MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2010, Number 02 http://cugr.apcug.org/ February 2010

YOUR C.U.G.R. PRESENTS

Note! Date Change

3rd Tuesday, February 16, 2009

Note! Date Change

Open Forum

Jane Quinn, Bill Ball, Fred Skill, and Greg Bolt (the gentleman who spoke of MS System 7 several months ago at our meeting and was well received). So bring your questions, ideas, and experiences and share. After all, that's how we all learn!

Door Prizes

1. Digital Tri-Pod
2. All-Weather Auto-Time Clock
3. Stapler Desk Set

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.

Future Presentation For March 23
Photo Editing Tips & Examples

CUGR Calendar

CUGR Board Meeting
3:15 PM Monday, Feb. 22
at Jack-In-The-Box, Dana Drive

MULTI-MEDIA
10 AM, Saturday, Feb 20

WINDOWS & MORE
11:30 AM, Wednesdays
NO MEETINGS IN MARCH

DTP SIG
2 PM, Wednesdays
NO MEETINGS IN MARCH

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 ...

SELECTING TEXT
Ron Hirsh 2
CLUB PICS
January Meeting 3
WELCOME TO RENEWALS
CUGR 4
A SLIGHTLY DIFFERENT SHORTCUT
Vinny La Bash 4
BITS AND PIECES
Rush Blodget 5
THE NEXT GREEN FRONTIER
NAPSA 5
MULTI-MEDIA SIG UPDATE
Jane Quinn 6
CROWN CAMERA SPORTS WORKSHOP
MacKenzie Hughes 6
HOW TO BE A GEEK GODDESS
Sandy Berger 7
WINDOWS 7, THANKS, BUT NO THANKS
Herb Goldstein 7
FINDING HELP IN WINDOWS
Ron Hirsh 8
FIXING THE LITTLE THINGS: USING TABS
Nancy De Marte 9
A GREAT WRITER
Annoymous Humor 10

Members volunteering to help members!

Club Information

Club Website: http://cugr.apcug.org/

Club Mentors & Sponsors

New Users — **Bob Rice**
357-2143, Anytime
ricerl@snowcrest.net

MS Windows, Photo Delux — **Darold Wright**
222-1781
daroldlwright@yahoo.com

New Users, Free Library PC Classes, Spread Sheets — **Fred Skill**
243-3557
Sfskill@shasta.com

MS Windows, Hardware, Software, 98, ME, XP, Vista — **Bill Ball**
275-4632
bcard9@charter.net

DTP, Graphic Prgs, Photo Editing — **Judi Ball**
275-4632
jebed@charter.net

MS Word, PowerPoint, Movie Maker 2, DVD Prgs., Digital Image Pro — **Jane Quinn**
365-0825
qjquinn@charter.net

Sponsors

Electronic Recycling For Charitable Situations:
Bruce Roth and Darold Wright
3300 Veda Street, Rdg. 245-0500
(no microwaves or large appliances)

