



PLATEAU PC USERS GROUP, INC GAZETTE



January 2012

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January 2012

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 18, Issue 1

This Month’s Meetings

January 6 at 1 p.m.
At FFG Community Church
Photo Editing Workshop

January 16 at 3 p.m.
At 127 S. Senior Center
General Meeting

January 21 at 10 a.m.
At 127 S. Senior Center
Investment SIG

January 26 at 1 p.m.
At FFG Community Church
Photography Club

January Program

Learn All About Tablets

Our guest speaker will be Mark Krolikowski, an “Easy” Tech Expert from Staples in Crossville. He will discuss and demonstrate various models of Tablets, explaining their features and uses. We are also asking our members and guests to bring their own personal Tablets and tell about their likes and dislikes.

If you have a Tablet or are considering buying one, this meeting is for you. As always, guests are welcome at our meetings and there is no charge for attendance. Come join us to learn about these hot new tech products.

Tip of the Month

Word: Add A Check Mark (Fast)

You can insert a check mark into a document via the Symbols menu, but a fast way to do it is to select Wingdings (from the Font menu on the Home tab of the Ribbon), press the ALT key, and type 0252. Note that you must use the number pad. Another hint: scrolling all the way to Wingdings in the Font menu is a pain. Instead, click it and then type wi. You’re there: Press ENTER and your cursor returns to the page with the Wingdings font.

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“FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members.

If you have something to give away, bring it in and put it on the FREE table. It's first come, first served. If you see something you want, help yourself.



Membership Dues and Expiration Dates

Membership dues are \$25 a year for a family, \$20 a year for an individual, and \$10 a year for a student 21 years of age or under. Your membership is valid for 12 months from the month you join (or renew your membership). Please pay your dues to the treasurer before the last day of your anniversary month. Anyone who is 30 days or more in arrears with membership dues cannot participate in the door prize drawings.

Corporate memberships are \$25 a year for the first two memberships and \$10 a year for each additional membership from the same company.

Our Club cannot exist without you, the members. Remember, you and your membership dues are important to keep the club functioning!

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves

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Up Coming Meeting

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on February 20, 2012 at 3:00 P. M. at
127 S. SENIOR CENTER

Program to be determined

New Members

Bob and Sheryl Craig

Classes

Please send ideas for new classes to Alan Baker
(ambaker@citlink.net)

Cool Sites

www.Fraudavengers.org It's a new year and a time when many people enjoy making resolutions to improve their lives in the year ahead. A New Year's Resolution to improve your fraud defenses in 2012 might be the most valuable decision you ever make.

Criminals are out there, looking for ways to take advantage of you and your personal information to commit identity theft and payment frauds. To lower your risk of losing your money, your time and your sense of well-being, the best thing you can do to protect yourself and family from this kind of abuse is to strengthen your anti-fraud defenses. Most folks don't realize there are simple steps that are within our control that can lessen our exposure to fraud.

Submitted by Bob Mohar

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Investment Club

Meets the third Saturday of each month at 10 a.m. at the 127 S. Senior Center. The leader is Bob Mohar . Anyone interested should contact Bob at 707-0434”.

Pleasant Hill Group

The Pleasant Hill group meetings will be announced by the SIG Leader, Dick Riesz. Meetings are held in the Pleasant Hill Community House on Main Street across from the Pleasant Hill Post Office. All members are welcome and visitors from the Pleasant Hill area are especially encouraged to come.

Photography Club

The Photography Club, a PPCUG SIG, meets the fourth Thursday of each month at the Fairfield Glade Community Church at 1:00PM. Topics vary each month but we show and discuss member's photos each month. One or two "People's Choice" photos are submitted to the Glade Vista each month for publication. The SIG leader is Jim Mansfield.

A photo editing workshop is held at 1PM at the FFG Community church on the first Friday of each month.

