Orange Bytes

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

Main Meeting, May 3rd
Mark Carter

At the May 3, 2009 Main Meetings, we will be having the second of a two-part presentation by Mark Carter about the World Wide Web. Mark will demonstrate just how simple it is to start creating a web presence. See Page 3 for more details.

No Consignment Table or E-Waste Collection during the May 2009 meeting. (See Page 5)

NOCCC Elections are in June! (See Pages 3 & 26)

New: Beginner's Digital Photography SIG! (See Listing below)

Special Interest Group (SIG) & Main Meeting Schedule

9:00 a.m.

Linux for Desktop Users .... *Science 131a*
> Topics about the Linux operating system. Beginners Q in here also.

Microsoft Word, Excel and Outlook .... *Science 109*
> Topics about these three parts of the Microsoft Office Suite.

Visual Programming .... *Science 111*
> Visual Basic, Visual Basic Script, Visual C++ and Visual J++ for beginners. **This SIG is no longer functional.**

Beginner's Digital Photography *New!*...... *Science 127*
> This new SIG is for the newbies who want to improve.

10:30 a.m.

Beginners PC Q & A .... *Irvine Hall*
> Beginners questions about PCs.

Microsoft Access .... *Science 109*
> More on Access templates.

10:30 a.m.

Digital Photography .... *Science 127*
> Sensational photos. How were they taken and are they real?

Linux for Advanced Users .... *Science 131a*
> Topics about the Linux operating system.

Understanding Operating Systems .... *Science 111*
> Help with DOS, Windows, OS/2, etc.

12:00 Noon

Visual Programming for Apps (VBA) *New!*.*Science 109*
> Visual basic used in MS Office apps. rather than Macros.

PIG SIG .... *Argyros Cafeteria*
> Lunch and conversation.

12:30 p.m.

PC Q & A .... *Irvine Hall*
> Q & A about PCs.

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

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

Future Meeting Dates in 2009
June 7, July 5, August 2

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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.*
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Copy Editor - *Does final proof reading of the newsletter for typos and misspellings.*
Ted Littman ....(714) 779-1936, editor@noccc.org

VOLUNTEERS NEEDED

The following positions are available:

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

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

Commercial Advertising - *Obtains ads from vendors for the newsletter.* **Open**

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

Celebrating 33 years of "Friends Helping Friends"

At the last meeting, Mark Carter provided a fast and furious A to Z journey through the multifaceted world of e-commerce. In the May meeting, Mark will demonstrate just how simple it is to start creating a web presence. Mark also will be addressing, in greater detail, questions about specific topics from the attending members of the April meeting. As those of you who attended will remember, Mark asked the April attendees to email him the topics they were most interested in learning more about.

The topic list includes:

• Business Web Site
• Web Ownership with Development
• Domain Name
• Hosting
• Web Site
• Shopping Cart
• Payment & Credit Card Processing
• Establishing A Business
• Accounting
• Order Tracking
• Advertising
• Copyright – Trademark – Linking

As time permits, Mark will be using a computer and the Internet connection to conduct interactive demonstrations as opposed to the structured PowerPoint presentation used at the April meeting.

NOCCC Elections Coming Soon!

At the **June 2009 Main Meeting**, we will again be holding our annual elections for officers and Board members. This is a great opportunity for members to contribute to our computer club. You will find that serving is both rewarding and productive. It will not take a lot of your time. If you serve on the Board, you will help define our future. **No experience is necessary!** See p.26 for more information.

If you are interested in serving in an elected capacity or in performing one of the open appointed positions, please send an e-mail to: **editor@noccc.org** or call Ted Littman at (714) 779-1936.

President's Message

By Jim Sanders, NOCCC President

For those of you who did not take note of the fact, I will remind you that the April meeting was one more milestone in the history of the **North Orange County Computer Club**. As of the April meeting, we are now **33 years young**. As one of the founding members of this club, it seems a little strange when I think about the fact that I have now been affiliated with the club for half of my life. That means I can say, at my age, who can really remember for sure, but at least it seems like I have not missed more than one meeting per year on average. So if I'm right, that's 363 meetings that I have attended, so maybe it's a little easier to understand when I say that one meeting tends to blur into another.

To celebrate our 33ʳᵈ birthday, we not only had free coffee, but free doughnuts as well. For the first time in many months the coffee pot was actually run dry. Perhaps it was all those free doughnuts that needed a little coffee to help wash them down. We had considered having birthday cakes and punch again, but none of the small group of perennial volunteers felt they had the time to deal with picking up the cakes, setting up a serving table for the cake and punch, cutting and serving the cake, picking up and cleaning up afterwards, all that on meeting day. So I will remind those of you who are actually reading this, that even simple things like that, very nontechnical, need volunteers to help the club get things accomplished. Last year, Elise Edgell, our deceased Past President, volunteered to take care of the serving table even though she was ill well at the time.

Speaking of volunteering, elections are coming up in June and we need volunteers to for the board of directors, club officers, and other positions. Steven Breitbart has a new job and other issues that make it difficult for him to serve as Vice President again, but Jim Morrison agreed to run for that office. Mary Cornett wants to use her volunteer time for public relations and the acquisition of future speakers instead of being the club Secretary. We have had two members of the Board of Directors who have had to decline serving again because of health problems. The Board of Directors position only consumes about two hours a month of time and gives you the ability to provide input and direction to how our club will proceed in the future. The Secretary's job is a little bit more demanding, but surely, someone of you, or perhaps even your wife (or husband) has the skills to take on this job. Ted Littman has agreed to serve as Secretary on top of all of the other things he does for the club if another volunteer doesn't step forward, but that is surely not very fair. Let me hear from you!

Part one of Mark Carter's presentation on web sites went very well in April, and part two will be presented in May. If you had questions or requests for Mark from the April meeting be sure and get them into him as soon as possible. I hope to see you in May.

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

Corel - Use the following link for special pricing for user group members: www.corel.com/specialusergroups

- WordPerfect Office X3 for $159
- CorelDRAW Graphics Suite X3 for $179
- Corel Painter IX.5 for $229
- Paint Shop Pro Photo XI for $59
- Snap Fire Plus for $29

Laplink - **www.laplink.com** - Laplink's Everywhere 4 is a great remote computer control and access program. PCmover is a program for moving all of your applications, settings, and data files from an old PC to a new PC. Members of an APCUG affiliated user group can get discount of 30% by using coupon code APCUG.

Techsmith - You can get SnagIt, a screen capture program, and Camtasia Studio, to quickly record, edit and publish multimedia demos and presentations, bundle for $269, a $50 savings. Go to: **www.techsmith.com/store/order/bundle.asp** and use promotion code **PRESBN05**.

Kingston Memory Products - Many different types of memory products are available at a discount to members of APCUG affiliated clubs. Go to **www.shop.kingston.com/swug** and use the password "computeroutlook"

ZoomWare - Ai Squared is pleased to introduce ZoomWare, revolutionary new software that magnifies and enhances everything on your computer screen. It's perfect for those who squint at the computer screen and lean in to read the fine print. Members of APCUG clubs (NOCCC is one of them) can get a 20% discount! Normally, the download version is $149, but with the discount it is just $119. A CD version is also available for $140, which is a $35 savings and ships within 3 to 5 business days. To take advantage of your special APCUG member discount, simply purchase ZoomWare online at www.GetZoomWare.com and enter the following code at checkout: APCUG08. Learn more or get a free trial version at www.GetZoomWare.com.

User Group Offers - Books and Magazines

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

O'Reilly Books - **Get 35% off all books and PDFs** from O'Reilly, No Starch, Paraglyph, PC Publishing, Pragmatic Bookshelf, SitePoint, or Syngress books you purchase directly from O'Reilly. Just use code **DSUG** when ordering online, **www.oreilly.com/store/**, or by phone, (800) 998-9938. Free ground shipping on orders $29.95 or more in the US. If for any reason you are not completely satisfied with your purchase, return it to O'Reilly and get your money back (www.oreilly.com/oreilly/cs/guarantee). A return shipping label is included with every direct purchase and directions are posted online in case you misplace it.

Peachpit Press Books Discount - Get 35% off by joining the Peachpit Club. Use the following hyperlink to sign up: **http://memberservices.informit.com/my_account/login.aspx?partner=52** to sign up as a member. User group members should note that once you've become a Peachpit Club member, you may 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 Press.

Smart Computing - **www.smartcomputing.com** For each paid membership (subscription to either Smart Computing or Computer Power User) via personalized membership forms or by telephone, the NOCCC will receive one credit. When the NOCCC has accumulated 5 credits, Smart Computing will donate one subscription to us (Great to use as an opportunity drawing prize or a "thank you" to a member, etc.) Call customer service at (800) 733-3809 and tell them you are with the North Orange County Computer Club. If you go to their website to subscribe, click on User Groups and there is a drop down menu with our group's name on it.

THE MAY CLUB OPPORTUNITY DRAWINGS

GENERAL DRAWING PRIZES:
1) *Red Hat Enterprise Linux 5 Administration* book
2) *Cloud Computing* book
3) *Blown to Bits* book
4) 2008 Launch Software
   - *Windows Server 2008 Enterprise*
   - *Microsoft Visual Studio 2008 Std. Ed.*
   - *Microsoft SQL Server 2008 Comm Tech Prev5*
   - *Targus 6" Tabletop Tripod*

MEMBERS ONLY DRAWING PRIZES:
(Wear your NOCCC Membership Badge and get a free ticket!)
- *The Truth About E-Mail Marketing book*
- *Microsoft Expressions Blend Unleashed book*
- *Geekonomics book*
- *LED Flashlights*

Consignment Table

The NOCCC Consignment Table will **not** be operating during the **May 2009** meeting. But, we plan to open on even months, the same as the e-Waste collection, so bring items for sale during the **June** meeting. 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 hold on to your "junk" until June.
Check their web site for more information: **http://www.ca-recycle.com/.**

NOCCC Officers

The area code for the following phone numbers is 714 unless noted.
President
    Jim Sanders .... 544-3589 .... president@noccc.org
Vice President
    Steven Breitbart .... 486-3070 .... vicepresident@noccc.org
Secretary
    Mary Cornett .... 995-5551 .... pacificblu@roadrunner.com
Treasurer
    John Heenan .... 998-7660 .... treasurer@noccc.org

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    Chuck Hower .... 637-7884 .... wolfcollar@aol.com
    Ted Littman .... 779-1936 .... tedlit@roadrunner.com
    Bob Love .... 573-9876 .... wb9plg@sbcglobal.net
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    Len Prince .... 526-7881 .... lenprince@sbcglobal.net
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Volunteers, Committees, and Projects

Consignment Table
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Membership Chairman
    Open
SIG Coordinator
    Open
Programs/Speakers Coordinator
    Open
Public Relations
    Mary Cornett………………995-5551……..pacificblu@roadrunner.com
University Liaison
    Jim Sanders .... 544-3589 .... president@noccc.org

North Orange County Computer Club
Founded April 1976

NOCCC Help Line

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 with additions, deletions, or corrections.

