

## OpenOffice.org Wiki

I've been hoping to figure out how to do a mail merge in OpenOffice. I found a seemingly good tutorial, only to find it telling me to click on things that didn't exist—or that I couldn't find—in OO 3.0. But I kept looking, and wouldn't you know—there's a great tutorial on the OO.org Wiki. The address is a long one, but if you search for **openoffice user guide mailmerge** the first return will take you to OO 2.0 user guide, Chapter 11 on mailmerge. Even though this tutorial is on OO 2.0, it works fine in 3.0 as far as I have gotten. Also, I downloaded Fast Merge, an extension for OO which is supposed to make mailmerge easier. Find it at <http://computeractive.co.uk/computeractive/downloads/2230813/fastmailmerge-openoffice> (and **do** put in the hyphen!) ☞ —Editor

## OMUG Supporters

We are thankful for the many people, organizations and businesses who support OMUG.

Below is a list of a few who have given back to the community by assisting OMUG in its mission to help computer users help computer users and their community.

Our supporters provide services and discounts, give of their time, provide space for OMUG activities, introduce OMUG members to new products, share knowledge and expertise, provide OMUG with software and hardware, or provide educational opportunities. All of them are appreciated.

Senior Services for South Sound  
Olympia Computer Central  
IPMA  
Adobe  
Microsoft  
Cartridge Care, Inc  
Ubuntu  
Canonical, Ltd.

**Idea for a new SIG?  
Tell any OMUG board member!**



## MEETING LOCATIONS

**Capital High School:**  
2707 Conger Ave NW  
in Olympia. Follow the signs to the computer lab from the lower parking lot.

**El Sarape Restaurant:**  
1200 Cooper Point Road  
in West Olympia near Staples and the Post Office.

**The Olympia Center:**  
222 Columbia Street NW  
in Olympia.

**Note:** The computer lab at the Olympia Senior Center is on the second floor behind the boutique.



# OMUG

<http://www.olyumug.org> News



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## President Obama Stresses Service To Community

**By Max Whipps**  
OMUG President

In his inaugural address, and many other speeches, President Obama emphasized the need for everyone to provide service to their community. While not as well known as President Obama, this president also believes that volunteering for service benefits our community—beneficial not only to the community, but to the volunteer as well.

Besides being helpful to others, volunteering offers many benefits to the volunteer. First, you get a good feeling just because you've helped a person or group do something they needed and, sec-



ond, you will probably learn things that will later prove quite useful to you.

As I wrote in last May's newsletter, I was the Newsletter Editor from April 1995 – April 1996 and was Treasurer from April 1997 – April 2007. As Newsletter Editor, I became fairly proficient with *Microsoft Publisher* and with desktop publishing in general. As Treasurer (with the attendant duty of Database Man-

ager) I learned my way around *Microsoft Access*, which is a quite complex relational database program and Intuit's *QuickBooks Pro*. Besides using *QuickBooks Pro* to keep OMUG's books, I learned some of the basics of bookkeeping. I have since found what I learned about MS Access very useful in fulfilling my duties as Secretary of the 14<sup>th</sup> Cavalry Association. The leadership and other members can now receive detailed reports of pretty much anything about the Association they want to know. I've put what I learned from using *QuickBooks Pro* to use in my self-proprietor business. ☞

## Using Your Computer to Record a Message

**By Pat Sonnenstuhl**  
OMUG Webmaster

As some of you know, I am a hypnotherapist, and I have done some major recording of a CD, with my own voice and music.

But I also wanted to record just a short 3-5 minute recording. My operating system is Microsoft Vista Professional, with all of the media bells and whistles.

When I did a little exploring, I found a Recorder (in the Accessories section) which just flips on when you click it. Then I attached a mini microphone to my computer, and just started talking.

I uploaded the file (just like any other web file) and linked to the file. And there you have it. It is not difficult, and lots of fun.

Below is the page where some of them are posted. They are just in their infancy, but you get the idea.

[http://home.comcast.net/~creationsunltd/Motivation\\_from\\_Pat.htm](http://home.comcast.net/~creationsunltd/Motivation_from_Pat.htm)

Next time I need to play music in the background, which I probably could do at the same time I am recording. ☞

Editor's Note: The Sound Recorder was available in Windows 98, and still is in XP: Start—Programs—Accessories—Entertainment—Sound Recorder.

### General Meeting: February 12 Program

Love your iPhone? Or maybe just wish you had one? Randy Kuesga will talk at our February General Meeting about the iPhone and all its many possibilities.



# Lost and Gone Forever...or Not

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**By Elizabeth Wright**

Member,  
Computer Club of Oklahoma City  
www.ccokc.org  
wright599new(at)sbcglobal.net

Well, it finally happened. A picture which had taken far too much of my time was finally ready for printing. I sent it online to my favorite photo store. Expecting to see a picture good enough to share with family, it was a great disappointment when I picked up the print to see that parts of it were not up to that standard. A renewed frenzy of "fiddling" with it resulted in losing track of the names used for the changes. When I thought I had everything in order, I chose to eliminate the extra files. And did I do a good job. Not only did I choose the unwanted files, but also included the one version which was half way good. No recycle bin, no delete, but the ultimate "destroy." In other words, probably only the CIA would be able to recover the file from my hard disk.

