



mbug-pc newsletter

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IN THIS ISSUE

MBUG-PC Information	2
Carolyn's Viewpoint	3
Things, Thinglets & Thingassos	4
Are You Nonlinear?	6
Meeting Review	7
Favorite Websites	7
Book Review	8
Ad Hoc Bytes	9
Video Production	10
E-mail Scams	11
MBUG Supporters	12
Need Computer Help?	13
MBUG-PC Upcoming Workshops ...	14
MBUG-PC Calendar	15
Membership Report	16
Ink Cartridge Update	16

**What does it take to
computer script, light,
direct, shoot, sound
record and edit a film?**



**Read all about the
experiences of the MBUG
Video Team by
JOE ASLING on page 10!**

Making Movies with Your PC

In today's world, your own Personal Computer can turn you into a movie maker. It is one of the most rewarding, and enjoyable things you can do. Recent developments in CPU power and hard disc size have made it possible to do editing tasks with \$3,000 worth of equipment that took more than \$100,000 worth of equipment and a degree in programming a decade ago! But making videos, along with gaming, is one of the most intensive things that you can ask your computer to do. Come to the March 4 General Meeting and find out what you need to make sure that your hardware, software, and knowledge are up to snuff.

MBUG's own **Jim Anway** (Workshop Leader, Columnist, F1 for Help Guy and all-around computer guru) and **Joe Asling** (Video Production Team Leader and Columnist) have been exploring and working with computer-edited video since it became practical about six years ago. Jim and Joe have both independently produced several feature-length videos of their own vacation travels, shooting their own "film" and using their own computers to edit the final results.

When MBUG President **Carolyn Lake** proposed making a television program to promote the educational activities of MBUG, Joe was one of the first volunteers, leading the planning, scripting, taping and editing (see page 10 for a **History of the MBUG Video Team**). Joe did much of the final editing for *This is mBUG*. Meanwhile, Jim was in India taping yet another travelogue of his own! Joe is currently producing programs for **Monterey Public Access Television** (AMP Channel 24).

At the **March 4 General Meeting**, Jim and Joe will provide a two-part show. First, they will give a **PowerPoint** presentation to introduce the basics of computer video and outline minimum hardware and software requirements. Then (Computer Gods willing), they will edit a short video and play it during the meeting. If you have a camcorder and a computer, you really need to introduce them to each other, and this meeting is an excellent way to learn how to do just that. Questions? Call Joe at (831) 641-9560 or e-mail jasling@pacbell.net. ♦

FRIDAY, MARCH 4, 2005 at 7pm
Pacific Grove Adult Education Center
1025 Lighthouse Avenue, Pacific Grove
FREE! Open to MBUG-PC Members & the General Public!
Great coffee and good, knowledgeable people.

VOLUNTEER POSITIONS AVAILABLE: MBUG-PC NEEDS YOU!

Program Chair

Incumbent Jim Hinwood has to give up the duties of finding our First Friday General Meeting Guest Speaker. Can you spare a few hours every month to undertake this critical job?

Publicity Chair

Incumbent Carolyn Lake is now our President: we need someone who can spare a few hours a month doing her former job, publicizing MBUG in local publications and to members on the Listserv.

Workshop Leaders

We need people willing to share their computer knowledge and skills to run regular workshops. If you'd like to create and lead a workshop monthly, every other month or quarterly, call us!

Meeting Reviewers

If you regularly attend the first Friday General Meeting (or any other ongoing workshops) can you help by writing 500-word-or-less reviews for the Newsletter?

We would appreciate additional Meeting Facilitators!

Can you help out a few times a month to set up/fold down chairs and generally get MBUG meeting rooms ready? The current team does a great job, but they can always use extra hands.

INTERESTED? E-mail or call Vice-President Don Slaiter

at slaiter@pacbell.net ☎ (831) 655-4443 and 657-4154

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MBUG-PC benefits: Computer Help, the Newsletter and 15 - 20% Discount on Computer Books at Borders with MBUG-PC Membership card (see Don Slaiter for card).

CAROLYN'S VIEWPOINT

Carolyn Lake
President



photo: Bill Hyley, MBUG-PC

IT'S ALL ABOUT COMPUTER EDUCATION

One of the primary objectives of MBUG-PC is "to educate the general public in personal computer use ... through publications, lectures, demonstrations, workshops and discussion groups, or otherwise." We seek to meet this objective through our own newsletter, reviews of books, websites, magazines and software, our monthly general meetings and many workshops throughout the year.

This year we are exploring two additional approaches to user education. One is the videotaping of workshops, so that tapes can be made available to individuals and **public access television**. We've made a start on that with the production and release through **Channel 24** of our 30-minute video "This is mBUG." Two or three more tapes are in the planning stages. These will be based on a single topic workshop and will provide a means of reviewing workshop content.

SIG OPPORTUNITY

The other approach is to offer focused special interest groups (SIGs), with daytime meetings on a monthly or more frequent basis, in a workshop/discussion group format. I have just received the news that a resource has been made available to MBUG to provide a SIG with hands-on capability at very low cost. The details are still in the works, but we have a small group interested in sharing their experiences with

Sorry kiddo, Granma didn't bake you any cookies today. She's been learning how to download Big Band music on her iPod!

Man, this Senior Education stuff is bad for my health!

illustration: R. Doyle, MBUG-PC

Adobe Illustrator, so that may be our first SIG offering. More information will be available at the March general meeting. If you would like to participate in such a group, or have another topic of interest, please contact me directly.