Apple II
AutoCAD
CPU Aided Investing
Computer Boards
Computer Security
Corel Draw
Desktop Publishing
Digital Photography
Excel
GPS Navigation
Linux
Lotus 1-2-3
Memory/Interrupts
Microsoft Office
Photoediting & shop
QuickBooks - all ver.
QBooks 5 & Quicken
Windows 9X & XP

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

SIG Leaders List

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

SIG	BLDG	RM.	TIME	LEADER	E-MAIL	PHONE
Linux for Desktop/Advanced	Science	131A	9:00/10:30	Bob Ray	bobrobo@dialup4less.com	(714) 634-7520
Beginner's Digital Photography	Science	127	9:00	Ed Schwartz	Edwards@cox.net	(949) 374-4845
Visual Programming	Science	111	9:00	SIG terminated until new leader volunteers		
Word, Excel and Outlook	Science	109	9:00	Tia Christian	lwilliams_00@yahoo.com	(714) 263-6105
Access	Science	109	10:30	Bob Dickson	robertbdickson@socal.rr.com	(714) 539-1304
Digital Photography	Science	127	10:30	Larry Klees	lklees@dslextreme.com	(714) 879-6405
Understanding OS's	Science	111	10:30	Charlie Moore	mooreca@adelphia.net	(714) 529-9071
PC Q&A	Irvine Hall		10:30/12:30	Jim Sanders	jsanders@ligasmicro.com	(714) 544-3589
Visual Programming for Apps.	Science	109	12:00	Bob Dickson	robertbdickson@socal.rr.com	(714) 539-1304

Please report SIG changes to Jim Sanders: president@noccc.org or (714) 544-3589.

Broadsides

By Ron Broadhurst, Space Coast PC Users Group, Inc., Florida
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This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

These ideas are compiled from years of accumulations from various magazines, books, on-line sites, and my own personal experience. I claim neither originality nor ownership to any of its contents. My only intent is to share the various "tips, "tricks", & "hints" in hopes of helping & maybe enhancing your computing experiences. They are all intended for anyone who uses a PC. It is for beginners as well as advanced users. Enjoy and use as you will.

I ACCIDENTALLY DELETED MY RECYCLE BIN IN VISTA - HOW DO I GET IT BACK?

Go to Control Panel and click on the Personalization options:
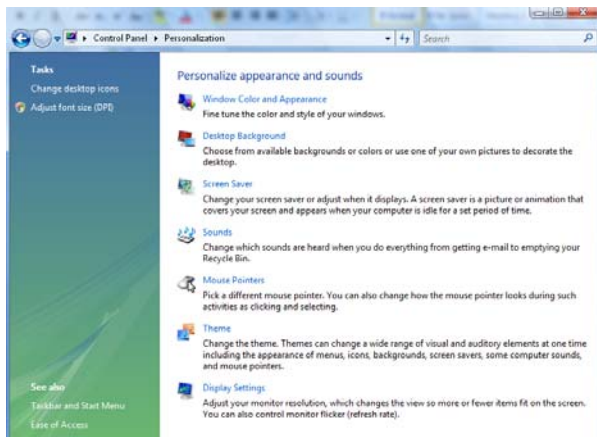
Click Change desktop icons and you'll get this handy little dialog box: Click the Recycle Bin checkbox as highlighted above, click OK, and your Recycle Bin should reappear on the desktop.
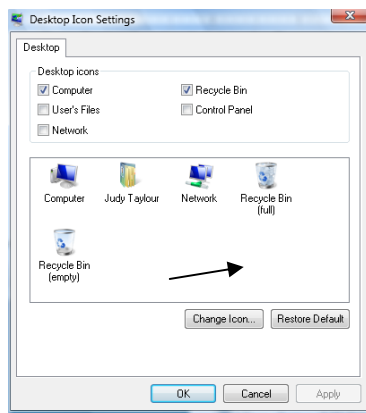
PRINTING E-MAIL ADDRESSES IN OUTLOOK EXPRESS

TO PRINT YOUR Email Addresses:

Print each name and address on one line:
Open OUTLOOK EXPRESS click on File, Export, Address Book, Select Text File (Comma Separated Values) and click the Export button.
Name the file, click Browse button to save in Desktop. And, at the bottom line, SAVE it in Text File (* .txt), click Next, Deselect everything except NAME and Email Address then click Finish. Click on the Text File and Print it.

OUTLOOK EXPRESS ADDRESS BOOK BACK-UP

From Outlook Express, click on Tools/ Address Book, then File / Export / Address Book
Choose a storage location and give it a file name. Click save e-MAIL SHORTCUT /. RIGHT click on the Desktop and choose NEW then SHORTCUT.
In the Command line type mailto:yourfriend@whatever.whatever. (For example: mailto:yourfriend@cfl.rr.com). Then click Finish and you have a short-cut to your E-mail friend. Double click and your e-mail opens up ready to go.

CONTROL PANEL SHORTCUTS

If you're tired of multiple clicks to get to your floppy drive, CD-ROM drive, D-Drive, E-Drive or to the Control Panel, you can put a shortcut on your desktop for instant access.
Open My Computer, RIGHT click on the icon for your floppy drive, CDRom drive, E or D-Drive or whatever you want and then select "Create Shortcut." This will place an icon on your desktop for instant access to what you chose.

You can use this technique for any Folder you access frequently by putting the shortcut on your desktop. Now, your desktop becomes your operations center with quick access to any application, folder, or file on your PC.

SHORTCUT FOR SHORTCUT

You can assign a Keyboard key combination to any Shortcut. If you RIGHT click on any shortcut icon and choose Properties, you can then type Ctrl + any letter to assign the key combination that will open your Program. It should be a unique key and something you will remember: e.g. S for solitaire. This would be of great help if you wanted to go to another program when you cannot see your Desktop.

Circuit Writer Version 6.4

By Jim Scheef, Director, Danbury Computer Society, CT
www.dacs.org; jscheef (at) yahoo.com

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

It's Over – And So It Begins
As we all get used to the prospect of President Obama, some with trepidation, others with jubilation, the one thing we can be sure of is that change is coming. Trite as that sounds now, his presidency will be historic in more ways than we can possibly know right now. But how will it affect us, the computer-using public, is more important – well to us anyway. For instance, the White House will have its first CTO (chief technology officer) recognizing the role of technology and information systems in everything we do. Hopefully, the White House will no longer need to worry about losing emails as it seemed to be such a problem for the outgoing administration.

A Future in Chrome
Will Chrome steal the plating off Microsoft's shine? This topic could be more complex than why the Republicans lost the elections. Fortunately, there are far fewer pundits talking about it so I will point you to two eWeek articles that get into some depth. *Google Chrome Could Nuke Microsoft From the Internet Market* (tinyurl.com/6pkkue) (for web: http://www.eweek.com/c/a/Application-Development/Google-Chrome-Could-Nuke-Microsoft-From-the-Internet-Market/) and *Google Chrome Keeps Pace with Web App Advances* (tinyurl.com/64xjz4). [for web: http://www.eweek.com/c/a/Search-Engines/A-Technical-Overview-of-Google-Chrome/] The second is more technical and shows Flash crashing in a Yahoo webpage rendered in Chrome. With the 800-pound gorilla of Google pushing Chrome, it will become a player in how we interact with the web. Whether it will become Google's "web operating system", only time can tell.

Two Lists of Ten
Before we leave Chrome, here are *10 things to love (and hate) about Google Chrome* from TechRepublic (http://tinyurl.com/4z97lu). (for web: http://blogs.techrepublic.com.com/10things/?p=422) Read thru this article and perhaps you'll see why I think Chrome will be important – or at least a good browser.

The second list is *10 ways you might be breaking the law with your computer* (http://tinyurl.com/5f8r89) from the same blog. (http://blogs.techrepublic.com.com/10things/?p=356) This one shows how insidious the intellectual property laws have become with the inference that these laws need to become more rational and reflect the needs of consumers as well as owners.

Does Search Really Work?
Why is it that when I search for 'man bites mosquito', I get 400,000 hits for exactly the opposite? But, if I search for 'man bites grasshopper', the third and fifth items are articles about a man biting a dog? If first generation search was either simple word indexes built by web crawlers like Alta Vista or indexes built by hand like the initial Yahoo. Google brought in the second generation where search ranking is based on other criteria – like other links to the site or consistency of information within a site, etc.

Some people, like those who design new search engines or who write articles about it (tinyurl.com/5qkyql), (for web: http://www.eweek.com/c/a/Search-Engines/The-Only-Problem-With-Google-Yahoo-Microsoft-Search-is-That-Theyre-Awful/) think the coming generation of search will be based on semantics and the "social graph". Semantics, of course, involved the meanings of words and thus their order becomes significant. Current search treats your search arguments as keywords and the order you give them has little significance, hence the results to man bites dog are really for dog bites man (unless you search for the string in quotes which is still a different search). I started to use this as my example but there is a movie out called "Man Bites Dog" so that search found many references to the movie but none to what I really meant. So semantics sounds great, right?

Social graph refers to the Google Social Graph API
(code.google.com/apis/socialgraph/). This application programming interface allows developers of web sites that rely on users to build content, to use links that people have already made public to create links between social sites like Facebook and Classmates, to pick a couple that you have probably heard of. At least that is what the article implies.

I had to do some searching to find this as the article doesn't really explain it. Searching for the string "social graphic" returned forty results out of 135,000. Using my eyeballs on these results I found a reference to a gawker.com article (gawker.com/tag/social-graphic/) about "Six Degrees Of Separation Between George W. Bush and Parker Posey." We know who the first guy is and Parker Posey is some kind of musician or something (I don't really care but apparently everyone agrees that the relationship strains credibility). According to the diagram in the article, these two people are linked by two chains of six or less "degrees". A diagram of social relationships is what does this and social web sites like LinkedIn and Facebook could be a source for such information – maybe. In the immortal words of the excellent motivational speaker Dr. Richard Byrne, "It will if it does, and it won't if it doesn't." (Don't bother searching for Dr. Byrne as he passed away before the advent of the search engine.)

So why isn't search better? There is actually an incentive for current search engines to not get any better. If it takes you four or five tries to find what you want, Google or Yahoo get three or four additional opportunities to show you advertising. Remember, that's what pays for all this.

File Management Part One

By Ron Hirsch, Contributing Editor, Boca Raton Computer Society, Florida
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What exactly do I mean when I say file management? And, I can hear you saying "Who needs to fool around with that stuff. I have too many real things to concern myself with. My computer takes care of all those things anyway, doesn't it?" Well, the answer is yes and no. If you went into a restaurant to dine, would you rather select your own choices from the menu, or just have the waiter bring you what he feels like bringing? Very few of you will answer with the latter. But, most people don't bother to establish/customize their file preferences on the computer. It's easier to just take what the computer has been set to do. And, they don't have to learn anything (they think) if they just accept all the defaults.