PPCUG ISP

We wish to thank the following for providing ISP connections:

- Frontier for DSL at the 127 Senior Center and Fairfield Glade
- Multipro for dialup at Pleasant Hill

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

PPCUG 11/2/11 Meeting Minutes

Internet Safety/Security

The meeting was called to order at 1503 by Alan Baker. First order of business was to pass a sign-up sheet around to all to determine how many attendees either had already or were planning on acquiring a tablet computer, Kindle, Ipad, Iphone, droid or similar type of hardware. This information would be used by the club to determine what level of interest and therefore better plan for future programs and club focus to address the needs of those members. The board will discuss this information to determine how to proceed.

Q&A session was started with a question about accessing a PC from a remote location. Both Alan and Carl gave suggestions on how this can be accomplished stating that it is a commonly used practice for many people. Software designed to do this such as Gotomypc.com , Pcitywhere.com and Logmein.com were mentioned. Several drawbacks to this operation are that the home computer must be left on to access, operation is dependent also on being able to establish communication with the home unit. Depending on what files, programs or operations are of interest for remote capability, it may be advantageous to simply use a web based mail program which could be accessed remotely and downloading/copying files to a flash drive from the PC and taking them along for use on the remote unit.

If "OUTLOOK" is used as a mail program on both home and remote computers it is possible to copy the outlook PST. File containing all the mail information to a flash drive and take that along for use on the remote computer. Both units should have the same version of Outlook.

One person stated that she had a "ROOT KIT" problem with her computer. This was not something that was well understood by many of the attendees. It was explained that a root kit is a malware program which has infected a computer through downloads or infected links, emails, attachments etc. They are designed to reside in the heart of the operating system to perform whatever process the programmer intended. Since the usual reason for their creation is to ultimately do some sort of harm to the computer or operator of the computer by stealing information such as financial records, they are also designed to be very stealthy. The idea is to keep their existence a secret as well as to prevent their removal. The remedy in most cases once discovered is to reformat the hard-drive. A down-loadable program called GMER can be used to search for root kits.

Carl and Alan recommended that learning the use of keyboard shortcut and function keys available through your operating system would make using the PC much quicker and more efficient.

A short business meeting led by Steve Rosenstein was held after the intermission. Steve talked about upcoming programs in 2012 by Staples focused on new hardware and a program in conjunction with the Art Circle Public Library and use of PC's to get the most out of the Library experience. Copies of the PPCUG newsletter will be available to Library patrons after each meeting while they last.

Carl's presentation on Safety and Security in use of the Internet began with an explanation of the terms for various types of harmful files and programs which can be inadvertently given access to our computers. Carl states that recently he has seen an increase in what he terms, "NASTY'S" appearing on area computers. Root Kits mentioned earlier in these minutes were one of the more serious problems noted along with trojans, viruses, worms, phishing, adware, spam, and other malware. A broad differentiation between a virus and other forms of malware is the ability of a virus to replicate itself and spread to other equipment. "A virus is malware but not all malware is a virus." A Trojan as the name implies is something that masquerades as something that it isn't. Key loggers were said to be very damaging since they are able to steal information such as passwords, bank account numbers or any other private and financial information placed on the PC.

It is important to remember that only one anti-virus program and one firewall may be active at one time.

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Many good programs are available to address malware problems including a variety of free programs which are very good. Many of these have higher featured versions available for an additional fee.

A first line of defense in avoiding websites which may be prone to malware or other issues is to download a program called Web of Trust found at, www.mywot.com . This is a user designated rating system for most websites.

Carl's entire presentation on this subject in a Power Point presentation along with a handout with additional information is available on the club website at, <http://ppcuginc.com/>.

Meeting adjourned.

There will be no regular meeting in December. The next meeting will be January 16, 2012.

Submitted by Secretary Dick Del Frate

The Seventh Son of Windows

Windows Live Photo Gallery
by Lee Reynolds, Member, Boca Raton Computer Society, FL
October 2011 issue, Boca Bits www.brcs.org
leetutor (at) exploringwindows.com

Introduction

For Windows 7, Microsoft has stopped furnishing the Windows Photo Gallery that was built into Windows Vista and instead made a version of the program available from the Windows Live site. Windows Live Photo Gallery can also be installed in Windows Vista and Windows XP. By removing this component from the operating system, it is to be hoped that Microsoft will be able to provide updates and improvements in a much more timely manner.