While MBUG may be just beginning to offer this limited hands-on experience, we are fortunate to be in a community with many opportunities for classroom computer education at low to moderate cost. It seems pertinent to mention a few of the resources available to us.

ADULT EDUCATION RESOURCES

The **Pacific Grove Adult Education Center (PGAEC)** offers both PC and Mac computer classes. Spring sessions start on both February 28 and April 25. Materials fees range from \$15-30 and textbooks may be required. Call (831) 646-6657 to register. PGAEC offers a variety of day and evening classes in 8-week sessions, and also 3-hour workshops. Check their website www.pgusd.org for classes, or pick up their catalog at MBUG meetings.

Don't overlook the **Monterey Adult School** program offered through **MPUSD ROP Program**, located in the old **Del Monte School** at 222 Casa Verde Way, Monterey.

For example, **FREE** classes are offered in Filmmaking (covers computer based non-linear digital video editing) and Graphic Design (basic principles with intro to Photoshop and Illustrator).

Call (831) 373-4600 for information or see www.mpusd.k12.ca.us/adultschool for the new catalog.

ESPECIALLY FOR 55-AND- OLDER COMPUTER FANS

Also in Pacific Grove is the **Sally Griffin Senior Center**, a nonprofit organization affiliated with **Meals on Wheels of the Monterey Peninsula**.

We thank this group for putting us in contact with **Sirie Thongchua**, our informative speaker on **eBay** at the February General Meeting.



The Griffin Center has several computers, both PCs and Macs, and provides one-on-one tutoring. To schedule a private session at the Center, call 375-4454 for a reservation. And if you would like to **volunteer as a tutor** yourself, ask to speak to **Kimberle Herring**, or e-mail her at kherring@mowmp.org. Either activity requires Center membership (\$20 annual fee).

Many MBUG members also enjoy membership in the **Carmel Foundation** in Carmel, which has an array of ongoing computer classes held in their Computer Learning Center. With a maximum of 12 per class and volunteer instructors and assistants, these hands-on classes cover a variety of topics, from Introduction to the PC, to **WindowsXP**, to many **Microsoft** and **Adobe** applications.

The Foundation also requires a basic membership (\$25 annually), and class fees average \$30 for four-week classes (8 hours of instruction). For information on memberships, classes available, and class fees, contact the receptionist at 624-1588. Their new website is www.carmelfoundation.org.

GEARING UP FOR APRIL

We look forward to another great general meeting on April 1st. **Terry Low** of **Byte Technology** will speak to us on **Website Design**. Terry will focus on elements of setting up a personal or small business website.

If you have Internet access, you probably already have access to a personal website at no additional cost. If you've wanted to take advantage of this service, or if your site is in need of fresh ideas, this meeting will get you started.

We also have a special event in April: an extra General Meeting on April 15, featuring **Jen Clausen**, a User Group Representative for **Smart Computing Magazine**. This will be an unusual opportunity, replete with goodie bags for everyone and door prizes, to hear how to get the most out of a major computer magazine and its subscriber web pages.

Smart Computing bills itself as the *'in Plain English'* computer magazine, and subscriptions provide access to an extensive searchable archive on their website. See **Jack Lewtschuk's TT&T column** on the right for more details. Put this one on your calendar now! ♦

lakelyn@ix.netcom.com

THINGS, THINGLETS & THINGASSOS

S. Jack Lewtschuk
MBUG-PC
Columnist



photo: R. Binsacca, MBUG-PC

MSCONFIG

Is your computer slowing down? Does it take a long time to reboot? Is it running out of virtual memory?



illustration: R. Doyle, MBUG-PC

Cheer up bunky, and check how many programs you have running in the background. Do you need all of them to run? If not, what can you do about it? Windows98, ME and XP have the Microsoft System Configuration Utility, or MSCONFIG. It allows you to turn on or off items that start when your computer does. To access it, select 'Start' and 'Run'. In the open box, type 'msconfig' (without the quotes).

This tool is **not** available in Windows95, 2000 or NT. For the same functionality, download **Startup Control Panel** from www.mlin.net/StartupCPL.shtml. It's free, but the author says he'll accept donations.

Startup Control Panel is a nifty applet that allows you to easily configure which programs run when your computer

starts. It's simple to use and is very small and won't burden your system (a valuable tool for system administrators)!

Startup Control Panel is compatible with all modern versions of Windows, including Windows95, 98, 98SE, ME, NT 4.0, 2000, and XP.

Once MSCONFIG is open, click on the "startup" tab. Maximize the window and you will see a list of programs. Those with a checkmark in the box are running. It's difficult to know what needs to stay and what doesn't. If you are like the rest of us, you might not recognize all the programs. To find out, type the names into **Google** or try your luck at www.sysinfo.org/.

If you think that a program does not have to be running, "uncheck" it. After you uncheck all the programs you wish to stop from running, the computer will tell you to reboot. I strongly suggest that you write down all the programs you eliminate ... just in case you need to restore them!

DID MICROSOFT ABANDON EARLIER WINDOWS OPERATING SYSTEMS?

Yes, but not entirely. Support Centers for Windows95, 98 and ME are still on the web at: **Windows95** <http://support.microsoft.com/efault.aspx?scid=fh;EN-US:w95> **Windows98** <http://support.microsoft.com/default.aspx?scid=fh;EN-US:w98> **Windows ME** <http://support.microsoft.com/default.aspx?scid=fh;EN-US:winme>.

illustration: R. Doyle, MBUG-PC



BEWARE THE IDES OF MARCH!

