in an outgoing message offer these options: "TO," "CC" (Carbon Copy or Courtesy Copy), and "BCC" (Blind Carbon/Courtesy Copy.)

When forwarding a message use "BCC" for all the names you address the email to. Each person will see ONLY THEIR NAME in the address block when they receive the message. You will have disclosed no one else's name and address without their permission.

Consider also the purpose of "FORWARD," which is to assure that the original message has not been edited. You can avoid forwarding all those existing names in a message that has been recklessly forwarded to you. Simply highlight the section of the message you plan to send (the cute story itself, for example.) Then click on "FORWARD" to open a new outgoing message window waiting for you to add the addresses. Only the words you chose will be in the new window. (If it is not important that the original message be unedited, the same process can be used to copy and paste from the received email into a new outgoing message window.)

By ignoring all the old previous forwarding addresses, you can assure that no one receiving your email will see addresses of folks they do not know and from whom you have not received permission to reveal. Of course, now that the window is waiting for your addresses, you will remember to use "BCC" in front of every name, not "TO" or "CC."

A similar shortcut works if you select a phrase in an incoming message and click on "REPLY TO" -- you will get a new outgoing message pre addressed to your correspondent with the selected words quoted in the message block waiting for your additional comments. This is a good way to avoid quoting the entire message. It saves time, it cuts to the chase, it makes your response more effective.

A final note before my rant is over. Any email you receive that insists you send a warning to everyone you know or that describes some frightening new menace or despicable decision by government or corporation MAY BE A HOAX. Check it out at any of the urban legend or Internet hoax sites before you forward it. I recently received an incredible (literally) story about a famous actor purported to be true and reportedly broadcast by a well known commentator. The TRUTH was that "story" was a role the actor had played in a movie and there was no record the commentator had ever told the (untrue) story on the air. I received this "FORWARD" from three different friends, none of them had taken the time to verify this outlandish story before sending it (along with a bunch of names and addresses) to me.

The Internet is a fantastic information highway. Like any highway, there are good and bad drivers. We who use it must be aware of the common sense measures we should adopt to protect our own and our friend's privacy. The Golden Rule applies: treat your friend's privacy and credulity as you hope they would treat yours.

Treasurer's Report
Jun 24, 2004-Jul 24, 2004

    Income

Membership dues	$25.00
Refreshments	21.25
Software auction	30.00

    Expenses

Hall rent	75.00
Raffle prizes	26.24

Checking Acct Balance	$883.91
Saving Account Balance	$3,099.14

Club Information and Meeting Times

SLO Bytes, a PC Users Group dedicated to educate its members in the use of personal computers, digital devices and software, meets on the first Sunday of each month at the Independent Order of Odd Fellows (IOOF) Hall at 520 Dana Street, San Luis Obispo. All meetings are open to the public at no cost. Special interest groups meet from 1 to 200 PM and guest speaker presentations begin at 230 PM. Contact Guy Kuncir (489-1395, gkuncir@charter.net) or visit www.slobytes.org for additional information about SLO Bytes and the scheduled presentation.

HardCopy is a monthly publication of SLO Bytes PC Users' Group located in San Luis Obispo, California. Information in this Newsletter is derived from both our own membership and other PC User Group Newsletters. The purpose of this publication is to inform our members of meetings and provide information related to the use of PCs and various Operating Systems.

Membership Dues are $25 per year. Full membership entitles you to our monthly newsletter via e-mail, technical assistance, raffle gift drawing at the end of the meetings, a voice in the affairs of the club, and comradeships.

Article Submission Deadline for submission of articles is the 20th of each month. Articles should be E-mailed to the editor rmiklas@bigfoot.com
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Outside Special Interest Groups (SIGs)

HTML/Internet SIG normally meets at 630 PM on the Monday following our Sunday General Meeting at Ralph Sutter's home in Arroyo Grande. Call Ralph at (805) 489-8678 for directions

Linux SIG normally meets on Thursday at 630 PM (following our Sunday's General Meeting) at KCBX.net [a.k.a. SLONET] Training Center, 4100 Vachell Lane, SLO.

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Alan Raul (General SIG/Linux SIG)
Nancy Vrooman (Refreshments)
Peter Stonehewer (Refreshments)
Nate Wallenstein (Contributing Columnist)

Ken Stilts (Set-up/Clean-up)
Cliff Buttschardt (Set-up/Clean-up)
John Enos (Set-up/Clean-up)
Bill Palmerston (Set-up/Clean-up)

SLO Bytes Website http://www.slobytes.org

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