Board of Officers and Directors

Mike Doyle — **President**
mdoyle6013@aol.com 524-0774

Richard Marx — **Vice President**
marx@wildblue.net 365-7773

Belva Sullivent — **Past President, Dir.**
belvas@charter.net 241-9926

Mario Quinn — **Treasurer**
gaucho7427@msn.com 365-0825

Margaret Martinovich — **Secretary, Dir.**
mjmartin56@sbcglobal.net 241-6378

Jane Quinn — **SIG Lder, Vendor, Dir.,**
qjquinn7427@gmail.com 365-0825

Ron Cole — **Membership Chair, Dir.**
hosgs1@gmail.com 242-0982

Anna Lee Horton — **Mail Manager, Dir.**
alhorton@sbcglobal.net 222-5521

Bill Ball — **SIG Leader, Dir.**
bcard9@charter.net 275-4632

Judi Ball — **Editor, SIG Leader, Dir.**
jebed@charter.net 275-4632

Darold L. Wright — **Dir.**
daroldlwright@yahoo.com 222-1781

Lyle VanNorman — **Dir.**
bbcreelmx@yahoo.com 242-0925

Colly Lord — **Website Manager**
johnclord@charter.net 224-1633

Ginny Wall — **Name Tag Manager**
Tootseylou@aol.com

Jean Richardson — **Dir.**
Jeanier1954@ATT.net

Fred Skill — **Dir.**
fskill@shasta.com 243-3557

Motherboard Newsletter Staff

Judith E. Ball — **Editor**
jebed@charter.net 275-4632

Rush Blodget — **Bits And Pieces**
rmaxtwo@charter.net 241-4754

Jeanie Richardson — **Spotlight & Articles**
Jeanier1954@ATT.net

Mary Montague — **Proofreader**
montaguemc@sbcglobal.net 365-6414

Anna Lee Horton — **Proofreader**
alhorton@sbcglobal.net 222-5521

Motherboard Newsletter Policies and Deadlines

The *Motherboard* newsletter is published monthly by the Computer Users Group of Redding, PO Box 494778, Redding, CA 96049-4778. The CUG is a 501(c)(3) non-profit corporation. Sub-scriptions are included in the $25 annual membership fee. The purpose of the newsletter is to inform members of upcoming events and provide information about the use of IBM compatible computers.

Disclaimer: Neither the CUG, its Officers, the Editor, nor the newsletter contributors assume any liability for damages incurred due to the use of information provided in this pub-lication.

Reprints: Articles from this news-letter may be reprinted by other user groups if credit is given to both the author, CUG and the *Motherboard*. Mail a copy of the newsletter where the article is reprinted to the Editor at the address in the first paragraph of this text.

Personal Ads For Members:
Requirements are:
1. Advertiser must be a member.
2. The item must be computer-related.
3. The ad must be received by editor J. Ball by the *monthly date of the board meeting.* Sorry, no exceptions.

Other terms must be approved by the club's Board of Officers and Directors.

Article Submissions: All articles and reviews must be submitted to J. Ball by the ***Monday of the monthly Board meeting*** *(see Page 1 for date.)* Sorry, no exceptions. ***Motherboard*** **Editor** reserves the right to make corrections and deletions in all articles in the interest of grammar, style, and space.

SELECTING TEXT - A COMPREHENSIVE DISCUSSION

by Ron Hirsch - Boca Raton Computer Society, FL
www.brcs.org,
Ronhirsch1439@comcast.net

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 heading noted above seems like a very simple one, and it's probable that most people feel they have a "good enough" capability in that area. After all, what's so complicated about selecting text? And, there are many people who state that they don't know how to select text, but so what? They've never had occasion to do so.

Often, when helping friends with their computing activities, I often make the erroneous assumption that they are capable in this task. But, when they start asking me fundamental questions about the various ways that I select text, I remind myself that most people haven't learned the basic principles involved.

Why Does One Need This?

The aspect of COPY and PASTE, or CUT and PASTE can be one of those things that is similar to the following. Before you got onto the Internet, you probably didn't care about the Internet, and had little interest in it. But, now that you're on it, you may often wonder how you ever got along without it. So, if you're not up on the subject of "selecting" text, and copying/cutting/pasting, read the following material and see if maybe you should be learning and using these activities.

Universal Windows Usage

The material presented below is applicable to virtually every Windows program, and every Windows version.

Once you learn to use it, you can do so in e-mail, word processors, web pages, and many other places. It's similar to driving a car. Even if you learned in a Buick, the brakes, steering, etc. on most cars work the same way,

Continued on Page 10

January Meeting

Vice President Dick Marx led the meeting and did a fine job with having the audience interact with their take on System 7.

SIG Leader Jane Quinn gave a very good presentation on System 7 telling some of the differeneces between it and System XP, feeling that most are for the better, once you get accustomed to it. There was a fairly large audience interested in 7 and appreciated the extra time, research and great work Jane put into the presentation.

