THE PRINTER
Chesapeake PC Users Group, Inc.

PRESIDENT'S CORNER

Welcome Back!

This is the first full issue of *The Printer* for the 2007-08 session. I hope our organization builds upon the successes of last session and thatwe continue to expand.

Livin' in the Future

Our main meeting topic in September featured a demonstration of how to rip songs from CD to MP3 format. The MP3 format is used primarily with portable MP3 players like the iPod or Zune players. This was very informative and I hope that everyone learned something from the demonstration. I would like to thank Michael Alloy for giving another great presentation.

October

At the October meeting we will stay with the music theme, but in a slightly different direction. Where MP3 is a fine, compressed, format, it is also a "lossey" format. This means that as part of the compression, some of the fidelity of the sound is lost. If it is important to you to preserve all of the sound quality and still have a compressed file, FLAC (Free Lossless Audio Codec) maybe the answer to all your problems. With FLAC, there is no loss of fidelity. This is (as the name states) a lossless compression format. And the software is open source and free to use. There will be a demonstration on how to use this software including presenting examples of how this is helpful over lossey format like MP3.

Radio Nowhere

While on the topic of music, an MP3 player is great, but you still need to add the content to the device for it to work. There is your radio to listen to, but the local channels may not always be to your taste, or the selection is usually limited. This brings us to satellite radio. It isn't possible to have a satellite antenna in the school, but I will show you the variety of stations that are available on the Sirius radio network, which can be listened to through the Internet feed.

Long Walk Home

What will hopefully be one of many short demonstrations; Mike (Tony) DeLucia will present a "Web Walk". This will be a 10-15 minute presentation of some interesting Internet sites that Tony has found. I would ask that other members participate in this type of demonstration and show some of your favorite sites.

Magic

Looking forward to the November meeting, we will give a presentation on tips and tricks that have been found in the Vista operating system. As many of you are now getting computers with the operating system on it, this would be a good time to share what you have learned too.

Devil's Arcade

In December we will have an open forum meeting with a central theme being games and entertainment on your computer. This will also be a festive, party atmosphere which everyone should plan to participate!

I'll see you at as many meetings as I can make.

Michael

Going 100% Digital

the medical service, the physician's name and procedure, followed by the default scan date. I find that using YYMMDD format for my records allows me to sort or otherwise keep a logical file and folder order sequence by date; to use the standard MMDDYY format will not sort logically.

If you are going to scan older records, then you should spend some time in document preparation before beginning scanning. Ensuring that documents are in proper order, staples removed, corners straightened, etc., will speed up the scanning process.

And you must verify your copy before discarding the paper document! I am discarding most of the documents I have scanned so far.

All of my scanning to date has been black and white and at 300 dots per inch resolution, which in most cases has been adequate. This will result in a pdf file of perhaps 35KB per page.

If you decide to convert your paper files to 100% digital records, then you simply must practice excellent and very frequent backup procedures. Otherwise you will lose everything! I make a copy on an external drive after every session.

The choice is yours of course, but my advice is:
"Go 100% Digital, and do it now!"

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File Extensions

by

Fran Damratowski

Have you ever wondered what the three alphanumeric extension at the end of a file name mean? (MS-DOS required filename limited to eight characters for the base or root name and three characters for the extension. Windows 95 and above, no longer have that limitation.) The three or more letters or numbers are a way for the computer user, software, and operating system to differentiate between and identify the program used to create a file (document, spreadsheet, database, etc.). We are all familiar with .exe for an executable file, .txt for a text document, and .pdf for a PDF file. There are many other file extensions. The same file extension may be used for more than one program. There is no standard or organization for creating file extensions.

