



mbug-pc newsletter

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Do your home videos
have a story hidden
somewhere?



Joe Asling can help you
find your focus (and plot
and storyboard and
sound) with Video
Editing Basics on page 6!

Microsoft Word Tips and Some Really Handy Keyboard Shortcuts

We are pleased to announce that **Debbie Jones**, Founder and CEO of the computer training service *Anything Is Possible*, will return as guest speaker for the **September 2 General Meeting**. As many of you will remember, Debbie provided an excellent summary of everything you could possibly need to know about upgrading **WindowsXP** with Service Pack 2 back in December.

This time Debbie will talk to us about **Microsoft Word** and Some Handy Keyboard Shortcuts. If you need general information on Microsoft Word basics, or how to perform some of the tasks in Word with more ease as well as professional “tricks”, this presentation will show you various things you can do in Word, and how to do them better with less effort. From using the right click on the mouse to combinations of keystrokes to get what you want done faster, this will be useful to both the novice and the pro (you’re never too old or experienced to learn new tricks)! If you’ve ever found a need to cut and paste, or navigate your way around a document, or change fonts and text sizes, or link documents, or generally rework them, you’ll find that Word is a whole lot more powerful and useful with an array of easy shortcuts at your fingertips! Debbie will run though as many as she has time for, leaving time for a question and answer session after the presentation.

Debbie has over 20 years of computer and training experience to back up her talks. At *Anything Is Possible* she and her staff teach people of all computer skills and levels to use computers or use them smarter. They specialize in training with the personal touch, customizing training specifically to each individual’s needs. They know that people retain more through positive experience, so their philosophy is that learning needs to be fun! We anticipate that Debbie’s presentation will be that, and useful too.

Do you have any questions in advance of this presentation? E-mail Debbie at info@debbteaches.com. ♦

FRIDAY, SEPTEMBER 2, 2005 at 7pm
Pacific Grove Adult Education Center
1025 Lighthouse Avenue, Pacific Grove
FREE, educational and always interesting!

VOLUNTEERS NEEDED FOR THESE GREAT MBUG-PC POSITIONS!

Program Chair

Find and schedule First Friday General Meeting Guest Speakers.

Publicity Chair

Publicize MBUG in local publications and to members on the Listserv.

Workshop /SIG Leaders

Share your knowledge: run workshops or Special Interest Groups monthly/bi-monthly/quarterly

Meeting Reviewers

Attend General Meetings (or any other ongoing workshops) and write 500-word-or-less reviews.

Hospitality

Provide coffee service at First Friday General Meetings
(store equipment and supplies, bring the needful and set up for coffee and goodies).

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 and Waldenbooks with MBUG-PC Membership Card (see Don Slaiter for card).

CAROLYN'S VIEWPOINT

Carolyn Lake
President



photo: Bill Hyley, MBUG-PC

THE WEB AROUND US

I am amazed, on a daily basis, at the variety and depth of information on the Internet. My big find last month was the online encyclopedia at www.en.wikipedia.org, which has articles, definitions, news of the day, events around the world, historical references and more. Of course not everything on the 'net is always what we want to see, but there is so much that is truly fascinating.

NAVIGATING THE INTERNET

The fascinating part of the Internet was amply demonstrated at our August 10th Hilltop Center workshop presented by **Paul Farmer, General Manager of Office Star Computer Training Center**. He answered a variety of audience questions and shared a number of tricks to make Internet searches faster and more efficient. A simple tip from Paul to avoid having to hit the "Back" button over and over: when you are at a site you want to return to, key in "Ctrl+N", (or "File" > "New Window"), then click on a link. A button for the original page will be carried in your taskbar and is easy to access, even when your search has progressed to many subsequent links. And you can always add the page to your "Favorites" for more permanent future reference ("Favorites" > "Add to Favorites").

A handout provided a long list of websites on a variety of subjects, many of which Paul demonstrated or discussed. If you missed the workshop, you can also view a list of many of these sites, neatly arranged by topic, by going to Paul's business site www.officestartaining.com, and clicking on the "Links" button.

Being a big fan of **Google**, Paul gave us a thorough overview of the Google search engine website www.google.com. Beyond the basic search functions, he encouraged us to explore those other menu buttons. Click on the "Local" button and you can make what is basically a Yellow Pages

search, to find a given product, business or service (e.g., pizza) at a specific location (e.g., Monterey, CA). The result will be a list of links to take you to further information. Or try the "Images" button to search for pictures (good and bad, real and unreal) of public figures.