Date Change

We are having a temporary date change for February *only*, due to scheduling with the library .

Congratulations To Our Winners!

Herb Quick won an 8 Gig Jump Drive!

Ted Hering won a Designer Multi-Media Keyboard!

Karl Moore won a walking CD belt carrier!

Welcome Renewals

Bernice Bennett
Dale Inman
Glenn Anderson
Dick Marx
Donald & Patty Carlile
Ed Beaulac
James Hughes
Les & Sally Ann Lacy
Margaret Martinovich
Michael Hundzan
Walter Matthews

Motherboard Newsletter Contributors...

We have a new contributor (P11), and some renewals continuing with us. These local contributors help greatly to pay for the functioning of our club.

As club members please do what you can to support their businesses. Visit or call their businesses, be a patron if possible, and tell them you saw their business card in the club's newsletter.

Also, if you have or know of a local business that would like to advertise in the Motherboard, please give them the editor's phone number for the details of becoming a Contributor.

Editor, Judi Ball 275-4632
jebed@charter.net

If you're not happy today, then what day are you waiting for?

CUGR MEMBER WEBSITES

KITTYSTONE PERSIANS
Lynn Johanson
kittystone.com

MEXICAN-TOURS
www.mexican-tours.com
Lyle VanNorman
lyle@mexican-tours.com

Publicize Your WebSite Here for FREE!
(Members Only Please)

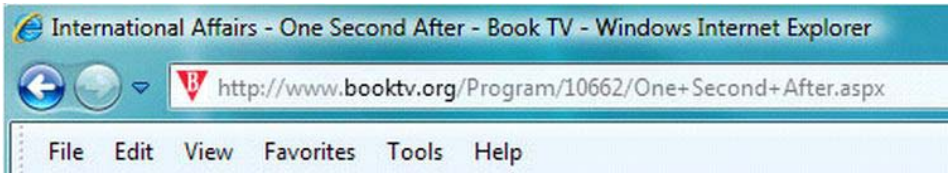
A Slightly Different Kind of Shortcut

by Vinny La Bash, Regular Columnist, Sarasota PCUG, FL
www.spcug.org, vlabash@Comcast.net

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).

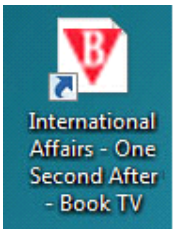
Whenever you select a menu item or activate an icon on your desktop, you are most likely opening a file called a shortcut. This is a great time saver for the average person who uses computers on a regular basis. A computer shortcut is a file similar to any other file that resides on your computer, with one big difference. It's only function is to direct the operating system to the location of another file so you don't have to go exploring through layers of folders to find it, assuming you even know its location. As mentioned above, it's a great time saver.

Wouldn't it be handy to have a desktop shortcut icon that would bring you to your favorite web site without having to go through all the intermediate steps to get there? First you need to open your browser. Then it's a matter of getting the URL into the address bar. There is more than one way to do this. You can use the mouse to select an item from the Favorites bar or Command bar. You can also type in the address manually, which is prone to error and can be cumbersome if the URL is long and complex. Suffice to say that Microsoft has provided the ability to create many paths to the same destination. No matter which path you take, the first time you visit a web site is the most time consuming. Only once do you need to take the longest journey. Subsequent visits can be made via a desktop shortcut. Let's take the path of least resistance.



The illustration shows the web address (URL) of a web site we'll presume you visit frequently. The easiest way to create a desktop shortcut to this location is to:

1. Right click the icon immediately to the left of the web site address. In this example, it's the red down-pointing triangle with the white B inside.
2. Minimize any open windows blocking access to the desktop.
3. While holding the right mouse button, drag the icon to an empty portion of your desktop.
4. Release the right mouse button and a dialog box will appear prompting you to create a shortcut on the desktop.
5. Click on the Create Shortcuts Here option.



