



Leisure World PC Users Group
LEISURE BYTES
 Newsletter Editor – Marge Amstadter
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Vol. 11 - No. 1

February 2004

Laguna Woods,

NEXT GENERAL MEETING
Monday, February 16-CH#3 Auditorium-6:30 p.m.

PROGRAM: DRAGON - Voice Activated Software

Do you wish you could find a way to make typing as quick and easy as speaking? Rich Blumenthal, president of the Saddleback Valley IBM PC Users Group since 1998, will present a demonstration of this speech-recognition software that is compatible with all Windows programs. In addition to creating text through dictation, the software supports macros that can be used to quickly pull up boilerplate text, standard paragraphs, and graphics. It can also be used to prepare spreadsheets and graphs on Excel, create e-mails and navigate the Internet hands free! Come to watch the demo and have many of your questions answered.

.....**AND**.....

WIN-WIN-WIN-WIN-WIN-WIN-WIN-WIN

A STATE OF THE ART COMPUTER SYSTEM

A drawing will be by computerized random selection from the database of all 2004 paid up members. Join/Rejoin—Pay your dues by February 12, 2004 and be eligible for the drawing.

MEMBER MUST BE PRESENT TO WIN

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GRAMP'S RIDE TO CYBERSPACE

Part 6 "Advanced Training" continues

By *Kenneth R. Taft* All Rights Reserved
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Why would any teacher take on the responsibility of trying to teach three computer classes, when each class was comprised of 20 crotchety old fogies—none of which could she control and each with a mind consisting of cement that she couldn't penetrate if she had a rock crusher?

A real bummer that kept occurring was when some "body" figured that they "knew" something and attempted to help some other void head, which always resulted in the two screwed up void heads instead of one, for the teacher to deal with.

We all had a book and handouts, which our instructor was forever correcting. For some reason, the version of computer programs and/or the version of instructions never quite matched. We couldn't read the original material and apply it let alone interject all the corrections foisted upon us.

On a couple of occasions our "NICE TEACHER" let it be known that she would like to dismiss class a little early or at least "LEAVE ON TIME" because of an important previous commitment. Under no circumstance was this going to happen. Remaining an extra 15 minutes in class beats the heck out of another 15 minutes playing shuffle board at the senior center or going home for a shot of "GERITOL" and watching TV. (These extra minutes of instruction also reduced the cost per hour of this higher education.)

Teaching is full of tough luck.

TEACHER'S
HARD LUCK
OBSTACLES
AND
CHALLENGES
press
"start"
to
turn off
your
Computer
OXYMORON ??

The teacher wasn't the only one putting in extra hours. The college library was open all day long to any one enrolled at the school. I introduced myself to the Internet here and repeated many of the exercises and lessons we had in class. The best part is there were roving, knowledgeable young students available to help get you out of trouble and set you on the straight and narrow over and over again.

One of the most important things I learned in this class is that before one can use a computer, one has to know how to STOP it.

For Example:

To turn off a TV

you press "OFF"

To turn off lights

you flip the switch to "OFF"

To turn off a car

you turn the ignition to "OFF"

HOWEVER....

TO TURN OFF A COMPUTER.....

YOU CLICK ON "START"

OXYMORON??

Easy Ways of Doing Things—Part 2

M.B. Standing

Keyboard Way

This first section concerns highlighting a portion of text in a horizontal sense. That is, a particular word or a contiguous group of words that form a *line* of text. The statements are presented in terms of using the left arrow and home keys, but apply equally to using the right arrow and end keys.

1. Tapping the left arrow key *by itself* causes the cursor to move *one space* (or letter) to the left, per tap. (Arrow keys, by themselves, function only to move the cursor).
2. Tapping the left arrow key *while holding down either control key* (there are two of them) causes the cursor to move *one word* to the left, per tap.
3. Tapping the left arrow key *while holding down either shift key* causes the cursor to move *one space* to the left, per tap, and *highlights* the space.
4. Tapping the left arrow key *while holding down both control and shift keys* causes the cursor to move and produce *one highlighted word*, per tap.
5. Tapping the **home** key *while holding down the shift key* will highlight the portion of line to the left of the cursor. If the cursor is at the right end of the line, the entire line will be highlighted.

To illustrate use of the above guides consider the following sentence. Obviously the word *makw* should be *make*, so a correction is in order. Here is one way to make the correction, starting from the cursor position to the right of the exclamation point.

Now is the time to makw this computer pay attention !

