

Computer Club of Oklahoma City  
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## November 2004

This is the official 'eMonitor' of the Computer Club of Oklahoma City. To receive this newsletter each month, please go to: <http://www.ccokc.org> and subscribe. Place your e-mail address and First and Last name in the boxes. You will receive a confirmation e-mail in return that you must reply to. You may not recognize the address from the company sending the confirmation, so do not delete it as spam. Click on the URL in the confirmation e-mail to finish the subscription. By clicking on the links in the newsletter, you will be taken to the website to view the article, read it online or print it, as you like.

Items of additional interest: [Calendar](#) [Study Groups](#) [Senior Net Classes](#)

*\*\*\*Yes, the name of our club has been changed. The new name more accurately reflects the foundation and the aims of this computer organization. We are not just a "PC" club; we have members interested in the MAC and other operating systems. Our membership is open to all aspects of computing. Come join us.*

*Also, we have changed our domain name and when you type in the url to our website, type in <http://www.ccokc.org>*

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## General Meeting Program for November 18, 2004

### By Troy Segler, VP of Programs

I want to extend an invitation for you to attend the November General Meeting of the Computer Club of Oklahoma City. We will meet at 7:00 PM in suite 201 of the Center 3000 Building, located at 3000 United Founders Blvd. Treats and coffee will be provided, along with soft drinks at 50 cents each. Members and guests are cordially invited.

Our program this month will be presented by Isaac Waller. He is employed

by a local firm in Oklahoma City known as the **Character Training Institute**. Isaac's introduction to computers began when he worked as a CAD draftsman for an MEP engineering firm in Chicago and Washington D.C. for about two years. He began serving with the Character Training Institute in July of 2003 and currently serves as an assistant to John Burnett, the Director of the International Association of Character Cities.

In this world of rapidly advancing technology and high speed Internet access, a vast amount of information is now available at our fingertips. While there are many benefits to this age of information, there are also many dangers. With viruses, hackers, and inappropriate material, the greatest protection for our children is a foundation of good character in our own lives that will allow us to make wise decisions for ourselves and our families. Good character is the key to true success in every area of life.

In the presentation, we plan to discuss several topics including, Three Keys to Character Building, Finding the Underlying Factors for Success in all you do, and Making Character Growth a Way of Life. The presentation will include a short video as well as opportunity for discussion and interaction. Each attendee will receive an eight-page full color bulletin on Character as well as a reference pocket guide that lists all 49 character qualities and their working definitions.

The Character Training Institute is a non-profit 501(c)(3) organization based in Oklahoma City, providing training and resources to encourage character growth and development in organizations, schools, communities and families in the US and around the world. Visit our website at [www.characterfirst.com](http://www.characterfirst.com) to learn more.

I encourage you to attend and learn what is being done to enhance attitudes toward building character. Isn't that what Dr. Phil is all about? We have had college students attend some of our programs, and I encourage them to attend this meeting. You will encounter supervisors of various ilk in the workforce. Understanding the characteristics then emanate will be vital to your success in working for them. (It seems that many corporate leaders have forsaken desirable character traits in their greed to make money.)

As a parent and grandparent, I am most interested in the building of character in my family, whether it is their resourcefulness on the Internet or treatment of friends and family members.

Perhaps we will get some insight as to why the pornographers and hackers have become such a nuisance to us in this great information age.

For directions to our facility, a map exists on this web site.

***If you have not attended a General Session recently, attend one soon and bring a guest!***

## The President's Corner

# Other Things You Can Do!

By Bill James

Have you given thought to what other things you can do with your computer? You perhaps purchased a machine for a specific purpose: sending and receiving e-mail, accessing the Internet and maybe just to entertain yourself playing Solitaire. For whatever reason, my question to you is: have you become stuck with using your computer for just one or two tasks? If your answer is yes, consider expanding your skills by tackling new programs. This is an excellent opportunity to check out some of our club's Study Groups. Our club offers a variety of possibilities, from groups for Beginners, to learning how to scan documents, to some basic computer programming. Don't let the names of the groups intimidate you into thinking that the sessions are too advanced. After all, learning is always a stretch. Most of the groups have all levels of skills. The Study Group Leaders and the participants are eager to share their knowledge. These groups are open to all members that have an interest in learning more about their computers. Study groups are fun, so now is the time to enhance your skills during these winter months. If you are interested in expanding your computer skills, check out our Website for a Study Group that you have an interest in and then come to a Study group meeting.

If there is not a study group to your liking, then why not consider being a leader and finding others with the same interests to participate. You really do not have to be an expert; there are so many excellent manuals available to teach yourself as well as others by actually doing. If you are interested in starting a Study Group, contact our VP of Study Groups, Isaac Franklin [ifrank9999@cox.net](mailto:ifrank9999@cox.net) , and he can fill you in with the details.

### On a Sadder Note

One of our dear friends, a CCOKC Board member, passed away this month. Bob Bailey was a tireless worker and ardent supporter of CCOKC. He spent many hours mentoring and teaching classes for CCOKC. Bob served on our Board as the budget analyst. I will always remember his engaging smile and frankness. He will be sorely missed. May he rest in peace.

