

Orange Bytes

Award-Winning Newsletter of the North Orange County Computer Club*

Vol 38 • No 2

February 2013

Main Meeting, February 3

Apple SIG Leader Rick Thues will talk on Apple & the Future of Computing (See page 3).

Big prizes for our February raffles (such as a Canon inkjet photo printer) (See page 4)

January winners' pix (Page 17)

**We will have a Consignment Table and E-Waste Collection during the February 2013 meeting.
(See page 6)**

Plan Ahead: Main Meeting Speakers for March & April! (see pages 3, 4)

Special Interest Group (SIG) & Main Meeting

9:00 a.m.

Linux for Desktop Users.....Science 131

Virtualization under Linux by Terry Dickson. Beginner's Qs.

Visual Programming.....Science 111

Visual Basic, Visual BasicScript, Visual C++ and Visual J++.

Exploring New Technology: *New*.....Science 109

Different computer topics each month.

Beginners Digital Photography.....Science 131A

Topics about digital photography.

Microsoft Word, Excel, and Outlook.....Science 306

Three parts of the Microsoft Office Suite plus Open Office.

Reviews & Consignment Tables, Coffee & Donuts: Irvine Hall Lobby

10:30 a.m.

Beginners PC Q & A Irvine Hall

For newbies who need help with their hardware, etc.

Linux Administration.....Science 131

More topics about the Linux operating system.

Apple Devices: *New*.....Science 127

Apple products, projects, & problems.

10:30 a.m.

Advanced Digital Photography.....Science 131A

Tabletop photography, POP filters, & taming highlights in photos.

Understanding Operating Systems.....Science 111

Help with Microsoft Windows operating systems.

Mobile Computing.... Science 109

This SIG discusses mobile devices.

Access/Excel VBA.....Science 306

Access & Excel VBA code.

12:00 Noon

PIG SIG.....Hashinger Courtyard

Brown bag lunch outside Irvine Hall.

Microsoft AccessScience 306

Database applications and more.

12:30 p.m.

Advanced PC Q & A.....Irvine Hall

PC hardware & software topics and the Internet.

2:00 p.m. Main Meeting.....Irvine Hall

NOCCC website:
<http://www.noccc.org>

Firm Future Meeting Dates in 2013:
March 3, April 7, May 5



*SWUG 1st Prize in 2004, 2005, 2006 APCUG 2nd Prize in 2003, 2004, 2005 Founded April 1976

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 open.....

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VOLUNTEERS NEEDED

The following positions are available:

Social Media Contacts – Maintain and write articles for the newsletter.

Contributing Editors - Write articles for the newsletter.

Commercial Advertising - Obtains ads from vendors for the newsletter.

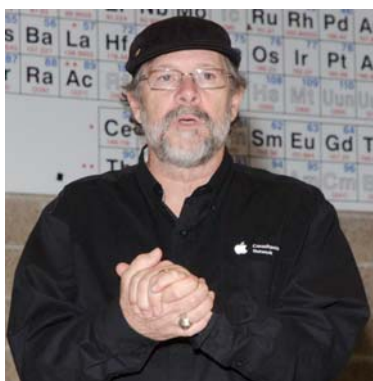
Classified Advertising - Obtains computer-related, non-commercial ads for the newsletter *free* to NOCCC members.

Contact editor@noccc.org or (714) 779-1936.

*Celebrating 36 years of
 “Friends Helping
 Friends”*



Feb. 3 Main Meeting 2 p.m. Irvine Hall



NOCCC Apple SIG Leader Rick Thues, will speak at the next Main Meeting on Apple & the Future of Computing. The presentation will trace the modern desktop from historical social gathering to text bulletin boards through modern computer desktops, social media and glimpses at how we will communicate with

future cloud based systems. Apple has been at the forefront of this desktop evolution and provides many examples of how we have and will interact with our computers and others.

Rick Thues is known throughout Southern California as the iMentor. He is a member of the Apple Consultants network and an expert Macintosh Computer User, trainer, installer and troubleshooter. Since he bought his first Mac in 1984, Rick has helped people use this innovative machine. He has helped Graphic Designers transition from marker presentations to electronic fly-throughs. The iMentor's clients range from 6 year old triplets who can use the Dock and File-folders to a 93 year old man who can email and manage attachments. Rick can help with any Apple product from their computers to iPod, iPad, iPhone or Apple TV. The iMentor can "Teach anyone half as much about computers as their kids know."

President's Message

By Dr. Don Armstrong, NOCCC

There has been concern about sustaining this club by getting new members. I had some questions and answers. If you have questions, please send them to me. If your answers differ from mine, let me know. If you have some ideas about NOCCC relevancy, definitely tell me.



Why does any club form?

- It forms for people to acquire and share pertinent knowledge about a common interest.

Why join a club when pertinent knowledge is available through a search engine?

- Sometimes you can't find what you want.
- Search engines don't discuss the topics.

February 2013

Why does a club lose members, not add new members, or disband?

- The club fails to be **relevant** to members or candidates.
- The ultimate goal of the club has been achieved: Members all know everything so there is nothing more to learn, teach, or talk about.

How do we remain relevant?

- New technology becomes the new common interest for old members and the attraction for new members.
- Publicity is dispersed that we are addressing new hardware and software.
- Publicity should also include that the club is also a good source for basic and advanced computing.
- The Main Meeting Presentations and Special Interest Groups highlight what is meaningful for today's users.

Last January, Jim Sanders wrote that there was a lot of interest in the Apple iPhone and iPad. He also wrote of the progress in the Android hardware world. Now that we have an *Apple SIG*, the *Mobil Computing SIG* will focus more on the Android and Microsoft systems. Both SIGs should be highly relevant.

Members, this information needs to be disseminated to your friends and family. They may want to attend a Main or SIG meeting. They should be told of our other SIGs like *Digital Photography*, and *Operating Systems*, etc. If there is enough interest we might develop a SIG for Gaming. Please keep in mind that friends and family can attend a meeting or SIG for free. They do not have to join unless they want to attend regularly, receive the print newsletter, and become part of NOCCC.

See you at the February meeting, hopefully.

Future Main Meeting Speakers

Plan Ahead to Attend!

March 3: Dr. Robert Wenzlaff will speak on Automotive Computer Control Systems.

Dr. Robert Wenzlaff, or Bob, as he prefers to be called, has been in the automotive repair business all his adult life. His professional involvement began in 1959 when he graduated from the automotive trade program at Ferris State University in Big Rapids, Michigan. Following that, he worked at a Chrysler-Plymouth dealership in Grand Rapids, Michigan, a Buick dealership, and an Olds-Cadillac dealership, both in Benton Harbor, Michigan. Bob returned to Ferris to complete his bachelor's degree in Trade-Technical Teaching, and then taught there for four years before he came to California. He worked at a Chrysler-Plymouth dealership in Burbank, and Burch Ford in La Habra before beginning his career at Fullerton College (FC). He taught in the Automotive Technology program at FC, specializing in automotive electrical, electronic, and computer control systems from 1967-2005, working closely with **Dallas Hazleton**.

To keep up to date, Bob attended many technical short-term courses with automobile manufacturers and equipment manufacturers.

Bob has a master's degree from the University of Michigan, a doctorate from Nova University in Fort Lauderdale, Florida, and is an ASE-certified master technician.

The presentation, *Automotive Computer Control Systems*, will outline the reasons for computer control, discuss the inputs and outputs, and give an overview of how the system works for best economy and performance. OBD-II will be covered briefly, and what that "Check Engine" light means. Fault codes and consumer diagnostic procedure will be discussed briefly.

April 7: We hope to have a graduate student discuss her research at Chapman U's Schmid College of Science & Technology.

THE FEBRUARY 2013 CLUB RAFFLES PRIZES



GENERAL DRAWING PRIZES*:

- ❖ Canon Photo Inkjet Printer
- ❖ Coby CD Player/Boombox
- ❖ Bluetooth Cell Phone Headset
- ❖ Monster Surge Protector Outlet Box
- ❖ Memorex 32-CD Wallet
- ❖ 9 LED Flashlight
- ❖ LED Keychain Light

** Parking stubs are good for two raffle tickets each!
See the article immediately below this list!*

MEMBERS-ONLY DRAWING PRIZES:

(Wear your NOCCC Badge and get a free ticket!)

- ❖ Coby CD Player/Boombox
- ❖ Monster Surge Protector Outlet Box
- ❖ 50-Pac DVD+R
- ❖ Memorex 32-CD Wallet
- ❖ 9 LED Flashlight
- ❖ LED Keychain Light

Save Your Parking Permits!

To offset the cost of parking in the **Lastinger Underground Parking Structure**, the NOCCC Board approved a motion to give each member two NOCCC General Drawing raffle tickets in exchange for the Lastinger-parking permit. Turn the bottom-half "receipt" part of your permit to the Rafflemeister on the same day or hold it until the next meeting. **Gerry Resch, the Raffle Leader, will exchange it for two raffle tickets.**

The reason for this is that the NOCCC Board has found that some people are not attending meetings or not renewing their memberships because of the parking situation. Chapman University has allowed us to park in the Lastinger Parking Structure under Wilson Field for only \$2 for the whole day of our meeting; normally \$2 is good for only two hours. The advantages of parking there are clear; you don't have to drive around looking for a legal spot (remember, don't park on the private home side of the street), the car doesn't get hot and you don't have to parallel park. There is even an elevator available to get down to the parking area.

Membership Benefits

As a valued member, we bring you a section of discounts and offers as part of the entire "Benefit of Belonging." (Caveat: we are unable to endorse these companies, but make these offers available as a service to our members.)

User Group Offers - Software and Hardware

User Group Relations – You can now order the latest release of **Acronis True Image 2013** from **Gene Barlow** for only \$25 (download) or \$25 plus S&H (on a CD). This top-rated backup utility has many new features and will work with Windows 8. Use the following link for special pricing for user group members: www.ugr.com/TrueImage.html.

Techsmith - You can get **SnagIt 11**, an outstanding screen capture program, and **Camtasia Studio 8**, to quickly record, edit and publish multimedia demos and presentations, bundle for \$269, an \$81 savings: <https://store.techsmith.com/government.asp>. You can download SnagIt 11 alone for \$42.95.

User Group Offers - Books and Magazines

Pearson Education Products including Prentice Hall Professional, Addison-Wesley Professional, IBM Press, Exam Cram, Que Publishing, and Cisco Press. Get 35% off list price by purchasing directly from the publisher combo site: www.informit.com/join. Sign in or create an account. Enter the membership code "USERGROUP" (all caps). Select your items and check out. You are required to register and apply the code once, but you must be logged in to receive the special pricing.

O'Reilly Books - Get **40% off** all books and videos from O'Reilly, Microsoft Press, Pragmatic Bookshelf, and SitePoint, or 50 % off books you purchase directly from O'Reilly. Just use code DSUG when ordering online, www.oreilly.com/store/, or by phone, (800) 998-9938. Free ground shipping on orders \$29.95 or more in the US. If for any reason you are not completely satisfied with your purchase, you can return it to O'Reilly and get your money back; see www.oreilly.com/oreilly/cs/guarantee. A return shipping label is included with every direct purchase and directions are posted online in case you misplace it.

Peachpit Press Books Discount - Get 35% off by joining the Peachpit Club. Use the following hyperlink to sign up: http://memberservices.informit.com/my_account/login.aspx?partner=52 to sign up as a member. User group members should note that once you have become a Peachpit Club member, you might use your user group coupon code ON TOP of the permanent savings you earn as a member of the club. Just log into the site before you make a purchase to ensure this permanent discount will be in effect, and then enter coupon code **UE-23AA-PEUF** (case-sensitive) at checkout! This coupon code is an exclusive offer that may not be used in conjunction with any other coupon codes. The offer applies to all titles at peachpit.com including New Riders, Macromedia Press, Adobe Press, and Peachpit.

