



# OMUG



<http://www.oly mug.org>

## News

Vol. 15, No. 3

Olympia Microcomputer Users Group

March 2007

## What Do They Do, Anyway?

**By Shirley Bellinghausen**  
OMUG President

We all know that OMUG is a unique organization for computer enthusiasts. We can get help with our questions or computer problems; get advice on hardware and software purchases and often learn of new products before they are on the market. We have opportunities to test new programs free and keep the software; all this and much more—plus friendship.

Being a leader is a responsibility, it's an honor, and in the case of OMUG leaders it's also fun. A description for each leader's position is available online (see by-laws) and each volunteer calling to ask for your help with leadership for the year has copies. When you receive a call asking for your participation in OMUG leadership, please feel free to ask what the duties are for a position that interests you—or check it out online at [www.oly mug.org/rules.htm](http://www.oly mug.org/rules.htm)

Here are some brief notes about what our leaders do:

### **President—**

- Presides at monthly General and Board Meetings



- Appoints Special Activities Chair to oversee Event Chairs.
- Approves Special Interest Group (SIG) Leaders
- Appoints Key members and other positions as needed

### **Vice-President—**

- Presides at General and Board Meetings in President's absence
- Arranges informative, interesting programs relating to the use of computers for each General Meeting
- At least a week prior to the presentation, establishes what AV equipment will be needed and reports it to the AV chair
- Greets and helps presenter set up; does an introduction

### **Secretary—**

- Takes minutes at the General and Board Meetings
- Maintains archive of past minutes

### **Webmaster—**

- Responsible for design and maintenance of OMUG's website

- Maintains and assures that the Reflector list is current

### **Treasurer—**

- Collects monies
- Pays OMUG's bills
- Maintains records
- Submits reports
- Provides access to OMUG's financial records for the Audit Committee

### **Newsletter Editor—**

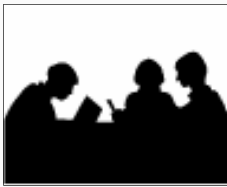
- Collects, edits and formats material relevant to the purpose of OMUG for the monthly newsletter
- Responsible for the production and distribution of the newsletter

### **Directors at Large (3)—**

- Duties as assigned by president and approved by board ☐

OMUG belongs to APCUG, a national User Group organization. In the first quarter's 36-page report our own new newsletter feature "Familiar Faces" was shared.

The form you saw in our January issue of the OMUG News was printed in full for User Groups across the country to use. Congratulations, Dorothy. Guess we'd better send our editor a story about us! ☐



## EXECUTIVE BOARD

- President:** Shirley Bellinghausen  
president@olymug.org 426-7149  
**Vice-President:** John Acocks  
vicepresident@olymug.org  
**Secretary:** Larry Jensen  
secretary@olymug.org 456-3555  
**Treasurer:** Max Whipps  
treasurer@olymug.org 486-9959  
**Newsletter Editor:** Sr. Dorothy Robinson  
newsletter@olymug.org 438-1771  
**Webmaster:** Pat Sonnenstuhl  
webmaster@olymug.org 943-8933  
**Director at Large:** John Marshall  
director1@olymug.org 753-1394  
**Director at Large:** Gary Bigger  
director2@olymug.org 426-7055  
**Director at Large:** L.D. McNall  
director3@olymug.org 438-5482

## KEY MEMBERS

- APCUG Representative:**  
John Gerecht (see page 6 for email)  
**Budget Committee Chair:**  
Wim Verhoef  
**Database Manager:**  
Max Whipps 486-9959  
**Elections Chair:**  
Bob Steinberg  
**Historian:**  
David Belles  
**Membership Chair:** Open  
**Newsletter Distribution Coordinator:**  
Joanne Homolka  
**Nominating Committee Chair:**  
Arlene Kapner (see page 6 for phone)  
**Public Relations Chair:**  
Vivian Forrester  
**Scholarship Committee Chair:**  
Bob Wing  
**SIG Coordinator:**  
Bob Steinberg 360-273-8893  
**Special Activities Coordinator:** Open  
**Visitors Coordinator:**  
Glenda Reed 705-8958

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# Need Info? Try Your Library!

By Larry Jensen  
OMUG Secretary

Thirty-eight people came to our February general meeting, including several visitors.

