3 October, 2010 General Windows SIG Review by *Ralph Sutter*
Keyboard Shortcuts

      Resize icons on desktop - Windows 7 and Vista:
      On open desktop, hold down **CTRL** key and move scroll wheel up or down.
      This also works to resize pages.

      To scroll through Windows:
1. Hold down Shift key and move scroll wheel
2. Hold down ALT key and hit TAB
3. Control space between paragraphs by holding down the Shift key when you hit the Enter key (Demo)
4. Control what indents with the Tab key by holding down the CTRL key when you hit the Tab key (Demo)
5. Enlarge text by holding down the Shift key and rolling the Scroll Wheel
6. Hide all windows and show the desktop by holding down the Windows/Start key and pressing the M key (Command M-Mac)

Goals: Manipulate .pdf files with free software
      To merge two .pdf documents into one
      Rotate .pdf document and save that rotation
Use **Adolix Split/Merge PDF**: http://www.adolix.com/split-merge-pdf/ to combine two or more pages into a single file
If you want to split large PDF files (bigger than 50 pages) and merge more than 5 pages into a single PDF then you must upgrade to the professional edition of **Adolix Split and Merge PDF**.

Demo product to split and merge .pdf files.
Tracker Software Products PDF-XChange Viewer: Has different capabilities than Adolix Split/Merge.
PDF XChange Viewer http://www.tracker-software.com/product/pdf-xchange-viewer/download
Product Choosing Wizard: http://www.tracker-software.com/product/pdf-xchange-viewer#downloadnotes

Document Manipulation: This is the only freeware product that I found that would not only rotate pages but save them in the rotated position. Other products rotated the pages while displaying them but wouldn't save them in that rotation.

From the **Document** menu, select **Rotate Pages/Direction**
In the freeware version, users cannot merge or split pages. Use **Adolix** for these functions.
Demo product to rotate second page of a 4 page .pdf document.
Demo Other PDF-XChange Viewer Features
Insert Hyperlinks: Tools/Link Tools/Rectangle Link Tool – (Hyperlinks via Image Map, not by actual text)

Basic Tools
      Use the Hand Tool for scrolling the page,
      Use the Snapshot Tool to take a screen shot of one page
      Use the Select Tool to cancel the other tools

Comment and Markup Tools (useful for drafts of documents that are reviewed by several persons)
      Highlight Text Tool: to mark up text in yellow by default, other colors by selection. *(Demo on HardCopy)*
      Cross-out Text Tool: to strike through text *(Demo on HardCopy)*
      Underline Text Tool: to underline text *(Demo on HardCopy)*
      Also by right-clicking a selected area-

Add a Note
Add a Link
Numerous Drawing Tools are also available

Insert Text
      Use the **Typewriter Tool**: Demo Typewriter Tool to add text to the HardCopy
      Use the **Hand Tool**: Overlay one text with another

October 3rd, 2010 Main Meeting Review *by Don Jones*

We looked at the beginning of a finished Premiere Elements, PRE, DVD video including a menu and animated text. Then we opened PRE and selected:

1. Two Photoshop Elements slide shows (.wmv) made from BBQ pictures as discussed in Sept.,

2. One "as shot" video clip (.mov) shot at the BBQ,

3. One still photo (.jpg) from the BBQ photos.

Each of these was placed in the Sceneline view, and then we changed to Timeline view. Sometimes, we need a placeholder video clip, so we demonstrated adding one at the beginning of our video (this option hides under the project tab). We added two title clips and placed them on the video 2 track, added transitions, and modified one to make our own version of a transition. We then moved to Share and looked at various output choices, especially small resolution Flash video used on Websites and handheld devices, and burning a DVD like the one demonstrated at the beginning. We rendered our video as a small Flash video to show this can be an important factor in the time video editing takes.

We switched back to editing options and added Scene/Chapter markers for DVD menus. A music (.mp3) file was chosen and added on the Audio 1 track. It was longer than our video, so we demonstrated splitting the clip and deleting part of it. We added two keyframes at and near the end of our video track and audio track. By simply dragging the end keyframes of the video opacity and audio volume, we made our own simple fade transitions at the end.

Under the DVD Menus tab, we selected a menu template and noted the automatic addition of scene selections using our markers, their names, and the first frame from each scene on its menu block. We added our short instant newsreel BBQ video from Sept. to the Main Menu block. Using the menu preview we looked at the final format to be seen on your home DVD player.

In the interest of time, I did not attempt to cover other PRE functions such as audio editing/mixing and controls in the Properties panel that we touched on in Sept. We ended by looking at the end of the DVD that we started with, noting how judicious editing and serendipitous photography can sometimes make something unique. Have fun!

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7 November 2010 Programming Schedule: *by John Waller*

Alan Raul will moderate their Q & A session from 12:45 PM to 2:00 PM.

