



# October Homepage

## Bring you questions

Due to the scheduled Speaker not being able to come, we will fill in with information on our Special Interest Groups. These were started about 5 or 6 years ago by Jack Pirozzolo and have grown to 8 now with excellence attendance.

## What can the Special Interest Groups do for you? See what you have been missing.

The Vero Beach Computer Group will hold the October 7 meeting in the Multimedia Room at the Indian River County Main Library, 1600 21th Street at 7:00 PM. Jean Grider will be filling in due to the cancellation of the speaker scheduled for the October meeting.

**We will be covering what the SIG's can do for you. Look what you are missing if you are not attending the SIG's.** There will be a demo on how to make a mailing list using **Excel** for your database then putting them onto labels in **Word**. Also a brief Demo on what I learned at the September SIG on **Power Point**. The PowerPoint slideshow will be running prior to the meeting. All this was learned at only one SIG. Then I will show you the Web Page I made in the **Web Design** SIG and you can see how easy it is to make your own web page and add animation and sound to it. A new series of Web Design is starting in October. Be sure to sign up for it if you are interested in making a Web Page. You must attend this SIG from the beginning. No new comers after a series starts. No! I will not show you anything about the **Digital Imaging** SIG because Jesse will be doing the Presentation at the November 4th meeting. I might add that I re-learned several things I had forgotten at his August SIG and best of all he showed me how to make a 900KB JPG into 38KB to send via e-mail at his September SIG. If you want to know how, you must attend his SIG. The VBCG is here to help *you and me*. I have never attended a SIG that I didn't learn at least one thing, usually several things. Plus you get to talk to all the other people who are interested in better using their computers.

I hope to see you at the next meeting.

Jean B Grider

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## Visit Your Web Site

[www.vbcg.org](http://www.vbcg.org)

Keep your personal information current. Click on members and you can update in an instant. Visit the Members Only section and check out the Sell, Buy, Swap section. There are actually some things just for the taking. Look at all the new things that have been added. Visit some of the links you will find on the Members Only page.

## Welcome New Members

One of the links that I have mentioned several times in past newsletters and at my SIG's is: [www.mrswizard.com](http://www.mrswizard.com) I am happy to announce that Cindy and her husband, Pat are now members of the VBCG. They live in Tennessee. Welcome Mrs. Wizard and Pat.

See her Tip in the Members Only section and add one of your own.

## Welcome all New Members

These are some of the early arrivals at the last monthly meeting. Come and enjoy the fellowship of fellow computer enthusiasts.

## Mac Tip

### To Reset the Logic Board on a Mac

The following information is from Joann Purcell.

"I called Apple Care and they informed me of a troubleshooters tip. I was having problems getting my printer Cannon (S820D) to print a letter from Word on my new Mac. I use Mac OS10 on a G 4 Powerbook. I was told to:

1. Disconnect all the cables into the laptop computer, including the USB port
2. Now shut off the computer
3. When you turn the computer back on (be ready) and right away-Hold Down, ALT, Apple, letter R and letter P
4. Wait until you hear 4 sets of charms then let go of the keys that you are holding.

Aoccdrnig to rscheearch at Txes M&A Uinervtisy, it deosn't mtttaer in waht oredr the lttteers in a wrod are, the olny iprmoetnt tihng is taht the frist and lsat lttteer be in the rghit pclae. The rset can be a toatl mses and you can sitll raed it wouthit a porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey ltteter by istlef, but the wrod as a wlohe. Sent in by Rafe Padgett

<http://kingsislecomputerclub.com/qandalist.html#qanda62> This web site has the answer to many questions you may have. Submitted by Joe Fredlock



Suggestions for topics for future meetings.

These request were taken at the September meeting.

How to make movies  
How to burn CD's  
Legally download music  
Database/Excel  
New Toys/Gadgets

**Make personal Website**  
ISP information  
Voice Recognition  
Voice Conferencing  
VIOP

**Vero Beach Computer Group**  
**All held at the Library at 1600 21st Street Vero Beach**

Corrected, 10-15-03

# October 2003

	Mon	Tue	Wed	Thu	Fri	Sat
			1 Outlook 2:00 History Room	2	3	4
	6 Internet 6:00 History Room	7 VBCG 7:00 Multimedia	8	9 New To PC 2:00 History Room	10	11
12	13 Computer Basics 2:00 History Room	14	15	16	17	18 Mac 10:00 Multimedia
19	20	21 Quicken 6:00 History	22 Digital Imaging 6:00 Multimedia	23	24	25
26	27 Web Design 6:00 History Room	28	29	30	31	