Please note that I'm making the assumption that you know how to use a mouse, and right or left click on things. And, when I say "scroll down" or drag, you know what to do. If you haven't reached this point yet, I think it's time to take a very basic beginner's course before proceeding.

The simplest way to understand the way your computer stores things is to consider the following. Suppose you saw a line of text as follows -

USA\Florida\Boca Raton\123 Broadway\2nd floor\room 24\gray file cabinet\top drawer\3rd folder\2nd document.

I'm sure that everyone would understand exactly where to look for the document in question. **The line above is actually a descriptive *path* to get you there**. Well, computer hard drives store things in a very similar way. A path to get to a document in your computer might be -

c:\My Documents\Letters\Personal\Aunt Emma's Birthday.doc
This path states that the filename is "Aunt Emma's Birthday.doc", and it is in a folder named "Personal". That folder is a subfolder of "Letters", which is a subfolder of "My Documents", which is a folder on the hard drive C. To define paths in computer language a "\" is used to separate the various elements of the path. Note that this information is not case sensitive. That is, upper or lower case makes no difference. Just having learned this already puts you well on the road to understanding file management.

File management includes things such as establishing certain folders which will be the storage areas for your documents, and other files. You direct where files will be stored in various of your programs by saving your files in folders you establish or define. This makes things easier when you want to do backups also. Many programs allow you to specify what those folders are. So, when you go to save a file, that folder comes up as the default. A common cry from beginners is "I saved the file, but I don't know where it is."

Within a folder you can have sub-folders. For example, if you had a folder c:\letters, you could put in subfolders for business, personal, club, etc.. This way, you have an organized filing system. If you have a file drawer that you use for filing things, most people will have separate folders or hangers for different categories. Throwing everything in the same area make it much more difficult to find things, just as putting all your different socks into the same drawer, unpaired, and mixed up, makes life tougher also.

Most people are intimidated by their computers. Remember, it's only a machine, and you should be the boss, not the computer. The more you understand, the more in control you will feel. But, that doesn't just happen. Like all things in this world, you must make it happen.

Reading these articles, and doing the practice can help you along the road to that end.

Once you become reasonably proficient in the subjects to be presented, you will be prepared to move files around, copy them to a floppy or ZIP disk to back them up, or delete them. The exercise below should help you in this area.

Please note that the protocols used here are applicable not only to PC's, but also to Mac's. These protocols are very logical once you understand them. The term "Windows" will be used throughout the article. This means that all versions of Windows, 95, 98, ME, or Windows 2000 will follow the same procedures

EXERCISE NUMBER 1

1. **Open up Notepad** - if you don't know where it is, click on the **START BUTTON** on the bottom left of your Screen **START>PROGRAMS>ACCESSORIES**.   Double click on Notepad, and the standard Windows text editor will open. Notepad is simply a small program in which you can generate and edit text documents. It offers almost nothing in the way of formatting, but is a bare bones text editor, as opposed to WordPerfect or Word which are capable of elaborate activities.

2. **Type "This is a test." in the Notepad window.**

3. **Save the document by clicking on FILE>SAVE.** A window will open. At the top of the window is an area with the notation "Save in". It will probably show your C: drive. If not, use the scroll arrow to select the c: drive. Once you have done this and double-clicked on it, there should be a listing below of all the folders on the C: drive. Scroll to the one named "My Documents", and double   click on it. (My Documents folder is a standard folder that Windows installs.) The focus is now on that folder. Next, go down to the bottom of that window and in the field at the bottom, select "all files(*.*)" just to see what else is in that folder. There is a field with "File name" alongside of it. In that field, type testfile.txt. Then   click

on the save button. You have now saved that file in the "My Documents" directory. Now, exit Notepad.

4. **Open Windows Explorer.** If you don't know how to do this, it's time you learned.
Click on **START>PROGRAMS>EXPLORER**. Or, click on the Windows key and the "e" key on your keyboard at the same time. Navigate around to display the list of folders on the C: drive. If that's not what showing, find C: on the left and double click on it. This should bring up the list of all the folders on the C: drive. Find the My Documents folder, and double click on it. There should be at least one file there, the one we just saved called "**testfile.txt**".

5. Before continuing, I suggest that you configure Explorer to show all file extensions. This makes working with Explorer easier. At the top of the Explorer Window, click on **VIEW>OPTIONS**, and then uncheck the line which reads "Hide file extensions for the types that are registered."

This is the end of part 1 of Learning Basic Windows skills. Next month, the second part of this will cover moving and copying files, along with setting up new folders. If you find this material useful, you may want to download this article in PDF format, from our web site www.brcs.org. This allows readers to keep the material either as a PDF file, and/or print it out, and place it in a looseleaf notebook for future reference.

Computer Basics

By Hilton Kaufman, a member of the Chicago Computer Society, IL
www.ccs.org; hmkaufman (at) earthlink.net

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A computer is nothing but a bunch of wires and parts sitting in a box. Programming makes it work. Over the years computers have become smaller and more powerful, while programming became more sophisticated.

Years ago memory was expensive and the programming was relatively cheap. Now, memory is quite cheap. For many purposes the necessary programming either comes with the machine or can be purchased in a box or online.

For most people, a commonly available operating system and an office suite meet their needs. The operating system helps direct commands through the parts and wires, although there is a chip with some very low level programming on it that is part of the machine. The office suite has the programs or applications that allow business-type things to be done.
The most common operating systems are those in the Microsoft® Windows® line of products. These come with some useful applications and games. WordPad®, which comes with the Microsoft® Windows® operating systems, is sufficient for the word processing needs of many people who do not need a complicated office suite.

When you buy a computer, the operating system and its included applications are usually pre-loaded into the machine. Depending on the package that is purchased, other programs may come with the machine. There is likely to be a minimal office suite, such as Microsoft® Works®, a web browser and an e-mail program. These will be inexpensive, low end products, which may be adequate.

A business class office suite may cost a few hundred dollars depending upon what is included. A powerful database program will approximately double the cost of the office suite.

The required power and cost of the machine depends on how it will be used. Computer games with life-like graphics require powerful machines. Text only e-mail messaging can use inexpensive machines.

Many computers are connected together through something known as the Internet. Several services, such as the World Wide Web and e-mail, are delivered through the Internet. The Internet works through a complex addressing system so that messages can go where they are supposed to go. Any computer may or may not be connected to the Internet at any given time.

Connections to other than local computers, such as to the Internet, usually go through a commercial Internet Service Provider, or ISP, which connects to the Internet trunk lines. This connection could be through a school, government agency, business, or other organization instead. ISPs can be small neighborhood operations, large International concerns, or in between.

One should be a bit careful when using the Internet. While there is a lot of useful information available, there is also significant bad stuff. Attempts are made to scam people in various ways or to harm computers.

Hilton Kaufman serves as an Internet content provider and unit technical support person in the Illinois Department of Employment Security. Among his other duties, he designs interactive forms and assists people with the use of computer programs.

He is old enough to have seen room size computers that were programmed by inserting boards with plug in wiring. Yet he is familiar with much of the modern technology. For several years he has been writing articles for beginners on the use of computers, which have been published in computer user group newsletters.

Products Available For Review

The NOCCC is regularly sent copies of books or software by the publishers 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; or pick up the product in the lobby of Irvine Hall at the next NOCCC meeting. **Ted Littman, (714) 779-1936, reviews@noccc.org.**

Boxed Programs and CDs

Roxio Creator 2009 – This latest edition from Roxio/Sonic on a DVD provides even more capability to the well-known DVD-CD "burner." The previous edition, Easy Media Creator 10 Suite, was reviewed in the October issue of the Orange Bytes. The new program makes it easy for family members of every age and experience level to create awesome photo and video stories to share with family and friends—safely online and on DVD or Blu-ray Disc. MSRP=$100.

Books

PC Hardware
Build It. Fix It. Own It. A beginner's Guide to Building and Upgrading a PC – Que; Paul McFedries. MSRP=$30.
Easy Computer Basics, Windows Vista Ed. – Que; Michael Miller. MSRP=$22.

Operating Systems
New: Microsoft Windows Vista Media Center – If you used Vista Home Premium or Ultimate and are interested in the wide range of capabilities that Media Center offers, this book will put you in 7th heaven. By Mark Soper from Que. MSRP=$35.
Microsoft Windows Vista on Demand, 2nd Edition – This highly graphical, in color book by Steve Johnson, Perspection, Inc., includes MCAS Exam Objectives, was revised for SP1, and is one of the easiest to learn Vista. From Que, MSRP=$35.
Easy Microsoft Windows Vista, 2nd ed. – Another highly graphical book in color for beginners to learn the fundamentals of using Vista SP1. From Que, by Shelley O'Hara, MSRP=$22.
Networking with Microsoft Windows Vista – A complete beginner's guide to creating, configuring, administering, & using a small network of computers with the Vista operating system. From Que; MSRP=$40.
Creating Vista Gadgets – Sams; Rajesh Lal. MSRP=$35.

Office & Home Programs
New: The Complete Home Music Recording Starter Kit – This book + CD is authored by Buster Fayte and from Que. $35.
New: Office 2008 for the Mac on Demand – If you use this Microsoft suite on your Mac, this book by Steve Johnson should be of interest. From Que. MSRP=$30.
New: FileMaker Pro 10 In Depth – Written by Jesse Feiler & published by Que, this book covers the features of this powerful database system and is aimed at the FileMaker developer community. MSRP=$40.
Microsoft Office 2007 Live Lessons – This DVD contains 6+ hours of instructionswith over 50 lessons to teach you how to maximize your productivity in using the software. By J. Peter Bruzzese from Que. MSRP=$40.
Power Excel 2007 with Mr Excel Live Lessons – Que; Bill Jelen. MSRP=$40. DVD + Lesson Booklet.
Microsoft Office PowerPoint 2007 Complete Makeover Kit – From Que, includes a CD, MSRP=$30.

Internet
New: Google • pedia, 3rd Ed. – The ultimate Google resource by Michael Miller is all-encompassing with over 700 pages.. From Que. MSRP=$30.
Cloud Computing – Web-based applications that change the way you work and collaborate online. What it is, how it works, and who should use it. Authored by Michael Miller from Que. MSRP=$25.
Understanding AJAX – If you are already an experienced Web developer, this book by Joshua Eichorn, senior architect for Uversa, will show you exactly how to create rich, useable, Internet applications using AJAX. MSRP=$40.
Microsoft Expression Blend Unleashed – Sams; Brennon Williams. MSRP=$50. For developers of interactive Web & desktop applications; take graphical assets & blend them with functional .net code through the power of XAML and the WPF platform.
The Truth About Email Marketing – Everything you need to know to utilize this approach in your corporation or small business by Sims Jenkins from FT Press/Pearson. MSRP=$19.

