

W WINNERS

Wotepad

WINDOWS USERS JULY 2005

In This Issue

Review: Actiontec	1
Record Cassette to CD	1
CRABBY LADY	5
SW User Group Conference	7
President's Message.	8
General Meeting	9

How To Record Your Cassette Music to a CD!

By Bob Elgines
CRCC Editor, elginesz@rraz.net

Most of the equipment you already have includes the soundboard and a cassette player. Next, of course, things needed are a recording program, such as Musicmatch Jukebox and a cable to connect your cassette player with your computer. This basic jukebox software is available free at:

<http://www.musicmatch.com>

Go to JUKEBOX tab and click on "Free Jukebox download." It is over 24 MB in size. The cable is made up of 1/8" phone plugs (RS 274-284c) and a three-wire shielded cable. This cable can be purchased or made on your own. (Some of the older cassette players will use a larger 1/4" phone plug.)

Now we are ready to set up your computer and programs. Connect your cable between the "Output"
Continued on page 3

REVIEW

Actiontec HomePlug Ethernet Adapter

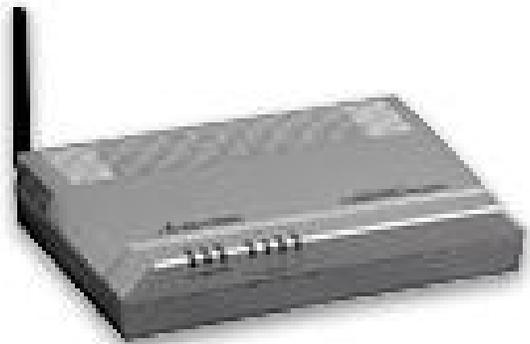
By Terry Currier

You might call this a Ethernet bridge or link. It allows you to link up computers to one another, or to a router through the power line in your home or business. The specifications for HomePlug 1.0 is for it to run at 14Mbps. It also says you have a range of 990 feet.

It really is easy to set up. Take the two units out of the box, plug one in a wall outlet near the router or computer you want to link to. You take the Ethernet cable they supply with the unit and plug that into the router or computer. Take the other unit and plug it into a wall outlet wherever you want to work. Remember those places in the house or outside where you could not get a connection from your wireless network? What I found is it did not matter where I plugged it into—I got connected. It truly was plug and connect. In fact it worked without me having to install anything. The only restriction I found was the circuit box. At first I was worried that my neighbors could catch the connection and see what was on my computer. But, in testing

it, I went to two of my neighbors homes and could not find a connection. No, it wasn't that they were too far away. In fact, I plugged it into three extension power cords for a full distance of 225 feet away from the house and still I could connect. The HomePlug Organization <http://www.homeplug.org> did give me some helpful information.

HomePlug 1.0 technology was specifically built for networking a single home and will cover homes up to about 5000 square feet. Connecting your home to a



neighbor's depends on the setup of the electrical network, remember, the electrical wire will usually go out of your house, through a power meter, up to the pole, through a transformer, and then in reverse to get to your
Continued on page 4

Telephone Help Line

PROGRAM/SOFTWARE	NAME	PHONE	TIME
CorelDraw & Ventura & PhotoPaint	Sunny Lockie	949-644-0103	6-10 p.m. weekdays 9 a.m.-10 p.m. weekends
Hardware	Jonathan Means	714-542-1653	6-9 p.m.
Internet	Cathy Grammer-Margolin	949-645-5950	6-10 p.m. & weekends
Novell, NT & Networking	Jonathan Means	714-542-1653	6-9 p.m.
Quicken & Quickbooks	Max Lockie	949-720-8170	6-10 p.m. & weekends
Windows 95,98,Me,Xp	Siles Bazerman	714-897-2868	9 a.m.-8 p.m.
Word for Windows	Cathy Grammar-Margolin	949-645-5950	6-10 p.m. & weekends
WordPerfect Windows	Sunny Lockie	949-644-0103	6-10 p.m. weekdays 9 a.m.-10 p.m. weekends

General Meeting

July 9

**Orange Coast College
9:00 a.m.-12:00 noon
in Science Room #149**

Terry & Dave

WINNERS Notepad is published monthly by WINNERS, PO Box 9804, Newport Beach, CA, 92658. A subscription is included with all paid memberships in WINNERS. Other non-profit user groups may reprint *WINNERS Notepad* articles without prior permission, provided proper author, title and publication credits are given.

