

Handout for OCNA Computer Club – session #4

April 23, 2005

Review:

PC & Windows Basics
Windows Explorer – finding files, creating folders
File Types -
Internet Explorer browser – using the big e
Internet Links – did you try any?
Web Searching - Google
Maps/Driving Instructions -
Downloading Pgms – eCleaner, AIM
Chatting Online – AIM
Emailing Techniques – distribution lists, SPAM
Music, Videos
CDs & DVDs

New Topics

WORD Processing - Toolbar Options, templates, color, fonts... WordPad & NotePad are alternatives

Document creation, naming, filing, Save, Saving As, Search (File)
Edit - Select All, Cut, Copy, Paste, Undo, Find, Replace, Paste Special (Edit)
View - Normal, Web View, Print View, Toolbars, Headers/Footers (View)
Insert - Photos, Clip Art, Word Art, Page Breaks, Hyperlinks, Comments, etc. (Insert)
Format - Fonts, Borders, Bullets, Columns, Paragraphs, and more (Format)
Tools - Track Changes, Mail Merge (Tools)
Tables - Inserting and formatting tables (Table)
Spelling/Grammar checks - automatic

Calendaring – online, portable, printable including address book – do a Google search

Desktop versions – MS Outlook, Palm, many more

Online Calendaring - <http://calendar.yahoo.com> – see attachment

Personal organizers or PDAs – like Palm - demonstrate

Reminder services – Calendar/Reminder 4.2 www.primasoft.com/cr.htm (Windows)

Reminder www.aptrio.com/Business/Database-Management/reminder-10511.html (Windows)

Mini-Minder www.vellosoft.com/miniminder/ (Web-based)

Photos – Handling in Windows XP, Adobe Products, Albums, Others – do a Google search

Editing/printing – Windows Photo Viewer, Picasa www.picasa.net/picasa/komando1.php

Scanning – with slide/negative adapter; use pixel setting of 300 to 2,400 dpi; the higher the better quality

Viewers – Windows Photo Viewer

Slide shows – Windows Explorer XP

Digital cameras – mega-pixels; digital vs analogue zoom; USB connection

Printing Photos – 4 colors (cyan, magenta, yellow, black); 4”x6” = 550x781 dpi, 8”x10” = 1,024x768 dpi

Printing – Control Panel

Types of printers – All-in-One, B/W printers, color printers, photo printers

Page/margin setup – how to set margins, page setup options, portrait/landscape, letter vs legal size

Type of paper – bond copy paper, flyer/post card paper, photographic paper

Printer supplies – ink cartridges

Future Topics

April 30th 2005 -----

EXCEL Spreadsheets - financial, phone lists, sorting, formatting, and more

Financial Software - Quicken, Money, Quickbooks, and more

Tax Software - TurboTax, Tax Cut, IRS.com-NEW

Advanced Topics & Review – blogs, Podcasts

Free photo editing programs

To help you optimize your photos. You should try them to see which you prefer.

IrfanVIEW - is a very fast, small, compact and innovative FREEWARE (for non-commercial use) graphic viewer for Windows 9x/ME/NT/2000/XP/2003. It is trying to be simple for beginners and powerful for professionals. IrfanView was the first Windows graphic viewer WORLDWIDE with Multiple (animated) GIF support, Multipage TIF support, and Multiple ICO support. More info: www.irfanview.com/

Paint.net – is a image and photo manipulation software designed to be used on computers that run Windows XP and 2000. Paint.net is jointly developed at Washington State Univ with additional help from Microsoft, and is meant to be a free replacement for the MS Paint software that comes with all Windows operating systems. For more info: www.eecs.wsu.edu/paint.net/

Picasa - is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa, it automatically locates all your pictures (even ones you forgot you had) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups. Picasa makes sure your pictures are always organized.

