# YOUR C.U.G.R. PRESENTS

## 4th Tuesday, November 24, 2009

## Our Digital Image Guy, Frank Tona of Crown Camera Is Here!

CUGR's November Meetings should be called "Frank's Meet." Because once again he has agreed to show us all the new goodies on today's market for our digital world of photography and beyond. It just wouldn't be the month before Christmas without Frank! So prepare for good information and great laughs, and don't miss this meeting! Read more on Page 4 about Frank's presentation.

## Door Prizes

*A little different this month:*

*Frank is bringing something, but it's still unknown to us, so we will just have to wait to see what he may have up his sleeve!*

We are selling tickets and it's still one free ticket to each member at the door!

## 6 PM Club Business & Presentation

Sign in at the Greeting Table and pick up your name tag and please leave it in the Tag Box when the meeting is over. Also please stay and help reset the tables to the Library's original arrangement. Thank you.

**Dec. 22, Christmas Party with Gifts Galore! Remember To Bring Goodies To Share!**

## CUGR Calendar

**CUGR Board Meeting**
3:15 PM Monday, Nov. 30
at Jack-In-The-Box, Dana Drive

**MULTI-MEDIA**
10 AM, Saturday, Nov. 21

**WINDOWS & MORE**
11:30 AM, Wednesdays
Dec 2 & 9

**DTP SIG**
2 PM, Wednesdays
Dec 2 & 9

See back page
for more SIG information

**GENERAL MEETINGS ARE at the Redding Library 100 Parkview Ave, off Cypress. OFFICIAL WEBSITE Is http://cugr.apcug.org/**
For more information call any Board member listed on Page 2.

## In This Issue ...

## Editor's Corner

*It's your club. Your input is of value to us…*

We had such a huge turn out for this meeting! Windows 7 is definitely the subject this year and Greg Vogt was so interesting and knowledgeable. I heard several folks say they would like to invite him back. Fred Skill came across Greg not long before the meeting and Greg agreed to sit in with Fred. His time was limited, but during his visit we learned a lot about Win 7. With much appreciation, Greg, thank you.

And wouldn't you know it, we had to share with a very small group using the other side of the room. They did not disturb us, but the situation did cram in our side. And the other problem was a lack of microphone. It was quite difficult to hear the speakers, but hopefully we (the CUGR Board) have that under control now. The room also has been reserved into spring.

By the way, this is how the Library lends their community room to organizations, such as ours. We can not sign up for more than six months at a time (last year it was only about three or four months ahead). So other groups would slip in on our Tuesday before we could sign up. Fred Skill has joined the board and is at the library almost daily, so he has taken on the duty of keeping ahead of our dates by signing up as soon as the library will allow.

Another rule about our library room time: By having our meeting between six and eight p.m., the room does not cost. After eight it does cost about $50 to pay for someone to stay and lock up the library's front door.

I am often asked when articles for the Motherboard need to be submitted for the month. All articles and reviews must be to me by the first **Friday of each month** in **rtf or doc** form via e-mail. **Double spaced at new paragraphs**. Also, there's no reason to format, for all formatting is lost due to the pre-determined formatting of the newsletter's style.

There is an article on Page 10 about "e-mailing forwards" (always worth knowing about) and they recommend checking with Snopes. I do also. However, if you do not like Snopes, there is a plethora of hoax and virus websites that can be used instead, just web search "Internet viruses and hoaxes" to find them.

I'll see you and Frank on Nov. 24.

Judi Ball

# October Meeting
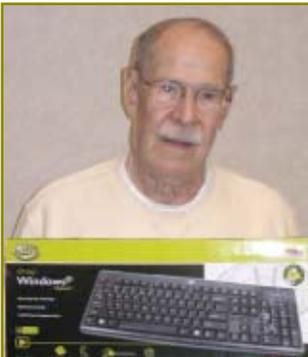


*Bill Ball & Fred Skill*



*Greg Vogt a great guest speaker. Thank you for your precious time, Greg!*
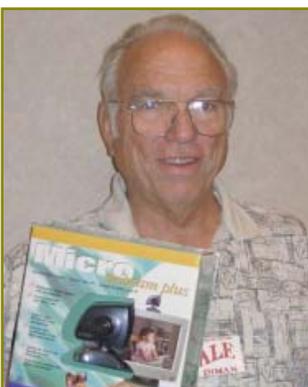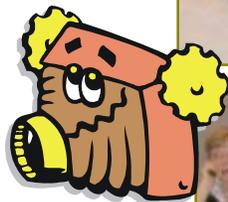
# Congratulations To Our Winners!



*Fred Skill won a digital Tri-pod with many feature, plus a carrying case.*



*Herb Quick won a wireless keyboard.*



*Dale Inman won the Micro WebCam.*

## The Princess Frog

A programmer was crossing a road one day when a frog called out to him and said, "If you kiss me, I'll turn into a beautiful princess."