WINNERS, contributors and editors of *Notepad* do not assume liability for damages arising from the publication or non-publication of any advertisement, article, editorial, or other item in this newsletter. All opinions expressed are those of the individual authors only and do not necessarily represent the opinions of WINNERS, its Board of Directors, the *WINNERS Notepad*, or its editors.

PURPOSE

WINNERS, a computer association, is a volunteer organization providing a forum for sharing information and experiences related to Windows-based software, encouraging ethical use of computers and software, and offering service to our communities.

MEMBERSHIP

Annual membership is \$20.00 for individuals; \$5.00 each additional family member.

MEETINGS

WINNERS generally meets the second Saturday of each month from 9:00 a.m. to 12 noon at Orange Coast College in the Science Building, Room #149, 2701 Fairview, Costa Mesa.

BOARD OF DIRECTORS

President

Steve Dela 714-775-8373
stevede@aol.com

Vice President

Terry Currier 714-774-2018
tcurrier@aol.com

Secretary

Gerry Bretts 949-760-9753
gbretts@juno.com

Treasurer

Rudy Wolf 714-528-3715
rudy_.joan@pobox.com

Membership

Louise McCain 714-964-8031
swpghmom@aol.com

Programs

Terry Currier 714-774-2018
tcurrier@aol.com

By-Laws

Max Lockie 949-644-0103
mlockie@pobox.com

Editor/Publisher

Sunny Lockie 949-644-0103
sundesigns@pobox.com

Board Members

Ken Kamber 714-637-4496
kkamber@stanfordalumni.org
Ed Koran 562-427-2560
Edk246@aol.com
Charles Schreiber 714-378-1253
cschreib@csulb.edu

Info/Message Line 949-644-0295
Website: <http://windowsusers.org>

FUTURE MEETING DATES

- ★ July 9
- ★ August 13
- ★ September 10
- ★ October 8

(might be labeled Headset) of your cassette player and the “line in” of your computer soundboard.

Right click on your speaker icon located on the right hand side of the task bar. Select (or left click) “Adjust Audio Properties,” click on “Audio.” Under “Sound Recording” click on “Volume.” Select “Line in” and set the input level at approximately 20%; this may have to be changed later, so you can leave this on the screen if you wish.

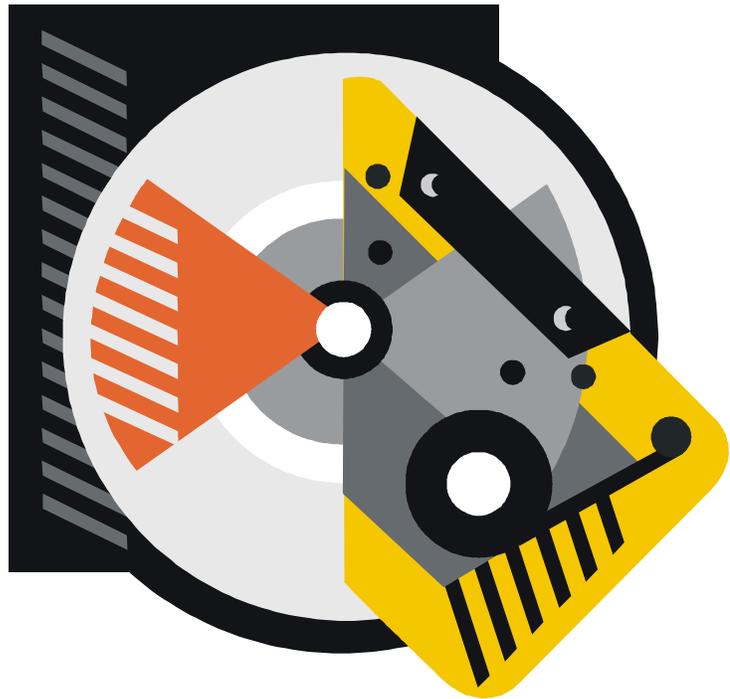
Next, activate Musicmatch Jukebox, then go to “Options”/ “Recorder” / “Settings.” Set “Recording Format” to WAV, “Recording Source” to LINE IN. Now click on “Advance,” set “Fadeout” to 1, and under “End of Record Notifications” uncheck “Play sound” & “Eject CD.” Click OK.

On the bottom left, click the red “Record” button. Another window appears with a number “one” on the right. You can click here and change the name now or do it later. If you are going to record the complete side of the cassette under one file, then name it now; otherwise, if you are going to record one track (or song) at a time, you can change the name later.

