

# range Bytes

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

Vol 36 • No 4

April 2011

## Main Meeting, April 3

We will let you know by email on who the speaker will be. (See page 3)

Super prizes for our April raffles (See page 4) & March raffle winners' pix (Page 17).

**Happy 35<sup>th</sup> Birthday NOCCC! Join Our Party April 3<sup>rd</sup>.**

We will have a Consignment Table and E-Waste Collection during the April 2011 meeting. (See page 5)

**View/Download this newsletter and prior issues too at [www.noccc.org](http://www.noccc.org) – all in color!**

## Special Interest Group (SIG) & Main Meeting

### 9:00 a.m.

**Linux for Desktop Users.....Science 131**

Topics about the Linux operating system. Beginner's Qs here also.

**Visual Programming.....Science 111**

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

**Microsoft Word, Excel, and Outlook.....Science 109**

Topics about these three parts of the Microsoft Office Suite.

**Beginners Digital Photography.....Science 127**

Making good photos, the Aspect Ratio tool, & sharing photos.

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

### 10:30 a.m.

**Beginners PC Q & A ..... Irvine Hall**

Beginners' questions about PCs.

**Linux Administration.....Science 131**

More topics about the Linux operating system.

**Visual Programming for Apps (VBA).....Science 306**

Using VBA to customize your program by using the built-in wizard feature. Access & Excel VBA code. **New Time**

### 10:30 a.m.

**Advanced Digital Photography..... Science 127**

Using available lighting..

**Understanding Operating Systems.....Science 111**

Help with DOS, Windows, OS/2, etc.

**Mobile Computing – New!..... Science 109**

This new SIG discusses devices running the open-source Android operating system.

### 12:00 Noon

**PIG SIG.....Hashinger Courtyard**



**Microsoft Access – New Time.....Science 306**

Database applications and more.

### 12:30 p.m.

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

PC hardware & software topics.

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

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

Future Meeting Dates in 2011:  
May 1

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## Orange Bytes Staff

**Publication Chairman** - Oversees publication tasks and converts the Orange Bytes newsletter to PDF for printing and web posting; transmits PDF to Printer.

Ted Littman .....(714) 779-1936, [tedlit@roadrunner.com](mailto:tedlit@roadrunner.com)

**Editor** - Edits and makes final selections of the articles to be included in the newsletter.

Ted Littman ..... [editor@noccc.org](mailto:editor@noccc.org)

**Associate Editor/Production** - Receives articles from the editor and lays out the issue of the newsletter.

Ted Littman ..... [editor@noccc.org](mailto:editor@noccc.org)

**Circulation** - Oversees mailing and distribution of the newsletter.

Richard Miller ..... (714) 309-1504, [rrmil@gmail.com](mailto:rrmil@gmail.com)

**Reviews Editor** - Communicates with the vendors and members who evaluate products and write reviews. Makes sure members meet deadlines. Sends a copy of the newsletter to vendors of products we review.

Ted Littman ..... (714) 779-1936, [reviews@noccc.org](mailto:reviews@noccc.org)

**Copy Editor** - Does final proof reading of the newsletter for typos and misspellings.

Dennis Martin.....(951) 926-3065, [dennismartin@dslextreme.com](mailto:dennismartin@dslextreme.com)

### VOLUNTEERS NEEDED

The following positions are available:

**Contributing Editors** - Write articles for the newsletter.

**Commercial Swap Meets** - Distributes the newsletter and NOCCC flyers at swap meets.

**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](mailto:editor@noccc.org) or (714) 779-1936.



*Celebrating 35 years of  
“Friends Helping  
Friends”*

## April 3rd Main Meeting 2 p.m. Irvine Hall

**Jim is leaving no stone unturned to obtain a speaker for the April Main Meeting. But, he does not have a commitment as of this writing. You will be notified by email before April 3<sup>rd</sup> as to who the presenter will be.**

### President's Message

*By Jim Sanders, NOCCC President*

There are a number of points that I want to touch on in this month's column. First is a reminder that we still have a fair number of the new club T-shirts available. So if you haven't purchased yours yet, ask about one at the next meeting. Second, are a few words about volunteering. There are quite a few tasks that need to be accomplished each month in order for the club to run smoothly. Currently, there are not enough volunteers to do everything that needs to be done. There are limits to how much time the volunteers that we currently do have can devote to club activities. The result, in typical squeaky wheel fashion, means some things just do not get done or are not done as well as we would like.



We need, leaders for new SIGs, help with the morning set up and the afternoon tear down and pack-up, help with a number of activities involved in getting the newsletter out each month, we need a backup editor for the newsletter, we need help with the Reviews table, and the list goes on. Especially for those of you who are retired, finding a few hours a month to help with some of the club activities shouldn't be that difficult.

This month's speaker, Mitch Siegel, talked about social networking in general and Facebook, Twitter, and LinkedIn websites in particular. One of the points that he made, and I would like to repeat it, is that volunteering for any one of a number of positions within the club is a good form of networking. Not only do you get to form closer relationships with the other volunteers, but frequently the tasks that you perform bring you into contact with quite a few other people. The opportunity to make new friends and expand your horizons can be quite beneficial.

When Mr. Siegel queried the audience about why some of you have not tried Facebook, one of the responses was that it would take too much time. He agreed that if you didn't take advantage of some of the controls that Facebook offers this could be true. I found it interesting that the March 11 edition of the Orange  
**April 2011**

County Register, page 4 of the business section, had an article headlined "Facebook doesn't have to be a drag on time, energy." The article went into a fair amount of detail about how you can limit the number of things that can take up your time, and some that would improve your privacy. I found it a worthwhile read.

One of the items that came up at this month's Board of Directors meeting is our upcoming election in June. All of the current officers and Board members agreed (a couple somewhat reluctantly) to having their name put on the ballot to serve another term. However, we do not currently have a Vice President, and we are shy at least one Board member. I would appreciate it if each of you would do a little soul-searching and come to a decision that you can have your name put on the ballot for one of these positions. The ballot will be published in the May edition of the Orange Bytes, so please make that decision in time for that publication.

**See you next month!**

### Orange Bytes in Color and More at the NOCCC Web Site. Webmaster Needed!

*By Steven Breitbart, NOCCC*

**Jim Sanders**, the NOCCC President, has been updating the NOCCC web site. **Nevertheless, we urgently need a volunteer to be the Webmaster. If you can help, contact Jim Sanders** at [president@noccc.org](mailto:president@noccc.org) or (714) 544-3589.

The latest issue of the Orange Bytes is now available in PDF format, **in color** and with **live** internal and external links. There is no user name or password needed. Older issues also are available. Go to our website: <http://www.noccc.org/bytes/index.html>.

### Current Slate for June 2011 NOCCC Elections

*By Steven Breitbart, NOCCC*

**President: Jim Sanders**  
**Vice President: open**  
**Treasurer: John Heenan**  
**Secretary: open**

**Director: Steven Breitbart**  
**Director: open**  
**Director: Mary Cornett**  
**Director: Dallas Hazelton**  
**Director: Ben Lichtenbergh**  
**Director: Richard Miller**  
**Director: Gerry Resch**  
**Director: Gordon Strickland, Jr.**

# 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 2011** 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 7. Use the following link for special pricing for user group members: [www.ugr.com/TrueImage.html](http://www.ugr.com/TrueImage.html).

**Techsmith** - You can get **SnagIt 10**, an outstanding screen capture program, and **Camtasia Studio 7**, 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 10 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](http://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/](http://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, return it to O’Reilly and get your money back ([www.oreilly.com/oreilly/cs/guarantee](http://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](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\\_Directi ons\\_For\\_Beginners.htm](http://www.businessbookmall.com/Microsoft_Excel_Directi ons_For_Beginners.htm))

## THE APRIL 2011 CLUB RAFFLES

### GENERAL DRAWING PRIZES\*:

- ❖ *Colby 4GB Video/MP3 Player/FM Radio*
- ❖ *Green Laser Pointer*
- ❖ *Patriot USB 802.11n WiFi Adapter*
- ❖ *Norton Internet Security 2011 Software*

- *Parking stubs are good for two raffle tickets each!*

### MEMBERS-ONLY DRAWING PRIZES:

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

- ❖ *Wireless 6-in-1 FM Headphones*
- ❖ *Dual USB Auto Charger*
- ❖ *Norton Utilities Software*

## 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 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. Hopefully, the two raffle tickets, which would normally cost \$2, will be a small incentive to get people to come to meetings and to remain NOCCC members.

## Consignment

The NOCCC Consignment Table **will be** available during the **April 2011** meeting in the **lobby of Irvine Hall**. 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 April**. Check their web site for more information: <http://www.ca-recycle.com/>. Or, call (562) 627-1910.

## NOCCC Officers

The area code for the following phone numbers is **714** unless noted.

### President

Jim Sanders .....544-3589..... [president@noccc.org](mailto:president@noccc.org)

### Vice President

**Open**.....

### Secretary

Ted Littman.....779-1936..... [secretary@noccc.org](mailto:secretary@noccc.org)

### Treasurer

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### Webmaster

Jim Sanders, Acting.....544-3589..... [president@noccc.org](mailto:president@noccc.org)

### Volunteers, Committees, and Projects

#### Consignment Table

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#### Raffle Leader

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#### Helpline

Ted Littman.....779-1936..... [tedlit@roadrunner.com](mailto:tedlit@roadrunner.com)

#### Membership Database

John Heenan .....998-7660..... [treasurer@noccc.org](mailto:treasurer@noccc.org)

#### Membership Chairman

Ben Lochtenbergh.....(949) 653-2545..... [bal@msn.com](mailto:bal@msn.com)

#### SIG Coordinator

Dallas Hazleton .....526-1592..... [ghazleton4@dslextreme.com](mailto:ghazleton4@dslextreme.com)

#### Programs/Speakers Coordinator

Mary Cornett.....(949) 716-0779..... [pacificblu.mary@gmail.com](mailto:pacificblu.mary@gmail.com)

#### Public Relations.

Mary Cornett.....(949) 716-0779..... [pacificblu.mary@gmail.com](mailto:pacificblu.mary@gmail.com)

#### University Liaison

Jim Sanders .....544-3589..... [president@noccc.org](mailto: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 with. Call (714) 779-1936 or e-mail Ted Littman at [helpline@noccc.org](mailto:helpline@noccc.org) with additions, deletions, or corrections. Most volunteers prefer being contacted by e-mail. Mention **NOCCC** in the Subject line.

