

# Lake County Area Computer Enthusiast NEWS JOURNAL

December 2014

Members Helping Members

Volume 31 Issue 9

## Back to Basics

### Using Menus and Ribbons

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April 2014 PC Monitor

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Computers give us choices - way too many choices. No matter what program you are running, it probably comes with many options. Even when you are writing an email, your email program comes with hundreds of options such as font size, color, sorting options, and more. I think it would be a good idea to review some helpful hints and tips for selecting options. So here is just a list, in no particular order, of things about menus which, in my view, are helpful to know.

**Menu** – a list of options or choices. A menu will appear if you click on a tab or name of a menu, such as “File”, “Home”, “Format”, or “Help”. Newer programs have menus called “ribbons”. Some menus may be listed in a whole new window, but most menus provide their options in a “drop down” list.

**Ribbon** – is still just a menu of options. Click on the ribbon tab to see the options for that tab.

**Default** – this is what you get if you do NOT change an option. For example, your email or word processor program may have a default font point size of “12”. So, if you do not select a different font size, you will be using the default value of “12”. In many programs you can change the default value of some options. Many people change the default font to a larger size in their word processor program so that they do

not have to change the font size every time they open it and start writing a document.

Unfortunately, program updates and new “versions” of programs change the menus. One of the most frustrating things about using a computer is trying to find out how to do what you did before they changed things around. The easiest way to find out how to do things in a program is to use the “Help” menu or option (sometimes this symbol is a small blue circle with a white question mark in it). Or, use Google – just type in your question in the Google search box, such as: “How do I change fonts in Word 2010”. When using Google be sure to specify the program and version that you are using.

If you “hover” your mouse on a menu item (that is, move your mouse arrow on the item and then wait a moment) you should see a box with words identifying that option. This is helpful when your menu options are symbols you are not familiar with. And these words are the ones you should use when searching to find out more information about that option.

If a menu option is in “gray” (also known as “grayscale” or “subdued”) it means that you cannot select that option now – it won’t work. An example of this is you cannot use the “Cut” command unless you have first selected something to cut (such as by highlighting it). Or, you cannot “Paste” anything unless you have cut or copied something first to the clipboard. An option in gray means that you have not met the conditions to make this command work.

*(Continued on page 5)*





*"Members Helping Members"*  
(since 1983)

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## **News Journal**

*The LCACE News Journal* is published eleven times annually. Members are encouraged to submit contributions which will be acknowledged in this newsletter.

Send articles to [editor@lcace.org](mailto:editor@lcace.org)

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Logo designed on an Atari Stacy Laptop in 1989 by Dwight Johnson Jr.

## **Lake County Area Computer Enthusiasts**

**LCACE  
c/o Group Ambassador**

["J.J." Johnson](#)

## **Membership**

LCACE membership is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at <http://www.lcace.org>.

## **Meetings**

LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

## **Newsletter Submissions**

Club members are welcome to submit classified ads, reviews, tips and other articles for publication, to our newsletter editor in Microsoft Word format (.doc). **Publication deadline is the 20th of the month for all ads and articles.** Please do not use tabs or special formatting.

## **Newsletter Advertising**

Ad rates per issue: Full page - \$25, Half page - \$15, Quarter page - \$10, Business Card - \$5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 15th of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are **FREE** to all paid members.

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# Windys Computer Repairs

**Phil Nocerino**

1475 Robincrest Lane  
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**Custom Desktop Computer Used \$300.00**

**AMD Athlon II x 2 2.80 GHz**

**Fresh install Windows 7 Ultimate 64 bit**

**DDR 3 - 2 gig ram ( upgradable 3 slots available)**

**New 500 gig hard drive, 500 Watt Power**

**Supply, VGA, DVI**

**GIGABYTE GA-MA785GMT-UD2H Motherboard**

**Hurry before its gone.**

# Membership

October 12, 2014

J.J. Johnson

Membership Chairperson

Members:

Meeting *Attendee*:

**THANKS FOR JOINING**

None

**THANKS FOR RENEWING**

None

**THANKS FOR VISITING**

# L.C.A.C.E.

## 10/11/14 Meeting



L.C.A.C.E. Club Historian

History Report, 11/1/14 Meeting

By Les Larkin

[LesLarkin@AIM.com](mailto:LesLarkin@AIM.com)

Linda Busch once again steps up to the plate as meeting conductor, while Liz Barnett was handling other tasks. At least one of those tasks was applying her notable baking skills to making some really nice mini cupcakes for the attendees. Thanks to both Linda and Liz.

Our featured presentation was 'Geocaching' by Scott Landy. Scott is currently Vice President of the G.A.P.L.D. Library Board. Geocaching is like a scavenger hunt, but on a global level, with the advantage that there is no time limit, and you can play whenever you want. If you were not there to see Scott's great presentation, you can catch it through our club website on YouTube. Thanks, Scott, for for doing such a great job on the presentation, and to J.J. for making it available to all on YouTube..

Have a great time at the L.C.A.C.E. Holiday Party!