Now play your cassette to check out the input level for no distortion by listening to it on your computer speakers. If it is too loud and there is distortion, then reduce the input level or the volume out of the player. Rewind the cassette.

We are ready to roll. Start your player and press the “Record” button on the lower left window. When the song is over, press the “Stop” button, then press “Record” again because the next song will start within a second or two. Then press “Stop.” Continue this until each song is recorded from the cassette.

Now that we have them in the computer, let’s name each one, but keep the names short. Use “Windows Explorer” and go to “My



Documents” / “My Music”/ “Artist” / “Album.” Here you will find your recordings and you can rename them by doing a right click on each one. After you are finished, exit, go to your CD recording program such as “EZ CD Creator” or “Nero.” Now you can grab all of the recordings you made and make an AUDIO CD. (Do not record any faster than 8X, because most players will not accept anything faster.)

Another method that can be used is by using MP3 sound files. If you convert from WAV to MP3 files, you can put up to 150 (or more) songs on a CD instead of just 15.

To convert the WAV files, bring up your “Jukebox” program. Go to “File” / “Convert,” then select your Source folder that contains your music files. Select “Source Data Type” and set to WAV, then click on “Select all.” Next, select your destination folder and select your “Destination Data Type,” setting it to MP3. Click on the start button and it will now make MP3 files out of your selected WAV files.

After you are finished, Exit, go to your CD recording program and record your MP3 files on a CD as data files (do not make an audio CD), this MP3-Data CD will now play in a

DVD Player or computer capable of having over 150 songs.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

Actiontec

Continued from page 1

neighbors house. HomePlug technology will never pass through a transformer without some special hardware. As for the workplace, there are a few companies building HomePlug solutions for Commercial buildings and hotels, but in general these are engineered installations. A single home usually has one breaker panel to which all electrical wiring connects, but a commercial building will always vary, depending on the number of stories, the number of transformers, the number of breaker panels, the method of wiring, etc. Many tall buildings are wired vertically, which means an electrical outlet on one side of an office may be connected to an entirely different breaker panel than the outlet on the other side of the office.

I also asked when the 2.0 specifications will be out, which will bring higher speed:

The “feature complete” specification is slated to be available at the end of June, and is going well. They expect it to be up to four times faster than any other PLC technology.

A check on the website shows no notice of it being published yet.

They do include a CD for the installation of a security, that being only units which are input can connect onto the network. Since there was only me on the network I

did not have to worry about that. I tested on my two notebooks and desktop and each of them had no problems of connecting to each other or though the router to the Internet. I had excellent speed. I copied a 29Mb file from one computer to my new notebook and the lowest download speed was 212Kpbs which is great. The speed is better than wireless 802.11b specification, but not 802.11g.

I have heard of electrical appliances interfering with powerline networking. The HomePlug Organization told me:

“The HomePlug specification incorporates a technology called PowerPacket. This new technology is what makes HomePlug different from the old powerline networks. PowerPacket eliminates noise from electrical appliances like hair driers and televisions plus it offers security.”

I used it while turning on a vacuum cleaner (I just turned it on I didn’t really vacuum—my wife would not have survived the shock), and I did not see any difference. I did the same while turning on a mixer and microwave at the same time, and still no problems. They recommend not plugging it into a powerstrip, which I of course tried. It worked, but I would not do it unless there were no other options.

While it will not beat the speed or lower cost of Ethernet setup, or the new 802.11g, this is ideal for those



homes where the wireless can not reach all areas. It also is more secure then a wireless setup which could be broadcasting to the neighbors.

Actiontec also makes a HomePlug kit for wireless communication. Just plug it in any power outlet and start surfing. With the wireless connection they say you can have speeds of up to 54Mbps over the 802.11g WiFi network and up to 14Mbps over HomePlug.

Minimum System Requirements

- IBM compatible system with 200 MHz Pentium 64 MB RAM with a CD ROM Drive
- Windows 98SE, ME, 2K, XP
- Ethernet Network Adapter
- TCP/IP Installed
- 2 available power outlets
- Cost is \$129 – found on Froogle.com