Download

You can download the latest version of Windows Live Photo Gallery from here:
<http://www.windowslive.com/Desktop/PhotoGallery>

About Windows Live Photo Gallery

With Windows Live Photo Gallery, you can manage all your photos, search for them, import them from a camera or other removable media, order prints online, and publish them (upload to Windows Live Spaces, Flickr).

When you import photos, they are automatically grouped by date and time. You can edit them to fix redevye, crop out unwanted sections, correct colors, and adjust the lighting, sharpness, etc. Any edit you make to your photos can be reverted later at any time.

You can stitch several photos together to offer a "panoramic" view. You can also apply a treatment to color photos to convert them to black and white and shades of grey.

The list of capabilities of the program goes on and on.

For example, you can send photos by e-mail, burn them to a CD, and print them.

You can add tags, ratings, and captions. Since Live Photo Gallery has the ability to automatically recognize faces, you can tag them with the names of the people in the photos and therefore be able to search by the people in your photos.

You can resize, rotate, delete and rename the photos. There is QuickTime movie support if you have QuickTime 7 or later installed.

Free Online Computer Tutorials from "InPictures"

by Ira Wilsker

WEBSITE:

<http://inpics.net>

I get a lot of requests from individuals on how to accomplish a myriad of tasks using popular software. I also get requests from individuals asking for help creating web pages, or writing computer programs in a variety of computer languages. Now there is an unusual free resource that can give everyone detailed instructions on how to complete his selected tasks. While there are many free online help and tutorial services, what makes this one unusual is that it is mostly based on still images (screen captures), with only a small amount of text explaining each image.

This interesting service is freely available to anyone online from "InPictures" at inpics.net, and only requires an internet browser; all internet browsers should work equally well. There is nothing to buy, download, or install in order to use the tutorials. There are no animations, movies, videos, or music, only a logical sequence of sharp black and white images, along with some text, that explains and demonstrates how to accomplish each desired task with the listed software.

According to the website's creator, whose name is not listed on the website, "In Pictures tutorials began as part of a research study we conducted for the U.S. Department of Education. The goal: to make it easier for people with learning disabilities to learn computer subjects. As part of the study, we created simple, illustration-based tutorials. Everyone who tested them - not just people with learning disabilities - said the new tutorials enabled them to learn faster and easier than conventional text-heavy books." Since all of the images are situated on individual web pages, the user can easily control the size of the images by utilizing the native zoom feature incorporated on most browsers. To zoom in with your browser, simply use the Ctrl+ or Ctrl- features (press the Ctrl key and the "+" plus key simultaneously to enlarge the screen; Ctrl and "-" minus zooms out).

The list of software and programming is not extensive, but covers some of the most widely used titles, including Microsoft Office, Open Office (this will also substantially apply to Libre Office, an Open Office clone), HTML and CSS for webpage creators, and the programming languages MySQL, PHP, and Perl. The Microsoft Office tutorials cover both the 2003 and 2007 versions of Office, and include Word, Publisher, Excel, PowerPoint, and Access. While Office 2010 is not yet listed, a user needing help with Office 2010 tasks will likely find that most of the tutorials for 2007 will pretty much apply to 2010, although there may be some cosmetic and functional differences. Open Office users (as well as Libre Office users) will find the tutorials for Base, Calc, Impress, and Writer are comprehensive and easy to follow.

For those who would like to learn how to create web pages using HTML and CSS (Cascading Style Sheets), InPictures covers HTML basics, site navigation and layout, online forms, uploading to a server, and advanced layout techniques. For anyone who would like to learn programming, the tutorials for MySQL, PHP, and Perl are clear, concise, and easy to follow, and are easy to comprehend because they avoid "geek speak", and incorporate a series of screen captures that clearly display the appropriate operations and functions.