Free Internet Libraries - Upon retiring from college teaching/administration, **Walter Antoniotti** began developing **Free Internet Libraries** for students, teachers, and professionals. (<http://www.businessbookmall.com/Free Internet Libraries.htm>) Of special interest to PC users are these free computer libraries:

Free Business Software

(<http://www.businessbookmall.com/Free Business Software Internet Library.htm>)

Free Software Tutorials

(<http://www.businessbookmall.com/Software Tutorials Internet Library.htm>)

Excel Internet Library

(http://www.businessbookmall.com/Microsoft_Excel_Directions_For_Beginners.htm)

APCUG Virtual Technology Conference

APCUG's 2013 Winter Virtual Technology Conference (VTC) will be held on Saturday, February 2, from 1:00 pm – 5:00 pm Eastern Daylight Time. The VTCs are gaining popularity with user group members and attendance is growing with each conference. The sessions are 50 minutes in length and offer attendees the opportunity to ask questions via a chat window. Videos from earlier conferences can be found on APCUG's YouTube channel www.youtube.com/apcugvideos.

You will find information on how to register for the virtual conference at: <http://apcug.net/virtual/index.htm>

Please click on Register for Upcoming Events - External Site <https://apcug.ilinc.com/perl/ilinc/lms/event.pl>

If you would like further information, send an email to virtualconferences@apcug.org.

Spread the word by forwarding this e-mail. VTCs are a great way for you to expand your technology experience and be introduced to new skills.

HOW TO PUBLICIZE YOUR USER GROUP

Judy Tylour, Chair, APCUG Board of Advisors; President, Santa Clarita Valley Computer Club

Are you looking for new members? This presentation will give you an overview of ways you can publicize your user group / computer club.

ARE WE LOSING THIS GENERATION'S PHOTOS?

Rick Santich, President, MotoPhotos

Today, more pictures are being taken than ever before. It is so easy to take pictures anytime and anywhere with digital cameras and smartphones. So, why will future generations never have a chance to see today's pictures? Rick Santich, owner, MotoPhotos, Shaker Heights, OH, will explain how to preserve your photos so they can always be viewed by others in the years ahead.

FREE AND SHAREWARE

Marie Vesta, APCUG President

Let's learn the difference between "freeware" and "shareware", and find out where to go for the safest downloads. A listing of sites to find free or bargain prices and I will tell you about some of my favorite free programs. This will be a fun and informative session.

iPAD BASICS AND A BIT MORE

Greg West, Advisor Region 6 and International, Webmaster for Sarnia Computer Users Group (SCUG.ca)

- Did you purchase an iPad and find it a bit of a mystery?
- Did you set up your iPad properly? Are you sure?
- Do you know how to secure your iPad?
- Do you know how to find your iPad if stolen?
- Did you backup your iPad? If not, you may be in trouble.

If you are questioning your answer to any of the above you might want to learn few tips and tricks that even your friends may not know. Sign up for Greg's free iPad basics webinar on APCUG's Virtual Conference. Get the most out of your iPad, it will amaze you what this gadget can do for you.

TO 'CLOUD' OR NOT TO 'CLOUD,' THAT IS THE QUESTION

David Williams, APCUG Director

If you have never had your hard drive "crash," be destroyed in a fire or flood, be struck by lightning, or stolen, you are exceptionally fortunate, or, perhaps, you haven't been computing very long. After spending many painstaking hours inputting data, contact lists, medical histories, financial information, etc. on your computer, you experienced a crash that lost all of that data forever. Many times you toss or shred the paper trail thinking your information is safe forever. How naive can one be? It can be an "oops moment," or it can be devastating.

You have many deices, a desktop, laptop, tablet and a phone -- how important is it for you to share files and information between them.

(Continued on page 16)

Consignment Table

The NOCCC Consignment Table in the lobby of Irvine Hall will be available during the FEBRUARY 2013 meeting. It is open on even months, the same as the E-Waste collection.

For your information:

- 1) Only current members can place items for sale, but non-members are welcome to purchase items from the table. This is a great place to get some money for your surplus computer items, and help the NOCCC at the same time.
- 2) The consignment table operates on a 90/10% basis — with the owner getting 90%, and the Club treasury 10%.
- 3) **You can fill out a Consignment Table User List and item tags at the table:**
The user list and each tag must contain:
 - a) Seller's name
 - b) Seller's NOCCC membership number
 - c) Item name and description
 - d) Item asking price
- 4) The seller may pick up all items and/or money at any time, but **no later than 2 p.m. on the day of sale.** Any items and/or money not picked up by 2 p.m. will become the property of NOCCC and will be subject to disposal at the Club's discretion. The club has no storage room available for unsold items
- 5) NOCCC is NOT RESPONSIBLE in any way for items bought and/or sold at the Consignment Table. Each item is placed and sold on an AS-IS BASIS.

E-Waste Collection

California disposal laws have made it illegal to put monitors and computers in the regular trash. **Omni Technics, Inc.** will be at our regular meetings to collect E-Waste **on even months**, so bring your "junk" in February. Check their web site for more information: <http://www.ca-recycle.com/>. Or, call (562) 627-1910.

NOCCC Officers

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Programs/Speakers Coordinator

Open

Public Relations.

Tia Christian.....263-6105..... lwilliams_00@yahoo.com

University Liaison

Dr. Don Armstrong.....773-1187..... president@noccc.org

Chapman U. Campus Security 997-6763 open locked rooms, problems



NOCCC is a Member

NOCCC Help Volunteers

The **Help Line** is in the true spirit of the NOCCC, which is to help others to learn more about computers. The following is a list of Help Line subjects that a NOCCC volunteer is able to help you deal with. Call (714) 779-1936 or e-mail Ted Littman at helpline@noccc.org with additions, deletions, or corrections. Most volunteers prefer being contacted by e-mail. Mention **NOCCC** in the Subject line.

Apple II	Gerry Resch	714-772-6667	gerry@gerryresch.com
Corel Draw	Larry Klees		larryklees@yahoo.com
Digital Photography	Larry Klees		larryklees@yahoo.com
Excel	Gerry Resch	714-772-6667	gerry@gerryresch.com
GPS Navigation	Bob DeWolf	714-879-8269	rsdewolf@adelphia.net
Linux	Bob Palmer	714-749-0385	bpalmer@rccauto.com
Lotus 1-2-3	Gerry Resch	714-772-6667	gerry@gerryresch.com
Microsoft Office	John Heenan	714-998-7660	treasurer@noccc.org
PC Hardware	Jim Sanders	714-544-3589	jsanders@ligasmicro.com
Photo editing & Pshop	Larry Klees		larryklees@yahoo.com
QuickBooks - all ver.	Linda Russell	909-949-4930	qbqueen@verizon.net
Tcl/Tk & UNIX	Bob DeWolf	714-879-8269	rsdewolf@adelphia.net
Windows 7, Vista & XP	Jim Sanders	714-544-3589	jsanders@ligasmicro.com
Windows 9X & XP	John Heenan	714-998-7660	treasurer@noccc.org
WiFi & Networking	Jim Sanders	714-544-3589	jsanders@ligasmicro.com

Do you want to be an NOCCC Help Volunteer and assist other members with computing subjects that you know well? If so, please contact Ted Littman at tedlit@roadrunner.com or (714) 779-1936.

SIG Leaders

Contact the SIG leaders by e-mail, preferably, rather than by telephone.

SIG	BLDG	RM.	TIME	LEADER	E-MAIL	PHONE
Linux for Desktop/Admin.....	Science.....	131	9:00/10:30	Bob Palmer*	bpalmer@rccauto.com	(714) 749-0385
Beginner's Digital Photography	Science.....	127	9:00	John Krill.....	noccc.bgphotosig@gmail.com	(949) 497-8658
Visual Programming	Science.....	111	9:00	Anson Chapman.....	aec@ccliff.com	(909) 860-9515
Exploring New Technology	Science.....	109	9:00	Ben Lochtenbergh.....	bal@msn.com	(949) 653-2545
Apple Devices	Science.....	127	10:30	Rick Thues.....	imentor@mac.com	(714) 728-3224
Word, Excel, & Outlook	Science.....	306	10:30	Tia Christian.....	lwilliams_00@yahoo.com	(714) 263-6105
Mobile Computing	Science.....	109	10:30	Ben Lochtenbergh.....	bal@msn.com	(949) 653-2545
Access/Excel VBA	Science.....	306	10:30	Bob Dickson.....	robertbdickson@socal.rr.com	(714) 539-1304
Advanced Digital Photography	Science.....	127	10:30	Larry Klees.....	larryklees@yahoo.com	(714) 879-7962
Understanding OS's	Science.....	111	10:30	Charlie Moore.....	mooreca@roadrunner.com	(714) 529-9071
Access	Science.....	306	12:00	Bob Dickson.....	robertbdickson@socal.rr.com	(714) 539-1304
PC Q&A	Irvine Hall.....		10:30/12:30	Jim Sanders.....	jsanders@ligasmicro.com	(714) 544-3589

Please report SIG changes to editor@noccc.org,

*Contact for Linux SIGs

Contact the SIG leaders by e-mail, preferably, rather than by telephone.

Word Tips

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Specifying Web Page Fonts

Word includes many features designed to make it work well with the Web. One such feature allows information to be saved in a Web-page format. This means you can create Web pages with Word, if desired.

The Web is a more limited environment than you may be used to in Word. One such area of limitation is in the fonts that are used. Typically, Web pages are constructed of one or two fonts, not the hundreds that are possible with Word. You can set the default fonts that Word uses when constructing Web pages by following these steps:

1. Click the Office button and then click Word Options. Word displays the Word Options dialog box.
2. Click Advanced at the left of the dialog box.
3. Scroll all the way to the bottom of the available options.
4. Click on the Web Options button. Word displays the Web Options dialog box.
5. Make sure the Fonts tab is selected. (See Figure 1.)

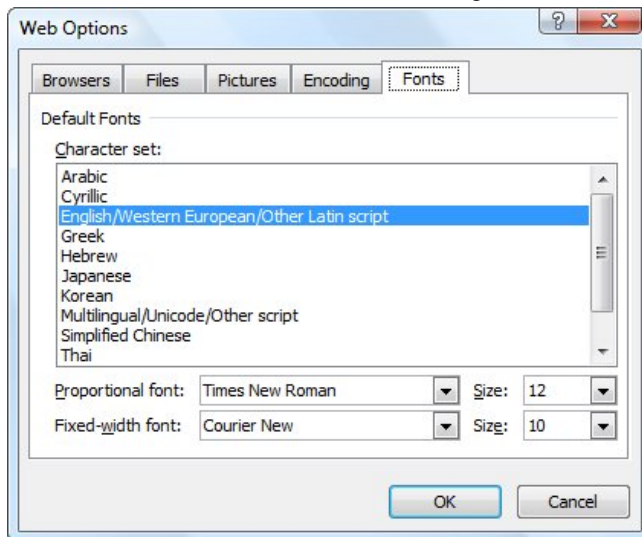


Figure 1. The Fonts tab of the Web Options dialog box.

6. Using the Proportional Font drop-down list, select the font you want used as a default for your Web pages.
7. Using the Fixed-width Font drop-down list, select the font you want used when displaying monospace information on your Web pages.
8. Using the Size controls, specify the respective default sizes for the fonts.
9. Click on OK to close the Web Options dialog box.
10. Click on OK to close the Options dialog box.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (6055) applies to MS Word versions: 2007.

Easily Adding Special Spaces

There are several different ways you can insert em spaces and en spaces in your documents. (These types of spaces are used for typographical purposes to insert wider-than-normal white space in a line of text.) Normally this is done by using the numeric keypad or by using the Symbol dialog box.

If you use special spaces quite frequently, you may find it bothersome to continually use these two common methods of inserting the characters. Thus, you may have resorted to inserting them once and then using copy and paste to place them in other places. There is an even easier way, however—simply add tools to the **Quick Access toolbar** to easily insert em spaces and en spaces with a single click. Follow these steps:

1. Click the Office button and then click Word Options. Word displays the Word Options dialog box.
2. Click Customize at the left side of the dialog box. (See Figure 2.)

