



January, 2010

## **Computer Club (BVCC) Meeting, Jan. 11, 2010, 7:30 p.m.**

The meeting this month will feature a special guest speaker, **Marus Bost**, Chief Information Officer of Adena Health Services. His presentation, “**Virtual Healthcare Connection,**” will offer insight into how information technology is impacting our healthcare system and what this means for you. Because of the widespread interest in the topic, nationally and locally, it will also be broadcast live on Channel 99 starting at 7:30 p.m.

### **Notes from Kent Safety and Archiving**

Keeping your files safe and archiving your files are similar but not the same. The essential difference is that archiving looks further into the future, that is, it seeks to assure that the information stored is not only stored safely but will be available in the years and even decades ahead. For most of your electronic files, this would be overkill. But, to achieve its goal of future accessibility, archiving has to address issues that are relevant to keeping files safe.

The first of these is compatibility. It is of little use to save files but find that the available software cannot read them. This can arise from advances in media storage (having files on five inch floppy disks would pose a substantial challenge in reading them today) or because they are in a format that can no longer be read. I have a colleague who has been working on his memoirs for several decades, but the earlier files were created using software no longer available and which Microsoft Word® was unable

## **BVCC Officers**

**President: Kent Mulliner**  
**Vice President: Don Netzley**  
**Treasurer: George Hartwell**  
**Secretary: Thurlie Knapp**  
**Newsletter Editor: Len Nasman**  
**CLUB EMAIL: [bvclub@bvres.org](mailto:bvclub@bvres.org)**

to read. In this case, WordPerfect® was able to translate it a version of Word that his software was able to read. The lesson is to give consideration to how long you will want the information in a file. If you think it will be wanted a decade or so in the future, plan now to update it every few years (and to advise heirs of its version). For an archive, where electronic information will be kept for decades, this is of critical importance and best accommodated by advance planning and periodic updating.

The other issue is physical loss of files. This can arise from theft or loss or damage (such as a hard disk crash or a malicious virus) to the file storage media, its structure, or contents. One of the simplest means of safeguarding against this threat is by maintaining multiple copies of files (whether text or graphics or sound). In most cases, an inexpensive flash drive (4 gigabytes for less than \$10) can handle immediate needs while affording easy portability). To more systematically address this, an external hard drive can support regular back up of files, especially if kept attached to a computer, or to store very large files (such as audio-video). Today, one terabyte external hard drives are available for about \$100. The one weakness of either of these approaches (flash drive or external hard drive) or even CD or DVD storage is that they generally kept in close proximity to the computer. This means that they are susceptible to any of the above threats

(including natural or man-made disasters) except an internal disk crash.

Archives have addressed this dilemma by regularly backing up files and keeping one or more copies off-site. Two of the best examples are Iron Mountain in Pennsylvania and the Granite Mountain Record Vault of the Genealogical Society of Utah (both which store archival copies deep in mountain repositories—initially for microfilm but now also for electronic data).

Such massive approaches are not intended for an individual's files but are a model for an emerging form of off-site storage—"the Cloud." In the October Newsletter

(<http://www.bvres.org/BVCCWeb/Newsletter/News-pdf/October-2009.pdf>), our Editor and Webmaster wrote about the Cloud (new buzzword for an off-site server) and suggested that it was of little value to individuals except possibly for off-site storage of files and family pictures. Confirming his prescience, in November, *Time* magazine (<http://www.time.com/time/business/article/0,8599,1943281,00.html>) had an article on off-site backup, focusing on Mozy (<http://www.mozy.com>). Mozy and some of its competitors (such as Carbonite [<http://www.carbonite.com>]) offer continuous online backup without interfering with your regular usage for as little as \$54.95 a year for unlimited storage. The *Time* article points to <http://www.online-backupreviews.com> and <http://backupreview.info> as providing more details and guidance on off-site backup. And the article notes that some people use both external hard drive backup and offsite backup. Mozy and at least one other provider offer limited free trials (2 GB in Mozy's case). Full disclosure: Only as I was completing this article did I learn that Mozy is headquartered in my home town.

