The Computer Link

November 2013

The Newsletter of the Northern Neck Computer Users' Group

NNCUG Newsletter – Pre Print to Post-Print

Bruce Mc Millan, Editor of The Northern Neck Computer Users Group **"Computer Link"** for the last four years, gave us a "how to" talk for publishing our in-house newsletter. Bruce is "retiring" as editor when a new slate of officers is installed. His presentation was both a step by step of the entire publishing process, and the particulars of using Microsoft Publisher.

How is the Computer Link made?
The software used is:

Microsoft Word (The basic version suffices.);

Microsoft Publisher;

A photo-editing program (Bruce uses Photoshop Elements 4, and has not seen the need to update. It works fine.); and

Adobe Acrobat – (Not Adobe Reader). This software converts the Publisher file to a PDF format.

Where does the material come from? It is **a team effort!**

Bruce receives input from a variety of sources.

Each newsletter contains the

Secretary's meeting notes and the lead article about the guest presentation. He also attends all Membership Meetings and acts as a backup when the Secretary is absent. Note: Bruce not only corrects for grammar and style, cuts and pastes the bare bones Meeting Notes, but he also adds any missing information.

APCUG PUSH articles that are provided by Judy Taylor. These usually are **technical articles, and more recently include software/book reviews.** Judy collects these **articles from computer clubs throughout the US.**

Speaker photos are provided by Alan Christensen. Bruce lightly edits the selected photo if needed. Generally, he only has to crop the photo and change the color balance. The **NNCUG Photo** SIG also may provide photos.

YOU! NNCUG members are strongly encouraged to provide articles and SIG notices. Camera-ready copy is appreciated!

Tasks and Responsibilities of Your Editor. Bruce writes some

material, including Notices. He prepares summaries of articles for the Web Master. A significant part of the work is formatting and laying out the Computer Link. Does he have to start from scratch on each newsletter? NO!! The tools he has at hand to pull it all together are: a template and (hopefully) "camera ready" copies of all the aforementioned articles and pictures. Once all is assembled, Bruce does the formatting and final editing of the newsletter.

Printing? This also is a team effort. After the newsletter is laid out, Bruce converts the final Publisher file to an Adobe PDF file for easier use by the printer and NNCUG members.

Subject to NNCUG Board approval, the editor also manages the **cost** aspects of the Computer Link by locating a printing vendor and negotiating price. Going to an **electronic version has saved at least 50-60 percent of printing and postage costs.** This shift to fewer printed copies has saved NNCUG members from a dues increase. The **E-mail version** is sent to **most members.** Printed copies are distributed at the local libraries for publicity purposed, and sent to the few remaining members who have requested the print version.

Distribution. The editor sends an Adobe PDF version of the Computer Link to: the **NNCUG Web Master; Treasurer – George Cadmus; APCUG and Judy Taylor** for her PUSH article distribution; and the **Secretary** for record purposes. **The Treasurer** maintains the NNCUG address database. He sends e-mail or print copies to the membership. Bruce and George generally deliver printed copies to the Lancaster and Northumberland Libraries. A few copies are available at the monthly NNCUG Membership Meeting.

Demonstrating Microsoft Publisher. After giving this overview, Bruce demonstrated how the Publisher software works. To begin, there is a **template for each page.** As the first step, Bruce **fits the lead article and**

photo on Page 1. He prefers to put in written material first, and then to fit the picture in the middle. Then as the size of the photo is changed, the print adapts accordingly. He tries to keep material to a designated page or pages by changing line spacing and picture size as ways to avoid additional pages. The article may have to be flowed to page 2. **Pages 2 through** 4 also are used to include specific notices and technical articles. **Meeting Notes** are placed on **Page 5. Page 6** is where the mailing label goes, that is handled by George. **Ads** are fitted in the remaining space on page 6.

It did not look difficult for anyone who has tried to change layouts in Word or any kind of simple CAD software. The final version of the Computer Link will be in Publisher (version 2003) format. Bruce uses Adobe Acrobat to convert the file to the PDF format that is used for distribution.

He was asked if there is any ability to **convert PDF to a hypertext format.** Brian Riley, who does the web site explained that this type of format is "extremely heavy" creates too large a file, and has a slow upload speed.

Bruce's last slide was his sales pitch for a new editor. He is "retiring" as of March 1, and his last Computer Link will be the March edition. The position takes from one to one and a half days' time. Bruce will provide training and be there as backup for the new Editor.

The NNCUG will provide needed software, probably Publisher. Most people have Microsoft Word (or other text editor) and a photo editor that is adequate for the task.