He bent over, picked up the frog and put it in his pocket. The frog spoke up again and said, "If you kiss me and turn me back into a beautiful princess, I will stay with you for one week."

The programmer took the frog out of his pocket, smiled at it and returned it to the pocket. The frog then cried out, "If you kiss me and turn me back into a princess, I'll stay with you forever." Again the programmer took the frog out, smiled at it and put it back into his pocket.

Finally, the frog asked, "What is the matter? I've told you I'm a beautiful princess that I'll stay with you forever. Why won't you kiss me?"

The programmer said, "Look, I'm a programmer. I don't have time for a girlfriend — but a talking frog, now that's cool!"

## Officer Nominations For November Election

We will have the election this month of either the following nominations, or of other nominees from the floor. Please be willing to voluteer or nominate someone you feel would be a good candidate for an officer's position. Mario Quinn and Margaret Martinovich would like to be relieved after many years of serving.

Elections take place during the November general meeting and newly elected officers begin their duties in January of 2010.

### Nominations, at time of printing, are:

**President:**
Mike Doyle

**Vice President:**
Richard Marx

**Treasurer:**
Mario Quinn

**Secretary:**
Margaret Martinovich

## Knowing When It's Time To Upgrade Your PC

(NAPSA)—If your computer is more than three years old, you may find that a trip on the information superhighway seems more like life in the slow lane.

Did you know that more than one-third of PCs in the world are estimated to be more than three years old and 60 percent are bulky old-school desktops?

Not only do older computers run slower than newer models, they're also more likely to freeze up or crash when you run multiple applications. And in today's busy world, who's got time to wait for his PC to catch up with the speed of life?

Many new computers offer lightning-fast processing speed, up to 300 percent faster and with more performance, offering users the ability to experience everything the new Internet has to offer and multitask twice as fast. These computers put the world at your fingertips, and for most people with older-model computers, they have no idea what they've been missing. Keep in mind that your older computer was not made for many of to-day's most popular sites. For example, You-Tube didn't exist four years ago and Twitter was an unknown word. To take advantage of what these sites have to offer, you'll want a machine that can give you a faster experience with better performance.

You may even find that a mobile laptop fits your needs so that you can access information from anywhere.

Thanks to today's wireless capabilities, you can log on almost anywhere to stay connected with Facebook and e-mail, upload and watch videos on YouTube or catch your favorite television show online.

This is essential because so much of entertainment is online these days, including Internet TV, high-definition (HD) movies and more.

A new, more functional computer will allow you to experience this seamlessly, without interruptions.

Live Smartly Cutting-edge processor technology from companies such as Intel allow you to compute smartly and efficiently.

You can enjoy more functionality in one device — whether it be watching movies on-line, connecting with friends via e-mail, or simply getting work done. These energy-efficient processors also use less power, so you are saving the planet and saving money with lower electricity bills.

Money may be tight these days, but you don't have to spend a fortune to get a current device that will answer your technology needs. Trading in your old, desktop PC for a newer model can enhance your multitasking skills beyond what seemed possible just three years ago.

To learn more, visit the Web site at www.intel.com/consumer.

# More On Frank Tona's Visit

*by Jeanie Richardson*

> **Frank said to "Bring your tripods and he will be glad to show us how to properly use them.**

Once again we are going to be honored by the presence of Frank Tona from Crown Camera.

He is going to show and explain all the new technology in digital cameras including a new camera that doubles as a projector, cameras with a view-finder on front and back, new tripods and more!

Along with his display of all new things, he will answer questions which you may have about any of his presentation.

The use of tripods is a necessary piece of photo equipment which many of us are not accustomed to using until it is necessary, and then we are not sure how to set them up, so bring your tripods if

you have any questions and he will be glad to teach you about the use of your equipment. (Hint: Practice using your tripod at home before you really need it...such as an unexpected night shoot!)

Crown Camera will bring a buying guide for all members of our computer club and information about their Christmas Specials! Our club will have notice of these specials before they are announced to the general public! So everyone come and bring your photography minded friends!

# Bits And Pieces

*by Rush Blodget; IMB/PCUG of Redding, rmaxmisc2@charter.net*

### WINDOWS 7 – 64-BIT VERSION

It is stated that if you plan to install four or more gigabytes of RAM that you should buy the 64-bit version of Windows 7, since the computer is unable to recog-nize more than 3½ gigabytes of RAM with a lesser-bit version. Thus, if you want to benefit by the increased speed of additional RAM you must go for the 64-bit, which is limited only by the space for memory available on the motherboard.

