

Mother Board

Volume 21, Issue 1

January 8, 2003

This Month At NOPC

Bob Gordon

Genealogy

Hand-Outs, Web-Sites, How-To's, & Surprises

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Election Results

During the December Meeting, and prior to the Annual Xmas Party, the following members were elected to serve as the New Orleans Computer Club Board of Directors:

President—Ray Paternostro
Vice-President—Ashton C. Mouton, Jr.
Treasurer—Don Herrma
Secretary—Carl Henderson
Directors-at-large:
Albert Fox
Louis G. Dutel, Jr.
Clarke Kissel

The Board of Directors is only as good as the support the members of the club gives them. The Special Interest Groups (SIGs) need help. You don't have to be a "geek" or "techie", or even an "expert", to assist one of the SIGs, just a basic knowledge of the subject and the desire to help your fellow members.

Is there something you would like the club to do, present, offer, discuss...etc? Send an email to the Board of Directors at bod@nopc.org.

Virus Alert!

It seems that there is a virus out there called the Senile Virus that even the most advanced programs from Norton cannot take care of, so be warned, it appears to affect those of us who were born before 1950!

Symptoms of Senile Virus

1. Causes you to send same e-mail twice.
2. Causes you to send blank e-mail.
3. Causes you to send to wrong person.
4. Causes you to send back to person who sent it to you.
5. Causes you to forget to attach the attachment.
6. Causes you to hit "SEND" before you've finished the

Submitted by Jeanne Okamoto

YOU'RE IN NOO AWLINS WHEN:

- __ you not only can pronounce Tchoupitoulas Street, but you can say it without laughing
- __ you get on a bus marked "Cemeteries" without a second thought.
- __ when someone says "Barq's," you don't think of a dog.
- __ you think the Holy Trinity refers to green peppers, onions, and garlic.
- __ you can tell whether it's going to rain just by looking outside to see if the "neutral ground" is full of parked cars.
- __ a levee is not just a tax.
- __ you not only allow your children to climb ladders; you build seats on top of them for the kids to sit on.

Submitted by Charles Smith "Smitty"

New Users SIG

We are continuing to work with files this class. We covered Internet files using Internet Explorer, your browser, an Internet Service Provider (ISP), and Outlook Express.

You can download files using Internet Explorer & Netscape on your ISP if you know the desired file you want. Anyone can do this by locating the desired files on the Internet by doing a search a search engine to obtain a link to the desired file. You download the desired file by clicking on the desired link (opening the file) that you want. This will open a *File Download* Dialogue Box, which will ask you if you want to open the file or save the file to disk. Normally the default is "Save the file to disk" and will be the action you will select most often. Accept the desired action by clicking on "Ok".

A new *Save As* Dialogue Box will appear allowing you to determine what location to save your file. Input the file directory/folder and name of the file to be save, then click on <Save>. The file will then download to the location provided with the name you input.

Another way you can download a file from the Internet is to use Outlook Express' E-mail Program. You can also send a file by attaching said file to an e-mail message. If you send an attached file you must first compose your e-mail message and than click on the Attach Button. An *Insert Attachment* Dialogue Box will appear so that you can locate the desired file for your attachment. Double click on the file and it will attached to your e-mail message. You can now send both your message and attached file together over the Internet.

You may receive attachments with your e-mail with Outlook Express. Attachments are indicated by a paper clip icon appearing next to the senders name in the listing of e-mail messages waiting to be read. All of this appears in the preview window of Outlook Express.

To view an attachment, open up the desired e-mail with its attached file. Once the desired e-mail has been opened, click on the paper clip icon in the upper right hand corner of the message window. This allows an attachment menu to appear showing all the files attached to your e-mail message. Some attachments that appear in this menu can be open up automatically by Outlook Express. Those that open automatically are displayed in the preview pane.

In some cases Outlook Express will not open the file automatically but does know the appropriate application

to use to open the file. Just click on the desired attachment and Outlook Express will open the file. There are also files that Outlook Express cannot open because it does not know what application program to use to open the file. Click on the desired attachment which will open up a dialogue box listing various programs files to chose from for opening your file. You can now either open the file or save the file to disk. The default is usually Save File to Disk. Just click OK and the desired file and program will be accepted for saving to its desired location.

Any attachment to your e-mail can be saved to a desired location by clicking on the Save Attachment Command at the bottom of the attachment menu. The Save Attachment Dialogue Box will appear. Select the desired attachment and specify the desired location where you want the attachment saved. If necessary you can use the Browser Button to help find the desired location for saving your attachment.