Since I am typing this column using Word 2007, I decided to use the Word 2007 tutorial to demonstrate to myself the usefulness of the InPictures service. Clicking on the Word 2007 link on the left margin of the start page. When the Word 2007 main page opened, the user is presented with a simple choice; either follow a sequential tutorial covering all of the material operations and functions of Word, or to manually select individual topics as a quick tutorial or to refresh the users' knowledge about how to perform a specific task. The novice user would be wise to use the

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complete tutorial, as it is comprehensive and provides a complete series of instructions on how to use Word. If the user selects individual Word tutorials, he can select from Word Basics, Long Documents, Special Features, and Advanced Word. The same four categories of tutorials can be selected from the top of any of the Word tutorial pages.

Word (2007) Basics is just what it says, and includes the most basic Word functions used, and includes new document creation, copy and paste, formatting words and paragraphs, bullets and numbering, page settings, spell checking, and page viewing. The Long Documents selections include guidance on how to format text with styles, find and replace functions, the use of tabs, and the creation of headers and footers. Many users of Word like to use some of the "Special Features" shown in the in Word tutorial, including columns, drop caps, the insertion and management of photos and other images, drawing and painting in Word, and the use of tables. The final section of the Word 2007 tutorial, "Advanced Word", explains how to do a mail merge (create a series of personalized letters from a mail list), create and use templates, print envelopes and labels, count words, and create and insert a table of contents. A similar series of tutorials is available for other Office components (Excel, PowerPoint, Access, and Publisher), both the 2003 and 2007 versions. Likewise, similar tutorials cover Open Office (and Libre Office).

For anyone who needs basic training or some occasional help with office software, the creation of web pages, or common programming tools, the InPictures website at inpics.net may be a valuable, and free, resource.

Do you want to tweet?

By Linda Gonse, Editor / Webmaster, Orange County PC Users' Group, CA
September 2011 issue, Nibbles & Bytes
www.orcopug.org
editor (at) orcopug.org

Many more people are turning to Twitter now that they realize using it is more than announcing your breakfast menu and where you shop for your socks. So if you are thinking of joining in on this real-time, constantly changing, global communication, but are unfamiliar with some of the jargon, let me help get you started.

When a person writes 140 characters or less in their message box on Twitter and presses Send the message appears in their "timeline" and in e timelines of all the people who have chosen to "follow" that person. The message is called a tweet. You send tweets, get tweets, and read tweets.

When referring to other people on Twitter, the terms "tweeps" or "peeps" are used. I have seen "Twitterers" but that has too many letters to be used much. (No one uses "twits" which would be a negative term not linked to Twitter.)

All of Twitter has been called the "Twittersphere" but again, too many letters to refer to it In a tweet, unless it's in a short tweet. Tweets that you read and enjoy can be forwarded to people who follow you. Forwarded tweets are called Retweets. You can also flag a tweet you write with a hashtag which looks like a pound (weight) symbol. The # symbol plus wordorwordswithnospaces is inserted in a tweet, usually at the end. It allows that tweet to be seen by everyone who searches for that subject; for example: #twitterhumor

Hashtags have other purposes, too, but are not ever necessary to use in a tweet.

I often get breaking news from subjects that "trend" -- this is where a multitude of tweets are sent about the same time and the same subject. These tweets may or may not be marked with hashtags. Trending topics recently were Occupy Wall Street, RIP Steve Jobs, Chaz Bono.

ABC's of Digital Photography

Review of a meeting presented by Gary Stanley at the Quad Cities Computer Society, IA
www.gary.stanley.net
www.qcs.org
joseph85_us (at) yahoo.com

Gary Stanley returned to the QCS to share his lifelong interest in Photography and the tips to help make our photography more useful, and endearing. Photos tell a story. He was here to help us tell ours. His first digital camera was a 1/3 megapixel one that used a 3.5 disk for storage. Today he uses a wide range of digital cameras on his travels around the world.

He has wonderfully condensed some photographic principles that we all can use. First off, he related that sales people will emphasize megapixels. Some of today's point and shoot cameras have 14 megapixels. A 5 megapixel camera is all you need. The large capacity megapixels cameras are needed only for large size blowups of your photos. Most of us will never need this resolution. We usually will print 8 x 10 prints at the most and 5 megapixels will sustain that quality. In fact, the Flixr photo web storage site highlights that the most used camera for its site is the iPhone4 which has a 5 megapixel lens.