### PASSWORDS REVISITED

Although I mentioned this before, I thought it was worth bringing up again. It is using a substitute instead of keeping a long password list. Some vendors and other sites, such as Yahoo Finance, political sites, newspaper or magazine websites, etc., offer free on-line access to the current and archived editions for subscribers who may ask for an e-mail address and a password so that they can make a focused solicitation later. I have tried to segregate this group by using a separate e-mail address when I log onto them; and I can later discard this address when too much spam accumulates from their responses. I use a similar low level password for most of them. However, some ask for various com-binations of let-ters and numbers, and a varied placement of the same.

To enable a quick-er and still secure access, I save the sites' URL on the desk-top and use "re-name" to edit the title to as few words as possible and add a partially coded, but secure password. For the coding I use the first letter of a stated number of consecutive words of the first stanza of a memorized poem (or of some other memorized passage), e.g., one from grade school followed by the number of letters used. Such as, if you use the first letter of the first eight words then end the password with eight. If you want to show the number of letters you may use x's before the number to reflect the number of words involved. For example, xxxxxxx7 would indicate the first letter of each of the first seven words of the memorized passage.

Needless to say I have never written down the password to sensitive sites such as bank accounts, etc.

# Finding Help In Windows & Windows Programs

*by Ron Hirsch, Member and Contributing Editor, Boca Raton Computer Society, FL,*
*www.brcs.org, ronhirsch1439@comcast.net*

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### HELP IS EVERYWHERE

Windows and Windows programs act-ually have a tremendous amount of help and assistance built into the software. Un-fortunately, most users don't know where to look, or don't know how to access this help. A good analogy would be a man who drowned, even though six people threw him life jackets. You may ask "Why did he drown if he had all those life jackets?" The unfortunate fact is that he didn't know what a life jacket was, or how to use it.

How often have you needed help in a Windows program and didn't know where

to look? It just so happens that Windows has lots of places that provide you with help. In the distant past, most software programs came with lots of books, manuals and other printed material. However, in those days, the cost of the software was much higher and could eas-ily absorb the cost of these manuals. In present times, the software industry has gotten extremely competitive, and cannot afford to print elaborate manuals and in-clude them with the product. But, a tre-mendous amount of help is readily avail-able to you, if you know where to look.

Actually, the subject of help should act-ually be broken up into two distinct cate-gories. There is the type of help you need

# Multi-Media SIG UpDate

*by SIG Leader Jane Quinn, qjquinn7427@gmail.com*

*Weekly S.I.G. Group meetings are every Thursday at the Senior Center in Anderson from 1- 3 pm. Only members may use the club's laptop to burn their DVD movie projects.*

*Our next Multi-Media monthly SIG is on Nov 21, at my home from 10 am to noon. For directions contact me at qjquinn7427@gmail.com or phone 365-0825.*

### LIBRARIES PC STYLE

We had discussions on several topics but one recurring feature is the use of "libraries" in today's software. I can think of half a dozen programs that now use this database managing concept beginning with Media Player, which is in all versions of Windows OS (Operating System). The latest surprise was the use of it in a new Hewlet Packard printer and in Costco's on-line Photo upload program. In the printer I had to build the "Image Library" before I could start any project such as making a label. It is a one time annoyance, after the search, and your program will find your images.

It is also a misconception that a duplicate copy of the image is created every time you build a library. It is virtually a shortcut pointing to the location of that image in your computer. If by chance, the image appears twice in the library, you have indeed created a duplicate version of that image somehow. Look at the detail properties of that image and you will discover it is physically located in two different places. A special thanks to Mike Doyle and Ed Beaulac for their input.

### STAYING TECHNO SAVVY WITH THE LATEST MULTI-MEDIA SOFTWARE

The club's laptop, which I use for the SIGs, has now been updated to Windows7 Professional. My personal private hell has been and still is trying to make all my devices and their software work in this new environment! Well, in short, my devices have no trouble, because the manufacturers have diligently provided updated drivers for the new Windows7. So this is not the issue. No, it is the software! For example, Data burning, Video Editing, Conversion and Authoring, which I do a lot of, is supported with a newer version of my favorite software. So yes, I buy the new version in order to continue with my work. These software issues only arise from the new file formats, i.e. video streaming, Blue–Ray output, DirectX 9.0, such as IFO/VOB, ISO, to just name a few! Recently, I've had several discussions around town with knowledgeable technicians and have read lots of internet forums that support my theory. A new Microsoft OS often means new versions of your favorite software. Although your 2009 software version is only a year old, it's not supported in the new Windows O.S.

It is exciting for all of us to use a new operating system. It's like putting new life to your computer. I'm keeping a journal and will share monthly in this column the hurdles I've overcome using Windows7.

See you on Thursdays or at the next monthly S.I.G. meeting on Nov 21, 10 a.m. to noon. Got to get back to Windows 7!