***Bill James is President of the Computer Club of OKC. He is also the CCOKC's Webmaster.***

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There are some interesting links on the [ccokc.org/greatlinks](http://ccokc.org/greatlinks) page. Check them out!

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## **Articles for November 2004**

*(The following are only excerpts from the articles. Click on the hyperlink to read the entire article)*

### **[You've Got Radio! - by Billy Mabray](#)**

One of the promises of the Web is that it is a place where anyone can create and share their creations. You can write anything you want and put it on a web page for everyone to see. You can take pictures, draw cartoons, or record your own songs and instantly make them available to the world.

In the past few weeks, some enterprising folks have taken instant publishing to the next step by distributing their own radio shows. It is called podcasting, and it has the potential to do for radio what TiVo did for television - bring it to you when you want, where you want.

Now, streaming radio has been on the Internet for a very long time. Even the idea of people recording their own talk show and putting it on a web site is not very new. What makes podcasting unique is how easy it makes it to take these shows with you wherever you go.

### **[Legal Bytes: Who Are Those People at the RIAA? - by John Brewer](#)**

The RIAA is suing end-users for file sharing. The RIAA is an industry association whose full name is the Recording Industry Association of America. The following is quoted from an RIAA press release regarding the litigation. The RIAA states that it has only sued "illegal" file sharers.

On September 20, 2004, the RIAA filed copyright infringement lawsuits against more than 700 file sharers, including individuals at 26 different Universities across the country.

As part of legal action against a total of 762 file sharers, 32 individuals at 26 different schools were sued by the major record companies for using their university networks to illegally distribute copyrighted sound recordings on unauthorized peer-to-peer services.

### **[Ram & Reason: Getting Creative: Four Programs that Bring out the Artist in All of Us - By Rob Rice November 2004](#)**

It's easy to think of the personal computer as nothing more than machine, an electronic tool that helps us to accomplish some task. Yet we all have a creative element to us, no matter how underdeveloped it may be. With skilled hands, that creativity can take the sewing machine and repair some torn pants or create a colorful decorative quilt. A chain saw can cut down a tree or sculpt

a bear out of the trunk.

Still, the unglamorous home computer can do something that most machines cannot and that is teach as you create. None of the software in this article was created for that purpose, albeit one has been adapted as an introduction to the product. But don't expect the classic "Lesson 1" approach, these programs are "hands on and get to it." So let's have a look at four programs that bring out the artist in us, and by the way, are also free!

One type of program that I have deliberately omitted from this article is the photo editor. There are numerous good editors out there and they get a lot of attention so I will save them for another time. Instead we will look at programs that are more like our first example, Ambient Design's *ArtRage*. According to Ambient Design:

### [Business Solutions: Flow Charts-Excel 2003 - by James D. Duncan, CPA](#)

Most of us can see information flow easier with a picture than just words. When trying to get a flow of data or processes, this is usually a case for a flow chart. I have found Excel to be an excellent means to draw these charts. With the upcoming changes in the accounting for SEC companies, we will see many more of these. The use of the flow chart will be felt down to the lowest levels in these companies.

In Excel, click on the help icon, enter flow chart in the "search for" box and the search results will show a simple flowchart as the top selection. Click on that selection and a template preview will appear. In the bottom of that window is a button labeled Download. Press that button and the sample flow chart with instructions will load into Excel for you. This is the "Making Apple Juice" spread sheet as shown below.

### [Computer Hysteria: Thanksgiving - by Berry F. Phillips](#)

I remember that cold autumn night on Thanksgiving, when there was a full harvest moon. I was sitting in front of my computer, gnawing on a leftover turkey leg, silently giving thanks for my computer.

Perhaps it was just indigestion from too much Thanksgiving dinner; but I found myself in a courtroom standing before a strange judge. This judge had a computer monitor for a head and a body like an upright computer. He shouted at me in a weird mechanical voice, "You are guilty of computer abuse! I am considering capital punishment, pulling the plug on your computer permanently!"

### [This & That: Reference Library or Memory Bank? - by Elizabeth B. Wright](#)

Some people refer to the brain as a "Memory Bank". However, that implies deposits and withdrawals. My preference is to think of it as a reference library. Now some people have wonderfully organized storage for their library, neatly labeled bins, cabinets, shelves, etc. All of the information accessible due to a

good cataloging system. Then there are those of us whose brains resemble our attics and garages, all of our precious stuff crammed into whatever available space is left after years of adding the latest acquisitions. No system, just knowing that data is there if we need it and can figure out which archeological strata we put it in. So who fares the best in the memory game? Probably neither. Somehow, I think the brain has its own system, regardless of how we put information into it. Most of us seem to be able to summon up the data when required, even if sometimes it has a few fuzballs on it.

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\*\*\*\*Read the New articles under the APCUG heading on the left column of the website. There are new articles each month. When you click on the "[Click here](#)" hyperlink, it will take you to the synopsis page and the links to the articles.