Vice President John Acocks introduced the speaker, Cheryl Heywood, Community Librarian from the Olympia Timberland Library. Cheryl described the resources available to the community through the library at 27 locations in five counties. They have a collection of 1.5 million items, including books, magazines, newspapers, government documents, DVDs, CDs, books on cassettes or CDs and CD-ROMs. Items may be borrowed from any library (with a card) and returned to any library—which can save some travel time.

There is a program called “Ask A Librarian” where you can get answers to factual questions, get help using the library catalog or the

library systems, reference resources, or to request an inter-library loan. This service is available at (360) 704-4636 or, outside the Olympia calling area, 1-800-562-4636. It is also available by email or online chat via the library homepage [www.timberland.lib.wa.us/lacey.htm](http://www.timberland.lib.wa.us/lacey.htm)—just click **Ask a Librarian** and you’re in business.

Of special interest to computer users are the online resources. Timberland subscribes to 58 professional Reference Data Bases. These are available 24 hours a day, 7 days a week from any Internet connected computer. They provide authoritative information on thousands of subjects, including genealogy, auto repair (get help fixing your car!) and investing. Go to [www.trlib.org](http://www.trlib.org) and click on Reference Databases to get started. (You must have a valid Timberland card.)

Library Internet computers have high-speed Internet access to Reference Databases including online magazines and newspapers, and programs available are Microsoft Word, Excel, Publisher and Power Point. Most Timberline Libraries are hot-spots for Wi-Fi also.

This program was extremely interesting and demonstrates how far we have come on the “Information Highway!”



## Thanks for Renewing!

- Carol Barker  
Vincent & Lenora  
Hughes  
May Murrell  
Lisa Bangs  
John & Carol Ann  
Acocks  
Jim & Chris Bevan  
Edith Rutel  
Marie & Otto  
Erickson  
Norman Gallacci  
John & Suzanne Marshall  
Robert & Sara Lyon*



## Welcome to Our New and Returning Members

- Paul Braget  
Bob Haynes  
Julia Ehr  
Jim & Kathleen Wiest  
Bernard & Georgene Vogt*

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# Audit Committee Report Affirms Good Work

**By Larry Jensen**  
OMUG Secretary

The meeting was called to order at 7:05 by President Shirley Bellinghausen. Also present were Secretary Larry Jensen, Treasurer Max Whipps, Newsletter Editor Sister Dorothy Robinson, Webmaster Pat Sonnenstuhl and Directors at Large John Marshall and Gary Bigger. Absent: Vice President John Acocks and Director L. D. McNall. Also attending was Audit Committee Chairman Wim Verhoef.

The Treasurer reported a total income of \$280. Total expenses were \$416.17 for a net loss of \$136.17. We have 181 Primary members, (3 more than last year) and 68 Associate members, (8 less than last year). We have 249 total members, 5 less than this time last year.

No report from the Webmaster.

Newsletter Editor Sister Dorothy said she hopes to put the names of candidates in the next Newsletter. She needs information by the 20<sup>th</sup>. The Nominating Committee is still soliciting candidates.

Director John Marshall reminded us that the new Hot Topics SIG on Web Design will be starting the last Tuesday of February. Sharon Love will lead it.

John is encouraging the Senior Center to buy more memory for the computers in the computer lab. He also needs to know the equipment requirements for the Microsoft presentation at the next General Meeting.

In old business, Wim Verhoef, Chairman of the Audit Committee, presented his report. No irregularities were found and he complimented the treasurer on an excellent job.

The 2007 Budget was presented by Budget Committee Chairman Gary Bigger. After discussion it was accepted unanimously.


Max found that it would cost \$40.00 more to have the Newsletter printed at Office Max than at Office Depot, so we decided to stay with Office Depot.



In new business, there was considerable discussion about the use of a debit card for paying bills. It was decided that it was more convenient and as secure as checks. We have one debit card in the possession of the Treasurer.

There was a brainstorming session regarding other sources of income. John suggested that we invite people to donate to the Scholarship fund. Other ideas were discussed but none were acted on.

Shirley suggested that the President appoint duties of Activity Chairman to a Director at Large. A second director would peruse all e-mail offers from vendors and decide if we wanted to accept them or not. The board felt this was a good idea.

The meeting adjourned at 8:50. 