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# Crown Camera's October Photo Walk

*by Jeanie Richardson*

### PHOTO DEDICATION BY BEGINNERS AND PROS ALIKE

Oh, the nights are getting sooo chilly in Redding. October 28th five of us from Jane's Multi-Media SIG group gathered at the Sundial Bridge along with about 50 other brave souls.

In the parking lot, Frank and Lee met people and helped them adjust their tripods, then we all moved to the entrance of the world famous Sundial Bridge. McKinsey of Crown Camera gave us a lot of instructions on how to set our cameras, and he even helped some of us with our "dials" (code word for correctly setting our cameras!).

When we began setting up and taking photos it became darker and colder, and by 8 p.m. I, personally, was shot. So all of us "photographers" went off in different directions. However, we all enjoyed it and felt invigorated for future walks.

This particular shoot was very informative. We learned so much about our camera and tripod settings, as well as how to photograph at night.

### PROFESSIONAL HINT

**Never** go photography shooting at night without a flashlight, because you can't read any settings in the dark!



*Frank Tona Posing At The Sundial Bridge*
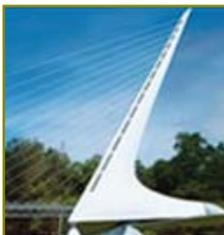


***The Brave Five:***
*Jeanie Richardson,*
*Jane Quinn,*
*Patty Carlisle,*
*Margaret Martinovich,*
*Anna Lee Horton*



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## FINDING HELP IN WINDOWS

when you're working in a program and something specific comes up that you are not familiar with, and need assistance. The other type of help is when you need real beginners' information on how to learn and use the basic program features.

### GETTING HELP WHILE WORKING IN A PROGRAM

Listed below are three methods for obtaining help and information instantly.

1. The universal key in Windows to obtain help is F1. In almost any situation, whether it is in a specific program or just on the plain Windows desktop, using this key will generally bring up a help screen in which you can navigate and probably get answers to the question at hand.

2. The second most important way to get help is to use the help menu on the program in which you are working. While not every window program has a menu at the top of its operating window, the majority of Windows programs do have this listing. Clicking on "HELP" will generally bring up a list of various options. A very common option is an item which is labeled "index." Clicking on this will bring up a bunch of choices for you to select alphabetically or by topic. You can click the help area you are looking for, or generally type in the subject in the field which is presented, to have the program show you what is offered.

3. A third, and largely overlooked method of obtaining information, is by right-clicking on the item in question. The protocol of right-clicking to obtain information and other features is becoming more and more widespread in Windows and Windows programs.

The three methods presented above can provide you with a tremendous amount of assistance while working at your computer. While these methods do not replace the need to use manuals, they offer the user the opportunity to obtain help very rapidly via a few simple mouse clicks.

The best way to learn more about this, and understand the protocols, is just to try it. So, start clicking away and see what comes up.

### PRINTED DOCUMENTATION

Typically, programs come with a very short printed document which includes just about enough information to help you install the program. Today, most installation disks are CD's (or DVD's), and of course, optical disks have lots of space where other material in addition to the program itself can be stored. Sometimes, the complete manual for the program is on the CD and the installation process for the software actually sets up an icon where you can click and have the manual brought up. Some manufacturers however, just put the manual on the CD and never let you know that it's there. Of course, if you're conversant with exploring the contents of the CD by using Windows Explorer or another file manager, you can take a quick look at the listing of files and generally locating the manual is fairly easy.

Once you have the manual located, it will more than likely be in a PDF file, and you can read it on your machine, or print it out using your printer if you so desire. If you feel that you are going to have many reasons to continually use the manual, it probably pays to print it out.

One thing you should be aware of however is that manuals can often be several hundred pages, and can take a considerable amount of time, paper, and ink to print out. Also, the cost of printing the manual can be substantial if there is lots of color used on the pages. Printing out of a manual can run anywhere from five cents to 20 cents a page, using your own printer, depending upon the complexity and use of color on the pages. Very often, for major programs where there are third party books available, it makes more sense to purchase a ready-made third party manual which will probably have even more information than the manual on disk. This is true mostly of those programs which are very widely used such as Microsoft Word, Corel Word-Perfect, Photoshop, and similar programs.

Generally, when the manual is on the program's CD, it is often in a format called PDF, which stands for "portable document format." This format requires Adobe Acrobat reader to view it on your computer. Most computers these days have Adobe Acrobat reader already installed, as it is a very widely used program. And, if you double-click on a file that has a PDF extension, it will automatically launch Acrobat Reader and the document in question will be available for you to read, print, or whatever you would like to do. Adobe Acrobat reader is part of the Adobe pro-gram called "Acrobat." This program has become universally used for creating documents which can be distributed widely, and easily read on any computer. The reader portion of the program has been made available by Adobe as a free utility.