Point and shoot digital cameras have automatic settings by default. Gary explained that these settings will give you OK pictures. But for a better outcome, it is preferable to select the program mode so that you can fine tune the camera to fit your photographic perspective.

One of the essential features of creating a good photo is to understand and manage the white balance in it. Note the lighting conditions before you take your shot. Is it outdoors in the sun or indoors under incandescent or florescent light. Select the appropriate setting. If you take an outdoor shot with an incandescent setting the picture will turn out blue. If you pick the florescent setting in an outdoor shot the picture will have a purple cast. Make sure that your camera is set properly.

He suggested that you take your photos at a 90 degree angle to the sun; this will add depth to your subject. Also view your subject through the lens. Will it look better in a vertical or horizontal mode? Conform to your subject and it will improve the quality of your shot. For example: get down on the same level of kids and animals. Enter their world and your pictures will come to life.

One of the more interesting settings is the camera timer which is usually prefigured at 2 seconds and 10 seconds. The 2 second mode allows for a perfect shot with a tripod. Press the shutter button down half way to allow the camera to calculate all of the configurations. Now you can lift your finger from the trigger and walk away from the camera as the still camera takes the shot a second later. The 10 second mode allows one to take the picture and also be a part of it.

On the photo walk in LeClaire, he reminded the participants to always check their settings before they began their work. Also take many pictures, unlike the old days they are free. Professional photographers usually get a good photo with a 200 to 1 ratio. Let creativity be your guide.

When we are finished with our photo set we need to transfer them, edit them and store them. Gary recommended that we transfer our photos by removing the memory card from the camera and placing it in a card reader or your

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computer. This saves the battery life of your digital camera. Using a USB inadvertently with a low battery can risk losing your photos entirely.

When you transfer them it is important to select them all on the memory card with a Control-A, then right click on a photo, select COPY from the menu. Next, on your computer create a folder for your images, right click in that folder and select PASTE from the drop down menu. This method places your photos in three places until the process is finished: on the memory card, the computer memory clipboard and the hard drive. Always a good fail safe method.

There are many free photo editing software packages on the Internet, however Gary recommended Windows Live Photo Gallery from Microsoft. Paid image editing software offers more advanced options. Good choices in this category are : Photoshop Elements, and Paint Shop Pro Photo X3.

Gary emphasized that we need to back up our precious photographic moments to an external hard drive. He mentioned they are very reasonably priced, as low as \$49. There are several brands: Seagate, Western Digital, and Maxtor. He has a Western Digital MyBook external drive that has a feature that he likes. It backs up your data as soon as it is created on your computer. For him photographic backups are essential as he has over 70,000 photos that he has taken over the years and doesn't want to lose them. Likewise, we wouldn't want to lose those memories either.

Gary offered a delightful presentation filled with humor, insight and detail. An enjoyable evening and learning experience all in one. Be sure to visit his Blog: gary-stanley.blogspot.com as it will have many of the presentation details on the internet from this meeting. Also visit his fine photo gallery online, a wonderful collection: www.pbase.com/gary_stanley

He ended the night with a “special” Internet photographic slide show which featured creative pictures of Paula Sands holding one of his landscape pictures in a photo gallery as well as a Time magazine cover featuring himself. These were created with three clicks on the Internet. Go to www.writeonit.org or www.loonapix.com. On these fake picture sites, you create the picture display, browse your computer to select your own image, then right click the finished product to save it to your computer.

He said:

“Birth certificates show you were born”

“Death certificates show you are dead”

“Photos show you lived.”

Password Tracking – Windows and Mobiles

By Merle Nicholson, Secretary, Tampa PC Users Group, FL
September 2011 issue, Bits of Blue
www.tpcug.org
merle (at) merlenicholson.com

Tracking passwords has always been a problem for me. Years ago I started a password Document to track everything, and while it worked, it left a great deal to be desired. The problem was much larger than just username and password. I needed to save the URL to log in to websites. I needed to track expiration dates for subscriptions. I needed key codes for software. I have five different logins with Microsoft. Yes, I could reuse some of those, using the same login and password, but not always. For instance, sometimes your login is the same as your email address, but most times not. Making it more complicated, different sites have different login and password requirements.

