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The Digital

Viking



Twin Cities

PC USER GROUP

NEWSLETTER

Minneapolis & St. Paul, Minnesota USA • Vol. 33 No. 3 • October 2012

*TC/PC Exists to
Facilitate and Encourage
the Cooperative Exchange of
PC Knowledge and
Information Across
All Levels of Experience*

October 2012

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General Meeting

Tuesday, October 9, 2012 📅

7:00 PM

Intel Corporation Presents

**Location: Summit Place
8505 Flying Cloud Drive
Eden Prairie, MN 55344**

A representative from Intel Corporation will be giving the presentation at TC/PC's October meeting. Intel, best known as the maker of chips for PCs and Macs, has a well-earned reputation for innovation. Intel has launched new chipsets at regular intervals that have increased performance and speed and improved video graphics while at the same time reducing power usage. With the current market thrust toward tablets and smarter smart phones and ever more thin laptops, Intel has re-designed chipsets to have the small footprint needed for these devices while still maintaining the performance and speed the market demands. The latest chipsets used in PCs and some Macs have been the Sandy Bridge chipset and now the Ivy Bridge chipset. Come to the October meeting to learn more about Intel's innovative technology and what is forecast for the next generation of chip technology. Hope to see you there. 📅

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Member of



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Application form inside back cover

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The Digital Viking

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Advertising

Full page (7½ x 9½)	\$100.00
Two-thirds page (7½ x 6)	80.00
Half page (7½ x 4¾)	65.00
One-third page (7½ x 3)	50.00
Quarter page (3½ x 4¾)	40.00
Member Bus. Card (2 x 3½)	10.00

Multiple insertion discounts available.

Contact Sharon Walbran at: SQWalbran@yahoo.com

Deadline for ad placement is the 1st of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: **Twin Cities PC User Group**

TC/PC Member Benefits

**Product previews
and demonstrations**

**Special Interest Groups
Monthly Newsletter**

**Discounts on products
and services**

Contests and prizes

Business Member Benefits

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**FREE ½ page ad on
payment of each renewal**

**20% discount on all ads
Placed in the *Digital
Viking* Newsletter**

**Up to 5 newsletters mailed to
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(only a nominal cost for each
additional 5 mailed)**

TC/PC 2011-2012 Board of Directors

Meets second Thursday of each month at 7:00 PM. All members welcome to attend.

Call **Ross Held** (612-386-3172) for meeting details.

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ArtWeaver: A Reasonable Alternative to Photoshop

By Sharon Walbran, TC/PC User's Group, sqwalbran(at)yahoo.com

There are any number of photo editing programs on the market and online, some free like Picasa, Irfanview, and Gimp, some costing close to \$100 like Photoshop Elements and PaintShop Pro, and some very expensive like Photoshop. Different users have different needs, but most agree that Photoshop ranks as the professional photo editing program with the most features and it is certainly the software of choice for graphic artists and professional photographers.

A new program that comes in both free and paid versions is ArtWeaver from developers in Germany. Both versions have many of the basic tools in Photoshop and the windows are set up in similar format to Photoshop, so if you've used Photoshop or Photoshop Elements in the past it will seem very familiar. The program incorporates the ability to use Layers, which is considered the powerhouse behind Photoshop, and which is not found often in free programs. It also has the magic wand tool to select by color pixels and the lasso tools for selecting odd shapes and irregular areas of the image. There is the History palette on the right which tracks the steps you have taken so you can step back several steps to undo.



The Help menu offers very clear descriptions and step-by-step instructions on how to use the various tools.

The open source program Gimp is considered the most sophisticated of the free programs but is also considered to be the most difficult to master. This is where, I think, ArtWeaver, has the edge. By closely mimicking Photoshop both in the tools available and the arrangement of those tools on the screen, it presents a very attractive alternative to Photoshop.