### THIRD PARTY MANUALS

If you decide to buy a manual, here again, you have a variety of choices. Very often the software manufacturer has manuals available which you can purchase directly there. Unfortunately, these manuals may not be as good as those which you can purchase directly from a book supplier. A typical case in point is the manual for WordPerfect. For many years, I have been using the original WordPerfect manuals in addition to the third party manuals produced by QUE Corp.. These QUE WordPerfect manuals which are typically entitled "Special Edition— using Corel WordPerfect X," have been vastly superior to those manuals which are available directly from Corel, or whatever company currently owned the WordPerfect product. The QUE manuals for WordPerfect are generally over 1000 pages, very well-organized, and offer extremely good value. Anytime I'm looking for a manual for any program, QUE is my first choice.

With the Internet, and book stores like Barnes & Noble or Amazon, finding books has become a very simple task. Go to the Web site, and do a search on the program name in question. A listing will come up, with info on the book, pricing, etc.. Then it's a simple matter to make one's choice. While a local book seller may be able to provide you with some of the choices, the Internet will have a far greater number of choices available.

I hope the material presented here will assist you in using your computer in more and better ways. To me, the secret to getting any job done was never that one had to know everything about everything associated with the task. But, knowing where to look for answers to the things that you aren't familiar with, is the real key to success.

If you find this material useful, you may want to download this article in PDF format, from our web site www.brcs.org. This allows readers to keep the material either as a PDF file, and/or print it out, and place it in a loose-leaf notebook for future reference.

# Windows Control Panel Basics

*by Phil Sorrentino, President, Sarasota PCUG, FL, July 2009 Monitor, www.spcug.org, president@spcug.org*

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).*

The Windows Control Panel is the component of the Windows User Interface that allows users to modify and personalize the way Windows (XP and Vista) to operate. All of the User Interface Settings and controls that are under user control can be manipulated by the small applications (called applets) that are part of the Windows Control Panel. (Control Panel applet files have .cpl as the file extension, so if you come across a file that has a .cpl suffix, don't move or delete it, it's probably a control panel applet.) For the names of each of the Control Panel applets, visit the Microsoft site at http://support.microsoft.com/kb/313808. In XP, Vista (and probably Windows 7), the Windows Control Panel has two views, the "Classic View," and the "Category View." For convenience, the user can switch between these two views.

· Example 1 on Page 9: The Classic view consists of shortcuts directly to the various Control Panel applets. Each applet does a specific job.

· Example 2 on Page 9: The Category view consists of categories which, when clicked, display the Control Panel applets related to that category. The Category View divides the Control Panel applets into logical categories:

After you choose a category, you may be taken directly to the appropriate applet, or you may be given a list of tasks that can be accomplished, such as the following for the Appearance and Personalization category, Example 3 on Page 9:

If you are offered a list of tasks, choose a task and you will be taken directly into the correct screen and tab of the applet that will do the job. If you are familiar with the applets and you know just what you want to accomplish, the Classic view is probably the view to use. If you aren't quite sure what the applet does, then the Category view may be the best choice. Either way, the idea is to get into the applet that controls the function that you want to modify or personalize. Once you are in the desired applet, you will have available all the screens, tabs and buttons that the User Interface provides.