Once a file has been save to disk you can open it by using My Computer or Windows Explorer. If you have a file that was saved to disk that does not have an associated program on your computer for opening it, you can use the Open With Dialogue Box to select a program that will open your file.

So long for now and see you at our next meeting.

If you have any ideas or questions that you would like covered at this SIG meeting please contact the SIG leader Mr. Ashton C. Mouton, Jr. at 246-7759 or acmoutonjr@cs.com at least three days before the regular class date and he will try to incorporate it into the SIG meeting.

Our SIG meetings are geared toward helping users gain confidence in using their computer, as well as understanding how to use their computers better. Now is the best time for attending this SIG. Tell your friends and help get some new members into the club by coming to this very informative program. The e-mail for this SIG will be newusers@nopc.org. Any communications outside of SIG meeting time is accomplish by e-mail or though phone calls (Ashton C. Mouton, Jr. at 246-7759). There will be samples of work, problem solving, and a question and answer session at each meeting. Hope to see you there.

*Submitted by SIG Meister
Ashton C. Mouton, Jr.*

Suites 2000 SIG

Our December meeting was poorly attended by only 5 members. Your input is needed here to let me know what you the members attending this SIG want and how you want it presented.

This SIG meeting covered how to change the design of a document. In doing so, we covered some new and old areas about word processing. We all want our document to appear attractive and to direct our reader's attention onto the ideas and thoughts we are trying to present. To help in showing these elements in word processing we used an example of a simple newsletter to cover specific points for this SIG's meeting.

We started the SIG showing how to insert a file in a blank document by using the *Insert* Command from the Menu Bar. This allowed us access to the *Insert File* Dialogue box. By selecting the file we wanted (this method was covered in a previous SIG meeting) we had a sample of writings for us to use to create a newsletter. By doing a file insertion, we save time by not having to re-type into the body of the newsletter the article to be inserted..

With our unformatted information now on the work page, we showed how to create columns and sections so that different formats could be applied to different areas of a document. Doing this allowed for use of many different ideas that are normally used in a document so that we could display them for this meeting.

The main ideas covered were how to use *breaks* in a document. There are page, column, and section breaks that can be used. An indication is given at the bottom of a word document on the status bar showing the page, section, and location in which the cursor resides. This is helpful for finding out where you are presently located within any document.

Our document was also used to indicate how to use *bullets* with both numbered list and bulleted lists. It was demonstrated how to add *graphic elements* using the drawing tool from the *Formatting Tool Bar* or from the *Insert* Command on the *Menu Bar*. Different drawing tools on the *Drawing Tool Bar* at the bottom of the document window were discussed and some were shown how they are used. *AutoShape* was covered on the *Drawing Tool Bar* and how you can use its control graphic elements stored by Word.

Once an object is placed on your document you can

change its shape and position. Changing object attributes allows for greater control of your ideas and a better-looking document. Some of the changes covered were using the fill effect, color, line, and shape of the object along with borders and shading for the object.

The *format painter* was discussed and how best to make use of its features. *Headers and footers* were covered alone with using auto format. The date, time, and number fields and how to insert them were also covered.

The SIG was followed by a review of what was covered along with an exam to see what we had learned. We closed with a question and answer section for those who wanted specific answered to a specific question they may have had regarding something there did or were doing.

We will continue our next class in January with ways for how you can best work with your document. If you have any ideas or questions that you would like covered at this SIG meeting please contact the SIG leader Mr. Ashton C. Mouton, Jr. at 246-7759 or at acmoutonjr@cs.com at least three days before the SIG meeting date and he will try to incorporate it into the SIG meeting. Our SIG meeting is geared toward helping those people who are using various application programs with special emphasis at this time on word processing.

If you have any questions on word processing or with a given application program, now is the best time to attend this SIG. We will at some time cover as many aspects of computer applications as possible in the coming months. Tell your friends and help get some new members into the club by coming to this very informative program. The e-mail for this SIG will be suites2000@nopc.org. There will be samples of work, problem solving, and a question and answer session at each meeting. Hope to see you there.

Submitted by SIG Meister
Ashton C. Mouton, Jr.

Warning!

We've just been notified by Security that there have been 6 suspected terrorists working out of your office. Five of the six have been apprehended.

Bin Sleepin, Bin Loafin, Bin Goofin, Bin Lunchin and Bin Drinkin have been taken into custody.

Security advised us that they could find no one fitting the description of the sixth cell member, Bin Workin, at your office.