Picasa also makes advanced editing simple by putting one-click fixes and powerful effects at your fingertips. And Picasa makes it a snap to share your pictures – you can email, print photos home, make gift CDs, instantly share via Hello™, and even post pictures on your own blog. For more info: www.picasa.com

More Useful Internet Links

Babel Fish Language Translator - <http://babelfish.altavista.com/babelfish/tr> enables you to translate short passages of text or entire Web sites among 19 pairs of languages including **English, Spanish, Italian, French, Dutch, Greek, Portuguese, Chinese (2), Korean, Japanese, and Russian.**

Skype - www.skype.com/ This web-based software allows anyone with a computer and a broadband connection to call mobile or land-line telephones almost anywhere on earth for pennies per minute. When two people are at computers running Skype, they can talk to each other (using a headset or microphone) as long as they want, with sound quality far better than that of telephones, absolutely free. Skype conference calls can include up to five participants – all internationally. Skype has been downloaded 100 million times, and at any given moment more than two million Skype conversations are under way. New feature "SkypeIn" released recently allows users to create a local phone number and have all calls to that number forwarded to the user's Skype connection, wherever in the world that might happen to be.

Google Maps - www.maps.google.com is a faster and better-looking alternative to MapQuest and other online mapping sites. Last month it added a touch that made Google Maps different from any competitor: high-resolution aerial photos of the area covered by the maps, which visitors can zoom in on for a closer bird's-eye view. (These photos came from Keyhole, a company Google bought last year.) Go to www.maps.google.com, enter a ZIP code or address, and then click the "satellite" button to switch from map to photo. In either view you can get driving instructions from one point to another, as with other map sites. But when the route is traced in the photos, the turns and waypoints are much more vivid.

FuelEconomy.gov – www.fueleconomy.gov/feg/gasprices/index.shtml gives hints on saving gas, most efficient cars and trucks, and how to find the cheapest gas prices locally and nationally.

ConsumerGuide.com - <http://consumerguide.com/> is a good site to help make smarter product, auto and travel decisions.

Local Newspaper & TV Stations - Eau Claire newspaper - www.leadertelegram.com/
Charter Cable www.charter.com Channel 6 - NBC www.weau.com/ Channel 5 - ABC www.wqow.com
Channel 8 - CBS www.wkbt.com Channel 10 - PBS www.wpt.org Online www.tvguide.com

Computer Calendars

Organizing days with an online calendar

Thanks to the Internet, your calendar is now accessible from any Web browser. Several sites offer a place for you to set up a free online calendar. The site that best combines economy and completeness is Yahoo! (<http://calendar.yahoo.com>). Its calendar is free, and certainly competent. The calendar offers three views--Day, Week, and Month.

A year view also is available, but you can't enter anything into it. The daily view initially offers only 8 a.m. to 6 p.m. However, if you have something planned for 9 p.m., you can enter it at the bottom of the window. The calendar then expands to include that hour.

Yahoo's address book is available on the same bank of tabs as the calendar. You can use it for a contact list, because it accepts a great deal of information. E-mail also is available. The whole thing is free, unless you want to pay for extra e-mail storage or a special e-mail address.

The calendar and address book can be exported to a Palm PDA or to Microsoft Outlook. Other people can be allowed to view your calendar if you like. You just give them a special URL.

Calendars are also available through MSN and America Online but you must join both services to access the calendars. MSN offers the free Hotmail, with which you can create a contact list. You can create a contact list in AOL's e-mail also, which is part of the pay service. **MSN's calendar** comes in a stylish pumpkin color. It offers the standard daily, weekly and monthly views. Appointments can be entered directly by clicking on the hour or day. The monthly view is available, but the entries are small.

AOL's daily calendar is less colorful, but is otherwise similar to MSN's. However, the weekly view is laid out vertically, and manages to show the entire week in one window. That leaves the type relatively small, a potential issue for those with vision problems. But that weekly view worked well for me. I preferred it to the weekly view from Yahoo and MSN.

Many people use **Microsoft Outlook** to maintain their calendars. If you have a personal Web site, you can post your calendar as a Web page. To set that up, from the Outlook menu, select Calendar, File and then, Save as Web page. Simply follow the instructions from there.

It should not take you long to organize your life with the help of an electronic calendar. Once the calendar is online, there are other advantages beyond the ability to check your calendar from any Internet-connected computer.

You can make your calendar accessible to co-workers, customers, friends and others so that they can see it. For example, a member of my staff has cancer. Her calendar is online so everyone knows when her doctor's appointments are.

If you are the forgetful type, set up automatic reminders of important dates and events. You can receive these by e-mail, pager or on your cell phone.

Yahoo!, AOL/Netscape and MSN offer three views of their calendars: daily, weekly or monthly. I prefer monthly, because it offers more perspective on the overall schedule. Obviously, that is a matter of personal preference.