Your desktop icon will resemble the illustration on the left. Customizing the icon is easy. Right-click on the icon, and select Properties from the popup menu.

Activate the Web Document tab. From here you can change the icon by clicking on the Change Icon button and choosing from a large selection provided by Microsoft. If you don't care for any of these, you can browse through folders on your computer until you find one you prefer.

The Security tab allows you to grant or deny access to anyone who also shares your computer. Information on the Details tab will vary with the web site.

The General tab, (which should be the Details tab), is where you get the detailed information about the icon.

Change whatever you think needs changing or leave everything alone. The choice is yours.

As always, the devil is in the details. If the website you wish to access through the shortcut requires authorization, the shortcut may not work. If a user ID and password are needed you will most likely get a message telling you that you're not getting in until you provide proper identification.

Bits And Pieces

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

USB 3.0 Is Here!

USB 3.0

I recently saw an advertisement in a catalog for USB 3.0 cables. This was presumably in anticipation of the upcoming release of other USB 3.0 hardware.

I checked Google and Wikipedia and found a great deal of information which I have attempted to summarize below.

USB 3.0 was first demonstrated in September of 2007 and final specifications were made available to hardware developers in November of 2008. A main feature is the *SuperSpeed* which provides a transfer rate of 4.8 Gbits/sec. It is believed that 3.2 Gbits/sec will be achieved after protocol overhead. USB 3.0 cables contain two wires for ground and power, two wires for non-*SuperSpeed* data, and four wires for *SuperSpeed* data. *SuperSpeed* plugs and receptacles will be backwardly compatible and thus accept both the standard USB 2.0 plug as well as the USB 3.0 *SuperSpeed* plug. Being larger and having more connections *SuperSpeed* cables are not compatible with legacy USB 2.0 receptacles.

Although a maximum cable length is not cited in the protocol it is stated that manufactured cable lengths will be limited to three meters at SuperSpeed.

Freecom recently announced the introduction of a USB 3.0 external hard drive. In October 2009 Gigabyte Technology announced seven new chipset motherboards that included two USB 3.0 ports. On January 6, 2010 Asus announced the release of their certified motherboard, the P6X58D.

All new USB 3.0 devices will be certified by the USB implementation forum before public release.

Linux has supported USB 3.0 since September 2009. Drivers for USB 3.0 for Windows 7 are currently under development by Microsoft. Intel will not support USB 3.0 until 2011.

It would seem that it will take at least a year before the new hardware and drivers will be in place.

The Next Green Frontier: Your Home Office

(NAPSA)—More and more employees are working from home these days as both individuals and companies look to decrease costs incurred from travel and the pricey rental of office space. Having a home office is convenient, economical and a great way to reduce the impact made on the environment. Whether you work from home occasionally or every day, there are several simple things that should be considered when setting up a home office to go green—and save money: Look For Natural Light when looking for a place to set up your home office, choose a place that has plenty of natural light. Not only is sunlight better than energy-sucking tube lights, it also puts less strain on eyes and even helps put you in a better, more productive mood. Even if it isn't realistic for you to set up an office with wall-to-wall windows or pepper your ceiling with skylights, choose a space in your home that receives ample light.

Consider your furniture instead of purchasing a cheaply made desk apt to end up in the garbage dump five years from now, invest in good-quality, solid-wood furniture. Products made from particleboard are not only not built to last, but they also emit eco-unfriendly gases. Look at thrift stores and consignment shops where a well-made piece of furniture can be found inexpensively.

Reduce energy Use to keep energy consumption—and your bill—low, you will need to use the right products and practice green habits. Consider upgrading older equipment that may eat up a lot of electricity with products that are ENERGY STAR® qualified. Many new products today give you everything you need to perform well while also saving you energy and money.

For example, HP offers many ENERGY STAR®-qualified products, including the HP Officejet Pro 8500 printer, which reduces costs and energy consumption by 50 percent compared to many laser printers, and can save even more when you use the duplexing feature to save paper. You'll be glad you went green when you look at your next electric bill.