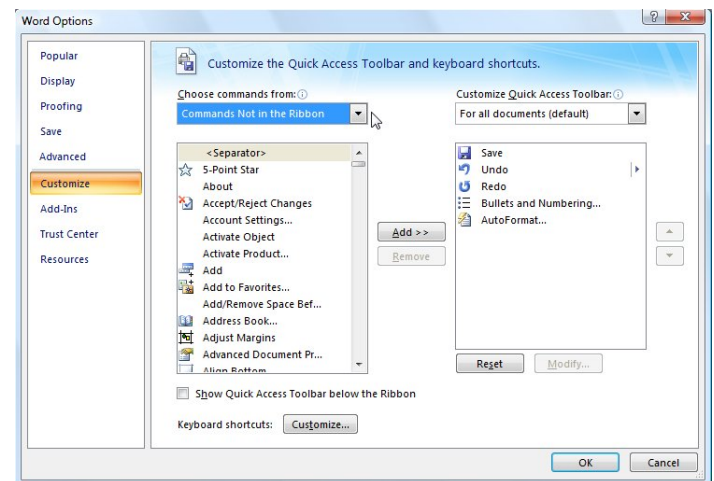


Figure2. The Customize area of the Word Options dialog box.

3. In the Choose Commands From drop-down list, choose Commands Not in the Ribbon.
4. In the Commands list, select Insert Em Space and click Add.
5. In the Commands list, select Insert En Space and click Add.
6. Click on Close.

Now, just click on the new tools to insert the em or en spaces you need.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (6090) applies to MS Word versions: 2007.

Controlling the Drawing Grid

When you are working with Word's drawing tools, you might find it difficult to align objects. Fortunately there is a drawing feature that you can use to assist you in doing this. You can use the drawing grid to provide a temporary, non-printing "straight edge." In this way you can easily align other objects in your drawing.

To use the drawing grid, follow these steps:

1. Display the Page Layout tab of the ribbon.
2. Within the Arrange group, click the Align drop-down list. Word displays a list of available commands.
3. Choose Grid Settings. Word displays the Drawing Grid dialog box. (See Figure 3.)

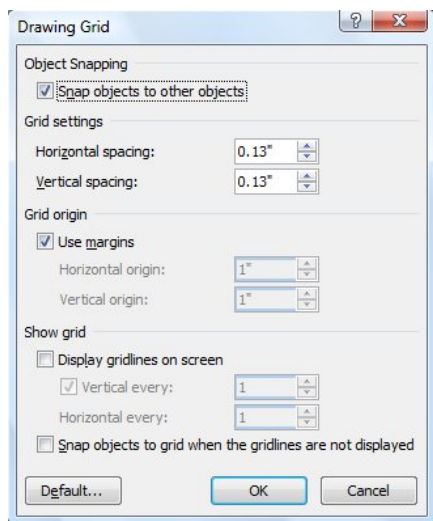


Figure 3. The Drawing Grid dialog box.

4. Use the controls in the dialog box to set the specifics of the grid. You can use the controls to specify the horizontal and vertical spacing used in the grid. You should also make sure the Snap to Grid option is selected.
5. Make sure the Display Gridlines On Screen check box is selected. (You can turn the gridlines on and off later by using the View tab of the ribbon, in the Show/Hide group.)
6. Click on OK.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (5947) applies to MS Word versions: 2007.

Opening and Printing a Document

Joe indicated that he was having a problem opening and immediately printing a document in Word. If he opened and immediately tried to print a document, Word wouldn't do it. Instead, he had to open, make some small edit, and then print the document in order for it to work.

Some readers suggested that this could be due to Word being busy doing background tasks before coming "up to speed." When you open a document in Word, it takes time for the document to be examined (internally) by Word, for pagination to occur, and for the program to become "responsive." On slower systems, the startup delay can be noticeable—particularly with large or complex documents. If this is the problem, then it may be just a matter of not printing immediately, but allowing Word to complete its internal document-opening sequences (perhaps a few seconds) before actually printing.

There is another approach to printing that you may want to consider. If your only purpose in opening the document is to print, then you can right-click the document's name and choose Print from the Context menu. This works either in Windows Explorer or in the Open dialog box in Word. Printing in this way

produces the output, without leaving the document open in Word.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (3865) applies to Microsoft Word versions: 97 | 2000 | 2002 | 2003.

Setting the Distance between Text and Borders

One common formatting effect within Word is the application of borders around a paragraph. Word allows you to apply borders to all four sides of a paragraph—you can even have the borders be different from each other, if desired.

After applying border formatting, you may decide that you need some more room between the actual border lines and the text within the paragraph. You can easily adjust this distance by following these steps:

1. Select the paragraphs you want to affect. (If you only need to format a single paragraph, just make sure the insertion point is within that paragraph.)
2. Choose Borders and Shading from the Format menu. Word displays the Borders and Shading dialog box. (See Figure 4.)

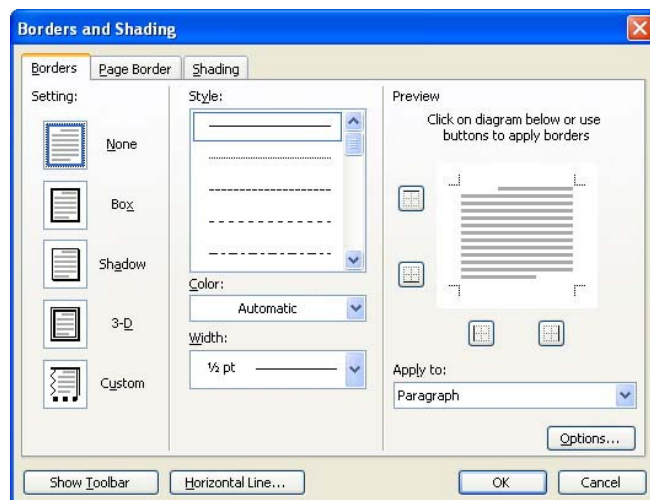


Figure 4. The Borders tab of the Borders and Shading dialog box.

3. If you had not previously done so, make sure you select the borders you want to appear around the paragraph.
4. Click on the Options button. Word displays the Borders and Shading Options dialog box. (See Figure 5.)

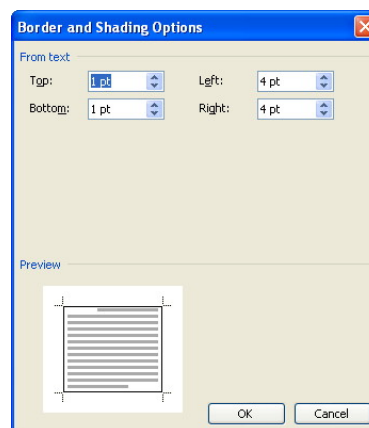


Figure 5. The Border and Shading Options dialog box.

5. Use the Top, Bottom, Left, and Right controls to specify, in points, the distance between the respective border and the paragraph text.
6. Click the OK button two times.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (148) applies to Microsoft Word versions: 97 | 2000 | 2002 | 2003.

Keeping Paragraphs on the Same Page

For some types of documents you may not want your paragraphs to smoothly flow from one page to the next. Instead, you may want to make sure that any given paragraph appears all on one page or another. I require this type of formatting quite often in letters, legal documents, and proposals.

Word includes a formatting feature that allows you to ensure that paragraphs stay together without a page break in the middle of them. You apply this format characteristic by following these steps:

1. Select the paragraph or paragraphs you want affected by the formatting change. (If you want the change to a single paragraph only, you can simply make sure the insertion point is within that paragraph.)
2. Choose Paragraph from the Format menu. Word displays the Paragraph dialog box.
3. Make sure the Line and Page Breaks tab is selected. (See Figure 6.)

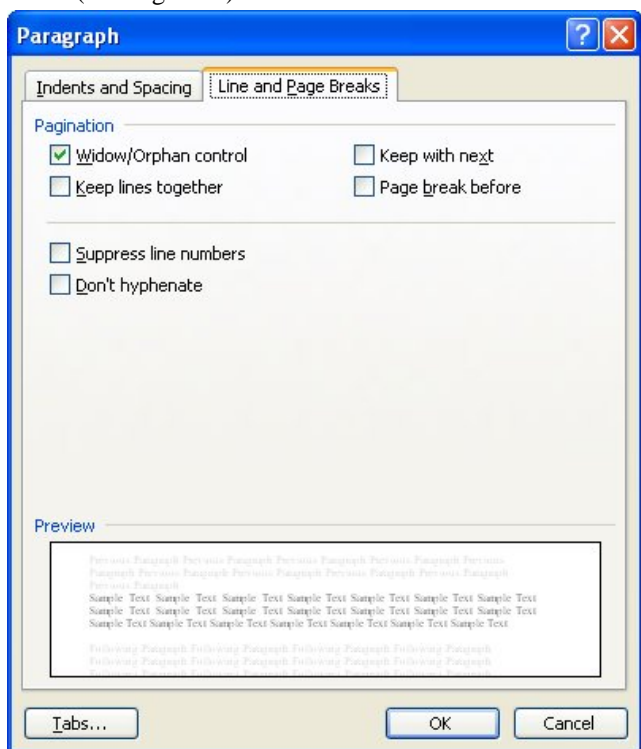


Figure 6. The Line and Page Breaks tab of the Paragraph dialog box.

4. Make sure the Keep Lines Together check box is selected.
5. Click on OK.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (1433) applies to Microsoft Word versions: 97 | 2000 | 2002 | 2003.

Excel Tips

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Centering Your Worksheet

If you are working with smaller worksheets, they can look odd when printed. Why? Because Excel normally prints your worksheet data at the upper-left corner of a piece of paper. If the worksheet data is small enough, the placement of the data on the printed sheet can detract from what you are trying to convey.

To help offset this problem, Excel provides a way you can easily center your printed information. You can center the data horizontally, vertically, or both. Follow these steps:

1. Display the Page Layout tab of the ribbon.
2. Click the small icon at the bottom-right of the Page Setup group. Excel displays the Page Setup dialog box.
3. Make sure the Margins tab is selected. (See Figure 1.)

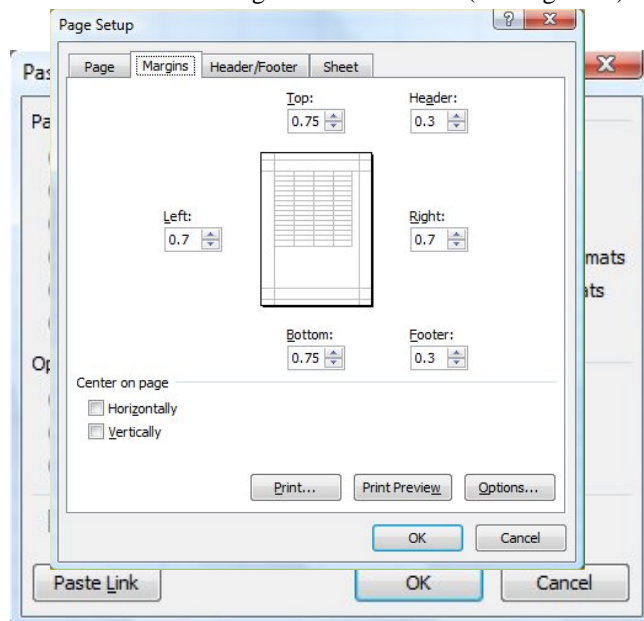


Figure 1. The Margins tab of the Page Setup dialog box.

4. Select the Horizontally check box if you want the information centered left-to-right between the margins of the page.
5. Select the Vertically check box if you want the information centered top-to-bottom between the margins of the page.
6. Click on OK.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (7560) applies to MS Excel versions: 2007 | 2010.

Quickly Updating Values

Many people use Excel to keep track of important information, such as price sheets or cost tables. This data is then used to help calculate proposals or to figure out how much should be charged to customers. It is not uncommon to need to update information in these tables on a periodic basis. For instance, your company may decide that it will increase all prices in the company by ten percent this year.

If you have rather large pricing tables, you may not know the best way to update the prices by the ten percent. Obviously you could make a secondary table and then base the information in that table on a formula, such as $=B3 * 1.1$. This is actually more work than is necessary, however. Excel provides a much quicker way to update values in a table by a uniform amount. Simply follow these steps:

1. Select an empty cell, somewhere outside the range used by your pricing table.
2. Enter the value 1.1 in the empty cell.
3. With the cell selected, press **Ctrl+C** to copy its contents to the Clipboard.
4. Select the entire pricing table. You should not select any headers or non-numeric information in the table.
5. Display the Home tab of the ribbon.
6. Click the down-arrow at the bottom of the Paste option (left side of the ribbon). Excel displays a drop-down list of pasting options.
7. Choose the Paste Special option from the drop-down list. Excel displays the Paste Special dialog box. (See Figure 2.)