Here is a sampling of the **E** list of some of the extensions and the file types they represent:

.ebf: Pocket PC Windows CE form file
.ebs: Windows XP scanner file
.ec3: Epson Print CDE Label Image
.ecd: Memorex label maker CD/DVD label file
.ecw2002puzzle: Eclipse crossword puzzle
.edb: ROOTS3 genealogical data
.edml: Dreamweaver MX extension file
.eeb: WordPerfect equation editor button bar
.efdemo: Star Trek Voyager demo file
.efs: Flow chart
.ejp: Elite Japanese crossword puzzle
.eli: Encyclopedia article list
.elm: Front Page theme
.elog: McAffee firewall log
.emd: Embroidery file
.emf: Enhanced windows media file
.eml: email
.eng: Dictinary
.env: Envelope
.eph: GPS Pathfinder file
.epj: Java client file
.erm: Bitmap graphic
.err: Error log
.ers: Eraser

.esi: Diskeeper disk defragmenter
.eso: Fox Pro
.est: Street & Trips trip file
.et2: Electronic tax return security file
.etb: Seismograph file
.etc: Seismograph file
.etf: Enriched text file
.eth: Ethnograph document file
.etl: Windows 200 trace log
.ev2: Java file
.evo: HD DVD video
.evt: PC Tools event file scheduler
.ewl: Microsoft Encarta file
.ex: Install helper file
.ex: Symantec Ghost template file
.ex2: PC Doctor file
.ex3: Harvard Graphics device driver
.exb: Flash image file
.exe: executable file
.exp: Export file
.exp: Quickbooks
.ex^: Norton live update file
.ex_: Compressed .exe file

If your file extensions are hidden see the March issue of ***The Printer*** for instructions related to making them visible.

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from the Secretary's Desk

Minutes from the ChPCUG BOARD MEETING – September 19, 2007

ATTENDEES: Mike Young, Mike Regimenti, Mike DeLucia, Fran Damrakowski
Karl Richmond, Craig Barlow, Sam Shephard, and Kris Johnson

MEETING TOPICS:

October – "FLAC" and other audio solutions presented by Mike Young and "Web-Walk" by Mike Delucia

November – Vista

December – No planned program. We will have a Holiday Party along with a Q&A and Games

January – Wireless

SIGS:

Technology: Mike Regimenti will present Ubuntu Linux and other issues of interest.

CRSIG: Fran reported the CRSIG has refurbished 1480 computers so far this year. She has agreed to make an "application for computers" that will be posted on the club web site.

The lease for the CRSIG building is still an issue, but Karl reports that he will know this month if the SIG is in good standing. He also reports that after June 30, 2008, the lease will be on a month to month basis.

Mid-Shore CUG – Lee reports that they are now meeting in the Talbot County Chamber of Commerce building and hoping to attract new members. Due to the new location, Karl will check to see if the club insurance will be reduced. Lee will also start an aggressive membership drive this season.

FINANCES:

Karl submitted the financial report and after discussion it was unnamously decided that he would obtain a CD with club funds. There were corrections that will be made to the report.

Karl also reported that there would be no fee for the club use of school facilities.

NEW BUSINESS:

Mike Young will make the projector logo change at the next meeting and Karl will bring the projector to the Sept. meeting.

Meeting was adjourned at 9:00 p.m.

Kris Johnson, secretary

The Chesapeake PC Users Group

The Chesapeake PC Users Group (ChPCUG) is a 501(c) 3 charitable organization that has been active in Maryland since 1984.

PC Computer users are assisted through education classes, monthly user meetings, a newsletter, an on-line forum, and the opportunity to participate in Special Interest Groups. ChPCUG collaborates with all organizations and government agencies interested in advancing computer knowledge for members of the local community.

One of the most important functions of ChPCUG is Computer Refurbishing. It began in February 1999 with the purpose of refurbishing computers for those individuals, families, schools, and nonprofit organizations unable to afford a new computer. Grants allow provision of computers at no cost to those unable to make a donation. A modest donation is requested from those able to provide it. Volunteers perform all refurbishing activities.

The activities of the ChPCUG are to promote computer literacy, challenge the digital divide, and enable recipients to have access to the vast storehouse of information available on the Internet.

As of September 2007, the Chesapeake PC Users Group has now provided over 1500 computers to those in need. Since 2004, over 350 computer systems have been provided to elementary school students at no cost.