Crabby's 5 favorite things about the Outlook Calendar

By The Crabby Office Lady

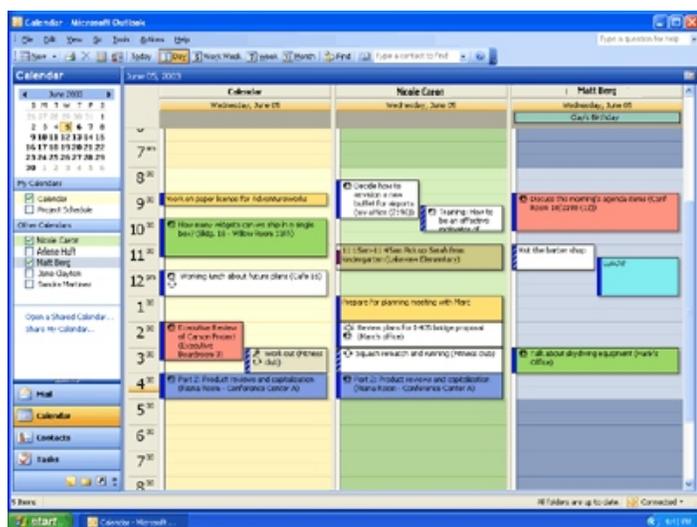
Applies to Microsoft Office Outlook® 2003

I want you to be comfortable when you're scheduling meetings, creating reminders, and trying to balance everything in this juggling act we call life. Outlook 2003 has a few handy-dandy features that will help you do just that. Everyone ready? Throw those balls in the air!

Many calendars holding hands

Perhaps you lead many lives: you have a job, you run a household, and maybe you're even a scout leader. Today, different lives often require different calendars. Now, with Outlook 2003, you can view all of them side-by-side.

It's as easy as pie to create a new calendar: just create a new folder under the Calendar folder in the Outlook folder list, give it a name, and voilà, another calendar! The calendars scroll together like a disciplined marching band, and they're color-coded and labeled to help you set up meetings or compare schedules quickly.



Here are a couple of links to help you set up additional calendars:

<http://office.microsoft.com/en-us/assistance/HP010222851033.aspx>
<http://office.microsoft.com/en-us/assistance/HA010930821033.aspx>

Sharing calendars: It just feels good

Sharing is good, right, and necessary. This is something we're taught from the time we can drool. And while it isn't always easy to share (and, frankly, not ideal for

certain things like toothbrushes and bad genes), sharing your schedule with coworkers can be quite beneficial.



With Outlook 2003, you can allow anyone to access your calendar. You can specify the people who can access your calendar. And, fair's fair, you can open another person's calendar (assuming that they give you permission). Like any other kind of sharing between Microsoft Windows or Office folders, you can specify how much access each person has to your calendar items.

Note This feature works only if you have a Microsoft Exchange Server e-mail account.

Not only can you learn how to share your calendar, but also how to make some items private, how to set up permissions, and how to open another person's calendar.

<http://office.microsoft.com/en-us/assistance/HP011111491033.aspx>
<http://office.microsoft.com/training/training.aspx?AssetID=RC010333631033>

Note If you want to view a training course, you have to have at least one Office 2003 program—any program—installed. But if you want to take the practice session at the end of the course, you have to have that particular Office 2003 program installed.

When sharing is already part of the plan

Now that you are sharing, what if you and your teammates keep a calendar on a Windows SharePoint™ Services team Web site? No problem. With just one click, you can add the data from that team calendar to Outlook in the form of another calendar. And here's how you do it:

- Add Windows SharePoint Services data to your calendar

<http://office.microsoft.com/en-us/assistance/HP010023521033.aspx>

Note Sharing team calendars requires Microsoft Windows Server 2003 running Windows SharePoint Services. As well, you must create or edit your calendar entries directly on the Windows SharePoint Services site using your Web browser to make them show up in the newly created Outlook calendar.

Make the calendar your own

Just as I advised you to get comfy with Office in my column *Go ahead and nest: Customizing Office*, I'll say it again when it comes to the Outlook Calendar: you're the one using it, so shouldn't you make it as personalized as possible? Here's a short list of some ways you can set up your calendar to reflect your true personality:

- Change the look of your calendar

<http://office.microsoft.com/en-us/assistance/HP030759121033.aspx>

Set the number of days displayed in the calendar, change the view, and even specify a background for a calendar saved to the Web.

- Turn on or off calendar details

<http://office.microsoft.com/en-us/assistance/HP030896451033.aspx>

Maybe you want others to be able to see your calendar item details...and maybe you don't.

- Add or remove holidays in your calendar

<http://office.microsoft.com/en-us/assistance/HP052429441033.aspx>

By default, no holidays are loaded when you begin using Outlook (can you believe that?). Now you can pick and choose which countries' holidays you'd like to display. Belgium, Brazil, Bolivia, anyone?