Did I get your attention? That was a quote from Shakespeare's "Julius Caesar" (1599).

"Beware the ides of April!" That's from me, not the IRS, 2005. It's to let you know that a representative of **Sandhill Publishers** (*SmartComputing*, *CPU*, *PC Today*, etc.) will come all the way from Nebraska to make a presentation on April 15, at the **Pacific Grove Adult Education Center**.

As many of you know, "SmartComputing" and "PC Today" is suited for the beginner as well as for the advanced user; "CPU" is mostly of the intermediate and advanced user. It's the first time a major publisher of a computer magazine will visit our area. I expect that the presentation will be as good as Smart Computing (which is my favorite magazine). MBUG hopes you will attend and you will bring your friends. There will be some "door prizes" and a good raffle, and the topic deserves a great showing.

If you don't attend, well ... you know what happened to Caesar!

NOVICE CORNER

There is a way to highlight and print sections of a document that are not consecutive. Say you want to highlight the first paragraph, skip the second and then highlight the third, without losing the highlight of the first paragraph. **Windows** has an easy way of doing this.

Highlight the first paragraph. Then, hold down the "Ctrl" key and highlight the third paragraph. That will leave both paragraphs highlighted. Continue on this way highlighting just the paragraphs you need. You can use the same procedure to highlight individual words or phrases. If you want to print the highlighted sections, tell the printer to grab only the highlighted portions. Click "File", then "Print". Click "Selection". Then click "OK". That's it! ♦

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Use **source code 8181** when ordering and for every five subscriptions MBUG gets a free subscription which we raffle for funding educational activities.

Are You Nonlinear?

by **Joseph Asling**

MBUG-PC Video Team Leader

E editing videos with programs such as **Premiere** and **Windows Movie Maker** is sometimes referred to as “nonlinear editing” (NLE). Why is it ‘nonlinear’? Do you really care?

Back in the dark ages (more than 10 years ago), personal computer video production involved switching between inputs and adding special effects. Imagine a system in which you have two tape decks connected to your computer inputs and one deck to output your final program. The input decks hold your source material. The computer merely switches back and forth between the sources and superimposes faces, titles, and special effects. If your system is really sophisticated, you can program it to wind to several input clips on each deck, rewind the decks, and play everything in the order you want. This is a linear system.

NLE is different. You put all your video, audio, graphics, titles etc. into your computer as files. You can locate any part of any file, clip the part you want, and drop it onto the timeline. The timeline is a window whose horizontal axis is time, and which contains multiple tracks for video and audio clips. You superimpose one video clip on another by placing it on a higher track, and you change a clip’s temporal position by shifting it to left or right along the timeline. When you have everything the way you want it, you render it (because some effects require more processing capacity than even a 3 GHz CPU can handle in real time), and export it to a TV screen, tape, or other format.

There are advantages to each system. If you’re doing live television, switching between two cameras and maybe a tape with remote shots, you have to go linear — you can’t sit around waiting for your computer to render. But for making family videos at home, NLE is superior. It’s less expensive — a 300 gigaByte hard drive costs much less than two \$2,000 editing tape decks (it used to be the other way around — the first **Seagate 9 GigaByte SCSI Drive** cost \$2,000 in 1998). You can play around with the project; it’s easy to shorten a clip by a few frames or move a title away from the subject’s face.

So, back to the question I asked in the first paragraph — do you really care? Probably not. Unless you’re manning the control room over at **AMP** (Access Monterey Peninsula), you’re not going to do linear editing. But knowing the difference may help you understand the technical basis of computer editing, and make you a better video producer. ♦

jasling@pacbell.net

UPDATED DISCOUNT COMPUTER MAGAZINE* PRICE LIST

	1 yr	2 yrs	3 yrs
Computer Games	\$10.95	\$20.95	\$29.95
Computer Gaming World	\$14.95	\$28.95	\$41.95
Computer Shopper	\$16.97	\$32.95	\$47.95
Dr. Dobbs Journal	\$15.95	\$30.95	—
Mac Addict	\$10.97	—	—
Mac Home Journal	\$15.97	\$29.97	—
Mac World	\$12.95	—	—
Maximum PC	\$9.95	\$18.95	\$27.95
Microsoft System Journal	\$21.95	\$39.95	—
PC Gamer	\$12.95	—	—
PC Magazine (22/44/66 issues)	\$25.97	\$48.95	\$68.95
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MBUG members get a 20% discount on O'Reilly publications. Just use code **DSUG** when ordering. Group purchases with better discounts are available.

Let me know if you are interested and I can put you in touch with their sales department.

O'Reilly catalogues available at general meetings.

S. Jack Lewtschuk blacklion@royal.net

MEETING REVIEW

**Barbara
Tyrrell**
Columnist



photo: B. Hoyer, MBUG-PC

MS PUBLISHER WITH CAROLYN LAKE

In January, MBUG President **Carolyn Lake** threaded her way clearly and smoothly through amazing pathways of artistic creations, using **Microsoft Publisher**. Her presentation was a revelation to me — not previously drawn to tricks with clipart, I preferred to concentrate on heavy-duty historical or creative-writing projects. A demonstration of standard system clipart I had once seen was anything but inspiring or artistic. Now, with Carolyn's help and this program, instead of flat, poor-quality and dated line drawings, the world of pre-prepared pictures has a new horizon.

