



OMUG



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

News

Vol. 16, No. 1

Olympia Microcomputer Users Group

January 2008

Reducing Expenses in 2008

By Shirley Bellinghausen
OMUG President

Do you read your OMUG newsletter? **I really hope you do!**

The OMUG News is the thread that keeps us informed and aware of all that is happening at your OMUG organization. I feel it is well constructed, interesting and one of the best published among User Groups belonging to AP-CUG (Associated Personal Computer User Groups). OMUG is a member of this helpful group.

The Newsletter is the largest budget expense per year we have. Approximately \$13.00 of your \$20.00 membership fees goes to print, label, and mail it to your home. All the work is done by volunteers, but materials, printing, and postage are costly. The newsletter is also available each month in PDF (Portable Document Format) on our website, a very inexpensive way to publish.

An important item approved by your Board at the December business meeting was a budget for the 2008 fiscal year.

Our Treasurer Gary Bigger says that we need to make some changes for the financial good of OMUG. In the next month or two, we will be looking at ways



to reduce expenses in order to keep our organization on a sound financial footing.

Two major ways to do this are being considered. One possibility would be to increase dues.

Another would be to stop printing the newsletter and make it available only on the website—or perhaps to print only a limited run to have available at meetings.

There are probably other variations of these two ways that would give us something everyone could live with. Or you may have a completely different idea!

We will be asking for input on these questions or any ideas you may have along the same lines early in 2008, so please be thinking about it!

If you'd like to tell the Board a money-saving idea you have, please email it to one of us or call us—or come and visit a business meeting, which takes place on the 3rd Thursday of the

month. We'd like to see you and hear your ideas. For email addresses and telephone numbers, see a list of Board members and contact information on page 2.

This is a busy time of the year but you have a dedicated team of officers willing to share their time and ideas to make OMUG the best it can be. *Hey, does that sound familiar??*

The holidays will be past by the time you read this but I hope it was a wonderful time for all, and remember that OMUG is ready to help you with those new pieces of hardware and software you may have received. New members, don't be shy about asking for help—isn't that why you joined OMUG?! ☺

January 10 Program

Topic: IPODs, MP3 Players and all those 21st Century Gadgets—What are they?

Office Depot Manager Carey Petteway and her Electronic Technical Representative Daniel Cheney will be explaining and demonstrating these 21st Century Gadgets that our kids know everything about—but we don't!

February Program

To be announced...



EXECUTIVE BOARD

- President:** Shirley Bellinghausen
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- Vice-President:** Jim Wiest
vicepresident@olymug.org 357-9001
- Secretary:** Larry Jensen
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- Treasurer:** Gary Bigger
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Olmugdirector1@comcast.net 455-0180
- Director at Large:** Marilyn Hanna
director2@olymug.org
- Director at Large:** Phil Vogel
director3@olymug.org 480-5383

KEY MEMBERS

- APCUG Representative:**
John Gerecht (see page 6 for email)
- Audit Committee Chair:**
Wim Verhoef
- Database Manager:**
Gary Bigger 426-7055
- 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:** Open
- Special Activities Coordinator:**
Glenda Reed 705-8958
- Visitors Coordinator:**
Joanne Homolka

The Olympia Microcomputer Users Group is a not-for-profit organization dedicated to helping computer users improve their skills with computers.

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Holiday Party and Silent Auction

By Larry Jensen
OMUG Secretary

More than 50 OMUG members and guests enjoyed the annual Holiday Potluck and Silent Auction.

Glenda Reed did her usual fine job of organizing the party. She and her helpers served the delicious and plentiful main dishes, topped off by a variety of desserts. And they did it with smiles! Thanks to everyone involved.

President Shirley Bellinghausen was the enthusiastic hostess and John Acocks, the silver tongued auctioneer.

While dinner was in progress and afterward, auction items were available to see and bid on. There was quite the bidding war over the complete computer setup donated to OMUG and refurbished by John Marshall, and in the end someone got a great deal and our User's Group got a nice addition to the treasury.