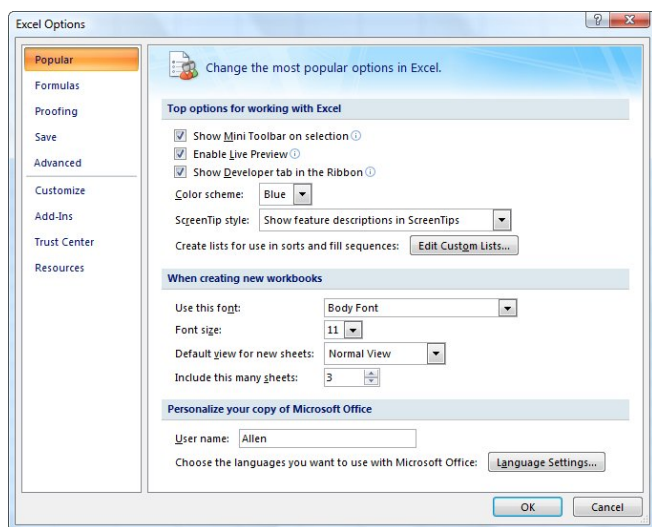


Figure 2. The Paste Special dialog box.

8. In the Operation area of the dialog box, make sure you select the Multiply option.
9. Click on OK.
10. Select the cell where you entered the value in step 2.
11. Press the **Delete** key.

That's it! All the values in your pricing table now show a ten percent increase from their previous values.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (6137) applies to MS Excel versions: 2007 | 2010.

Changing Your Name

When you first install Excel, it asks you for your name so it can personalize the registration for your program. It also writes your name into the user area. This information is used in various places by Excel, such as in the workbook properties area. If you need to change your name, follow these steps:

1. Click the Office button and then click Excel Options. Excel displays the Excel Options dialog box.
2. Make sure the Popular option is selected at the left of the dialog box. (It should be selected by default.) (See Figure 3.)

Figure 3. The Popular options of the Excel Options dialog box.

3. Change the information in the User Name box, as desired.
4. Click on OK.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (7555) applies to MS Excel versions: 2007

Creating a Copy without Formulas

John knows how to create a copy of a worksheet, but he needs to create a copy that uses only static values, not values based on formulas. He wonders if there is a quick way to make a copy (perhaps with a macro) that maintains all formatting and column widths, but has all formulas replaced with their results. For the work John does this would be very helpful in sending out worksheets to individuals outside his organization.

This task is rather easy to accomplish, with or without a macro. If you want to do it without a macro, follow these steps:

1. Choose Move or Copy Sheet from the Edit menu. Word displays the Move or Copy dialog box. (See Figure 4.)

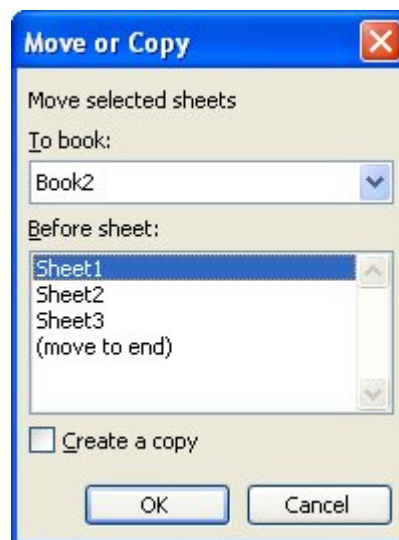


Figure 4 The Move or Copy dialog box.

2. Check the Create a Copy check box.

3. Using the To Book pull-down list, choose New Book.
4. Click OK. Excel copies the worksheet to a new workbook.
5. Make sure the newly created workbook is the one displayed.
6. Select all the cells in the worksheet by pressing **Ctrl+A**.
7. Copy all the cells to the Clipboard by pressing **Ctrl+C**.
8. Chose Paste Special from the Edit menu. Excel displays the Paste Special dialog box. (See Figure 5.)

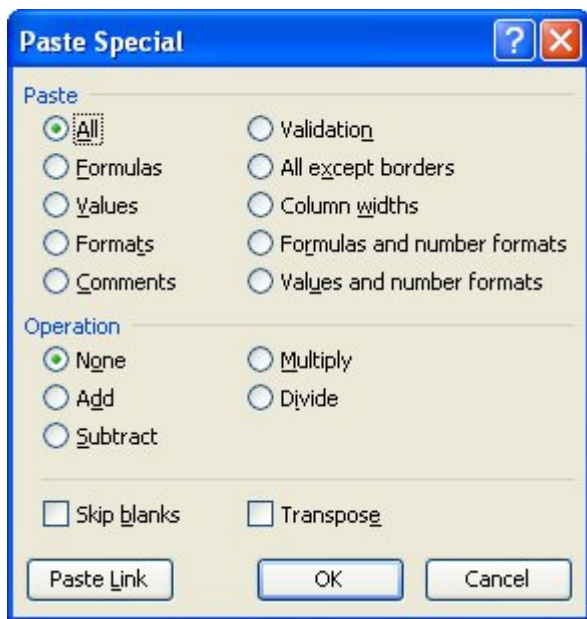


Figure 5. The Paste Special dialog box.

9. Click the Values radio button.
10. Click OK.

That's it. Your newly created worksheet doesn't contain any formulas, only the results of the formulas in the original worksheet. If you prefer to use a macro-based approach, it only takes a few lines of code:

```
Sub CopyWorksheetValues()
    ActiveSheet.Copy
    Cells.Copy
    Range("A1").PasteSpecial Paste:=xlPasteValues
    Application.CutCopyMode = False
End Sub
```

Of course, if you want to distribute only the results of your worksheet, you might consider simply printing a PDF file and then distributing it. The added benefit is that your recipients don't need to have Excel to view it. The downside is that if your worksheet is very large, a PDF file can be rather unwieldy.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (12381) applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003



I Need Help With My Mac!

(http://askbobrankin.com/i_need_help_with_my_mac.html?awt_l=DGqD3&awt_m=Icg8pLo4e8P6SL)

Believe it or not, Apple's Mac computers do not run on magic and fairy dust. I often get requests for help with Mac-related problems. When I can answer, I do. But when I need a Mac expert, or I want to get the latest Mac news and rumors, I turn to my list of Mac websites for trustworthy advice and answers. If you have a Mac, you'll want to bookmark them all. If you have a friend with a Mac, you'll want to share this with them. Read on!
And you can attend our new Apple SIG!

Twelve Online Tools for Savvy Consumers

The Internet is a fantastic resource for consumers, because an abundance of information helps to level the playing field for buyers and foster competition among the sellers. Here are a dozen online tools to help you save money on financial services and consumer products.

Read more:

http://askbobrankin.com/twelve_online_tools_for_savvy_consumers.html?awt_l=DGqD3&awt_m=JqQXZ9a1q8P6SL

Securing Your Laptop

The mobility and convenience that laptop computers provide has made it imperative for users to take steps to secure their laptops, and the data stored on them. There are several simple things that you can do to keep your laptop safe. Read on to learn how to protect your laptop from theft, snooping and data loss.

Read more:

http://askbobrankin.com/securing_your_laptop.html#ixzz2GJS1glp7

Five Web Radio Services You'll Love

Web based radio allows you to listen to online radio stations on your computer or on a mobile device. But of course, the Internet is much cooler than a radio, so Internet radio lets you do all kinds of things you can't do with regular AM, FM or satellite radio broadcasts. Here's the scoop on tuning in to Internet radio.

Read more:

http://askbobrankin.com/five_web_radio_services_youll_love.html#ixzz2GJVbScdZ

Free Remote Access and Screen Sharing Tools

If you need to access your own computer or someone else's from a remote location, you probably already know about GoToMyPC, which is often advertised on radio and TV.

GotoMyPC's remote access service costs \$20/month. But did you know that you can do the same thing for free? Here's how

Read more:

http://askbobrankin.com/free_remote_access_and_screen_sharing_tools.html#ixzz2GJU9oKAM

Reviews Editor's Corner

Products Available for Review

The NOCCC regularly receives copies of books and sometimes software from vendors for our review. **We can also request specific products for you to review.** These reviews are published in this newsletter, the Orange Bytes. **Then, you get to keep the book or software.** If you are interested in doing a review, please send an e-mail to reviews@noccc.org and provide your membership number, phone number, and e-mail address. You can pick up the product from Richard Miller in **the lobby of Irvine Hall between 9 A.M. and Noon** at the regular monthly NOCCC meeting.



Note to Reviewers

- ❖ You have 2 months to submit a review. Due-cause time extensions must be requested from the Reviews Editor.
- ❖ You must leave a security deposit (check, credit card number, or cash equal to the product's list value.), returnable upon our receiving an acceptable review.
- ❖ If you decide to return the product without reviewing, there is a \$2 penalty after the first month and a \$5 penalty after the second month.
- ❖ Guidelines for preparing your review are spelled out at <http://www.noccc.org/>. **Click News, Site Tech Info.**

Books

Social Networking & Internet

New: On Top of the Cloud: How CEO's Leverage New Technologies to Drive Change & Build Value Across the Enterprise – Authored by Hunter Muller from John Wiley & Sons. MSRP=\$65.

Mom Blogging for Dummies – Learn how to set up your blog and use it to sell your products & services. From Wendy Piersall from Wiley. MSRP=\$25.

Computers for Seniors - By Nancy Avior. From Wiley. MSRP \$50.

The Back Channel – How audiences are using social media & changing presentations forever authored by Cliff Atkins. From New Riders. MSRP=\$35.

The Digital Afterlife – How to secure your digital assets for your heirs. By Evan Carroll & John Romano from New Riders. MSRP=\$25.

The New Technology Elite - From Wiley. MSRP=\$50.

February 2013

Digital Photography & Design

New: Photoshop CS6, Three Ways to Learn-Print, Ebook, & Video. From Peachpit Press. MSRP=\$40.

Photoshop CS6 - By Weinman & Hove. From Wiley. MSRP=\$40.

New: The Photoshop Elements 10 Book for Digital Photographers – Authored by Scott Kelby & Matt Kloskowski from New Riders. MSRP=\$50.

New: Adobe Photoshop Elements 10 Classroom in a Book – The official training workbook from Adobe Systems. From Adobe Press/Peachpit Press. MSRP=\$45.

Adobe Photoshop Elements 10 - By Scott Kelby & Matt Kloskovski. From New Riders. MSRP=\$50.

The Portrait Photography Course – Principles, practices, & techniques. By Mark Jenkison, from Peachpit Press. MSRP=\$40.

Professional Portrait Retouching Techniques for Photographers using Photoshop – Learn how the pros do it. By Scott Kelby, from New Riders. MSRP=\$50.

Canon PowerShot G12 – From snapshots to great shots by Jeff Carlson from Peachpit Press. MSRP=\$25.

Adobe In Design CS5 Classroom in a Book - By Olav Kvorn & David Blatner. From Peachpit Press. MSRP=\$55.

Adobe "Real World In Design CS4 - The book covers the waterfront in Adobe's 'New Design Suite.' By Kvorn & Blatner. From Peachpit Press. MSRP=\$50.

New: Sixty Tips for Creative iPhone Photography – From Rocky Nook Publishers. MSRP=\$25.

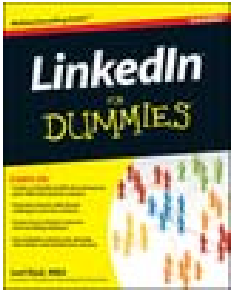
Orange Bytes in Color and More at the NOCCC Website.

The latest issue of the Orange Bytes (as well as past issues) are available in PDF format, **in color** and with **live** internal and external links. There is no user name or password needed. Go to our website: <http://www.noccc.org/>.

Product Reviews

LinkedIn for Dummies

Book Reviewed by Steven M. Breitbart, NOCCC Secretary



It was difficult to review this book without reviewing LinkedIn itself. LinkedIn is not a simple web application. It is designed to provide individuals the ability to advertise themselves, their skills and services to other individuals as well as the same for companies. The book states “LinkedIn is the embodiment of the Six Degrees of Separation concept...”

The book mentions what needs to be done, helps you decide what you want LinkedIn to do for you and then how to go about doing it. The first two items I mentioned are valuable, but the third suffers from the changes made to LinkedIn since the book was published in 2011. In that case, I would go to the help web page and find out if a feature was still available and the current method of reaching it.

