SLO Bytes HardCopy

A publication of the San Luis Obispo PC Users Group

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Alan's May 7th, 2006 General Windows SIG by Alan Raul

File Hippo - Download Free Software
http://www.filehippo.com/

MajorGeeks.com - Download Freeware and Shareware Computer Utilities
http://www.majorgeeks.com/

Woot : One Day, One Deal
http://www.woot.com/

Techbargains
http://www.techbargains.com/

Discount Shopping, Bargains and Deals
http://www.shoplocal.com/

Microsoft Office Downloads Home Page - Check for free updates that improve Office's stability and security
http://office.microsoft.com/en-us/officeupdate/default.aspx

May 7th, 2006 Main Meeting Review by Bill Avery

Ray Miklas started the meeting by asking our guests to talk to Bob Mires (our Treasurer/Membership Chair), at our visitors table and sign-in, so that they would receive information about our club and upcoming meetings. He commented that the large Buck Wild dollar store on Foothill Blvd. in SLO is really a good deal, because everything is priced at only one dollar. Also he announced that the annual SLO Bytes BBQ will be organized this year under the leadership of a committee led by Ralph Sutter. The date will be July 2nd, the first Sunday of the month, in place of our usual guest speaker. Details will be forthcoming. Ray continued with descriptions of our Special Interest Groups (SIG) meetings at other locations: HTML at Ralph Sutter's home in Arroyo Grande http://htmlsig.slobytes.org/ , the Linux group at KCBXnet's Training Center in San Luis Obispo http://www.kcbx.net/~araul/linux.htm and the Digital Photography meeting at Don Jones's home in Pismo Beach http://www.slobytes.org/digital/index.html. They are all open to any SLO Bytes member or other interested party on Monday and Thursday, following the Sunday main meeting, and the third Monday of the month, respectively. The contact details are given on their listed links.

Finally, our guest speaker, **Laurie Sowa**, has returned to present another dynamic lesson on the Excel spreadsheet, a Microsoft Office application program in wide use with many interesting features. Check out her Websites: Wise Owl Opportunities and http://www.wiseowlops.com/index.html for details and discussions related to her presentation. In particular, see her list of Excel examples at http://www.wiseowlops.com/sampleexcel.html.

Laurie has been recovering from lung surgery and is just now returning to teaching. During her time out, she wrote a book, *The Computer Cache, Common Cures for Your Computer*, which is a collection of articles from her website, http://www.wiseowlops.com/articles.html. Laurie is one of our best speakers and she always comes prepared with a handout, illustrating the main ideas of her lesson. For those without any exposure to Microsoft Office programs, try her quick PowerPoint presentation at http://www.wiseowlops.com/powerpoint/Office.ppt [The free PP-Viewer97 is available at http://office.microsoft.com/downloads/2000/Ppview97.aspx from Microsoft, to install and use for this demo.] We covered both the latest version (2003) of Excel and the earlier one (2000) which had some different features, with an emphasis on Mailing Lists. Laurie noted that recently she has been asking for receipts of her email messages, due to a large number of undelivered messages, and delayed delivery problems. So, when asking her an emailed question, be certain to allow return receipts for your replies.

The basic idea of a spreadsheet is very simple: it is a matrix of cells, each of which has an address in a column and row system and individual pages called worksheets for each related matrix. Each cell can contain information or formulas to use that information. Most of the time spreadsheets work with numerical data but Excel allows other forms of data, such as graphs, and pictures. The types of data listed on a worksheet can be filtered to display certain items instead of all items. We saw Laurie demonstrate these filters on her Excel examples. Color coding is also available, so she made her examples easy to read in multiple colors. Her handout lists filtering, conditional filtering, pivot tables, and mail merge as the main topics of our lesson. We developed our basic lists into interesting results as we applied each of these processes to the lists.

Toolbars are neat parts of modern spreadsheets and we took a quick look at how to use them in Excel. Right click menus also allow quick access to appropriate features for a particular cell. As the lesson proceeded, we asked several questions to see special features explained and to see the differences between earlier and current versions. One feature like this is the renumber function, which we observed in action. The last item for discussion was Mail Merge. Any CSV file will import into Excel, and combine with MS Word to work on lists of names, such as a Christmas Card list, as way to make labels. Laurie showed how to work with Avery 5162 labels, which is a common size. The customer data which she used as a previous example were arranged to print these labels by merging the data with label format. Letters and emails can also do this, which is how some spam is generated.

We finished the meeting with our Quick-Pik drawing for special door prizes, and put up the chairs.
I am looking forward to **Lee Otsubo** and the **DIGITAL CAMERA WORKSHOP** at the June 4th meeting. See you there!
P.S. I will miss the July BBQ, because my sister is getting married! J

Peter Stonehewer's Featured Speaker Programming Schedule
SLO Bytes Program for June 4, 2006

DIGITAL CAMERA WORKSHOP
Knobs, Dials, Switches & Menus

Join **Lee Otsubo, The Digital Photo Guy™,** for this informative, fast-paced, intermediate-level digital camera workshop.

During the workshop, you will learn about the most common knobs, dials, switches & menus on today's mid-range digital camera; what they do and when to use them.

Each year The Digital Photo Guy™ presents his Digital Camera Workshop series to over 9,000 enthusiasts, aged 13 to 93, in computer clubs, community college courses, and scrapbook show classes. He has been an invited guest speaker at regional and international computer group conferences, and has been interviewed on radio talk shows about digital camera technology.

