



If you are reading this on your computer display, remember that Acrobat Reader has a *zoom* feature for enlarging text and graphics.

Computer Club (BVCC) Meeting, March 8, 2010, 7:30 PM

The meeting this month will feature Len Nasman demonstrating how to create greeting cards using the *free* Open Office Drawing program. (See article later in this issue.)

Notes from Kent Online Library Resources

The presentation by Tom Adkins, Director of the Garnet A. Wilson Library of Pike County, last month reminds us of the wealth of resources that the library makes available to us online—in addition to its own wealth of books, videos, and other resources. Of course you can identify these latter through the online catalog at

www.pike.lib.oh.us/ or get to that page through the link at the Club site,

www.bvres.org/BVCCHome.htm. There is a box here for *Catalog Search*.



BVCC Officers
President: Kent Mulliner
Vice President: Don Netzley
Treasurer: George Hartwell
Secretary: Thurlie Knapp
Newsletter Editor: Len Nasman
CLUB EMAIL: bvclub@bvres.org

The online wealth is the lower right corner, *Ohio Web Library*. You can enter a term in the box and be exposed to a multitude of sources or leave it blank and click on the “search” button. This takes you to a search page that includes an opportunity to consult a librarian online through *Librarians: 24x7* or, my favorite, *Resources* to explore the types of online resources that the state and local libraries are paying for for your access. It's also easy to get side-tracked as you have options along the bottom to identification guides for trees, snakes, and flint and an “explore Ohio” offering.

Choosing *Resources* takes you to www.oplin.org/databases/ [OPLIN is the Ohio Public Library Information Network], which lists the various databases available. For *Genealogy*, there is an index of death certificates, 1913-1944 and links to purchase copies for 1909-1912 and 1945-1953 from the Ohio State Historical Society. A special treasure are the *Sanborn Fire Insurance Maps* spanning 1867-1970. These enable you to see who lived in a specific location at a given time and who the neighboring property owners were. The local library also offers the databases of ProQuest Heritage Quest which offer indexes of censuses, 1790-1930, as well as name and location indexes to hundreds of thousands of articles and references of genealogical interest.

On this same *Resources* page, the access to magazines and newspapers is enormous. These include in indexes and full-text and a combination of both. *NewsBank* provides full-text for the *Toledo Blade* 1996-1/2010, *Cincinnati Post* 1990-2007, *Columbus Dispatch* 1985-today, *Dayton Daily News* 1990-yesterday, and *Cleveland Plain Dealer* 1991-yesterday.

Still on the *Resources* page, you can choose *Newspaper Source* from *EbscoHost* that provides indexes to thousands of other newspapers across the nation. Also on that *Resources* page, *Academic Search Premier* offers references to hundreds of thousands of magazine and scholarly journal articles, many with full-text. This is enriched by numerous specialized Ebsco databases such as “Religion and Philosophy,” “Business Source,” “Health Source,” “Regional Business News,” “Alt HealthWatch,” or many others.

This just scratches the surface of the wealth of resources at your keyboard that libraries are paying for and making available to you. The only cost to use them is signing up for a free library card or having an internet address that identifies that you are in Ohio in most cases. As close as your computer mouse.

Kent Mulliner

kentm@bvres.org

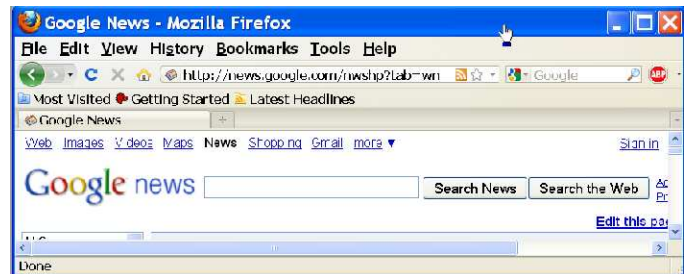
New Google Stuff

Google keeps adding new ways to fill your hours and locate info on the Internet. If you are using <http://www.bvres.org/BVCCHome.htm> as your home page, you can easily get to the wide variety of Google options.