The chapters are not too long. They are organized such that you do not need to read the book cover-to-cover. You can go a chapter, find what you want and some of the information is repeated in different sections. Each chapter presents a summary of what the chapter is about, advice, and then procedures interspersed with more advice. One of the best recommendations is writing, correcting and editing paragraphs in a word processor and then pasting it to the appropriate box within LinkedIn. A cheat sheet written by the author is advertised on the inside front cover.

Searching LinkedIn is one of the most important concepts. You can search for individuals, companies, and references by location, industry, company, tags and recent activity. Then you can filter the results. This procedure is repeated throughout LinkedIn, but is explained every time in the book.

The book explains a LinkedIn Introduction, where you ask to be introduced to a connection of one of your own contacts. The book offers good tips on responding to Introductions: reply quickly, ask for clarification if needed, read the Introduction request and do not rubber-stamp all Introduction requests.

LinkedIn InMail, a private internal email system, is also explained. InMail allows direct private communication with anyone on LinkedIn but is not available free with a basic free account. You can purchase an InMail credit for \$10, and there are multiple InMail packages available. Paid accounts get some InMail credits included. Before reading the book, I did not know paid memberships for LinkedIn existed.

The chapter that addresses deciding what you want your network to do for you was a difficult, but important part of the book. You grow your network by connecting with people who are already members of LinkedIn and sending Invitations to

people to join LinkedIn and connect with you. The author suggests several approaches:

- * Quality versus quantity - LinkedIn recommends connecting only with people you know.
- * Depth versus breadth - people from your own industry or a wide diversity of people.
- * Strong versus weak links – what level of interaction is required before you contact them using LinkedIn.
- * Specific versus general goals – goes back to what you want your network to do for you.

There is also a good paragraph on the difference between LinkedIn, Facebook and MySpace. I could search my email and individual people and find out if they were members of LinkedIn. Other procedures are described but have been changed.

LinkedIn Answers are used to allow professionals to exchange expertise. Questions can be from 20 categories and are available online for seven days, but the question can be “reopened” to get more answers. LinkedIn monitors this database to keep the questions appropriate and get rid of job postings, job searches, or contact requests. This part of LinkedIn does not appear to have changed since publication of the book.

Recommendations are not posted immediately, they first go to the recipient for review, who can accept, reject, or request a revision. Good advice is provided on writing recommendations, but again, the method you use to do this has been changed.

The book covers both importing and exporting from LinkedIn into your email program and browser, but I could not try these procedures due an error in my software. The Toolbar for Outlook mentioned in the book has been replaced by the Outlook Social Connector toolbar. Also available via download are Email Signature, mentioned in the book, Mac Search Widget and a Google Toolbar Assistant. Applications for several types of Smartphones and tablets are available for download, which the book does not address.

LinkedIn can help with finding a job or finding employees. The author describes the process of applying for a job using LinkedIn. More important, he describes what to include in the online application forms. He also discusses job search strategies.

In Orange County, California, job postings cost \$295 for a 30-day posting, less with a multi-job pack. The book describes what to include in the posting and telling people in your network about the posting. It even covers evaluating the people who respond to your posting.

January 6, 2013

Main Meeting Report

By Steven Breitbart & Rudy Lauterbach, NOCCC; Photo by John Krill, NOCCC

Another useful chapter is about LinkedIn Groups. You find them using keyword search and adjust the setting to how much contact you want from the group. The group logo is then supposed to appear on your profile. Supposedly, you can search the group to find people you know. The book also covers creating a group and recruiting people to join.

The book covers several subjects that the average person probably will not need such as Marketing Yourself and Your Business, Using LinkedIn to Increase Your Sales and Venture Capital and Angel Funding. However, the book does cover using LinkedIn with other Internet-based services, such as Google News Alerts. It also mentions creating and maintaining a focus group.

Other chapters cover moving to a new city and arranging face-to-face meetings with LinkedIn members. Chapter 19 has more good advice called Ten LinkedIn Do's and Don'ts and Chapter 20 has LinkedIn Resources, such as the web addresses for LinkedIn Labs where they mention new developments, the official LinkedIn blog and others.

While providing lots of good advice, the biggest downside to this book is that LinkedIn has been modified a lot since the book was published. For example, it says on page 50 "Scroll down to the Specialties text box..." but it was not there. The following items were not mentioned in the book: "Help" does not have its own menu heading, it is in the "More" menu. It does not mention that you can drag items to rearrange them within a section of your profile in the Edit Profile page either.

If you need advice on what LinkedIn can do or you need advice on what to include within LinkedIn, I recommend the book. If you need help with procedures, I recommend you see if there is another more recent book available. It also seems focused more on an individual who wants to network himself or herself, or a one-person company rather than an established business with many people.

LinkedIn® for Dummies®, Second edition. Written by Joel Elad. Wiley Publishing, Inc., New Jersey. Copyright 2011. Paperback: 359 pages. List price is \$24.99. ISBN 978-0-470-94854-5. It is available from Barnes & Noble on line for \$14. <http://www.wiley.com/WileyCDA/WileyTitle/productCd-047094854X.html>

Confucius Says:

Always do right. This will gratify some people and astonish the rest.

Before you embark on a journey of revenge, dig two graves.

Club Business

President Don Armstrong opened the meeting. He initially spoke about visiting a **Habitat for Humanity** facility where "young people" were putting together refurbished computers, which will go to people who have bought houses from Habitat for Humanity. The new houses were set up for computers and the computers come with a copy of a Windows operating system.

He mentioned that the Chapman University graduate student who will get the 2012 scholarship from the NOCCC may give us a presentation of her work. He also reminded us that NOCCC members can get discounts on books and magazines. Check the Orange Bytes newsletter or the club web site, www.noccc.org, for more information.

Main Speaker



Don then introduced **Rudy Lauterbach**, the club webmaster, to speak about Web Site Authoring. That is, how to build a web site. Rudy said that you may need to incorporate at least five technologies, meaning programming languages, to build a web site with interactive features. Additional technologies are available. These tools grew out of the UNIX operating system. Rudy explained that the Internet is based on layers of programming. The World Wide Web rides on the Internet which has more than 60,000 possible ports available for use. The web uses port 80. The web protocol is HTTP (Hypertext Transport Protocol). HTTP rides on TCP (Transmission Control Protocol), the next layer. TCP is complex and rides on the next layer, IP (Internet Protocol). IP is used by routers to send packets of data around the world. IP runs on a WAN (Wide Area Network), which is set up by the phone companies.

Some of the early work in setting up the Internet was done at the University of California at Berkeley. They created BIND (Berkeley Internet Name Domain) and DNS (Domain Name System), which translates a web site address, expressed in the familiar way (www.company.com, etc.), into numbers that the Internet can use. Many clients (your PC) can use one host (the Server).

At the user level, HTTP uses HTML (Hypertext Markup Language), which is also complex, to create web pages. But HTML is only one of five languages you may need to create a web site. On the client or end user system there is HTML, which structures the site, CSS (cascading style sheets), which styles the site, and JS (JavaScript) which adds behaviors to the site, and is a powerful language. On the server side, there is PHP (Programmable Hypertext Processor), another powerful language which adds persistence, which is writing to the server hard disk, connection to databases, for example MySQL and mystery, which means its code is not visible to the end user. Back on the client the DOM (Document Object Model) gives access to all elements of all pages (roughly comparable to the Registry in Windows) and creates a document tree, ranking all aspects of the web site.



For the purposes of the demonstration, Rudy chose to develop a web site for the auction of a fictitious schooner. He said it would be a two-step auction, with the first step being a silent auction. For the second step, the top bidders will visit and inspect the schooner in Bermuda and hold an open auction.

Rudy said to create a web page, you need a text editor and a file manager. He uses a text editor called **EditPlus**, which is similar to **Notepad** with a few added features. One feature is that it automatically changes the color of the text depending on the type of HTML command (more properly called HTML tags) you type in (a context sensitive editor). The beginning of HTML tags are implemented with a less than sign and then the tag name, for example “<tag”, and end either with a slash, the tag, and a greater than sign such as “/tag>” or a simpler end consisting of a slash and greater than sign “/>”.

First, Rudy described the schooner up for auction using English sentences. He then proceeded to add HTML code to make the first line a heading, then more HTML code for line spacing, HTML tag, a body tag, a document type, a head section containing a title of the web page (different from the heading) metatags and a style sheet. He added a JavaScript section, a right-justified photograph and code to make a sentence bold. The text automatically wraps around the photograph. Graphics files that can be used are JPG, GIF, and PNG. He would save the file for the web page frequently and then show what the page looked like using Apache server software he had on his laptop.

Finally, he showed us a more complete version of the page that he had completed before the meeting which included PHP functions. This web page had buttons to start and stop an animation of the schooner. Other buttons set up a form to submit a bid for the schooner and saved the data input (name, email address, bid amount, etc.) into a file. Then the submitted data were shown to have arrived in the specified file on the server.

From a Microsoft perspective, a different set of technologies would probably be used. But, the ones shown here are more common and more fully documented at your local bookstore.

Another interesting meeting. See you next month.

(Continued from page 5)

You have heard the term “the Cloud.” What does it mean? What can you do there? One of the great things you can do with “the Cloud” is to share and store data. How to share and store data using “the Cloud” will be covered in this presentation. You will learn what you can do using cloud storage and also learn about some of the programs and spaces that can make your life easier.

USING YOUR SMARTPHONE FOR EVERYTHING

Bill James, APCUG Advisor, Region 8; Vice President, Webmaster & Editor, Computer Club of Oklahoma City

Cellphones in the last few years have increasingly become part of our lives. When cameras were added to cellphones it changed how we perceived a phone. It then became a camera phone that allowed us to transmit pictures to our friends and family within moments. Instant messaging was a part of the PC world but when it was introduced on our phones as texting, it was immediately adopted by the younger generation supplanting almost all voice communication. It is estimated that in December 2009, the 286 million US subscribers sent 152.7 billion text messages per month, for an average of 534 messages per subscriber per month.

The introduction of the Apple iPhone definitely changed the way we as consumers looked at phones. Google entered the market with an opensource product called Android. With these two competing products, a phone is now more than just a phone. They are mobile devices that are capable of accessing the cloud, internet, files and programs that allow us to carry our desktop to wherever we want.

In this presentation we will look at some of the Apps that are available on Smartphones that will allow you to work, play and really use your Smartphone for virtually everything. Although the android phone will be the primary instrument used in this presentation, the concepts can be applied to both Apple and Android products.

(Continued on page 23)

January 6, 2013 Raffle Winners

Photos by John Krill, NOCCC



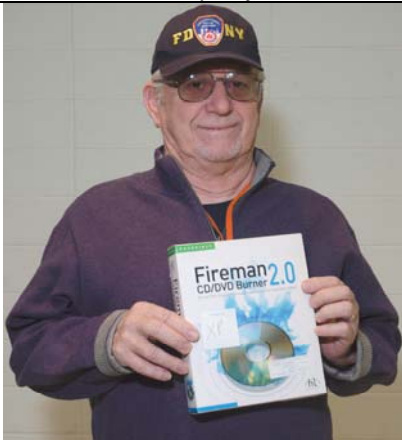
Jim Sanders
DVD Player for TV



Gerry Resch
DVD Drive



Jim Sanders
Blank DVD 50-Pack Discs



Barth Bybee
CD/DVD Burner



Barth Bybee
AC Charger for iPad/iPhone/iPod



Carl Rau
Blank DVD 50-Pack Discs



Terry Dickson
Sony DVD Player



Juanita Lockwood
Canon Photo Inkjet Printer



Steven Breitbart
USB Articulated Fan

SIG Meeting Reports

Beginner's Digital Photography

By John Krill, SIG Leader

Lightroom:

At the January meeting, I gave a demonstration of the power and ease of using Adobe Lightroom. I also showed the power of the new RAW editor and the advantages of shooting in RAW mode over JPEG.

Questions:

Keep bringing in your questions. It really is the fun part of being a SIG Leader – answering questions.

Future Meetings:

I am working on a schedule for the coming 11 months. I will post the schedule on the Beginning Digital Photography SIG. If you have any ideas or requests by all means send me an email with your ideas.

Standard Stuff That Is Always In This Report

This report should be up on the SIG's Blog. I may go into greater detail and I will include screen shots as well.