Please direct your Combined Federal Campaign contributions to:

Central Maryland Area Code #99088
National Capital Area Code #71007

Going 100% Digital with Genealogy - or Any - Records

by
Tom J. Thiel
President, Lake-Sumter Computer Society, Florida

Obtained from APCUG with the author's permission for publication by APCUG member groups.

In April 2007, I offered a presentation with the same title as above our the Lake-Sumter Computer Society's Genealogy Special Interest Group. For a handout see: http://www.lscs.us/presentations/070412%20Thiel%20Going%20100%25%20Digital%20Handout.pdf

In my presentation -- which was based on an excellent article with a similar title by Dick Eastman in his outstanding Eastman's Online Genealogy Newsletter Plus Edition -- I extensively described the Xerox DocuMate 152 scanner that costs about $500 with bundled software. This, of course, was the one Mr. Eastman had obtained and on which he based his fine article.

Well, for me at least and for many the roughly $500 for the DocuMate 152 was a little bit on the pricey side and also it is more of a work group scanner with office document scanning as its primary design criteria.

One of the alternative scanners I found in my research for the presentation and also mentioned in my presentation was the Xerox DocuMate 510, flatbed scanner with an Automatic Document Feeder (ADF) rated at 10 pages per minute.

About a month ago I decided to obtain the DocuMate 510!
PC World has a very nice review of the Xerox 510 at the following web site; http://www.pcworld.com/article/i   d,114941-page,1/article.html -- two paragraphs were extracted in the text below.

"If you need to turn a stack of paper documents into editable electronic text, using a scanner with optical character recognition software and an automatic document feeder attachment--like Xerox's new $350 DocuMate 510--is a speedy alternative to typing."

"While the DocuMate 510 is a flatbed model--and therefore takes up more desk space than slimmer sheet-fed scanners--its removable lid allows you to scan pages from books or other bound volumes, including oversize originals. For any business or workgroup that needs an affordable document scanner, the DocuMate 510 is a solid choice." End Quote

I was able to find the 510 on the internet from a low of $298 to a high of $359. I paid $312 from Buy.com; however, I found that the local Office Depot (Mount Dora, FL) has the DocuMate 510 for $299, complete with bundled software.

So far I am totally pleased with my DocuMate 510!

Scanner assembly went effortlessly with the aid of a very well illustrated assembly schematic manual. Installation requires that the software be installed before connecting the 510 to your computer via the USB port.

The 510 came with ScanSoft PaperPort 9.0 which controls the scanner, TextBridge Pro 9.0 for Optical Character Recognition, and ArcSoft Photo Impressions editing software all on one CD-ROM. It also came with a 58-page installation and scanning manual done quite nicely in slick paper, and a12-month warranty.

After the software was installed, the scanner components were connected to power and then I connected it to the computer with the USB cable. When I attempted to scan a document, however, I received an error message. By entering the error code into Google I was quickly able to determine that I had failed to adequately unlock the shipping lock slider switch.

After sliding the switch, the scanner worked perfectly. The sheet feeder works very well and even handles quite thin papers although hearing those go through the feeder may give one cause to worry a bit.

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Going 100% Digital - cont'd

The ADF handles variable length paper from about 6 inches to up to 14-inch legal length papers -- all in the same stack in the ADF. And the fact that the scanner's cover may be easily removed to copy from books is also a plus for genealogists and for general home applications.

Mr. Eastman, and others, speaks at length on what these scanners and their software, collectively known as a Document Management System, will mean -- reducing the number of filing cabinets, safer storage and more rapid and complete retrieval.

All of these are, of course, quite true, but you should be aware that to convert all of your existing file cabinet's contents to digital information is not something you will be able to achieve quickly! Scanning all of your existing documents, whether your genealogy documentation or your credit card, banking or utility records, will take an appreciable amount of time and effort regardless of the scanner you employ.

At present I am scanning my bank statements, utility bills, medical Medicare and supplemental insurance statements, medical reports and lab analyses, credit cards and the like.

