

# Toledo PC User's Group

A Forum for Personal Computer Users

**May 2005**

The next MEETING of the  
Toledo PC Users Group  
will be held on  
Monday, May 2nd at 7:30 p.m.

**Program ~**  
**“Keeping the Library Computers Going”**  
**Presented by Dave Misko**

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## **Notice:**

All current and future  
TPCUG Newsletters may  
be viewed at our website:-  
<http://www.toledocug.org>

Meetings held on the  
1st Monday of each Month  
at the  
UAW Local 14 Hall,  
5411 Jackman & Northover  
(Between Laskey & Alexis Rds)  
Toledo, Ohio  
Visitors Are Always Welcome!

**Toledo PC User's Group**  
**P.O.Box 13085**  
**Toledo OH 43613**

**Officers**

President: **Floyd Miller**..... 419 536-6738  
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**Statement of Intent:** The Toledo PC Users' Group is a not-for-profit corporation, formed to provide a forum for the exchange of ideas and information regarding the use and enjoyment of personal computers.

**Affiliations:** TPCUG is a member of APCUG (Association of Personal Computer User Groups) which provided the APCUG Logo.

**Meetings:** Meetings are generally held the first Monday of each month, at the UAW Local 14 Hall, 5411 Jackman Rd., Toledo OH. In the event of emergency, members may be reached during meetings at a pay phone in the hall, 419 473-9571

**Visitors** are always welcome at monthly meetings! Executive Board Meetings will generally be held after the regular meeting.

**Membership:** Dues are \$25. per year. To obtain an application, call any officer or member.

**Moving?** Notify the Membership Chairman to redirect your newsletters.

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**Newsletter Deadline:** is the 15th of each month. All members are encouraged to contribute articles and reviews for this newsletter. Submissions may be made by E-mail or submitted by floppy or CD in ASCII or other acceptable format at the meetings, e-mail or by snailmail. (Please contact editor.)

**Advertising:**

Business cards (2 x 3-1/2") \$5. for 3 issues

Commercial ads: 1/4 page - \$10. “

“ 1/2 page - \$20 . “

“ 3/4 page - \$30. “

“ Full page - \$40. 2 “

Larger ads will be run in two issues, and should be a graphics format such as jpeg or tif, or camera ready copy. Members may place free ads for the sale of computer related personal items on a space available basis. Contact editor for details.

**Production Notes:** This newsletter was compiled in Adobe Pagemaker7 for Windows and printed on a HPDeskjet d135.

**TPCUG Mailing List:** If you're on the Internet, keep in touch with Club doings by subscribing to the TPCUG mailing list: Send e-mail to [tpcug-request@toltbbs.com](mailto:tpcug-request@toltbbs.com)

with only [subscribetpcugAtoltbbs.com](mailto:subscribetpcugAtoltbbs.com)

in the body of the message. You will then receive communications sent to the list through e-mail.

Send e-mail to:-

[who-tpcug@toltbbs.com](mailto:who-tpcug@toltbbs.com)

to see who else is subscribed to the list.

## Minutes of the April Meeting

### The President' Message

Here we are enjoying the Spring that has finally sprung. There is the change of routines — cleaning away the clutter of winter, getting the yard to spring forth with green grass, giving that old lawn mower the once over for another year of service, enjoy those early flowers that come forth from the ground in weather that keeps us by the fire indoors. Knowing that we will need rest from all these Spring activities, we still need to sit down at the computer and rest our weary bones and hurting muscles. There are all those e-mails that demand that we separate the wheat from the chaff and then blow away all the chaff to the recycle bin and finally to read them. There are the search engine searches to learn about all those interesting and challenging topics. Of course there is always the feeling that you have not mastered that beast called a computer.

I came across the HP web site: [www.HP.com](http://www.HP.com). Click on “Home and Office” (upper right corner). Scroll down to “Useful tips and on line classes. Click on “Free online classes” where you will note the availability of six class areas: Photo printing, Tune-up & edit photos, Media center PC's, Protection from spam & spyware, Tune up PC, Security boot camp, Fire wall basics, Microsoft Excel '03, Printing projects, Scanning basics, Buy & Sell e-Bay. Even though it is a Hewlett Packard web site the principles involved are applicable. It is hoped that we can get the web site Newsletter fully operational. We have your e-mail addresses in hand as a backup way to get the Newsletter to the members.

As always: Visitors are welcome — Members are expected.

Your Prez, Floyd L. Miller

The meeting was called to order at 20:08 by Floyd Miller, president.

The minutes were accepted.

The treasurer's report was accepted, subject to audit.

There were 14 present, 3 renewals.

L. Miller said also that in May the program is someone from the library, talking what is done to make the computer system run.

For June there is yet room, maybe about cell phones, maybe Doug Kuhn.

Donna Bardis said that the investment group met on Saturday, classes are as printed in the newsletter.