Tricks with mouse and menu offer a wide range of ideas and formats. Although the terminology about text boxes, templates and task panes may be unfamiliar to the uninitiated, Carolyn carefully explained, navigated and demonstrated. She gave us a neat outline of the basic procedures and main points. With a scanner, any graphic image you fancy — sublime to ridiculous — can be captured by your computer for your developing portfolio of graphic art.

We saw a charming printed array of completed items: note cards, business cards, greeting cards, notepaper, stationery, gift tags, shrink-wrapped sets for presents. No more of those

hokey, so-called "cards" made from a twice-folded paper. There is card stock available for generating two greeting cards at once, separated by a fine line of perforation. It was astounding to follow the placement and printing, with two card 'outsides', upside down and diagonal from each other on one surface, and two card 'insides', upside down and diagonal from each other on the reverse. You definitely have to keep your wits about you for that one!

Using the print and package power of **Kinko's**, notepads and packets of your varied output can be prepared, shrink-wrapped into sets and given as attractive personal presents for all occasions.

Now all you homemade crafts buffs with digital cameras can sweep together and organize that growing accumulation of family and other fabulous photos, plus the wide spectrum of amazing subjects and **NASA** views you can graze from the Internet. Suddenly your artistic palette expands from 2-D, ho-hum, stilted and stale drawings to infinity, literally. Thanks, Carolyn, it was really a useful session! ♦

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MY FAVORITE WEBSITES

This is a new column to which we invite MBUG Newsletter Readers to submit descriptions of websites they visit often or have just discovered. Send a paragraph or two to The Editor ReginaDoyle@aol.com. Share your discoveries and secrets!

IS IT 'THE BOMB' OR JUST 'A BOMB'?

I'm notorious for not seeing a movie to the end. Either I get bored or I fall asleep! **The Movie Spoiler** posts blow-by-blow reviews of the most popular movies. Included are write-ups of, *oh, no!* — the surprise endings.

Think of the possibilities: you can scope out another point of view, relive an intense scene ... or just save seven bucks!

For a peek at played-out pictures, check out the archives. Better yet, if you're always the first to see a flick, why not do a review? Stay in the cinematic loop with Movie Spoiler. Go to themoviespoiler.com/. ♦

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ARE YOU A REGISTERED MBUG LISTSERV MEMBER YET?

Our private e-mail service lets you send out messages to all other MBUG Members and have other Members reach you.

- **It's secure** (monitored by MBUG's Webmaster who ensures that messages are computer-related, virus-free and are passed on by Members only — no spammers allowed!)
- **Get current MBUG announcements** (changes, cancellations).
 - **Get warnings** (viruses, worms, scams, etc.)
 - **Ask and answer computer-related questions** (immediate help for problems or obscure questions).
- **Make computer-related announcements** (stuff to buy or sell)

Register at www.mbug.org or go to <http://listserv.redshift.com/mailman/listinfo/mbug>. Questions? Call on any veteran MBUG-PC Member.



BOOK REVIEW

Regina
Doyle
Publishing
Editor



photo: B. Hylter, MBUG-PC

Photo Retouching with Photoshop: A Designer's Notebook

By Gérard Niemetsky et al

Published by O'Reilly

\$24.95 ISBN 0-596-00860-0

<http://www.oreilly.com/catalogue/photoretouchadn/>

Illustrations with Photoshop: A Designer's Notebook

By Bengal et al

Published by O'Reilly

\$24.95 ISBN 0-596-00859-7

<http://www.oreilly.com/catalogue/photoretouchadn/>

O'Reilly sends MBUG-PC (and other computer User Groups) notices of books available to review from time to time. The deal is: you write a review, publish it in your newsletter and get to keep the book for free. I sent away to O'Reilly for the above *Photo Retouching* and within two days of asking for it, got it, plus a bonus title on *Illustrations*. Very efficient, O'Reilly!

I have always been interested in the capabilities of **Adobe Photoshop** but have never had time or a work project on which to really explore its features. Neither have I taken any formal courses to learn about its use – most of what I know has been from looking at what others have done and attending a few of MBUGs own **Eileen Begley's**

excellent **Digital Art & Photography** workshops. So perhaps I am not the best person to actively use these books immediately, but overall I did find them of great interest.

Both books have a beautiful layout — full color, good paper, and obviously look like a “Designer’s Notebook” series. The advertising copy says that *Photo Retouching with Photoshop* provides “innovative photo-retouching solutions by well known French artists and will be inspiring and instructive” and that we will see “what the pros are able to do to their photographs”. I was attracted by the idea that I’d be “guided step-by-step through the editing process for each project” and “gain insight into how each visionary artist imagined, conceptualised and created the final exquisite image”. Most of this is very true – it *was* inspiring, I *did* get an understanding of what the pros can do to their photographs and it *was* a treat to see the images being developed step-by-step. Alas, it was not written for the Photoshop novice. There were too many terms with which I was unfamiliar to be able to follow it “step-by-step”. They may as well have kept the text in its original French for all I was able to comprehend: “color management through ICC profiles” or instructions such as “before I start I always set the values of the image back where they belong using the Image Adjustments Levels command”. ICC profiles? Back where they belong? Uh, I’m in over my head here. On the other hand, there was a wealth of ideas about the retouch capabilities of Photoshop (restoring old time photos, doing major surgery on images, bringing out the best in a good photo, seamlessly stitching together composite photos, creating moods and fantasy images), an idea of

the enormity of what you have to learn to “do it like the pros”, and even for one who hasn’t done much, it really does inspire: I want to learn more (if only I had the time)!