He got *oohs* and *aahs* with the demonstration of **Google Earth**. For this, you need be running **Windows 2000** or **XP** on the PC (also available for Macs), and get the free download. Click the "More>>" or "Other" button on the website, look in the index for "Google Tools", then click "Google Earth" to get to the download. Once downloaded, it should appear in your "Program" list and is opened like any other program. You can enter a location — your street address, Grand Canyon, London, Paris, etc., and zoom in and drag the image to take a very **IMAX**-like trip!

Paul also announced that OfficeStar has recently acquired **New Horizons** of the Salinas Valley. The resulting company will be one of the largest private providers of computer training solutions in the area. The combined company will offer e-learning and web-based training as well as traditional classroom instruction, and is a certified **Microsoft Office Specialist** training center. Locally-owned and operated, OfficeStar first came to our attention last year, with its acquisition of **The Fourth R** from former MBUG workshop leader **Phil Shortell**, who has retired to Arizona. Congratulations to Paul on his latest business expansion, and we look forward to future workshops with his OfficeStar associates.

SMART COMPUTING

Since we are looking at web research, let's not forget that the **Smart Computing Magazine** website also provides an online dictionary/encyclopedia for those tricky computer-related terms. Not sure of the difference between an applet and a zaplet? Go to www.SmartComputing.com and click the "Computing Dictionary & Encyclopedia" link on the blue left-side menu to start expanding your vocabulary! The dictionary can be accessed without a subscription.

APCUG ANNUAL CONFERENCE 2006

The conference is from January 2 - 5 at **The Stardust Hotel, Las Vegas**. Information: www.apcug.net, or contact me for a brief summary. As usual, it precedes the annual **Consumer Electronics Show**. For more on CES and registration, go to www.cesweb.org ♦

lakelyn@ix.netcom.com



In Memoriam: Ann Haller Mack 1930-2005

Our Immediate Past President died on July 26, 2005, after a lengthy struggle with cancer. Born in Booneville, Missouri, her parents got her to California for a better education and her intelligence got her a degree in Mathematics from California State Polytechnic, Pomona. Her interest in computers started early at Rand Corporation, but it couldn't compete with her love for her husband Art Mack, or for her children, for whom she quit work to raise (though she was the highest-ranked woman at the Corporation at the time). As a "full-time Mom" in La Canada, she also volunteered for the Red Cross and the community, tutored and taught high school math as a substitute, studied ancient European cultures, and over the years, traced her and Art's genealogy. When her kids took wing, she studied Physics for a year at MIT in order to work for Argonne National Laboratories. Upon retirement, Ann and Art (avid sports enthusiasts) moved to Del Mesa, Carmel, where she continued active volunteer work (for Gentrain MPC, the Cancer Society, the Carmel Foundation, and MBUG among many others), historical studies and travels abroad. Ann lost her beloved husband several years ago, and is survived by daughter Katie, son-in-Law Matt, grandchildren Claire and Aaron, and son Bob. We miss Ann's good sense, her humor, her friendship and her passion for life. ♦



WINDOWS TIPS & TRICKS

by
Clive Sanders
F1 Help & Assistant
Membership Chair



photo: R. Binsacca, MBUG-PC

DO YOU NEED A SPAMKILLER?

As some of you know, I have promoted *ZoneAlarm* from **Zone Labs** as the best for my clients and myself to keep out viruses and all illegal attempts to enter our computers. I am currently testing a beta version of **Microsoft's AntiSpyware**. It is both a static and active online tool for detecting spyware. Now, several months later, and fast approaching a new version, I can say that I have found it to be very effective.

However, recently the latest version of Zonealarm Pro automatically downloaded itself with minimum assistance from me. Included with the update was a new program also called *Anti-Spyware* (but with a hyphen). I encourage those of you are using the Pro version to update as there is no cost and, so far, running both programs has caused me only a little inconvenience. My recommendation for those who do

not want to have to deal with problems would be to disable other anti-spyware programs while you evaluate ZoneAlarm's Anti-Spyware. If you do not like it, you can disable ZoneAlarm's product and return to your original anti-spyware. It is easy to set up — just follow the install wizard. It will seek out an initial scan of all files or, by a scheduled weekly scan, look for the following spyware: *Adware, Browser Helper Object, Dialler, Keylogger, Screenlogger, Trojan and Worm.*

You can view the status of your virus and spyware protection in two places — one is the Overview/Status page and the other is on the Anti-virus/Antispyware main tab. From the main tab you can:

- Verify that your virus and spyware protection is on
- Check the dates and times of your last scan(s)
- Update definition files
- Invoke a scan
- View results of your latest scan
- Access advanced settings

In my first run of Anti-Spyware it picked up five spyware programs that had been overlooked by Ad-Aware (from Lavasoft) and Spybot Search & Destroy. Anti-Spyware can be set to run at scheduled days and times. I recommend you always be on the safe side and *not* activate your Ad-Aware or Spybot at the same time. On my system, I set it to perform a scan in the middle of the night.