The full version, named ArtWeaver Plus, offers more features. It costs under \$40 and can be downloaded online. You can try out the Plus version before you buy it as well. . Both free and full versions are available at www.artweaver.de  [Go to Page 1](#)

Free Online Conferencing Software

by Ira Wilsker, iwilsker(at)sbcglobal.net

In recent months I have done several presentations for organizations outside of my local area. While a few have been live presentations, requiring significant travel time and expense, most have been done remotely over the internet using a variety of free software utilities. While the free use of most of these software utilities is often expressly limited to personal use, commercial use is available for a nominal fee; this nominal fee for commercial use is but a tiny fraction of what a distant face-to-face meeting would cost.

Most of these distant presentations that I have done originate from my home, and are for non-profit computer clubs on a variety of topics. While I have mostly used the free version of one particular software utility, I have just recently started to experiment with another.

The utility that I have been using the most is the "Online Meeting and Online Presentation" build of Team Viewer, available from teamviewer.com. Versions of Team Viewer are available for Windows (also certified for Windows 8), Apple operating systems (Macs), and Linux computers. For smart device users, including smart phones and tablets, there are also free versions of Team Viewer for iPhone, iPad, and Android devices. These free downloads are for private use only (the business version is not free), and can have up to 25 remote participants. Since this virtual meeting is conducted entirely online, including both audio and video, there are no location restrictions, and no travel expense. While I have exclusively shown PowerPoint presentations with a voice overlay at these presentations, it also can be used for other purposes such as family meetings, training and educational purposes, and the joint production of documents or other projects.

After downloading and installing Team Viewer, the program is opened and a selection of tabbed options is available; Remote Control, and Meeting. I select the Meeting tab, which opens and displays "Host Meeting" with a button that says "Start Instant Meeting." A new window opens which displays a unique meeting ID number, which can be sent to the other participants. The other people participating must also download and install the free version of Team Viewer, install it, open it, and click on the "Meeting Tab", enter the "Meeting ID" that I gave them, and the meeting is joined.

On my computer monitor is the control screen that allows me to determine what is displayed on the other participants' screens. For my PowerPoint presentations I select the "Presentation screen" feature which displays my screen on the remote computers; since I have PowerPoint loaded and running, the others see only my PowerPoint presentation. On the "Screen Sharing" bar is a small gear-looking icon that displays the screen sharing options; while the default settings (no need to select anything) are typically totally adequate for most presentations, options are shown to optimize display speed and quality, as well as to record the meeting. Other selection bars are available, which offer additional features such as exchange files during the presentation ("File Box" bar); show videos or camera images ("My Video"); control the audio ("Voice over IP"); conduct a conference call ("Conference call", there is a five cent per minute charge), and an online drawing feature ("Whiteboard").

When I am the presenter, I create a meeting ID and send it to the participants, typically the host at a distant computer club meeting. I open my PowerPoint, and they see precisely what is on my computer screen. I have had great success using the built in VoIP (Voice over IP) function to be able to speak to the remote viewers and listen to their comments and questions. The integral VoIP function allows the presenter to control his audio output and input between microphone and speakers; it may take some tweaking to get the microphone and speaker to work well together such that feedback and barrel echo is minimized or eliminated. While a high quality dedicated microphone delivers the best voice quality, it must be positioned to minimize picking up the sound from the computer's speaker. The VoIP control in Team Meeting has a pair of volume sliders

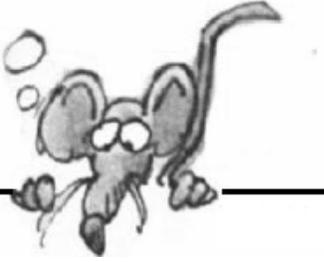
(microphone and speakers) to manipulate for optimal sound. On several presentations I have used a good quality boom headset (headphones and a microphone in one unit) in order to minimize any feedback sounds, but still allow me to hear the audiences' questions and comments.

For group presentations in front of an audience, I conduct the presentation from my home computer, and the host typically has a computer (almost always a laptop or notebook computer with Windows, Linux, or a Mac) connected to the internet, a video projector, speakers, and a microphone. With this type of setup, the audience can see my PowerPoint on a large screen, hear my voice through the remote speakers, and I can hear their questions and comments over my headphones or speakers. Based on experience with this arrangement, I strongly recommend a brief rehearsal prior to the event to insure that everything works well together, especially the sound system on both ends.