The *Illustrations with Photoshop* ad says that the featured illustrator’s “groundbreaking creations will inspire you to ... revitalize your work”, and that you’ll get “detailed, step-by-step information on making Photoshop do anything and everything you want to produce your ideal digital illustration.” Well, I’m an illustrator, but as you can guess, I’m the old-fashioned pen-and-pencil type. I have yet to migrate to the digital age, but from this book I can see what it takes to get there. A leap into a huge learning curve would be required to get from paper to screen. As with the *Photo Retouching* book, I really need to know a lot more about the program than I do. But oh, the things I *could* do if I knew my way around, are fantastic – make electronic images look like sensitively hand drawn and inked images, blend photographs with drawings, create illustrations from sketch to color to final all electronically. So *that’s* how **Bengal, Nicolas Fructus** and **Benjamin Carré** (all contributors to the book) produce those magical graphic novel illustrations!

If I knew just a little more about Photoshop, I would have got a lot more out of these books. I think they need a “beginner / intermediate / advanced” rating on the cover or in the advertising blurb. But it was not a waste of time to have read through them – it has made me better realize how much the program can do and more acutely how much I need to learn if I am to use it! ♦

ReginaDoyle@aol.com

Bill Bowles
MBUG-PC
Columnist



photo: Bill Bowles, MBUG-PC

Under the Hood of Microsoft Products

Part III: Building Your Own Macros

In Part I, we covered Creating Macros. In Part II, we covered Customizing Macros. We will now cover Building Macros. You can review Parts I and II at www.bowles.com/mbug or refer to the MBUG-PC January and February 2005 Newsletters.

You do not have to be a programmer to build macros. Let **Microsoft** build them for you ... sort of. The idea is to use the macro recorder to create parts of a bigger macro piece by piece. In the process, you will see what code is generated and may even start writing the code yourself. We will continue to use **Microsoft Word** in the examples below.

Creating a macro

Let's say that there is a particular operation that you do often, like convert a table to text or vice-versa and you want to do that with an icon. Part I and II of this series describes how to create a macro to perform a certain operation.

Item 6a at www.bowles.com/mbug is a test document with a table. Highlight the table, click the 'Recorder', name the macro 'TableToText', click 'OK', go through all the clicks to convert table to text and then stop the recorder.

Now you have a macro to convert a table to text. Be sure you have the table highlighted before recording starts because all you want in the macro is to convert the current table that has already been 'selected'.

After performing that macro a few times, you realize that, after converting a table to text, you also want to format that text to bullet items.

This is where it gets interesting.

Building on that macro

Highlight the converted text, start the recorder but this time name the macro 'temp'. Then, click 'OK' and go through all the clicks to convert the text to bullet items and then stop the recorder. Now, do an 'Alt-F8', highlight 'temp' and click 'Edit'. Copy the contents of the subroutine (after 'Sub temp()' and before 'end sub') to the clipboard (highlight -> Ctrl-C). 'X' out and then do an 'Alt-F8' again, highlight 'TableToText' and click 'Edit'. Now, place the cursor at the beginning of the line at the end of the subroutine that starts with 'end sub' and paste ('Ctrl-V') from the clipboard to that location and 'X' it out.

Your 'TableToText' macro will now not only convert a highlighted table to text but it will also change the text to bullet items. In this way, you can let the recorder create code that you can add to other macros thereby building increasingly sophisticated macros. And, you have not actually written a line of code.

Turning the macro into an icon

Now, we will make 'TableToText' an icon on your icon bar so you can perform it with a single click.

Right click on the icon bar you want your new icon to be on, then click 'Customize'. Click on the 'Commands' tab and scroll the left pane down to 'All Macros' then click on 'Macros'. Scroll the right pane until you see 'TableToText' (there may be a prefix to it.) Drag and drop 'TableToText' to where you want the icon on your icon bar. The word 'TableToText' will now appear on the icon bar.

Now go back to the 'Customize' dialog box, click 'Modify Selection', select 'Change Button Image', and select the icon that appeals to you. Now, click on 'Modify Selection' again, select 'Default Style' and click 'Close' (do not 'X' out). You now have an icon on your icon bar that you can run your 'TableToText' macro with a single click.

You can now build macros to perform multiple tasks, enhance the macro at a later date, and turn the macro into an icon for one-click access.

The next article in this series is entitled 'Power Macros Everywhere'. It will cover macros for other Microsoft products and provide an example of updating a document directly from the Internet with the click of a button. ♦

B@bowles.com



VIDEO PRODUCTION WITH MBUG & AMP



by
**Joseph
Asling**
MBUG
Video
Team
Leader

THE BIRTH OF THE MBUG VIDEO TEAM

The videography section of MBUG came into existence in the summer of 2004 when then Publicity Chair and President-Elect **Carolyn Lake** called for volunteers to make an MBUG video. The goal was to produce a television program which would show how MBUG can help computer users on the Monterey Peninsula use and understand their computers better.

Fortuitously, **Access Monterey Peninsula (AMP)** and **Public Access Television Channel 24** were just then instituting a training program for new producers. For a nominal fee, they could teach us the basics of TV program production. We would then qualify to borrow AMP's equipment for our own projects, the deal being that we would, in turn, provide them with material suitable for broadcast on their cable channel.

