

Handout for OCNA Computer Club – session #7

November 19, 2005

1. Computer Review – 10 minutes

- a. Windows navigation – cut/paste, drag/drop, alt-tab short-cut, creating short-cuts, fast start menu, right mouse click
- b. Windows Explorer - finding files, creating folders; find at Start/All Programs/Accessories
- c. Email – etiquette, lists, SPAM, email cleanup before forwarding
- d. Word – formatting, inserting objects/photos, adding color
- e. Excel - lists, formatting, sorting
- f. Data backup – what, how, when
- g. Printing - paper options

2. Internet Review – 5 minutes

- a. IE Explorer - using the big e; web searching – add Google search; keeping favorites
- b. Advance sale flyers; see the day after Thanksgiving sales deals now:
www.Bf2004.net www.Gottadeal.com www.BlackFridayAds.com
- c. More useful links – see page 2

3. Digital Photography – digital, email received, or scanned in

- a. Camera types, options, features - type, 3 mpixels or higher, optical zoom + digital zoom, manual/auto focus, recording speed, recording media (Sony memory stick, Compact Flash card, Micro Drive, & more)
- b. Maximize camera features – settings for resolution and size; auto-focus; auto-light settings
- c. Add on features – flash, lens

4. Scanning photos/slides/negatives – color, B/W, newspaper, documents, slides, film stripes, negative stripes

5. Editing Photos software – w/camera/scanner; Adobe PShop Elements; free downloadable Picasa (Google), Flickr (Yahoo)

	Editor- Picasa	Web editor- Flickr	PShop Elements
	www.picasa.com	www.flickr.com/photos/pxn8	www.adobe.com
a. Organizes photos and post online	X	X	
b. Add description, labels, IPTC tags (attached)	X	**	X
c. Cropping	X	X	X
d. Rotate, tilting photos	X	X	X
e. Auto-Contrast, Brighten, Color Enhance	X	X	X
f. Cloning and enhancing	X		**
g. Typography – typing on photos	X	X	X
h. Eliminate red eye	X	X	X
i. Layers			X
j. Resizing – dimensions & file size	X	X	X
k. Digital painting/art/sepia/posterize	X	X	X

6. Sharing – downloading, emailing, posting, slide show

- a. Insert into email – drag n drop or as an attachment; demo AOL email; & <http://photomail.mail.yahoo.com/>
- b. Viewing – XP Explorer slideshow, PowerPoint, movie, on TV, posters, photo piles, screensaver, wallpaper
- c. Sharing – burn to CD or DVD, post to blog or website; Yahoo PhotoMail beta
- d. Photo web sites - Panorama www.vrmag.org; www.shutterfly.com; www.snapfish.com; www.albumpost.com/

7. Printing options

- a. Ink cartridges – b/w, color
- b. Paper types - 8x11, 8x14, tabloid
- c. Contact sheets – thumbnails; Photo packages
- d. Export to local or web-based photo finishers

8. Projects

- a. Organizing/Backing Up photos – using Windows Explorer; online albums sites; CDs; DVDs
- b. Personal Calling Cards – with pre-cut card stock or brochure/flyer stock (good paper cutter recommended)
- c. Birthday & Holiday Cards – using MS Word full page or ½ page using 2 columns
- d. Holiday Letters & email greetings – with photos, 2 or 3 columns using Word
- e. Scanning in photos & cleaning up - www.lunacore.com/photoshop/tutorials/tut018.htm
- f. Personal photo or logo business cards – sample; logo letter formats - sample

Adding Description to Photos

IPTC - Set of metadata primarily for photos to be used by Adobe's Extensible Metadata Platform XMP. Successor to the "IPTC Headers" used to describe millions of professional digital images. A controlled vocabulary can be useful in describing images and information when organizing and classifying content for image databases.