While I have no significant experience using it, Skype (skype.com) offers a free internet conference function. According to a posting on TechSupportAlert.com, "Skype - The Forgotten Free Desktop Sharing App", Skype has a little known feature that enables free remote presentations between Skype enabled devices. The basic version of Skype is available for free for almost all intelligent devices and computers with an internet connection, including devices running Windows, Mac, Linux, Android, iPad, iPhone, Symbian, and Windows Phone. As long as Skype is installed on both ends, calls and what Skype calls "screen sharing" is free.

Screen sharing has multiple uses, ranging from remotely helping someone fix his computer to performing remote presentations. According to the Skype website, screen sharing is as simple as 1 - 2 - 3. The first step is to register (free), download and install Skype. Since there is a version of Skype for almost every computer or smart device, this should not be a problem. Step two is to make a call or video call (free between devices with Skype). The third and final step in completing a "shared screen" is to press the "+" (plus) button on the menu, and select "Share Screens". While I have not personally done a presentation using Skype, I am aware that Skype is among the most widely used remote presentation utilities. One common example is the live video news reports from distant countries that is shown routinely on the TV news.

Between Skype and Team Viewer, it may be quite possible and practical to have remote, live presentations without the expense and time needed to travel to the remote locations. Both of these products are worthy of a try.  [Go to Page 1](#)



NIBBLERS

By Jeannine Sloan

Stolen Fire

If your Kindle Fire e-reader goes missing, Amazon advises that you log into the Manage Your Kindle page on its Web site and unregister the device from your Amazon account. To cut the missing Kindle loose after you log in, find it in the list of devices and apps registered to your account and click the Deregister button next to it.

If you have subscribed to any electronic newspapers or magazines on the lost Kindle, cancel those subscriptions on the Manage Your Kindle page as well to stop the billing. You should get a refund for any issues left on the subscription.

Enabling Firefox's Built-in PDF Reader

Open Firefox and navigate to about:config.

This will bring up a sarcastic warning telling you that you might void your warranty, just click the "I'll be careful, I promise!" button to move on.

Now you will need to search for: browser.preferences.inContent

When you find it, right click on it and select Toggle from the context menu.

Next you will need enable the actual PDF Reader feature, you can do this by searching for: pdfjs.disabled

That's all there is to it, you can even drag PDF files on your local machine on to the Firefox windows to view them! <http://www.howtogeek.com/123617/how-to-enable-firefoxs-built-in-pdf-reader/>

Click to Run

'Click to run' is coming. It is a *subscription* to use Microsoft Office 2013. The complete program is housed on Microsoft's servers and when you log in from any Windows PC it creates a minimal 'sandbox' on a computer and only downloads the parts of Office that it needs to run at the time. When you log off the software is no longer available on that PC. "*You have to be online to use it, and you have to be logged in to Office to validate your rights to use the software*".

Read more about it here: <http://office-watch.com/t/n.aspx?a=1754>

Password

A good way to go about putting a password together would be to start with some word or phrase that has some special meaning or significance to you...then add the numbers and symbols at intervals. Now the problem is remembering it.

Handbrake

Handbrake is free software for Windows (including 64-bit), Mac or Linux that anyone who makes video (for hobby or for pro) can use. The purpose of Handbrake is to convert a video file (such as a WMV, AVI or MOV) to MP4 or MKV. <http://handbrake.fr/>

Wikis Go Printable

Create an eBook of your favorite Wiki articles and download it to be read later or used as a reference. Access the function from the left column of a Wiki page. The user interface allows wiki readers to compile their own selections of articles, to download copies in different output formats (includes PDF & ePub), or to order printed copies from PediaPress. <http://en.wikipedia.org/wiki/Help:Books>,
<http://www.ghacks.net/2012/09/18/wikipedia-book-creator-now-supporting-epub-format/>

QR Code Corn Maze

The QR code works. It will take you to this web site <http://www.kraayfamilyfarm.com/>