Digital Photography & Design
New: Real World InDesign CS4 – This book covers the waterfront on Adobe's new design suite. Authored by Olav Kvorn & David Blatner, is is published by Peachpit Press. MSRP=$55.
New: Photoshop CS4 on Demand – Using a visually stunning format, Steve Johnson answers your questions on CS4. From Que. MSRP=$30.
Teach Yourself Photoshop Elements 6 in 24 Hours – Sams; Kate Binder. MSRP=$25.
Becoming a Digital Designer – A book from Wiley. MSRP=$35.
New: Packaging Sustainability – This Wiley book covers tools, systems, & strategies for innovative package design. $50.
New: The Graphic Designer's Guide to Portfolio Design – A useful book by Debbie Rose Myers for those interested in graphic design or multimedia. With sample portfolios and step-by-step instructions. From Wiley. MSRP=$45.

Security

New: Cyber Crime Fighters – Internet crime and how to protect your family by Felicia Donovan & Kristyn Bernier. From Que. MSRP=$22.

The New School of Internet Security – Security experts Adam Shostack & Andrew Stewart address the biggest, toughest problems and how to solve them. From Addison-Wesley, MSRP=$30.

dotCrime Manifesto – How to Stop Internet Crime – How to build a better, safer Internet by Phillip Hallam-Baker is from Addison Wesley, MSRP=$30.

Router Security Strategies, Securing IP Network Traffic Planes – From Cisco Press, this book by Gregg Schudel & David Smith, ehis book tells you how to segment and protect traffic in the data, control, management, and services planes. MSRP=$65.

The Craft of System Security – From Addison-Wesley, MSRP=$60.

Cisco Networking Simplified, 2nd Ed. – A comprehensive visual explanation of networking technologies from Cisco Press/Prentice Hall. MSRP=$40.

Network Security Fundamentals – An introduction to the key tools and technologies used to secure network access. From Cisco Press/Prentice-Hall; MSRP=$55.

CCIE Professional Development Network Security Technologies and Solutions – A comprehensive, all-in-one reference for Cisco network security – Authored by Yusuf Bhaiji, from Cisco Press, this 790-page hardcover book has an MSRP=$80.

The New School of Information Security – Addison-Wesley;Adam Shostack & Andrew Stewart. MSRP=$$30. Why critical problems exist & how to solve them.

Is it Safe? Protecting Your Computer, Your Business, and Yourself Online – Que; Michael Miller. MSRP=$25. Identity theft, data theft, Internet fraud, online surveillance, & Email scams.

Blown to Bits: Your Life, Liberty, and Happiness after the Digital Explosion – Addison-Wesley; Hal Albelson, Ken Ledeen, & Harry Lewis. MSRP=$26.

Cisco ASA, PIX, and FWSM Firewall Handbook, 2nd Ed. – From CISCO Press, MSRP=$60.

The Truth About Identity Theft – Everything you must know to protect yourself and your business by Jim Stickley from FT Press/Pearson. MSRP=$19.

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

The NOCCC Reviews Editor, Ted Littman, (714) 779-1936, reviews@noccc.org is often 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**

The NOCCC reserves the right to refuse to publish any 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.

# No Password Needed for Latest Web Orange Bytes

By Steven Breitbart, NOCCC

The latest posted issue of the Orange Bytes is now available on our website, http://www.noccc.org/bytes/index.html. The requirement for a user name and password has been removed. Older issues are also available.

Scientific Imaging with Photoshop

Review by Steven M. Breitbart, NOCCC

Scientific Imaging with Photoshop: Methods, Measurement, and Output is concerned with all aspects of what I know as *photomicrography* - taking photographs through the microscope. The book starts with chapters on "Visual Data and Ethics" and "General Guidelines for All Images" which is completely appropriate. In general, the book starts with obtaining the image to generating valid output on whatever output device is being used. By the way, let's get our terms correct, *microphotograph* means very small photograph, so don't use it when you mean photomicrograph.
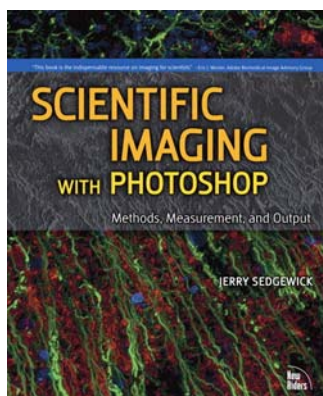
The book is written from the point of view of a biologist who needs to send photographs to a technical journal. Author guidelines from the journal do not always provide enough information for the scientist to get the images processed correctly. I know that biologists, medical researchers and similar types of scientists spend considerable time preparing and photographing their specimens. If an image in an article does not show the same details as in the laboratory, the impact of the technical article is diminished at best or, at worst, the article is almost useless to the readers. My field, material science, has it much easier. We mount our specimens in materials such as Bakelite or epoxy, grind and polish them and then chemically etch them if needed. We then examine what is known as the microstructure using a microscope.

The book is not for beginners; it assumes a familiarity with microscopy and digital photography. It will help if you need to send or receive photomicrographs or do measurements on them. Is the photomicrograph just to show that a feature exists, that is, a representative image, or will measurements need to be done on the image? If yes, what kind of measurements? Different types of adjustments are required, allowed or prohibited depending on the purpose of the image. For example, hypothetically, if you see yellow spots in your specimen in the microscope and write your article about the distribution of yellow spots, the photomicrographs you include must have yellow spots, not orange spots and not red spots. The author's point of view is that correcting the color is sometimes necessary.

Many other details are involved in obtaining a valid image. Topics such as correcting uneven illumination, gamma, color space in RGB (red, green, and blue used for monitors) versus CMYK (cyan, magenta, yellow, and black used for printing) formats, controlling glare and digitizing images using a flatbed scanner are covered. Flatbed scanners are still used because they have high resolution, even lighting, and an expanded dynamic range. Internet addresses for web sites that have useful tools for the microscopist are provided. Some of these are accessed from the author's web site, some from the publisher's and some tools are from other sources.

Each brand of microscope has differences in optics. Digital cameras purchased for these instruments are not typically consumer-level items; each manufacturer uses its own algorithms for collecting digitized data. Image analysis software may also have its own biases. What I suspect, but what is not clear from the book, is that one could standardize the workflow in any particular laboratory by using Photoshop to process all images consistently.

Photoshop CS3 or Photoshop Extended is needed to exactly follow some of the techniques described, but the book says that there are methods to accomplish the same results using earlier versions of Photoshop. (Photoshop Extended is a version which contains tools for conducting image analysis.)

When I went to the publisher's web site, www.peachpit.com/scientificimaging, I was able to register the book, and set up an account, but I was not able to download any of the "protected content" nor was I able to access the author's web site from their link. I was able to reach the author's web site, www.quickphotoshop.com, directly. He has the content all neatly packaged into one zip file, which contains a 56-page PDF file chock full of even more information.

I contacted the author via email about this extra material, and he replied in one day. You can't ask for a better response. So, if you buy the book and you want the additional information, download it from the author's web site, not the publisher's. Of course, you can still register the book at the publisher's web site, set up an account with them and they will send you an email containing coupons for additional purchases and a link to confirm the email address you used. The link takes you to their web site - for setting up an account (I could have played the game all day, but I had a review to write). I do not know if setting up an account is the same as joining the Peachpit Club. Please check the member benefits section of this newsletter for additional discounts.

There are enough varieties of microscopes, cameras and applications that yours may not be covered with much depth. The book provides the scientist or microscopist with an opportunity to learn about other methods and capabilities of photomicrography and of Photoshop that are not normally used. Learning new techniques may come in handy some day. One example that would be more applicable to the general public was a better way to convert a document to a PDF file.

I wonder how many labs actually teach their new students or employees any of this. If they don't, they should. I know that the instruction that came with the digital microscope cameras with which I am familiar did not even come close to this level of detail.

I found a few errors. At least one acronym, HDR, wasn't explained anywhere (I had to look elsewhere but HDR means High Dynamic Range). One of the figures which head every chapter was missing its scale bar. I also would have liked to see a few paragraphs on how some of this microscopy was done

before digital photography was used, you know, with film. Still, the book is thorough and will be useful if you take digital photographs through a microscope.

Scientific Imaging with Photoshop: Methods, Measurement, and Output. Written by Jerry Sedgewick. Published by New Riders, an "imprint" of Peachpit, a division of Pearson Education, Berkeley, California. Copyright 2008. 301 pages; MSRP $75.00. ISBN 0-321-51433-5 or ISBN 13-978-0-321-51433-2.

Virtual Honeypots: From Botnet Tracking to Intrusion Detection

By Robert Palmer, NOCCC – March 15, 2009

The audience for this book is people who are interested in ways to detect and analyze unwanted intrusions into their computers and networks; or for anyone who wants to get an idea about what goes on in the battle between intruders and their adversaries.

This is a fascinating book. It has something for most readers, except perhaps beginners. It has action (reviews and analyses of real-world intrusion events), and lessons on what to do (and what not to do) to detect and shut down various forms of computer attack. It gives you an overview of what is going on in the world of computer attack and defense.
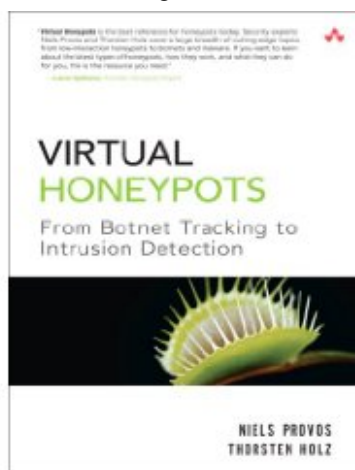
The book starts by explaining the TCP/IP protocols which underlie Internet and network communication. It then defines terms (What is a oneypot?; what is a tar pit?; what are the variations?), and identifies some of the analytical tools used with Honeypots. A Honeypot is basically a computer, or special software, designed to "attract" potential attackers, and keep their interest long enough to allow the operator of the Honeypot to analyze how the attack is carried out. A tar pit has a similar purpose, but works by slowing down the attack to a crawl.

The authors then go into more detailed chapters about the various kinds of Honeypots (nepenthes, physical, virtual, high-interacting, low-interacting, and hybrid systems), what they are good for, what their weaknesses are, and the best analytical tools to use with them are. They identify many specific kinds of Honeypots by name, show where to get them, and how to basically set them up. Many of these examples are set up on Linux-based computers simulating Windows-based computers because they are easier to keep secure than a real Windows box.