I have not yet begun to scan my Genealogy documents, but intend to -- this will be a daunting task; not the scanning but the organizing and assembling of the documents that I have to get them ready for scanning.

When you convert records to a document management system as I am doing with the 510, you need to decide what conversion scenario you will follow: scan all the documents that exist in your files or scan from the day you begin scanning forward.

I have decided to convert most of my documents starting from today forward (except of course for genealogy records). This is simply because it is easier to do this than to "empty the file cabinet first."

Unlike the DocuMate 152, which is a duplex scanner meaning that both the front and rear of a page are scanned simultaneously with the same pass of the paper through the scanner, the 510 is a simplex meaning that only one side is scanned at a time.

However, the PaperPort Deluxe 9 scanning software packaged with the scanner handles this situation very well. Simply load the stack of papers and scan the front side of all pages. PaperPort will then ask "scan the other side?" and if you wish to you simply turn the stack over and scan the reverse side. The software handles the pagination automatically.

The 510 is very simple to use; one of the more difficult aspects of using it is to remember to load the paper with the face up!

The PaperPort 9.0 software, originally offered by ScanSoft and now by Nuance, works very effectively. One item I would like improved is the default file name, which is "Day of week, Month, Day and Year.pdf." Other options are available but it appears that all use the current date in one form or another.

So far I have not extensively used the OCR capability as that is a slower scanning process.

Another very useful feature of the PaperPort software is that it is a printer and may be used to print any document directly to a pdf, including documents from the web.

Managing the scanned documents effectively can also be challenging. I created a file folder structure similar to my physical filing cabinet and that seems to work very well so far.

I scan a document or set of documents and then merely drag these and drop them in the appropriate folder. I then rename the file to usually "YYMMDD Plus a Few Descriptive Words" in front of the default file name.pdf. A medical record, for example, would contain the year, month and day of

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The Usual Suspects!

CyberLink DVD Suite 5.0 Standard

by Terry Currier, President, WINNERS - WINdows usERS, CA
http://www.windowsusers.org   Winnersug(at)aol.com

A do-all suite of products. It has 11 CyberLink programs put together into one suite so you can backup, burn, play movies, and music.

PowerDVD 7 (Express) is really the best way to watch a movie on your PC. I have been using it since version 4. Watching it on a PC gives the viewer greater control than just watching it play on a DVD player connected to a TV. The viewer has more speed options: Forward and reverse speeds are 1/2X, 1X, 2X, 3X, 4X, 8X, 16X, 32X. You can bookmark a scene to jump to it quickly. If you have several bookmarks, pressing the F2 key takes you to the next bookmark, or use the right-click popup menu. With PowerDVD you can also capture (snapshot) what is showing on the screen. I use that feature to capture images of home movies and print them onto printable DVDs. **Note**: my version came with PowerDVD 6, the latest version now includes PowerDVD 7.
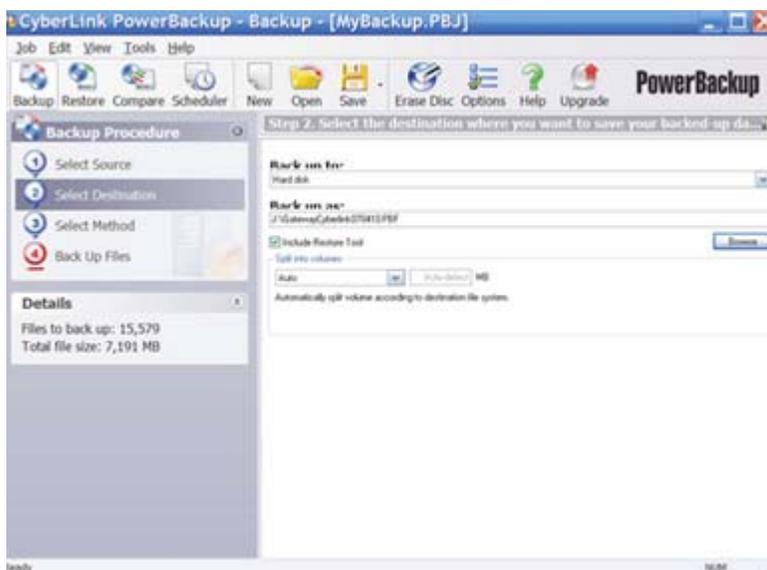