Customize Folders in Windows 7

Windows 7 offers a way to save personalized folder settings as a default for all your other folders of the same type. So, those designated as "Pictures" folders will all use the same settings and so forth. Here's how:

<http://tinyurl.com/clmheye>

Video Formats

The major ones are:

- AVI (Audio Video Interleave) is Windows' standard multimedia container
- MPEG-4 Part 14 (known to you as .mp4) is the standardized container for MPEG-4
- FLV (Flash Video) is the format used to deliver MPEG video through Flash Player
- MOV is Apple's QuickTime container format
- OGG, OGM and OGV are open-standard containers
- MKV (Mastroska) is another open-specification container
- VOB means DVD Video Object. It's DVD's standard container.
- ASF is a Microsoft format designed for WMV and WMA—files can end in .wmv or .asf

There is a lot more to know. A starting place to learn is here: <http://tinyurl.com/ckd535b>

Speed Up Your WiFi

Few things in digital life are more frustrating than when a home wireless network goes haywire. It's painfully slow. The signal is weak and connections drop. Your comfy sofa is a Wi-Fi dead spot. Try these tricks to boost your wireless router's range and speed — and you'll soon be taking your Wi-Fi for granted again. <http://tinyurl.com/9xkqbf8>

Hint

In most browsers you can tap the Space bar to scroll down on a Web page one screen full at a time. Add the Shift key to scroll back up.

Tour the Cloud

NY Times filmed a tour of one facility that stores and transmits data; one "Cloud" facility. <http://www.nytimes.com/interactive/2012/09/22/technology/data-center-tour.html?ref=technology>

Open Multiple Links in IE

Press and hold [CTRL] key and click on the links you want to open. All of them will open in a new tab.

Internet Explorer 9

To reopen the most recently closed tab, right-click on a tab and select Reopen closed tab, or press Ctrl + Shift + T. Repeatedly selecting Reopen closed tab, or pressing Ctrl + Shift + T, will open previously closed tabs in the order they were closed.

PCs vs Macs

No side is ever going to win this war, of course, and the rhetoric does little to actually help an average user decide on a new computer and get some work done. This article might help: <http://www.usatoday.com/tech/story/2012/09/21/pcs-vs-macs-how-they-stack-up/57818700/1>

Who Built the First GUI?

The researchers at Xerox Parc succeeded in creating the first computer system driven by a simple point and click interface for Xerox's Alto computer. Commercialization came later with the Star 8010, a direct descendant of the Alto, in 1981. (Editor's note: Both B. Gates & S. Jobs saw this system demoed.)

Radio Shack Cell Phone Commercial from 1989 [Video]

<http://www.howtogeek.com/124985/radio-shack-cell-phone-commercial-from-1989-video/>

Do RFID socks tell us we're pathetic?

If sorting your socks out is too challenging, these NFC socks can do it for you. Via an RFID reader. And your iPhone. And the Internet. <http://pulse.me/s/dwY4m>

Customize Folders in Windows 7

Windows 7 offers a way to save personalized folder settings as a default for all your other folders of the same type. So, those designated as "Pictures" folders will all use the same settings and so forth. Here's how: <http://tinyurl.com/clmheye>

In Private Browsing

Launch a private browsing session using keystrokes. When the browser is open: Firefox:

CTRL+SHIFT+P

Internet Explorer 8: CTRL+SHIFT+P

Windows Explorer: 'Send To' Tool

'Send To' is a great tool for quickly moving files and folders to other locations. Simply **right-click** the file folder, click 'Send To', and then choose a destination from the list that appears. If you want to add a different folder to your 'Send To' list, click the Start button and then enter

%appdata%/microsoft/windows/sendto

(copy and paste this, it's easier). Press the ENTER key and you'll see a window displaying the "send to folder" click that and you will see the shortcuts inside the Send To menu.

Now you'll need to create a shortcut for the folder that you want to add to your 'Send To' menu.