Main Program Presentation:

At the November meeting we will be presented with a Webinar by Gene Barlow about **Acronis True Image Home 2011**. This is the latest release of the popular backup software. It has been upgraded for the latest OS, Windows 7

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President's Message

At our 3 November, 2010 meeting:
At 12:45 PM, **Alan Raul** will be moderating the Question and Answer session
At 2:30 PM, Gene Barlow will start his Webinar presentation

At our **December 5th meeting**, we will have an opportunity to cast our vote for all the officers of SLO Bytes. All the current Officers agreed to serve in the coming year. At our **November 7th meeting**, you are all invited to volunteer or nominate any member for any position to be voted upon at our December meeting. Please submit your nominations to our Secretary, Ralph Sutter.

Go to http://www.slobytes.org/newsletter/push/ to see the PUSH reviews. They come to us from **Dave Gerber**, Director/PUSH Chairman of APCUG. Our Webmaster, **Ralph Sutter**, uploads these articles to our website. The actual PUSH articles are hyperlinked from the index.

You can view the **Association of Personal Computer User Groups** (APCUG) Publications here: http://www.slobytes.org/apcug/index.html

Take a look at http://www.kcbx.net/training.html to see if you would like to avail yourself of the various **computer related classes** available at the **KCBXnet Training Facility.**

Cal Poly Continuing Education's Osher Lifelong Learning Institute (OLLI) is a comprehensive learning and service program for those 50 and over. This is a highly rated College level education program available at Cal Poly. This is their website: http://www.osher.calpoly.edu/

--*Ray Miklas*

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Treasurer's Report for November 2010

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Income October
        Renewing members           $100.00
        New members                   none
        Refreshment receipts         31.80

Expens  s October
        Hall Rent                    90.00
        Christmas Raffle Prize (Alan)  690.23

Bank Statement 9/30/20  0
        CD #41626                 2,957.08
        Savings acct bal             55.00
        Checking acct bal         1,301.37
        Interest year 2010           28.31
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 New members: None

Renewing Members: Joan Riebow, Nancy Vrooman, Theodore Ivarie, Joseph Baranex

 Treasurer's Comments:

The Board voted last month to continue with the "computer" raffle at our annual Christmas Party. Again, the tickets will be $10.00 each or three for $25.00. I will accept subscriptions at the Treasurer's table at our November meeting or you can mail me your check with a cover note indicating its purpose. Alan has already ordered a Dell Laptop from Costco at a cost of $690.23; therefore, it should be a good, powerful laptop. More details at the November meeting.

 Robert Mires, Treasurer

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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 12:45 PM to 2:00 PM and guest speaker presentations begin at 2:30 PM. Contact John Waller (johnlwaller at sbcglobal.net) or visit http://www.slobytes.org/index.shtml 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 at pacbell.net).

Computer-related businesses wishing to advertise in **HardCopy** may now do so. The rate is $15.00 per month or $120.00 per year for a business card size announcement. Content in ad copy is subject to approval by the SLO Bytes Board of Directors.

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Outside Special Interest Groups (SIGs)

HTML/Internet SIG normally meets at 6:30 PM on Monday (following our Sunday's General Meeting) at Ralph Sutter's home in Arroyo Grande. Call Ralph at 489-8678 for directions.

Linux SIG normally meets at 6:30 PM on Thursday (following our Sunday's General Meeting) at KCBXnet Training Center, 4100 Vachell Lane, SLO.

Photography SIG normally meets at 7 PM on a third Monday of each month at Bob Grover's home in Arroyo Grande. Call Bob at 489-6230 for directions.

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SLO Bytes Officers/Volunteers
Ray Miklas - President (HardCopy Editor) rmiklas at pacbell.net
John Waller - Vice President (Programs Chair/Publicity) johnlwaller at sbcglobal.net
Robert Mires - Treasurer (Membership/Publishing) rmires at sbcglobal.net
Ralph Sutter - Secretary (Webmaster/HTML-Internet SIG) rsutter at cuesta.edu
Alan Raul (General SIG/Linux SIG)
Bob Grover (Photography SIG)
John Waller (Contributing Columnist/Main Meeting Review)
Nancy Vrooman (Refreshments)
Peter Stonehewer (Refreshments)
Ken Stilts (Set-up/Clean-up)

Disclaimer: Neither SLO Bytes PC Users' Group, its officers, editors, or contributors to this newsletter assume liability for damages arising out of this publication of any article, including but not limited to the listing of programming code, batch files and other helpful hints. Articles from this newsletter may be reprinted by other user groups if credit is given to both the author and newsletter from which it was taken. Reproduction of articles with a specific Copyright notice is prohibited without prior permission from the original author.

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