**Schedule of Events**

- ◆ **Date** — 10/01 Outlook SIG Time 2:00 - 4:00  
History Room — Anne Fredlock  
ahfred@bellsouth.net
- ◆ **Date** — 10/06 Internet SIG Time 6:00—8:00  
History room — Joe and Anne Fredlock  
boo33729@bellsouth.net
- ◆ **Date** — 10/09 New to PC SIG Time 2:00—4:00  
History Room — Tim Glover  
tgglover@comcast.net
- ◆ **Date** — 10/13 Computer Basics SIG  
Time 2:00 — 4:00 History Room  
Jean B Grider — griderj@bellsouth.net
- ◆ **Date** — 1/18 Mac SIG Time 10:00 12:00  
Multimedia Room — Eleanor Ryan  
eleanor@intergate.com
- ◆ **Date** — 10/21 Quicken SIG Time 6:00—8:00  
History Room — Joan Pannenburg  
vbcg2000@yahoo.com
- ◆ **Date** — 10/22 Digital Imaging SIG 6:00—8:00  
Multimedia Room — Jesse Hendelman  
vanpt@aol.com
- ◆ **Date** — 10/27 Web Design Time 6:00—8:00  
History Room **New Class, should last for 6  
sessions** Dell Bates — jondelb@aol.com

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## Volunteers to Serve at the Library

Bob Walsh	Monday	
	October 6	1-3
Ione Anderson	Wednesday	
	October 8	1-3
Eleanor Ryan	Friday	
	October 17	2-4
Lucia Robinson	Thursday	
	October 23	2-4

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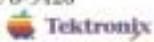
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# Another great feature is that it is for Windows and Apple. It is available for OS X (X II)

## OpenOffice.org 1.1 - Product Description

### Great software - now better than ever

When OpenOffice.org 1.0 was released, no one could believe that software this good could be free. An estimated 16 million+ people have downloaded the software; many more have installed it from CDs or were passed copies by enthusiastic users. Community members produced translations in over 30 languages.

The OpenOffice.org community listened to users' comments, fixed their bugs, and is now proud to announce OpenOffice.org 1.1. More powerful, more compatible, more international, more accessible, more open than ever<sup>1</sup> - and best of all, this world class software is still free!

### A new approach to office productivity software

OpenOffice.org 1.1 gives you everything you'd expect in office software. You can [create dynamic documents](#), [analyze data](#), [design eye-catching presentations](#), [produce dramatic illustrations](#), and [open up your databases](#). You can publish your work in Portable Document Format (.pdf), and release your graphics in Flash (.swf) format - without needing any additional software. International users are not forgotten, with support for complex text layout (CTL) languages (such as Thai, Hindi, Arabic, and Hebrew) and vertical writing languages.

If you're used to using other office suites - such as Microsoft Office - you'll be completely at home with OpenOffice.org 1.1. However, as you become used to OpenOffice.org 1.1, you'll start to appreciate the extras that make your life easier. You can of course continue to use your old Microsoft Office files without any problems - and if you need to exchange files with people still using Microsoft Office, that's no problem either.

### What's in the suite?

[WRITER](#) is a powerful tool for creating professional documents, reports, newsletters, and brochures. You can easily integrate images and charts in documents, create everything from business letters to complete books with professional layouts, as well as create and publish Web content.

[CALC](#) is a feature-packed spreadsheet which can turn boring numbers into eye-catching information. Calculate, analyze, and visually communicate your data quickly and easily. Use advanced spreadsheet functions and decision-making tools to perform sophisticated data analysis. Use built-in charting tools to generate impressive 2D and 3D charts.

[IMPRESS](#) is the fastest, most powerful way to create effective multimedia presentations. Your presentations will truly stand out with special effects, animation and high-impact drawing tools.

[DRAW](#) will produce everything from simple diagrams to dynamic 3D illustrations and special effects.

The [Database User Tools](#) give you all the tools you need for day to day database work in a simple spreadsheet-like form. They support dBASE databases for simple applications, or any ODBC or JDBC compliant database for industrial strength database work.

### Find out more - try it today!

Click <http://www.openoffice.org/> to see more.

**Find out more - Just go to the next page! The article is written using the Open Office Word processing Program.**

**Copies will be available both for Windows and the Mac at the October 7th Meeting. No Charge. This is a totally free program.**

### Open Office

I downloaded Open Office several months ago and decided that I didn't need it because as most of you know WordPerfect is the word processing software that I have used since day one. Open Office is a new Office Program comparable to Microsoft Word and Corel Office. It is totally compatible with Microsoft Office. After reading more about it in PC World and MrsWizard's August newsletter I decided to give it another try to see how it compared with Microsoft Word. To be honest with you I think I like it better. Below you will find some of the features this great **Free** Office Software has.

Open Office seems to have most of the features found in Microsoft Office. The spell check is great. The Highlighter comes in 91 colors as does the Font Color. When you place a photo or graphic on the page you can move it anyplace you want and resize it with the greatest of ease, unlike Microsoft Word. It also has the "Auto Fill" feature which I love, I don't remember it in either of the other word processors. Once you have typed a word it will finish it for you just by taping the enter key like Quicken and Excel.