Open a new Windows Explorer window (for example, click Start, Documents or Start, Computer) and navigate to the folder—but don't open it. If you do, click the Back button (the left arrow) so that you are in the folder that contains your target folder. Right-click the target folder and click Create Shortcut. A shortcut to that folder will appear next to it. Now, drag that shortcut to the Send To folder and drop it in. That folder will now show up in your Send To menu whenever you right-click a file or folder and click

UPnP

Universal Plug and Play (UPnP) is a set of networking protocols that permits networked devices, such as personal computers, printers, Internet gateways, Wi-Fi access points and mobile devices to seamlessly discover each other's presence on the network and establish functional network services for data sharing, communications, and entertainment. UPnP is intended primarily for residential networks without enterprise class devices. http://en.wikipedia.org/wiki/Universal_Plug_and_Play

Learn how to use it: <http://tinyurl.com/9r2lppo>

Checking If Your Password Was Leaked

To check an email address manually, you can use PwnedList's website <http://pwnedlist.com/>. Plug in an email address and PwnedList will tell you whether it appears on any leaked lists. Read the complete article at <http://tinyurl.com/8ft7r87>.

Hashtags

Hashtags are words or phrases prefixed with the symbol #. Prefixing a search term with the symbol # will generate results where the tagged string is in the result title. Using the tag in a Google search for #nantucket reduced the number of results from 23,000,000 to 23,000.

Secure Hash Algorithm

SHA and Hashtags are different animals. In cryptography, SHA-# is a cryptographic hash function designed by the United States National Security Agency and used to encrypt text.

Hint

Use a lightly colored mouse pad to conserve a wireless mouse's battery life.

Source: Logitech.



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SPECIAL 50% DISCOUNT FOR UG MEMBERS

50% discount on Digiarty's WinX DVD Ripper Platinum (regularly \$45.95)

<http://www.winxdvd.com/dvd-ripper-platinum/>

Buy at:

<https://secure.avangate.com/order/checkout.php?PRODS=1412049&QTY=1&CART=2>

Coupon code U76XD0CB

- This DVD ripper brings the No.1 fast DVD ripping solution in the market thanks to the cutting-edge technology to support Multi-core CPU (maximum 8-core processor) and Hyper-threading.
- Rip both homemade and encrypted DVDs to AVI, MP4, MPEG, WMV, FLV, 3GP, iPhone/5, iPad/3, iPod/5, Apple TV, PSP, Zune, Zen, Android, HTC, Samsung, XOOM, Galaxy tablet, YouTube compatible videos, etc. 1:1 backup DVD to PC, USB within 5 minutes.  [Go to Page 1](#)

Special Interest Groups (SIGs)

w Work phone h Home phone c Cell phone
* Meets at an alternate location

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN

Confirm with a SIG group if they meet elsewhere.

For more info contact the SIG Leader(s) listed here.

Get SIG announcements!

Link from www.tpc.com

Board of Directors*

All members are welcome! Call for location.

Selected Saturday mornings

Ross Held RHeld83745@aol.com

Community Outreach*

To request services or volunteer to help
Contact:

Ross Held RHeld83745@aol.com

Linux on Saturday

This is for the Linux newbie and those trying
to come over from Microsoft to a different
operating system.

Second Saturday @ 9 AM-Noon

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Picture Perfect

Explore how to use your digital camera
and learn how to use a variety of software
for editing, organizing, and sharing images
and video.

Second Tuesday 6:00—7:00 PM

Every other month

Right before the general meeting

Sharon Walbran SQWalbran@yahoo.com

Microsoft Access

All levels. Presentations by expert develop-
ers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Steve Kuhlmeier 952/934-8492
steve@kuhlmeysystems.com

Microsoft Office

Addresses the use, integration, and nuanc-
es of the Microsoft Office applications.

Combined with Systems on Saturday

Third Saturday of the Month

Steve Kuhlmeier 952/934-8492
steve@kuhlmeysystems.com

Web Page Design

Discussion and demonstration of HTML,
web publishing software and page design.

Second Tuesday @ 6:00-7:00 PM

Every other month

Right before the general meeting.

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Microsoft Word for PC & Mac

Any level user can be proficient and efficient
in basics and advanced features of Word..