Three of us from MBUG volunteered: **Joyce Elisha, David Thorp** and I. We and Carolyn would be the first MBUG members trained by AMP. Each of us brought different experience and skills to the group. We all attended four six-hour sessions at AMP, learning the basics of studio and remote camera work, lighting, audio, and computer editing.

AMP's staff did a superb job of taking inexperienced, often technically-challenged neophytes and getting them to where they could check out a video camera and come back with a TV show.

Our next step was to plan the production. As the purpose was to show people what MBUG did, we decided to tape two general meetings and several workshops, plus interviews with MBUG officers and members. We also scripted and staged a discussion group with "members of the community"

who talked about the difficulties they were having with their computers. We used two cameras for every shoot, because we wanted to vary the camera angle to avoid jump cuts (these are visually irritating cuts where the subject's position changes just enough to make him "jump").

All four of us took our turns as camera operators. Audio was captured, when possible, with *lavalier* microphones. A special problem was capturing the output of our video projector, as our workshop teachers like to use a portable computer in their presentations. AMP solved this with a piece of hardware that allowed us to capture the projector's image directly to tape.

Two months later we had sixteen hours of tape (eight hours of events from two camera angles). How to boil this down to a half hour show? Each member of the team reviewed VHS copies of the uncut material and wrote down the things they thought should or should not be included. From this I developed a "rough cut". The interviews with then **President Ann Mack** and **Newsletter Editor Regina Doyle** provided the framework. As an interviewee would mention a particular topic or event, the program would cut to an edited version of that event. This helped to add interest to the "story" as it flowed by subject matter mentioned by a main speaker, rather than just presenting a series of events.

These types of decisions involved in editing are, to me, the most difficult part of production. What to include? How to get around a stammer or misspoken word? How to put several clips from a presentation together so that they make sense?



The rough cut was reviewed by the four members of the Team. I played it using the video editing program on **Adobe Premiere** on my computer so that revisions could be made on the spot. When the content was satisfactory, I cleaned up the cuts, added dissolves, and made sure the audio wasn't too loud or too faint. Carolyn designed the end credits: a

vertical split screen with the credits on the right half and meeting scenes on the left half. We added some innocuous public domain music at the beginning and the end, and sent the tape to AMP. The program has aired several times in late December and early January. We also have VHS tapes of the program which we can play to community groups.

Our Video Team learned that video production requires a significant commitment in terms of time and energy, plus acquisition of knowledge and technical skills — but once you get past the initial confusion, you can make videos of close to professional quality.

We are fortunate to have a superior resource in AMP for training, consulting, and equipment, but any group of interested computer users can acquire the necessary skills. I promise them an enjoyable and challenging experience!

Computer group members have a real advantage over non-computer users in creating video productions. Every step after taping the footage with a camcorder involves computers: capturing, editing, adding titles and graphics, creating special effects, balancing and sweetening audio.

The programs have a significant learning curve (but so do **Photoshop** and **Word**). Just as the “killer app” of the 1990’s was the Internet, the “killer app” of this decade is computer manipulation of visual and audio media (indeed, with streaming video and audio, media and the Internet fit together beautifully). Computer groups and users who get involved with video are learning for the future — and having fun, too! ◆

jasling@pacbell.net

E-MAIL SCAMS

The Association of Personal Computer User Groups (of which MBUG is a Member), passed on the Federal Trade Commission’s (FTC) ‘Dirty Dozen’ e-mail scams. In response to their requests, the FTC asked users to send them unsolicited commercial e-mail. They found most bulk e-mail offers to be fraudulent, and if pursued, could rip-off unsuspecting consumers for billions of dollars. We present the first three here and will continue the list in our next issue.

1. ‘Business opportunities’

They make it sound easy to start a business that will bring lots of income without much work or cash outlay. The solicitations trumpet unbelievable earnings claims of \$140, \$1,000 or more a day, and claim that the business doesn’t involve selling, meetings, or personal contact with others, or that someone else will do all the work. Many claim to offer a way to make money in an Internet-related business. Short on details but long on promises, these messages usually offer a telephone number to call for more information. In many cases, you’ll be told to leave your name and telephone number so that a salesperson can call you back with the sales pitch.

The scam: *Many of these are illegal pyramid schemes masquerading as legitimate opportunities to earn money.*

2. Bulk e-mail

Bulk e-mail solicitations offer to sell you lists of e-mail addresses, by the millions, to which you can send your own bulk solicitations. Some offer software that automates the sending of e-mail

messages to thousands or millions of recipients. Others offer the service of sending bulk e-mail solicitations on your behalf. Some of these offers say, or imply, that you can make a lot of money using this marketing method.

The problem: *Sending bulk e-mail violates the terms of service of most Internet service providers. If you use one of the automated e-mail programs, your ISP may shut you down. In addition, inserting a false return address into your solicitations, as some of the automated programs allow you to do, may land you in legal hot water with the owner of the address’s domain name. Several states have laws regulating the sending of unsolicited commercial e-mail, which you may unwittingly violate by sending bulk e-mail. Few legitimate businesses, if any, engage in bulk e-mail marketing for fear of offending potential customers.*

3. Chain letters

You’re asked to send a small amount of money (\$5 to \$20) to each of four or five names on a list, replace one of the names on the list with your own, and then forward the revised message via bulk e-mail. The letter may claim that the scheme is legal, that it’s been reviewed or approved by the government; or it may refer to sections of US law that legitimize the scheme. Don’t believe it!