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And Verizon! I have SIX different logins with Verizon: Call Assistant, Verizon Central, Verizon FIOS, Verizon Mail Account, Verizon Mail and Verizon Wireless.

So I developed some “password rules” for myself. I decided that if I could remember more than just a couple of passwords, it was because 1) I had to reuse them (a bad thing) and 2) they were too simple. So something had to go. I decided I need really good passwords and I couldn't handle it in my head.

One of my sons suggested the KeePassX database he'd been using for a while, and I started using it sparingly, slowly embracing its features as I got used to it. The program is maintained professionally and is available free of charge. You can look at the program at <http://www.Keepassx.org/> to see if this will suit your own needs. Of particular interest is the variety of devices that it works on. You won't see any mobile versions at the website, but each of the mobile devices has a version available from its own app store. I use the Android version on my Motorola Droid X.

The program uses an encrypted database, and I guess ideally there should be a way to automatically update or synchronize between devices. I own several computers and my Droid, and I need the database on all of them. I could use Microsoft Live Mesh or Dropbox or something like that for synchronization, but I dislike the idea of my password database being in the “cloud.” So for now I use a flash drive to copy the database file to my computers, and I connect my Droid to my base computer via USB and drag and drop the file.

I've found that, in practice, I don't have to refresh the files very often. None but the one on my main computer is up to date at any one time, but it never seems to matter.

What is so useful about this program is that I can store any useful information along with the URL and the logon and the password. For instance, my Amazon/Kindle account logon has the names and Kindle email addresses of two Kindles, two Droids (smart phones) and two PCs. It's a logical place to keep all this stuff. Right now I count 82 database entries, and I'm very careful to keep it trimmed of anything not useful. It has a configurable password generator and the ability to look at the password when you want to instead of a line of *****.

I got an email to my Droid with a notification of an event on the TPCUG forum before I would even think of firing up my main computer. I needed to log on using a regular account on the forum. The peculiarities of a smart phone with just an on-screen keyboard that needed a complex login and password should have been just too daunting. But on the Android version of KeePassX, when you select the group (TPCUG) and title (User Logon), the database puts two little buttons in the notification strip at the top of the screen. So when you open the browser to the site, you just poke the login notifier, then poke and hold on the login box and a paste menu appears that you poke and it's pasted in place. Then the same for the password and I was in and out in seconds.

What a deal, and it's free. There are versions for Linux, Mac OSX, Windows, iPhone, PocketPC, Blackberry and Android. And if you think you don't need one, your passwords are too simple and you're using the same one for everything. [Http://www.Keepassx.org](http://www.Keepassx.org).

The Graphics Side of Word, Part 1

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., Florida
May 2011 issue, Sarasota PC Monitor
www.spcug.org
ndemarte (at) Verizon.net

It is natural to think that a word-processing program would deal only with words. Certainly, most commands in Microsoft Word do relate to editing or formatting text. But each new version of Word has introduced more ways to enhance text with graphical elements like clip art and photos. This article and the one next month will deal with the graphics side of Word 2007 -- what the options are and how to use them within a Word document. Many of these techniques apply to Word 2003 as well; all apply to Word 2007 and 2010.

This month the focus will be on the types of graphics that may be inserted within a Word document and how to insert them successfully. To do this, we need to explore the Illustrations group within the Insert tab in Word 2007.

Inserting Pictures

Since a picture is worth a thousand words, often adding a photo to a document helps clarify its meaning. To do this, open a Word document and place the cursor on the page where you want a photo to appear. Double-clicking in any blank space inside the margins will position the cursor at that spot. Click the Insert tab - Picture. Your Pictures folder will open, allowing you to select a photo from your collection. Click the photo, then click Insert to make the photo appear in your document. Depending on its size, the photo may fill the screen, blocking out the text, or jump to the next page. Instead of panicking, find one of the corners of the photo and drag it toward the center to reduce its size while maintaining its proportions. When the photo reaches the desired size, right click it and select Text-wrapping - Tight or Square from the menu. This will allow the photo to be moved around and positioned within the document with text surrounding it. You can experiment with other text-wrapping choices if you want the photo positioned differently, such as behind the text. Sometimes Text-wrapping is not visible in this menu. Choose Format Picture instead, then Layout, to get the text-wrapping choices. When you select the photo now, you will notice that a new tab called Format has appeared in the ribbon at the top of the screen with the phrase Picture Tools above it. Click Picture Tools to reveal commands related to editing and formatting the photo. These tools allow you to brighten or crop the photo, add borders and effects, and change its position or size. When you deselect the photo, notice that the Format tab and Picture Tools disappear.