Apple II	Gery Resch	714-772-6667	<a href="mailto:gerry@gerryresch.com">gerry@gerryresch.com</a>
Computer Boards	Martin LaRocque	562-697-4318	6 - 9 p.m.
Corel Draw	Larry Klees	714-879-6405	<a href="mailto:larryklees@yahoo.com">larryklees@yahoo.com</a>
Digital Photography	Larry Klees	714-879-6405	<a href="mailto:larryklees@yahoo.com">larryklees@yahoo.com</a>
Excel	Gery Resch	714-772-6667	<a href="mailto:gerry@gerryresch.com">gerry@gerryresch.com</a>
GPS Navigation	Bob DeWolf	714-879-8269	<a href="mailto:rsdewolf@adelphia.net">rsdewolf@adelphia.net</a>
Linux	Bob Ray	714-634-7520	<a href="mailto:bobsdesk@dialup4less.com">bobsdesk@dialup4less.com</a>
Lotus 1-2-3	Gery Resch	714-772-6667	<a href="mailto:gerry@gerryresch.com">gerry@gerryresch.com</a>
Memory/Interrupts	Martin LaRocque	562-697-4318	6 - 9 p.m.
Microsoft Office	John Heenan	714-998-7660	<a href="mailto:heenanjc@sbcglobal.net">heenanjc@sbcglobal.net</a>
PC Hardware	Jim Sanders	714-544-3589	<a href="mailto:jsandes@ligasmicro.com">jsandes@ligasmicro.com</a>
Photo editing & Pshop	Larry Klees	714-879-6405	<a href="mailto:larryklees@yahoo.com">larryklees@yahoo.com</a>
QuickBooks - all ver.	Linda Russell	909-949-4930	<a href="mailto:qbqueen@verizon.net">qbqueen@verizon.net</a>
Tcl/Tk & UNIX	Bob DeWolf	714-879-8269	<a href="mailto:rsdewolf@adelphia.net">rsdewolf@adelphia.net</a>
Windows 7, Vista & XP	Jim Sanders	714-544-3589	<a href="mailto:jsanders@ligasmicro.com">jsanders@ligasmicro.com</a>
Windows 9X & XP	John Heenan	714-998-7660	<a href="mailto:heenanjc@sbcglobal.net">heenanjc@sbcglobal.net</a>
WiFi & Networking	Jim Sanders	714-544-3589	<a href="mailto:jsanders@ligasmicro.com">jsanders@ligasmicro.com</a>



*The names of our volunteers are only available in the printed version of the Orange Bytes.*

**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](mailto: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 Ray	<a href="mailto:bobrobo@dialup4less.com">bobrobo@dialup4less.com</a>	(714) 634-7520
Beginner's Digital Photography	Science	127	9:00	John Krill	<a href="mailto:noccc.bgphotosig@gmail.com">noccc.bgphotosig@gmail.com</a>	(949) 497-8658
Visual Programming	Science	111	9:00	Anson Chapman	<a href="mailto:aeccrccs@hotmail.com">aeccrccs@hotmail.com</a>	(909) 860-9515
Word, Excel and Outlook	Science	109	9:00	Tia Christian	<a href="mailto:lwilliams_00@yahoo.com">lwilliams_00@yahoo.com</a>	(714) 263-6105
Access	Science	306	9:00	Bob Dickson	<a href="mailto:robertbdickson@socal.rr.com">robertbdickson@socal.rr.com</a>	(714) 539-1304
Advanced Digital Photography	Science	127	10:30	Larry Klees	<a href="mailto:larryklees@yahoo.com">larryklees@yahoo.com</a>	(714) 879-6405
Understanding OS's	Science	111	10:30	Charlie Moore	<a href="mailto:mooreca@roadrunner.com">mooreca@roadrunner.com</a>	(714) 529-9071
Access VBA	Science	306	10:30	Bob Dickson	<a href="mailto:robertbdickson@socal.rr.com">robertbdickson@socal.rr.com</a>	(714) 539-1304
PC Q&A	Irvine Hall		10:30/12:30	Jim Sanders	<a href="mailto:jsanders@ligasmicro.com">jsanders@ligasmicro.com</a>	(714) 544-3589

Please report SIG changes to Ted Littman, [editor@noccc.org](mailto:editor@noccc.org), or (714) 779-1936.

## Excel Tips

(Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>)

### Locked File Puzzle

Eric was having a problem with one of his workbooks. It seems that every time he opened the workbook he saw a [dialog box](#) that said the file was locked and that he would have to save changes under a different name. Even when he does that, the dialog box still appears on the new workbook.

The first thing to try is to restart your machine, or copy the workbook to a different folder on your system. The reasoning for this is simple: Sometimes [Excel](#) can get confused and think that a file is "locked" by another user, when in fact it is not. Restarting or copying the workbook can help clear the confusion.

The most likely cause of this problem, however, is that there is some sort of macro running when the workbook is opened. Even if you save the workbook under a different name, the macro would be saved with the new workbook, and the process would repeat itself all over again. To test this, try the following:

1. Open the workbook like normal, dismissing the dialog box.
2. Select all the [worksheets](#) in the workbook. (Click on the left-most [worksheet](#), then hold down the **Shift** key as you click on the right-most worksheet.)
3. Choose Move or Copy Sheet from the Edit menu. Excel displays the Move or Copy dialog box. (To display the proper dialog box in Excel 2007, display the Home tab of the ribbon. Click the Format tool in the [Cells](#) group, and then select Move or Copy Sheet from the resulting submenu.) ([Click here](#) to see a related figure.)
4. Using the To Book drop-down list, choose (new book).
5. Make sure the Create a Copy check box is selected.
6. Click OK.

Now you have two workbooks: the one you opened and a new, unnamed workbook. Close the original workbook without saving, and then save the new workbook under any name desired. You should be able to open the new workbook with no problems, as macros are not copied in the above steps.

If you cannot complete step 3 because the Move or Copy Sheet option is not available, it means that the worksheets have been protected. You would need to remove protection from the worksheets before you could copy them.

### Picking a Contiguous Range of Cells

There are many times when you are working with [Excel](#) when you need to select a range of cells. This is very easy to do using either the keyboard, the mouse, or a combination of both.

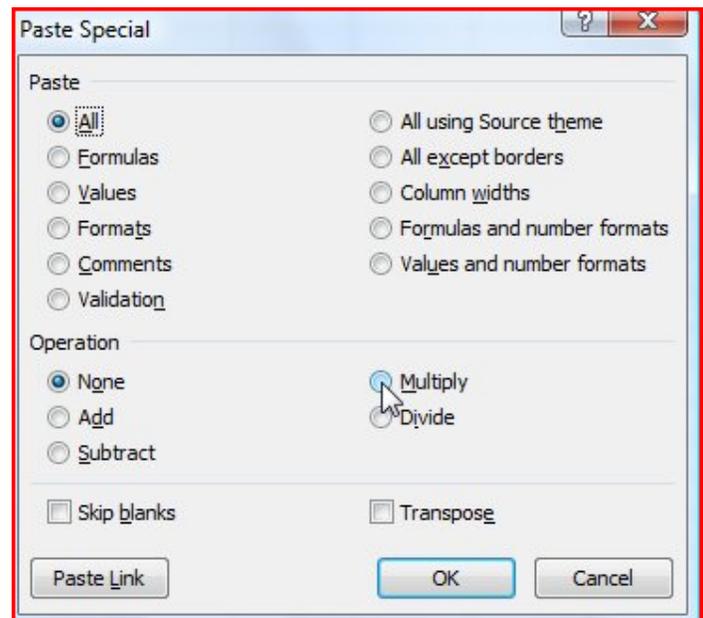
The first step in selecting a range of cells is to select the first cell in the range. With the cell selected you are ready to proceed.

- Using the keyboard, you can hold down the **Shift** key as you use the navigation keys (up, down, left, and right arrows) to extend the range.
- Using the mouse, you can click on the first cell and hold down the mouse button as you drag the mouse to extend the range.
- Using the keyboard and mouse, you can hold down the **Shift** key as you click on the cell that defines the opposite corner of the range you want selected.

### Retaining Formatting After a Paste Multiply

One of the really cool features of [Excel](#) is the many ways you can manipulate data using the Paste Special command. This command allows you to do all sorts of things to you data, as you paste it into a [worksheet](#). One such manipulation you can perform is to multiply data as you paste. For instance, you can multiply all the values being pasted by -1, thereby converting them into negative numbers. To do so, follow these steps:

1. Place the value -1 in an unused cell of your worksheet.
2. Select the value and press **Ctrl+C**. Excel copies the value (-1) to the Clipboard.
3. Select the range of cells that you want to multiply by -1.



4. Display the Paste Special [dialog box](#). In versions of Excel prior to Excel 2007 you do this by choosing Paste Special from the Edit menu. In Excel 2007 you display the [Home tab](#) of the ribbon, click the down-arrow under the Paste tool, and then click Paste Special.
5. Click on the Multiply radio button.
6. Click on OK.

At this point Excel multiplies the values in the selected cells by the value in the Clipboard. Unfortunately, if the cells in the selected range had special formatting, the formatting is also now gone, and the format of the cells is set to be the same as the cell you selected in step 2.

To make sure that the formatting of the target cells is not changed while doing the Paste Special, there is one other option you need to select in the Paste Special dialog box—Values. In other words, you would still select Multiply (as in step 5), but you would also select Values before clicking on OK.

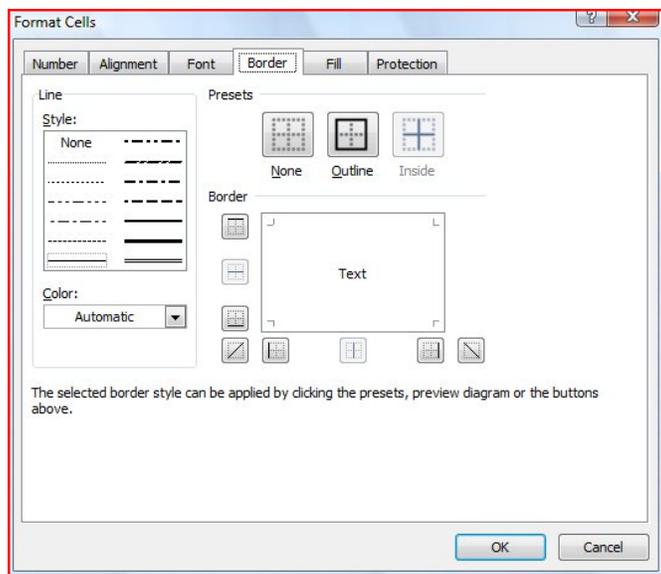
With the Values radio button selected, Excel only operates on the values in the cells, and leaves the formatting of the target range unchanged.

## Adding Diagonal Borders

Excel allows you to add all sorts of borders to cells in a [worksheet](#). You can place borders on the left, right, top, and bottom of a cell. If you select a range of cells, you can add borders to the left, right, top, bottom, and in between, meaning that the borders could be between cells within the selected range.

Many people don't realize that you can also place diagonal borders. This means that a border can appear from the top-left to the lower-right corners of a cell, or from the top-right to the lower-left. To take advantage of diagonal borders, follow these steps:

1. Select the cell you want to have the diagonal border.



2. Choose Cells from the Format menu. Excel displays the Format Cells dialog box. (To display the dialog box in Excel 2007, display the [Home tab](#) of the ribbon, click Format in the Cells group, and then choose Format Cells.)
3. Make sure the Border tab is selected. At the bottom left and right corners of the Preview area of the dialog box you should see buttons that have diagonal lines on them. Click the line that represents the type of diagonal border you want to use.
4. Click on OK.

Diagonal borders can only be applied to cells, not to rectangular areas you select onscreen. For instance, if you choose cells A5:C12, the diagonal border won't go from the top-left corner of cell A5 to the bottom-right corner of cell C12. Instead, it is applied to the individual cells within the selected range.

## Adding Page Numbers

If you are creating spreadsheets that are more than a page or two in length, you will probably want to include page numbers so you can keep your pages in order when you make a printout. Excel supports automatic numbering of pages in your spreadsheet, and you can control the type of page number, the starting number, and the placement of the page number. To add page numbers, follow these steps:

1. Since page numbers are placed in [headers](#) or footers, select Page Setup from the File menu. This displays the [Page Setup](#) dialog box.
2. Make sure the Header/Footer tab is selected. (Click [here](#) to see a related figure.)
3. Click on either Custom Header or Custom Footer, depending on where you want the page number to appear. This displays either the Header or Footer dialog box. (Click [here](#) to see a related figure.)
4. Position the insertion point in the Left, Center, or Right box, depending on where in the header or footer you want the page number placed.
5. Click on the page number tool (it looks like a piece of paper with a number sign in the center of it). This places the characters &[Page] at the insertion point. This is where the page number will be located.
6. Click on OK to close the Header or Footer dialog box.
7. Click on OK to close the Page Setup dialog box.