## OMUG Income & Expenses January 2007

### Income: \$285

[Membership Dues-\$280, Interest-\$5]

### Expenses: \$416

[Senior Center Donation (Dec & Jan), -\$100 APCUG Dues-\$50, Newsletter Copying-\$163, Webmaster Software-\$103]

### Net Deficit: \$131



### OMUG Treasury as of 2/20/07

<b>Savings Account Balance:</b>	\$2,496
<b>Scholarship Account Balance:</b>	\$3,032
<b>Checking Account Balance:</b>	\$128
<b>Bank Accounts Total:</b>	\$5,656
<b>To Be Deposited:</b>	\$240
<b>Treasury Total:</b>	\$5,896

# Familiar Faces:

## Barry Beattie

A profile of someone you've seen around OMUG meetings but may not know much about. —Editor

By Barry Beattie  
Sgopus(at)yahoo.com



Barrie Beattie

A bit about myself: In my senior year in high school, we had someone visit the school from ITT Petersons Business school; he discussed computers and having a job in that field, and from that day on I was awestruck with computers, even as clunky as they were—mainframes only.

I finished my schooling; fate stuck it's hand in and I went off to other fields for almost 15 years. Then came the personal computer. My first one was a TRS 80 Model 1 with the horrible expansion interface. I still have that old thing, along with a model 4 (at the time a muscle machine HA!), no color, block graphics, in short a nice attempt to get into the field, for a first timer. I started learning at the bottom, with DOS, and ran my own bulletin board; the thing kept crashing all the time. Meanwhile, I took electronics technology at the local community college, learned all about the basic building blocks of electronics and drafting, then went off to other fields—once in a while using my electronics lessons to learn more.

In the middle 80's, I got on with the state working in a computer field, not really working on what I wanted to do, but hey—it paid the bills, and allowed me to gain knowledge in the field of mainframe computers. Finally, in the mid 90's, I again got my own personal computer, windows 3.0, and built from there, to the current operating systems. I learned

from the basics and while clunky, it gave me a through understanding of what a computer actually does, with all those bits and bytes.

I started building personal computers for others and myself, it's loads of fun, then started teaching myself about visio and visual studio, and access (databases) and the building of them, along with the forms and relational databases. I have taken a number of classes on these subjects, (however it certainly doesn't make me an expert on them) and many other software packages... but that's boring.

Now, I'm learning about Bluetooth protocol, and how to talk from my pc to my cell phone, loads of fun!

I actually have some hair still attached to my head, getting rather thin however. What will tomorrow bring, who knows, but I'm looking forward to it! ☺

### Recycling Electronics

In Thurston County, we can recycle TVs, computer monitors and laptops for \$10 each during Community Recycling Days, which happens twice a year. The next such events will be at South Sound Speedway on May 12 and at Thurston County Fairgrounds on May 19. Call 360-786-5136 or go to [www.co.thurston.wa.us/wwm](http://www.co.thurston.wa.us/wwm) for more information. Thanks to Secretary Larry Jensen for this tip!

## Review of WordPerfect Office 12 Part 1

By Arlene Kapner  
OMUG Beginners' SIG Leader

There are 3 main applications included in WP Office 12: first is the word-processing program, *WordPerfect 12*; second is the spreadsheet, *QuatroPro*; and last but not least is *Presentations*. WordPerfect (WP) is the *grande dame* of word processing, having been a key player since the demise of *WordStar* in the early 80's. This particular suite of office services also offers a number of secondary features such as: *Adobe Acrobat Reader*; an *Equation Editor* to accommodate a host of scientific and math programs; over 600 True Type fonts; 9500 clipart images; more than 180 photos (remember, Corel had been a leader in the paint and clipart field for decades) and writing tools in 5 major languages. There are grammar, spelling and even writing-style checkers. These provide statistics about your writing style, types of errors and level of readability. There are templates to help you create complex documents from inserting clipart to creating a resume or a report. For those in the legal profession there is an application called "Pleading Expert," a 2-part program for creating templates and capturing case data in those templates.

Not so secondary is a unique feature called the "Software Developer Kit" (SDK) which can be downloaded from [www.corel.com](http://www.corel.com) for software developers to customize these program applications for commercial use. The Corel Technology Partners program helps to speed up the development and promotion of these products (shades of Linux open programming policies). There are also countless other features in *Corel WordPerfect Office12* too numerous to mention.