Combined with Systems on

Third Saturday 9:00 AM—Noon

Tom Ostertag 612/951-5520 w
651/488-9979 h

Curt Trout 651/484-4569 h
ctrout@troutreach.com

Systems on Saturday

For all levels of computer challenges and any
type of computer-related question. Incl. Q&A
Meets 2nd & 3rd Saturdays 9:00 AM-Noon

Curt Trout 651/484-4569 h
ctrout@troutreach.com

Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along
the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie
Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie
Center Drive. The next intersection with a stop light and left turn lane is Fountain
Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again
to the first covered entry way of Summit Place. There is plenty of parking in the
large parking lot in front of the first Summit Place covered entry way. When you
enter the door at the first covered entry way, ask to be directed to the Performance
Room for the TC/PC meeting. For a map of more detailed directions and *info on*
Web SIG and Board meeting, check the TC/PC website.

Directions to **Edina Executive Plaza**
for **Systems on Saturday, Access,**
Word and Picture Perfect SIGs: Take
Highway 100 to the 50th Street/Vernon
exit. [If you have come from the north,
cross back over Highway 100 to the
east side.] Take the first right and go
past Perkins [The golf course will be on
your left.] and continue on the east
frontage road (Willson Road) to the
next building—5200 . There is ample
parking in the building's lot.
Conference Room #102 is on 1st floor.

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at www.tpc.com

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. *Meets at Edina Executive Plaza.

October

sun	mon	tue	wed	thu	fri	sat
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7	8	9 General Mtg INTEL Corpora- tion 7:00 PM Summit Place 6:30 Web SIG	10	11	12	13 Linux and Open Source on Saturdays 9:00—Noon
14	15	16	17	18	19	20 Windows & MS Office (including Access) 9:00-Noon
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10 Linux and Open Source on Saturdays 9:00—Noon
11	12	13 General Mtg 7:00 PM Summit Place 6:30 Picture Per- fect SIG	14	15	16	17 Windows & MS Office (including Access) 9:00-Noon
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November

Customizing Labels in Word 2007

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida, August 2012 issue, Sarasota PC Monitor, www.spcug.org, [ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

Among special projects we users can do with Word is creating labels. The word “label” includes all sorts of things like shipping labels, address labels, business cards, name badges, and fabric transfers. Just look in the office stores at the racks of label paper for the range of projects. I began making our return address labels with Word years ago. They were simple: just our name and address. Since then I’ve learned more about how to customize labels by changing the font attributes and adding a graphic to each label. It isn’t difficult, but does require a few special steps to make it successful. A note: Word offers two methods of creating labels, depending on your purpose. One uses the Mail Merge wizard to produce sheets where each label contains different content, such as mailing labels for a list of people. I do use Mail Merge often, and will discuss that in a future article. This article presents a walk-through of the process I use to customize a full page of identical labels.

The first step is choosing the right package of labels for your project. I always actually purchase the labels before starting, which can be done in an office store or on the web, in order to have the vendor name and label product number handy when I start the project. Let’s say I’m going to create a calling card (Why would a retiree need a business card?) which contains name, address, phone, and email address, plus a graphic. I go to an office store and buy a business card label package from the popular company, Avery, possibly product number 8871. The package tells me that these cards are 2 inches by 3 ½ inches and will print ten on each page, just what I want.

Next I open Word 2007 and click the Mailings tab, then Labels. I click Options, change the vendor to Avery US Letter, and scroll to my product number. Once the number is clicked, its attributes show up on the right side of the window. Since I want to customize these labels, I do not type the text in the Address box at this time. Instead, I click New Document, which opens a document which shows the outline of the cards I’m going to create. I will create my design in the first (top left) label and copy it to the rest.