The Internet SIG meets on the third Monday in Jim Bell's place, Bell-Tech, in Whitehouse. For carpooling meet at - Reynolds & Dorr at 6:30 pm in the Asbury-Church parking lot—the janitor is there until 10. The lot is lit.

There was no old bizness.

New bizness:

The nominating committee, by common consent, is made up of Vice President Roy Ballogg, and Rich Snyder. The slate will be ready in June.

There may be some delay in fully implementing the decision to post the newsletter on line in PDF, because of technical difficulties.

The TALUG meetings already are published on web site.

Sandor Halasz, Secretary

The Newsletter will now be available on-line at the Group Web Site:

**[toledopcug.org](http://toledopcug.org)**

It will have it's own page and will be in PDF format.

In order to read it you will need an Adobe Acrobat Reader. It can be down/loaded (free) from the Adobe web site - [Adobe.com/](http://Adobe.com/).

In this website's left column is the Adobe Acrobat Reader download Icon.

**Computer Investing Group**  
By Donna Bardis

PERT - How to Do It & How to Use it

May 16, 2005, 7:00 PM - 9:00 PM.  
Heatherdowns Library, 3265 Glanzman Road,  
Toledo, Ohio, 419-259-5270.  
Cost: \$15.00 Register by May 09, 2005.

Now that you have filled your portfolio with what you hope are good stocks, how do you manage it wisely?

Portfolio Evaluation and Review Technique (PERT) can help you with the weeding and feeding of your holdings. These PERT forms will be de-mystified:

PERT Report,  
Portfolio Trend Report,  
PERT Worksheet A, and  
PERT Worksheet B.

The PERT is a collection of powerful tools! And using your computer and NAIC software makes the PERT reports all that much easier to do. This class will help you understand the reports' numbers, what they mean, and what benefit you can gain from this information. We practice "Buy and Hold", NOT "buy and forget". Your holdings can really be improved by using the PERT for portfolio review and management.

Click on the link for the registration form on our web page or use the form in our newsletters. Use PERT as the program name. Send registration form and check payable to NW Buckeye Chapter—NAIC to:  
Doris Como, 25964 West River Rd.,  
Perrysburg, OH 43551.

If you need more registration information, please call Doris Como at 419-874-8088.

Reminder of our web page address:  
Go there for a map of the location of this program and information about our June events.

*NWA-PCUG Newsletter*  
*Article, March 2005*

**Improving Your Digital Photos:**

**The Three Most Useful Tools in the Digital Darkroom**

by Bill Moeller, Vice President

**In the good old days of truly dark rooms, smelly chemical mixes, and critical temperature control, photographers learned to choose their papers and developers to get the right contrast and image density, to crop their photos for best effect, and to use a variety of techniques to otherwise improve the printed image by eliminating some details and enhancing others. They also learned that it was far easier and better to correct any problems in the image at the time of exposure rather than later in the darkroom.**

**But what if all the problems were not solved at the time of exposure? What do we do then?**

*(Continued on Page 5)*

<b>Treasurers Report</b>	
Balance Ending 3/15/05	\$1,633.19
Income:	
4 renewals Ballogg, Bardis,	
Bushroe, Tenney	<u>100.00</u>
	1,763.00
Expense:	
April Newsletter	<u>25.30</u>
Balance Ending 4/14/05	\$1,707.89
<b>Submitted by Steve Tryc, Treas.</b>	

*(Continued from Page 4)*

**Buried in the complexity of image processing software such as Photoshop and Paintshop Pro are three very simple and powerful tools which, used individually or in combination, will in all likelihood meet well over 90% of your image correction needs. For the time being, ignore all the rest and put a little time into mastering these three. You will be amazed at what they can do, and how quickly they can do it.**

**In Adobe Photoshop Elements, these tools are called “Levels,” “Crop,” and “Clone Stamp.” (Paintshop Pro and others have essentially the same tools, with different names in some cases, and different details in most.) In this article, I will be referring to the names and details as used in Photoshop Elements 2.0.**

**Levels** is used to adjust overall image contrast and brightness of the image. In nearly all cases, it does this by selecting the area of the image that will be rendered absolutely black, then by selecting the area of the image that will be rendered absolutely white, and finally by adjusting the overall brightness of the image. What areas should be absolute black and absolute white, and how bright should the overall image be? That is for you to judge and decide as you use this tool.

To use this tool, go to the Menu Bar at the top of the screen and click **Enhance>Adjust Brightness/Contrast>Levels**. The Levels window will appear on the screen alongside your image, displaying a histogram of the image and a number of

**controls. Make sure that Channel is set to RGB, and that Preview is checked. Focus now on the histogram and the three sliders immediately below it; you can worry about the other stuff later if you ever need it. Study the image carefully and note the areas that you believe should be rendered pure black and those that should be rendered pure white. Then grab the left hand slider and move it slowly to the right. When the lightest areas that you believe should be pure black appear as pure black, stop. Now grab the right hand slider and move it to the left until the darkest areas that you believe should be pure white appear as pure white. Finally, grab the middle slider and slide it as necessary to adjust the overall brightness to your liking. If you’re not happy at this point, move any or all of the sliders any which way until you are.**

With time, you will learn to read the histogram, if you do not already know how. It can be very helpful in analyzing the image and deciding what adjustments to make. You will also learn to use the other features of this tool as you encounter those rare situations which call for them.

