

COMPUTER CLUB of Meniffee Valley



Friends Helping

November 2002
Volume 7, No. 11

The Prez Sez

As we finish the year with a shortened meeting schedule (one meeting in November and December) we are a club in transition. Maintaining our membership will require meet-ing the needs of those members. How can the officers you have chosen accomplish this task?

When I joined the club several years ago, a point of pride was the lack of membership dues and a philosophy of friends helping friends. This motto not only guides our thinking and actions, it graces our web page and newsletter. Our education pro-gram in co-operation with the Senior Center reinforces this philosophy with the volunteer efforts of the



members to assist and teach these classes. Club members also volunteer their time to do the many things that keep our club going. Seeing that the roster is maintained and updated, organizing materials on the back table, operating the cue card table, all the tasks involved in the shareware/free-ware table, taking meeting minutes, maintaining the class signup sheets, calling and assigning people to classes, are all vital to our functioning as a club.

The Q & A sessions and Special Interest Groups add to our goal of helping each other and foster our mutual interest in computers and computing.

The officers can only achieve these goals with your help and input. Be prepared to make your wishes known. Be prepared to extend your efforts in helping the club continue to provide a place of fellowship and support.

To close this on a lighter note, remember, we were born naked, wet and hungry. Then it got

LON'S FREWARE OF THE MONTH

by Lon Whistler, *lwhis@hotmail.com*

“**Agnitum Outpost** is the first personal firewall that supports plug-ins. Sample plug-ins are included to show how this revolutionary technology can easily be employed for such tasks as Intrusion Detection, Advertisement Blocking, Content Filtering, E- mail Guard and Privacy Control. Agnitum Outpost is equipped with every feature a personal firewall should have. It is the most functional firewall in the world. Outpost supports all the latest security techniques and features such as: Full Stealth Mode, Anti-Leak, and MD5 Authentication. It needs no configuration before using - it starts protecting your system as soon as it's installed. We strongly recommend that you uninstall all other firewalls before installing Outpost. Running Outpost along with any other firewall software will very likely result in system instability (i.e., crashes) and almost certainly will result in Outpost operating in an insecure fashion." A "Pro" version is available for those who demand more out of their software firewall. »

Another Friend Passes

Not to be morbid with obituaries, we nevertheless must note with sadness the loss of a long-time member—Bill Herzog. Bill was not only a long-time member and knowledgeable and enthusiastic helper of others, he was the member who worked with Bill Davis to put our newsletter up on the web nearly seven years ago. He gave us a presentation about how it was done and distributed his knowledge on a floppy disk. Remembering him this month is especially poignant in view of the presentation of October 22 (See the Meeting Summary). »

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Take a look and take the poll

Meeting Time and Place

2nd and 4th Tuesday
9: to 11: a.m.
Seventh-day Adventist Church
29885 Bradley Road
Sun City, CA

“One Click, Two Click, Red Click, Blue Click”

Learn some quick easy ways to make rhyme and reason of your computer

By **Joannie Lenz**

Many of us who use a computer, either at home or at work, know how to turn it on, get our e-mail, then start the program we do our work in, and that's it. I remember when I was afraid to touch anything else in fear that I would mess something up. It wasn't until I relaxed and began to explore that I realized that ANYTHING is possible, and I began to get to know my computer. For the next few paragraphs, sit down at your computer and allow me the honor of introducing you. My friend, THIS.... is your computer!!!

One of the hardest things for me to master when I first began to use my computer was the mouse. This little creature seemed to have a mind of it's own. The best way I found to learn to make it work was by playing the game solitaire. In most windows based computers you can find it by clicking the “start” button on the bottom left of your computer, sliding up to “programs”, over and up to “access-ories, over and down to “games” , sliding over and then selecting “solitaire”. In playing, you have to single click, double click, click and drag and move the mouse to hover over particular cards. A great learning tool, and fun too!

One of the coolest things I learned was the wonder of “right clicking” (what IS that right mouse button for anyway?) “Right clicking” brings up short cut menus. The menu will depend on where you click. For example, if you right click in a word processing program like MS Word or WordPerfect, you may see a short cut to “cut”, “copy” or “paste”. These short cut items can also be found as choices on your menu bar (the bar across the top with words like File, Edit, View etc.) Using your right click shortcut menu just gives you an alternate way of doing things. There are many ways to do most tasks. Say I want to copy a word. I would select that word and go to “Edit” on the menu bar and select “copy”. However I can also use the “copy” shortcut button on my toolbar, I can “right click” and choose copy from that shortcut menu, or I can use my keyboard and hold the “Ctrl” key and hit the “C” (Ctrl + C is the keyboard shortcut to copy). Confusing? Not really. There is no right or wrong way when you choose how to do a task. The EASIEST way for you to do and remember is the right way for you. You just have a lot of ways to choose from.