NAA/IPTC data is a method of storing textual information in images. It was developed for press photographers who need to attach information to images when they are submitting them electronically but it is useful for all photographers. It provides a standard way of storing information such as captions, keywords, location and captions. Because the information is stored in the image in a standard way this information can be accessed by other IPTC aware applications. A list of NAA/IPTC header codes can be found here: www.ap.org/apserver/userguide/codes.htm

PowerPoint makes sharing photos easy

Want to share holiday photos with family and friends? If you have Microsoft Office, it includes PowerPoint. And that's all you need to create a cool slide show on CD or for the Web.

Before you begin, move the picture files you want to include in a slide show into one folder. That will help keep things organized. Here are a couple ways to create a slide show in PowerPoint:

1. **THE EASY WAY.** If you only want to display pictures with captions, use the photo album creator. PowerPoint 2002 and 2003 include this feature. PowerPoint 2000 owners can download it from Microsoft:

<http://office.microsoft.com/en-us/officeupdate/CD010225941033.aspx> Start PowerPoint and click Insert>>Picture>>New Photo Album. This opens the Photo Album dialog box.

Click File/Disk and navigate to the picture files on your hard drive. Select the files and click Insert. If you want to scan pictures or transfer some from your digital camera, click the Camera/Scanner button.

Next to Picture Layout, choose one, two or four pictures per slide, with or without titles. There is a fit-to-slide layout as well. Select a framing option to make your pictures stand out. Layout, captions and frames apply across the entire slide show.

To change the order of the pictures, click the picture's file name. Move the selected picture up or down using the arrow keys. Once you have everything arranged, click Create. The file names are automatically inserted as the captions. To change that, click on the caption box.

When done, click File>>Save As. In Save As Type, click the down arrow and select PowerPoint Show.

2. **MORE ADVANCED.** This is more complicated, but it allows you to add sound clips and transitions to your slide show. In PowerPoint 2003, click File>>New. On the right, choose Blank Presentation.

The Content and Content and Text layouts are the most flexible. They allow you to insert pictures, media clips and clip art. Get creative.

If there's a birthday picture, insert a sound clip that plays a few bars of "Happy Birthday!"

If you have a microphone that plugs into your computer, you can add commentary. Click Slide Show>>Record Narration and click OK. Speak into the microphone. Click on the screen to advance to the next slide.

Only one sound can play at a time, so your narration will override other audio. When slides require no narration, right-click them and select Pause Narration. To change back, right-click and select Resume Narration.

To really jazz things up, include animations and transitions between slides. These can be inserted from the Slide Show menu. When done, click File>>Save As. In Save As Type, select PowerPoint Show.

3. **SHARE YOUR WORK.** To burn a CD in PowerPoint 2003, click File>>Package for CD. Follow the prompts. A copy of PowerPoint 2003 Viewer will be included automatically. Recipients can use it to play your slide show if they do not have PowerPoint.

Older versions of PowerPoint have a similar feature, called Pack and Go. Click File>>Pack and Go and follow the prompts. You also can publish your presentation to the Web. Open your slide show. Click File>>Save as Web Page, then Publish. You can set it to publish specific slides and to support different browser versions. After choosing your options, select Publish.

Picture, audio and video files can be huge. So I would use this option only if you have a few pictures and not much else. There are obviously other alternatives to PowerPoint. Some do a better job of creating and sharing slide shows. But none are likely to be easier. And it's nice to know that you probably already own the tools you need to get the job done.

Using Word to Create Photo Cards

Open a new document in Word, set margins to .5 all around, choose portrait or landscape page orientation. Also decide whether you want a full width card or using 2 column setting to make two cards at one time.

Drag and drop photos into the Word document. By double click on the photo to resize and crop. Position the photo horizontally on the sheet by using the space bar and vertically with the "enter" key. Outline the photo by using Format, Borders & Shading and choosing the width of the framing outline.

You can have cards that fold horizontally or fold vertically; play with a blank sheet of paper to get the image. Each side of the card will need to be a separate page in Word and each page will need to be printed in a separate pass. Print page one first; then carefully reinsert the page into the printer and print page 2; if you are using the back side of the card, then you will need to print page 3.