Each Control Panel applet focuses on a specific functional area. Some applets control the way the User Interface looks such as "Display" and "Keyboard," some control the way the User Interface acts such as "Automatic Updates" and "Folder Options," and some control specific functional areas such as "Network Connections," and "Sounds and Audio Devices." Many applets control both the looks and actions in a specific functional area. For example, the Mouse applet controls the way the mouse cursor looks, and it also controls the way it acts when the mouse is clicked or double-clicked. On the other hand, Network Connections is used to set up a network and, once setup, you hardly know it is doing its job (but you'll very quickly know when it's not doing its job).
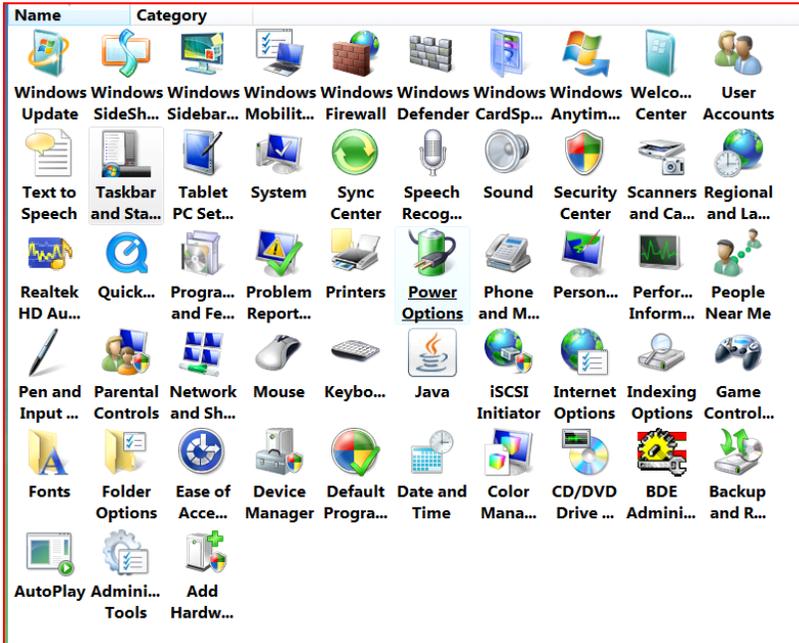
As an example of a Control Panel applet, let's look at "Folder Options." Understanding this applet is very helpful in explaining how certain things in Windows operate. (The following discussion applies directly to Windows XP. Vista is similar, but with small differences and instead of finding "File Types" in the "Folder Options" applet, it is found in the "Default Programs" applet.) In XP, when you double-click on the "Folder Options" applet, you are presented with a window with four tabs at the top. The first three tabs determine some very basic operations of the Operating System. The "General" tab has three controls: one for Tasks, one for browse Folders and the third for the action that opens windows. A recommended setting for Tasks is "Show common tasks in folders." A recommended setting for browse Folders is "Open each folder in its own windows." And the recommendation for "Click items as follows:" is "Double-click to open an item (single-click to select)." Using this last recommendation will force items to be selected with one click and opened (or acted upon with a double-click). "The other item "Single-click to open an item (point to select)" will usually confuse a user, especially a new user.) The View tab presents a list of "Advanced settings" for "Files and Folders." Each of these is selected by checking the check box next to the setting description. For general use, a

recommendation would be to check the first six settings, and then check "Remember each folder's view settings," and finally check the last four settings. Also, choose the "Show hidden files and folders" and "Show and manage the pair as a single file" radio buttons.

Finally, the "File Types" tab controls the association for files types used on this particular computer. (Some common File Types are .doc, jpg, .mp3, .xls, .wmv, .avi.) When you select this tab, Windows will create a list of File Types, in alphabetical order, with their associated programs, that are used on this specific computer. The association is shown in the "Details for '.xyz' extensions) (extension is used interchangeably with file type). This association list determines which program on this computer will be used to open, display and work with a specific file type. The "Opens with" item shows the program that will be used. (For example, .jpg may be associated with Windows Picture and Fax Viewer, or Adobe Photoshop Elements, or Paint, depending on which program or person last set up the associations.) The "Change" button next to the associated program name pro-vides an opportunity to change the association. Pressing the "Change" but-ton will produce a list of programs that could possibly be used in association with this file type. The list starts with "Recommended Programs," and "Other Programs" are also listed. If you want to change the association, only choose one of the Recommended programs. These programs are known to work with these unexpected and possibly harmful results. Click on the Recommended program of your choice, and the association will be changed to your new selection. Press "Apply." When you are finished making any additional association changes, press "OK."

Knowledge of the "Folders Options" Control Panel applet is very helpful in explaining how and why certain actions are taken by Windows and Application programs on your computer. Other Control Program applets are equally important and will be discussed in future Monitor articles.

Example 1

| Name | Category |
|---|---|

Windows Update, Windows SideSh..., Windows Sidebar..., Windows Mobilit..., Windows Firewall, Windows Defender, Windows CardSp..., Windows Anytim..., Welco... Center, User Accounts

Text to Speech, Taskbar and Sta..., Tablet PC Set..., System, Sync Center, Speech Recog..., Sound, Security Center, Scanners and Ca..., Regional and La...

Realtek HD Au..., Quick..., Progra... and Fe..., Problem Report..., Printers, Power Options, Phone and M..., Person..., Perfor... Inform..., People Near Me
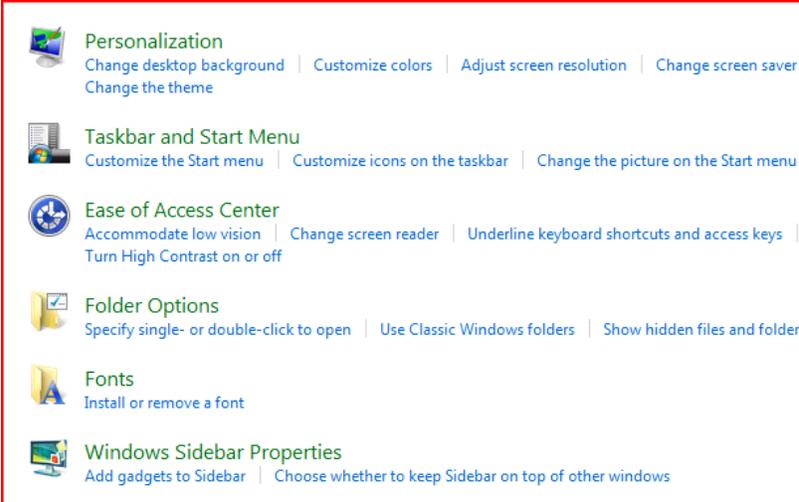
Pen and Input ..., Parental Controls, Network and Sh..., Mouse, Keybo..., Java, iSCSI Initiator, Internet Options, Indexing Options, Game Control...