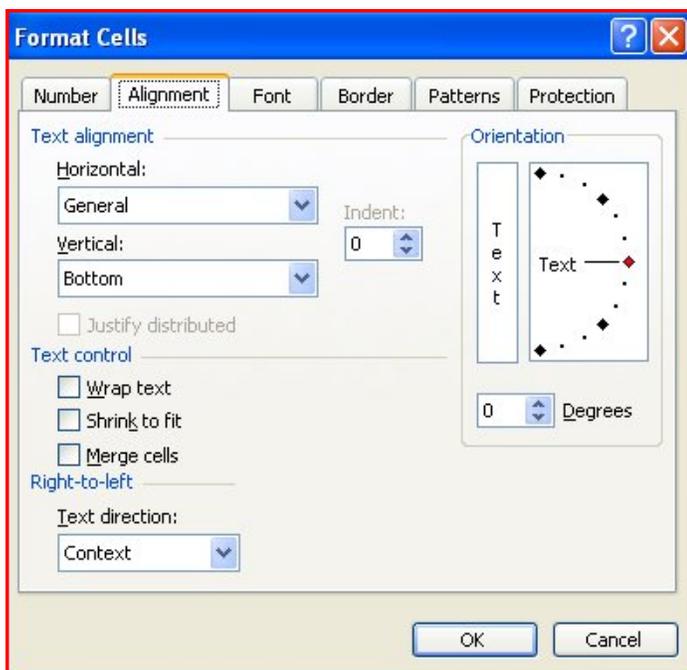
## Indenting Cell Contents

Excel allows you to format the contents of a cell in a myriad of ways. One of the formatting options you can apply is to indent the contents of a cell by a certain amount. This is similar to indenting done in a [word processor](#), such as Microsoft Word, except that the indenting is specified in a number of characters, not in a linear distance such as inches or points.

To set the indent to be used in a cell, follow these steps:

1. Select the cells you want to format.

2. Choose Cells from the Format menu. Excel displays the Format Cells dialog box.
3. Make sure the Alignment tab is selected. In the Horizontal drop-down list, choose Left (Indent). If you are using Excel 2002 or 2003, you can also choose Right (Indent).
4. Using the Indent control, specify the number of



characters by which the cell contents should be indented from either the left or right side of the cell. You can pick any whole number between 0 and 15.

5. Click on OK.

Note in step 4 that you can choose either a left or right indent if you are using Excel 2002 or Excel 2003. You cannot, however, indent from both the left and right, like you can with a word processor. You can only choose to indent from the left or the right.

## Inserting a Row or Column

Inserting a blank row or column in your worksheet (between two rows or columns currently in use) is very easy in Excel. All you need to do is select the row or column that you want the new row or column to appear before. You then need to choose Columns from the Insert menu (to insert a column) or Rows from the Insert menu (to insert a row). Excel adjusts your worksheet so the new column or row appears as directed.

If you prefer to not use the menus or the mouse, you can use a keyboard shortcut to insert a row or column. All you need to do is select the row or column that you want the new row or column to appear before. Then, press **Ctrl++** (that's **Ctrl** and the plus sign at the same time). Excel adjusts your worksheet so the new column or row appears as directed.

## Changing Page Margins

When you first start Excel, certain assumptions are made about your page layout. One of these assumptions has to do with your page margins. You can change your page margins at any time by following these steps:

1. Choose the Page Setup option from the File menu. You will see the Page Setup dialog box.
2. Make sure the Margins tab is selected.
3. Adjust the top, bottom, left, and right margins as desired.
4. Click on OK.

## Word Tips

*Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>*

## Embedding Fonts in a Document

The fonts you use in a document determine exactly how that document appears when viewed or printed. If you are sharing your documents with others, you will want to make sure that they have the same fonts you used in the document. If they don't, then they may not be able to read the information you send.

Why is this? If you use a particular font in a document, then send that document to another person who does not have that font on their system, Word tries to figure out what font it can use as a substitute for the font you used. In some cases, the results are an unreadable mess with symbols being substituted for characters and vice-versa. Even if the substituted font results in a readable document, your precise formatting may no longer apply since Word uses the character widths and sizing of the substituted font, not the original. Thus, text will flow differently on the target system and lines or pages will not break at the same place as originally intended.

Word does provide a potential solution to this mess: you can embed fonts in a document. Word allows you to embed fonts in your document, with a couple of caveats. First of all, the fonts must be TrueType fonts, and second, they must be available for embedding. Figuring out if a font is TrueType is easy enough—you can take a look at the Windows Font folder to figure that out, or you can simply look for the telltale TT next to the font name in Word's Font drop-down list.

Figuring out if a font is embeddable is another issue. When a font is created, by the designer, it can be set to one of four levels of embedding compatibility:

- **Fully Embeddable.** These will embed in the document and install themselves on the target system if they do not already exist there.

- **Editable Embedding.** The document is editable in the embedded font, but will not permanently install on the target system.
- **Print and Preview Only.** The document will print with the correct font on the target system, but it is not editable and the font will not install.
- **Not Embeddable.** The font stays on the original system and cannot be embedded in a document.

Word respects the wishes of the font designer, according to the possible settings show here. If a designer marks a font as "not embeddable," then you cannot embed it in a document. More precisely, you can instruct Word to embed TrueType fonts, but Word ignores your instruction when it comes to the font that is marked as not embeddable.

So how do you find out if a font is embeddable? There is no way to do so without a special tool that will read the font, examine the instructions of the designer in this regard, and then inform you of them. Such a tool is available for free from [Microsoft](http://www.microsoft.com/typography/TrueTypeProperty21.mspx). This tool is for use with Windows 95 or later; you can download it from the following address:

<http://www.microsoft.com/typography/TrueTypeProperty21.mspx>

The tool updates Windows so it displays more information when you right-click on a font file and choose Properties. One of the tabs displayed in the resulting dialog box contains information on how a font can be embedded in a Word document.

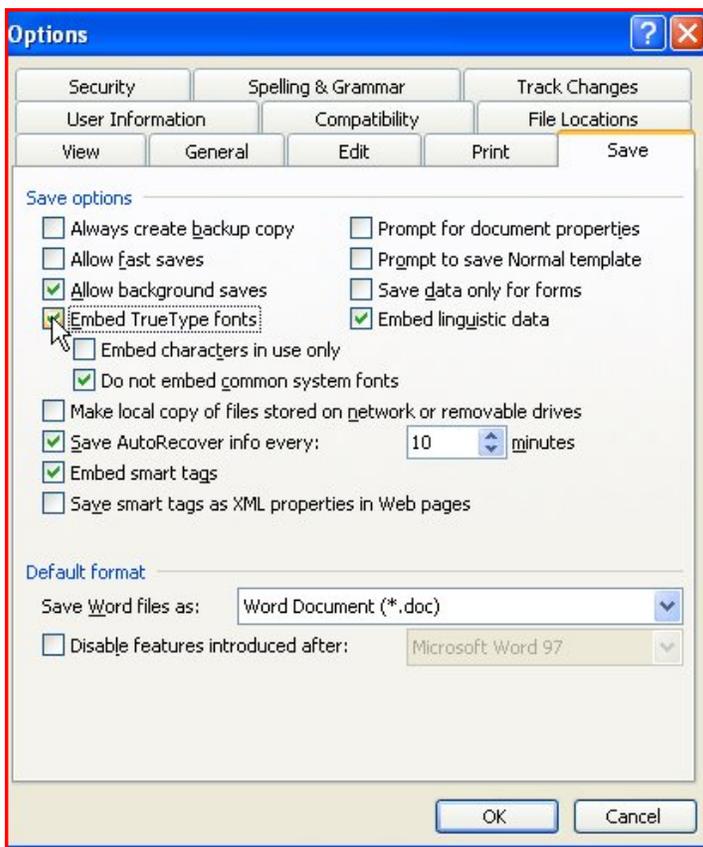
If a font is not embeddable, then you are faced with a decision: whether to use the font or not. If you do use it, then the document will only display properly on systems where the font is really installed. If you don't use it, then you will need to find a different font that meets your design and sharing needs.

Once you know that a font can be embedded in a document, you need to instruct Word to do the actual embedding. You do this by following these steps:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Save tab is selected. Ensure the Embed TrueType Fonts check box is selected.
3. If you will be using a small number of characters in a particular font, choose the Embed Characters In Use Only check box. (This check box is available only in Word 97 or later versions.)
4. Click on OK.
5. Work with your documents as normal.

You should know that when you embed a font, the size of your document can be significantly increased. If you don't choose the check box in step 4, then Word embeds the entire font. In either case (full font or just characters), the size of your document is increased by the size of the font being embedded, plus some overhead required by Word.

There is one "gottcha" when embedding fonts in a document. If you are using Word 2002, and you save your documents in RTF format instead of native DOC format, Word may not embed a font properly in the document. The solution, as described in [Knowledge Base article Q275953](#), is to make sure that you save the document in DOC format, not RTF format.



## Using Different Shapes in WordArt

WordArt is a [program](#) that allows you to treat text as a graphic. You can use the program to add special effects and flourishes to text and then insert the text in your [document](#). One of the special effects areas is implemented through different shapes you can apply to your text. You apply shapes in the following manner:

1. Select the WordArt object by clicking on it. Word displays the WordArt toolbar.
2. Click on the WordArt Shape tool. A graphic menu of forty different shapes appears.
3. Select the shape you want to use. WordArt updates your WordArt object.

You should note that the WordArt shapes are different than what you selected in the WordArt Gallery. Each affects the other, and you may need to do some experimentation to get exactly the effect you desire.

# Reviews Editor's Corner

## Products Available for Review

The NOCCC regularly receives copies of books and 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 call or send me an e-mail and provide your membership number, phone number, and e-mail address. You can pick up the product in **the lobby of Irvine Hall between 9 A.M. and Noon** at the next NOCCC meeting.



Ted Littman, (714) 779-1936, [reviews@noccc.org](mailto:reviews@noccc.org).

## 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 addressed on the next page.

## Boxed Programs and CDs

**Photoshop CS4 for Windows** – Top of the line photo editing program with all the bells & whistles from Adobe. \$727 on Amazon.com. (Latest version is CS5.)

**Vipre Antivirus Premium 4** – A high-performance antivirus + antispyware software with an integrated firewall. And it isn't bloated! From Sunbelt Software. MSRP=\$40.

**Norton Internet Security 2011** – Symantec's premier protection suite for viruses, spyware, spam. MSRP=\$70.

**Norton Utilities** – Symantec's PC optimization suite. MSRP=\$50.

**SnagIt 9.1** – The premier screen-capture utility with lots of "bells-and-whistles" for every computerist level. From TechSmith. MSRP=\$50.

## Books

### Technology

**Technology at the Margins** – A must-read book for technologists who want to leverage the power of IT. From Wiley. MSRP=\$40.

### Office & Home Programs

**New: Microsoft Office 2010 All-in-One for Dummies** – Get up to speed on all the applications (Word, Outlook, PowerPoint, Excel, Access, Publisher, & Common Office Tools). From Wiley. MSRP=\$35.

**New: Microsoft Access 2010 Programmer's Reference** – This 1200-page reference book tells you everything you need to know about the latest Access database program. MSRP=\$45.

### Internet

None.

### Digital Photography & Design

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

**New: The Photoshop Elements 9 Book for Digital Photographers** – New Riders book by Scott Kelby & Matt Kloskowski. MSRP=\$50.