If you get into trouble call me at F1 for Help (see page 9). ♦ simbacli@pacbell.net

THINGS, THINGLETS & THINGASSOS

S. Jack Lewtschuk
MBUG-PC
Columnist



photo: R. Binsacca, MBUG-PC

- TaskMonitor
- SystemTray
- LoadPowerProfile
- Your antivirus program (trust me, you won't have a hard time figuring out which one is your antivirus program — it's pretty obvious)

Since you need the above Startup items to be running all the time in order for your computer to work properly, make sure there is always a check mark next to all of them.

If you see one or two of these items in your list of startup items, that's cool. For example, some people may not have one LoadPowerProfile while others may have two. The big thing to remember is that you don't want to uncheck any of these files if you have them.

Any other startup items, however, are completely optional. Whether you leave these optional startup items on or turn them off is completely up to you. A good rule of thumb is to disable only those programs that you recognize and don't need to have running all the time. When in doubt, leave it on. Or better still, check out **Paul "PacMan" Collins'** huge **Startup Applications** list at www.sysinfo.org/startuplist.php.

Remember, disable only those programs that you recognize and don't need to have running all the time. When in doubt, leave them on.

Click on the "OK" button. A message will pop up telling you that you must restart your computer before these changes will take effect. Click on "Yes" and your computer will automatically reboot.

That's it! Your computer should now boot faster and crash less.

So, what about Windows95, NT and 2000?

Mconfig is not (quite) available for Windows95, NT or 2000. But don't panic. The free "Startup Control Panel" program at www.mlin.net/StartupCPL.shtml will work just as well. And if you have WindowsNT or 2000 you can also download the official WindowsXP version of Mconfig at www.thetechguide.com/downloads.html. program. ◆

What is Msconfig?

Built into **Windows98, 98 SE, ME** and **XP** (but what about **Windows95, NT** or **2000?**) is a special tool called the **Microsoft System Configuration Utility** or simply "msconfig". Designed to help you troubleshoot problems with your computer, msconfig can also be used to ensure that your computer boots faster and crashes less.

Most people know that the more programs you have running on your computer at once, the more likely it is that your computer will either run slowly or even crash. What most people don't know is that every time you boot your computer a whole mess of "hidden" programs load in the background. Some of these hidden programs are essential, but most aren't. Turning off some of these hidden programs can significantly increase your computer's performance and reliability.

Here is how to use msconfig on Windows98, 98SE, ME and XP to disable (turn off) some of the unnecessary programs that automatically load when you start up your computer:

- 1. Go to "Start" > "Run"
- 2. Type "msconfig" or select "msconfig" from your dropdown menu
- 3. This launches Microsoft's System Configuration Utility
- 4. Click on the "Startup" tab
- 5. This takes you to a page with a list of Startup items. Startup items are programs that are automatically loaded every time you turn on your computer. Some Startup programs are absolutely necessary while others are simply a waste of RAM.

The only Startup items you absolutely need are:

- ScanRegistry

blacklion@royal.net



VIDEO PRODUCTION



photos: Bill Hyster, MBUG-PC

by **Joseph Asling**
MBUG
Video Team Leader

THE BASICS OF VIDEO EDITING

So, you have a lot of videotape from your last vacation, your daughter's wedding, or just family stuff. How do you make it look like something people will want to watch?

The way to learn to edit video is to edit — *doh!* Here are some pointers to help you get started.

First, review your tapes carefully and make plot decisions

- What are your favorite shots? These are the points around which you should design your video.



- Look at the material from the point of developing a theme or telling a story. For example, your recent trip to Southeast Asia: do you want to emphasize the tropical beauty of the place, the fauna, the historical ruins, the variety of indigenous cultures you saw, or the way the experience affected you and your friends?

- Or, perhaps you took a vacation where everything went wrong — you might do a humorous video of the Vacation from Hell.

- Consider emphasizing the visual and using audio narration for brief descriptions of what you are seeing. Or, tell the story with narration and match the video

illustrations: Regina Doyle, MBUG-PC

shots to what you are say. One might call this video-driven versus audio-driven approaches and, of course, you can always mix and match. I once did a travel video of Peru in which I described most of the locations thoroughly, but when I edited Machu Picchu, it became evident that narration would distract from the surreal, mystical feel of the site, so I just strung dozens of video cuts over Andean flute music.

Next, develop your story as an outline, a script or a "storyboard"

- Storyboarding is universal for serious video production, but even amateurs can learn to do it. To make a storyboard, make rough drawings of the scenes and text areas to fill in the action and the dialog. You can storyboard every cut if you need to compose your video tightly, but you can easily do one sketch per scene and figure out your exact cuts later. (I have a couple of examples of blank storyboard sheets which I can send to people or post on the website for printing).