- 1 Move the cursor one word at a time by holding down the control key and tapping the left arrow key until the cursor is in front of the word *makw*.
- 2 Hold down both control and shift keys and tap the right arrow key. This highlights the incorrect word.
- 3 Type in the correct word, *make*. (Note: it is not necessary to tap *Delete* after highlighting the incorrect word *makw*. After highlighting, just type in what you want).

Highlighting portions of text in a vertical sense is the subject of this section. This permits highlighting several lines of text and/or paragraphs of text with a single operation. In this section, the statements will be given in terms of the up arrow key, and the page up key, but apply equally to the down arrow and the page down keys.

1. Tapping the up arrow key *by itself* causes the cursor to move *one line* up, per tap.
2. Tapping the up arrow key *while holding down the control key* moves the cursor up *one paragraph*, per tap.
3. Tapping the up arrow key *while holding down the page up key* moves the cursor up *to the beginning of the document*.
4. Tapping the up arrow key *while holding down the shift key* moves the cursor up *one line*, per tap, and *highlights* the line.
5. Tapping the up arrow key *while holding down both control and shift keys* moves the cursor up *one paragraph*, per tap, and *highlights* the paragraph.
6. Tapping the page up key *while holding down both control and shift keys* will highlight text to the top of the document.
7. Tapping the **A** key *while holding down the control key* will highlight the entire document.

Using This Material

The only way of learning this type of computerize is: practice, practice, practice.

One way is to type several lines of text that purposely contain spelling and other errors. Then practice highlighting a specific word, or groups of words, and then correct the error, similar to the example given above. Another good way of practicing is to change several lines of an existing text from Times New Roman, size 12 to, say, Wingdings 2, size 14. If you don't like what you see, you can get additional practice by changing back to the original. What is given in these 2 1/2 pages of tutorial cover only a few of the basic ideas that can be used in word processing. So....to learn how

GET WITH IT.



Ask Apple

<http://www.callapple.net>
callapple@fea.net

Q & A DEPARTMENT

GETTING BACK TO WHERE WE STARTED

by Louise Applequist

How often have we tried to log in to our ISP (Internet Service Provider) only to have it tell you that it can't make a connection, or that no matter how hard you try, we're just not letting you get on? The majority of people will immediately go to EDIT/PREFERENCES in Netscape, and or INBOX/TOOLS in Outlook. Poke something here, change something there and eventually, we're all screwed up and can't remember what was where. Can't seem to read our pencil notes either and we're up the creek without a paddle.

The best way to make sure that you're back to where you started is to have a picture of what it should look like. That's not always something that you can put your hands on immediately. Well, you could if you had taken a picture of the setup. When you are certain that your system is up and running smoothly, go to TOOLS or PREFERENCES, call up each of the screens with the important information on them, one at a time .

Once the correct screen is before you, click on ALT & PRINT SCREEN buttons (simultaneously) on your keyboard. You won't see or hear anything happening, but the program is putting a copy on your Clipboard of what was on the screen. Open WordPad (Start>Accessories>WordPad) and PASTE (CTRL-V). This will put the picture that you just took on WordPad and you can now print it out. Return to TOOLS or PREFERENCES, which should now be on your TASKBAR and continue until you have all of the important print-outs of how your system should be set up. Now file or store them with all of your other important documents that pertain to your computer. No more guessing.

Question: How do I get the "cents" sign?

Answer: Someone decided that two cents could be written \$.02 and therefore eliminated the ¢ because it was no longer necessary.

But, to get it (ASCII), place the I-Beam where you want the CENTS sign to go.....**hold down ALT Key** and at same time key in the number **0162** on the **NUMBERS KEYPAD**, or **ALT-155** and you will get the cents sign

• ¢ . . .

Try the following:

ALT +		What it is
0186	°	Degree
0174	®	Registered
0153	™	Trademark
0169	©	Copyright
0188	¼	One-quarter
0189	½	One-half
0190	¾	Three-fourths
0247	÷	Division Sign
0149	•	Bullet
0151	—	Em Dash
0232	È	E Acute
0178	²	Superscript
0171	«	Left Guillement
0187	»	Right
0182	¶	Paragraph
0142	☑	Check Box

For more ASCII symbols:

START>PROGRAMS>ACCESSORIES>SYSTEM TOOLS>CHARACTER MAP.

In the right lower corner the keystroke is displayed when you make your selection.

Members to Members

Share your news, tips, questions and more.

Hello!

My grandfather, Harold Stern resides in Rossmore Towers (#859 Tower 2) and is a PC user. I recently gave him my Dell Pentium 3 computer, as I got a new machine. The problem stems from his severely diminished vision, as he suffers from macular degeneration. I live in Los Angeles, and being young and struggling I have little time to get up there and help him with computer issues on a consistent basis.