The scam: *Chain letters — traditional or high-tech — are almost always illegal. Nearly all people who participate in them lose their money. The fact that a “product” such as a report on how to make money fast, a mailing list, or a recipe may be changing hands in the transaction does not change the illegality of these schemes. ◆*

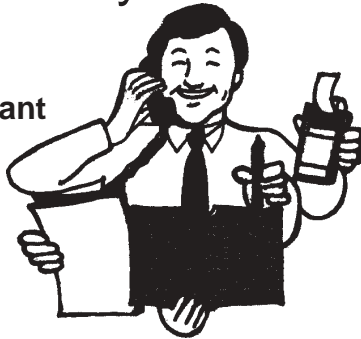


MBUG-PC SUPPORTERS

James W. Anway

Retired IBMer
Computer Consultant

Phone: 831 625-5618
Fax: Call first



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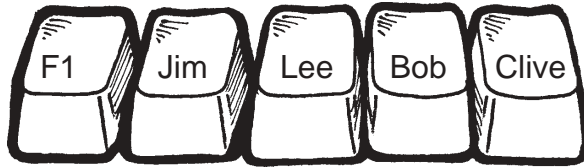
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Computer Help is Just a Click or Call Away with MBUG F1



You know you push the "F1" button on your computer when you need help. But do you also know that you can call or e-mail **MBUG-PC "F1 for Help"** with your computer questions?

Our expert team of helpful volunteers is willing and able to share experience on software and hardware. And if they don't know the answer, they'll direct you to someone who does. To get computer help:

- (1) Contact any of the people listed below; or
- (2) Ask questions during any MBUG-PC meeting break or Q&A session; or
- (3) Leave a message with Vice President Don Slaiter (831) 655-4443/657-4154 ; or
- (4) Broadcast a message to all members through the MBUG-PC Listserv (mbug@listserv.redshift.com) **in plain text only** (NO html, please)!

Services are free of charge

(with the understanding that MBUG-PC, its Board of Directors, and the F1 Volunteers themselves are in no way responsible or liable for the accuracy or the outcome of any advice or suggestions).

■ Jim Anway

STRICTLY Wednesdays & Fridays
from 2pm to 5pm at 625-5618

■ Lee Keely

Prefers e-mail at Lee@leekeely.com
or call 626-8033

■ Bob Stephan

e-mail to bob@bobstephan.net
or call only between 9am-5pm
646-1373

■ Clive Sanders

e-mail to simbacli@pacbell.net
or call only between 1pm to 9pm
cellphone (831) 375-5376 ◆

VOLUNTEER COMPUTER COACHES/TEACHERS NEEDED

Sally Griffin Senior Center in Pacific Grove

is in need of additional "computer coaches"
and instructors for their

Technology Access Program for Seniors.

The center provides older adults an opportunity to learn and practice their technical skills in a small lab, working one-on-one and in a small class format with a volunteer computer coaches and instructors.

If you have the time, ability and patience to tutor beginners in a relaxed setting, contact **Kimberle Herring** at the Sally Griffin Senior Center at (831) 375-4454 or e-mail kherring@mowmp.org

Pacific Grove

Adult

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Center



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1025 Lighthouse Avenue

Pacific Grove CA 93950

See PGAEC catalog & web pages for
class descriptions.

Call: Computer Office (831) 646-6657
or e-mail Bruce Cates: bcates@pgusd.org
<http://www.pgusd.org>



WINDOWS OFFICE XP

Microsoft Word

photo: Bill Hyler, MBUG-PC



Bob McGonigal

Guest Speaker

Wednesday, March 9

7:00 to 9:00pm

**Hilltop Park Center
Monterey**

Learn to make Tables in Word; use AutoCorrect and AutoText; and how to use Graphics and WordArt to create business or home-use flyers and mailers. Questions? (831) 768-1825; bob@thespotinc.com. ♦

DIGITAL ART & PHOTOGRAPHY

photo: Eileen Begley, MBUG-PC



Eileen Begley

Workshop Leader

Wednesday, March 23

7:00 to 9:00pm

**Hilltop Park Center
Monterey**

Eileen always has something useful to teach us about manipulating digital images and turning ordinary photos into art. Questions? (831) 655-4884 eb@spyderbytes.com. ♦

COMING in APRIL:

WEBSITE DESIGN



Terry Low

Guest Speaker

Friday, April 1

7:00 to 9:00pm

**Adult Education Center
Pacific Grove**

Terry of **Byte Technology** will get you started in setting up a personal or small business website. Find out what you've always wanted to know with the basics. Questions? (831) 656-9178; tlow@byte-technology.com. ♦

WINDOWS OFFICE XP MS PowerPoint



Paul Farmer

Guest Speaker

Wednesday, April 13

7:00 to 9:00pm

**Hilltop Park Center
Monterey**

Paul, from **OfficeStar Computer Training Center**, will give a presentation on the basics of PowerPoint. Questions? (831) 753-7777; paul@officestartesting.com; website www.officestar.com. ♦

SMART COMPUTING



Jen Clausen

Guest Speaker

Friday, April 15

7:00 to 9:00pm

**Adult Education Center
Pacific Grove**

Learn how to get the most out of **Smart Computing** and its subscriber web pages. A great chance to find out more from the inside. Questions? 1-800-334-7458; jen-clausen@smartcomputing.com. ♦