- It helps to get a video editing book. Most editing program books are pithy to the point of incomprehensibility, so beginners need something more chatty and tutorial-oriented like "*Your editing Program) for Dummies.*" When I did an Amazon search on **Windows Movie Maker** (the program which is supplied free with WinXP SP2), I found half a dozen good how-to books. I like "*Nonlinear Editing: Storytelling, Aesthetics, and Craft*" (*DV Expert series, CME Books*) by **Bruce Button**. Much of it assumes you are doing full-scale indie video productions, but there are plenty of good hints and recommendations.

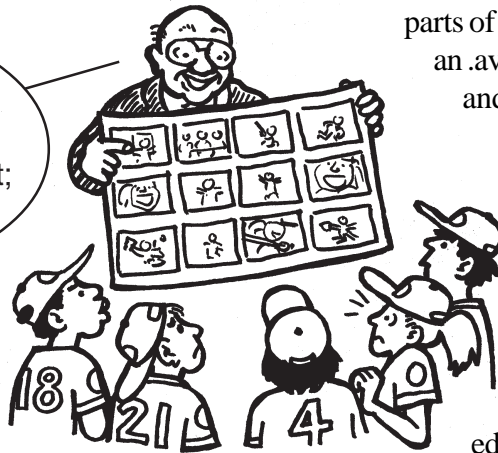
Now, get the video into your computer

- With a PC, this involves capturing your videocam tape to .avi files on your hard drive. If you have a Mac, you might use **QuickTime** and end up with .mov files, but it's pretty much the same thing. I covered the hardware and software necessary to "capturing" in a previous article (MBUG-PC Newsletter, May 2005) so I assume you can do this.

- One approach is to just capture the whole tape. But I recommend breaking the tape up by subject in 5 to 15 minute segments, because an hour-long, 13GB file, can be hard to work with. I do this, if I'm going to use much or most of the tape, with long cuts.

■ Another approach, if you are going to use only a few shots from a tape, is to document where on the tape's "timecode" they are, and to capture only those sections (plus a bit extra on the beginning and the end so you don't cut anything critical).

OK kids, here's the story board of last week's game: closeup of my granddaughter arriving; next she's in the dugout; now she's at bat; now she's waving at me ...



■ The third approach requires a "capture utility" which automatically creates a separate .avi file for every shot you've made (it does this by recognizing discontinuities in the tape's timecode). You will end up with several hundred files with inspirational names like "MyTape000.avi" to "MyTape293.avi". After you do this, you pretty much have to review every file, throw out the ones you definitely won't use, and rename the others — but having done this, these are the easiest files with which to create a final edited video. Sort your files into subject-oriented subdirectories on your A/V drive and remember: you **need** a separate drive for your video/audio files.

So much for the preliminaries: now fire up your editing program

■ Most editing programs (or "editors") have, at a minimum, a file manager, a monitor, and a timeline. All editors are different from each other, so the following instructions can't be too specific.

■ Create a new project and name it. Import the files you will be working with first into the file manager.

■ Place one of the files on the timeline (drag-and-drop works with most editors). You should see both a video and an audio component to the file, as .avi files usually include both. The duration of the file is indicated by how far it stretches along the timeline's horizontal axis. Below the monitor window, little arrows (similar to the play controllers on your VCR) are used to play your clip. As it plays, a Current Time Indicator (CTI), moves along the timeline and you see the action in the monitor window and hear it in your speakers.

■ With your mouse, place the CTI where you want to begin the clip and trim it, then do the same to the end of the clip. It is important to know that you are not doing anything to the .avi file itself — you are only creating pointers in the project file which tell the editor which parts of the .avi file you wish to use. You can use an .avi file multiple times and select different in and out points for each instance.

■ Now take your other clips, add them in the order that you want to play them, and also trim them in the same manner. If you want to add a new clip in front of those currently on the timeline, you either have to figure out how to move all the clips to the right, or do an "insert edit." This adds the new clip at the CTI and pushes all the other clips to the right, rather than overlaying them.

■ Get rid of any space between clips (called a "ripple delete"). **Save your project frequently while you are doing all this!** Nothing is more frustrating than having your computer crash (and it will crash) and losing an hour or more of hard editing work!

■ Another thing you can do is mix-and-match video and still shots, and you can set the duration of the stills to anything you like. For example, I have some night video of fire dancers in New Britain shot with available light and all I can see is the bonfire and the shadows of the dancers as they run through it. But my wife has digital stills taken with flash, and I can alternate between my dark action shots and her stills showing the details of the dancers' costumes. Most modern digital cameras take high resolution pictures. The resolution of video is 640 x 480 (DV is actually 720 x 480, with rectangular pixels which are a bit higher than they are wide). You can choose the degree of cropping and magnification you want for each digital picture—just don't magnify them too much, or you'll see jaggies due to pixilation.