Special thanks, John, for your generous work on that computer setup!

Gary Bigger, our Treasurer, received the money for auctioned items, and Mary Bigger helped him with that important function. Gary reported that he was able to

deposit \$372 from the auction. He also received donations totaling \$59 for the Scholarship fund.

Guests participated in a drawing for a free OMUG membership donated by Glenda Reed. Laura Childers was the lucky winner. Congratulations Laura, and welcome to OMUG!

Thanks to all our members who participated by turning out for this celebration, donating unneeded items for the auction, and also bidding and buying! It was an enjoyable and successful evening—the best one we've had in a while! ☺

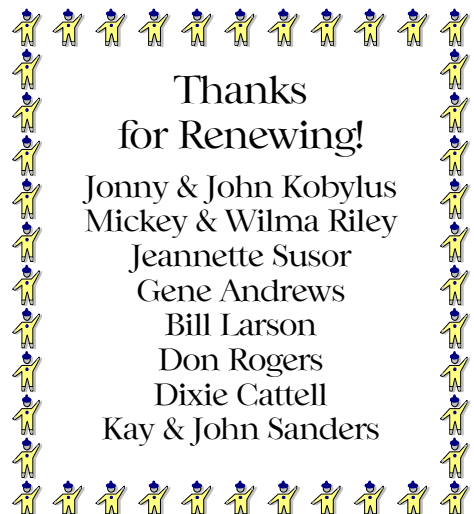
Bylaws Review

In 2007, President Shirley Bellinghausen appointed a committee to review our Bylaws and make a proposal for any needed changes. The committee's proposal was accepted by the Executive Board at the December 2007 business meeting. However, some clarifications that need to be made have come to our attention, so it will be a little while yet before a proposal for Bylaws amendments are presented for the members' consideration. ☺

Thanks for Renewing!

Jonny & John Kobylus
Mickey & Wilma Riley
Jeannette Susor
Gene Andrews
Bill Larson
Don Rogers
Dixie Cattell
Kay & John Sanders

Welcome, New & Returning Members!
Laura & Roy Childers



New Laptop SIG; Other Changes

By Larry Jensen
OMUG Secretary

The December 20, 2007 business meeting was called to order by President Shirley Bellinghausen. Also present were Vice President Jim Wiest, Secretary Larry Jensen, Treasurer Gary Bigger, Newsletter Editor Sister Dorothy Robinson, Director at Large Phil Vogel, and Bylaws committee member Don Hertzog. Webmaster Pat Sonnenstuhl and Directors at Large Marilyn Hanna and Arlene Kapner were absent.

Jim reported that—

- The new Laptop SIG will meet at the Olympia Public Library on the 4th Wednesday from 7:00-8:30 PM starting January 23.
- Beginning digital cameras will be the subject of a Hot Topics meeting in the computer room at the Senior Center on Wednesday, February 20.
- Hot Topics will be meeting on the 3rd Wednesdays this year & Linux will meet each Tuesday.
- The January program was not confirmed yet, but should be soon. The February program is to be announced.

Gary gave the financial report: Total income for November was \$245.21, and total expenses were \$182.50 for a net income of \$62.71. We had 175 primary members (6 less than last year) and 72 associate members (1 less than last year). Total members: 247 (6 less than last year).


The board accepted the final wording of the amendment to Article IV Section 3 of the Bylaws. The next steps will be to post this and other proposed changes to the Bylaws on the Reflector, on the website, and in the newsletter, and then to ask the membership to vote on it at a general meeting.

Larry reported that we will collect used ink cartridges at each meeting, and that he will be responsible for this. Bring your empty cartridges to meetings!

The 2008 Budget was approved with one amendment. Various ways of reducing expenses were discussed. No action was taken at this time, but we will resume



our discussion at the next business meeting. We will also ask for input from the membership.

The meeting was adjourned at 8:45 p.m. 

NEW Laptop SIG begins January 23.
Regular meeting date is fourth Wednesday of the month at the Olympia Library.