Fonts, Folder Options, Ease of Acce..., Device Manager, Default Progra..., Date and Time, Color Mana..., CD/DVD Drive ..., BDE Admini..., Backup and R...

AutoPlay, Admini... Tools, Add Hardw...

Example 2

System and Maintenance
Get started with Windows
Back up your computer

Security
Check for updates
Check this computer's security status
Allow a program through Windows Firewall

Network and Internet
View network status and tasks
Set up file sharing

Hardware and Sound
Play CDs or other media automatically
Printer
Mouse

Programs
Uninstall a program
Change startup programs

Mobile PC
Change battery settings
Adjust commonly used mobility settings

User Accounts and Family Safety
Set up parental controls for any user
Add or remove user accounts

Appearance and Personalization
Change desktop background
Customize colors
Adjust screen resolution

Clock, Language, and Region
Change keyboards or other input methods

Ease of Access
Let Windows suggest settings
Optimize visual display

Additional Options

Example 3

Personalization
Change desktop background | Customize colors | Adjust screen resolution | Change screen saver
Change the theme

Taskbar and Start Menu
Customize the Start menu | Customize icons on the taskbar | Change the picture on the Start menu

Ease of Access Center
Accommodate low vision | Change screen reader | Underline keyboard shortcuts and access keys
Turn High Contrast on or off

Folder Options
Specify single- or double-click to open | Use Classic Windows folders | Show hidden files and folders

Fonts
Install or remove a font

Windows Sidebar Properties
Add gadgets to Sidebar | Choose whether to keep Sidebar on top of other windows

# How I Fixed My Corrupted Recycle Bin

*by Sandee Gimblett, Member of the Tacoma Open Group for Microcomputers, Tacoma, WA, www.tapcug.org/ maggiebs@harbornet.com*

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After recovering from a severe system crash on my laptop running XP, I discovered that I had a corrupted recycle bin. When I opened the Recycle Bin, no files at all would appear, yet when I chose to empty the Recycle Bin, the message would ask if I wanted to delete 76 files. I said not to delete the 76 files. I then created a test file, deleted it, and, again, no files would show-up when I opened the Recycle Bin. When I said to empty the recycle bin again, it now asked if I wanted to delete 77 files, which confirmed my suspicion that the deleted files were actually in the Recycle Bin, but I just couldn't get access to them.

I eventually discovered that the files were in the following directory, accessed via the Command Prompt, in a folder named: C:\ Documents and Settings\Sandee\Recent.

After several attempts to repair the Recycle Bin without success, including running ReplBin.reg and other registry repair techniques, here is what finally worked:

1. My Computer
2. Local Disk (C:)
3. Tools
4. Folder Options
5. View
6. Clicked on SHOW HIDDEN FILES AND FOLDERS (I keep this option checked anyhow)
7. Un-clicked on HIDE PROTECTED OPERATING SYSTEM FILES (This should usually NEVER be unchecked, but I un-checked it so I could get access to the Recycle Bin operating system hidden folder).
8. Chose APPLY TO ALL FOLDERS, chose APPLY, and clicked OK.
9. Right-Clicked on RECYCLER file and renamed it to RECYCLER-BAD
10. Created a dummy file and deleted it.
11. Rechecked my Recycle Bin icon on my Desktop again, and...
12. VOILA! My newly deleted dummy file was there and all is well again!

# How to Forward EMails Appropriately

*by Dorothy Porterfeld, Member of The Computer Club, Inc., Sun City Center, Florida, www.scccomputerclub.org/, ilonam1@uno.com*

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A computer expert received the following directly from a system administrator for a corporate system. It is an excellent message that ABSOLUTELY applies to ALL of us who send e-mails. Please read the short letter below, even if you're sure you already follow the proper procedures.

Do you really know how to forward e-mails? 50% of us do, 50% DO NOT.

Do you wonder why you get viruses or junk mail? Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses and names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every e-mail address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel!

How do you stop it? Here are several easy steps:

(1) You MUST click the "Forward: button first and then you have the full editing capabilities against the body and headers of the message. When you forward an e-mail, DELETE all the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second.