■ You can even use someone else's material. For a travelogue on Morocco I rented a tape of the old movie *The Road to Morocco*. I connected the output of my VCR to the analog video and audio inputs of my computer and captured the first two minutes, with **Bob Hope** and **Bing Crosby** riding together on a camel and



singing the theme song. With a sepia effect and my titles over it, it was an amusing introduction.

■ Play your “rough cut”: this will help you decide where to clean up your video.

■ Look for “jump cuts,” where your subject is almost, but not quite in the same position in the second shot as the first, so the video seems to “jump”. The best way to handle this is with a “cutaway”. If you were shooting with two cameras, you could alternate a clip from Camera B’s angle, but we aren’t usually so lucky. So, if your audio content allows, cut one of your clips a bit shorter or longer, so that either the subject matches more exactly on the two clips, or the clips appear different enough to get rid of the jump. Or, use a totally different clip for your cutaway such as a bird flying by, some audience reaction, the bride’s mom crying, a bored kid scratching his nose, whatever makes sense. **Windows Movie Maker** has only one video track, so you’ll have to cut and paste. If you have a more advanced editor such as **Adobe Premiere Elements**, you’ll have multiple video tracks — just drop the cutaway onto a higher track and it will cover all the lower tracks. (Note that video tracks and audio tracks behave differently; by default, only the top video track is visible, whereas all the audio tracks are mixed together). If you can’t do a cutaway, try covering a jump cut with a crossfade (see below).

■ Now look at your cuts and transitions. Your video currently has only cuts between the clips—that is, one clip ends and the other begins abruptly. Classic movie convention is that cuts indicate continuous action, while crossfades (also called “dissolves”) and “fades to black” suggest time passing. Think of cuts as periods between sentences, crossfades as paragraphs, and fades to and from black (or white) as chapter breaks. But you don’t have to follow this convention. You may find that short crossfades between each shot suit your material better—just be consistent so you don’t set your audience’s teeth on edge. Play with different durations of the fade to make it as inconspicuous as possible.

■ **Warning to beginners:** most video editing programs also have dozens, even hundreds of special effect

transitions. Unless you are making commercials or rap music videos, use these sparingly! They can be jarring and distract from the content of the video.

Now it’s audio time

■ There are three types of audio to consider: the sound track that came with your video, voice-over narration and background music. If you want to get really sophisticated, there are also sound effects, called “Foley” in the movie industry in honor of the original sound effects guy.

■ With the better video editors, you can put your camcorder audio on track A1, your narration on A2, and your music on A3, and set the audio level of each track to balance the output. Windows Movie Maker has two audio channels, one for the audio component of the .avi and one for either narration or music.



Grandma, did you edit over my garage band sound with Benny Goodman again?!

■ There are many ways to obtain background music. I usually download it off a music CD (I’m assuming that your video is for personal private use, so nobody will prosecute you for using their copyrighted material). Look for freeware programs on the Internet such as www.audiograbber.com-us.net to rip audio CD’s into .wav files and www.audacity.sourceforge.net for a good free audio editor.

■ Now to make your voice-over dictation: I suggest you watch your video with a scratch pad in hand and write down what you want to say. Unless you’re a superior extempore speaker, writing a script will be time well spent. If you don’t have a nice hi-fi microphone, just dictate into your camcorder and capture it to your hard drive. Many programs will let you capture just audio or just video. If not, unlink the audio from the video in your editor and dump the video. You can cut and trim audio on the timeline just as you trim video clips and move your dictation to match the video.

■ Listen to the output with good quality speakers and set the levels of each audio track so you can hear each

element in the mix clearly. Here is where “audio keyframes” can improve your production, allowing you to change the level of just part of the audio track. Let’s say you want to soften the music at one point so you can hear some dialog or narration. Set a keyframe on the music track about a second before the dialog starts, a second keyframe where the dialog starts, a third keyframe where the dialog finishes, and a fourth a second or so after that. Then decrease the audio level using keyframes 2 and 3. The music will fade down between keyframes 1 and 2, stay quieter between 2 and 3, and fade up between 3 and 4. **What you absolutely do not want to do is let the total output exceed 0 dB.** Analog audio (such as a VCR tape) is a bit forgiving, but digital audio will clip and distort. If you have an audio monitor in your video editing program, check your output levels with it. Between about -10dB and -4dB is ideal. By the way, there are “video keyframes” too. A good editor such as **Adobe Premiere** will allow you to vary almost any special effect over time with keyframes.