If you have a special request for information regarding digital photography let me know. E-mail me using the address listed below.

Check out the SIG Blog for other information and maybe info on what we will discuss at the next meeting.

As always, we will answer any and all questions.

If you have a special request for information regarding digital photography let me know. E-mail me using the address listed below.

We had 7 members at our January SIG meeting. Hope to see you at the next meeting.

Note: I am using a new Web location for the photos I take at the meeting. I now upload the photos I take to Microsoft SkyDrive. A link will be put here every month to the folder location with the current month's photos.

SkyDrive Photos for the January 2013 Club Meeting:
<http://sdrv.ms/UQcmBR>

SIG Blog: <http://nocccbphotosig.wordpress.com/>

Email: noccc.bgphotosig@gmail.com

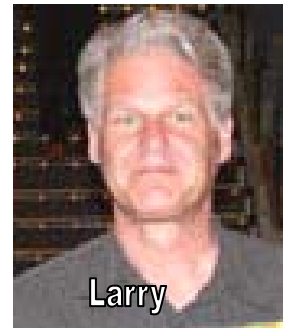
This SIG meets in Science 131A at 9:00 a.m.



Advanced Digital Photography

By Larry Klees, SIG Leader

The January meeting was about tabletop photography. The idea of tabletop photography is to create a miniature photography studio in a convenient small space. All that is actually required is a table or similar space, a camera, and something to photograph. If you like macro photography, a tabletop setting can be ideal for many macro shots.



The plan for the meeting was to demonstrate this and also describe in detail some of the features a person might look for when purchasing some of the optional equipment that is helpful. A surprisingly large portion of the meeting was required to demonstrate some of this equipment.

Modern strobe lights which are compact, versatile, very easy to use, and if your camera allows it, they can be wireless and controlled directly from the back of your camera. At today's prices, good ones range from about \$40 — \$400 each. If I had known then what I know now, I would have gotten the \$40 ones instead of \$300 ones. For tabletop (and most other) work, they are just as good. Still, the \$300 ones can take photos from more than a hundred feet away and automatically adjust their light beams to match the camera's zoom lens. Plus, it's really cool when you just miss stepping on an alligator lizard by your back porch, to be able to run back into the house, turn the camera and flash on, run back outside with a flash in left hand and camera in right and, nearly always, get perfect exposure on the first macro shot you take before the lizard runs away.

A good tripod can also greatly enhance your tabletop shooting. I have four tripods which I use regularly for tabletop work. The one shown in the photo was purchased used for about \$80 including the ball head. It has taken me years to get it into my head that tripods are worth what you pay for them and really



good ones can pass the \$600 mark. The main feature that make this tripod such a boon for tabletop work is the way the center post can be cantilevered over the table (as shown in the photo)! At the meeting I covered several other useful features to look for in tripods, but there is no room to cover that here.

While at least one good tripod is a must, the other three tripods I use regularly for tabletop work were purchased on sale for \$10 each. (They tend to show up at places like Micro Center or Fry's once or twice a year. If you spot them, buy 1 or 2. You will be glad you did. Their regular price runs around \$20.) At that price, you can abuse them and use them for all sorts of things. For tabletop photography they can double as light stands, prop up back drops, etc.

We examined a real light stand and a shoot-through umbrella. One or two of these can give you greater control of your lighting.

We actually used different strobe lights and a variety of clamp-on lights and desk lights for our lighting at the meeting.

People did bring their cameras and photographic subjects and some even brought their own strobe lights. Participation was enthusiastic.

I had expected different groups of people to work multiple tabletops simultaneously. Instead they preferred to do setups in a serial fashion. This had the advantage of much collaboration which was quite educational for all involved. We arranged backgrounds and lights in a variety of ways and took photos of things like coins, a rubber duck, a beautiful mineral called a "Desert Rose," and others.

One aspect of the meeting that was terrific (and for me unexpected) was the way individual photographers took such different photos of the same subjects.

To the right is the photo I took of the "Desert Rose" It has a floor and a background composed of "Water Glass" which creates beautiful reflections of the Desert Rose and its pedestal. The pictures taken by others look very different; although, if you look closely they are recognizable as the same object.



This is the photo I took of the "Rubber Ducky." It has a background made from a fleece blanket that includes a mix of fibers. Some of the fibers are highly reflective and create tiny highlights that look like stars.

Again the other photos of the same duck and blanket look very different.



At the February meeting, we will discuss the photos taken at the January meeting. I expect this to be quite interesting. This will be followed (time permitting) by a demonstration what I call the POP filter followed by a demonstration of how to tame highlights in your photos. Don't miss the POP filter demo as you will not find it anywhere in writing.

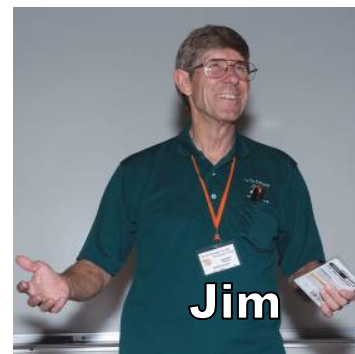


This SIG meets in Science 131A at 10:30 a.m.

PC Q&A

By Jim Sanders, SIG Leader

At the January meeting, a few questions were fielded and some programs were talked about that I use. One of those programs was **Crystal Disk Info**. The homepage for this program is <http://www.crystalmark.info>. The program is freeware and one of several places that it can be downloaded from is http://download.cnet.com/CrystalDiskInfo/3000-2086_4-10832082.html.



What is CrystalDiskInfo? It is a S.M.A.R.T. reader program for hard disks. What is S.M.A.R.T.? Well, that gets a bit complicated to explain. First, I would like to remind you that your computer does not directly control the hard disk. Instead, it asks the hard disk to do various things. To do those various

things, all modern hard disks have a fairly sophisticated computer, a microcontroller if you want to be picky, built into the hard disk. In addition to dealing with the interface protocols, the various head movement algorithms, read write commands, buffer management requirements, and a few other things; it implements S.M.A.R.T.

Many users don't know that Self-Monitoring, Analysis and Reporting Technology systems (SMART) are built in to modern ATA and SCSI hard disks. SMART disk drives internally monitor their own health and performance. In many cases, the disk itself provides advance warning that something is wrong, helping to avoid significant failures before they occur. Most implementations of SMART also allow users to perform self-tests on the disk and to monitor a number of performance and reliability attributes manually. It would be nice if your operating system, say Windows 7, would automatically monitor the S.M.A.R.T. function of your hard disks and pop up a warning when it detects a possible problem. It could, but it doesn't. It's not that Microsoft doesn't know how, because they do implement that function in several of their server versions of the operating system. But since they don't, it is a good idea for you to take a look at that information periodically.

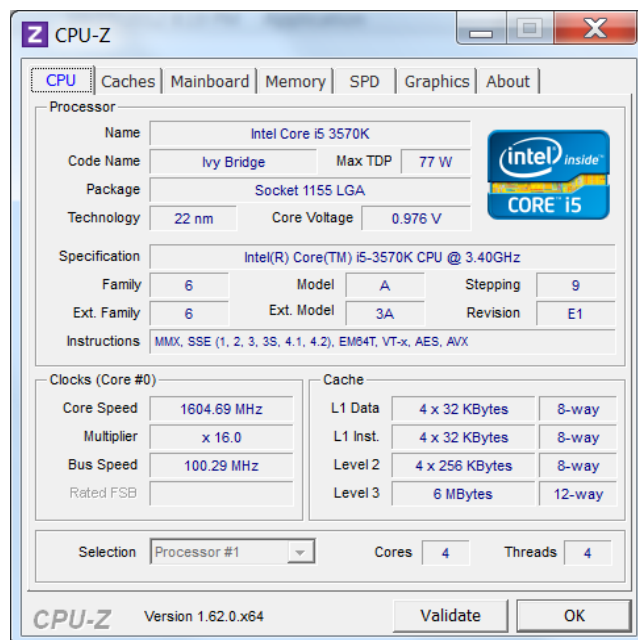
ID	Attribute Name	Current	Worst	Threshold	Raw Values
01	Read Error Rate	95	95	16	0000000B0005
02	Throughput Performance	134	134	54	000000000064
03	Spin-Up Time	116	116	24	000601460146
04	Start/Stop Count	99	99	0	00000000199F
05	Reallocated Sectors Count	100	100	5	000000000000
07	Seek Error Rate	100	100	67	000000000000
08	Seek Time Performance	138	138	20	00000000001F
09	Power-On Hours	100	100	0	00000000139D
0A	Spin Retry Count	100	100	60	000000000000
0C	Power Cycle Count	100	100	0	0000000008E9
0D	Power-off Retract Count	95	95	0	0000000019AF
C1	Load/Unload Cycle Count	95	95	0	0000000019AF
C2	Temperature	230	230	0	002C0010001A
C4	Reallocation Event Count	100	100	0	000000000000
C5	Current Pending Sector Count	100	100	0	000000000000
C6	Uncorrectable Sector Count	100	100	0	000000000000
C7	UltraDMA CRC Error Count	200	200	0	000000000001

The above is a screenshot of my Windows 7 hard disk. As you can see, it provides you with quite a bit of information about the hard disk. Some of it is a bit esoteric, and you may or may not care to read up on what it means. Anything that the program considers to be worrisome is highlighted by changing the blue dot in the left-hand column to an orange color. Just knowing that your hard disk is running at a reasonable temperature is a very good idea. One of my discs that I looked at had a relocated sector count of 0000001 in the Raw Values column and that changed the color to orange.

There is a fairly complete explanation of S.M.A.R.T. at <http://en.wikipedia.org/wiki/S.M.A.R.T.> There are a number of programs that deal with S.M.A.R.T. and a very nice comparison chart is located at: http://en.wikipedia.org/wiki/Comparison_of_S.M.A.R.T._tools.

The second program that we looked at was CPU-Z from CPUID x86 Technical Resources, <http://www.cpubid.com/software/cpu-z.html>.

What is CPU-Z? CPU-Z is a freeware program that gathers information on some of the main devices of your system.
CPU: Name and number, Core stepping and process, Package, Core voltage, Internal and external clocks, clock multiplier, Supported instruction sets, Cache information.
Mainboard: Vendor- model and revision, BIOS model and date, Chipset (northbridge and southbridge) and sensor, Graphic interface.
Memory: Frequency and timings, Module(s) specification using SPD (Serial Presence Detect): vendor, serial number, timings table.
System: Windows and DirectX version.
 CPU-Z screen shot from my main computer:



As you can see, the program gives you quite a bit of information about your CPU. The Mainboard Tab tells me that the motherboard is from Asus, model # P8Z77-V Pro, Rev 1.xx (and I would be happier if it was a Rev 2.xx). Again, a free program that you can download from the above website. A useful tool that I think everybody should have in their Utilities/Diagnostics sub-directory. The same website also offers; HWMonitor 1.21 whose functions somewhat overlap Crystal Disk Info.

We ran out of time to say very much about the Acronis True Image Backup program that includes the ability to restore a backup to a different computer system than the one that it was made on. I will try and say a few additional words on that in February. In addition, I will have a few things to say on what I consider to be the latest wrinkle in the rebate scams and the verbal fistfight that I had with Microsoft about updating a customers windows XP Pro OEM version product key to a retail version of Windows XP Pro. Remember, this is a Questions and Answers SIG and it's hard to answer questions if you don't bring them and ask. Hope to see you in February.

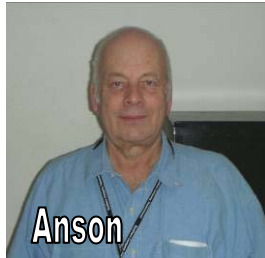
Jim's two SIGs meet in the Irvine Hall at 10:30 a.m. and 12:30 p.m., respectively. The first is the Beginner's PC Q & A and the second is for everything and everyone else.

Visual Programming

Anson Chapman, SIG Leader

This SIG is lead by Anson Chapman and is a continuing discussion group about computer programming using Visual Basic, Visual Basic Script, Visual C, Visual C++ and Visual J++ for Beginners.

This SIG meets in Science 111 at 9:00 a.m.



For the demonstration, Terry installed two other versions of Linux on his laptop in addition to Ubuntu. One was Mint Linux and the other was (I believe) Fedora Linux. In effect, his computer was acting like three separate computers at the same time. You could give one "machine" a task to do, then switch to another for something else. You can also transfer files between "machines."