**New: Layers – The Complete Guide to Photoshop's Most Powerful Features** – The one thing that makes Photoshop so amazing. By Matt Kloskowski from Peachpit Press. MSRP=\$45

**New: Adobe Real World Photoshop CS5 for Photographers** – From Peachpit Press, MSRP=\$60.

**New: Adobe InDesign CS5 Classroom in a Book** – The official training workbook from Adobe Systems. Includes a CD. From Adobe Press. MSRP=\$55.

**Real World InDesign CS4** – This book covers the waterfront on Adobe's new design suite. Authored by Olav Kvorn & David Blatner, it is published by Peachpit Press. MSRP=\$55.

### Security

None.

## Preparing a Review or Article for the NOCCC Orange Bytes

By Steven Breitbart, NOCCC

There are two sections in the NOCCC newsletter, the Orange Bytes, where our members can contribute reviews and articles. They are the **Computer Talk** section and the **Product Reviews** section.

Articles in the **Computer Talk** section can be about almost any computer or technology related experience that you have had. For example, getting a new ISP, getting an ISP to change your connection speed, converting a PC to Linux, using a Macintosh PC for the first time - the list is endless.

The **Product Reviews** section can be a review of almost any type of computer hardware, software, or book about a computer-related topic. The item can be something you have bought or obtained from the NOCCC. Once you agree to do a review, you will generally have 2 months to complete it. These reviews are published in this newsletter, the Orange Bytes.

*Continued on page 26*

# Product Reviews

## Windows Lab - The Start Menu for Windows 7

By Barney Babin, Cajun Clickers Computer Club (LA) member and instructor for XP, Vista Workshop and Windows 7 January 2010 issue, Cajun Clickers Computer News [www.clickers.org](http://www.clickers.org); [ccnewsletter \(at\) cox.net](mailto:ccnewsletter@cox.net)

Every iteration of Microsoft's Operating System since XP has had a Start Menu that functions basically the same; but Windows 7 has many distinctly different features that make it stand apart from the others. For example, when you open the Start Menu, your cursor is automatically positioned in the "Search Programs and files" area (Fig. 1), just as in Vista, and is waiting for you to type something there. If you have no clue where something is located, or how to navigate to a specific place in your computer, type it into this area. As you start typing the item you are looking for, the search results will appear. When you see your item, stop typing, click it (fig. 2), and it will appear on your screen (Fig. 3).

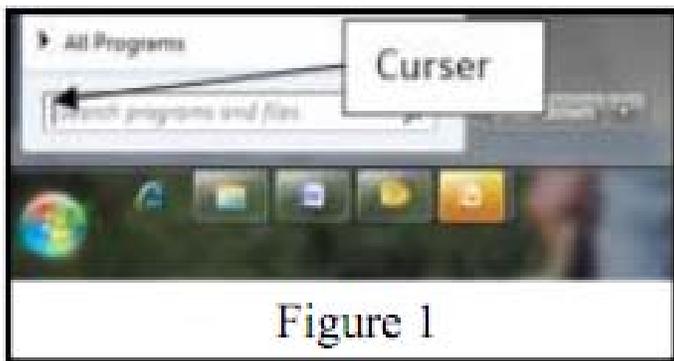


Figure 1

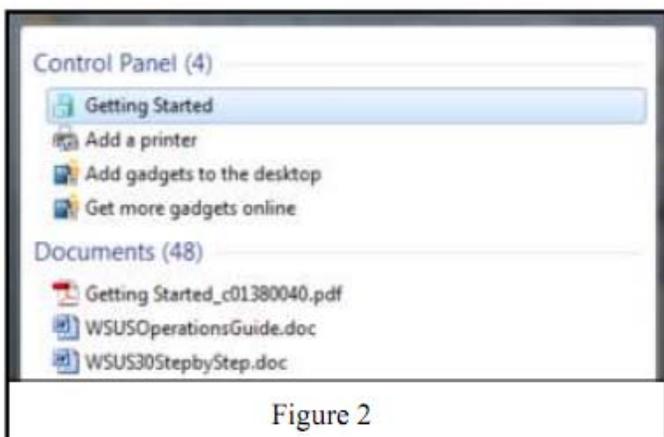


Figure 2

I chose the item Getting Started to search for on purpose. As seen in Fig. 3, there are six items that can be double clicked for more useful information about that topic. For those of you who are new to Windows 7, I strongly urge you to look at these categories to glean a lot of useful information. If you notice the address window at the top of the item or the category where the item was listed on the search results, it can be found in the Control Panel, but since you searched on the item and opened it from search, knowing that this item exists in Control Panel is not necessary.



Figure 3

I also recommend that you click Control Panel and look at the various items listed there. You will soon discover that some of the items have changed names from previous versions of the Microsoft Operating Systems. For example, Add/Remove Programs in XP is now called Programs and Features. The functionality is basically the same; just the item name has changed.

Another new item in Windows 7 is the Action Center (Fig. 4), which can be found either in Control Panel, via the start menu search feature, or double clicking the white flag in the icons just to the left of the clock. In action center, you will

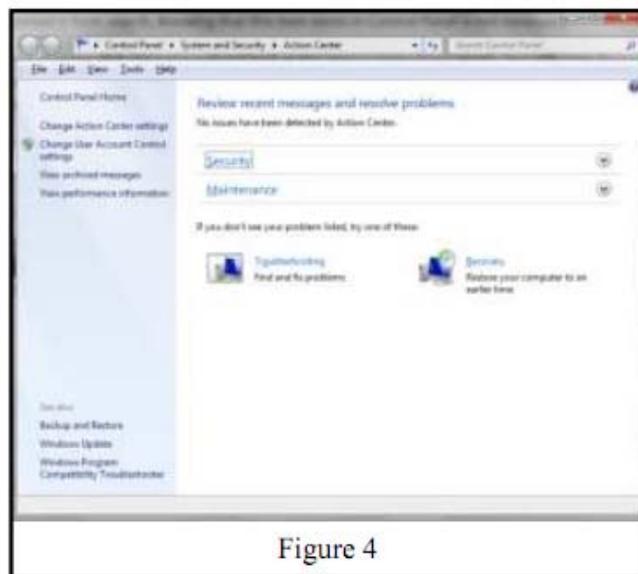


Figure 4

find many things that are very useful such as Backup and Restore, User Accounts, Security, and maintenance; but as you have probably guessed by now, you can also access all of these items via the Start Menu search function.

You can also use the search function to search for words, phrases, titles, etc. of documents and access items in your search results directly from there.

warm place and allow the water to evaporate gradually.

Also see: [www.wikihow.com/Save-a-Wet-Cell-Phone](http://www.wikihow.com/Save-a-Wet-Cell-Phone)

## How to Secure a Wireless Network

We secure a wireless network to stop people without permission from using it. It's harder to secure a wireless network than a classic wired network. This is due to the fact that a wireless network can be accessed from anywhere inside the range of its antenna.

If you don't secure a wireless network from hackers, you might lose the service, or your network could be used to attack other networks. To secure a wireless network from hackers, just follow these simple tips:

1. Strategic antenna placement: Position the access point's antenna in a place which restricts the range of its signal to go further than the required area. Do not place the antenna next to a window, but in a central location of the building.
2. Use WEP: WEP stands for Wireless Encryption Protocol. It's a customary technique for encrypting traffic on a wireless network to block access by hackers.
3. Change the SSID, disable broadcast of SSID: SSID stands for Service Set Identifier. It is the recognition thread utilized by the wireless access point to allow authorized users to open connections. For every wireless access point arranged, select an exclusive and unique SSID. Also, disallow the broadcast of the SSID. Services will be provided as usual, but the SSID will not appear in the listing of offered networks.
4. Disable DHCP: By doing this, the hackers will have to decode the TCP/IP parameters, subnet mask, and IP address in order to hack your wireless network.
5. Disable or modify SNMP settings: Change the private as well as public community settings of SNMP. You can also just disable it. Otherwise the hackers will be able to utilize SNMP to get significant info regarding your wireless network.
6. Utilize access lists: For additional security of your wireless network, if your access point supports this feature, employ an access list. An access list lets you determine precisely which computers are permitted to access your network. Access points which use access lists can employ Trivial File Transfer Protocol (TFTP) in order to download updated lists periodically and steer clear of hackers. See page: <http://tinyurl.com/28tz3lg>

**If I had only known (the future), I would have been a locksmith.**

**Albert Einstein**

## Tips & Tricks – Slip an Ace Up Your Sleeve

*By Bob Goodman, Newsletter Team, Cajun Clickers Computer Club, LA, January 2011 issue, Cajun Clickers Computer News [www.clickers.org](http://www.clickers.org), bob (at) houseplanz.com*

### emailSTRIPPER

emailSTRIPPER is a free program for cleaning the ">", unwanted carriage returns, and other formatting characters out of your emails. It will restore "forwarded" or "replied" emails back to their original state so they're easier to read. It's simple to use, and best of all it's FREE!

<http://www.papercut.com/emailStripper.htm>

### 3 PC Problems You Can Fix

Ever notice how your PC has multiple personalities? In the course of a week, your computer may act friendly, moody, and sometimes downright mean. However, don't take a hammer to your PC just yet. The following is a list of common symptoms and treatments to help even the most troublesome PCs. You don't even have to be a psychologist (at least not yet) to deal with your PC's neuroses. Windows 7 and Windows Vista usually manage this automatically, but overall you'll find that these tips work for all versions of Windows, from Windows 95 to Windows 7: <http://tinyurl.com/y8m8en6>.

### Salvage a Wet Mobile Phone

[www.wikihow.com/Save-a-Wet-Cell-Phone](http://www.wikihow.com/Save-a-Wet-Cell-Phone)

If you drop your mobile phone in water or get it wet in a heavy rain; don't panic; it's possible to save it. Consider these easy, simple steps:

1. Act rapidly: First, quickly remove all covers and as many detachable parts as possible, such as the back cover, battery, SIM card, memory card etc. Next, take a piece of cloth or tissue paper and absorb as much excess water as possible. Make sure to dry it completely, before water soaks into difficult to reach places. If your phone was under water for just a short time, this quick drying procedure alone might save it.
2. Use a hair-dryer: Then, use a hair-dryer to thoroughly dry the phone and components; but don't hold it too close to the phone, as that may harm the electrical mechanisms. Pay extra attention to the battery area. The battery housing usually consists of tiny holes to let air (and consequently, water) into the phone. If steps #1 & #2 fail, then continue to step #3.
3. Drying for long duration: Place the disassembled phone and parts in a dry,

# March 6, 2011

## Main Meeting Report

By Steven Breitbart, NOCCC

Photos by John Krill

### Club Business

NOCCC President Jim Sanders opened the meeting. He reminded us that the club was 35 years old. He once again expressed the club's get-well wishes for Ted Littman's wife, Sylvia. He mentioned that Ted is the Reviews Editor, club Secretary, our Publication Chairman, and Editor of the Orange Bytes. Since Ted may not be able to make it in the near future, we are looking for people to help run the Reviews Table at the regular NOCCC meetings.

The Vice President's position is also open since Bob Dickson had to leave that position some months ago, also because of his wife's illness. Bob is still participating in the club, leading the Access VBA and Access SIGs.

### Main Meeting Topic



**Mitch Siegel** ([www.ninedotmarketing.com/about-us](http://www.ninedotmarketing.com/about-us)), founder of **Nine Dot Marketing**, based in Irvine, California, gave us a presentation about Social Networking. While most of the presentation was about the business applications of Social Media sites such as Facebook, Twitter, and LinkedIn, he provided a lot of other information as well.

Mitch said he was not a "techie;" his wife creates his web site and blog. He has bridged the gap between advertising that was in newspapers and magazines and is now in many places. The difference is that today there are a lot more sources for information; we are not just listening to trusted broadcasters and reading our local newspapers any more. People are now developing and reporting their own news.