Google News

A quick click on the Google News link on the BVCC home page will reveal current headlines from a number of different news sources. There is a place to enter a zip code and add a local news section to the page.

When **Google News** is open, there are a number of links across the top of the page; **Web, Images, Videos, Maps, News, Shopping, Gmail, and More.**



Each of these allows you to search different things on the world wide web. For example, if you select **Images** and then enter a word or words in the search text box, you will see a collection of images associated with the terms entered. If you select the **More** option, and then select **Even More**, you might be surprised at the number of categories available for searching. You may find it handy to track your investment portfolio by using the **Finance** option.

Current Publications

If you scroll down to the bottom of the Google *News* page you can now scan the front pages from a variety of publications. There is an arrow on the right side of the display that allows you to scroll through the current featured publications. To enter a page, simply click on it. Click again and you will open that web site for that publication. From there you can review the contents of the current issue of the publication.

All it takes is a lot of spare time to explore some of the hidden Google offerings.

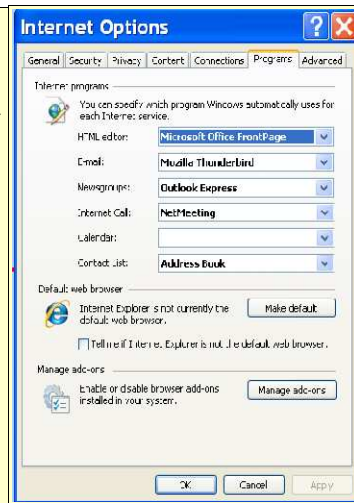
Fred Notes

Fred Schneider has been exploring new computer tricks. He reports a discovery for jumping from his Internet web browser to his email program and back without having to keep closing and opening programs.

When he is browsing a web page that has a note that reads something like *I want to email this article to*

a friend, and he clicks on the link, his computer automatically opens his email program.

Fred is currently using **Thunderbird** as his *default* email program. If you use Internet Explorer as your web browser, you can change your default email program by opening Internet Explorer, selecting Tools, Internet Options, Programs, and selecting your preferred email program.



If you want to get back to the Internet Browser without first closing the email program, press **Alt + TAB**. (This means hold the **Alt** key down, and while holding it down, press the **TAB** key.)

Alt+TAB opens a little box that shows all open Windows. Each time you press the **TAB** key while holding the **Alt** key down highlights a different open window icon. Releasing the **Alt** key will open the window for the highlighted program.

The **Alt+TAB** trick makes it easier to jump between programs and can speed up your computer activities. ☺

Creating Free Greeting Cards

There are programs available (for a modest price) that are designed specifically for creating greeting cards. However it is not too hard to create your own cards using the free **Open Office Drawing** program.

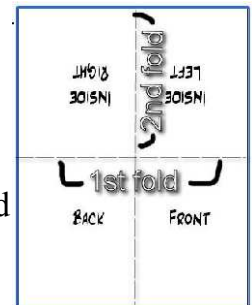
If you do not already have Open Office installed on your computer, you can find directions on the bvres.org web site.

www.bvres.org/BVCCWeb/Tutorials/UsingOfficeWriter/Lessons-Installing%20Open%20Office.pdf

The following instructions are for creating a four page greeting card by folding an 8 ½ by 11 sheet of paper in half twice. Most office supply stores carry envelopes that are designed to fit this size card. Look for envelopes that are 4 3/8 by 5 3/4 inches.

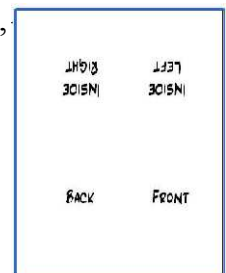
Plan Ahead

The first step is to determine the relative orientation of the four pages of your greeting card. Take a piece of paper and fold it twice. For the vertical format book fold card in this project, the sheet must be folded in half twice as shown in the illustration.