### **Measuring Computer Storage – A Guide**

The basic unit of information storage for a computer is a "bit." It is binary, meaning it can be "on" or "off." It is also the basis for measuring storage capacity. The table below is an internationally

standardized approximation as 1kb is really 1024 bytes. This minor rounding kludge (working adaptation) is no longer minor when the 24 bytes are times a million or a trillion. 1 terabyte is really 1,099,511,627,776 bytes. The first 1 tb hard drive was introduced in 2007, now you can buy one for your home for about \$100.

1 byte	=	8 bits (may vary)	
1 kilobyte (kb)	=	1,000 bytes	= 10 <sup>3</sup>
1 megabyte (mb)	=	1,000 kilobytes	= 10 <sup>6</sup>
1 gigabyte (gb)	=	1,000 megabytes	= 10 <sup>9</sup>
1 terabyte (tb)	=	1,000 gigabytes	= 10 <sup>12</sup>
1 petabyte (pb)	=	1,000 terabytes	= 10 <sup>15</sup>
1 exabyte (eb)	=	1,000 petabytes	= 10 <sup>18</sup>

*Kent Mulliner*

[kentm@bvres.org](mailto:kentm@bvres.org)

## **For the birds**

Fred Schneider reports that the following web site may be of interest to bird lovers

[www.audubon.org](http://www.audubon.org)

Here are a few related sites:

[www.birdwatching.com](http://www.birdwatching.com)

[http://en.wikipedia.org/wiki/Bird\\_watching](http://en.wikipedia.org/wiki/Bird_watching)

For birding beginners:

[http://www.birding.com/beginning\\_birding.asp](http://www.birding.com/beginning_birding.asp)

Ohio birds:

<http://www.ohiobirds.com>

More birds:

<http://www.birdzilla.com>

A checklist for serious bird brains:

<http://www.ohiobirds.org/publications/checklist/official.php>

## Slide Scanning

George Hartwell reports that he has finished scanning his archive of 2,000 slides. He is now volunteering to help others scan their slide collections.

## Quick Signs

OK, suppose you are sitting in the Computer Room and someone drops in and says “Can you make a reserved sign for the Pot Luck tables?” If you want to be able to answer yes to the question, this article might be helpful.

The easiest way I have discovered for making a quick sign is to use the Open Office Drawing program that is part of the Open Office suite (free for downloading from [www.openoffice.org](http://www.openoffice.org)).

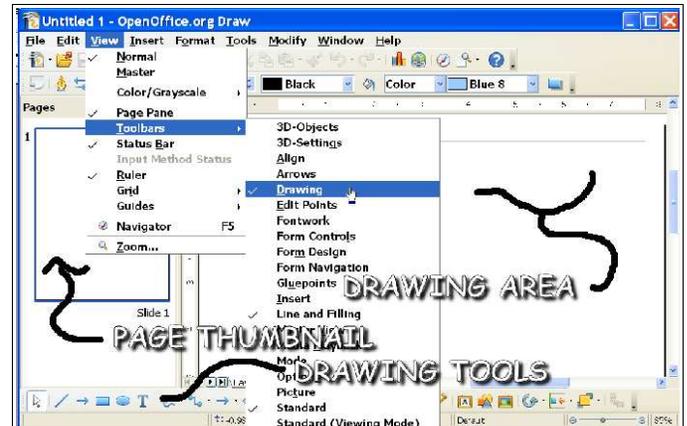
When you open a new Drawing document in Open Office, the display will look similar to the illustration here. (Actually, the middle of the display was removed to make it take less space in the newsletter.)



The Office Draw display is similar to other Windows software. The top horizontal line is the TITLE BAR. There you will see the name of the program the window is displaying along with the file name of the current document.

The next horizontal area is the MENU BAR. Like other Windows programs, selecting a word on the MENU BAR causes a pop down menu to provide various options.

The third horizontal area is the Draw program TOOL BAR. Below the TOOL BAR is another TOOL BAR, but its contents change when different tools are selected. There is a special DRAWING TOOL BAR that is handy to have on the display. Once it is turned on, it will stay on until it is turned off. To turn on the drawing tools, select View, Toolbars, Drawing from the MENU BAR.