Social networks have influenced world events in that they have speeded up the flow of information to an unimaginable degree. For example, 470,000 people followed the Facebook page ([www.facebook.com/elshaheed.co.uk](http://www.facebook.com/elshaheed.co.uk)) dedicated to Khaled Said, an Egyptian man killed by Egyptian police. 500,000 have viewed the YouTube video about him. While Facebook did not

cause the removal of former President Hosni Mubarak, it made it happen quicker; the "revolution" took 18 days and then he left the country. United States President Barak Obama has also credited social media with helping him get elected. Mitch said that it will be a factor in every election from now on.

He also warned us to be careful what you say or write in social media. An assistant attorney general in Indiana tweeted that police should use live ammunition against the pro-labor protestors in Wisconsin and as a result, he lost his job.

Networking is not selling, whether in person or using social networking sites. Using social networking sites for blatant attempts at sales is not accepted. However, it is acceptable to refer people to a web site where you can have your items or services for sale.

Mitch gave us some guidelines for using social media and information on what it can be used for, but the three areas of networking still apply to social networks: planning, etiquette, and follow-up.

Using social media for networking is an extension of, not a replacement of, personal networking. The goals are similar: communicating and informing people about what you can do or what you need, developing contacts, and sharing information. You can use social media to get people together that have similar needs. He recommended noting personal details about people such as family members or recent events in order to make conversations, regardless of media, more personal. Personal information also helps you remember people. Try to be a resource for other people so, over time, you become the "go-to" person when someone needs help.

Social Media can also be used to build an image, increase your visibility and build and tighten your relationships with your contacts. Mitch recommends encouraging feedback which will aid in website optimization, that is, the more traffic you have going to your web site, the better. A short video mentioned that social media lets you see connections that have been hidden up till now. That is, you can see friends of your friends and relatively easily make contact with them.

When using social networks, remember to respect differences between people and be open minded. Excluding someone based on their beliefs, race, etc. can eliminate opportunities because you don't just exclude that one person; you exclude all the people in their network.

There are several aspects of social networking that can be a problem. Requests for connections to you or to your connections may be spam. Other security issues are that viruses and malware may be getting into your computers from unknown people. He strongly recommended a firewall and anti-virus software.

Other concerns are the lack of privacy and the amount of time participating in social networking can consume. He is concerned that people being too transparent online may backfire on society. Remedies include keeping up with the security settings and are keeping a separate account for your personal life and another for business purposes. When using the social networks, have an agenda or goal, or set aside a block of time to do what you need to do. Mitch maintains less than 200

LinkedIn connections with people with whom he has contact. He recommended not having too many connections because a large number of them would be too hard to manage. Still, through those connections, he has access to over 80,000 people at the next level, then 5.8 million people at the third level.

Mitch said he has noticed that people are becoming ruder; there are so many ways of communicating that people don't have time to respond to every message. He recommended responding to requests for connections and friends that you don't want with something similar to "I've made the decision to not spend a lot of time on Facebook."

When addressing your presence on Facebook, LinkedIn or your blog, you need to set the content expectations and decide how much information you are going to provide. RSS feeds (Really Simple Syndication) are another way to get information on things you are interested in. By all means, track and analyze what you are doing. Find out what pays off for you and what is enjoyable for you.

Mitch provided details about LinkedIn, Facebook, blogs and Twitter. There are tutorials or online help available online. Both Facebook and LinkedIn allow people and companies to conduct polls, focus groups and contests very cheaply. You can post photos, videos or examples of your work on one or both of these sites.

LinkedIn was launched in May 2003 and now has over 90 million users. It is free to a point, but there is higher level of messaging which can be purchased. Mitch uses the free service and gets the connections he needs through people he already knows. The LinkedIn profile is actually unique in that it may take months to complete. To get to 100% completion, you must have three people recommend you. Mitch's profile describes his company, Nine Dot Marketing, his education and the number of recommendations and connections he has. You can get updates on your connections which lists the new connections they have made. Groups with LinkedIn allow you to contact a whole industry, but joining one doesn't give you a personal connection with everyone. Joining a group and staying active does get you a higher priority for some aspects of LinkedIn. Mitch recommended getting on the Board for one group that you join.

Many companies also have LinkedIn sites. You can search companies and industries and find out who the key people are. People searches are also possible. Mitch spends less than one hour per week on LinkedIn and recommends that we should all join. In general, though, using the social networks has become part of his lifestyle, so he sets aside time for it.

Facebook is, of course, very popular. It provides a way to build a community and keep in touch with all your friends very easily. Communication can be one-to-one, or friends can see what you are posting to other friends.

Blogs are a good source of knowledge and a way to express yourself. Mitch said he started a blog about six months ago. He works on his blog on Monday, so the messages are delivered on Tuesday. The messages are sent to LinkedIn, Twitter and Facebook, so all people who follow him can see them. The messages link to specific pages in his web site that provides details on the message topic. In general, these are short

messages of not more than 300 words. He has broken up a longer message into parts, delivered over several weeks. His messages are usually related to sales and marketing, such as the commercials in the Super Bowl.

The details you must decide when starting a blog are similar to what you do when setting up a web site. You need a domain, and TO choose blogging software. Mitch uses Drupal, but said that Wordpress is the easiest to use. You also need to create a masthead, decide on a theme and who your intended audience is, and if you will allow subscriptions to the blog. The name of the blog and titles in the blog should be tied to something on your web site. Register the blog in a directory with key words that describe the blog

A blog message can be a comment on another blog. Mitch did this at one point and the other blogger was a V.P. of Marketing who later contacted him. As a result, Mitch was able to get a speaker for a group he was in.

Twitter type communication is called a micro-blog. Even though the messages, called tweets, have a 140 character maximum, they are having an influence on mass media. Mitch described a situation where people on CNN were talking about the official unemployment rates, but found out the number of unemployed people is higher because of tweets from people who are no longer eligible to collect unemployment insurance.

Even for Twitter, Mitch said to define you profile and goals and to target your tweets. This is a good way to generate discussions and make yourself known to CEOs of companies. However, don't include blatant sales messages in a tweet.

The bottom line is that you want to be on the first page of results from a search engine. When accomplished, by having a presence on Facebook, LinkedIn, Twitter or a blog and by doing search engine optimization, a smaller company can compete with larger companies.

Other resources that might be useful for social networking online are Inthecalendar.com (no www), which used to be called MeetingsandMixers.com. Information on online conduct is available at [www.albion.com/nettiquette](http://www.albion.com/nettiquette).

The final few pieces of advice Mitch gave us was "Remember the three Bs: Be honest, be consistent and be positive." Consistent means providing the same information about yourself from one site to another, so you're believable. Follow-up; find out what type of communication a person wants. Some want email, others want text messages or phone calls. Also, respond 24 to 48 hours after a contact has been made.

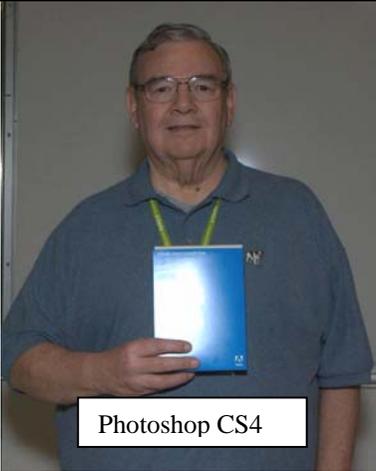
Another interesting meeting. See you all next month.

*If you are an NOCCC member and you would like to give a presentation about something interesting you have done with your computer, speak to one of the Board Members. And, if the topic is not long enough for the Main meeting, perhaps you could deliver it during one of our SIG meetings.*

***NOCCC meeting attendees please note that Chapman University prohibits food and beverages in Irvine Hall and its other auditoriums.***

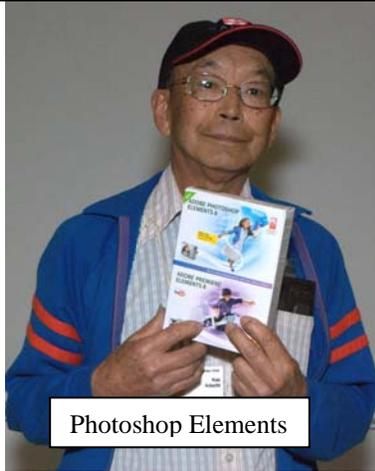
# March 6, 2011 Raffle Winners

*Photos by John Krill, NOCCC*



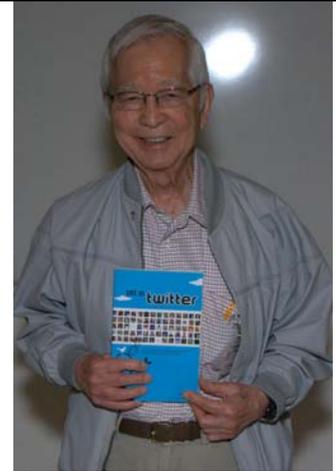
Photoshop CS4

*Bill Van Horn*

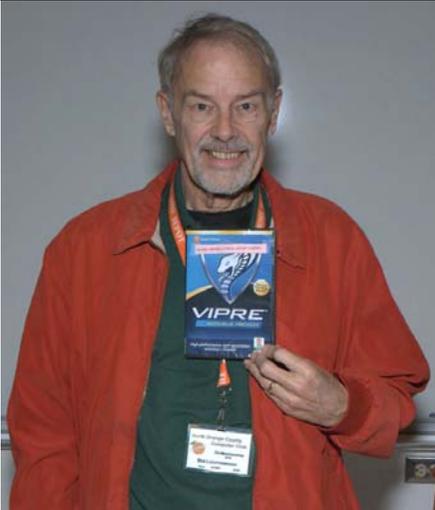


Photoshop Elements

*Ken Adachi*



*Robert Okimoto*



*Ben Lochtenhergh*

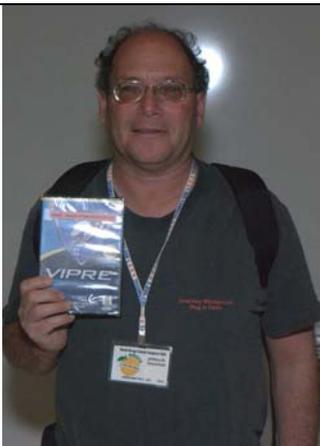


Hard Disk

*Jim Sanders*



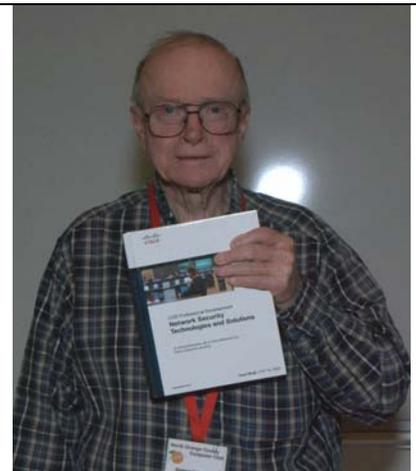
*Muriel Fitzsimmons*



*Jeff Glassman*



*William Thomas*



*Gordon Strickland*

*Your photo could be here, but only if you buy a raffle ticket.  
\$1 per ticket or 6 tickets for \$5!*

# SIG Meeting Reports

## Beginner's Digital Photography

By John Krill, SIG Leader

### Taking Really Nice Photos

The *Rule of Thirds* is applied by aligning a subject with the guide lines and their intersection points, placing the horizon on the top or bottom line, or allowing linear features in the image to flow from section to section. The main reason for observing the rule of thirds is to discourage placement of the subject at the center, or prevent a horizon from appearing to divide the picture in half.