PowerBackup 2.5 lets you backup you data easily. I backed up 7.1GB to an external USB hard drive in 26 minutes, including verifying. You can also backup to a Blu-ray Disc, or any type DVD. It lets you schedule automatic backups and you can do full, incremental, or differential backups. Filtering is available to include or exclude files (such as .doc files.) You can also password protect archives. When you do a backup it offers a Restore Tool that integrates the restoration application and your data, and saves the resulting file as an executable (.exe) file. So if the computer crashes you can restore your data on a computer that does not have the PowerBackup program installed.

PhotoNow! is a photo correction program which allows the user to resize, crop, remove red eye, and do some special effects on photos. It can also touch up color hue, brightness, and make a color picture monochrome.

MediaShow 3 helps you create photo slideshows and is fairly easy to do, with manual or auto playback of the show. Within MediaShow you can fix photos and apply image effects with PhotoNow!. You can add background music or record audio directly to narrate the slides. One nice feature is that you can have it saved as a Screen Saver (.SCR), allowing you to save the file as a desktop screen saver. You can also save a slideshow as an EXE file, allowing playback on any computer.
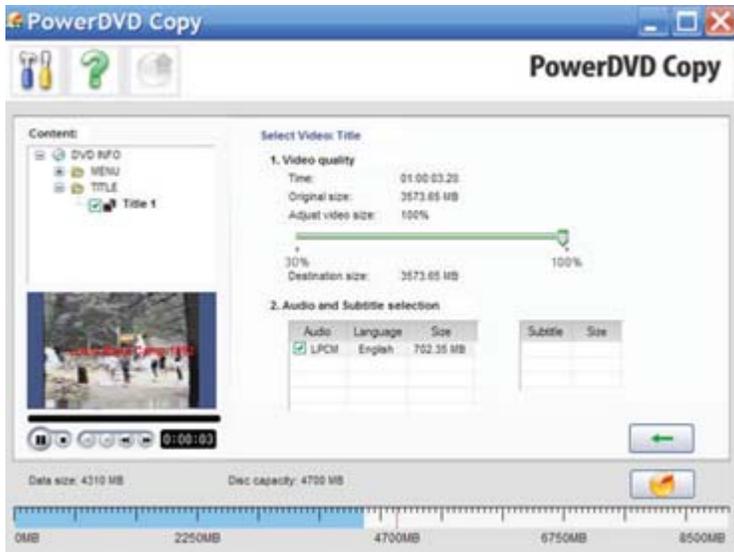
PowerDVD Copy lets you duplicate non-CSS encrypted DVDs. It will auto-shrink 8.5 GB of video to fit onto a standard 4.7 GB DVD. There is a preview window to view your chapters and select to copy all, or some.