✓ **First fold the sheet in half along a horizontal line (with the sheet in portrait mode). Then fold the sheet a second time.**

When you have folded the sheet, write the names of the four pages of the final card on each page as shown. When you unfold the sheet you will see how the four pages have to be arranged.



✓ **Open the Open Office Drawing program.**

There are additional details for creating greeting cards in the **Schoolhouse** on the bvres.org web site. I will include just enough information in this article to get you started.

Take a minute to review the **Open Office Draw** display. There is a **Menu Bar** near the top of the display. Just below the **Menu Bar** is a set of **Standard tools**. The large area in the center of the display is the drawing page. It is possible to zoom in on this page to get closer for detail work. The **Page Overview** area provides a n

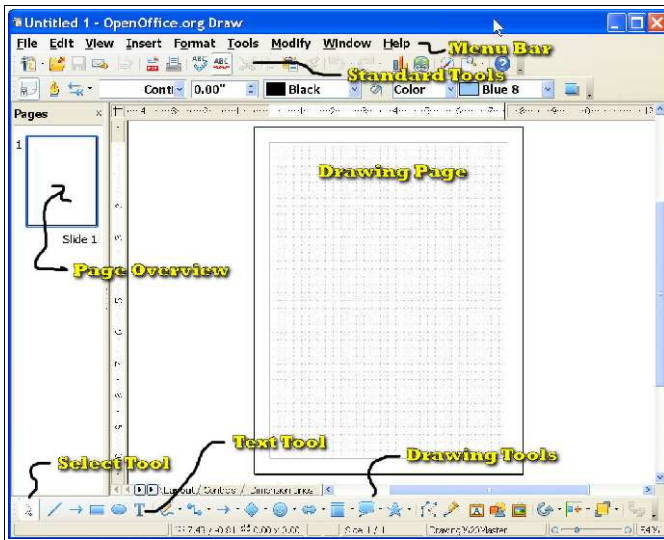


image of the entire page, even when you zoom on the drawing area.

Near the bottom of the display is a set of Drawing Tools.

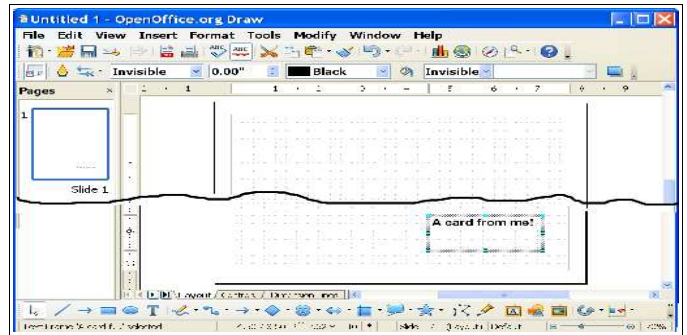
If the Drawing Tools are not visible on your display go to the Menu Bar and select View, Toolbars, Drawing.

First, we add some text.

- ✓ **Select the Text tool from the Drawing Toolbar.**

NOTE: *Drag a text box* means to position the mouse cursor at what will be the upper left corner of a box, click and hold the left mouse button down, move the mouse to what will be the lower right corner of the box, and then release the mouse button.

- ✓ **Drag a text box in the lower right area of the drawing page. Then, type some words in the text box.**



NOTE: When text is selected the **Text Format** tools appear below the toolbar. When a graphic object or picture is selected, the **Image Format** tools appear. These context sensitive menus make it easier to control object properties.

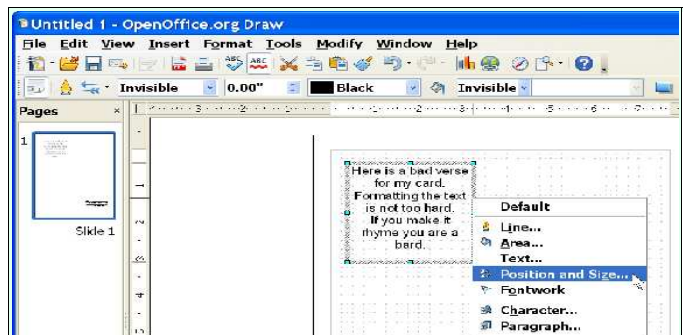


If you have any word processing experience you will already know how to change font, font style, another properties using the Text Format tools.