If you are interested, please let Bruce or someone on the NNCUG Board know. NNCUG is a great group - and Bruce has done a great job as editor. It needs member volunteers to keep running so smoothly!

Anne Moss

Nomination Search Committee

A Nomination Search Committee is being established to seek candidates for election to the NNCUG Board positions for the year 2014-2015. Elections will be held at the March 2014 Membership meeting.

Board vacancies are anticipated.

If you are interested in serving on this Committee, or wish to run for an office, **please contact Rob Mink**, President at (804) 436-5615, or e-mail him at rob@nncomputerconsultants.com.

Ed.

WANTED: Computer Link Newsletter Editor

The NNCUG is searching for a new Newsletter Editor, effective with the March 2014 edition of the Computer Link.

After four years, Bruce Mc Millan has indicated that he wishes to resign from this position.

Bruce is willing to train the new editor and serve as back up if needed. The NNCUG will supply any needed publishing software.

Please contact a NNCUG Officer or talk with Bruce at (804) 580-8666.

Ed.

Windows XP's Swan Song Time is Running Out!

By Bill James, Editor & Webmaster, Computer Club of Oklahoma City
www.ccokc.org
editor (at) ccokc.org

If you are still using Windows XP, please read on. Did you know that Microsoft introduced the Windows XP Operating System in October 2001 and it is arguably one of the most popular of all the Microsoft OS's? It is 13 years old and still represents a 37% share of all desktop operating systems worldwide as of June 2013. However, time is marching on and Microsoft has announced that starting April 8, 2014, there will be no more patches or updates – including security ones – issued for Windows XP. If you for instance do only email and web browsing you would think that this new policy would not affect you. Oh but it does because, over time without updates, Windows XP will not only become less secure, it also means that you will be facing support issues with finding anti-virus and other programs that work with XP. Your web browser, the tool that you use to access the Internet, will also be open to security problems because of the lack of security updates, locking you into obsolete and insecure browsers designed for XP.

The solution, as I see it, is not to wait until you have a catastrophic computer failure which will then force you to update your system. But consider that now is the time to start looking at your options.. With a working XP system you will be able to take your time and decide what you need to do. You will also have the ability to move all your data files, those emails you wish to keep, etc. to a new computer or updated operating system as well as find alternatives for those favorite programs that will work with your existing data. By thinking about updating or replacing your system, you will be able to logically and methodically determine what

your needs are and choose a strategy that works best for you. The end result is not to be hurried or pressured in doing something immediately just to get your computer up and running again.

If you have already decided that Windows 8 is not for you, you will want to upgrade to Windows 7. You should be able find copies of Windows 7 through Tiger Direct or Amazon and some computer manufacturers such as Dell and HP are still offering Windows 7 as an option. You can also use Google and search for vendors that might carry the product. But, I would not wait too long because soon sources to that program will dry up. If your plan is to buy a new computer, I would wait until Windows 8.1 is released in the later part of October 2013 because there are significant changes in 8.1 that will negate what you may have already learned about the current version of Windows 8.

If you need help with learning to use your new OS, ask your UG to offer classes or workshops for the new OS. Moderating a SIG or Workshop is a wonderful way to learn about software. If you are in charge of programming, offer programs and workshops for your members. If you have not signed up for the APCUG/O'Reilly free books program, then you are missing a source of information that covers the newer OS. If you are unfamiliar with the program, look for information on the APCUG website or APCUG Reports.

November Photo SIG Meeting

We will continue to explore aspects of Photoshop Elements (PSE) at this meeting. Please bring your laptop computers in order to follow along with what is shown. If you do not have a laptop or PSE, someone will share with you.

In addition bring in any photos that you wish to share with the group or for which you may wish to ask advice about.

The SIG will meet on November 12, at 09:30 a.m. in the Community Room of the Lancaster Community Library, Kilmarnock, VA.

Ed.

Tablet SIG

If you have an iPad, iPod, iPhone, or any type of Android device, and would like to discuss features, tricks or apps, please join us to explore these devices.

The Tablet SIG will **meet to explore the Apple iTunes University. Please explore this, and be prepared to share what you find with the group**

There will be time to get answers on other topics to questions that you may have. All are welcome!

The SIG will meet at the **Lancaster Community Library** on Tuesday, **November 19, at 10:00 a.m.**

BJ McMillan

Genealogy SIG Meeting

The next meeting is November 14, (Thursday) at 1:00 p.m. in the Auditorium at Rappahannock Westminster-Canterbury, Irvington.