So next time you are working on your computer, try “right clicking” in different places like your task bar on the bottom of your screen, or your desktop. Right click in a program see what happens. It's fun to explore.

One thing to remember when you explore: be careful not to change anything you're not sure about. Whenever it's possible to make changes, you usually do it by making those changes in a “dialog box”. Dialog boxes are those little windows that pop up with options, and usually have an “OK” and “Cancel” button. Most dialog boxes have “preview” areas where you can click on an option and then see what it will do before you make any changes. These are great places to visit and explore. If you don't like what the changes do, simply click “Cancel”. Whenever you hit “Cancel” in a dialog box, it will not make any changes that you have done. CAUTION: If you hit “OK” any changes you have made will take effect. So please be careful when exiting a dialog box.

Did you know that your computer has a filing system? It has a great system not so unlike the file cabinets in your office, called Windows Explorer. You can

Please see page 4

MEETING SUMMARES by Sandy Kandl, *kandysland@hotmail.com*, and Georgina Dols

October 8, 2002 *CORRECTION: There was an error in the last report. The members of the nominating committee consisted of Ron Spath, Art True, George (Woody) Metcalf, Lon Whistler, Sandy Kandl, and Frank Verano.*

Our new President, Ed Freeman, opened today's meeting. He welcomed 80 members including 8 new attendees. For the benefit of the new members, and to refresh the memory of all of us, Ed talked about the back table that has free magazines, videos, business cards, and sign-up sheets for the classes to be given at Kay Cenicerros Center, and current and past newsletters. He also mentioned the Cue Cards, which can be a tremendous help and also can serve as stocking stuffers for the coming Christmas season. Ed also mentioned the freeware/shareware table that has many good and useful programs. Adaware and Enditall were two that were discussed at length.

Ed told us about a site, www.komando.com/bestshareware.asp that we should look at for interesting and helpful programs. Another would be www.pcpitstop.com that would examine our computers and make suggestions.

Louise Schultz is asking for members who would like to learn how to compose a newsletter. She would give lessons at the computer lab. It's a wonderful opportunity for those willing to lend a hand. Russell Ellis, who volunteered to send out notices of the meetings, ran into a problem because he has a dial-up connection. We are looking for someone who has a Cable or DSL connection to take over this job. If someone is interested, please notify Ed Freeman.

Ron Spath reminded us that Bob Fay would be our speaker at the October 22nd meeting. His topic will be Web Site Development. Please attend and bring a friend.

After the break, we reassembled in the Special Interest Groups (SIGs), Newbies, Techies, and Digital Photography. Chet Hartley reported that the Techies discussed the differences between Windows XP and previous versions, such as the format of the desktop and system tray. They discussed the various anti-virus services and programs and the importance of keeping the virus definitions current. Firewalls, networking two computers to a single DSL line, and the pros and cons of partitioning large hard drives were also discussed.

The Digital Photography SIG discussed using image editors such as Picture Publisher to bring out the detail of a very dark dog being held by member John Guardia in a really badly underexposed photo. Clara Johnson

shared her newly purchased Sony digital camera with 3.2 megapixels and a 6:1 zoom lens. She also showed stunning pictures she had taken with it, and there was discussion of how digital editing techniques could be used to correct for problems caused by uneven lighting when the picture was taken. Members are urged to bring photos that they are proud of, or would like to improve, to the November meeting.

October 22, 2002

President Ed Freeman presided over the meeting on 10/22/02. Fifty-three members attended indicating the need for notices of up-coming meetings to be sent since 53 was far below usual attendance.

Members were encouraged to bring items for distribution at the back table, such as computer magazines, books, etc. On the back table are business cards of computer businesses and sign-up sheets for prospective classes to be offered by the computer club.

Louise Schultz who is doing the newsletter, which is distributed once a month, is interested in items for the publication. She is also forming a class in producing newsletters, depending on interest in the subject.

Art True announced that he has not yet been able to produce cards for the XP system, but has a good collection of how-to helps on the basic subjects, such as Excel, Quicken, and Word. Lon who finds freeware and shareware, which are sold for fifty cents, reminded purchasers who bought only one of a two-disk set that he has the missing items for them.