Many intruders look for computers with known weaknesses; others look for computers with weaknesses not well known yet. They try to penetrate these systems to gain valuable information, or just to use the computer as a base for spam or other exploits like taking over still more computers. Skilled intruders identify Honeypots in the same way that honeypots can identify intruders. It turns out that there is a "war" going on. Each side is developing tools to identify and neutralize the other side. This was the most interesting part of the book for me. This "war" is not for the faint of heart or the amateur Honeypot operator. If you don't know what you are doing, the attacker can take over your computer, and use it against other computers! Certain types of Honeypot (mostly highly interacting ones) are dangerous to use unless you really know what you are doing. The lesson I took away from this is "find a mentor if you want to experiment with Honeypots."

There is much more to this book. There are many case studies at the end, tips for tracking botnets (compromised computers linked together into ad hoc networks for nefarious purposes), and more information on analytical techniques. The detail is almost overwhelming. Most of the examples given are not bleeding edge, because the "bad guys" are also going to read this book, and they shouldn't learn too much from it. Better Honeypots are on the way, but so are better exploits. The book gives you a good overview about what is going on in the battle between intruders and defenders. You need to be aware of it, even if you can't join the battle. If you can join, start building Honeypots.

Buyers of the book get an access code to the Safari Books Online web edition of this book for 45 days. The Web edition is searchable.

Authored by Niels Provos & Thorsten Holz. Published by Addison-Wesley Pearson Education. Paperback. ISBN number 978-0-321-33632-3. Copyrighted 2008 by Niels Provos. 440 Pages. Published July 16, 2007.

List Price $49.99. (See Membership Benefits Page in this newsletter for 35% discount available. Also available at amazon.com for about $32.)

For more information visit these web sites:
http://www.informit.com/store/product.aspx?isbn=9780321336323
http://www.awprofessional.com

Adobe Photoshop CS4 on Demand Is a Handy Reference

Review by John F. Donan, NOCCC

Photoshop can be obtained stand alone or as a member of a ten-family suite. Either way, the program is so extensive that its frequent revisions cause the casual user such as myself to spend as much time digesting changes as putting it to use. This time, I intend to learn Photoshop CS4 (4 months old) early. My plan is to get busy with some of the new Photoshop CS4 books. Having "CS4" in the title does not mean they necessarily address the changes. (I have just returned a book which made no mention of such changes.) This book does and with a **(New!)** in red in the associated text. I found 79 such identifications. It is difficult to page through the book to find them so the **(New!)** is also placed in the Table of Contents depicting the subject areas where they occur.

I am chagrined, to have just found the "On Demand" series of books which apply to at least ten programs of both Adobe and Microsoft. The Photoshop books go back to at least CS2 and seem organized identically from my observation. I purchased Adobe Photoshop CS3 on Demand and Adobe Illustrator CS4 on Demand to make this comparison

These books are formatted differently from the usual Photoshop book which results in their slogan "What You Need, When You Need It" consistent with their presenting independent chunks of information rather than having the reader get lost or having to read long passages in order to go through use of one of the tools while progressing step-by-step through the author's example of a project. Another description of the book which I found was for those who would rather be shown how than told how." For those who want it, there is an eighteen-page workshop section in the back of the book holding seven projects. There is also a DVD available through www.perspective.com with more.

 The book presents the information about its topics on (at most) two facing pages always containing an introduction-and-explanation piece of text covering the subject, The information is then presented on a numbered-by-step basis making it easy for the reader to follow along on the computer should he desire. This is accompanied by screenshots which are large and in full color. Where it applies, a step in the instructions is labeled by its number on the screenshot. Tips and important notes are set aside in pull-out boxes There are also alerts in color with italicized text amongst the pages signifying: **IMPORTANT, TIMESAVER, TROUBLE?** and **See Also**.

One thing that this book does is clearly indicate what issues are relevant to those seeking to become Adobe Certified Experts. Under the heading of each page, when relevant to ACE, the little Adobe Certified Expert insignia is present. These correlate to a four-page (70 topic) section in the back giving all pages related to each of these topics, As an example, for the topic with the tabular identification 1.6 has under its Skill heading: The knowledge expected (topic) is "Explain the advantages of and when you would use 32-bit, 16-bit and 8-bit images. Pages referenced are **18-19, 168-169**.

It has been suggested that the same means to highlight information could have been used relating to those things that are new to the current version of Photoshop. The only difference I see in the two is that ACE comments are directed to a specific objective. Information alerts for the rest of us the alerts are more general, e.g., on page 10, *Working with Photoshop Tools*, they appear identifying the seven new tools now in CS4 and in the text on the same page one precedes this statement, " **(New).** Rather than go back to the toolbox when you want to switch tools, just hold down the shortcut letter key for the new tool, use the tool, and then let go of the shortcut key and you'll be back using the first tool." There are four pages (521 to 524) presenting a compilation of 27 changes, (New!), due to CS4 with description. Related pages are depicted. For the topic "New Panels (Palettes are now called Panels), 16 related pages are identified.

There will be omissions as Photoshop is so overwhelming and every book is quite finite. When I acquired this book, I had just left a SIG where two Photoshop actions were new information, one for the presenter and one for me. It had never occurred to me to manipulate Curves using the arrow keys. The presenter was unaware that an Alt-Click on a Layer Mask would bring up its presentation full screen. With these issues fresh in my mind I attempted to spot related facts in the book but with no luck. Maybe or maybe not the author was equally unfamiliar. Regardless, I consider the book to be an excellent handbook type reference. It compares to the garden variety Photoshop books as a dictionary would compare to a book which helps to improve one's vocabulary.

I am using this book to find things I had lost track of, or I had somehow overlooked or missed. As a case in point, I have used the shortcut keys Shift-Ctrl-M to call up Shadow/Highlight which I frequently use for quickly correcting problems of over exposed or under exposed parts of an image, The sequence to otherwise call this up is point to and mouse-click the Image menu, then point and mouse-click Adjustments; finally point to and mouse-click Shadow/Highlights. It had been sitting right under my nose in the Edit Menu as Keyboard Shortcuts. Once there you can also highlight the menu item. An illustration of my belated success is shown in the figure below. There were a couple of facts cited here worth noting: "According to several time-and- motion studies, using shortcut keys can actually save
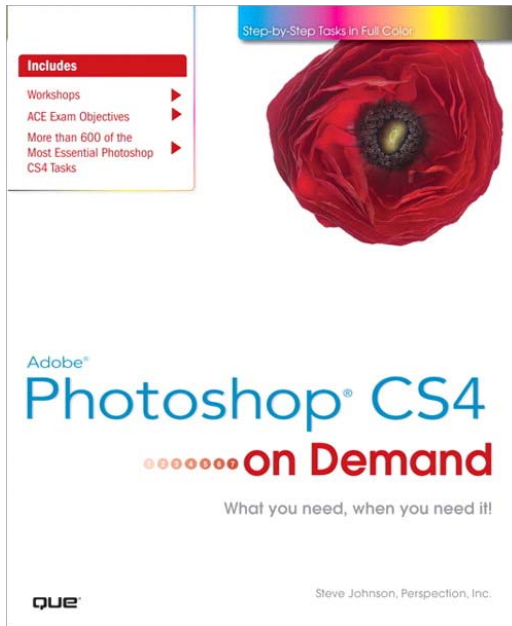
a computer user 1 hour out of every 8-hour work day." and "A recent study in the American Medical Journal suggests that the use of shortcut keys significantly cuts down on repetitive stress, and reduces instances of carpel tunnel syndrome."
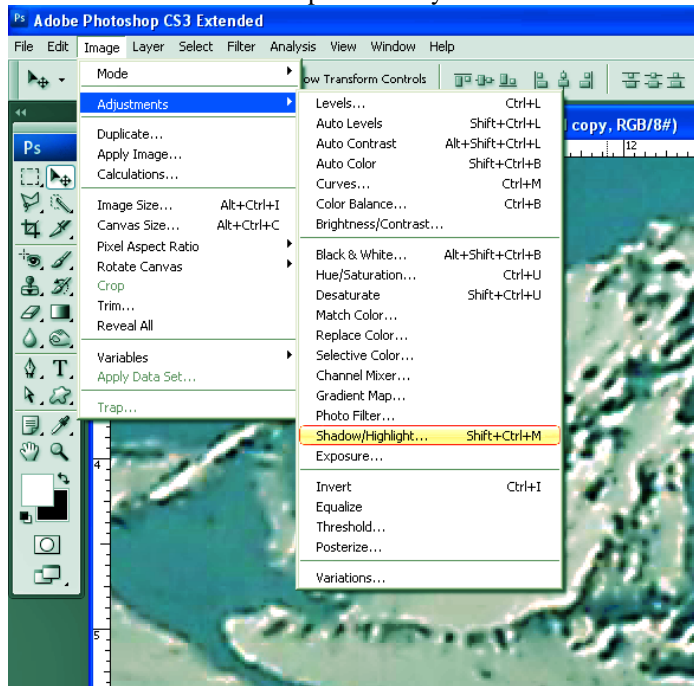
This is a book of 554 pages (with 24 pages of index, always a measure of value for me), nineteen chapters and reads like a tip sheet. It is 7.48 x 9.12 x 0.93 in, paperback with ISBN: 9780789738356, retail price is $29.99, and it is published by (Que) Pearson/Macmillan Technical Publishing. NOCCC members can buy it from the publisher at a discount – See Membership Benefits in this newsletter.

It is authored by Steve Johnson, Perspection, Inc. Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively. Steve Johnson has written more than 20 books on a variety of computer software. Steve founded Perspection, Inc. For me the book will be a continual reference; your needs may differ.

Some minds are like concrete: thoroughly mixed up and permanently set.

This is a montage of the photos taken by Jim Sanders at the presentation by Mark Carter. The written highlights were not provided by press time. If they are received, we will publish them in the next issue of the Bytes.

You can read Mark's presentation overview and other comments elsewhere in this issue of your newsletter.

Static –
HTML – CSS - DHTML (CSS separates content from presentation)
Client Side Scripting
JavaScript

Dynamic –
HTML – CSS - JavaScript - DHTML
Database Connectivity
Included Content
Server Side Scripting
ASP / VBScript - ASP.NET - PHP
Programming Languages & Scripts / Problem With ASP

Static or Dynamic –
Asynchronous Scripting
AJAX
exploits the XMLHttpRequest Object

Fee structure, WYSIWYG editing, store front, payment processing.

- **ETSY** might be a good fit for creative people who want to sell one of a kind or hand made items. There is a fee structure. They offer a WYSIWYG interface with minimal customization.
- **CafePress** for artwork - photography – drawings that you want to put on their T shirts, coffee mugs, hats, stationary, and much more. This is a vehicle to sell your designs utilizing their basic product line.
- **Amazon.com** will allow you to sell anything that is legal for a flat fee of $40 per month and a per item sold fee.