Scheduling items is easy in Yahoo!. Click the Add link on the date you want. That takes you to the window where you enter the item and decide on a time (in 15-minute increments). The Netscape/AOL calendar works similarly to Yahoo!'s.

MSN's scheduling is more complicated. You first click on the date, then Add New Appointment. After adding the appointment or task, you'll find that only the first couple words appear on the monthly calendar. You have to click them for the rest.

If you want to do something that recurs, you do not have to enter each appointment individually. That would be unbearably tedious if you were building a one-year calendar.

All three calendars provide many recurring schedules. You make just one entry, and tell the calendar how it recurs: weekly, monthly, first Sunday of the month, etc.

Yahoo! will send two reminders, so if you forget, there's really no excuse. You can even have your reminders sent to a mobile device, such as a pager or cell phone, or through Yahoo!'s instant messaging system.

AOL/Netscape also will send reminders to pagers & cell phones. MSN has e-mail alerts, but does not mention mobile devices. It also can use MSN Messenger or Windows Messenger. MSN & AOL/Netscape send one reminder.

Use Family Web Sites to Keep in Touch

Families can easily post pictures, maintain calendars, plan events or whatever on their own sites. That way, everybody is connected, with a minimum of work.

Practically every Internet service provider gives you personal space on their servers. You can put the family site there. If you are an **America Online** subscriber, use the keyword "hometown" to get to the place where you can build your own site. You can also get free space for your family website from virtual communities, such as **GeoCities** or **AngelFire**.

The problem is that you probably don't want everyone on the Internet to have access to say, pictures of your 13-year-old daughter. That's why you may be happier with a site designed especially for linking up far-flung family members.

Let's look at two: **MyFamily.com** (www.myfamily.com) and **OurFamily.com** (www.ourfamily.com). Both sites are free and more important, both offer password protection. That will keep unwelcome strangers out of your site. MyFamily.com offers five megabytes of free space. You can tack on 100 megabytes of space for \$19.95 per year or get 500 megabytes for \$99.95 per year. Uploading pictures is easy, assuming they are already on your personal hard drive. If they aren't, they have to be scanned. You can get a good scanner today for less than \$100 (scan the pictures at 72 dpi).

MyFamily offers numerous other free services for your family site. There's a calendar to list events and an address book for all to use. There's a place to report news and another to share recipes. There's a way to store files. You can even schedule an online chat with one or more family members.

But perhaps the best thing of getting the family together online is pooling everyone's knowledge to create a family tree. MyFamily.com enables multiple family members to collaboratively update their family trees. There's also a direct link to **Ancestry.com** (www.ancestry.com), a genealogical site.

OurFamily.com offers 20 megabytes of free space, four times the free space offered by MyFamily. But there are no options to pay for more. If your family is particularly photogenic, you could run out of space.

OurFamily's offerings are similar to MyFamily's. It has templates and tools to build the site. If you're HTML savvy, though, OurFamily will accept sites designed in Microsoft FrontPage, Macromedia Dreamweaver, or any web design program. OurFamily offers e-mail and chat. Photos are easy to upload. A calendar is available, too. But you won't find the tools to build a family history that MyFamily has in place.

Both operations use advertising sales to subsidize their free sites. That means you will have advertisements on your pages. However, the paid sites on MyFamily do not have banner ads.

Other sites that focus on providing private family sites include **www.FamilyBuzz.com**, www.ComeHome.com, and www.eHomeBook.com. All have offerings similar to those of MyFamily and OurFamily, and all are free.

Family members gain access to the various sites through a username and password. That keeps unwanted eyes out of your site, but also could sprout a different problem.

Any number of family members could be designing, or redesigning, the site. Designate a system administrator who can maintain the site. Some sites contain a file cabinet, where files can be stored.

Anyone with access to the site would have access to the file cabinet. That could be handy if you were working on a genealogical project or planning a reunion, for instance.

Different family members could work on the same file (at different times). That way, you wouldn't have to worry about updating several individual files every time somebody made a change in their own.

Keep in mind these are Internet companies. That means you should have a copy on your computer of whatever you post or save on the family pages. Rarely, if ever, do you get a warning before an Internet site vanishes from the Web forever.