Titles are a whole separate subject

■ I’ll have to do a whole separate column or workshop on how to make titles, if anyone is interested. But basically, most editors have built-in titlers, and all operate a bit differently. If you want to get complicated (use rolls, crawls, zooms, 3D, etc.), spend some time with your program’s documentation. A simple solution is to create one or more stills with your title text on them. In a program such as **Adobe Photoshop Elements**, you can create a new graphic with a size of 640 x 480 or 720 x 480 (if you’re using DV). Use a nice unobtrusive background color, gradient or a still photo, and put your text on top of it. Pick a font that people can easily read and make it big enough to read on a TV screen — leave at least 10% margin on all four sides as TV sets underscan (i.e. you don’t see the edges of your video). Don’t get too bright with your colors, as NTSC doesn’t like RGB values above about 235. Some colors “bleed” on TVs (red is notorious for this). If you can, outline your text with a couple pixels of black or a color which contrasts with the text and background. Insert the still at the beginning of your video, and there you are.

How about that, you’ve created a video!

■ You can now invite all your friends to watch your finished video on your computer—or not. You could make a DVD from it, but I recommend that you don’t.

Burning DVDs is several times as arcane as editing. You can export your video back to your digital camcorder via its IEEE-1394 (“firewire”) connection, and then connect your camcorder analog outputs either to your TV to play it or to your VCR to dub it. I always archive finished video projects to DV tape—they are the best quality backups you can have.

■ If you followed the recommendations made in the hardware column and have analog outputs on your computer (RCA or S-Video jack and an audio adapter cable from your sound card with stereo RCA jacks on the other end), you can connect them to the input of a VHS recorder, then connect the outputs of the VHS recorder to a TV monitor so you can see what you are doing. Put in a blank VHS tape, turn on the record function of the VCR and play the computer video. You should get a perfectly good VHS tape you can play anywhere.

Happy editing! ♦

jasling@pacbell.net

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MY FAVORITE WEBSITES

by Star Reiersen,
MBUG Member 161

One of the websites that I use to keep abreast of computer news is an off-shoot of **The Kim Komando® Radio Show** hosted by **Kim Komando** at www.komando.com. (**Don Slaiter, MBUG-PC Vice President** has mentioned this site before, and I agree with him!)



Kim has a “tip of the day” and the “cool website of the day” at her site. Tip-of-the-day subscriptions are activated by going to tips@komando.com.

Kim Komando (shown at left) is billed as “America’s Digital Goddess”!

A recent favorite that Kim turned me on to is a website that lets you print out any pattern of graph paper that you need — bee comb hexagons, 1 square = 1 foot, etc. This is much easier than finding the pads of graph paper in the mounds of paper I have somewhere at home!

Another favorite she recommended is a fun miniature golf game.

Tips of the day cover everything from shareware programs — **AdAware** and **Spybot** make the list, which will make Clive happy (see page 6), to laptop security, to advice on setting up wireless networks, and more.

Mbuggers, I strongly recommend you check this website out! Comments? Contact me at **Computer Power**, 1173 Ninth Street, Monterey, CA 93940, (831) 373-3919. ♦ star@computerpowerstar.com

We invite you, our MBUG Newsletter Readers, to write your own short descriptions of websites you visit often or which you have just discovered and enjoy. Send to The MBUG Newsletter Editor at ReginaDoyle@aol.com.

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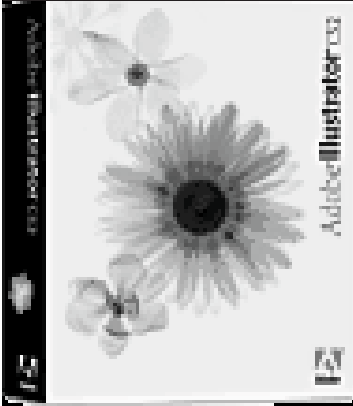
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S. Jack Lewtschuk blacklion@royal.net

TIPS FOR ADOBE ILLUSTRATOR



The Adobe Illustrator SIG (Special Interest Group) has been meeting monthly since March of this year (see update on page 14)

At each meeting a different topic, effect, or tool is explored, depending on the interests of the attendees.

A recent meeting focused on creative uses of type and the effects of the various Type tools. The following is excerpted from a handout provided by one of the members, outlining the steps to create a crumble effect on text, using the basic “type” tool.

The directions work with both Illustrator 10 and CS versions.



USING THE PATHFINDER PALETTE FOR THE “BASIC CRUMBLE”

1. Use the Type tool.

- Enter text: COOKIES. Use a bold text (such as Franklin Gothic Heavy) at 110 points (select Window > Type > Character for palette to set font and size).
- With the Type tool, swipe and highlight text to make changes if needed.
- Click on Selection tool to select text.
- Choose Type > Create Outlines, and then deselect text.