Print responsibly. You will need to print—from presentations and customer documents to drafts you need to proof-read. Printing can help you work efficiently, put your best foot forward and can give you a break from staring at your computer monitor all day. To go green, the key is to print responsibly and print right the first time to avoid wasteful reprints. There are some great tools out there that will help you do just that. When printing content from the Internet, use Smart Web Printing, www.smartweb printing.com, a free Internet application that allows you to collect, select and combine content from multiple Web sites so you can print exactly what you want without wasting paper. Go further and use the HP Carbon Footprint Calculator for printing to understand how much energy your printer uses, and its associated carbon output. And don't forget to print on both sides of a sheet whenever possible. Many printers come with a duplexing feature, or you can simply flip the page when printing as well.

Use the Real Green. Adding a little bit of foliage to your office will create a healthier environment. Plants absorb many air pollutants such as formaldehyde and carbon monoxide by storing them in their roots and transforming them into less hazardous gases. Areca palm and peace lily are some good choices for decorating your office and effectively filtering your air. As the list above shows, it only takes a few adjustments to start making a meaningful impact to the environment. Not only will you be doing your part to save the planet, but you'll also feel good about saving a little green in your wallet.

Multi-Media SIG UpDate

by SIG Leader Jane Quinn, qjquinn7427@gmail.com

Weekly SIG 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 monthly Multi-Media SIG will be on the Saturday before our club's general meeting, at my home from 10 am to noon. For directions contact me at qjquinn7427@gmail.com or phone 365-0825.

Our last SIG meeting was a presentation on Windows 7, the same information that was given at the January General meeting. Since then I have been pleased to hear from members who were helped by my presentation and encouraged to use some new features. The resources for my material were from Microsoft's website, the How-to-Geek website and HP's Printer website.

I too, have learned new "tools" from members just within this last week. I will share one with you. Recently a new member asked me for advice using Roxio's 2010 Copy and Convert Video program. The problem was trying to copy a commercial video that could be edited for easier viewing. Well, we're still working on solving that problem. In the meantime I made a discovery: I can use this program to Copy And Edit my old movies from my home-version DVDs. I have many DVDs made from our vacation travels and family visits. My grandbabies are now teenagers and I have travel videos from 2003 I'd like to redo.

With Roxio's Copy and Convert Video program I can read these old movies from the DVD into my computer and save them as new mpeg movie files. Simply place the DVD disc in your computer, and follow the easy steps to create an mpeg file. I've lost or misplaced most of these movie files. So now, thanks to the Copy and Convert Video program, I can recapture my movies. A grateful thank you to our new member Bob Cowen for sharing with me.

I'm a true believer in sharing what you know. There's so many solutions to any one problem and quite frankly, I don't have the time. I'd rather be golfing or traveling.

So I figure if I show you how to solve problems and direct you to resources that will help you better understand computing it will pay off. You may someday help me! Currently I'm recommending Kim Komando's website How-To-Geek, Support.micosoft.com website, and www.ehow.com.

See you next time. jq

Crown Camera
TAKE YOUR BEST SHOT

All for $34.99 per person!

Team up with a partner & shoot for $50 (that's a $20 savings!). Ask about group discounts.

Call Crown Camera at

530-243-8333

for further details.

Sports Photography Workshop 2010

Looking to improve your sports and action photography? Crown Camera has your ticket!

Crown Camera and the Shasta Rugby Club are teaming up to offer an afternoon of exciting sports photography! Join Crown staff members March 20th, in Redding and Palo Cedro, Ca. Photographers of all skill levels are invited to join the Crown staff to photograph & cheer on the local Shasta Rugby Club to victory!