DIGITAL ART & PHOTOGRAPHY



Eileen Begley

Workshop Leader

Wednesday, April 27

7:00 to 9:00pm

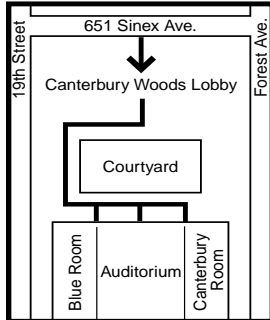
**Hilltop Park Center
Monterey**

Eileen will continue her ever-intriguing series on manipulating digital images and turning ordinary photos into art using **PhotoShop** and **PhotoShop Elements**. Questions? (831) 655-4884 eb@spyderbytes.com. ♦

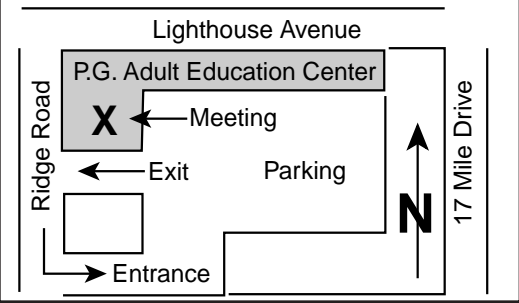
MBUG - PC Calendar of Events - March 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	2	3	4 <i>"Making Movies with Your PC"</i> Adult Ed Center, PG 7:00 - 9:00pm <i>Joe Asling & Jim Anway</i>	5
6	7	8	9 <i>Windows Office XP: Microsoft Word</i> Hilltop Park, Monterey 7:00 to 9:00pm <i>Bob McGonigal</i>	10	11	12
13	14	15	16	17 St. Patrick's Day	18	19
20	21	22	23 <i>Digital Art/Photography</i> Hilltop Park, Monterey 7:00 to 9:00pm <i>Eileen Begley</i>	24	25	26
27 Easter	28	29 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	30	31		

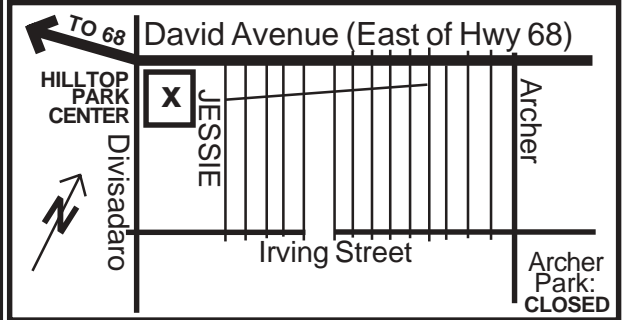
Canterbury Woods
651 Sinex Avenue
Pacific Grove



General Meeting Location
Adult Education Center, PG
1025 Lighthouse Avenue, Pacific Grove



Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar April 2005 *Please Check the April Newsletter for Final Dates & Times*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 General Meeting <i>"Website Design"</i> Adult Ed Center PG 7:00 - 9:00pm <i>Terry Low</i>	2
3	4	5	6	7	8	9
10	11	12	13 <i>Windows Office XP: MS PowerPoint</i> Hilltop Park Monterey 7:00 to 9:00pm <i>Paul Farmer</i>	14	15 Extra General Meeting <i>"Smart Computing"</i> Adult Ed Center PG 7:00 - 9:00pm <i>Jen Clausen</i>	16
17	18	19	20	21	22	23
24	25	26	27 <i>Digital Art & Photography</i> Hilltop Park Monterey 7:00 to 9:00pm <i>Eileen Begley</i>	28	29	30

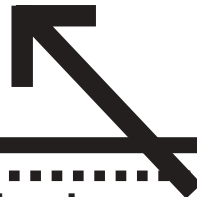
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MEMBERSHIP REPORT



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Slaiter**

Vice President,
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Chair

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Jayne Gasperson 1265
Lorraine Kendall 1264
Bob Shanteau 1263

THANK YOU FOR RENEWING

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Samuel Gales 1023
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Rene Palmer-Dolk 828
Gil Preston 1092
Gary Stephens 1200
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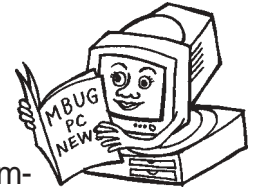
Check your (upside down) label.

Does it say "Exp: March / 2005"?

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Send your name, address, telephone and e-mail address with your check to: Monterey Bay Users Group-PC, PO Box 51611, Pacific Grove CA 93950



INK CARTRIDGE UPDATE

**Carolyn
Lake**

*Outgoing
"Ink Lady"*



photos: Bill Hyley, MBUG-PC

**Joyce
Elisha**

*Incoming
"Ink Lady"*



A NEW FACE

It's a pleasure to introduce new ink coordinator **Joyce Elisha**, who took over in February. Joyce has been very active for several months on the video project team. Let's continue the great support the project has had to date: it has brought in close to \$1,000 since its inception in February 2003. All income goes to support our MBUG computer education programs.

We accept original equipment, name brand empty printer ink cartridges (not generic brands). In a recent change by our recycler, Brother or Epson cartridges can also no longer be accepted. Joyce will now provide the collection box at general meetings and workshops. Or give cartridges to any Board member. Welcome Joyce! ♦

lakelyn@ix.netcom.com