Security is confident that anyone who looks like he's Bin Workin will be very easy to spot.

You are obviously not a suspect at this time.

Web Site SIG

This article was written on 27 December 2002 and will not be published in the NOPCC newsletter until 3 January 2003. The initial NOPCC Web Site SIG met on 2 January 2003. Twenty-one (21) members signed-up to attend.

This SIG is to be treated as a college level course on web site development. You will receive a syllabus and there will be homework. We will work as a group on at least two websites for publication on the World Wide Web .

The January meeting will start by introducing the coordinators for the SIG. We will go over the syllabus and what attendees will learn from these meetings. Then we will give a general overview of the SIG itself, what it will cover and what is expected and not expected from those attending this SIG. We will give a brief overview of the Internet, describe the World Wide Web, and give a general overview of the topic website development. Once the background information has been covered for this SIG we get down to work. We will cover the various types of web pages and their purposes. From there we will start working on a very simple web page. Once we see how a simple web page is done homework will be given out and we answer everyone's questions.

For those who ask the question "Why is there homework for this SIG?" the answer is simple; the best way to learn is by doing. Another reason is that the same problem can be solved in many different ways and by giving out homework it lets everyone see the many different ways others use to solve the same problem and to help give fresh ideas to the other members of the SIG.

The intention of this SIG will be just like all the other SIGs I teach, starting with the simplest ideas and from the very beginning learning process. We do this to give everyone the best possible foundation in the basics on the subject matter. From there we build upon that foundation so that more and more advance work can be accomplished. Most of the year 2003 will be similar to an introductory college course in website development (lets say freshmen level). From here we will do more advance work and hope to get into such areas as streaming video and audio, multimedia projects, animation, and some of the more sophisticated work done in website publishing today.

A lot of what we do will depend upon what you the attendees are looking for in website development and publishing. We will cover as many aspects of website work as time permits, especially the right and wrong ways for putting a site up on the World Wide Web. One important aspect that we cover will be what you should look for in a good website and how to incorporate that information into developing your site.

The do's and don'ts of working with a website development alone with what makes a website better looking, function better, as well as what makes a website a bad website will get covered in future meetings. Many aspects of web site management and how to get a good host location for your web site will be looked at in some depth. All of this and more are planned for future classes.

The primary goals in this class will be to have instruction time set for two hours with an additional time period of one hour to answer questions and give help on assignments. At this time we do not have any particular book in mind for use in this SIG. The book that we will use will be decided upon at a latter date. The only thing attendees will need for the first few classes will be two 3.5 inch floppy, access to a computer, access to the internet, and an open mind to new ways of doing things.

If you have any ideas or questions that you would like covered at this SIG meeting please contact the SIG leader Mr. Ashton C. Mouton, Jr. at 246-7759 or at acmoutonjr@cs.com at least three or days before the SIG meeting date and he will try to incorporate it into the SIG meeting. This SIG meeting is geared toward helping people learn about and make use of websites for themselves and others.

Tell your friends and help get some new members into the club by coming to this very informative program. The e-mail for this SIG will be suites2000@nopc.org. Any communications outside of SIG meeting time is accomplish by e-mail or though phone calls (Ashton C. Mouton, Jr. at 246-7759). See you on the web.

*Submitted by SIGmeister
Ashton C. Mouton, Jr.*

Compaq is considering changing the command "Press Any Key" to "Press Return Key" because of the flood of calls asking where the "Any" key is.

A Dell customer said he couldn't get his computer to fax anything. The technician discovered the man was trying to fax a piece of paper by holding it in front of the monitor screen .

Are You A Safe Cyber Surfer?

Are you a safe cyber surfer? The stakes are high if you're not. Every time you buy stuff online, do your banking or pay bills over the Internet, check in with your office by e-mail or just surf the Web for fun, you open a gateway to the personal information on your computer-including credit-card numbers, bank balances and more. You may also be in for costly computer repairs and lost data, due to damaging computer viruses that can invade your computer through e-mail connections.