It can get tricky allocating external resources between "machines" but it is possible. There was some difficulty allocating a USB thumb drive, and we spent some time exploring how to do it.

Virtual Machine requires a "host" operating system, in this case Ubuntu Linux. It can support as many virtual machines as your hardware can support. It looks like it can support any version of windows from Win 3.11 thru Windows 8. It also supports UNIX, Solaris, and just about any version of Linux.

The next part of the meeting was about making backup copies of video discs for personal use. Here it must be stressed that you should only make back-ups of discs you already own, and which you only intend for your personal use. Distributing them to other people, or copying disks you don't own is definitely illegal, and you should make some attempt to understand the legal aspects of making copies of commercially-made disks you own, for your own use. If you wish to do this, it is possible to get software to copy a DVD to your hard drive, where you can shrink the information, remove the chapters, and essentially take an 8 Gigsbyte DVD and reduce it to a 1 or 2 Gigabyte video file. To do this, you have to give up some of the video quality and most if not all of any special features on the original disc.

What you get in exchange is compactness and portability. You can load a lot of movies onto a 500 Gigabyte portable hard drive, and take them with you when you travel, to watch on a portable player or hotel TV set. If you don't mind some loss of video quality, this can be a tempting solution to taking your entertainment with you. Oh yes, there is one other "minor" detail. To do the back-up process will take several steps, using several programs, and will probably take you longer than it takes to watch the original DVD. But, hey, time is cheap! Right?

These SIGs meet in Science 131 at 9:00 a.m .and 10:30 a.m.

Understanding Operating Systems

Charlie Moore, SIG Leader

This SIG is lead by Charlie Moore and is a continuing discussion group about Operating Systems for computers.

This SIG meets in Science 111 at 10:30 a.m.



Linux Desktop & Administrator

Tommy Crenshaw, Acting SIG Leader; Bob Palmer, Contact Person



Virtual Machines and Backing Up Video DVD's

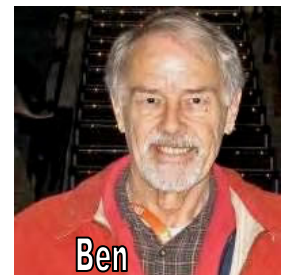
The January meeting was led by Terry Dickson. He demonstrated how to create virtual machines under Ubuntu Linux using a program called Virtual Box. His computer runs Ubuntu as its operating system. If your computer has enough memory, processing speed and disc space, it's probably not working hard supporting just one operating system.

Virtual Box is a program that sits on top of your operating system, and makes your computer capable running more than one operating system at a time, and allows you to dynamically switch among them without powering them down or turning one off to work with another. It allows you to specify how much memory and disk space to allocate to each "virtual machine."

Exploring New Technology

By Ben Lochtenbergh, SIG Leader

This meeting was about the Windows 8 retail version. I suppose this was a suitable New Technology topic. The list of possible future topics, now 14 long, includes Microsoft Office 2013, Skype, Backup, Security, and Home Networking. More can be added upon request. Also, if someone wants to present, he'll always be more than welcome here.



The 15-slide presentation about Windows 8 has been emailed to those on the ENT SIG email list. It shows critiques from a variety of sources and some conclusions I came to after using Windows 8 for 3 weeks. I am not going to bother those who don't care or have to attend or lead other SIGs, but the presentation is available for emailing from bal@msn.com or from those who already received it.

The format of the presentation has evolved to a level that I am pleased with. It has an Agenda on page 2 with 10 links. Each link, after viewing, can return to the Agenda with one click, and thus you're ready to go and view the next link. If the link so begotten has links to a secondary link, then you can click that for viewing. Each secondary link can return to its primary link with one click. This navigation method is for internal slide navigation. For external navigation links you must be connected to the Internet, browse that link with your browser, and close the browser as you normally do when you are done. I counted 13 internal (slide) links, 13 return links, and 7 external links.

One external link is special because it links to a file in the same folder where the presentation resides. Both files must be copied to the same folder in your computer. The last couple of months we had such links to a joke emailed to me from John Heenan. However, I emailed only the presentation, but great opportunities exist, like showing a member's content like a joke or homemade video with no need to upload it to a page on the Internet, only an attachment to an email. Send some material, I'll pass it on!

On the NOCCC Evernote frontier, we now have three members using it, as far as I know. The point is sharing computer info so we **all can learn** and make more informed purchase decisions.

This SIG meets in Science 109 at 9:00 a.m.

Mobile Computing SIG

By Ben Lochtenbergh, SIG Leader

The January attendance was light. Some of our regulars like Ed Koran and the Fitzsimmons were missing all day. Richard Miller didn't attend because he had leave at 10:30 to do the Book Review Desk.

We spent time on a variety of topics like, FCC advice for Smartphone users, Jelly Bean, reading TIME magazine on a tablet, and some Apple iPhone news.

As Rick Thues was conducting his new Apple SIG, we ended our SIG one half hour early to attend that SIG. It went into overtime, 12:30, due to having very many questions. I'd say, a very good time for an Apple Main Meeting, the presentation is scheduled for February 3.

Talking about mobile computing? The March 3 Main Meeting presentation by a colleague of Dallas Hazelton will be about **computers in automobiles** ☺

This SIG meets in Science 109 at 10:30 am.

Apple Products

By Rick Thues, SIG Leader

This new SIG is lead by Rick Thues, known throughout SoCal as the "iMentor." He will help you with products, projects, & problems from Apple computers to mobile devices (iPods, iPads, iPhones), and TVs.



At the January meeting, we had a lively discussion on iPads, iPhones, 7 the Macintosh operating system. We also discussed such topics as iCloud, home networking, and computer back-up. Learn more about your present and future Apple devices from an expert. Rick is a member of the Apple Consultants network and an expert Macintosh computer user, trainer, installer, & troubleshooter. He serves on the Q&A panels at SMOG Macintosh User Group and Laguna Woods Macintosh User Group.

This SIG meets in Science 127 at 10:30 a.m.

Microsoft Office

Tia Christian, SIG Leader

These sessions are open forums for problems incurred using Microsoft **Word, Excel, Outlook versions 2003 to 2007, and Open Office** and their resolutions. During these SIG sessions, different topics will be discussed during each session on these four software applications and their functionalities.



This SIG meets in Science 306 at 9:00 a.m.

Visual Basic for Applications

(Access/Excel VBA)

By Bob Dickson, SIG Leader

It was COLD! Wow. The university is being 'Green' for sure. NO heat in the classroom, and the door had to be propped open since we don't have the key. Well, at least no one fell asleep. The January session didn't get into VBA. A question was raised about creating charts. Well, that's a feature in Excel that doesn't require VBA. The questioner provides tax services for clients. He felt a chart would convey the information better than just a list of numbers. He uses Excel but it's been a long time since he created a chart. Well, that's what these SIG sessions are for. We created a blank workbook, and then entered a string of dates and columns of numbers representing payments and loans and the



Orange Bytes

balance. I created the formula to compute the resulting balance after applying the payment or loan amounts, calculating the new balance. Eight months was enough. A click on the Insert menu item dropped a list of actions, one of which was 'Chart...'. Clicking on that action opened a window that offered a whole bunch of options to make many forms of charts. The 'lights' went on as the options appeared. "OK, this is beginning to look familiar." We selected a line chart and clicked on the Options feature. That enabled selecting the columns to use in the graph, and a list of tabs to select various changes. Clicking on 'finish' produced a neat little chart showing the down and up values that were in the table. The chart presented the action of the payments and loans in a manner much more impressive than just a list of numbers. We discussed various options and 'played' with the options to change various features. All very instructive. For contrast, we created another chart in a different format. And last, I copied the workbook to his flash drive so he could go home to play with creating charts on his computer at home. He left a happy club member. I'm sure his clients will be pleased with the results he'll show them next month.

The rest of the time was spent reviewing various features in Excel to a member who is just getting into Excel. It was fun and educational to click on each of the menu items and test the effect on the worksheet when that feature was executed. It was all new to the 'student' member, but that's why the person joined the club. Features that seem 'obvious' to a long-time user can be mysterious to the new user. It was 'fun' to go through the actions and explain the effect of each, then entering data and seeing the result. We spent the next hour-and-a-half executing the various functions in the standard 'out-of-box' Excel program. It was getting TOO COLD to continue and it was getting close to the main meeting time anyway so we decided to call it quits for the session. I strongly urged the member to practice at home. Don't let today's session go cold at home. Do practice at home. Don't worry about mistakes. I showed the member how to make copies of the workbook by using the 'Save As' feature and changing the name of the program by appending a number or letter at the end of the name. This prevents 'burning your bridges' by saving the earlier version of your program in case some disaster occurs.

The January SIG session was a 'fun' session for the attendees. Come up to Sci 306 and share your experience with Access/Excel or bring a question we can work on together. Hope to see you in February.

This SIG meets in Science 306 at 10:30 a.m.

Microsoft Access

By Bob Dickson, SIG Leader

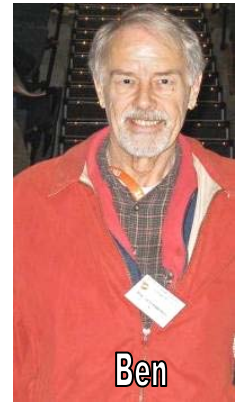
We didn't have an Access session in January. The people who attended wanted to ask questions about Excel so the time for the Access SIG was merged into the Excel VBA session (see other article). We're ready to discuss Access with anyone who has a question concerning database usage; so, if you have a question about Access or have a personal Access project to share, come up to Sci 306 at Noon – 1:30 pm. We're looking forward to diving into Access in February. Hope to see you.

*This SIG meets in Science 306 at Noon.
February 2013*

From the Desk of the Membership Chairman

By Ben Lochtenbergh, bal@msn.com

We should all appreciate the efforts that many members put out to try to increase our membership count. Particularly I'd like to compliment Richard Miller. He went as far as giving his **one and only** January Orange Bytes copy to a newcomer. Now he has none! This was the first paper issue since April 2012. Thus, 8 months with no paper copy of the famed OB for all of us.



Since we now receive it by first class mail, one to each member directly from the printer, we have no extras for January 2013. This will be remedied with the February issue by sending 10 or so copies to Richard for handouts. One member said he didn't receive the January Orange Bytes, which also can be solved if he shows up and asks Richard.

How did you like the January 6 presentation of **one of our own**? I liked it very much. Someone said: "This is how NOCCC presentations used to be." This presentation was fully published starting on page one of the Orange Bytes. Good job Rudy Lauterbach!

(Continued from page 16)

WINDOWS 8 -- MYSTERIES AND MISCONCEPTIONS EXPLAINED!

Frances Chao, Member, Tucson Computer Society, AZ

It boots up and shuts down faster and it runs slightly faster than any prior version of Windows. However, it will seem mysterious to you, especially if you have been reading online and print articles which are full of misconceptions about Windows 8. Here are some mysterious topics that we will clarify:

- Editions of Windows 8 (can be confusing)
- Differences between the Windows 8 (box) and the Windows 8 Plus Pack (box)
- Undocumented features of Internet Explorer 10
- Misconceptions about being "forced" to use the Start Screen (totally wrong!)
- Booting up directly into the Legacy Desktop (no problem!)
- Getting back the Start button and Start menu (no problem!)
- Inability to boot up with Linux and WindowsPE Live CDs/DVDs/flash devices
- Making Legacy Desktop applications the default (inside of Windows Store Apps)
- Shutting down Windows Store Apps
- Windows Media Player is no longer free (as of February 1)

Transportation Information

Meeting Information

The NOCCC meetings are held at Chapman University, in the Hashinger Science Center and Irvine Hall, near the northwest corner of Center Street and Palm Avenue.

Parking Information

Most of this information is on the back cover. For more information, see www.chapman.edu/map/parking.asp. A map of the Chapman University campus is also available at www.chapman.edu/map/map.pdf.

Bus

Several Orange County Transportation Authority (OCTA) buses service Chapman University. Route 54 runs East and West on Chapman Ave. The 59 runs North and South on Glassell Avenue, but doesn't start early enough for the 9:00 a.m. SIGs. Get the most current information or use a trip planner at www.octa.net. OCTA also has a Consumer Information Center at (714) 636-7433 (RIDE).