Kim Komando's
THE WEEKLY COLUMN
Finding the lo west price online made easy

Want to find the best price for holiday purchases online? You don't have to trek from online store to online store. Tap into one of the Internet's best kept secrets: price comparison sites.

Practically everything sold on the Internet is searchable through these sites: airplane tickets, cars, clothes, computer and technology-related goods, food and drink, jewelry, office equipment, toys and more. Most sites use similar interfaces. Once you master one, you can easily navigate the others.

They are most efficient when you know the make and model of an item. For example, enter the Canon PowerShot S500 digital camera into a price-comparison site. It will return a list of online stores that have the camera, along with their prices.

But often you will get more than pricing information. Most sites allow you to enter your ZIP code. This way, shipping is automatically calculated. The site may also include the condition of the product (new, used, refurbished). And sites generally show how previous buyers rated the stores.

Search sites Google (<http://froogle.google.com>), MSN (<http://shopping.msn.com>) and Yahoo! (<http://shopping.yahoo.com>) have gotten into the price-aggregating business. All three do a good job of keeping an eye on prices at dozens of stores. In fact, the quantity of stores they return can be overwhelming. Froogle's site is still in testing, so it is not as user-friendly or complete as the others.

But what happens when you know you want a digital camera but are unsure of what to buy? Sites like Become (www.become.com), PriceGrabber (www.pricegrabber.com), PriceSCAN (www.pricescan.com) and Shopping (www.shopping.com) allow you to narrow down choices. You can generically search for items by category, such as apparel, books, computers, digital cameras, movies and so on.

Once you have chosen a category, you can start weeding out undesirable makes and models. For example, from PriceGrabber's home page, select digital cameras under the Photography heading. You are directed to a page that allows you to view digital cameras, batteries, lens accessories and more.

After choosing the digital cameras link, you can focus in on what you want by setting parameters: the number of megapixels, the optical zoom, the type of memory storage it uses (CompactFlash, SmartMedia, SD Memory Card, MultiMedia Card, etc.), LCD screen size, weight, condition (new or used), price range and even manufacturer.

By choosing the features that you want within a desired price range, you should be able to find a few standout candidates. Once you have a few makes and models, you can read both consumer and expert reviews to determine the best fit for you.

There are also product-specific sites that are handy for focused searches. For example, Bookfinder (www.bookfinder.com) is the place to go when looking for new, used, rare and out-of-print books. Phonescoop (www.phonescoop.com) specializes in cellular phones and wireless plans.

Price-comparison sites do not necessarily monitor the same stores. So you may have to check multiple sites for the best price. It also pays to check ratings of the stores listed. Some offer fabulous service; others are not so good. Save yourself some grief—pay a little extra and stick with highly rated stores. That's my policy, and I have never been burned.

MOVING FILES BETWEEN HARD DRIVES IN WINDOWS XP

First, open the folder on the hard drive containing the files. Click Start>>My Computer. Then navigate to the location of the files. If they're in the My Documents folder, Click Start>>My Documents. Then, open the hard drive where you would like to move them. Click Start>>My Computer and open the hard drive. I recommend that you think about organization before you move them. You can create folders to group like documents. Right-click a blank area in Windows Explorer and select New>>Folder. Switch back to the window containing the files. Highlight the files you would like to move. Hold down the control key and click to select multiple files. Use Ctrl + A to select all files. Or you click one file, hold down the shift key and click another file to select a range.

Then right-click and drag the files to the other window. If you can't see both windows, drag down to the window's name on the taskbar. After a second or two, the Window should appear on top of the others. Release the mouse in the white space. A pop-up menu will give you the choice of copying or moving the files. Select Move Here. If you're moving a lot of files or if you're moving a large file, a box may appear showing the progress. It may take a while.