NEW Hot Topic meeting time:
the 3rd Wednesday of each month. New topic, **Beginning Digital Cameras**, facilitated by Larry Jensen, starts on February 20.

Linux SIG will now meet every Tuesday.

Beginners SIG meets Feb 4, 11, 25 & Mar 3.

OMUG Income & Expenses November 2007



Income: \$ 245

(Membership Dues- \$220, Raffle Sales \$22, Bank Interest \$3)

Expenses: \$182

(Senior Center Donation \$50, Speaker gifts \$20, Brochures \$108, Batteries for Mic \$4)

Net Increase: \$63

OMUG Treasury as of 12/20/07

Savings Account Balance:	\$1,692
Scholarship Account Balance:	\$3,527
Checking Account Balance:	\$ 660
To Be Deposited:	\$ 0
Treasury Total:	\$5,879

E-Mail: Be Less Annoying

Everyone—including Bill Gates—can use e-mail more efficiently. And learn how not to do really dumb things.

by Steve Bass, PC World;
Author, *PC Annoyances*

I've come to the conclusion that everyone needs to take a test before being able to use e-mail. No, I'm serious. You have to take an e-mail test. If you pass, you get an e-mail license. Proudly hang it on the wall. Screw up—send lots of messages with blank subject lines, say—and your license is pulled. You go on probation and attend mandatory remedial e-mail training.

Why am I being so hardnosed? I have a laundry list of ways people drive me wild with e-mail. I wrote about a few in "Get Relief From Annoying E-Mail," my July, 2006 "Hassle-Free PC" column: http://www.pcworld.com/howto/article/0,aid,125767,6k,nl_sbxhow,00.asp

But I ran out of room in the print column, so here are some more tips, including how to stop being obnoxious with your e-mail.

To Whom Am I Speaking?

Sometimes I have absolutely no idea who's sending me an e-mail, and this is a problem. I mean, I'll say something to another guy that I wouldn't dream of uttering to a lady my mother's age. [Sorry, Mom.]

* Don't share. If you and your live-in (spouse, significant other, whatever) use the same e-mail address, stop it. Extra e-mail addresses are free and consolidating

e-mails into one mailbox is confusing the dickens out of me because I never know who I'm writing to.

* Use a signature line. Make life easier for me: Add a signature line with your name and e-mail address using the hot-linked `mailto:steve_bass@pcworld.com` format. It's easier to reply just to you if your e-mail was sent to many people; it's also great for when I forward your e-mail--the new recipient doesn't have to cut and paste your address.

* Use your real name. Don't get me wrong, I love your beerbelly49832@yourisp.com. The problem is, I haven't a clue who you are. Be a champ and add your real name in the signature line. And a favor? Don't use initials.

Do I Need to Read This Right Now?

Look, I'm a very busy man (or so I tell my wife and editor), and I get tons of e-mail every day. I need to do e-mail triage--you know, scanning the inbox for the hottest messages and reading them first. But honestly, I can't do this with most e-mail I get. So here's what I recommend:

* The subject is... Tell me, clearly and briefly, what your message is about in the subject line. I delete all messages with vague subjects--Hi, Hello, or worse, an empty subject line (oh, do I hate that!). And make sure you don't trigger my spam filter by using all capi-

This article obtained from APCUG with the author's permission for publication by APCUG member groups.

tal letters, exclamation points, and words you typically see in junk e-mail, like "free," "spam," "mortgage," or "Viagra."

* Exec summary. Give me a one- or a two-sentence overview at the start of your e-mail. "I have a complicated issue," you might start out, "involving a Dell, memory cards, and SP2. If you have time to help, I've provided details below.'

* Save time. Use [NM] or [EOM] (they stand for "no message" or "end of message") in the subject line as a shorthand way of responding with a simple "thank you" or an acknowledgement. This helps reduce the number of e-mails I need to open; many of the people at PC World use the trick and it's increased everyone's productivity.

And Your Point Is?

Once I actually open an e-mail, I need to get the point quickly so I can reply to the sender if necessary, then move on to the next one. But lots of the missives I get are, how to say it?, a mess.