**Crop** is most often used to correct for poor composition and failure to get in close and fill the frame at the time the picture was taken, but it can be used as a very powerful learning tool to improve your composition. Play around with the Crop Tool on some of your images, and you will very rapidly begin to see how you can improve your composition when you take the picture to start with. Why bother? Because filling the frame and

*(Continued to Page 6)*

*(Continued from Page 5)*

**composing carefully when you take the picture makes full use of all those pixels you spent your hard earned money for, while cropping just throws them away.**

**To use this tool, go to the Toolbox on the left side of the screen and click on Crop Tool. Move the cursor over the image and note that it changes to the form of the crop symbol. Left click and drag the cursor to enclose the area you want in the cropped image. If necessary, click and drag on the center, an edge, or a corner to move or change the size of the area to be cropped. Do this until you have a composition, shape and size that you are happy with. Release, and double click within the area and the image will be cropped as indicated. If you want the crop to be in a fixed ratio of width to height, specify a width and height in that ratio in the Width and Height windows in the Options Bar. If you do not want to be limited to a fixed ratio, click the Clear button to clear all windows. In any case, click the Clear button when you start to be sure that the resolution of the original image is not changed as part of the cropping operation. It is better to change the resolution, if necessary, later when you resize to print the image.**

**Clone Stamp** is an extremely useful retouching tool that is used to eliminate distracting or otherwise undesirable elements in an image. It works by duplicating the content of one image area in another that you want to change.

**To use this tool, click on the Clone Stamp Tool in the Toolbox on the left side of the screen. As you move the**

**cursor over the image, it will change to a circle of the size of the image that will be transferred. If you don't like the size of the circle, change it in the Size window in the Options Bar. My preferences for the other settings are a large, fuzzy Brush Preset, normal Mode, 100% Opacity, and Aligned. Study the color, texture, tonality, etc., of the area where you want to make the correction, then look for another area where you can copy part of the image to overwrite the area you want to correct. Left click on the source area while holding down on the Alt key, release, then move the cursor to the destination area, left click and drag to overwrite the objectionable part of the image. Try this on a skin blemish on one of your favorite portraits, or on a telephone pole that seems to be growing out of somebody's head, and you will be both pleased and surprised at how smoothly it goes.**

*There are many correction tools in the digital darkroom—Photoshop Elements 2.0 has 150 or so, depending on how you count them. Some are more useful than others, but during the past two years—a period during which I have taken some 1500 digital photos—I have used Levels, Crop, and Clone Stamp more than all the others put together. That's why I suggest working first with these three; then, if and when you run into a situation that these won't handle, decide whether to toss the image, do the best you can with these, or branch out and look among the other tools for the solution.*

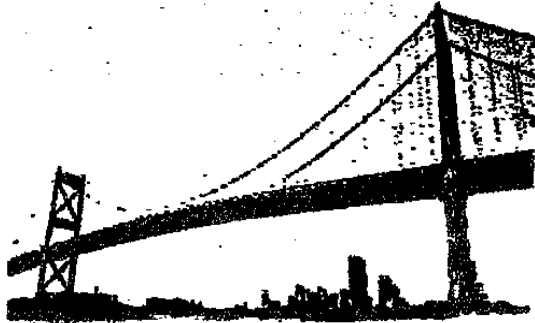
*This approach, in my view, makes life much simpler, which is not such a bad thing in this digital age.*

*The above article has been excerpted from the March 2005 Issue of the NWA-PCUG Newsletter*

Toledo PC Users' Group

# High Speed Internet Access

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# TPCUG Membership Application

*Dues are \$25 per year, payable to TPCUG, PO Box 13085, Toledo, OH 43613*

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_

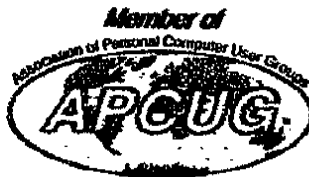
Types of Computers Used \_\_\_\_\_

New Member \_\_\_\_\_ Renewal \_\_\_\_\_

*Membership Benefits: Monthly meetings with programs featuring guest vendors or other presentations, Q. and A. opportunities, monthly newsletters, participation in SIGs (special interest groups for enhanced learning).*

**Toledo PC Users' Group  
PO Box 13085  
Toledo, OH 43613**

*A Forum for Personal Computer Users*



<http://www.apcug.net>