Members were reminded that there would be only one meeting in November and in December because of the holidays. Those meetings will be November 11th, and December 10th.

President Ed reported on the meeting of the officers of CCMV on October 15th, which will be recorded in the next newsletter. He gave a summary of the financial report and explained APCUG and the importance of maintaining membership in that organization. He explained the board's reasons for not pursuing incorporation or 501-3 tax exemption at this point.

The teaching lab is in the fifth week of classes except for the class on Word, which will make up time lost while the instructor was away.

In impressing on the members the importance of virus protection and the regular updating of virus protection, Ed gave an interesting presentation on the types of viruses that can invade a system. These "malware" included duplication, Trojan horses, and virus hoaxes, *Continued from Meeting Summaries*

which control minds and sometimes lead to deletion of useful utilities. The president's message, "Be a smart user. Keep anti-virus programs activated and updated!"

Information was given by the president on a scam originating in the Dominican Republic which can cost the victim large amounts. The basic bottom line is not to dial an 809 area code number no matter what message is given.

In a brief session of concerns from the group, issues discussed were publication of new and interesting web sites in the monthly newsletter and the club's web site; a presentation on dealing with pictures on CD's was asked for, and an update on civic issues was requested.

After the break member Bob Fay presented a very well organized and interesting program on "Web Site Development". Bob, who is also a vice president of the Sun City Civic Association and creator and webmaster for the web site, did an excellent job of appealing to all levels of ability in the club with his development of his subject matter and the graphics which accompanied his presentation, which was prepared on Powerpoint. He urged everyone to try a family site on their ISP's (usually) free



create a *Continued from One Click, Two Click ...*

filing system of your own on your computer to help you to organize your documents and files better. I went nuts when I found I could make my own system and took a weekend to reorganize everything. I use MS Office. This program creates a folder called "My Documents" to save all of your files in. I had over 300 documents in this one folder and it was quite a job trying to find anything. I began by creating a separate folder for each one of my clients. I then moved all of the existing documents for that client into "their" folder. In some I created sub folders. For example if I did different jobs for one client I could separate them. In my case I may do Web Design, Marketing and Computer Training for the same client. By creating sub folders I can put documents for each job into separate folders. And it was so easy to do!!! Now, the first thing I do when I get a new client is to create their folder. From that point on, EVERYTHING I do for them, no matter in what program, gets saved in that folder. It makes my life a lot less complicated AND I can find things now!!

Computers really are here to make our life easier, but, like anything worthwhile, it takes a little training to make that happen. Learn to relax and enjoy your computer. Take a bit of time to find shortcuts to do the things you do most often, and you'll find your relation-

SOME OF OUR NEWCOMERS

by Evelyn Rahn, erahn@inland.net

We hope you will want to get acquainted with newcomers to the club. We want them to feel welcome and eager to participate

MARGE SILVA has had some experience with the computer but wants to be in the January Intermediate Windows class to broaden her knowledge. Besides the computer she is President of our Sun City Garden Club.

NATALIE ROSS recently moved to Sun City from Temecula. She is taking a class at the center this session. She is also a golfer

BILL INMAN has had a computer for ten years but has recently upgraded and has signed up for Windows XP in January. Bill uses his computer mainly for online trading and hopes to meet others with the same interest.

FRANK AND JOSEPHINE PORTER moved to Menifee, from LA area where he had worked for and retired from Boeing. They are hoping to become more computer literate, especially on use of the Internet.

VIRGINIA LOWRY is from Brazil, widowed. She needs help to learn how to use her computer, and would like to share her home - hopefully with a computer-literate nonsmoker. Her number is 301 0320 - please call her if you qualify

MARVIN AND HELEN REVELL originally are from the New York, New Jersey area, moving to Sun City over 12 years ago. They are new to computers and are seeking help in learning, having checked out the usual library books to learn all they can.

BRUCE YEAGER and his wife moved to Murrieta in 1999 from Orange County; he having worked there for 35 years. His wife is not interested in the computer; but Bruce has signed up for Windows XP for January session.

THOMAS SCHUETTE and CAROL WALKER were with us Oct 8 but could not be reached by phone to learn about them by phone. »



The Season to be Thankful

ship with your new friend to be most rewarding!

*Ms Lenz is The Web Goddess at Rainbow Flair Web Design and a Computer Software Trainer.
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