Getting consistent photos requires only a few basic ideas. The most important of these is the '*Rule of Thirds*.' We took a look at a short video on YouTube that explains the basics of this rule. The video is at:

<http://www.youtube.com/watch?v=ENHKjb8ltAM>.

You can also search YouTube for: *Rule of Thirds*. The one I showed was called: Composition Rule 3 - The Rule of Thirds.

Check out Wikipedia's page on the *Rule of Thirds*: [http://en.wikipedia.org/wiki/Rule\\_of\\_thirds](http://en.wikipedia.org/wiki/Rule_of_thirds).

### Basic Editing Tools Using Adobe Photoshop Elements

I personally use very few of the total tools available with Elements. My primary tools are the Leveling tool, and the Cropping tool. The Cropping tool allows you to crop your image using three different methods: Normal, Fixed Ratio, and Fixed Size. Once you crop your image you then need to resize it for your requirements.

But there is an easier way.

### Quick and Easy Way to Resize Your Image for Printing

Another method to crop and resize your image for printing is to use the *Aspect Ratio* tool. With this tool you can crop and resize to the exact size you need for printing. There are several presets but you can also use your own custom sizes. For instance I use 8 inches by 10.5 inches to print on 8.5 x 11 inch paper. You can also switch between Landscape and Portrait mode by just double-clicking the double arrow icon in the tools menu bar.

I will demonstrate the Aspect Ratio tool at the April meeting.

### The Magic Command

Never forget the *Undo* or *Control Z* command. With this command, you can back off your changes you made *One-Edit-At-A-Time* starting with the most recent.

### Creating a Calendar Using Shutterfly

Finally, we created a calendar using the online service Shutterfly. We started by uploading the images we wanted to use and ended by saving the completed calendar. It cost nothing but your time and effort to make the calendar. Only when you order a calendar will money be involved.

It should be noted that you can delete all your images once you have completed making your calendar. You can also use the same images on any other project you do at Shutterfly.

### April Meeting

I will continue to show ways to make good photos. I will show examples of the Aspect Ratio tool. And finally we will look at online options for storing and sharing your photos.

### Bring Your Camera

Bring your camera to the meeting. We just may go outside and practice the stuff we learned in the classroom. I don't care what kind of camera you have; just bring it!

### Questions

I know you have them. Bring them to the next meeting. We all start not knowing what we're doing. So don't worry about it. Ask and you shall be rewarded. I promise. Photography is fun. The more you know the more fun it is.

### 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.

I've been lax in posting to the blog. I hope to correct this. Because our meetings are once a month and last for only one-and-a-half hours there is much more I can cover with the blog. Hopefully!

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.

See you at the next meeting.

Email: [noccc.bgphotosig@gmail.com](mailto:noccc.bgphotosig@gmail.com)

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

Picasa Photos: <http://picasaweb.google.com/noccc.bgphotosig>

*This SIG meets in Science 127 at 9:00 a.m.*

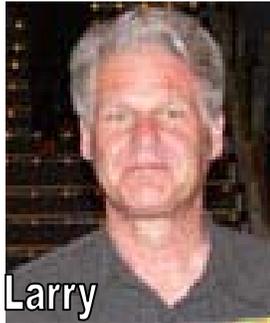
# Advanced Digital Photography

By Larry Klees, SIG Leader

## Last Month

The March meeting was about High Speed Photography. A.K.A. how to murder a balloon in a dark room.

If you aim a camera at a balloon and press the shutter button as the balloon is pricked you could take a thousand pictures before you manage to time things just right and catch the balloon at the precise moment it pops. *People have actually done this and gotten good pictures;* but even with digital cameras, the process is expensive, and time consuming.



There are several ways to do high speed photography. We had great fun with one method and captured lots of balloons in mid pop.

*The basic method works as follows. A camera is pre-focused on a balloon and the room is darkened. The camera shutter is then opened for a second or two. Since the room is darkened, the camera is recording nothing. During this long exposure the balloon is pricked. A microphone hears the balloon as it starts to pop. The amplified signal from the microphone is sent through an adjustable delay circuit to a trigger circuit. The trigger circuit then fires a high-speed flash that has a duration of about 1/10,000 of a second. This very short burst of light is captured by the camera to photograph the balloon in the act of exploding. Finally, after the balloon has popped the camera finishes its long exposure and closes the shutter. By properly adjusting the delay circuit, you capture the precise 1/10,000th of a second that you wanted out of that one or two seconds.*

We used a variation of this method to create lighting that allowed the combination of the popping balloon with a portrait.



It's as much fun to capture a person's expression as it is to catch

the popping balloon.

The lighting was modified with the addition of two Nikon SB800 strobes. These were set to operate as slaves so that when the Kodak strobe fired, it triggered both of the SB800s. The SB800s were set for 1/128th power to keep their flash duration as short as possible.

A test picture was taken to demonstrate the process and every SIG member was invited to choose a balloon and a weapon. I offered an assortment of photogenic weapons.



To my surprise, every single person chose the banana (with a pin hidden in the tip). Most also chose the option of putting a tiny amount of water into the balloon before inflation. The water droplets dramatically show where the balloon was before it popped.



Photo by Denji Ebisu

I forgot to mention that several cameras could capture pictures at the same time. Dinji realized that he need only open the shutter on his camera at the same time that I opened the shutter on mine and he got beautiful photos from a different angle. He took the photos of the blue and orange balloons to the right.

While most point and shoot cameras can be coaxed into a one or two second shutter speed, people quickly figured out that they would rather put their memory card into my camera (swapping cards is also much faster than swapping cameras on the tripod). For SD & XD cards, a computer was used to copy the file from my compact flash card to their card. Every one got to take home their own picture of a popping balloon **AND it was fun!**

This shot of an orange balloon has several points of interest.

**First** note that compared to the other photos, the balloon appears almost intact. That's



Photo by Denii Ebisu

Orange Bytes

because the time delay on the trigger box was reduced to catch the explosion earlier. Also, most of the hole is on the far side of the balloon. **Second**, note the way the extra lights have lit the interior of the balloon (2:00 o'clock position) compared to the outside. **Third**, note the reflections of all three strobes. The brightness of each reflection is proportional to the light contribution of the corresponding strobe. The bottom one is from the Kodak strobe on the floor. It creates the sinister under the chin style lighting. The one at the (9:00 o'clock position) is an SB800 which had a nearly equal contribution. It was aimed at the front of the model to create some extra highlights, keep the shadows from being too black and to bring out details like the texture in that leather jacket. The dim one near the center is another SB800 bounced off an umbrella and contributed only a small portion of the light. It softens all of the shadows. *If you zoom in at 500% (in the electronic version) you can make out the shape of the umbrella.*

### PHOTO TIP

Each SB800 has adjustable power output; but, anything higher than about 1/64th power increases the flash duration and blurs the fast moving edges of the balloon. Adjusting the SB800s focal length to telephoto / wide-angle increases or decreases the brightness respectively.

Quaketronics trigger delay controller. The signal from the microphone comes in on the pink mini-plug. the amount of amplification is adjustable with the gain knob. A middle setting works fine to detect balloon pops and reject a croud of SIG attendies. The signal is passed to the delay circuit which is adjusted with the delay knob. A very hastily prepared dial (with marks for prefered delays) has been added to this knob. The delayed trigger is sent to the flash/strobe through the black cable. *Longer delays yield pictures like the one of the yellow & blue balloons while shorter delays yield pictures like the orange balloon.* Inserting a plug in the flash jack or the strobe jack turns on the power from the internal 9V battery as indicated by the green LED on the top. The unit also has an eye (basic photocell type of input) which was used for the water drop pictures that follow. (The camera makes more noise than dripping water making the microphone tricky to use.)



Other photos of the trigger kit and popping balloons are on page 15 of the 2011 March 6 issue of the Orange Bytes.

Additional information about trigger controllers may be found at these web sites.

<http://www.quaketronics.com>  
<http://hiviz.com/kits/products.htm>  
<http://www.diyphotography.net/the-comprehensive-water-drop-photography-guide>

- <http://www.quaketronics.com>
- <http://hiviz.com/kits/products.htm>
- <http://www.diyphotography.net/the-comprehensive-water-drop-photography-guide>

### List of equipment used:

April 2011

- SLR w/ cable release on tripod
- Microphone on boom w/ tripod
- Trigger / control box taped to microphone's tripod
- Backdrop supported by two volunteers
- Drop cloth to capture the water from the balloons.
- Lights:
  - Kodak strobe on floor aimed upwards;
  - SB800 strobe on tripod;
  - SB800 strobe /w Umbrella on tripod
  - Focus and composing light on tripod

### Two questions came up related to the equipment used.

The first was why so much equipment?

The second was why such an indirect way of taking a picture?

*(Open the camera shutter • pop the balloon • microphone picks up the sound • sends it through a delay circuit • to trigger a small strobe • which then triggers a pair of high power strobes • finally close the camera's shutter.)*

One long answer deals with both questions. Using an acoustic trigger is one of the few economical ways to capture the balloon at the instant it pops. The adjustable delay circuit allows precise control of the instant captured. The small strobe has a very short flash duration to freeze the motion of the balloon. (It is also very inexpensive. It's a converted \$5.00 Kodak single use film camera.) While the small strobe alone is quite capable of properly exposing photos such as these, I just wanted to fine tune the lighting with extra strobes I had on hand; and the easiest way to synchronize those to the small strobe was to use them in their slave mode.

The SLR camera is not triggered directly because it has mechanical moving parts that can not be controlled with enough accuracy. Therefore a convenient human speed of one or two seconds is chosen for the shutter speed (which requires a darkened room) and the strobe/s are precisely triggered by a controlled delay from the microphone.

The focus / composing light was used as an aid in the darkened room and was deemed easier than controlling the fluorescent room lights. That forest of fifteen tripod legs was just to create a consistent environment for multiple pictures with many people involved. *In fact no tripods at all are required if one photographer is photographing one subject since the strobes are so fast and the room is darkened.*

**The same equipment can also be used for taking pictures of water drops.** However; everyone was having such a good time with the balloons that the water drops will have to be covered at a future meeting.



Thanks to those who helped with the clean up and packing.

### At the April meeting

Taking pictures with a camera's built-in strobe is barely better than taking no picture at all. The result is harsh shadows in places where there should be none and flat washed out details.

One alternative is to use "Available Lighting." This is frequently wonderful. Sometimes however, available lighting delivers images that are hopelessly dark; or it requires such high ISO numbers that the grain/noise destroys the image.

Another solution is to get the flash off the camera. This needn't be expensive. Very fine strobe lights can be purchased for about \$40.00. The quality of this light can be further improved with umbrellas. These are also inexpensive.

Bring your camera to the April meeting. You will be able to experiment with adjustments of a strobe with an umbrella in both reflective and transmissive modes.

We will also visit the Strobist website where you can get the best tips on the use of strobe lights and where to get the best prices.

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

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## Microsoft Access

*By Bob Dickson, SIG Leader*

The March session began at our new time (Non - 1:30 PM) but in the same room, Sci. 306 (following Access / Excel VBA). We dove right into reports. Helen wants to be comfortable making reports before she puts away her Quilts project and starts on her Dolls project. Access provides so many features to make unique reports that one simply has to be willing to invest considerable time 'playing and experimenting' with the features to gain sufficient knowledge to make reports, but it'll be worth it when you get it! I demonstrated making a report on smaller-sized paper (rather than the typical 8.5" X 11"). This is useful to print notices or smaller messages with or without pictures, and to size the picture to fit on the smaller sheet. It's necessary to set the parameters on the physical print unit before working on the display in Access so one has to be familiar with the limitations of the printing device. We also discussed and demonstrated making a copy of the app and working with the copy to avoid messing up a working app. "Don't burn your bridges." So far, we're working with Access 2003 since that is most familiar but we will be upgrading to Access 2007, which I have, and even Access 2010 which Helen has but has not yet installed. I've prepared Access 2003 apps and opened them in Access 2007 which automatically converts them to the 2007 format (upward compatible). That's good, but it means we aren't yet digging into the features that are new in 2007 so we'll have to get more into that aspect soon. Interested in building a database or just interested about databases? Join us in Sci. 306



Bob

from Noon - 1:30 PM. We'll adjourn in time for you to get to the main meeting. Hope to see 'ya.