Starting from scratch with the original image, I tried to retrace my steps to reach the same quality as the lost file. I had the hard copy print, so I knew what I wanted it to look like. But for some reason nothing worked and my renewed efforts to enhance the picture did not give me the results I had previously attained. But there was real improvement in one area that was so lacking in the lost image.

The newest image was then uploaded to the photo store and while doing so I noticed that the original picture was still online.

And as in all things Internet, the image could be reloaded to my computer via a download. It was a little difficult, but the end result was I got my picture back. Then the problem areas of the picture were corrected and the end result was a very acceptable print. So while a lot of time was spent on a rather insignificant picture, the knowledge obtained as a result made it well worth the effort.

After a recent study group meeting my friend Dorothy asked me if I learned anything. My answer was the same as always. I never attend any kind of meeting that I DON'T learn something. Now maybe it isn't something that will change my life forever, but more often than not it is something that enriches my life, if even in a small way. In addition to that, whenever someone asks me for help, usually we both learn something. The most recent request for help reminded me, once again, when helping someone over the phone with a computer problem, it is important to have them start at the very top of their computer screen and describe exactly what they see all the way down. With that information it is often possible to pinpoint a possible area of trouble and generate ideas for solutions. Many times the description of the problem, while usually understandable, does not contain that one little piece of information that will lead to the answer. So by following the procedure of

*Continued from page 2...Library*

To access the Timberland Catalog, go to Timberlands' homepage, <http://www.trlib.org/> enter your search words, or for better results, click on [More Catalog Searches](#). Choose your search from the drop down menu and enter your search words.

Also available are music downloads for MP3 and iPods, audio books and video, as well as a host of other information, including an events calendar, electronic newsletter, book discussion groups and library news. If all else fails, call Ask a Librarian at 360-704-4636 or 1-800-562-6022 outside the Olympia calling area. Hours are 9-9 M-Th, 9-5 Saturday and closed Sunday. It is also possible to ask questions by e-mail chat. Experienced librarians are available 24/7.

The presentation was, as always, extremely informative and very well received by the group.

Phil Vogel won the drawing.

The meeting was adjourned at 8:40 PM. ☒

top to bottom on the screen, we solved the problem and I took away at least as much from the experience as did the recipient of my help.

As humans age time seems to fly ever more swiftly by. But I don't think that is what has been happening in real time when it comes to technology. It looks to me like many things are moving so rapidly that we almost miss them.

Not all that long ago it was hard to imagine a small 8 Gig USB drive that could fit on your key-

*Continued on page 5...Lost*

# Newsletter Folding Party Changed to 1:00 PM

**By Larry Jensen**  
OMUG Secretary

**Present:** President Max Whipps, Past President Shirley Bellinghausen, Vice President Vivian Forrester, Secretary Larry Jensen, Treasurer Gary Bigger, Newsletter Editor Sr. Dorothy Robinson, Webmaster Pat Sonnenstuhl, and Directors Arlene Kapner and Tonney Yamane.

Max opened the meeting at 7:00 PM. The minutes of the previous meetings were approved.

Vivian reported that the February 12<sup>th</sup> General Meeting program will be a presentation by Randy Kuesga. The subject will be the new I Phone and what you can do with it. There is no confirmed program for March as yet, but Vivian expects to have one soon.

We discussed gifts for speakers. The consensus seemed to be that gift cards would be appropriate.

Gary reported total income for December was \$588.47. Total expenses were \$1116.96 (including \$1000 for the Evergreen State College Scholarship donation for a net income of -\$528.49. We had 147 Primary members (22 less than last year), and 69 associate members (5 less than last year).

The February Newsletter folding party will be on February 27. The time has been changed from 2:00PM to 1:00 PM. Arlene will be out of town so the location has not been finalized. Sr. Dorothy believes that she can host it and will look into it. She will also send out reminders. Phil Vogel has the label stock and will print the labels. Max will be backup.

Pat had nothing to report. Everything is going well.

Arlene needs someone to take over as chairman of the Nominating Committee. Max will find someone.

Arlene reported that her beginning Word classes have been full since people from WorkSource have been attending. She needs help with the class. Max suggested that she compose a request for members to help.

Tonney had nothing to report.



In unfinished business, we were reminded that we need to appoint someone to fill Jim Simmons' post. Max will look into it.

The Budget Committee consisting of Shirley Bellingham, chairman, Gary Bigger, Vince Hughes, Tonney Yamane and Glenda Reed submitted a budget for 2009. The new budget was approved unanimously.

In new business, Shirley brought up the question of our fundraising efforts. The silent auction at the Christmas party does not seem to be working very well. There was a lengthy discussion and it was generally agreed that a change in format is needed. Several suggestions were made and discussed. Max asked the board to think about the problem and to bring suggestions to the next board meeting.

The meeting adjourned at 8:40 PM. ☒

## OMUG Income & Expenses December 2008



**Income: \$589**

(Membership Dues \$160, Auction Sales \$426, Bank Interest \$3)

**Expenses: \$ 1,117**

(Senior Center Donation \$50, Christmas Potluck \$67, Scholarship \$1,000)

**Net Increase: \$142**

### OMUG Treasury as of 1/19/09

<b>Savings Account Balance:</b>	\$3,368
<b>Scholarship Account Balance:</b>	\$2,009
<b>Checking Account Balance:</b>	\$ 343
<b>To Be Deposited:</b>	\$ 0
<b>Less Outstanding Checks:</b>	\$ 57
<b>Treasury Total:</b>	\$5,663