# December

**Kenneth Savage  
Richard Eisenmann  
Joseph Kusiak  
Linda Rohlfing  
Linda Busch  
Raleigh Floyd**

# Seasons Greetings



## Lake County Area Computer Enthusiasts

*"Members Helping Members"  
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# HOLIDAY RAFFLE 2014

### 1st Prize:

#### Dell Inspiron Touch Notebook

- Intel Core i5 Processor,
- Windows 8.1 64-bit
- 8GB Memory
- 1TB HDD
- HD 15.6"



### 2nd Prize:

#### Apple iPad Air 16GB Wi-Fi -White

- 5th Generation Retina Display
- Dual-core A6X chip with quad-core graphics
- 5.0MP iSight camera, 1080p HD video recording
- Up to 10 hours battery life

### 3rd Prize:

#### Kindle Fire HDX w/WI-FI

- 7" HDX touchscreen display
- 2.2GHz Quad-core Snapdragon 800 CPU
- 16GB (10.9GB available to user) of internal storage



### 4th Prize:

#### 1-Year's Membership LCACE *"Members Helping Members"*

Tickets: \$1 each, 6 for \$5, or 25 for \$20

**Drawing December 6, 2014**

**WINNER NEED NOT BE PRESENT**



Please remember to use the Amazon.com link on our website for your purchases:

Please click here ►  ◀ to help support our club with your on-line purchases

*(Continued from page 1)*

If a menu option has three dots after it, such as “Save as...”, it means that when you select that option you will get another window of choices or options. If you see a symbol next to a word on a menu, it means that that symbol represents that menu option on other menus or toolbars, etc. For example, if I go to the “Edit” menu, I will see the scissors symbol next to the word “Cut” – so the scissors symbol on a toolbar will also do the same as the “Cut” command.

Some menu options may have a keyboard combination “shortcut” you can use instead of going to the menus. For example, on the “Cut” command you may see the keyboard combination of “Ctrl + x”. So, instead of using the menu, you could just hold down the control key (Ctrl) and hit the “x” key to do a “cut”. I usually discourage people from using keyboard shortcut commands because it is too easy to hit the wrong key.

Using menus, ribbons, and selecting options are how we interact with our computer. Every new edition of a program probably adds more options, many of which you will never use. But why not play with some options and see what happens? You may discover a new deck of cards for your solitaire game or a way to add an automatic signature to your email!

# Product Review

## Merging Photos

By Larry Piper, President, Midland Computer Club, MI

April 2014 issue, Bits and Bytes Newsletter

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[webbyte\(at\) yahoo.com](mailto:webbyte(at)yahoo.com)

Ever see a row of photos at the top of a Facebook or website page? I'll bet it crossed your mind that this would be a good idea for one of your own projects.

I'll bet your next thought was that it would take a powerful photo editing tool, most likely Photoshop, to accomplish this horizontal photo montage'. Sure enough, when you did some cursory checking, words like 'layers' and 'flattening' began to appear. Or maybe you found how-to ideas for creating a photo collage', which is NOT what you had in mind.

I too went down this same road. I also discovered that the most recommended solution is to use Paint, a free program that comes with Windows. I found the Paint solution not very intuitive and a little time consuming to use. Then I discovered another solution that had been right in front of me for a number of years. It is also a free program, IrfanView. This little utility has been around since the days of Windows 95. It will open virtually every graphic file type—as well as most sound and video file types. I use it as a fast image resizer. But right there in the opening screen under the Image drop-down menu is the choice Create Panoramic Image. Perfect!

IrfanView gives you the choice of horizontal or vertical merging of photos. You add the photos you want rearrange their order and then hit the Create key. Save the resulting photo-merge, give it a name and you are good to go. You could even resize the final image if it is too big or too small for your application.

So what about merging photos of different pixel size or resolution. No problem. I ran a few tests where the height dimensions were five times different. IrfanView makes the horizontal photo montage' a constant height. The same thing occurred when merging photos of very different resolution. Again, the merged photos were a nearly constant total pixel size. The overall picture quality has been reduced substantially, but who cares when it is being viewed over the Internet.

IrfanView is the product of Irfan Skiljan, who lists himself as graduate of Vienna University. Be sure to get the latest version which is 4.37 as of this writing.

# Special Interest Group of the Month



## Food Sig.

Always a lot of fun. You can join us. Details at the end of every meeting.

And the  
**Winners**  
are...

**50/50 Winner**



**Terri Hanlon**



Submitted by: **Lew Seidenberg**

## GRAPE SALAD

1. beat 1 8 oz package of softened cream cheese with 8 oz. sour cream until smooth
2. add 1/2 cup powdered sugar and 1 tea-spoon vanilla and beat until smooth
3. fold in 4 pounds of seedless grapes....various colors look nice
4. pour into large serving bowl
5. top with 1 cup of crushed pecans mixed with 1 cup of brown sugar
6. refrigerate until serving



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**Lake County Area Computer Enthusiasts is now an Amazon.com affiliate.**

**Amazon will pay our club a small advertising fee if the shopper comes from our website and makes a purchase**

**Amazon sells books, technology, just about anything you can name. if you plan to shop at Amazon.com, please visit our website [www.lcace.org](http://www.lcace.org) and click on the Amazon link at the top. Thank you**



## **Lake County Area Computer Enthusiasts**

Do you have computer questions  
or need help with your computer?



Visit Lake County Area Computer Enthusiasts'  
help desk for one on one help

**Open to all**

11:15 a.m.-12:15 p.m.  
Grayslake Area Public Library  
Rooms A-C





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look, you just  
might see  
yourself.**

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