DATE: March 20th, 2010
TIME: 9-10:30 AM at Crown, 12:30-3 PM
LOCATION: Crown Camera & Foothill H.S., Palo Cedro, CA
Register Now

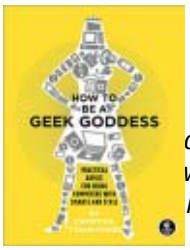
This event will include 1 ½ hours of classroom instruction on sports photography technique, hands-on assistance during the match, a 10x15 enlargement of your choice & a coupon for 10% off at Crown Camera to be used before or after the event! All for only $34.99! Space is limited to 40 participants, so call Crown Camera today to reserve your spot!

Cheers,

MacKenzie Hughes, Crown Camera
530-243-8333 or 1-800-655-4256 mackenziehughes@me.com
Check us out on the web: http://www.crowncamera.com

How To Be A Geek Goddess

by Sandy Berger, CompuKISS, www.compukiss.com, sandy@compukiss.com



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).

I am an old hat when it comes to technology. I was a computer programmer back in the seventies before computers came into the home, and I've kept my hand in the technology arena all these years with my own computer consulting business and my technical writing career. Yet I've never considered myself a "Geek Goddess." As a matter of fact I have often been a little aggravated to hear Kim Komando refer to herself as "The Digital Goddess" — like she is something really special.

But Christina Tynan-Wood in her book, How to Be a Geek Goddess, isn't advocating that a Geek goddess is someone above everyone else. She says that being a Geek Goddess is "a simple matter of embracing the incredible innovation that's going on in our times and harness it for our own purposes."

Oh yes, and Christina understands the differences between how men and women look at, and deal with, technology. She starts the book off with the sentence, "My husband is a pompous ass." Many of us have noticed how men seem to pound their chests and promote themselves as the technology heroes of the day. Women, on the other hand, just want to use and enjoy technology.

Christina's book is filled with good information about technology with everything from how to choose a computer sales person to hooking up with others online. There are tips on everything from controlling your e-mail to trouble-shooting a wireless connection. Chapters include: Getting in Touch with Your Software Side, Where the Stores Never Close, The Wireless Home, Keeping It Safe, Geek Parenting, Groovy Gear and Gadgets, and Your 200 Closest Friends.

The information in this 315 page book is all accurate and informative. Yet, this is not a reference book. It is rather like a free-flowing novel with technical information. If you want a book where you can look up how to do things, you will have to look elsewhere. This is a book for women who want to absorb some pointers here and there while reading about all the things you can do with your computer. If you are already very familiar with computers, you can skip this book. But again, if you want to immerse yourself in technology and pick up some knowledge and useful tidbits on the way, you will love this book. And you may even become a Geek Goddess yourself!

Editor's Note: In a sea of Windows 7 interest and speculation, here is one opinion going to the far side of excitement. It never hurts to know the other side of the hoopla.

Windows 7, Thanks, But No Thanks!

by Herb Goldstein, Editor, Sarasota PCUG, Fl, www.spcug.org, editor @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).

I am a devout XP user. It's not by any means perfect. It has its own set of quirks (like everything else), but it's better than anything that came before and it works quite well. It's like my house...I know where everything is. I can navigate it in the dark. I've got it furnished and decorated just the way I want it, and it took me, bit by bit, a long time to do. So why should I move across the street and start all over again? For whose benefit?

Some weeks ago, Microsoft provided their release candidate of Windows 7 free for all takers. I installed it on a spare hard drive and have been playing with it every now and then. It's a nice functional operating system, but from a practical standpoint it provides me with nothing that I really need or must have that's missing in XP. If you are starting as a new computer user with a new computer, it's just fine. In fact it will be on your new computer right from the get-go, want it or not.

For whatever the many reasons, there is no upgrade path to migrate from XP to Windows 7. You need to start from scratch reinstalling all your software programs, all their many updates and upgrades, and all the customized settings you have factored into them over the period of time. Now that's providing you even have your original installation disks or some record of those that you originally downloaded for which you have no installation disks at all. You will also need all their serial numbers that you were originally required to provide, if you still have them. Talk about monumental tasks!