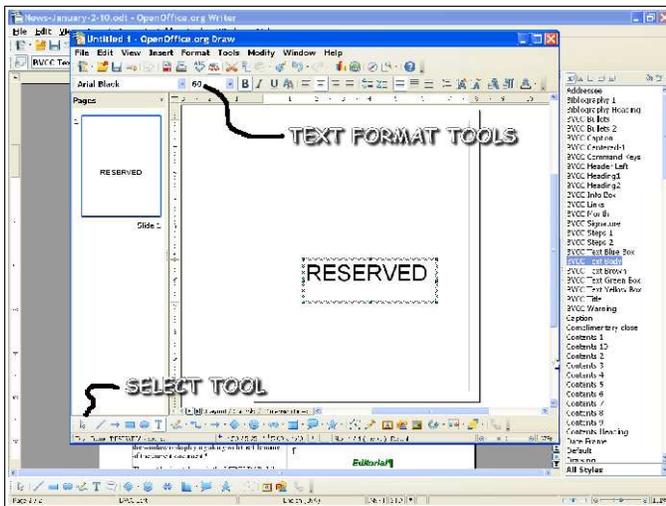
The large section of the display is the drawing area. The display scale of the DRAWING AREA can be changed to get up close for fine detail work. The left side of the display has a PAGE THUMBNAIL that shows the complete page.

Now that you have an idea of some parts of Office Draw, you can create a *tent card* (a piece of 8 ½ by 11 paper that has the same words on both sides when it is folded in half).

From the DRAWING TOOL BAR at the bottom of the display, select the TEXT TOOL.



As soon as you select the TEXT tool, the TEXT FORMAT TOOLS appear.



Select a spot just below the center of the page and enter the word RESERVED. After it is in place, you can highlight the word and then use the TEXT TOOL BAR to change the font and size.

Observe the SELECT TOOL in the lower left side of the DRAWING TOOL BAR. This tool is used to *select* (or make active) objects in your drawing.

Once you have the word RESERVED added to your sign, you are half done. You need to have the word on both sides of the folded tent card. The problem is that if you simply repeat the word on the top part of the page, it will be upside down after the page is folded. Not to worry. There is a trick to fix this. But first, let's make a copy of the RESERVED text.

Select the SELECT tool and then select the word RESERVED. (When it is selected a boundary will appear around the text area. The select tool cursor will change as you move it over the boundary. When the cursor changes to crossed arrows, you can click and drag the text box around the page.)

**NOTE:** *Click and Drag* means to position the cursor over something, hold the left mouse button down, and then while holding the left mouse button down, move the mouse.

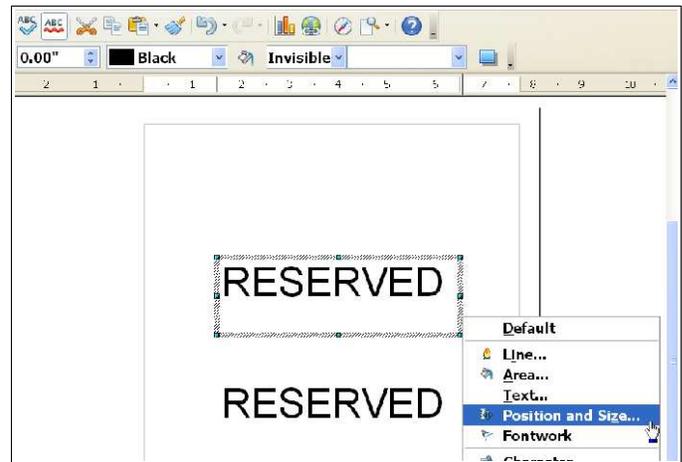
With the word RESERVED selected, select from the MENU BAR **Edit, Copy**.

Next, select **Edit Paste**. The new copy is directly on top of the original and will not be visible until you move it.