Railroad

Metrolink trains can get you to the NOCCC meeting from the Inland Empire. There are stops in the cities of Riverside, Corona, and Anaheim Hills. Parking your vehicle is free at the train station. (See M on map below.)

On Sundays, Inland Empire-Orange County Line train 859 leaves San Bernardino destined for Orange County at 8:55 am. For the return trip, train 858 leaves nearby Orange Metrolink at 3:15 pm and train 860 leaves at 5:35 pm. The Metrolink station is four-and-a-half blocks from Chapman University. For specifics regarding your trip, check the web site: <http://www.metrolinktrains.com> or call 1-800-371-5465.

Board Meeting Minutes January 7, 2013

The NOCCC Board held its regular monthly meeting at President Don Armstrong's residence on Monday, Jan. 7, 2013.

Present were: Dr. Don Armstrong, Steven Breitbart, Dallas Hazleton, John Heenan, Larry Klees, Rudy Lauterbach, Ted Littman, Ben Lochtenbergh, Richard Miller, Gerry Resch, and Jim Sanders. Not present: Tia Christian.

President Armstrong opened the meeting at 7:34 p.m.

Secretary's Report – Steven Breitbart

Dallas Hazleton's first name was incorrectly stated twice in the minutes of the December BOD meeting, which appeared in the January 2013 Orange Bytes.

Treasurer's Report by John Heenan

Membership is at 138, down 6 from last month. (That included Bob Ray, the Linux SIG leader for several years who passed away recently.)

The cost per issue of the printed Orange Bytes newsletter is up, but is offset by the reduced number of issues printed. Use of First Class mail directly to members from our printer in Florida seems to be working well and members should receive their copy earlier than previously. A discussion followed about printing ten extra issues each month for people who join at a club meeting and for use as a public relations tool. Everyone agreed. Richard wants to send a copy to people who have quit the club. This was deferred pending a survey that John Heenan is developing to send to former members, so the idea was not discussed any further.

John got a package in the mail from Terry Warren, a former Board member of the club. It was a card and Christmas ornament from Dr. James Doti and Dr. Lynne Doti. Dr. James Doti is President of Chapman University. Terry thought it best to forward the items to John, who passed them around and then gave them to Don.

Revenue from yesterday's meeting: The coffee and donuts tables had a net profit of \$7.02. Raffle ticket sales were \$61.00, above average. Two people renewed and one person joined, bringing in \$105.00. Net for the day was \$173.02.

Membership Report by Ben Lochtenbergh

Ben agreed with John, we have one new member, Joe Delaney. As far as a membership campaign, we need to attract students at Chapman and other young people, possibly with more current subjects for SIGs and speakers.



SIG report by Dallas Hazleton

Attendance at SIGs was as follows: Linux 5, Visual Programming 0, Exploring New Technology 11, Beginning Digital Photography 4, Microsoft Word, Excel and Outlook 2, Beginners PC Q&A 0, Linux Administration 4, Apple Devices 8, Advanced Digital Photography 4, Understanding Operating Systems 4, Mobile Computing 5, Access/Excel VBA 3, Microsoft Access 3, Advanced PC Q&A 19; Main Meeting 26.

Newsletter Editor's report by Ted Littman

The use of first class mail to distribute the January Orange Bytes newsletter worked very well. People received the newsletter several weeks before the meeting in most cases. One minor error was spotted "Habitat for Humanity" was written "Habitat for Humanities." We also need a link on the opening page of the club web site to the article on how to write a review. Ted emailed Board members and SIG leaders a schedule for submitting inputs for the February newsletter. If all goes well, members will receive their print copies about two weeks before the next meeting.

Web Site by Rudy Lauterbach

In general, everyone was happy with the new look of the web site and Board members complimented Rudy on a job well done.

Public Relations

No news since Tia was not present.

January 6 Main Meeting

Yesterday's meeting was interesting, with a good topic. However, we had a few minor problems with the facilities. The men's basement restroom near Irvine Auditorium was locked. The Chapman Media Center employee who gets us connected to the projectors in the rooms we use for the SIGs was not in.

Don suggested that we have a set of guidelines for Main Meeting Speakers. Jim said that we do and he has been sending an outline and guidelines to speakers for years.

Steven suggested we need a backup person for the book review table. Ted said there are a few procedures that we follow and anyone who runs the review table needs to be familiar with those procedures. Richard was unable to man the table in January.

We had good prizes for the raffles and earned \$61. Several parking tickets were redeemed.

February Main Meeting Schedule by Don Armstrong

The new Apple SIG leader, Rick Thues, will be the speaker in February.

Future Main Meetings

Don spoke to Programs Associate Dean Michael Fahy of Chapman U's Schmid College of Science & Technology regarding the 2012 money that NOCCC will donate to Chapman for a scholarship for a promising student. Chapman has chosen one graduate student. We hope to have her do a presentation about her research at the April meeting.

Richard said we should give Chapman the 2013 scholarship money at the same time as we give the 2012 money. Steven

motioned that we donate \$3,000 for the 2013 scholarship. The motion was seconded by Don and passed unanimously. Dr. Fahy may allow NOCCC members to sit in or audit classes at Chapman. Further clarification is necessary.

For speakers later in the year, Dallas has talked to Dr. Robert Wenzlaff, retired teacher from Fullerton college, who will speak to us at the March 3 Main Meeting about computers used in automobiles. Richard has had difficulties making arrangements with a speaker on robotics. Jim Sanders will check on several possibilities.

Old Business

Don brought up our membership in One OC. The question about renewing our membership was left unanswered pending more specific information about what benefits the organization might provide NOCCC Board members or other members. Don will check it out.

New Business

Don suggested a possible club field trip to a server "farm" in Irvine.

The Board is still missing one Director. Don asked if anyone we know would be interested. Ted said he has a contact he will ask. Don will contact former Board member Mary Cornett and ask if she wants to rejoin the Board.

Ted talked about a survey that John Heenan is putting together to send to people who have not renewed their membership in the NOCCC. The intent is to try to get the specific reasons why they did not renew to help guide the club in the future.

Rudy suggested that the SIG leaders be invited to attend a Board meeting.

A motion was made to adjourn the meeting, was seconded by Don and passed unanimously. The meeting was adjourned at 9:32 pm.

NOCCC Bylaws

The club's Bylaws are available at our website:
www.noccc.org/bylaws/

Thanks to Our Renewed Members in January 2013

- ❖ **Dr. Don Armstrong**
- ❖ **Jim Atkinson**
- ❖ **Allen Chronister**
- ❖ **Denji Ebisu**
- ❖ **Larry Giger**
- ❖ **Martin La Rocque**
- ❖ **Michael Miller**
- ❖ **Linda Russell**
- ❖ **Ted Shapin**
- ❖ **William L. Smith**

NOCCC Fee Schedule

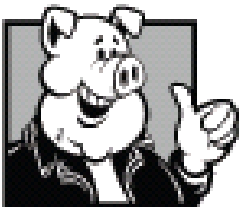
The fee schedule has been set up to increase club membership, attract people with an interest in computing, and attract local computer-related businesses to place ads in the Orange Bytes with or without becoming NOCCC members. We are also offering members the opportunity to help our club financially by making donations that should be income-tax deductible since we are chartered as a non-profit 501(c)(3) organization. Donors will be acknowledged in the Orange Bytes and the Membership level will be shown on the Member's Badge. **Your regular dues is tax deductible!**

Membership Level (\$)	1 Year	3 Years
Individual Member	35	90
Each Additional Family Member	15	40
Full-Time* Enrolled College Student.....	20	
Enrolled High School Student.....	15	
*Minimum 12 Semester Hours		
Business Member + Ad (Business Card).....	180	
Business Member + Ad (¼ Page, ½ Page).....	465	800
Business Member + Ad (Full Page)	1,475	

Membership Donations (\$)	
Contributing Member	75
Supporting Member	100
Advocate Member.....	250
Patron Member.....	500

Pig SIG Open to All

Meet us outside **Irvine Hall** from about noon to 12:30 p.m. There are several benches where NOCCC people gather, eat and chat. Just look for the member badges, grab a chair and join in! This is an informal group; so many different subjects are discussed. It's a great opportunity to mix, mingle, and network!



Free coffee & tea at the February meeting!

Donuts \$1/Each & Cookies \$.50/Each
No Freebies!

Put your dollars & quarters in the collection can.

FREE AD SPACE

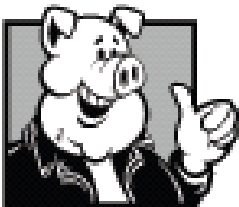
If you are an NOCCC member, and have a computer-related, non-commercial or "Talent Available" ad that you would like to have placed in this newsletter or on the NOCCC web site, send an e-mail with a copy of your business card or ad to the NOCCC Editor at editor@noccc.org

**Your Business Card
would look good here!!**

*For information about
advertising in the Bytes, contact:
editor@noccc.org*

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**Classified ads by NOCCC members
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One Page Vertical	7.0" x 9.5"	\$150
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Half-page Vertical	3.5" x 9.5"	\$80
Quarter-page	3.5" x 5.0"	\$45
Business Card	3.5" x 2.0"	\$ 15
Center Spread.....	14.0" x 9.5"	\$300

Deadline: Tenth of the month

Discounts: 3months=10%, 6=15%, 12=20%
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When you turn in your Membership Renewal check, PLEASE fill out a Membership Renewal Application.

Memberships may also be renewed on our Website:
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 Send e-mail address changes to membership@noccc.org

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PLEASE PRINT!

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Fees: see page 26 for fee schedule; \$35 for single membership.

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Amount enclosed \$ _____
 MC / Visa No. _____ Expires _____
 Please make your check payable to **North Orange County Computer Club** and mail with your application to:

**North Orange County Computer Club
 PO Box 3616
 Orange, CA 92857**



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Consider all that you get with membership and Join Now!

- **Meetings.** Keep up with what's going on in the computer world. Hear outstanding industry representatives make presentations of the latest and greatest in computer products.
- **Special Interest Groups.** Our SIGs cover a broad spectrum of computer issues. Whether you are a beginner or a power user, attend the lectures and demonstrations, and share your knowledge about computers.
- **Raffle Drawings.** We have distributed thousands of dollars worth of hardware, software, and books as prizes at our Main Meeting.
- **Consignment Table.** We have a consignment table during even-month meetings, in which members can sell or buy all kinds of computer & software items.
- **Get help with your current computer problems.** In the Random Access portion of the Main Meeting, you may ask your question of the entire assemblage. More than likely, someone will have the answer.
- **NOCCC Help Line.** NOCCC volunteers, experts in their fields, are ready to assist you with your computer problems. They can be contacted by email or by telephone.
- **The Orange Bytes Newsletter.** Our award-winning newsletter reports on club activities and provides articles about current computer issues and reviews of software and books.
- **Product Reviews.** Write a review for the *Orange Bytes* and keep the software, hardware, book, or CD!
- **Volunteer Work.** We have numerous interesting assignments available. As an all-volunteer organization, you can join with other members in a variety of activities: solicit newsletter ads, write articles for our newsletter, conduct a seminar, run a SIG, give a Main Meeting presentation, show new members around, join a committee, assist in setting up the meeting or participate in computer-related community volunteer work.

Become an NOCCC member by signing up at the Reviews/Membership Desk during a general meeting, usually the first Sunday of the month. Or simply fill out the form on the reverse side of this page and send it in.

Meeting Information — The NOCCC meeting is held at Chapman University, in the Hashinger Science Center and Irvine Hall, near the northwest corner of N. Center St. and E. Palm Ave.

Parking Information - Chapman University's main parking lot is the underground Lastinger Parking Structure under Wilson field on the north side of the campus. Enter from Walnut Avenue, just east of Glassell Street. Parking is not free on Sunday, even if the gate is up. **However, the permit vending machine is about 100 feet south of the entry area. There are other machines elsewhere in the lot.** Find one, buy a permit, and put it on your dashboard. Do not park in any other lot, in a reserved space, or back into a space.

Free street parking also is available on the campus-side of the streets only. Parking in front of any residential housing will result in an expensive parking ticket. A City of Orange public parking lot, located on the southwest corner of E. Maple and N. Orange, is also free and only 2 blocks from the meeting. For more information, see the Transportation Information section.

