



## THE PREZ SEZ...



Happy Valentine's Day!!!  
Let's take advantage of  
the spirit and show how  
much we LOVE computers!!!!  
What? There's another  
reason for the day? ;)

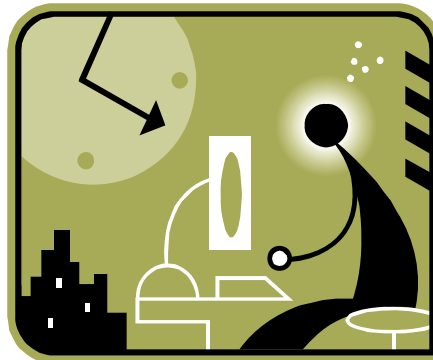
What an awesome month for information January was! If you missed our meetings in January, you missed a LOT. Gene Barlow, The Computer Guy and Lee Otsubo The Digital Photo Guy gave outstanding demonstrations. Don't forget to check the calendar on our website for meeting information.

Your Board met to check out the space offered to our club by the Cherry Hills Club, and decided it would be a great place to move out lab to. We think we will be able to offer an internet connection and computer access to the residents even when the main lab is closed. Hopefully I will have more information on the move at our meeting. I think this will be a great thing for both CCMV and the Cherry Hills Club. All of their staff and residents are excited about having us aboard.

We are finishing up a session of classes in the next week or two, and will be looking to schedule another session beginning the first of April. So if you're looking to learn, get your name on our list NOW.

Don't forget to give that special someone a big HUG today, and have a wonderful month!

Joannie

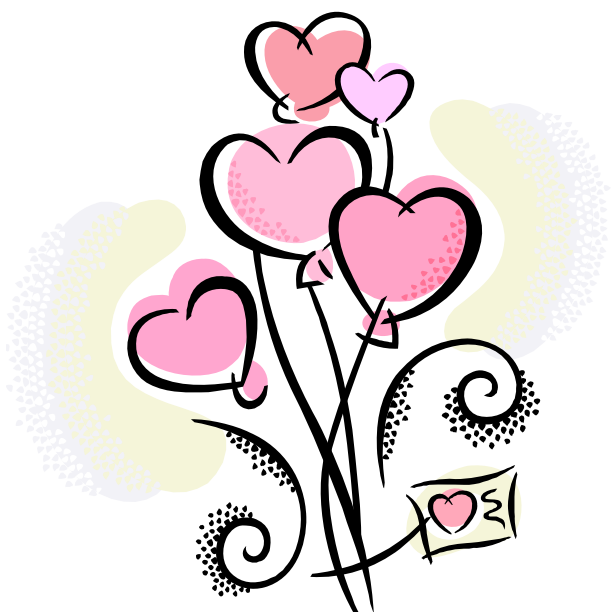


Lon's Free-  
ware of the  
Month

[lwhis@hotmail.com](mailto:lwhis@hotmail.com)

To fulfill some earlier requests for screensavers, I found several that I think will do very well. The name of each file should identify its contents.

1. Such as Butterflies of paradise
2. 100 Flowers
3. Waterfalls
4. Tropic
5. Santa's Visit
6. Niagara Falls
7. Happy Holidays
8. Fountains and Poppies



**Board of Directors**

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**Help lines:**

**Windows XP Help**

Bill Oberg  
672-3387  
wobergr@verizon.net

**Microsoft Word, Excel &  
PowerPoint Help**

Joannie Lenz  
301-6226  
Joannie@RainbowFlair.com

**Newsletter**

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**Web Page Address**

**www.ccmv.net**

*Take a look and take the poll  
Get help on the Message  
Board*

**Meeting Time and Place**

2nd and 4th Tuesday  
9:00 a.m. to 11:00 a.m.  
Seventh-day Adventist  
Church  
29885 Bradley Road  
Sun City, CA

**A Report on The Power Back Up**

By F. Verano

These new power back up units are remarkable. They are even more useful than remarkable. There are some drawbacks which I will touch on briefly while writing.

A common configuration provides at least 3 surge suppression outlets and 3 battery back up outlets. Actually the two vital units which need battery backup are the monitor and the computer because you have to see what you're doing if you lose power. So the monitor is a 'must'. But even that depends on what is going on. I'd like to see one more surge suppression outlet and one less battery outlet. At least you can get rid of that power strip under the desk. Let's look at the two conditions under which power lost: (A.) You are at the computer or (B) you are not at the computer. How simple can it be? How long you set the length of battery run time depends on if you consider it important for you to keep working on the computer for a while (to finish what you are doing.)

On the other hand, you might say that no matter what you are doing, let the system send it to hibernation as soon as it is dictated by the your settings of the parameters. The rationale is that if the power goes out once there is a power distribution problem and it may go out again. I have noticed that several times .... not once but 2 or 3 times in succession.

When purchasing my new unit I decided that it is important to let it shut down after a few minutes (I set it for 3 minutes) not only for the above reason but because a power outage means there are other electronic stuff in the house that may need my attention immediately due to the power outage.

The instructions should tell you that you must have hibernation enabled otherwise you will lose work that was in progress.