<u>Some</u> of April's Opportunity Drawing Winners
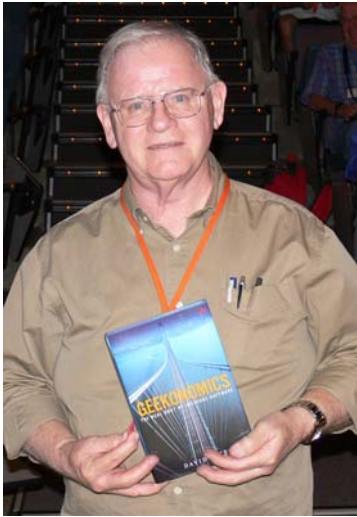
Bob Dickson
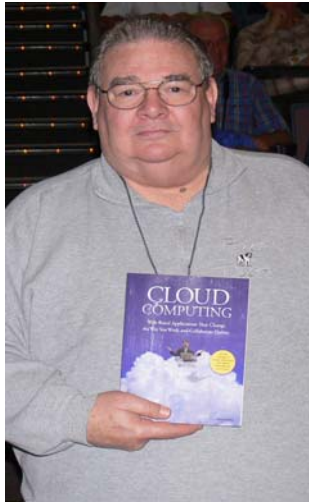
Bill Van Horn

Dallas Hazleton

Helen Phillips
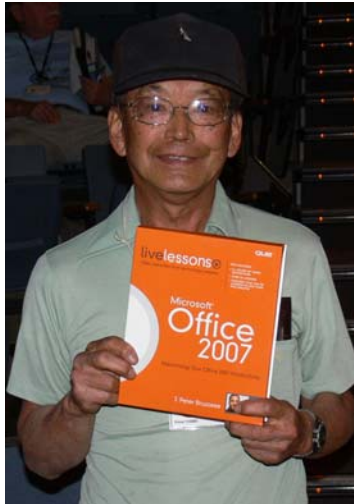
Kaz Adachi
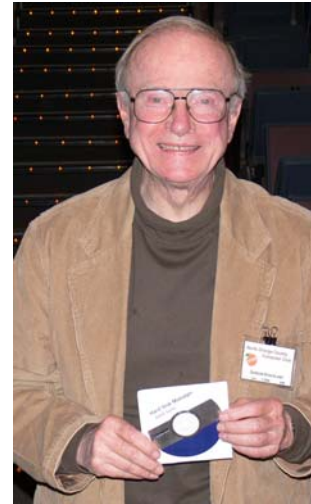
Gordon Strickland
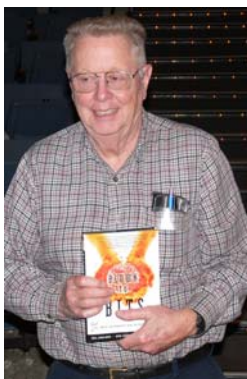
Prentiss Robinson
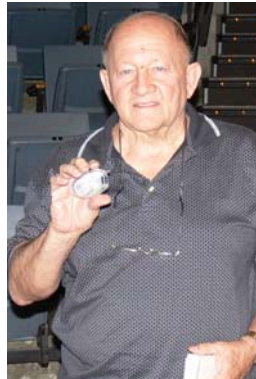
Gerry Resch

Mike Voegtli

Photos by Jim Sanders, NOCCC

Digital Photography SIG

By Larry Klees, SIG Leader

Last Month

Last month was devoted to Workflow. There were so many questions that we barely covered the topic. Basically it goes as follows.

"Pillage then burn" would be your workflow if your name is Hagar and you're looting coastal villages. If you burn first, there is nothing left to pillage later. That would be bad workflow. Proper workflow is good. Everybody uses workflow – even 1½ year-old bird brains. A scrub jay who allows me to share his yard and offer him food, quickly figured out that it's better to take the worms first and then the peanut; because if he first takes the peanut (which he must hide), the worms may not be there when he returns.

Workflow can be very different from one digital photographer to another. It may consist of simply removing the memory card from a point & shoot camera, placing it in the slot of the "Print Image Matching" photo printer, and pushing the button to receive finished color corrected 4" x 6" prints. On the other hand it can be a lengthy drawn-out multi-path process.

If you are a digital photographer, the most important thing to note about workflow is that any effort you expend on it will pay off in spades Workflow is equally essential to amateur and professional photographers. The amateur wants to avoid drudge work and love photography, while the pro wants to keep the profit margin up. Some unplanned photo shoots and especially those that are planned can produce dozens if not hundreds of photographs which will generate enormous amounts of work. Attention to workflow helps amateurs and pros alike by reducing the work required to meet their goals.

The following will demonstrate some of the workflows I currently use to aid my own photography.

For special projects (visits to submarines, car shows, pelican hunts, etc.), I like to use my SLR with special lenses and I shoot in RAW format. This affords maximum versatility and image quality, but the camera with lens weighs between two & four pounds. I actually take more pictures with my point and shoot. Although it can only go from slightly wide angle to slightly telephoto and only has JPG format files; it only weighs 6.6 Oz.

and fits in my shirt pocket. This allows me to take it almost all of the time & everywhere I go. There are a variety of reasons for choosing one camera or the other and there are many factors that affect my workflow; but one of the primary impacts on my workflow is which of these cameras I use.

Because its workflow is shorter, I'll only talk about the point & shoot. With its more limited range of focal lengths and lighting capabilities the photos it takes are more normal and require no special handling.

STEP 1) After snapping the picture, save the original *master* JPG file on the computer.

STEP 2) Open the file in your favorite software, change the file name and save it as a *full resolution copy*. This protects the original file from alteration. Now you can then add keywords, adjust the exposure, contrast, & color. Do not do any sharpening or cropping. These actions are destructive and must be customized for the final use of the file.

STEP 3) When you know if the file is going to be printed, published, placed on the Internet, or turned into a slide show, etc. you can resample & size it, crop it, and sharpen it exactly as required for that use; and save the *final version*.

Note that this is about the shortest version of workflow that I have and it has produced three different file names for the same picture; and that's if I only use one version (which rarely happens). One of the important parts of my workflow is naming my photo files. The ONLY scheme that has worked for me is to be sure that the file name contains the date the photo was taken + a unique number for that day. Many cameras can name files this way automatically and if you use the YYYYMMDD format, sorting in chronologic order becomes a breeze. It also makes appending versions sensible and straight forward. It does, however, create file names that are meaningless for most other purposes. For example this photo —


has this name — 20080901_2805_LNK2991c.jpg which is not very descriptive; but it will be easy to sort and will keep multiple versions and formats together.

As for the non-descriptive name, that's where your filing system and keywords come in. A filings system that has worked well

for me has been adapted from disks of clipart. I have a photo directory with sub directories like Animals, Architecture, People, Plants, Special Occasions, Transportation, Etc. Under Special Occasions, I have Birthdays, Graduations, Holidays, Weddings, etc. The above photo is this directory which makes it easy to locate even with the non-descriptive name.


The file name was created by the camera and three different pieces of software used by my workflow. There is not enough space here to describe the entire process but please note the 20080901 YYYYMMDD format and the version "c" appended to the end.
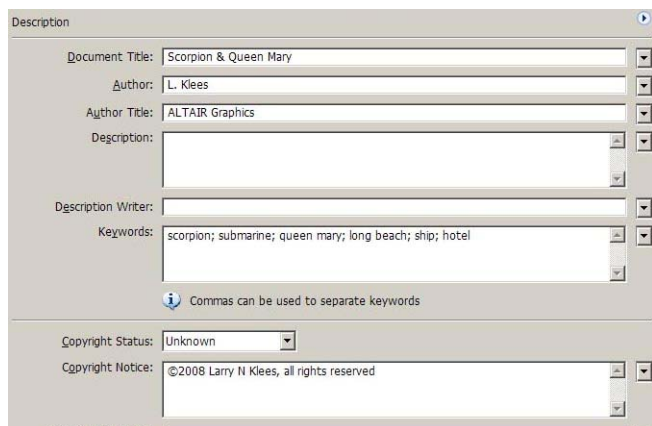
Also please note that better software allows adding of key words to the photo. These are stored in meta data which is stored in the EXIF information that can be part of JPG, TIF, or Adobe files.

If I hadn't been able to locate the desired photo through my filing system, typing ^F (for find) within Adobe Bridge using the key words "submarine" & "hotel" leads me right to it.
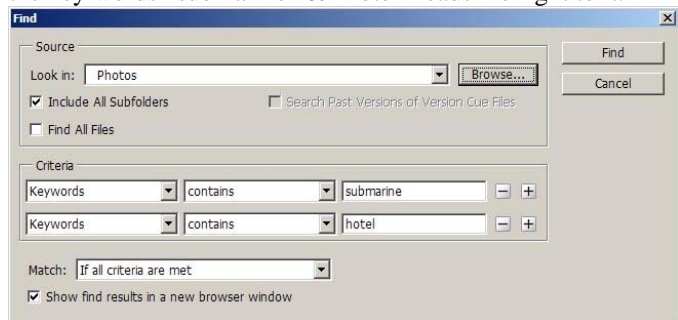
This meta data is becoming increasingly common is image software and Internet applications.

As you can see, just the 'naming and storing the file part of *STEP 1)* can be quite involved. However, with the proper software it is highly automated and easy to do; and it will save enormous amounts of labor. The same is true for each part of each of the three steps listed, and this is a short workflow.

The workflow that works best for you must be developed by you. If this seems intimidating, do not fear. It needn't be implemented all at once, and it is guaranteed to be worth the effort.

At the May Meeting
Steve Breitbart sent me some truly amazing photos he's located on the Internet. Some look too sensational to be real. We will discuss the good and bad points of these, what makes them good, and how they were taken. If they seem faked, we will try and figure out how.

This is a trick photo taken by me; but the tricks weren't done in PhotoShop.

Pointing Flame

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

> **You can tell how big a person is by what it takes to discourage him.**

Understanding Operating Systems

Charlie Moore, SIG Leader

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

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

Microsoft Access

Bob Dickson, SIG Leader

We had a good session in the Access SIG for April although the display unit didn't work. Hopefully, that will be fixed for our May session. We had some good questions about queries that I have some homework to do.

We will get into that topic in the May session and see if we can help answer some questions that a new participant raised. Love that involvement! We will also review building templates and making modifications so you can customize the template to your particular need. And any other question you may have. Hope to see you in May in the Access SIG.

This SIG meets in Science 109 at 10:30 a.m.

PC Q&A SIGs

By Jim Sanders, SIG Leader

A considerable amount of time was spent on Google at the April meeting for the PC Q&A SIGs. There are a large number of reasons why that should be true and I will touch on a couple that I find interesting. It seems like there are a Zillion Web sites available to look at today. Almost everybody knows the big names that you can go to for various pieces of information or entertainment, but finding some of the less well known yet interesting web sites can be a little bit more of a challenge. Of course, you can cheat and go to a commercial web site such as stumbleupon.com; but, I find it more fun to create my own unusual path. To give you one example: first think of a color, then a material, and then an object made with that color of material. Place those three words inside of quotation marks in the Google home page search line and click on Google search. I will give you one that I tried; "orange plastic hat" and if you add one additional word to the search line, Nigeria, it will take you to one that I thought was both interesting and funny considering the motorcycle helmet law in California.