The topic is Genealogy and Your Computer – How and Where to Start Your Family History. The program will cover: setting goals for your research; organizing the information you have; and selecting a family history software program.

Ann Thompson is the leader. She can be reached at ann@ann-thompson.net.

Anne Moss

Membership Meeting

Gadgets You Want to Share

Bring your neat gadgets and share them with the audience to give them holiday gift ideas (for themselves or others).

Meet at RW-C, on November 16.

Coffee at 09:30 a.m., and the meeting starts at 10:00 a.m.

Ed.

October 2013 Meeting Notes

PRESIDENT'S COMMENTS: **Rob Mink said he has heard of two scams currently going around.** One involves **a contact at your house ostensibly made by a Microsoft representative.** Just remember, Microsoft is not in the business of contacting individual consumers. **The second is the CryptoPACK virus**. It encrypts all data before one knows it's there, and then tells the user to pay as much as $400 to solve the problem. Because of this type of potential virus, it is crucial you make regular backups. Rob commented that outdated JAVA is the number one source of infection on PCs. Linda Boyatzies said she had heard that even Adobe was hacked.

TREASURER'S REPORT: 83 members. Treasury balance: $4182.32.

SIG REPORTS:

PHOTO: The group meets the second Tuesday of the month (November 12) at 9:30 a.m. at the Lancaster Community Library. The group is going back to the basics with Photoshop Elements. Bring your laptop, follow the group learning exercises, and participate with your own photographs.

GENEALOGY: Next meeting is 14 November 2013 (Thursday) at 1:00 p.m. in the Auditorium at Rappahannock Westminster-Canterbury, Irvington. The topic is Genealogy and Your Computer – How and Where to Start Your Family History. The program will cover: setting goals for your research; organizing the information you have; and selecting a family history software program. Ann Thompson is the leader. She can be reached at ann@ann-thompson.net.

TABLET: Meets at 10:00 a.m. on the third Tuesday of the month (November 19) at the Lancaster Community Library. November's subject will be iTunes, and the iTunes U (niversity) app. **YOU pick a subject from iTunes U and share your experience at the meeting.**

Q and A, AND GENERAL DISCUSSION: **Betty Lehman** announced she had obtained a Nook which will be added to the raffle prizes. **Jim Sapione** said he had learned if you are a Facebook user, you give up rights to photos you may have on your page.

Membership Report - October 2013

Welcome - None

RENEW November 2013 - Mary Lou Dietrich Frank Elliott, Emilie King, Joe Moeller, John Parr Christine Young

RENEW October 2013 - None

Membership dues are $20 annually. Please send to: George Cadmus, Treasurer, NNCUG, 150 Pine Drive, White Stone VA 22578

GUEST SPEAKER: Our speaker was **Bruce Mc Millan**, **Editor** of the Northern Neck Computer Users Group monthly newsletter, **The Computer Link**. His topic was the "NNCUG Newsletter – Pre-Print to Post-Print". NOTE: A new Editor will be needed soon. Bruce is "retiring" on March 1!!

RAFFLE: There was no raffle. Treasurer (and Raffle Master) George Cadmus was not at the Membership Meeting.

Anne Moss

The Computer Link

Northern Neck
Computer
Users' Group
150 Pine Drive
White Stone, VA 22578

NNCUG Meeting Dates

NNCUG GENERAL MEETING
Third Saturday, 10:00 a.m.
Rappahannock Westminster-Canterbury Meeting Room

BEGINNERS SIG
Meets three times a year. Those interested, contact
B.J. McMillan at 580-8666

GENEALOGY SIG
Meets bi-monthly, 2nd Thursday, 1:00 p.m.—RW-C
Contact Ann Thompson at ann@ann-thompson.net
to get on the mail list for announcements.

PHOTOSHOP SIG
Second Tuesday, every month, 9:30 a.m.
Lancaster Community Library, Kilmarnock
For more information, Call Jim Sapione, 804-462-5831 or message
Bird@nnwifi.com

TABLET SIG
Third Tuesday, every month, 10:00 a.m.
Lancaster Community Library, Kilmarnock
Contact B.J. McMillan at 580-8666

Computer Help available by appointment. Call Betty Lehman 435-2011 or B.J. McMillan 580-8666

Coming Attractions

Membership - YOU, Neat Gadgets, Nov. 16, RW-C
Genealogy - Nov 14, Computers & New Genealogists, RW-C
Photo SIG - Nov 12, 09:30 am, Lancaster Community Library
Tablet SIG - Nov 19, 10:00 am, Lancaster Community Library