- Color your calendar

<http://office.microsoft.com/en-us/assistance/HP030713661033.aspx>

Color appointments, meetings, text, backgrounds, and even overdue or completed tasks.

Print all or none

Sometimes you just want to see, on paper, what's going on for the day, week, or month. Maybe you want to tape your calendar to your own chest so that everyone can see how dang busy you are. Whatever your reasons, you can print a calendar with all your appointments in it that covers as many days as you'd like. You can even choose to show or hide the details or private appointments.

Note You can even print a blank calendar to make a pretend calendar for someone less busy. Whatever makes you feel better, dearie.

- Print a calendar

<http://office.microsoft.com/en-us/assistance/HP052426411033.aspx>

Change a message or appointment into a meeting

I know: you're tired, you're cranky, and you just want things to be easy today. It's OK—we all have those days. But even if you're feeling in the pink, you can still use these quick and easy ways to create meetings. Sure, you can use the old Meeting Request command on the File menu and then fill in all the details. Or, you can let your already-created message or appointment do the work for you. Now go take a nap, honey—you look peaked.

- Turn a message into a meeting request

<http://office.microsoft.com/en-us/assistance/HP030641641033.aspx>

- Turn an appointment into a meeting

<http://office.microsoft.com/en-us/assistance/HP052432381033.aspx>

And there you have it: five special ways to make sure your Outlook calendar is as cool and nifty (or as heartless and shifty) as you are.

“We must not allow the clock and the calendar to blind us to the fact that each moment of life is a miracle and mystery.” — H.G. Wells

About the author

Annik Stahl, the Crabby Office Lady columnist, uses Office all day long. She gets her column ideas from your wild suggestions and demands, so if you're feeling demanding or just want to toss a comment her way, leave Crabby some feedback. If you have an Office tip you'd like to submit, send that to her personal mailbox at crabby@microsoft.com.

Southwest User Group Conference - 2005

Invitation to User Group Leaders and Members Fun in the Sun & Computers, Too!

This is the 12th annual SW User Group Conference offering fun-filled days packed with vendor presentations, great food, workshops, a chance to talk with user groupies from other UGs, and much more. The conference is held in San Diego and begins on Friday evening, August 5, and ends with lunch on Sunday, August 7. Workshops are offered for UG leaders and members, as well as workshops for enhancing attendee computer knowledge.

We have a wonderful new “larger” venue this year. Read on . . .

Location This year the conference will be held at the Town and Country Resort Hotel & Convention Center, 500 Hotel Circle North, San Diego 92108. The conference rate is \$99/night, single or double. The rate is guaranteed for three days prior and three days post conference. Come on down and include the conference in a vacation! You can't sleep in your RV, but the host hotel has an RV parking area. Please make your reservations by July 14 to ensure you receive the conference rate. The phone number for reservations is 800.772.8527 or go to

<http://www.towncountry.com>

to make online reservations; under Make a Reservation, select Group and enter Group Code SUG.

Our activities and the Registry will be in the Grand Ballroom area of the Convention Center. We have Pacific Salons One through Seven reserved. You should be given a property map



when you check in. If they don't offer one, ask for it.

What is the cost?

\$40.00 if your registration is postmarked by July 15 \$50.00 if your registration is postmarked by July 22 \$75.00 after July 23 and at the conference

The fee includes six meals, vendor presentations, workshops, conference T-shirt and Welcome Bag.

How do you register?

Complete the registration form (one for each attendee, please) and return it to the address on the bottom of the form with your check. Or, visit the conference website

<http://www.swugconf.org>

click on Registration and click on Form.

What's the schedule?

The Registry is open from 1:00 pm to 5:45 pm on Friday, August 5. If you are late in arriving (traffic can really be slow on Friday evening coming into San Diego), please join us for dinner and pick up your registration materials and Welcome Bag after dinner.

Saturday morning registration is from 7:00 am until 8:00 am. Please join us for breakfast if you arrive after 8:00 am. You will also be able to register during the day since the Registry remains open except for meals and presentations.

Events Vendor sponsored meals / presentations Workshops

You will have over 20 to choose from (check the website occasionally for the updated workshop listing). The Vendor Faire on Saturday evening will give you the opportunity to talk to the sponsoring vendors. Don't forget to bring your meeting calendar so you can sign up presenters.

Hospitality Suite

The conference sponsors a Hospitality Suite where you can get to talk with members from other user groups, visit with vendors who stop by, etc. It is open Friday afternoon and after the presentation on Friday evening, between the last workshop on Saturday and the Vendor Faire, as well as after the Vendor Faire.