Power2Go 5.5 is the disc burning module, whether it be data or music. Burn data onto Blu-ray Discs, HD DVDs, DVDs and CDs and you can rip CDs to create MP3, or WMA files as well as convert between file formats. I had a problem with this at first, shutting down when I tried to get information about the album, but CyberLink had a patch for it and I had no troubles after that. Which leads us into -
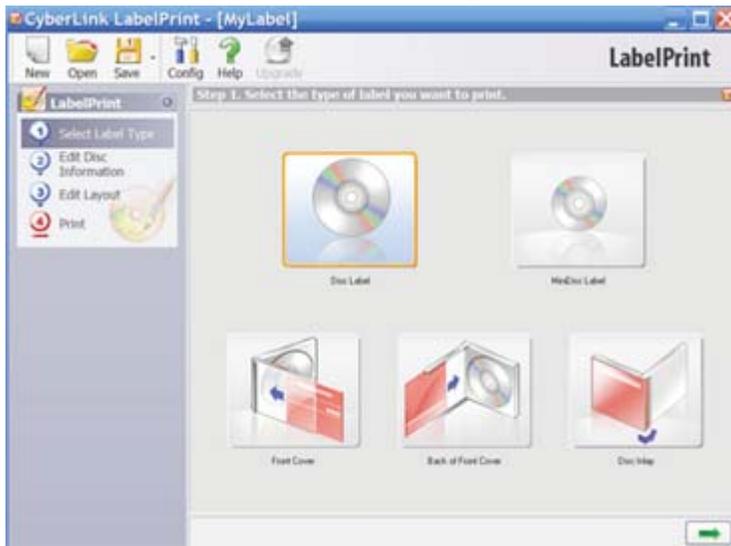
LabelPrint 2 helps you create labels, covers and jewel-case inlays. It can import photo files for the labels, or even etch images directly onto LightScribe discs. Two things I really liked was the ability to import MP3 song titles and playlist information to put on the label. The second thing which was great for me was it worked with my Epson printer to print the label directly onto the CD.

InstantBurn 5 gives the user the ability to use a CD, Blu-ray Disc, HD DVD or DVD like a super large floppy disc. Using drag and drop you can easily create an audio CD, Video DVD, or data disc. You can also copy files from one disc to another.

PowerProducer 4 allows you to record high-definition video content directly from a camcorder to disc. Bringing video into the program you can edit by cutting it to a desired length or splitting it into chapters. Working with a video you can edit, cut, rearrange and merge to get exactly want you want. You can add photos to create a slideshow within the video, and add background music to a video clip. PowerProducer will do just about everything you need, but if you want to do more, click on the Advanced Editing button and it takes you to -

PowerDirector 5 (SEP version) is the big brother of PowerProducer. It can do everything PowerProducer does, but the editing is easier. It also has what they call Magic Fix to stabilize shaky videos and sharpen picture focus. Magic Style helps create movies with pre-designed templates automatically. It will put in effects, transitions, and create the movie using your timeline. Just pick a template, preview it, and apply the one you want. **Note**: the Standard version of CyberLink DVD Suite does not come with a full working version of PowerDirector. You have to purchase the Pro version to get it. I have the full version of PowerDirector 5 which also has more features such as the ability to put in Picture-in-Picture.

CyberLink Utilities lets you create a image of a disc onto your hard drive and then burn it onto another disc.

Conclusion

This is a great selection of programs for a good price $49.95 for the Standard, but I highly recommend you opt for the Pro version for $89.95 which includes PowerDirector. The only downside is on the PowerDVD and PowerDirector they include lite versions (SEP), but these will do just about everything you could want to do.   http://www.cyberlink.com/

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**The Next Regular Meeting will be at
The Severn River Middle School**

Wednesday, October 10ᵗʰ,2007

**Meeting will be held in the large meeting room.
It starts at 7:00 P.M. with club business
and a short discussion period.**

Michael Young
presents
More Than Eveything You
Ever Wanted to Know about
FLAC

**Members and their friends are welcome to
come, ask questions and become enlightened.**

How to Find: Severn River Middle School

SRMS is close to the Arnold, MD campus of the Anne Arundel Community College. From Annapolis and parts south, take Rte 2 (Ritchie Highway) north about 3 miles from the intersection of Rt. 50, **turn right on College Parkway**. At the first light, turn left on Peninsula Farm Road. (Of course, if you are coming from points North, you would turn left on to College Parkway) about a half-mile down the road the large SRMS school building, set back off a large two level parking lot, will be visible on your right. Park here and go to the main entrance. Signs will be posted to direct you to the **Large Group Room** where we will be meeting.

**How to find: The Technology SIG, A ChPCUG
Special Interest Group****

The meetings are held at the SRMS in the Library.

Chesapeake PC Users Group

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FIRST CLASS

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  ... and a little more!**

Note: *The date above your name on the mailing label is the expiration date of your membership. Contact the Membership Chairman (page 2, column 2) to update.*

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