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## Basic Computer Class

If you are interested in taking the hands-on Basic Computer Class, which meets once a week for about six weeks, call Isaac Franklin, 751-3411, for registration and information. This class is free; the study book is \$5.

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## Tips of the Month

### Tip 1: WIN XP's Clear Type by Charles Crane

*Clear Type* is Microsoft's font-rendering technology that makes characters easier to read on your new LCD monitor or Laptop.. To insure that the default settings for *Clear Type* are enabled, do the following:

Right-click on the Desktop>Properties>Appearance tab then the Effects button. Check the "Use the following method to smooth the edges of screen fonts," and select Clear Type from the drop-down menu.

Unfortunately, this selection will use only the default settings and doesn't allow any "fiddling." To spend a few minutes adjusting and setting the options to your own viewing preferences, go to Microsoft's Clear Type site:

<http://www.eu.microsoft.com/typography/cleartype/tuner/1.htm>

Check "Turn on Clear Type " at the bottom of the page then click "Next" and follow the prompts through Steps 2 and 3. If you find you prefer the default settings, select "Restore Defaults" at the end of Step 3. You can also simply turn off Clear Type.

### Tip 2: Empty the Prefetch folder from Fran

Prefetching is a process unique to Windows XP. It stores temporary settings that help load frequently accessed files and applications faster. However, after a

time, the folder gets clogged up and overloaded, much like the temp directory found in all Windows Operating Systems. This folder needs to be cleaned out every so often. Go to the Windows/Prefetch folder. Do a "select all" or Control A and delete everything in there. Reboot. This should be done as often as you normally clean out your temp folders.

### November Cool Freebie from Doris Collins

Recently I started a new feature called "Cool Freebies," wherein a free program is shared and discussed.

This month we will discuss the Start-Up Control Panel. Following is a discussion of what it does and how to use it. Yes, if you are a confident, advanced computer user, you can go into your computer's Registry and make these changes; however, if you do one wrong thing, you might not be able to reboot your computer without at least a headache and at the most an expensive tech to repair the damage.

The bottom right corner of your computer screen is known as the "System Tray." Each of the icons there represents a program that begins each time you start your computer. The more icons in this area, the slower your computer operates, so it helps to understand what each of these programs is and whether it really needs to be there. There are also programs that run each time the computer starts that are not present in the system tray, but are nonetheless using valuable system resources. [Continued...](#)

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## General Meeting Review of October 21, 2004 by Bill James

### *Smart Computing*

Amber Coffin and Vince Cogley, from *Smart Computing*, were the presenters for this month's General Session. *Smart Computing* is a monthly magazine designed for all computer users. It is a magazine that is in plain English and that is full of tips and topics. The magazine features a Web component that is available to all subscribers. All issues of the magazine are posted on the *Smart Computing* Website. Subscribers get the latest issue in advance of the newsstand readers. In addition, the site features a Q&A Board where subscribers can post questions to any problems that they may be having with their systems.

Amber and Vince demonstrated how much the magazine is integrated with the Web.

The site offers a search of over 20,000 articles from the *Smart Computing*

archives. These archives reach as far back as the very first issue of the magazine, which at that time was called the "PC Novice." A new addition to the site is what was described as "My Personal Library." This feature gives the reader a personal folder where any article that you may want to save for quick reference or future reading is stored on the *Smart Computing* servers. Amber pointed out the storage of articles from the magazine using "My Library" is unlimited. A new subscription service for electronic delivery has been added for folks that want to eliminate receiving paper copies of the magazine - a very nice option.

The entire presentation was presented in a very professional manner and for those of us that subscribe to the magazine it was a nice review. For those new to the publication, it was a very nice introduction.

*Smart Computing* provided the door prizes. The lucky winners were

Naomi Robbins - A bound volume of the *Smart Computing* Reference Series

Mary Lou Acres - 1 year subscription to *Smart Computing*

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[Click Here to Join the Computer Club of OKC. See the Membership form on the Website](#)

### [What is a Study Group](#)

The Computer Club of OKC offers many different [Study Groups](#). They are groups of 10-50 people who meet monthly to learn about a particular subject. The format is part presentation and part facilitated discussion. These meetings are supported by our membership. There is no charge, but a \$2 donation is requested to defray the rental cost of the room.

Come to a Study Group in our Resource Center at 3000 United Founders Blvd.! We are located at the east end of the Center 3000 Building in Suite 201, so use Entrance One on the east side of the building.

[See Map on Website](#)

## **What is the Computer Club of OKC?**

See ["About Us"](#)

We are a nonprofit, all-volunteer organization of around 1200 members, with the goal of teaching each other more about using and enjoying their personal computers for business and pleasure. The sole purpose of the organization is reflected in its motto, "Computer Users Helping Computer Users."

## **Information on Senior Net**

**[Click here for Class Schedule and Registration Form](#)**

***\*\*Free Computer Class with Sr Combo Membership\*\****

New Senior Combo Members (50 +) can now register for the Computer Fundamentals class at no charge.

Contact Charlene Francis 359-5675, if you have any questions regarding membership and/or registration for the class.

eMonitor Editor: [Fran Crane](#)