This group of websites was found as a result of doing a search for "third room" and picking entries that caught my eye:
http://www.subgenius.com/bigfist/pics10/HI3tn/_first-room-third-room.html
http://revver.com/video/491860/the-third-room/
http://www.museum119.cz/tour/room_III_p1.htm (this takes you to a world war two museum about some of the air battles in its locality.) While poking around the museum pages I came across this site: **http://forum.12oclockhigh.net/showthread.php?t=1067** That site listed these sites to go to for additional info:
http://www.bomber-command.info/HaliRaidLoss.htm
http://www.bomber-command.info/LancRaidLoss.htm
http://www.bomber-command.info/sitemapaircraft.htm

Once I was at the http://www.bomber-command.info, I looked up the date for the raid mentioned at the museum but quickly discovered that this site was for English aircraft and the museum was about some American bomber raids. Still, the information that was provided on the site was rather interesting. In particular, the number of planes that were sent out on a raid and the number of losses for the raid. And thumbing through different pages for different months I came across this one: http://www.bomber-command.info/haliraidapr44.htm.

On the date listed as 27/04/44, there was a raid to Montzen where 120 bombers were sent out and they lost 14 of them. As I had no idea where Montzen was, I did a Google search on: air raid Montzen April 27, 1944. Not only did I find out where Montzen was located, but why the target was important and what actually happened on the raid. Not to mention a side trip to look up what the heck a Mosquito bomber was.

As I was already looking at a map of Europe, I decided that I would take a closer look at Paris, France and see if I remembered some of the places that I have been. I entered: Eiffel Tower, Paris, France on the Google maps page. That brought up a zoomed in map of that section of Paris. The next section is commentary about the feature of local maps that far too few people are aware of, called Street View. Sitting on top of the + sign at the top of the zoom slider is the figure of a small man. If you click and hold on the man and use the mouse to move the man to a position on the map, all of a sudden a lot of blue lines will appear. This indicates the areas where Google has had its camera car cover the area and take 360° photos of that section of wherever you are at. A very major difference between street view there and street view in most U.S. cities is that the photos are of substantially higher resolution. By that I mean you can choose to zoom in up to three times and the quality of the photo is still pretty good. When the photo first appears, half of the display screen is photo and the lower half is the map representation. The top left corner of the map representation window has a blue arrow that you can click on to reduce the map portion to a very small section. Once you have learned to navigate using the arrows that are superimposed on the photo, you can change your point of view by 50 to 100ft. at a time. For much larger movements it is best to actually click on the man again and reposition him to a different location on the street map. By placing the cursor somewhere on the picture and doing a left click and hold and then dragging the cursor, you can change what you are looking at in either the horizontal or

vertical plane. In addition, in the upper right hand corner of the photos that you see from street view, you will find a thumbnail that is labeled User Photos.

If you click on that thumbnail, a band of thumbnails will appear across the top of the screen that represent photos taken by other tourists, or people (your choice) when they were visiting that area. In the case of the really popular sites such as the Eiffel tower, if you place the mouse cursor slightly to the left of the original thumbnail, even more user pictures will scroll out to the left. For legal reasons, Google has had to blur out most faces in its photos, but for whatever reason, that is not true of the user photos. At the SIG I displayed this feature for Florence, Italy. The main point here is that whether you stick strictly with the street level view that Google provides, or you make use of the User Photos as well, you can use your computer to be one fantastic arm chair tourist. You can see nooks and crannies of cities that would be impossible to find as the average tourist with only a few days available. Check it out; I think you'll be amazed.

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.

Linux SIGs

Bob Ray, SIG Leader

You all come if you want to learn about Linux or share your experiences with other users. It is sure to be interesting and useful whether you are a beginner or more advanced user of Linux.

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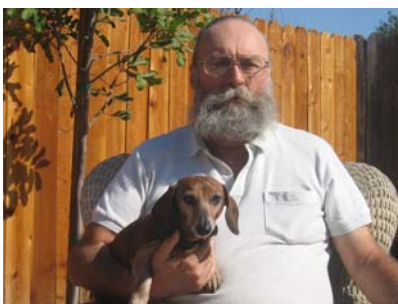
Microsoft Office SIG

Tia Christian, SIG Leader

These sessions are an open forum for problems incurred using Microsoft **Word**, **Excel**, and **Outlook** and their resolutions. During these SIG sessions, topics have been discussed on creating Labels in Word and exporting to Excel and printing them. Primary session topics have been the upgrade from Microsoft Office 2003 to Microsoft Office 2007, in addition to the requirements for installation of

Microsoft Office 2007 from Microsoft Office 2003; using add – In; e-mail compatibility issues from Microsoft Office 2003 to Microsoft Office 2007 Word, Excel, and Outlook; and PowerPoint products; installation requirements for installing Microsoft Office 2007 on Windows XP as well as Vista 2007; PowerPoint compatibility issues on PowerPoint 2003 slide presentation consisting of an AVI; file viewing the PowerPoint 2003 slide

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

Visual Programming

Anson Chapman, SIG Leader

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

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

Visual Basic for Applications
New SIG

Bob Dickson, SIG Leader

The standard MS Office applications have a lot of features built in that make them extremely useful, well worth the cost. Most people use only a fraction of the power in the standard application. However, sometimes you get really into an application and are really using it and then come to a situation where there's something special you want to do and you just can't find a way to do it with any regular feature. That's when you open the VBA window: visual basic for applications. This amounts to raising the hood and tinkering with the engine. It gets you into actual programming where you give commands to the computer and make it FLY. In this opening session, we'll work with VBA in Access (as a follow-on to the Access SIG). Later on we'll see how VBA works in other MS Office applications. Come in and take a peek. I think you'll find it interesting and certainly useful.

We'll follow the Access SIG in Science 109 at noon to 1:30. and get out in time to attend the main meeting.

Pig SIG Open to All

Meet us outside Irvine Hall from about noon to 12:30 p.m. Usually, there is also a buffet lunch and snack bars open in Argyros Hall. 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. See ya there!

Free coffee at May meeting!

Upcoming Computer Shows

By Steven Breitbart, NOCCC

Here is a list of all the computer related shows I found for March to June 2009. By all means, send me information on other shows - and check these web sites before you go.

West Coast Expos Computer Fair (lacomputerfair.com)
> Fairplex in Pomona
>> April 25 and 26, 2009
>> May 16 and 17, 2009
>> June 20 and 21, 2009

Bagnall's Camera Expo (www.cameraexpo.com)
> Brookhurst Community Center in Anaheim
>> June 21, 2009
>> The show will be on the third Sunday of every other month

Hyperactive-ACP Computer Show
(**http://www.swapmeetbyhyperactive.com/**)
> Hyperactive Computers Parking Lot, Santa Ana,
>> May 31, 2009
>> July 26, 2009

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**. A map of the Chapman University campus is also available at **www.chapman.edu/map/map.pdf**.

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

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

On Sundays, Inland Empire-Orange County Line trains 857 and 859 leave San Bernardino destined for Orange County at 7:30 am and 8:55 am. For the return trip, trains 858 and 860 leave nearby Orange Metrolink at 2:50 pm and 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.
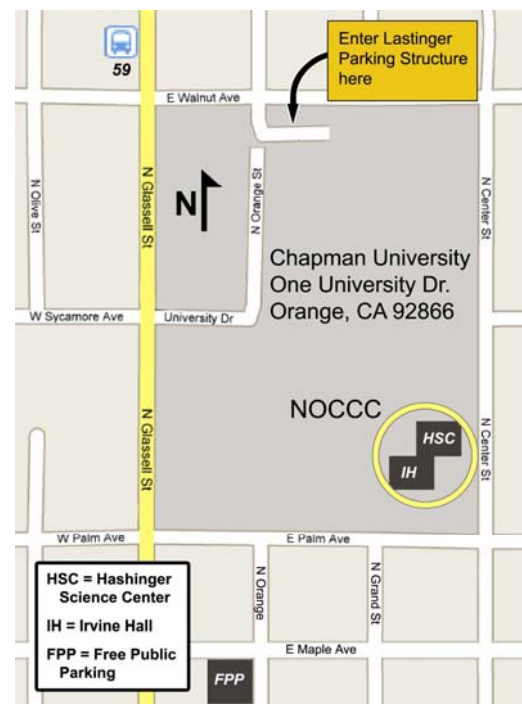
April 6, 2009
Board Meeting Minutes

The NOCCC Board Meeting was held at Jim Sanders residence. Jim Sanders, NOCCC President, called the meeting to order at 7:30 pm on Monday, April 6, 2009. Also in attendance were: John Heenan, Ted Littman, Steven Breitbart, Mary Cornett, Dallas Hazleton, Chuck Hower, Gerry Resch, Richard Miller, Robert Love, Tom Feeley and NOCCC members Jim Morrison and SIG leader Tia Williams. Note: Len Prince is still recuperating from the fall he suffered at home following his hospitalization and did not attend.

Secretary's Report: by Mary Cornett: Richard Miller made a motion to accept the Secretary's Report as printed in the April Bytes; it was seconded by Robert Love and approved by all in attendance.

Treasurer's Report: by John Heenan: The only meeting day expense was $46.84 for the April meeting free coffee & donuts. Income was dues $155, Raffle $43, and Consignment Table $43. Total income after expenses was $167.56.

Membership Report: Regular 247, Family 7, Newsletter 13, Total of 267 Members as of April 5, 2009.

The 10:30am Beginners PC Q&A and the 12:30pm PC Q&A were both conducted by Jim Sanders. Jim answered attendee

questions in both sessions.

Main Meeting speaker on April 5, 2009 was Mark Carter. Mark spoke for one hour on Web pages for setting up a Business including selecting Web Name, various expenses, things to avoid, products, services, and methods of payment. Afterwards, Mark's Question & Answer session ran about ½ hour. Jim Sanders and Board Members felt it went well with a lot of information on building a Web site. We had a good turn-out with approximately 50 attendees.

Opening & Closing: Bob Dickson did the setup for the Free Coffee & Donuts. Bob purchased extra donuts to help celebrate our 33 years of NOCCC. The clean up went well.

Report on General Meeting: Tia Williams took the minutes for the April 5th main meeting.

Next Scheduled Meetings: The next Main Meeting will be May 3rd. **Speaker:** Mark Carter will speak on Web Pages for Individuals, Shopping Carts, & Prices. The next Board Meeting will be on May 4th.

Committee Reports:

Programs: May 3rd Mark Carter will be doing the 2nd presentation on Individual Websites. Jim Sanders will contact the Secretary at Chapman re Contract renewal, future meeting dates, and our annual donations. The Board discussed in detail possibilities for future topics and speakers. Jim suggested some members could talk regarding their own computer experiences. Jim asked Gerry Resch to consider speaking at a Main Meeting on Google.