2. Break up the text.

- Set fill color to none and stroke color to black.
- Select the Pencil tool and draw many lines across the type. You may criss-cross the type many times with the same line or draw separate lines.

3. Select all of the lines and all of the type (use Ctrl+A or draw marquee with the Selection tool).

- Choose Window > Pathfinder > Divide, then choose Object > Ungroup. The type is divided into all the individual shapes created by the lines, and the ungroup makes each independent. The lines will lose their stroke color and only the text displays when deselected.
- Deselect.

4. Use Selection tool and select only one of the black shapes in the type.

- Then choose Select > Same > Fill Color, then Edit > Copy (or Ctrl+C).
- Select everything (Ctrl+A) and hit delete key to clear the image (page is blank).
- Choose Edit > Paste to paste the black pieces of type. This step will get rid of extra shapes that were formed around the letters in Step 3 by the Divide filter.

5. Text is split and ungrouped and ready to crumble.

- First, choose View > Hide Edges to hide the guidelines. Everything remains selected.
- Choose Object > Transform > Transform Each. Turn on Preview and Random options. Use the pointer to drag the rotation bar around the circle and preview the crumble at different values. Sample value: -51 degrees.
- For more effect, also slide the Move markers to left or right; for example, set Horizontal Move at 4 points and Vertical Move at 2 points. OK, and deselect.

6. Repeat process for second word, Crumble, except draw lines over only the lower part of the letters. ♦

lakelyn@ix.netcom.com

Dear MBUG-PC Members:

We're sorry we had to CANCEL the 2005 Potluck Picnic, but we didn't have enough interest to make it happen. Maybe next year???

The Potluck Picnic Committee



ARE YOU A REGISTERED MBUG LISTSERV MEMBER YET?

Join the MBUG listserv and send messages to all other MBUG Members and have other Members reach you with important information:

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- **You can ask and answer computer-related questions**
- **You can make computer-related announcements**

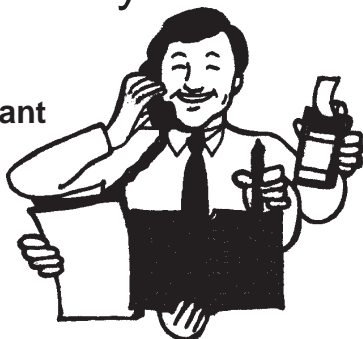
Register at www.mbug.org or go to <http://listserv.redshift.com/mailman/listinfo/mbug>

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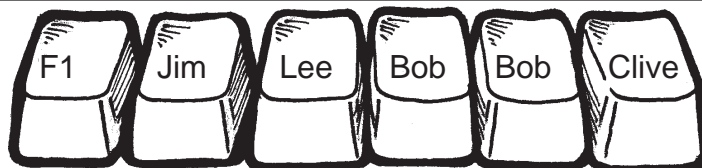
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Our expert team of helpful F1 Volunteers

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 Shanteau

e-mail to shanteau@iname.com
or call Monday - Friday 10am-5pm
394-9420

■ 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
phone (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.

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

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DESKTOP MANAGEMENT



Will Radecki

Guest Speaker

**Wednesday,
September 14
7:00 to 9:00pm**

Hilltop Park Center, Monterey

**PLUS Special Guest Speaker
DONNA JETT, MBUG-PC's
Representative, fresh from
the SouthWest User Group
Conference, San Diego, California**

First, Donna will give us a *brief* overview of the latest news about what's new in the computer world.

Then, Will will help us take control of our Desktops! Will, who has taught computer literacy for over 10 years, will show us how to identify and organize icons, manage files and folders and how to create simple backgrounds that make Desktop organization fun, clean and efficient. Questions? (831) 646-6946 wradecki@hotmail.com. ♦

COMING in OCTOBER:

IDENTITY THEFT: SPOTTING & STOPPING IT



Scott Coté

Guest Speaker

**Friday, October 7
7:00 to 9:00pm**

**Adult Education Center
Pacific Grove**

Identity theft is one of our nation's fastest growing crimes. If a criminal manages to steal personal information such as your bank account, loan, credit card, social security, user ID and other numbers, along with passwords, your mother's maiden name and other such data, they can steal your identity, your money, your good credit and your reputation. And, although much of this type of fraud is perpetrated via the Internet and e-mail, it is NOT just a computer-users problem — thieves can get information about you via

ADOBE PHOTOSHOP

Kirk Kennedy

Guest Speaker

**Wednesday,
September 28
7:00 to 9:00pm**

Hilltop Park Center, Monterey



Kirk, from **VectorPoint**, will provide us with simple tips to help take professional quality pictures; a brief overview of Layer Masking Techniques (the really cool feature of Photoshop); and printing (how to get the print to look as good as it did on the monitor). Questions? (831) 424-0925 kirk@vectorpoint.ws ♦

ADOBE ILLUSTRATOR SIG UPDATE



This Special Interest Group (SIG) meets every 3rd Monday of the month at **Carmel Foundation**, Computer Learning Center, on Lincoln between 8th/9th Streets in Carmel.