Inserting Clip Art

Office 2007 has extended the definition of Clip Art to include not only the standard drawings and photos, but also movies and sounds. There are thousands of these items which can be inserted into your documents. Open your document and click the Insert tab - Clip Art. Fortunately, the Clip Art dialog box, which opens along the right side of the screen, contains a powerful search feature. Begin by entering a search term, like "birthday cake." Then, using the drop down menus, choose whether to search just on your computer, the Microsoft Office website, the whole web or all of these (best choice). You can also choose which kind of media you want to search, such as clip art or sounds only. With a fast Internet connection, it takes only a couple of seconds for the Clip Art search box to return items which meet your search criteria after you start your search.

To add a clip art item to your document, merely drag it from the Clip Art box to your document. To add more than one item at a time, hold down the Ctrl key while you select items, then drag the whole group together. Once the clips are in the document, follow the same general instructions for resizing, text wrapping, and moving as you did for photos. A Help command at the bottom of the Clip Art box can help you solve any problems you encounter. You may close the clip art dialog box when finished adding clips.

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Inserting Shapes

Older versions of Word had a Drawing toolbar which gave access to a few shapes and tools for working with them. Word 2007 has made a noticeable improvement in the number of available shapes and how shapes are organized. On the Insert tab, click Shapes in the Illustrations group to open the expanded gallery. Click the shape you want, but don't expect it to appear instantly in your document the way a photo does. Instead, you must click inside the document where you want the shape to appear. Hold down the left mouse button and drag any direction to make the shape visible. Once it's there, it can be resized by dragging one of the "handles" (small squares along the edge) and moved the same way as clip art. Right-clicking the shape gives you a menu of options similar to those for a photo or clip art.

If you select the shape in your document, the Format tab appears again but with new commands. Click Drawing Tools to see ways to enhance your object. For example, you can choose fill colors, effects, and arrangements of multiple objects.

If you are designing a complex arrangement of shapes, you may wish to use the Drawing Canvas tool which is found at the bottom of the shapes gallery. This tool creates a large area in which to put multiple graphic elements to create a complex drawing. The canvas keeps objects from moving around unexpectedly, but can be difficult to control.

A simpler way to work with multiple objects is to use the tools found in the Arrangements group in Drawing Tools. One command lets you move an object to the front or back of the arrangement; another lets you rotate an object. An especially useful command is Group, which is a simple way to put objects together. First arrange the objects in your document. Then while holding down the Ctrl key, select all the shapes you need. Click Drawing Tools - Group - Group to merge them so they are treated like one object. If you want to split them apart, click Group - Ungroup.

These three types of graphic items -- pictures, clip art, and shapes -- were part of earlier versions of Word. They were improved in Word 2007 by offering more choices and better organization of tools. Next month we will continue with a look at a new graphic feature introduced in Word 2007 called Smart Art, plus the improved Charts element, and some ways that text can become art as well.

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I have been an avid reader since my earliest years. I used to be a regular at the public library, checking out so many books that I was on a first name basis with the librarian. Over the years, I have collected a huge library of books, having read virtually all of them. Even today, it is not unusual for me to purchase several books at a time. Now that more and more books are becoming available in at least one of the several competing e-book formats, and organizations such as Project Gutenberg (www.gutenberg.org, 36,000 free e-books available), and Google Books (books.google.com, over 3 million titles available, many free) have made thousands of free e-books available, e-books have become a viable choice for avid readers. There are also thousands of free e-books available in proprietary formats from Amazon (Kindle format) and Barnes & Noble (Nook format). Some third-party websites also compile updated lists of free e-books, such as FreeStuffTimes (www.freestufftimes.com/category/ebooks), and Calibre Ebook Management (2855 mostly free e-books listed, drmfree.calibre-ebook.com/by/genre).