There is a gallery that you can get with the click of your mouse. It brings up 3D Effects, Backgrounds, Bullets, Rulers and many great sounds.

You can save a document in many different extensions. But like I have been saying at my SIG's it is best to save any document using .rtf which is Rich Text Format. Not only can it be read on any computer, it takes much less room. Try it. Save a document as .doc or .wpd then save the same document as .rtf. Then go to Windows Explorer and see the difference in the size. This was saved each way .doc was 48 KB and the .rtf was 4 KB. I have downloaded this for Windows (65 KB) and Mac OS X (X II). (Mac is 169 MB (X11) is another 42774KB) The X11 is needed to run on OS X. If you would like a copy e-mail me at [ybcgeditor@bellsouth.net](mailto:ybcgeditor@bellsouth.net) and I will bring you a CD with the operating system that you want to the next meeting or the next SIG on Computer Basics. No Charge. I am bringing 20 copies for the Mac and 30 for the PC to the October 7 meeting. These are Zip Files. It is Free Software and it took me only 6 minutes to download for Windows. If you have DSL or Cable you can download it yourself from <http://www.openoffice.org/>. If you are using AppleWorks or Microsoft Works, all the more reason you would want this great free software, you will find Open Office is much better and is so easy to use.

In Open Office as in other word processors you should set your, "Timed Save", to every 10 or 15 minutes. You **do** have to turn this feature on. Just go to Tools on you Menu Bar: Tools\*Options\*Load/Save/General. I have mine to save every 10 minutes. You must save your document as you start typing for this to have a name. The first thing you should always do with any software is save the document as you start to create it.

I opened an Excel Document and was pleased with the results. But have not really spent time with it. I did a Find and Replace and found what I was looking for, but have not tried making a spreadsheet, nor have I tried doing a mail merge using Open Office. I opened a Power Point Presentation and it looked great, but when I tried to make one, it was a lot more difficult than using the Microsoft Wizard. I think it will take a little time to find how everything works.

One of the nicest features, as MrsWizard pointed out, you can **export your document to a PDF file** without having to purchase anything extra. E-mail it and the recipient can open it in Adobe Reader and see it just as you created it. **For Free!** I think it is better than great.

## Vero Beach Computer Group

### All held at the Library at 1600 21st Street Vero Beach

Do you ever open a JavaScript widow that is smaller than your screen and then have the windows you open after it not fill the screen? In other words all your windows start opening at a size of about half as big as they should. Here is a fix for it. I didn't read this anywhere so I don't have a source to quote. I got the idea from making popup windows in HTML open at different sizes. I've never had an original thought in my whole life and I heard someone else say that.

Open MS Notepad, through Start Button | Programs | Accessories | Notepad.

The numbers you are going to type are determined by your resolution settings. Mine is 800 x 600 and after a little experimenting (trial and error) I found my ideal numbers to be 800 and 575. In Notepad type the following:

```
<BODY onLoad="resizeTo(800,575);">
```

That is a comma between the numbers and a semi-colon after the close parentheses. Pull down the File menu and click Save As. In the Name box type resize.html or whatever you want as long as it ends with .html (dot html). In the File Type box choose All Files. Save it to My Documents by navigating there in the top window of the Save As dialog box and then click the Save button. You can really save it wherever you want to as long as you can find it.

Navigate to My Documents and find the icon named resize.html. The ending might not show if you have File Extensions turned off so you might just find an icon that says resize. Double-click the icon and it should open as a window. If it's not the right size to fill the screen, pull down the View Menu and choose Source in Explorer or Page Source in Navigator. I don't know what it says in Opera (of either kind; Well, actually I do but I'll have to cover that in my private lessons). Change the first number to make the window change size horizontally and the second number to change it vertically. Pull down the File Menu and click Save. Close the Source Window and the Main Window and then double-click the icon again. Keep doing this until you get the window the size you want.

Once you have the window the size you want it to be, right-click on the icon and point to Send To. Choose Desktop (create shortcut) and click it. Now there is a shortcut on your desktop. Any time your windows start opening small, click on that shortcut to open a full size window. It will open full size but may or may be not maximized. If it opens non-maximized, maximize it by clicking the middle button top right and then close it with the button to the right of the maximize button. If it opens maximized all you need to do is close it. Your windows should now open full sized until next time.

Article Created and Written by Rafe Padgett

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### Do You Need Help?

Check out our members only section, where you can ask your SIG leader a question anytime. Use this feature, it is there to help you with your computer problems. Your question could help someone else.

Our goal is to share our experiences as a self help group that gives everyone a chance to learn, and help each other.

Vero

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