When the batteries run out they are easily replaced easily in these new type of backups. However, suppose you are near the end of the battery life (and that may be as soon as 2 years) and the power goes out. If you opted for long runtime to keep working you are out of luck which is certainly a strong argument for short run times.

Well, how about a spare battery? When ordering new batteries you are or may be requested to send the old ones back for recycling. This leads me to a question. Why aren't these units made so that if you have one of those emergency auto start up batteries, you can plug in your emergency car battery and keep working. Huh? Being the experimenter that I think I am, I have one of those batteries and I have an old APC backups that has dead batteries. But it takes ambition and, well, you know. When you get old you'd rather fiddle with the computer.

**Beware**

Don't be a target of kidnapping and theft. Take precautions to prevent anyone from slipping into your car, especially at night, while you may be temporarily distracted at the gas station or while in the grocery store.

- Always be aware of your surroundings and of other individuals in your general vicinity, particularly at night!
- ALWAYS lock your car doors, even if you will be nearly and distracted for only a second such as to use the pay machine at the gas station!
- Check underneath your car when approaching it for reentry, and check in the back seat before getting in.



Make Your Own Mailing Labels  
Submitted by Fran Nakayama

During the year, there are times when many of us send letters to friends and family or holiday greeting cards to business contacts. Those of you who have word processing software can take advantage of its mail merge capability. Mail merge allows you to insert information from a data table or address book at a specific location in a document. For example, you can insert different first names, last names, street addresses, etc. to appear as the inside address on multiple copies of a letter or on mailing labels, if that information is set up in individual columns in the data table. The mail merge wizard in Microsoft Word will walk you through the procedure.

The good news is that it is not necessary to use the mail merge feature to print out a page of mailing labels for your correspondence. You can create your labels individually and print them out one sheet at a time—a process that is simpler and does not require a data table. The steps involved, using Microsoft Word, follow.

- To begin, open a blank document. From the Menu Bar, follow the Tools, Letters and Mailings, Envelopes and Labels...command sequence to open the Envelopes and Labels window.
- Click on the Labels tab near the top of the window and then on the Options...button on the right—hand side of the window.
- At the Label Option window, it is necessary to select the particular type of label that you will be using. A common mailing label to use for this purpose is an Avery standard 8160, but there are many to choose from. It is a good idea to have the package of labels that you will be using handy at this point. That way you will have access to all the information that is required.
- After identifying the appropriate label, click on the "OK" button to return to the Envelopes and Label window. Make sure that the 'Full page of the same label' option in the Print area is selected and then click on the New Document button on the right side of the window. That will open a new document (most likely named Labels 1) that shows the outline of the individual labels.

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- What remains is simply to type in the addressee information into each individual label (the Tab key can be used to move from one label to the next) and then print your labels.
- There is one more piece of good news. You only have to create your labels once, because it is a document, and you can save it and use it over and over. Like any document, you can make changes, too, so you can easily update the information with any needed changes.

# Happy Valentine

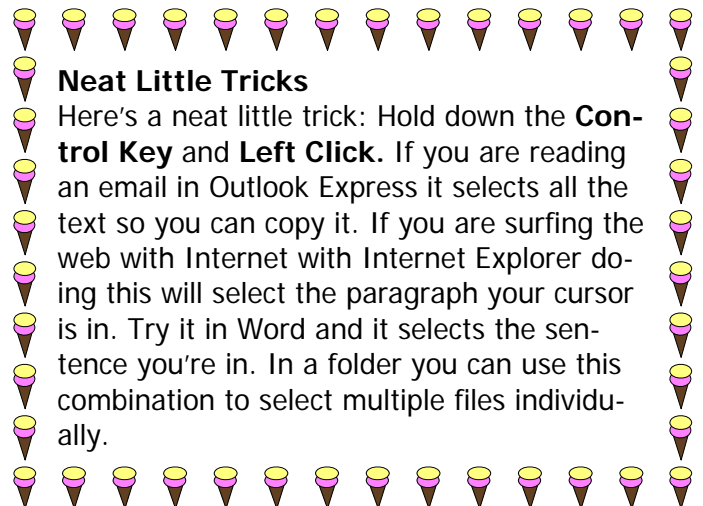
## Spam Filter...

Submitted by Gary Skill

Check out this software, it is free.

If you don't have a spam filter, I can recommend SPAMfighter. It is a highly effective free spam filter for Outlook and Outlook Express. John Aubuchon passed this one on to me and boy is this neat. It uses a data base of spam to find and block spam in your incoming e-mails and place them in a spam fighter file so you can review them at your leisure and decide if you want to unblock them or delete them. And if you receive an e-mail that you want to block just go up to the menu at the top of the screen and chose the block button and voila it drops to the spam fighter file and so will all the future e-mails from that sender. You can get the free SPAMfighter here:

<http://www.spamfighter.com/Pro>



### Neat Little Tricks

Here's a neat little trick: Hold down the **Control Key** and **Left Click**. If you are reading an email in Outlook Express it selects all the text so you can copy it. If you are surfing the web with Internet with Internet Explorer doing this will select the paragraph your cursor is in. Try it in Word and it selects the sentence you're in. In a folder you can use this combination to select multiple files individually.