(2) Whenever you send an e-mail to more than one person, do NOT use the To: or CC: fields for adding e-mail addresses. Always use the BCC: (blind carbon copy) field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail address. If you don't see your BCC: option, click on where it says To: and your address will appear. Highlight the address and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients" in the To: field of the people who receive it.

(3) Remove and "FW:" in the subject line. You can rename the subject if you wish or even fix spelling.

(4) ALWAYS hit your Forward button from the actual e-mail you are reading. Ever get those e-mails that you have to open 10 pages to read the one page with the information on it? By Forwarding from the actual page you wish someone to view, you stop them from having to open many e-mails just to see what you sent.

(5) Have you ever gotten an e-mail that is a petition? It states a position and asks you to add your name and address and to forward it to 10 or 15 people or your entire address book. The e-mail can be forwarded on and on and can collect thousands of names and addresses.

FACT: The completed petition is actually worth a couple of bucks to a professional spammer because of the wealth of valid names and e-mail addresses contained therein.

If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list of names and e-mail addresses on a petition. (Actually, if you think about it, who's supposed to send the petition in to whatever cause it supports? And don't believe the ones that say that the e-mail is being traced, it just ain't so!)

(6) One of the main ones I dislike is the one that says something like, "Send this e-mail to 10 people and you'll see something great run across your screen." Or, sometimes they'll tease you by saying something really cute will happen. IT IS NOT GOING TO HAPPEN! (Trust me, I'm still seeing some of the same ones that I waited on 10 years ago!) I don't let the bad luck ones scare me either, they get trashed. (Could that be why I haven't won the lottery?)

(7) Before you forward an Amber Alert, or a Virus alert, or some of the other ones floating around nowadays, **check them out before you forward them**. Most of them are junk mail that's been circling the net for YEARS! Just about everything you receive in an e-mail that is in question can be checked out at Snopes. Just go to http://www.snopes.com.

# Sign Ups And Ticket Sales

The usual entry routine was held off until mid-way in the meeting, which was a last minute necessity, but everyone cooperated and the entire process was a huge success. This is not a new trend, so do continue to sign in upon arrival.

## IBMPC Users Group Of Redding
## Membership Application

Name(s): _____

Address: _____

City:_____ State: _____ Zip: ___

Home Phone: _____ Business Phone: _____

E-mail Address: _____ ____

Date: _____

**$25.00**

DUES PER
YEAR

☐  New
☐  Renewal
☐  Cash
☐  Check

**MAIL TO: IBM/PC Users Group of Redding,**
**P.O. Box 494778, Redding, CA 96049**
**(For general information call any Officer or Director listed on Page 2)**

**Not A Renewal Reminder**

## Multi-Media SIG

**Includes Digital Cameras, Burning Music CDs, and DVD Movie Making**
**Weekly SIG 1 - 3 PM**
**Thursdays**
**Anderson Sr Center**
(Only members will be able to use the club's laptop to burn their DVD movies.)

**Saturday — 10 AM, Nov. 21**

**At Jane Quinn's Home, contact following for information:**
**Jane Quinn, 365-0825**
**qjquinn@charter.net**

## DTP and Graphics Art SIG

Do you have an interest in creating DeskTop Publishing projects, such as flyers, business cards, logos, newsletters, etc., or art and photo editing and manipulation? We have an informal forum, so bring a question, problem, project and we'll all work together to solve it.
Basic Windows knowledge of *copy* and *paste* is a must.

**Wednesday —**
**2:10 PM - 4 PM**
**December 2 & 9**

**Judi Ball 275-4632**
**jebed@charter.net**

## Windows & More SIG

**Wednesday — 11:30 AM - 1PM**
**December 2 & 9**

**Bill Ball   275-4632**
**bcard9@charter.net**

IBM/PC Users Group
of Redding
P.O. Box 494778
Redding, CA
96049-4778

### 4th Tuesday monthly meetings are at
# The Redding Library

## 1100 Parkview Ave.,

off Cypress and to the right of City Hall. We will be in the Community Room, which is to the left of the main library door..

*[Map showing Senior Center Building, Parking On Street, Parking, City Park, Main St., Hardenbrook, Median, Sentry Farmers Mkt., Shasta Dam Blvd. Exit, Shasta Dam Blvd., Interstate 5]*

## Why Join A Computer Group?

1. Benefit from a common interest in a personal (and costly) investment: Your business or personal computer.
2. Enjoy more of that investment by learning more about it.
3. Share tips and tricks, as well as new and old ideas.
4. Become exposed to a variety of new hardware and software without sales pressure.
5. Receive an informative monthly newsletter.
6. Have access to various club func-tions and all Special Interest Groups (SIGs).
7. Find out that no one needs to be alone and helpless with today's computer technology.