Fee: **\$3.00** (payable at the meeting).
Next meeting: **MONDAY, September 19, 2005**
10:30am -12 noon. Previous knowledge of
Illustrator not required.

To be placed on the SIG mailing list (receive information/announcements), call Carolyn Lake at (831) 643-2023 or e-mail lakelyn@ix.netcom.com.

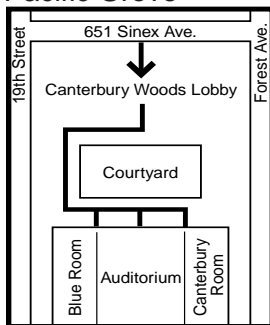
**Space is limited:
advance reservations are strongly
recommended.**

telephone or your mailbox too. Learn the latest about this alarming trend and ways you can protect yourself or what you should do immediately if you think your identity has been stolen. Scott, a lecturer on network design and integration, wireless networking, network security and robotics at the Naval Postgraduate School (with a referral to us from the Monterey County District Attorney's Office) will provide some truly useful information, which you won't want to miss. Mark your calendars now! ♦

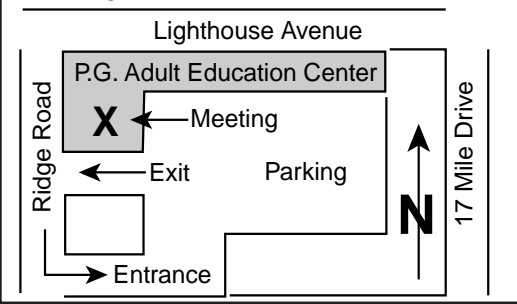
MBUG - PC Calendar of Events - September 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		AUGUST 30 DIRECTORS' MEETING Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>		1	2 "MS Word Tips & Keystroke Shortcuts" Adult Ed Center PG 7:00 - 9:00pm Debbie Jones	3
4	5	6	7	8	9	10
11	12	13	14 "Desktop Management" Hilltop Park Monterey 7:00 - 9:00pm Will Radecki	15	16	17
18	19 "Adobe Illustrator SIG" Carmel Foundation 10:30am to noon Carolyn Lake	20	21	22	23	24
25	26	27	28 "Adobe Photoshop Seminar" Hilltop Park, Monterey 7:00 - 9:00pm Kirk Kennedy	29	30	

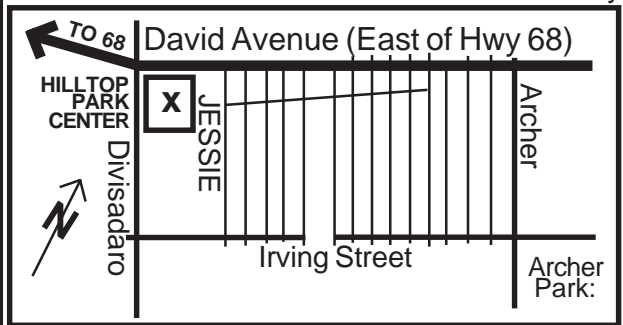
Canterbury Woods
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General Meeting Location
Adult Education Center, PG
 1025 Lighthouse Avenue, Pacific Grove



Hilltop Park Center
 871 Jessie Street
 Monterey



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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 DIRECTORS' MEETING Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	5	6	7 General Meeting "Identity Theft" Adult Ed Center PG 7:00 - 9:00pm Scott Coté	8
9	10 "Adobe Illustrator SIG" Carmel Foundation 10:30am to noon Carolyn Lake	11	12 "More About MS Word" Hilltop Park Monterey 7:00 to 9:00pm Debbie Jones	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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INK UPDATE

**Joyce
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Video Team &
"The Ink Lady"



A Vote for Brand Names

A non-name brand or "compatible" inkjet cartridge won't ruin your printer. The print head and circuitry perform the majority of the work, and in most cases these items are not permanently installed in the printer. They are contained on the small inkjet cartridge itself.

The vote to buy brand names is so that MBUG-PC can receive a reimbursement for your empty cartridges once you donate them to the brown box or give them to a Board Member at our meetings. The revenues go to help our educational programs, for which we all thank you for the continuing support!◆

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photos: Bill Hylar, MBUG-PC

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John Thompson 1271

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