Fortunately, there are steps you can take to protect your computer, your information and your peace of mind from computer creeps who try to slow down a network operation, or worse yet, steal personal information to commit a crime. Here are some tips to help you, from the security experts at the Federal Trade Commission (FTC):

- Make sure your passwords have both letters and numbers, and are at least eight characters long. Avoid common words: some hackers use programs that can try every word in the dictionary. Don't use your personal information, your login name or adjacent keys on the keyboard as passwords-and don't share your passwords online or over the phone.
- Protect yourself from viruses by installing anti-virus software and updating it regularly. You can download anti-virus software from the Web sites of software companies, or buy it in retail stores; the best recognize old and new viruses and update automatically.
- Prevent unauthorized access to your computer through firewall software or hardware, especially if you are a high-speed user. A properly configured firewall makes it tougher for hackers to locate your computer. Firewalls are also designed to prevent hackers from getting into your programs and files. Some recently released operating system software and some hardware devices come with a built-in firewall. Some firewalls block outgoing information as well as incoming files. That stops hackers from planting programs called spyware-that cause your computer to send out your personal information without your approval.
- Don't open a file attached to an e-mail unless you are expecting it or know what it contains. If you send an attachment, type a message explaining what it is. Never forward any e-mail warning about a new virus. It may be a hoax and could be used to spread a virus.
- When something bad happens-you think you've been hacked or infected by a virus-



What a Spread! Some great homemade dishes by our Members with enough for several helpings



Too much to choose...
The serving line did move quickly!



Music by our talented, Jeanne Okamoto and her handsome and talented vocalist, Charles Mims



Twice this past year, our Club's President, Ray Paternostro, Jr., prevailed upon his father, Ray Paternostro, to provide the club with numerous items from his establishment. The first was the July Flea Market and the second was the December Party. Mr. Paternostro's generosity is greatly appreciated. It simplified the logistics of gathering the plates, forks, spoons, knives, napkins, cups and much more that was needed. His generosity allowed the club to reduce its events expenditures. If you're in Elmwood, stop in and thank Mr. Paternostro.

THE BETTER HALF



"My doctor gave me a stress test. He made me download and install new software on his computer!"

Believe it or not, ChangeDetect is a very useful site that detects changes at a Web site. Once you register the site address that you want to keep track of, ChangeDetect will email you when, and if the contents of the Web site changes.

It can also act as a reminder to go to a website and read updated information = like the latest news, or a stock price change. Let's say that you always like to read the home page of Esquire Magazine when it changes. Well ChangeDirect will let you know when it changes each month.

How about when a list of recipes, or real estate listings change? <http://www.changedetect.com/>

Submitted by Jeanne Okamoto

How To Build A Web Page In 25 Steps

1. Download a piece of Web authoring software ~ 20 minutes.
2. Think about what you want to write on your Web page ~ 6 weeks.
3. Download the same piece of Web authoring software, because they have released a new version since the first time you downloaded it ~ 20 minutes.
4. Decide to just steal some images and awards to put on your site ~ 1 minute.
5. Visit sites to find images and awards, find 5 of them that you like ~ 4 days.
6. Run setup of your Web authoring software. After it fails, download it again ~ 25 minutes.
7. Run setup again, boot the software, click all toolbar buttons to see what they do ~ 15 minutes.
8. View the source of others' pages, steal some, change a few words here and there ~ 4 hours.
9. Preview your Web page using the Web Authoring software ~ 1 minute.
10. Try to horizontally line up two related images ~ 6 hours.
11. Remove one of the images ~ 10 seconds.
12. Set the text's font color to the same color as your background, wonder why all your text is gone ~ 4 hours.
13. Download a counter from your ISP ~ 4 minutes.
14. Try to figure out why your counter reads "You are visitor number 16.3 E10" ~ 3 hours.
15. Put 4 blank lines between two lines of text ~ 8 hours.
16. Fine-tune the text, then prepare to load your Web page on your ISP ~ 40 minutes.
17. Accidentally delete your complete web page ~ 1 second.
18. Recreate your web page ~ 2 days.
19. Try to figure out how to load your Web page onto your ISP's server ~ 3 weeks.
20. Call a patient friend to find out about FTP ~ 30 minutes.
21. Download FTP software ~ 10 minutes.
22. Call your friend again ~ 15 minutes.
23. Upload your web page to your ISP's server ~ 10 minutes.
24. Connect to your site on the web ~ 1 minute.
25. Your web site is already obsolete and needs to be updated - repeat steps 1 through 24

Submitted by Jeanne Okamoto

Editor...I thought that the above submittal was appropriate since the NOPCC is now offering a SIG on How to Build a Web site on the first Thursday of the month at McCann's. With the guidance of SIGmeister Ashton C. Mouton, Jr., you will learn how to avoid the above listed pitfalls.