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HDTV Resolutions 720p and 1080p Explained

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If you go into the store to purchase a new television, these resolutions will be prominently displayed. However they might not be as important as you think.

This is especially true if you are moving into the world of HDTV for the first time. Compared to an old standard TV, just about any HDTV will look spectacular, no matter what the resolution. Many experts in the field will tell you that they consider things like contrast ratio, color saturation, and color accuracy to be more important than resolution.

That said, when you choose a HDTV, the resolution will be the first thing you see when you start shopping. The resolution is the number of pixels on the screen. All other things being equal, more pixels will produce a better, sharper image. A 720p television has 1280 horizontal pixels and 720 vertical pixels. A 1080p television has the same number of horizontal pixels (1280) but has 1080 vertical pixels, essentially giving you more detail in the pic-

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ture. The "p" stands for progressive scanning which is superior to another scanning technique called interlaced scanning, which is represented by an "I". You don't have to worry about the "I" or the "p" because most televisions sold in the US today use progressive scanning.

1080p is the best resolution available today and you will pay a premium to get it. Having a 1080p TV, however, is only good if you have 1080p content to show on the TV. Unfortunately, currently there are no over-the-air television broadcasts in the United States that are transmitted in 1080p. Although television stations and cable and satellite providers have the ability to transmit in that resolution, few are willing to take that step because 1080p transmissions take up a lot of bandwidth. At this time there are only a few satellite provider that utilize the 1080p format and these are strictly limited to their pay-per-view movies.

So most people will find that the only way to enjoy the full details of a 1080p television is to purchase a Blu-ray DVD player. Blu-ray disks are formatted in the full 1080p resolution and will show off the full potential of a 1080p TV.

Whether you purchase a 720p or 1080p television, standard-definition content won't necessarily look any better. Although, depending on the television, the signal may be upconverted to make it look better. In some geographic areas, you can get hi-def signals over the air. You can also get hi-def stations through cable and satellite providers.

If you don't want to purchase a Blu-ray player, you can still use your old DVD player and your old movies will look better than ever. Standard DVDs, which are 480p in resolution, will be upconverted by a HDTV and will look noticeably better on a HDTV, whether it is 720p or 1080p.

One other thing needs to be taken into consideration when talking about resolutions. In order to see the extra detail that a 1080p TV provides, the screen size must be quite large. That is why HTDVs are generally quite a bit larger than the old standard definition televisions. Also, you need to site close enough to the TV for your eyes to actually be able to see the extra details.

This is where it gets a little confusing. Basically, unless you have a very short distance between you and the TV, you will need a larger screen with 1080p than with 720p. That's one reason why most televisions in smaller screen sizes will be 720p rather than 1080p. Even with 1080p Blu-ray disks, the 1080p quality only begins to become noticeably better as the screen size increases.

You can see from these details that although 1080p is the premium resolution, 720p TVs are a lower-cost option, and may be perfectly fine depending on your needs.

Besides the options like plasma, LCD, LED, 720p and 1080p, there are plenty of other specifications that you can look at when purchasing an HDTV. Higher end televisions will also have things like better contrast ratios, extra HDMI ports for attaching additional equipment, and Internet connectivity. Higher ends LCD and LED TVs will also have higher refresh rates and better backlighting.

If you want the best hardware, look at the 3-D TVs. You may not want 3-D in a television. If you are like me, you may not even like it, but 3-D TVs have higher hardware requirements and will, in effect, be the best televisions, even without the 3-D.

Not everyone will want or need the best or costliest HDTV. Fortunately there are sizes and models available to suit the needs of almost everyone.

January 2012

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1	2	3	4	5	6 1 PM Photo Editing Workshop	7
8	9	10	11 2 pm Board Mtg	12	13	14
15	16 3 pm Q & A Session Followed by General Mtg	17	18	19	20	21 10 am Investment SIG
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29	30	31				

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