Visit http://www.thedigitalphotoguy.com to listen to Computer Outlook and Computer America radio interviews, watch tutorials about various software tools for digital photography, or view his latest photography work in the Photo Gallery.

Lee's company, Digital Photo Guy, Inc., publishes multi-media learning CDs, and DigiCue© Card products -- "the CliffNotes® of digital photography: clear, concise, and enlightening." Products will be available for sale at a special organizational discount.

Two SIGs will be offered prior to the main presentation:

Alan Raul will moderate his Q & A session from **12:45 PM to 2:00 PM**
Bill Avery will conduct a Windows operating systems SIG for beginners in the same time slot.

Annual SLO Bytes BBQ
Join Us for the BBQ on July 2nd.
Better yet, help us put on this event.
We need volunteers for the following tasks:

Food Shopper
Cooks
Servers
Cleanup Crew

Please contact **Ralph Sutter** before June 23rd if you would like to help.
489-8678 (home phone)
rsutter@cuesta.edu

Digital Photography SIG Review by Lou Pera

The digital photography SIG held its regular meeting on Monday the 16th of May. (3rd Monday). There were 17 attendees!
        Don Jones did a great job of demonstrating how one can import into Photo Shop Elements, a

document of poor legibility, such as an old hand written document, and by utilizing the available tools, enhance the quality to a degree where they become readable. This is possible by making multiple layers and experimenting with the levels of lightness and darkness. Experimentation is the operative word here.

We also reviewed the use of the cloning tool where it is desirable to remove from photographs, certain distracting elements such as electrical wires. Interesting, also, were the processes involved in making changes to a photo such as blurring background to simulate a shallow depth of field, making a photo appear to be printed on a sphere, etc.

Later in the session we reviewed the different settings available in the digital camera itself. We discussed the suitability and applicability of the various settings.

All of the many topics and discussions covered in the meeting were led by Don Jones, for which we are very grateful. On the other hand, Don would be very grateful if someone else would step forward occasionally. Please keep this in mind and if you have a topic or procedure to present to the group, you would have the gratitude and support of the group. Especially Don Jones!

President's Message

At our 4 Jun, 2006 meeting:
At 12:45 PM, Alan will be moderating the Question and Answer session.
At 2:30 PM, Our speaker **Lee Otsubo** will give his presentation.

Starting the meeting at 12:45 PM has been well received by our members so this change will be permanent. Alan Raul's General SIG starts at 12:45 PM and concludes at 2:00 PM. This 15 minute shift to an earlier starting time gives Alan a full 75 minute time slot, which our members overwhelmingly support. The 30 minute break for refreshments, socializing before the 2:30 PM Main Meeting start, has been well received by all as well.

Go to http://www.slobytes.org/newsletter/push/0606/index.html to see the 10 great **PUSH Articles for June 2006.** They came to me from **Judy Taylour of APCUG,** Editorial PUSH Committee Chair. Our Webmaster, Ralph Sutter uploaded these articles to our website. The PUSH Archive articles can be found at http://www.slobytes.org/newsletter/push/index.html

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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.

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

Treasurer's Report
April 24, 2005 –May 24, 2006

Income
New members	$25.00
Renewing members	175.00
Refreshments (2 months)	70.60

Expenses
Hall rent	75.00

Bank accounts @ 5/8/06
On May 8 the first step was taken to place excess funds into a CD with our current bank, SESLOC. $1,157.11 was withdrawn from checking and placed in a 6 month CD. Thus there is a balance of $1,500.00 in the checking, plus a deposits totaling $270.60 for receipts through May 19. Signature authorization was needed to withdraw Savings funds to place into the CD. That has been accomplished and all of the Savings is to be placed into that CD, and a minimal amount to keep the account open to satisfy the rules (probably $25.00). The ending balance on the Savings account was $3,205.95 as of the date of the last bank statement. Thus, in round numbers, the final CD funds will be about $4,337.

Note: A fully complete, accurate report on the balances will appear in the next months Treasurer's Report after receipt of the bank's updated statement.

New members: one; Lawrence Green
Renewing members: six, with one member paying for 2 years

Robert Mires, Treasurer

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 Peter Stonehewer (929-1012, stonepet@kcbx.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).

Outside Special Interest Groups (SIGs)

HTML/Internet SIG normally meets at 6:30 PM on the 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 [a.k.a. SLONET] Training Center, 4100 Vachell Lane, SLO.

Photography SIG normally meets at 7 PM on a third Monday of each month at Don Jones's home in Pismo Beach. Call Don at 773-5526 for directions.

SLO Bytes Officers/Volunteers
Ray Miklas (President, HardCopy Editor) rmiklas@bigfoot.com
Peter Stonehewer (V.P./Programs/Publicity/Refreshments) stonepet@slonet.org
Robert Mires (Treasurer/Membership/Publishing) rmires@sbcglobal.net
Ralph Sutter (Secretary/Webmaster/HTML-Internet SIG) rsutter@cuesta.edu
Bill Avery (Contributing Columnist/Win95/98/XP SIG) wavery@slonet.org
Alan Raul (General SIG/Linux SIG)
Don Jones (Photography SIG)
Lou Pera (Contributing Columnist/Photo SIG)
Nancy Vrooman (Refreshments)
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