*This SIG meets in Science 306 at Noon.*

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## Visual Basic for Applications (Access VBA)

*By Bob Dickson, SIG Leader*

The March session concentrated mostly on Excel VBA, with some small discussion on Access VBA. We discussed the different approach to building userforms in Excel vs. Access. Of course there are some differences since Access is a database app and Excel is a spreadsheet app. However, many of the features of building userforms is the same in both apps, making the building of userforms easier if one has some knowledge in one or the other language. For myself, I was struggling with using "Access-think" while trying to build Excel userforms.

Richard, a 20+ year vet with using Excel, provided excellent explanations of how to get the result I desired. Yep, friends helping friends. We discussed the differences possible in designing one's app, such as using ranges of cells on a single worksheet vs. placing various kinds of data on different worksheets: there are good reasons for doing it either way, and each has potential drawbacks to be considered. Before writing any code, write out the requirements of the app so you can avoid reworking your code to include a 'gotcha piece of data. We also experimented with placing forms and having them open and close on command. There's enough similarity between VBA in the two apps to permit using knowledge in one to help in the other but there are plenty of differences to require one to put a little 'sweat equity' into being able to generate cool apps in both. Got some questions / suggestions re VBA in Excel or Access? Come up to Sci. 306 at 10:30 (new time started with the March session) and let's share your knowledge or work on your questions.

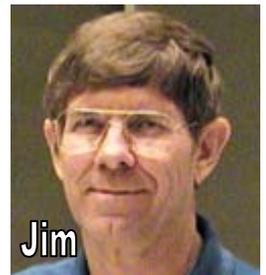
*This SIG meets in Science 306 at 10:30 a.m..*

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## PC Q&A

*By Jim Sanders, SIG Leader*

This report is on two of the topics covered at the March 6 club meeting. One member asked about a problem with Kodak printer software. He said he had tried to update the software with a new CD that he had ordered from Kodak. When attempting the installation, the install program said that it could not install because there was already another version of the installer running on his computer. He said that he had tried to go to Add and Remove programs in control panel running Windows XP to uninstall the software, and it showed nothing to uninstall. He said he had tried the Revo uninstaller and a few other programs along that



Jim

line without success. That his conversations with Kodak's support had not been effective.

He wanted to know how to deal with the problem. A couple of thoughts came to mind which I explained to him. One was to go to the processes tab in task manager, choose to show processes for all users, to click on the user name column to sort the running processes by who they belong to, and look at each one that was associated with his user name. These are all executable files with the extension of EXE. If you locate each file, and right-click on it to bring up the properties choice, one or more of them are likely to belong to Kodak. If those files are deleted, then the already running installation process should go away. That is a time-consuming process, and it is probably quicker just to Google each one.

I suggested that there was also the possibility that Kodak, somewhat like Symantec and their Norton Removal Tool, might have a master uninstall program that he could download from the Kodak website. Several different software vendors now offer this kind of tool to deal with a botched uninstall effort. A third approach, that sounds rather horrific, and is certainly somewhat time-consuming, but in today's world, relatively cheap, starts with buying a new hard disk. Installing your copy of XP on the new hard disk, to keep it simple, wait one day, and then install the Kodak software. Searching the entire hard disk for software that was installed on that day would then tell you where all of the pieces of the Kodak software are located.

The presentation of the day was on the PCIe Bus x1 Super Speed USB 3.0 add-in card, and how well it fared in transferring a 4.5 GB file from the internal hard disk to the external USB hard disk. The comparison was to use the same file, and use a stopwatch to see how long it took to transfer the file using the same type of USB 2 adapter and comparing it with the USB 3 adapter.

I had planned on doing this demonstration at the February meeting. In preparation for doing it, I went to Fry's with the intent of purchasing a 500 GB 2 1/2 inch hard disk drive that was on sale along with an enclosure that had a USB 3 interface. However, the drive turned out to be a 5400 RPM unit, which I didn't think would be the best choice for a test. As a result, I purchased a Super Speed USB 3.0 to SATA/IDE adapter model # BT-350 made by BYTECC and a PCIe Bus x1 Super Speed USB 3.0 add-in card made by Sabrent. I then went to the meeting with those devices left sitting on the table at home so I had to postpone the full demonstration till March. I was able to compare the USB 2.0 transfer between an external hard disk and the internal hard disk in February. Using the same external hard disk enclosure, which happens to have an eSATA interface in addition to the USB 2.0 interface, I used the eSATA interface to transfer the same file. USB 2.0 took two minutes and 47 seconds, the eSATA interface took one minute and 10 seconds. At the March meeting I was able to demonstrate the USB 3.0 transfer of the same file, and it took one minute and 31 seconds.

I ran into a problem with the Sabrent PCIe USB 3.0 card that I had purchased, and you should be aware of it. It appears that Sabrent sells at least three different circuit designs that all have the same model number and not all of them work well. The first

one that I purchased failed. A Google search turned up the same failure symptoms and pointed out the differences in the cards. I was lucky in that there happened to be an older model return on the back of the shelf that did in fact work after I returned the failing card. Based on my experience, I would have to suggest you think twice about purchasing this brand of this type of card.

The Shuttle computer that I do my demonstrations with only has 2 expansion slots, a standard PCI and an x16 PCIe video card slot. As I wanted to keep the video card slot open in case I wanted to put a high-powered video card into the computer, I first started looking for a PCI bus card. There did not seem to be any regular PCI bus cards available. I started thinking about why that might be so and remembered that the PCI bus "Only" has a maximum bandwidth of 133 MB that is far short of what is needed for a USB 3.0 card to perform well. The PCIe Bus's x1 capability of 250 MB per second is still only about half of what is needed. Hopefully, the USB 3.0 controllers that are built into motherboards have an interface that allows them to function to their full bandwidth.

Still, if you have an older computer that doesn't have the USB 3.0 capability, I would recommend that you consider purchasing one of these controller cards.

[Hope to see you next month.](#)

*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.*

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## Linux Desktop & Administrator

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*By Bob Ray, SIG Leader*

Lots of small GNU/Linux bits and pieces were discussed in our last meeting. However, one larger subject area that we reviewed was the Linux BASH Shell. This was no small item. We described in some detail what a Linux "Shell" is and what the shell does. We gave an example of how to create a shell source program and then demonstrated how to execute that program as an interpretive interactive program from a text source file. We took it slow as we walked through this presentation for the benefit of those relatively new to a GNU/Linux based computer system. Some attendees were curious and enthusiastic while others seemed to just stare blankly at the projected screen presentation. I was unable to evoke a response from some of those, as in; "Knock Knock, Hello"...the lights are on..."Is Anybody Home?" I might add that our senior resident Linux Guru (Mr. Answer Man himself) was in the corner of the room, eyes closed and snoring "lightly" as not to disturb the rest of the group...we only wake him up for serious items of discussion.



In addition to, and as part of the above subject material we demonstrated how all programs running under the Linux system can legitimately “father” a child program. This in turn can then again father another child or more children. These are officially called: Yes, you may have guessed, Child Programs. These are also referred to as Processes, and each Child/Process is assigned a Process Number that is managed by the guts inside the Linux/OS. The magic of all of this is probably the biggest feature; and heart and sole of what makes up the GNU/Linux operating system. Understanding how all of this works is extremely complex and complicated. My intent in presenting all of this was to give some insight of what goes on “under the hood.” Part of this demonstration was in starting a program that created a child process that again created a third child process (a grand Child). While all of these were running, we went back and “canceled” the 1<sup>st</sup> program, the father program, by using various kill commands. This left the 2<sup>nd</sup> child process as “orphaned”---without a parent. We then stopped the 2<sup>nd</sup> child process...this left the grandchild (the 3<sup>rd</sup> process) running as an Orphan and its parent (the 2<sup>nd</sup> process) was then left as a “Zombie” process. Yes, this terminology is official GNU/Linux terminology...these are not terms that I am making up. The “Zombie” program, although dead and not running, was still “standing” in RAM memory and taking up other resources, possibly disk space. While the 3<sup>rd</sup> process, still a running process, was doomed to run and wander helplessly, and lost in the wilderness, possibly forever. We then demonstrated, in part, how to check running processes. How to analyze processes using the system monitor and how to take action if a situation, as the above, were to occur on your computer system.

Many situations can unexpectedly occur on your system causing it to “hang” or start to run slow and “doggy” or perform “funny”. The possibilities and conditions are seemingly endless. Using some of these procedures, we demonstrated ways to help you determine what is wrong and how to take action to get your system back running properly. However, after all of this, I must add that most people would probably use the old “blue screen” Microsoft “three finger salute” Ctrl-Alt-Del, or just turn off their computer then back on. This does not necessarily solve the problem. I would also add that someone might think this above problem is basically “no big deal”. However, this is a “Big Deal” especially on network computers and servers. Or, if you are running jobs that may have important data and open files that you may have updated but the buffers have not been written out to the disk. Nuff said!

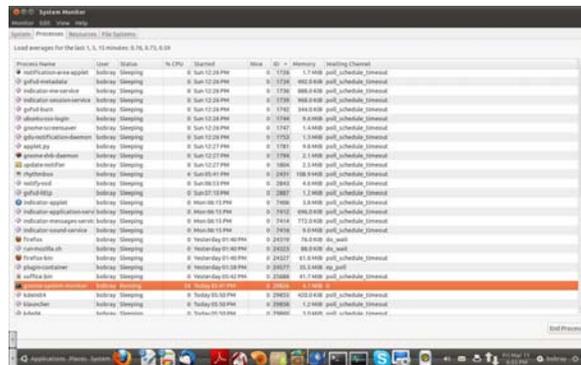
The Gnome System Monitor can be invoked from the Bash Command line by entering the following:

```
$ gnome-system-monitor [Enter]
```

The same can be invoked from the Gnome GUI Desktop by clicking the GUI thumb icon from the System>Administration>System Monitor as shown here:

The System Monitor display has four main function features: System; Processes; Resources; and File Systems. By choosing and clicking on the Processes we can then see and use the Processes feature as shown in the Processes screen shot. We

can then view and see basically “everything” that is going on inside the Linux system. The names of programs are shown along with the “owner” of those processes. The Process Id is shown. If a process (program) is causing a problem you may right click on that process. A pop-up menu will then be shown with options and allows you to take a variety of actions. Caution should be used when changing or killing any of these programs.