I plan to create two text boxes in this first label, one to hold the text and one the graphic. To make sure my text and graphic stay where I put them, I start by opening the drawing canvas. If you remember when Microsoft first introduced the drawing canvas, you probably also remember screaming out loud when it appeared because it took over the page, moving all objects out of position. It’s tamer now, so proceed. The canvas will be a way of grouping the two text boxes together. With the cursor in the first label, I click the Insert tab, then Shapes. I scroll to the bottom and click Drawing Canvas which opens it within the first label. I click and drag the edges of the canvas to fill the label. I click the Insert tab again, then Text box – Draw Text Box. I click inside the drawing canvas, hold down the left mouse button, and drag diagonally to draw a box. This box will hold the graphic, so I size it accordingly. Next, with the cursor inside the text box, I click Insert –

Picture (or Clip Art). I find the graphic I want and drag or copy and paste it into the text



box. Then I create another text box next to the first one and type my text in this box. Now I change the font, font size and text effects or colors using the commands in the Font group on the Home tab. If needed, I resize or move the text boxes to create my desired layout.

At this point, I realize that I don’t want the two text boxes to have borders around them. To remove these, I select the first text box and click the Text Box Tools (Format) contextual tab - Shape Outline - No Outline. I repeat this process for the second text box, and all the borders are gone. (A

contextual tab in Word 2007 or 2010 appears only when the item it relates to is selected. You must select the text box to see its tab.) Here is an example of a calling card with text box borders removed.

Now I need to copy this completed calling card label design to the other cards on the page. Since the drawing canvas has grouped the two text boxes together, I click to select the canvas, not the individual text boxes. I press Ctrl + C on the keyboard to copy the whole card to the clipboard. Now I can paste it into any number of places without having to copy it again. I click in the second cell and press Ctrl + V to paste the card, and so on until all ten cards are filled. When the page is complete, I save it to a folder on my computer for future use. Then I print one page of my cards on a blank sheet of paper so as not to waste a label sheet. I hold this print up behind a sheet of labels to make sure the design will fit correctly within each cell on the label sheet. Then I check the label package and/or printer manual for instructions for loading labels since printers differ. Just to be safe, I load only one label sheet into the printer for the first printing. If all is well, I continue with more copies.

At first reading, this sounds like a complicated process. But, as with many computer tasks, it's the attention to detail that makes for success. Give yourself a few tries, and you will be creating customized labels like a pro.  [Go to Page 1](#)

Document Your Life with Photo-Graphic Memory

By Phil Sorrentino, Member, Sarasota PCUG, Florida, September 2012 issue, PC Monitor, www.spcug.org, [pcugedit \(at\) verizon.net](mailto:pcugedit@verizon.net)

A photographic memory is probably something we all would like. And, just think, you can have at least the effect of a photographic memory just by using your camera and your computer to document your activities... your life.

It is amazing how much paper we collect along the way. Most of it goes neatly into file folders and then those folders go neatly into multi-draw filing cases or boxes. Before you know it you have multiple multi-draw filing cases in the den, the home office and/or the bedroom closet. Have you ever looked at the pile of paper you have collected over these many years? It's not a pretty picture. Now there are some things that we just have to hang on to, like licenses, automobile registrations, titles of any sort, and certain special papers that might have an emotional or historical attachment. But the rest of the pile might be eliminated or at least pared down. (And how about old tax forms? How many years do you have to keep the paper? Or is an electronic copy good enough for taxes paid 10 years ago?)

What I'm suggesting is that with your computer, and a scanner and a camera, you can probably cut the paper you need to save down to a very manageable size, and even eliminate some of those storage cases. The scanner is really the key here. The camera is for unusually large items, or those things that just can't be copied on a flat-bed scanner. Consider this, review the contents of some of those folders and if you need to know that something occurred, and is relevant, like an award you were given from your last employment. If you have not looked at it since you received it, then you can probably scan it in and throw away the original. I know how difficult this will be for some people, but after a little practice it will get a lot easier. (A very important thing here is that you have adequate "backup" to guarantee that you will never lose the scanned in files. If you don't have adequate backup, which means multiple copies of the data files of the scanned objects, than this is not going to be a good idea. So before you commit to this, make sure you have a good backup plan in place. Make sure that you can guarantee at least two if not three copies of the scanned in files. The first two copies could be two external or portable disk drives and the third might be on DVD or a flash memory device.) Once the backup plan is in place and you are really using it, the fun begins. Gather

your papers, separate the ones that you have to keep and make a pile of those that can be shredded after they are scanned. Do you really need those greeting cards you received 15 years ago?