So, I am wondering a few things:

1. How do I get him on a high-speed connection? The phone company says it is not yet available in his area.
2. I would be very interested in getting someone to help him with his computer (simplify the user process as much as possible) and maybe some help as to providing a magnifier for his 19 inch screen. Any assistance you could provide would be most appreciated.

Thank you. Sincerely, Eric Leiderman

Eric, in our workshop we use Zoom Text, a software program that Braille Institute installed for use by those who are visually impaired. I am not sure what the software costs but you might like to enquire.

I am sending a copy of this e-mail to Muriel Parker who lives in the Towers and has been most helpful to other residents. I believe they have small group classes.

We are supposed ??? to be getting cable access in the not too distant future. DSL is available in certain areas in LW. That's what we use in our workshop and learning centers. I do not know about the towers. Sybil

Dear 'Sybil:

Many thanks for your assistance on Saturday. You showed me how to find the obscure settings that I didn't know were there. When I put them in-- Yo Presto. I found that Eudora Lite 5.0 works just fine with Windows XP. The key settings were the names of the att servers: Incoming: "postoffice.worldnet.att.net"

Outgoing: "mailhost.worldnet.att.net". These must have been provided automatically when I first installed Eudora and Att years ago. I never knew they existed until I found them under Tools/Options, as you instructed. Now I'm trying to copy my address book to the new computer. Thanks again.

Sincerely yours,
Philip Hammond

Ta Ta for Now

For the past 2 or 3 years Norm McIntosh did a fine job as Leisure Bytes newsletter editor.

I took over the position on an interim basis at the beginning of this year. Now the time has come for me to give up this job and several others.

I find I can no longer serve on the LWPCUG board in any capacity including chairing the education committee.

I am discontinuing teaching and leading Sig meetings. I have enjoyed an association with the PC Club for more than 16 years, but I regret the past year has been most difficult.

My best wishes to all who continue to serve.

Sybil Barzilay

If you have extra floppy disks please donate some to the Workshop. We will recycle them for use by Students and members.



Thank you

Special Interest Group meetings are a privilege for LWPCUG members run by and for members. You may attend one SIG meeting as a visitor, but to go to future meetings, you must be a LWPCUG paid up member. All SIG meetings are held in the learning center at CH2.

SIG	LEADER	DAY	DATE	TIME
DIGITAL IMAGING	JUSTIN WEBB	1st SATURDAY 1st SATURDAY	MAY 4 JUNE 1	1:00 P.M. 1:00 P.M.
QUICKEN	MEL DOLLAR	2nd THURSDAY 2nd THURSDAY	MAY 9 JUNE 13	3:30 P.M. 3:30 P.M.
WORD PROCESSING	CHARLES NAHAS	2nd SATURDAY 2nd SATURDAY	MAY 11 JUNE 8	1:00 P.M. 1:00 P.M.
NEW MEMBERS	GRACE CLARK	LAST MONDAY	No Meeting Memorial Day	3:30 P.M. 3:30 P.M.

CLASS SCHEDULE MARCH/APRIL SERIES										
DAY	TIME	CLASS	APRIL	MAY	—>	—>	—>	—>	JUNE	TEACHERS
MONDAY	9:30 AM	INTERNET <u>Start</u>	29		6	13	20	x	3	Sybil
WED	9:15 A.M.	DIGITAL IMAGING <u>Cont</u>		1	8	15				Justin
THURSDAY	9:15 A.M.	SPREADSHEETS <u>Cont</u>		2	9					Milt
THURSDAY	1:15 P.M	INTERMEDIATE COMPUTER <u>Start</u>	25	2	9	16	23			Roger
FRIDAY	9:00 A.M.	WORD PROCESSING <u>Cont</u>		3	10					Charles
FRIDAY	1:15 P.M	QUICKEN <u>To be announced</u>								Mel

GENERAL MEETING	6:30 p.m.	3rd	Wednesday Wednesday	May 15 June 19	CH3 Auditorium CH3 Auditorium
Education Meeting	3:30 p.m.	1st	Monday Monday	May 6 June 3	CH 2 Learning Center CH 2 Learning Center
Board Meeting	3:30 p.m.	1st	Wednesday Wednesday	May 1 June 5	CH 2 Learning Center CH 2 Learning Center

The Computer Workshop is open, Monday through Friday, 10:00AM to 4:00PM.
Saturday, 9:00AM to 1:00PM Closed Sunday and holidays. Workshop telephone is 597-4283.

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