BUSINESS	PERSONAL	TECHNICAL
 <h1 style="margin: 0;">MEGOHMS</h1> <h2 style="margin: 0;">CONSULTING SERVICES</h2> <p style="font-size: small; margin: 0;">10311 Plessmoor Dr. New Orleans, LA 70127-1848</p> <p style="font-size: small; margin: 0;">Voice & Fax: (504) 241-2172 E-Mail: ACMoutonjr@cs.com</p>		
<p>ASHTON C. MOUTON, JR., M.S.</p> <p>CONSULTANT</p>		

NOPCC Directory

Elected Officers

President	Ray Paternostrro	president@nopcc.org	737-9099
Vice President	Ashton C. Mouton, Jr.	vp@nopcc.org	246-7759
Secretary	Carl Henderson	secretary@nopcc.org	466-3954
Treasurer	Don Herrmann	treasurer@nopcc.org	831-1284
Director At Large	Louis G. Dutel, Jr.	director1@nopcc.org	
Director At Large	Clarke Kissel	director2@nopcc.org	
Director At Large	Albert Fox	director3@nopcc.org	269-5786

Standing Committees


BBS SysOp	Lanny Goldfinch	sysop@nopcc.org	482-5066
Newsletter Editor	Edw Jahncke	editor@nopcc.org	897-1205
Public Relations	Jeannie Okamoto	pr@nopcc.org	455-0977
Publicity	Jackie Elliott	publicity@nopcc.org	455-6203
Webmaster	Manuel Dennis III	webmaster@nopcc.org	835-7656

Special Interest Groups

Genealogy	Bob Gordon	gene-m@nopcc.org	469-4686
Internet	Ray Paternostrro	internet-m@nopcc.org	737-9099
N O C K	Albert Fox	albertnm@bellsouth.net	269-5786
New Users	Zeke Zimmerman	new-user-m@nopcc.org	456-2991
Suites 2000	Ashton C. Mouton, Jr.	suites2000@nopcc.org	246-7759
VBLG	Manuel Dennis III	vblg-owner@listbot.com	835-7656
WADSIG	Manuel Dennis III	wadsig-owner@listbot.com	835-7656

Other Important Numbers / Addresses

Club Hotline	Recorded messages. Meeting Information. Open 24 Hours	454-6166
NOPCC BBS	Bulletin Board System for members. The original way to PC communicate.	486-7261
NOPCC Web Site	On the World Wide Web. Our own home page and club information.	www.nopcc.org



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www.sstar.com

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January 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Happy New Year!	2 Web Site SIG McCann's 6:30PM	3	4 Living with Home Electronics 690 AM 10A-11A
5 Computer Solutions 1350 AM 11A-12P	6 Visual Basic Learner's Group McCann's 6:30PM	7	8 General Mtg J.D. Meisler School 6:30PM	9 ACT! SIG & BOD Meeting McCann's 6:30PM	10	11 Living with Home Electronics 690 AM 10A-11A
12 Computer Solutions 1350 AM 11A-12P	13 Visual Basic Learner's Group McCann's 6:30PM	14 Genealogy McCann's 6:30PM	15 Suites 2000 SIG—McCann's 6:00 PM	16 New User's SIG McCann's 6:30PM	17	18 Living with Home Electronics 690 AM 10A-11A
19 Computer Solutions 1350 AM 11A-12P	20 Visual Basic Learner's Group McCann's 6:30PM	21	22 Digital Media SIG—McCann's 7:00 PM	23 Internet SIG McCann's 7:00PM	24	25 Living with Home Electronics 690 AM 10A-11A
26 Computer Solutions 1350 AM 11A-12P	27 Visual Basic Learner's Group McCann's 6:30PM	28	29	30	31	

The New Orleans Personal Computer Club (NOPCC) is a private non-profit organization chartered under the State of Louisiana. Its purpose is to provide an open forum for discussion and education of the membership in the use and application of PCs, peripheral equipment and software. The opinions expressed in this newsletter are those of the author (s) and do not necessarily reflect those of the NOPCC, its members or its officers. The club does not verify for accuracy the articles in this newsletter and leaves verification of accuracy to its readers. Articles in this newsletter may be duplicated as long as credit is given to the author (s) and the NOPCC. Annual Dues Schedule: Regular Member, \$40/yr.; Family Membership, \$60/yr.; and Students (under 21), \$20/yr. Meetings are held at 6:30 on the 1st Wednesday of each month at J.D. Meisler Jr. High School on Cleary Avenue in Metairie, Louisiana.

New Orleans Personal Computer Club
P. O. Box 8364
Metairie, Louisiana 70011