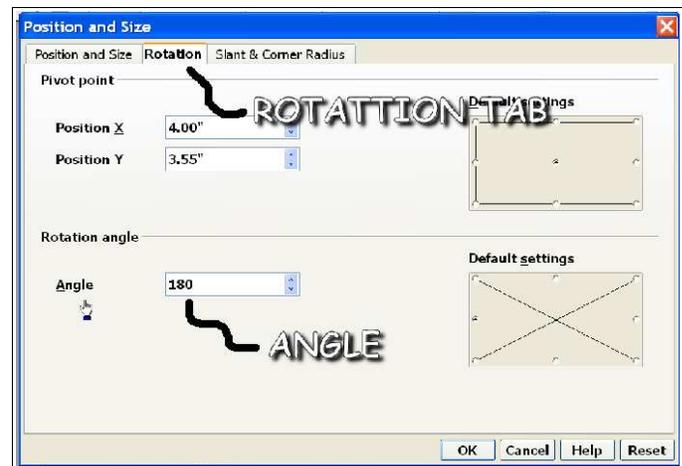
Position the mouse cursor over the border of the text box so that it looks like crossed arrows. Click and drag the copy to the top half of the page.

**NOTE:** Right click means to press the right mouse button.

Next the new text box will be rotated.



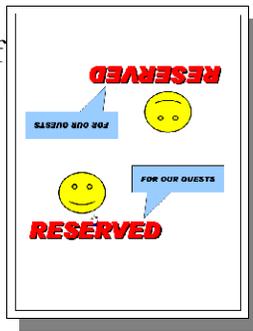
**Right click** on the border of the upper RESERVED text box. Then select the **Position and Size** option from the pop up menu. This opens the Position and Size dialog box.



In the **Position and Size** dialog box, select the **Rotation** tab. Then enter **180** as the **Angle** and select **OK**.

Now all you have to do is print and fold your sign.

Of course there are many ways to enhance your sign. Instead of using the *Text* tool, you can use the *Fontwork Gallery* tool to add fancy text. Or, you can use various drawing tools to add interest to the sign. By observing **TOOL TIPS** that appear when you hover the mouse cursor different tools, and by watching and playing with the **FORMAT TOOLS**, you will soon be quickly creating signs that will amaze your non-computer friends.



I have found the Open Office Drawing program also to be a good way to create greeting cards. First fold a piece of paper in half twice and write FRONT, BACK, INSIDE LEFT, INSIDE RIGHT on the different pages of the card. Then unfold it and use the Office Draw *create* and *rotate* tools to make the different pages of the card. You will have to experiment a bit with spacing, but once you have one good card, you are in control. The next card can be made by saving the original with a new file name, and then simply editing the different areas for the new card.

A tutorial for creating greeting cards will soon appear on the [www.bvres.org](http://www.bvres.org) web site.

Most software that comes with digital cameras has a re-size option. Before emailing a picture taken by a digital camera that has more than 3 megabyte files, it is a good idea to re-size the picture down to 1024 or even 800 before sending it.

If you do not have camera software that includes a re-sizing option, you will have to get a paint or image processing program. There is a free program called Gimp that can scale images. It is not the easiest program to use, but it is free. <[www.gimp.org](http://www.gimp.org)>

The cloud picture shown here came out of the camera with a resolution of 2816 and had a file size of 856 KB. After re-sizing it to 1024, the file size went to 76 KB.



Which version would *you* rather download?



## Bristol Village on You Tube!

Several video clips showing Bristol Village residents are now available for viewing on You Tube. <[www.youtube.com](http://www.youtube.com)>

Enter Bristol Village in the You Tube search box and enjoy. The bad news is that there is more than one Bristol Village in the world. Just ignore the murder report from Virginia.

Hopefully putting the Village on You Tube, and linking to our new web pages at <[www.bvres.org/index.htm](http://www.bvres.org/index.htm)> will attract some new residents to our fair neighborhood.

## Windows 7 Upgrade Notice

If you are thinking of upgrading to 7, note that the upgrade from XP to 7 erases all old hard drive files. Also, if you are upgrading from Vista, you have to buy the same version of Windows 7 as your Vista. If you have Vista Ultimate, you cannot upgrade to Windows 7 Home Premium (unless you reformat your hard drive). Be careful when select a Windows 7 upgrade version.



## Email Picture Etiquette

The new high resolution digital cameras require people who send their pictures by email to learn some new standards of email etiquette. The problem is that the higher the picture resolution, the bigger the picture file. The bigger the file, the longer it takes to download.

The proper way to send pictures is to reduce the resolution to what is reasonable for email. Since many computer displays are set to a horizontal resolution of 1024, sending pictures with a larger resolution is overkill.