Continued on page 5

## Your OMUG Board of Directors



**Pat Sonnenstuhl** is OMUG's webmaster. She maintains our website and makes changes as needed. This includes posting the newsletter each month on the home page. Pat has recently begun using Microsoft Expression Web, which replaces FrontPage.



**Max Whipps** is our Treasurer and Database Manager. He keeps a close watch on our finances, and is often the one who remembers how we are supposed to do things when there is a question. He is also Assistant Newsletter Editor; not much escapes his eagle eye when he proofreads.



**Larry Jensen** is our Secretary—kudos to Larry for being able to figure out what we said at the business meeting and what happened at the general meeting each month...and for his ability to put it all together in the minutes for posterity.



Director at Large **Gary Bigger** brings a thoughtful approach to our business meetings. He is able to “think outside the box,” enabling more creative solutions.



**L.D. McNall**, Director at Large, is a positive presence in our business meeting give-and-take. Recently he has been organizing rides to the General Meeting for anyone who needs a ride.



OMUG Vice-President is **John Acocks**. John steps in with great aplomb to lead meetings when the President is absent. John also solicits program present-

ers for our General Meetings, among other things.

**Sr. Dorothy Robinson, OSB** edits the OMUG News. She reminds you to say Yes! when our election committee comes to call. You will be amazed how much fun you can have while helping OMUG accomplish its mission! 🖨



*Editor's note:* See last month's issue for our President Shirley Bellinghausen and Director at Large John Marshall.

*Continued from page 4, WordPerfect*

Some of the minimum requirements for installation include Windows XP, NT 4.0, 2000 or 98 SE; 128 MB RAM (recommended); 166 Mh Pentium III processor or equivalent; 195-399 MB disk space for minimum-maximum installation.

There were no problems with the installation of this suite. (My problems had all materialized when I upgraded to Windows XP to better accommodate *WordPerfect Office 12*). Going directly to *WP 12* on the Win XP start screen, *WP 12* allows you to choose one of four modes in which to work: *WP*, *MS Word*, *WP Classic* (version 5.1) or *WP Legal*. You can even change modes during a *WP* session by clicking on *Tools > Workspace Manager*. How great is that for all you diehard *MS Word* fans?!!

**FILE** – Having selected the *WordPerfect* mode, we begin by pulling down the usual first menu, *File*. Aside from all the expected choices there are also some new to me: First is “New from Project” which allows you to create or add to project documents using templates. Next is “New XML Document.” When this is selected you can create or open an XML document with much guidance along the way. In addition there are also several pages of well-organized help in the accompanying *User Guide* but no explanation of what “XML” actually is or why use it. Further down on the *File Menu*, is “Signature” which requires some setting up before you can use it to sign your documents. Under “Page Setup” we find, along with the standard setup features, “Page Definition.” This offers dozens of paper choices both domestic and foreign. There is also a “Print Preview” as well as a variety of “Send to” and “Publish to” choices.

**EDIT** – Here we have all the usual suspects, plus choices to “Append” a

*Continued on page 6*

selection, “Edit Graphics,” “Edit Lines”; go to other “Links” or “Objects” and one I never saw before, “Repeat Next Action” which then gives you the choice of how many times you want that action to repeat.

VIEW – Some of the items you can find on this menu are “Draft,” “1 page or 2,” a “Document Map” which enables the insertion of reference markers to indicate a table of contents, index, table of authorities in long documents (explained in the *User Guide*). Also on the View menu: “Toolbars,” “Application Bars,” “Rulers,” “Guidelines” and a number of other items, but my all-time favorite is “Reveal Codes” which is enormously helpful when trying to find out why some code you selected isn’t working or is in the wrong place. For example, you change fonts and want to make sure the change applies only to what you selected. Or you created a table but it’s just not in the right place or you just want to see exactly how many spaces are there. You go to VIEW, turn on the “Reveal Codes” and everything you type appears in duplicate in light tan at the bottom of the screen, where you can follow the exact codes you or your computer have inserted – even a hard return at the end of each line. This is one of the greatest things about WordPerfect and has been there since its earliest versions.

*See April’s OMUG News for the next installment of this review.*