Publications: Ted Littman needs to receive the inputs in early for the May Bytes.   The post office now has a new machine that will handle the previous problem of printing the Bytes back page with the current label format on the orange color stock. That should resolve any future mailing problems.

Reviews: Four book reviews from NOCCC members were received for the May Bytes. Three books were taken out for review April 4th.

Public Relations: Mary Cornett, wrote an ad to advertise NOCCC's Sunday meeting dates to appear in the **Orange County Register** in the Local Section, under "Our Towns: Central" and under "Orange."   The Register will publish it prior to our meetings Mon-Sat, as space allows. The Board discussed several ways of getting the word out to spread the word about our NOCCC club, to get some extra help in certain positions and bring in more members with fresh ideas. A sub-committee of three Board Members volunteered; they are   Mary Cornett, Jim Morrison, and Richard Miller. We will be talking to local people and possibly some of Chapman's instructors in the Computer Tech Dept. We will discuss when, where to meet, and how to further publicize our club and possibly advertise in some new areas.

Raffle: Gerry Resch sold $43.00 in Raffle tickets. The Board discussed Gerry allowing Richard Miller to sell Raffle tickets when we have a Consignment Table set up for persons that do not wish to walk down the steps in the auditorium

SIG's: Jim Sanders discussed the present SIG's and some future possibilities. Jim said starting May 2009, Ed Schwartz will start a new SIG for us called "Beginner's Digital Photography." It will be at 9:00 am in Science 109. The Board decided to drop the Visual Programming SIG since the SIG leader has not attended for a number of months. Ted said Bob Dickson is interested in starting a Visual Basic SIG.

Old Business: Jim will write to a Verizon corporate executive regarding the "no show" of a promised speaker from one of their local stores at our March 1, 2009 Main Meeting.   Jim said that he will order a replacement sound system for use in Irving Hall. The upcoming election slate was discussed. Several Board members will not continue or prefer serving in different positions.

New Business: John suggested that one raffle prize be a ticket for a "Special surprise drawing." NOCCC Elections will be held at the June 2009 meeting and we have a few open positions.   Jim will contact Jim Peugh and/or others regarding fixing the NOCCC Web site or creating a new one, for a fee, if necessary. The Board discussed the web site and methods of updating. Ted said, among other things that we need to have the obsolete pages removed if it isn't practical to update them. Steven Breitbart moved that we adjourn the meeting with all present in approval.

We adjourned the meeting at 9:50pm.

Report by Mary Cornett, NOCCC Secretary.

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.

Membership Level ($)	1 Year	3 Years
Individual Member	35	90
Each Additional Family Member	15	45
College Student	20	
High School Student	15	
Business Member + Ad (Business Card)	180	
Business Member + Ad (¼ Page, ½ Page)	465 , 800	
Business Member + Ad (Full Page)	1,475	
Membership Donations ($)		
Contributing Member	75	
Supporting Member	100	
Advocate Member	250	
Patron Member	500	

NOCCC Bylaws Revised

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

SIG Leaders Needed

We would like to expand our Special Interest Group topics to include:

- Computer Aided Investing
- Home Automation
- PC Hardware Essentials
- Internet and the World Wide Web
- Computer Security
- Genealogy 101

If you have knowledge of and an interest in any of these areas, please consider leading a SIG. If these topics are not your area of expertise, feel free to suggest a topic. Contact Jim Sanders, the President of the NOCCC, with your SIG ideas.

> **Opportunity may knock once, but temptation bangs on your front door forever.**

NOCCC Elections at the June 2009 Main Meeting

Please consider becoming more involved in running the NOCCC. **During the June 2009 meeting we will be holding our annual elections.** All positions on the NOCCC Executive Board are to be filled. While mostly taken from the Bylaws, the summary below is not all-inclusive.

NOCCC Executive Board

The NOCCC Executive Board "subject to the limitations of those bylaws, shall debate, establish, amend, and update the policies for all the affairs and business of the NOCCC."

"The Board shall concern itself with the disbursement of all NOCCC moneys. The Board shall consider the budget and such additional expenditure requests as are submitted by the president, and shall authorize such expenditures as it considers wise and appropriate."

The NOCCC Executive Board is made up of four officers, eight elected directors, and ex-officio members. There are four officers of the club: President, Vice-President, Secretary and Treasurer.

Duties of the President include:
- Represent the NOCCC to the community as the chief executive officer.
- Set the agenda for and presides at all general meetings of the club.
- Set the agenda for and presides at all meetings of the NOCCC Executive Board.
- Appoint members to chair all standing and special committees and appointed positions.
- Receive, on behalf of the NOCCC, all contributions to the club.

Duties of the Vice-President include:
- Assume the duties of the president in the president's absence.
- Assume special duties as may be directed by the president.

Duties of the Secretary include:
- Establish and maintain a record of all NOCCC correspondence, and attend to correspondence as directed by the president or the Executive Board.
- Establish and maintain records of the proceedings of all regular and special general meetings, and of the Executive Board meetings.
- Establish and maintain a record of all real or personal property acquired by the NOCCC and cause said property to be permanently identified as property of the NOCCC.

Duties of the Treasurer include:
- Receive and deposit into the NOCCC accounts all moneys received.

- Establish and maintain an accurate journal of all receipts and disbursements of NOCCC money.
- Report at the regular general meetings a summary of the financial status of the NOCCC.
- Suggest, if appropriate, to the Executive Board that an audit be made and reported to the general membership.

Elected Directors
- The eight elected directors are on the Executive Board and, along with the four officers, address any issue that comes before the Board.

Ex-officio members of the Executive Board
- Ex-officio members of the Executive Board are the immediate past president, editor of the club newsletter and the webmaster. Editor & webmaster are appointed by the President.

Other Appointed Positions

These positions are Membership Chairman, Reviews Editor, Public Relations, Business Solicitations/Lecture Series, Classified Advertising for Members, Commercial Advertising, and Programs/Speakers Coordinator. Contact the current club President if you are interested in any of these positions

Current Slate for NOCCC Elections

By Steven Breitbart, NOCCC

President: Jim Sanders
Vice President: Jim Morrison
Treasurer: John Heenan
Secretary: Ted Littman

Director: Steven Breitbart
Director: Tia Christian
Director: Mary Cornett
Director: Bob Dickson
Director: Dallas Hazelton
Director: Robert Love
Director: Richard Miller
Director: Gerry Resch

Four appointed positions have volunteers:
- ❖ **Raffle Leader: Gerry Resch**
- ❖ **Reviews Editor/Pubs Chairman: Ted Littman**
- ❖ **Public Relations: Mary Cornett**
- ❖ **Consignment Table: Richard Miller**

Nominations will be open at the June main meeting elections.

Printed by: Creative Technology

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

Don't let your worries get the best of you; remember, Moses started out as a basket case.

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:
http://www.noccc.org

Send e-mail address changes to 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_____
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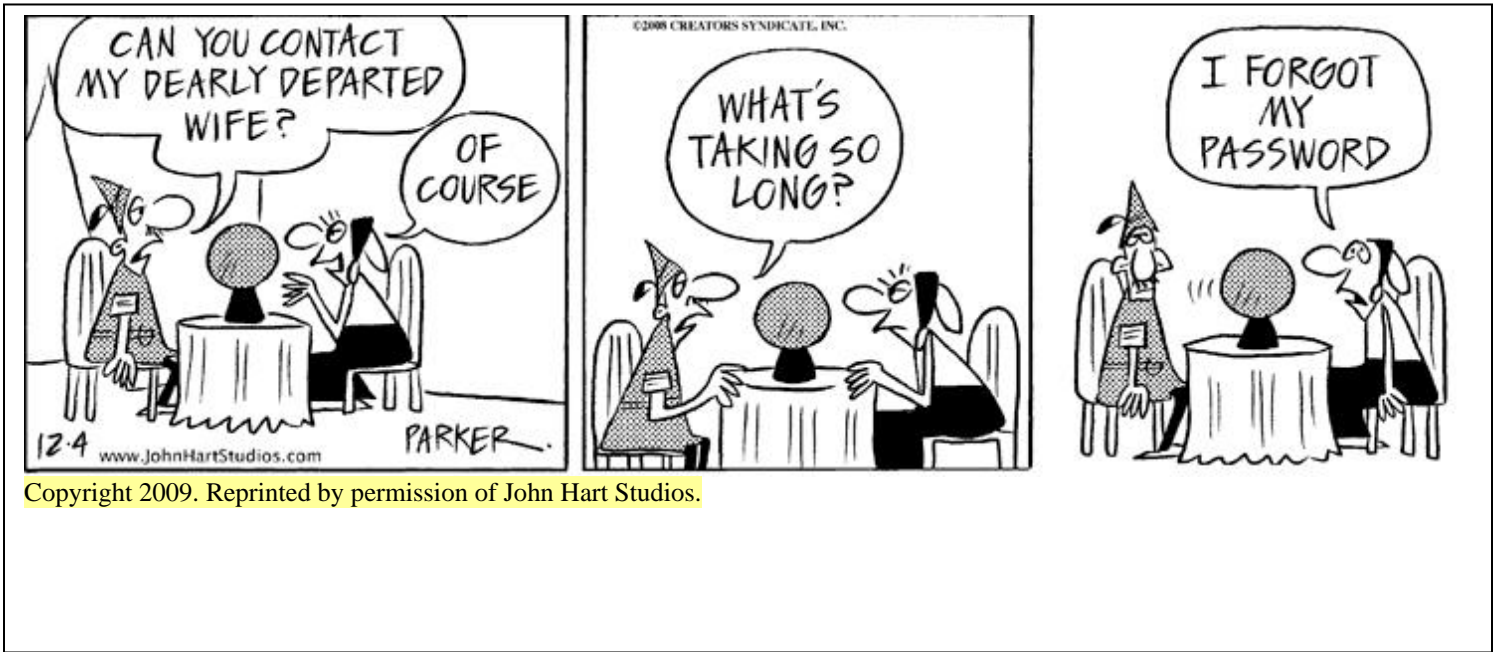State_____ Zip _____ Phone (_____)_____-_____
email_____
Fees: see page 25 for fee schedule; $35 for single membership
Amount enclosed $_____
MC / Visa _____ Expires _____
Please make your check payable to **North Orange County Computer Club** and mail with your application to:

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

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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.

- **Opportunity 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 select monthly meetings, in which members can sell or buy all kinds of computer 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 several interesting assignments available. As an all-volunteer organization, you can join with other members in a variety of activities: write articles for our newsletter, conduct a seminar, run a SIG, 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 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. Buy a permit but note that the **permit machine only takes $1 bills and coins.** Do not park in any other lot, in a reserved space or back into a space.

Free street parking 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. See page 23 for more information about parking and transportation.