When you move files, pay attention where you drop them. If you drop them on another folder, they will be moved inside that folder. This is easy enough to fix. However, if you're not paying attention, you could spend hours trying to find your files! Programs usually let you choose the location where a file is stored when you save it. Also, you may be able to change the default file-save location. Check the software manual for instructions.

Useful Internet Websites Version 3 Nov 19, 2005

Advance Sale Flyers; the day after Thanksgiving sales deals now: www.Bf2004.net www.Gottadeal.com www.BlackFridayAds.com

Computer Tools:

Opt Out www.optoutprescreen.com/?rf=t Controlling that Consumer Credit reporting can only be initiated by you
XP Shortcuts <http://ct.com.com/click?q=49-ZM4cIEp5fy62Kzjh~iV~ZI90krR> faster keyboard shortcuts than point & click
Instant Messaging www.meebo.com Includes AIM or ICQ, Yahoo !Messenger, Jabber or GTalk, MSN signups; suggest AIM & Yahoo
Web Cam Site www.camcentral.com Real life web cams from all over the world
Dup File Comp [Diff Doc](#) [ExamDiff](#) WORD (Compare & Merge) – ways to compare/update duplicate files
Graphics www.microsoft.com/products/expression/en/graphic_designer/ctp/previous/expression3_home.aspx
Encryption www.cypherix.co.uk/cryptainerle/

Planning/Calendar

Free Calendar www.mozilla.org/projects/calendar/sunbird.html The SunBird project is a free calendar that can be downloaded
Time Capsule <http://forbes.codefix.net/capsule> Write yourself an email and receive it in 20 years!

Health Stuff

Farmers Market www.ams.usda.gov/farmersmarkets/map.htm Find your local Farmers Markets
Generic Drug Costs www.CRBestBuyDrugs.org Consumer Reports help site to find ways and sources of cheaper drugs
State Healthiness www.DisabilityInfo.gov Information and resources for disabled Americans
Recipe Search Engine www.foodieview.com/index.jsp Searching over 200,000 recipe database

Travel & World Sites

Small Towns www.epodunk.com/ Interesting source of data on small towns & communities including search by ethnic grouping
Travel Planner www.frommers.com/tips/packing_tips/ Lots of travel related info including travel & activity planner forms
Ocean Exploration www.oceanexplorer.noaa.gov/ **Great info and photos of the world's oceans**
Most Wanted www.mostwanted.org/ Keep posted on FBI's most wanted fugitives and unsolved crimes in the US and the world

Entertainment

Dance Info Site <http://homepages.apci.net/%7Edrdeyne/> Interesting dance instructional web site
Dining Reservations www.opentable.com/ Good to have when you are traveling to Milwaukee or other major cities; nothing locally
New book reviews www.complete-review.com/main/main.html Very useful site for book reviews; about 1500+ books covered

Web Search Sites

Google Cheat Sheet www.google.com/help/cheatsheet.html Learn how to use Google functions more effectively
Google Peometer www.gmap-pedometer.com/ Interesting map function for bikers, walkers, runners with or w/o GPS instruments
Google Book Search <http://print.google.com/> Search for full text of books; what folks are staying:
<http://books.google.com/googlebooks/info.html>
Video Web Search www.trueveo.com Search for the best video streams available on the web

Gardening/Farming

Free Plants www.freetreesandplants.com Free plants and trees packaged by workers with disabilities; to be sent in Spring 2006
Farm Resources www.farmlandtoday.com/ Good resource site for gardening, weed and insect control

Student/School Sites

Scholar Research scholar.google.com provides a simple way to broadly search for scholarly literature
Museum of Online Museums - www.coudal.com/moom.php Very intriguing museum of online museums
Science Site livescience.com/ Great site for all kinds of today's science topics
School projects <http://donorschoose.org> You can donate directly to school projects and students in need of resources

Games

www.candystand.com/ www.sudoku.com/ www.popcap.com

Photography

Photo Web Stuff Protecting my images www.htmlite.com/faq010.php
Fall Color Sites www.fs.fed.us/news/fallcolors