What should you bring with you?

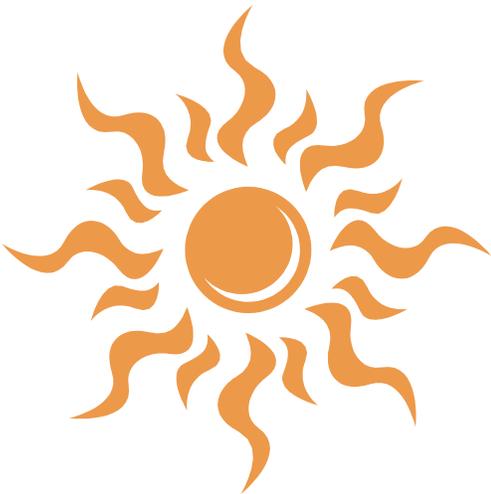
Your meeting calendar to set up presentations at the Vendor Faire. A sweater—the workshop rooms can sometimes be a little chilly. 100 copies of your newsletter to share with other attendees. If you have an electronic newsletter, you can send a copy to Judy and it will be included on the CD-ROM given to all attendees. Some of the most important things you can bring to the conference are your ideas, problems and/or successes to share during the workshops—users helping users is what user groups are all about.

What's new this year?

For those guests / spouses who want to participate in outside activities, there will be a central meeting location where you can gather to walk to the Fashion Valley Shopping Center, take the trolley to The Gaslamp Quarter in Old Town San Diego, etc. There is also a day spa and salon at the resort, four swimming pools, and many areas where you can walk and enjoy the beautiful gardens.

See you in San Diego,
Judy Taylour & Patricia Hill,
Conference Co-chairs

swugconf@usa.net / swugconf@aol.com
www.swugconf.org



President's Message

By Steven Dela.

With the summer months upon us, we hope to provide our members with some excellent speakers and programs at the next few meetings. Speakers are more difficult to obtain these days, since many companies do not have a dedicated support staff. As you may have found out, calls for assistance are often routed to third parties who are expected to get you back on track quickly. Also, experienced support personnel are often in short supply. I guess that's the price we pay for progress.

As user group members, we have a distinct advantage of being able to come to meetings and ask those difficult questions that no one seems to know the answers to. Depending on the complexity and amount of questions, we often spend anywhere from 45 to 90 minutes each meeting tackling the tough ones. It's quite interesting to see how a question opens up the floor to a variety of solutions. We've all been down a path before and are more than happy to share experiences on how to resolve an issue.

I hope you're able to attend the July General meeting. We will be discussing using a new facility for our monthly General Meetings. The library system in Orange County has finally installed Wi-Fi at most of its locations. We're thinking of using the Fountain Valley Library for the September General meeting. We think this facility meets most of our needs and reduces our monthly expenditures we presently incur. We would like to get your input on this matter at the next meeting. Be sure to attend.

It's always challenging to scan the ads and find those great bargains on hardware and software. It's especially rewarding when you find a sizable rebate that lowers your overall cost, sometimes releasing it to zero. What most people don't like though, is the arduous task of filling out the paperwork and submitting identifying tags and serial numbers to claim the rebate. Often, rebates fail to materialize on schedule and action must be taken to contact the claim center.

This may all change in the near future. California is considering a law that will require rebates to be taken at the register at time of checkout. Currently, the redemption rate for rebates is running around 35%, up from a very low 10%, just a few years ago. Retailers have said, if the rebate is taken at the register, the size the rebate will go down, since there will be a 100% redemption. I hate to think that the current rebate system has been mostly funded on the backs of those who do not redeem them. We'll see how things play out in the next several months.

Be sure to attend July's General Meeting!

Steve

July 9 - 9 a.m. to 12 noon Orange Coast College Science Building #149

How to record your own vinyl records to CD

Several people asked if I would repeat this so I said I would do it for July. I will go into more detail and show you some other software you can use for doing this. You can even find out how to do it for free not counting the cost of a cable. So if you want to enjoy those old songs you loved to listen to, come to the July meeting. By the way if you check out the service for doing this on Google.com it will cost you about \$20 for each 33rpm. At that cost don't you want to learn how to do it yourself?

In the second half of the meeting I'll give some Microsoft Word tips. I have a large collection of tips to give out so make sure you don't miss it.

WINNERS
WINdows usERS
PO Box 9804
Newport Beach, CA 92658

*Pig Sig at Coco's
on Harbor in Costa Mesa*