In order to make sure that you can retrieve any of these “documents”, it is good to establish a naming convention before you start to scan the paper documents; after all, it is no use to have all the data if you can’t access it quickly. As you collect your scanned documents, you will be creating a database. Two popular ways of organizing your database are 1- by date, and 2- by event. If every file that you want to keep has a name starting with “yyyy-mm-dd” and is followed by a descriptive name, then when the digital files are put in a digital folder, they will organize in a chronological fashion. yyyy represents the year, like 2011, mm represents the numerical value of the month like 04 for April, and dd represents the day of the month like 01 for April 1. (For some databases only the year and month may be adequate.) Now, when you go looking for a document, all you have to know is the date associated with the item, and you can just look in the chronological order to find it. Let’s say that if you scanned in an award that you received in June 1976, then you would look in the area of 1976-06, to find that document. Windows Explorer makes it easy to find scanned documents because it shows a thumbnail photo of the file, while you are searching for the file. This is especially helpful because a scanned file is usually saved as a .jpg file, a picture file.

If you do use this naming convention, then you can organize your folders to represent either years (or groups of years), or events. If you choose to be completely chronological, then the folders will be named 1970, 1971, 1972,... you get the idea. Then you could put the 1970s folders into a folder named 1970s, and you could do the same with all other decades. If you choose to organize around events, then the folders might have names like “awards”, “house info”, “car info”, “career”,... – really, any collection of events or things that makes sense to you and any others who will use the database.

Besides your scanned in documents, you can include photos from your digital camera. If you use the same naming convention with your photos, then you can mix them in with the documents and they all will organize in chronological order. Sometimes that makes a lot of sense when you have both pictures and documents that are part of the same event. This combination sometimes helps tell the complete story of the activities of the specific event.

Another way to organize your database is to organize your folders around event; then you might name your folders “birthdays”, “anniversaries”, “parties”, “weddings”,... you get this idea too. So these would represent those types of events throughout the years. The fact that the files are chronologically named means they would organize chronologically inside the folders, making it easy to find a specific event within an event folder. And you can mix the two types of database folders. You could have your basic folders chronologically named, but inside a year you might have a series of events like “a vacation trip to the Grand Canyon” where the pictures from the trip would show what you saw and the documents you collected like maps and brochures from the particular destinations. As long as each file is chronologically named, the files will organize in a way that will make it easy for you to find a specific document, or group of pictures.

Not only do you save storage space, but once your pictures and documents are in your database, they are immediately available because they are literally at your finger tips (if your fingers are on the keyboard). I bet you’ll be able to impress your friends how fast you can find those awards you received from your first employer. Of course there are always a few items that just can’t be committed to electronic files and there are always a few pictures of the grandchildren that just must be made into an 8 by 10 for the wall. But, just think, with a lot of those paper documents shredded, and all of your photos committed to digital files, you won’t need all of that paper and picture storage. It will probably free up some valuable storage space and maybe you can even make a few bucks by selling those filing cabinets.  [Go to Page 1](#)



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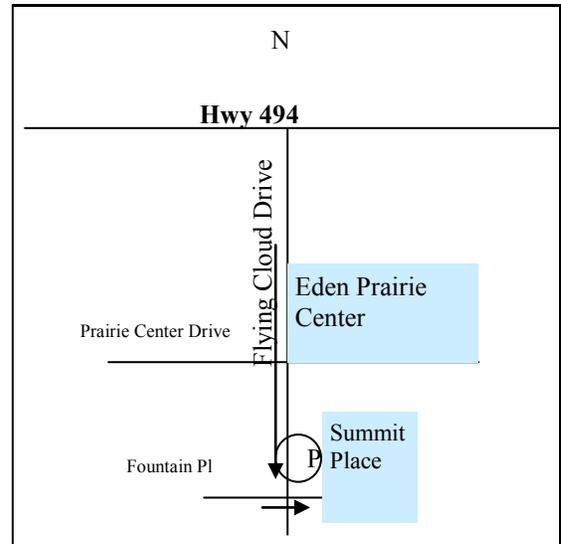


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