- ✓ **Format your text as desired.**

The inside right page is typically where greeting card messages appear. If you look back to the planning sheet at the start of this article, you will see that the inside right text has to be rotated. No problem.

- ✓ **Add a new text box to the upper left area of the page and enter some text.**
- ✓ **Use the Select tool to select the new text box.**
- ✓ **Right click on the edge of the text box to open the pop up menu. Then select the Position and Size option.**



✓ In the Position and Size dialog box, select the Rotation tab, then enter an angle of 180.

If you want to go back and edit text, *double click* in the text box. It will flip the text back for easy editing.

Now that you know how to add text to your card, it's time to add graphic images.

✓ From the *Drawing* toolbar, select the *happy face* from the *Symbol Shapes* tool.



If you don't see the happy face, click on the little down arrow on the right side of the Symbol Shapes tool on the drawing toolbar. This will reveal the standard symbol collection.

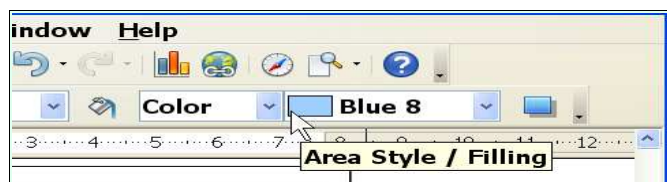
✓ Drag out a symbol in the lower left quadrant of the page (this will end up on the back of the card).

Observe that when a *graphic object* (a picture or image) is selected little grab points will be shown at the corners and mid points of the object. You can click and drag these points and change the size of the object.

NOTE: To preserve the aspect ratio of an object that you are resizing, hold the shift key down while you grab and move a corner point.

When you move the mouse cursor over a selected object the cursor will change to crossed arrows. With the crossed arrows cursor you can left click and drag the object to a new position.

✓ Move the happy face to the lower center of the back card page.



✓ With the happy face symbol selected, click on the arrow on the right side of the *Area Style/Filing* tool in the Graphics Objects toolbar (near the top of the display) and select a new color for the happy face.

Let's add a picture to the card.

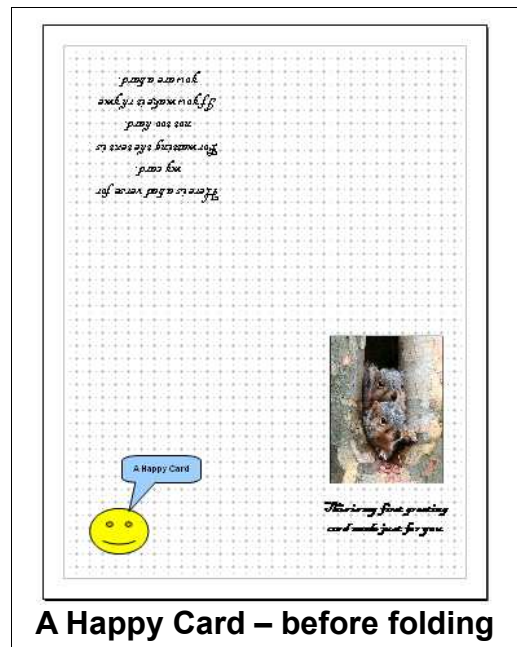
✓ Select the insert picture From File tool from the drawing toolbar, then use the Insert Picture dialog box to select a picture of your choice.

That's it! Now you have enough information to create your own cards.

Just for fun, you should explore some of the Drawing tools found along the bottom of the display.

When you print your page and then fold it, you might discover that objects need to be moved around a bit to get them in an attractive position.

The more detailed version of these instructions found in the bvres.org school house tutorial provide additional tips for making cards.



A Happy Card – before folding