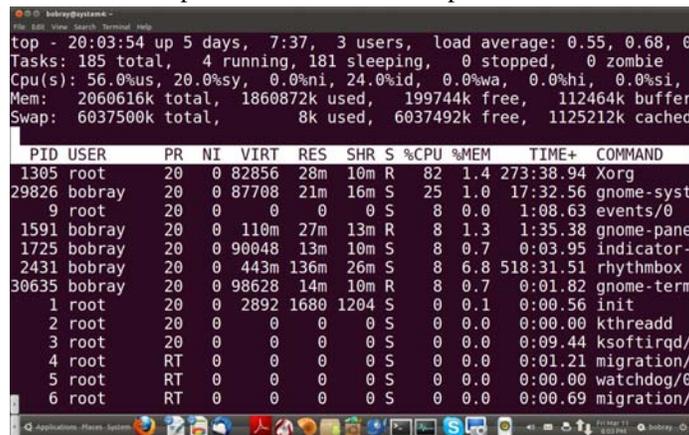
Continuing on with this current theme I will briefly describe and show an additional process management tool called and named “top”. To execute this program from the command line the user would key in the following as shown:

```
$ top [Enter]
```

A screen is then shown giving information and statistics about the processes running environment. The upper part of the screen gives information pertaining to the overall running system while the bottom portion of the screen shows a list of processes currently resident and under Linux management. Rather than describe all or even some of these elements I suggest the reader refer to and use the man(manual) documentation page by keying in:

```
$ man top [Enter]
```

on the terminal command line. Many of the features are shown in the attached screen shot of a “top” running command process. The information presented here and to be presented in the future



will give you tools to help manage your computer systems from the inside.

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



## Transportation Information

### Meeting Information

The NOCCC meeting is 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](http://www.chapman.edu/map/parking.asp). A map of the Chapman University campus is also available at [www.chapman.edu/map/map.pdf](http://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](http://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 860 leaves nearby Orange Metrolink at 4:30 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 March 7, 2011

The NOCCC Board Meeting was held at President Jim Sanders' residence on Monday, March 7<sup>th</sup>. Jim called the meeting to order at 7:35 PM.

All members attended except Tia Christian.

**Secretary's Report** (by Jim Sanders): Jim took notes at last month's meeting in Ted Littman's absence. It was motioned to approve the Secretary's Report of the Board Meeting as contained in the March 2011 Bytes; this was seconded and approved by all in attendance.

**Treasurer's Report** (by John Heenan): Net income for coffee, cookies, and donuts was -\$7.00 with purchases of supplies exceeding income. The General Raffle earned \$87, but this was offset by the cost to purchase the two hardware and two software prizes. Two club shirts were sold for a club loss of \$12. Total dues received was \$105.

**Memberships:** Regular (1-yr.) = 168, Regular (3-yr.) = 12, Family = 6, College Student = 1, Newsletter = 12; **Total of 199 Members**, up 5 from the previous month. In February, there were 17 renewals and 1 new member. The Board accepted the Treasurer's report.

**Main Meeting:** The scheduled speaker was Mitch Siegel at the March meeting. There were about 35 attendees. Several positive comments on the presentation were made by Board members, but concern over it running long. See report elsewhere in this newsletter.

**Opening & Closing:** Richard set up the coffee & donuts/cookies tables in the lobby of Irvine Hall. There were with doors not being opened not opened, requiring a call to Chapman U. Security. Preparation of coffee was delayed. There is a continuing problem with some people shorting the collection can. Each donut sells for \$1, not 2, 3, or 4 for \$1!!! This is an honor system.

**Next Scheduled Meetings:** The next Main Meeting is Sunday, April 3rd, followed by the BOD meeting on Monday, April 4th at the President's residence.

### Committee Reports

**Programs:** We do not yet have a commitment for a speaker for the April meeting, Several possibilities are being explored. Jeff Monday has changed positions at Apple and will not give his proposed talk on Apple's IPAD & IPHONE.

**Public Relations** (by Mary Cornett): Nothing to report.

**Membership** (by Ben Lochtenbergh): Nothing to report.



**Publications & Reviews (by Ted Littman):** One new software program was taken for review at the meeting on Sunday. One book review is still outstanding due to personal problems. The March newsletter was only 24 pages since Ted missed the February meeting and was unable to provide Gerry with raffle prizes so the Raffle was cancelled; hence no raffle winner photos. Ted indicated that he would probably be able to do the April newsletter, but might miss the April meeting and probably not be able to put the May newsletter together. Steven volunteered to fill in. Ted will provide a template in Word format. for preparing the next newsletter. All inputs for the next newsletter are due by Saturday, March 12<sup>th</sup> since this is another short production month. No reviews by NOCCC members were in the March newsletter.

**Raffles: (by Gerry Resch):** The March raffles featured several “special” hardware and software prizes. \$87 was taken in, offset by the cost of four purchased items. 18 parking stubs were turned in for free raffle tickets. Ted will provide software and books for April and Jim will purchase items for the Raffles.

**SIGs (by Dallas Hazleton):** Dallas did not attend the March meeting. It was noted that the Microsoft Word, Excel, & Outlook SIG leader did not attend. Other SIGs were held and attendance varied.

**Old Business:** Jim discussed the NOCCC web site and indicated that he now is able to keep it updated.

**New Business:** Ted reminded the Board that the club’s anniversary will be celebrated at the next meeting followed by elections in June and the need to obtain volunteers for the various BOD positions. In addition, we need to get a commitment from Chapman U. for meeting dates beyond May 1. Jim said a cake and punch will be procured and set up during the “Pig SIG” outside Irvine Hall at the next meeting. Gerry said we need to post a list of candidates in the May OB. Jim queried the attendees regarding serving for the coming year and all seemed amenable. Ted’s ability to continue depends on his wife’s health status.

The meeting was adjourned at 9:15 P.M.

*NOCCC Secretary Ted Littman prepared this report.*

\*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**

**Thanks to Our Members Who Renewed in February 2011**

- ❖ Malcom Bruce
- ❖ Jay Chaisson
- ❖ Kevin Chang
- ❖ Francis Emanuel
- ❖ John Heenan
- ❖ Jackie Jong
- ❖ John Meiling
- ❖ Gary Miller
- ❖ Alan Pearlman
- ❖ Bill & Helen Phillips
- ❖ John Robe
- ❖ Robert Sailee
- ❖ Jerry Schmedeke
- ❖ Thomas Skudlarski
- ❖ Douglas Steiner
- ❖ John Szary
- ❖ Ole Thompson

**Thanks to Our New Member Who Joined in February 2011**

- ❖ Patricia Adelecran

We invite you to take an active roll in running NOCCC and planning its activities. Please contact President Jim Sanders or one of our other officers at a monthly meeting or by e-mail ([editor@noccc.org](mailto:editor@noccc.org)).

**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!**

<b>Membership Level (\$)</b>	<b>1 Year</b>	<b>3 Years</b>
<b>Individual Member .....</b>	<b>35.....</b>	<b>90</b>
<b>Each Additional Family Member .....</b>	<b>15.....</b>	<b>45</b>
<b>Full-Time* Enrolled College Student .....</b>	<b>20</b>	
<b>Enrolled High School Student.....</b>	<b>15</b>	

April 2011

**NOCCC Bylaws**

You may view the club’s Bylaws at our website:  
<http://www.noccc.org/bylaws/>.

**From the Desk of the Membership Chairman**

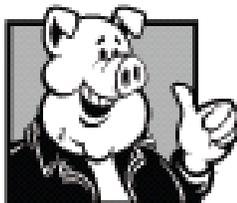
*By Ben Lochtenbergh, [bal@msn.com](mailto:bal@msn.com)*

Our raffle ticketmaster, Gerry Resch, noted that 18 parking tickets were redeemed for general raffle tickets after our last Sunday meeting. Indicating the underground parking facility incentive works. I, myself, redeemed two tickets, for one for February and one for January parking. Other members did the same. I’d like again recommend parking under the football field; it’s much nicer than parking on the street.

Some of you may not know, or need reminding, that one of our club members, Ed Schwartz, publishes a weekly column in **The Orange County Register**, each Wednesday. I bought the paper March 9. Page 19 of the News, in the Business section, under the heading Technology, has his column. He mentions: our club by name, edwardns.com Contact Me menu, and archives of his previous columns.

## 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 April meeting!**

**Donuts \$1/Each & Cookies \$.25/Each**

**No Freebies!**

**Put your dollars & quarters in the collection can.**

**Birthday Cake, Cookies, & Punch at Noon!!!!!!!**



## 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](mailto:editor@noccc.org).

### **LIGAS** Microsystems

Custom systems built, Repair, Sales, Training

**714-544-3589**

[jsanders@ligasmicro.com](mailto:jsanders@ligasmicro.com)



## Your business card would look good here!!

*For information about advertising in the Orange Bytes, contact [editor@noccc.org](mailto:editor@noccc.org).*

**Classified ads by NOCCC members cost \$5 for 1-25 words and \$10 for 26-50 words.**

*(Continued from page 11)*

The NOCCC Reviews Editor, Ted Littman, (714) 779-1936, [reviews@noccc.org](mailto:reviews@noccc.org) is regularly sent copies of books or software by the publishers for review by one of our members. **We need NOCCC members to take these items and commit to reviewing them promptly. The reward for doing a review is that you get to keep the book or software.** If we do not review them, they may stop sending these items in the future.

**Important!** There are two articles at the following link. One provides suggestions and guidelines for preparing a review or article for the Orange Bytes. The second provides guidelines for submittal. Please read both. The link is: [www.noccc.org/bytes/info/index.html](http://www.noccc.org/bytes/info/index.html)

The NOCCC reserves the right to refuse to publish any article or review at the discretion of the editors of the Orange Bytes newsletter or officers of the club. Reasons may include, but are not limited to, length and quality of the review or offensive nature of the product or of the review.

**Publication Information**

Orange Bytes is published monthly by:  
North Orange County Computer Club  
P.O. Box 3616, Orange, CA 92857

All opinions expressed herein are those of the individual authors only and do not necessarily represent the opinions of the NOCCC, its officers, Board of Directors, the *Orange Bytes* newsletter or its editors. The NOCCC does not guarantee the accuracy or the correctness of advertising or articles in the *Orange Bytes*, nor does the NOCCC intend to endorse, rate, or otherwise officially comment on products available. Therefore, the readers are cautioned to rely on opinions presented exclusively at their own risk.

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5959 Palmer Blvd.  
Sarasota, FL 34232—28  
800-533-1031

*Commercial display advertisements  
are welcome, contact  
editor@noccc.org.*

**RATES**

One Page Vertical .....	7.0" x 9.5" .....	\$150
Half-page Horizontal .....	7.0" x 5.0" .....	\$80
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%  
If you are interested in advertising in the publications of multiple User Groups throughout the region or nationally, you can learn more by contacting <http://www.apcug.org>

Readers, please tell our advertisers that you saw their ad in the *Orange Bytes*

He that blows the coals in quarrels that he has nothing to do with has no right to complain  
if the sparks fly in his face.  
**Benjamin Franklin**



**Membership Renewal**

When you turn in your Membership Renewal check, PLEASE fill out a Membership Renewal Application.

Memberships may also be renewed on our Website:  
<https://mmm1427.rapidsite.net/citivu/noccc/order3.html>  
Send e-mail address changes to [membership@noccc.org](mailto:membership@noccc.org)

**QUICK MEMBERSHIP APPLICATION/RENEWAL**

Date: \_\_\_\_\_ I am a new member   
This is a renewal; my membership number is \_\_\_\_\_

**PLEASE PRINT!**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

email \_\_\_\_\_

**Fees: see page 25 for fee schedule; \$35 for single membership.**

**Since the North Orange County Computer Club is incorporated as a 501 (c) (3) organization, checks are 100% tax deductible when made payable to North Orange County Computer Club.**

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**

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

NON PROFIT ORG.  
U.S. POSTAGE PAID  
SANTA ANA, CA  
PERMIT NO. 1588

Members: Your expiration month and year appear on your mailing label. Please renew promptly, using the application inside.

**Dated Material** - Please deliver by April 2, 2011

## Are You an NOCCC Member?

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, they have moved the permit vending machine about 100 feet south of the entry area. There is a second machine closer to the south end of 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.