* Use paragraphs. Obvious, right? Nope. I get e-mails with one long paragraph the length of the Gettysburg Address. Break it up into three or four smaller ones. By the way, my limit is three or four paragraphs; after that I start dozing. [Editor's note: I noticed.] And send a test message to a buddy to make sure your e-mail

Continued on page 5: Email...

Continued from page 4: **Email...**

program isn't removing paragraph returns.

* By the numbers. If you have more than one question or point, number them. It makes replying a whole lot easier if I can refer to the numbers.

* Subject shorthand. When you reply or forward an e-mail, it's helpful if you stick one or two descriptive words in front of the original subject so the recipient has an idea of what's in store. For instance, I use tags such as "Update," "Confirmation," or "Really Dumb."

Miscellaneous Gripes

Think I'm done kvetching? Nope, no such luck.

* Attachment don'ts. Don't attach anything executable—period. If on the off chance I've asked you to send a program, stick it into a zipped file.

* Keep it private. Don't reply to a mailing list with "great idea" or "I agree." Reply privately instead. Select a small part of the original message for context's sake.

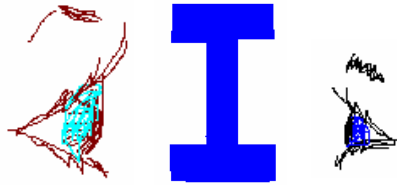
* Stay plain, Jane. Avoid fancy formatting, gaudy colors, and flowery backgrounds. Two reasons: first, what's cool on your monitor looks like hell on mine; and second, that extra coding increases the download time for folks with slower connections.

* Dear [InsertName]. Private note to PR flacks: If you can't use mail merge properly, don't. 📧

Steve Bass is a Contributing Editor with PC World, a 23 year veteran of PIBMUG, and a founding member of APCUG. He's also the author of *PC*

Annoyances: How to Fix the Most Annoying Things about Your Personal Computer, O'Reilly Press. It's available on Amazon at dirt cheap prices. <http://snurl.com/annoyances>

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/Internet... Big I or little i?

Should internet be spelled with a capital I or a lower-case i?

According to AskAWord.com, *Internet* is traditionally written with a capital first letter, as it is a proper noun. The Internet Society, the Internet Engineering Task Force, the Internet Corporation for Assigned Names and Numbers, the World Wide Web Consortium, and several other Internet-related organizations use this convention in their publications.

Many newspapers, newswires, periodicals, and technical journals capitalize the term. Examples include the New York Times, the Associated Press, Time, The Times of India, Hindustan Times, and Communications of the ACM.

Others assert that the first letter should be written in lower case (*internet*). A significant number of publications use this form, including The Economist, the Ca-

nadian Broadcasting Corporation, the Financial Times, The Guardian, The Times, and The Sydney Morning Herald. As of 2005, many publications using *internet* appear to be located outside of North America—although one U.S. news source, Wired News, has adopted the lower case spelling.

Historically, *Internet* and *internet* have had different meanings, with *internet* being a contraction of "internetwork" or "internetworking" and *Internet* referring to the worldwide network. Under this distinction, the Internet is a particular internet, but the reverse does not apply. The distinction was evident in many *RFCs, books, and articles from the 1980s and early 1990s (some of which, such as RFC 1918, refer to "internets" in the plural), but has recently fallen into [a singular Internet]. 📧

The information provided above is from <http://www.askaword.com>; research by Jim Wiest, OMUG Vice-President.

*What is an RFC? Short for *Request for Comments*, a series of notes about the Internet, started in 1969 (when the Internet was the ARPANET). An Internet Document can be submitted to the IETF by anyone, but the **IETF decides if the document becomes an RFC. Eventually, if it gains enough interest, it may evolve into an Internet standard.

Each RFC is designated by an RFC number. Once published, an RFC never changes. Modifications to an original RFC are assigned a new RFC number.

**Short for *Internet Engineering Task Force*, the main standards organization for the Internet.

—From Webopedia.com