As though that were not enough to completely turn off the bravest among you, Windows 7 has another curve ball to pitch at you. Whatever applications you want to install in Windows 7 must have perfectly valid drivers that it will recognize. Windows 7 is much more fussy about what it wants to approve. Many smaller software publishers whose applications you may now be using in XP may not have developed drivers that will work in Windows 7. You may well have to kiss some of your most fabulous freebies goodbye. The loudest argument I have heard by those urging the switch is that Microsoft will cease to recognize XP. If the automobile industry operated in similar fashion you would be forced to junk all cars more than a few years old.

So pardon me folks while I continue to avoid fixing what isn't broken. Unless and until Microsoft can offer a much better operating system that will easily migrate everything I am currently using in XP, thanks but no thanks!

Finding Help In Windows And Windows Programs

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

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).

Help Is Everywhere

Windows and Windows programs actually have a tremendous amount of help and assistance built into the software. Unfortunately, most users don't know where to look, or don't know how 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 programs and didn't know where to look? It just so happens that Windows has lots of places that provides 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 easily absorb the cost of these manuals. In present times, the software industry has gotten extremely competitive, and cannot afford to print elaborate manuals and include them with the product. But, a tremendous amount of help is readily available to you, if you know where to look.

Actually, the subject of help should actually be broken up into two distinct categories. There is the type of help you need 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 3 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 methods 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 CDs (or DVDs), 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 3rd 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 WordPerfect, 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 program called "Acrobat." This program has become universally used for creating documents which can be

Continued on Page 9

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 are 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.

Fixing The Little Things: Using Tabs To Line Up Columns In Word

by Nancy De Marte, SIG Chairperson, Sarasota PCUG, FL,
www.spcug.org, ndemate@Verizon.net

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).

Sometimes it's the little things going wrong with your computing that drive you crazy. For example, an e-mail which took you half an hour to compose might not send correctly. Or suddenly the size of the type in a Word document changes. Maddening, isn't it?

One small, but common problem when you are using Microsoft Word or Word Pad often crops up when you try to create a list of items. Maybe you belong to a club, and it's your job to keep a list of the members' names with e-mail addresses and phone numbers. You've been asked to print the list and bring it to the next meeting. Diligently, you type the list, using the Tab key to line up the columns neatly. It looks great on the screen, but then you print it. The columns waver all over the page. How could this happen? How can you fix it?

Tabs in computing are a holdover from the old typewriter days. The idea is that you can set tab stops along a ruler at the top of your Word or WordPad window that will help you create vertically even columns. Then, when you type, you merely press the Tab key on the keyboard to move the insertion point to the next tab stop. The problem is that Microsoft set up half inch automatic (default) tab stops which many people use rather than setting their own. Since individual characters (letters or numbers) are not the same width, just using the default tab stops will not guarantee even columns. You must set tab stops on the ruler yourself to ensure the desired results.

It's best to set the tabs for a simple list before typing because they can always be changed after the text is present. To do this, first make sure the ruler is visible. In Word 2003, click View in the menu bar and put a check mark next to Ruler. The ruler should now appear at the top of the document window.

Now look carefully at the left end of the ruler for the tab stop type indicator. The standard left-justified tab stop looks like a capital L. (Sometime you might want to click this L and look through the other types of stops for future use. Don't do it now.) Now you are ready to set your tab stops.

To plan your tab stops for the club list mentioned above, you will probably type the members' names beginning at the left margin, so you don't need a tab stop for them. You'll need two stops on the ruler: one for email address and another for phone number. To add a tab stop, merely click on the ruler in a spot which you think will accommodate your text, in this case, the email address. An L will appear on the ruler. Repeat this process a bit further along the ruler to set a stop for the phone numbers. When you have finished, check your list against the stops to see whether you have allowed enough space for the columns.

Now it's time to add the text. Beginning at the left margin, type the first name, then press the Tab key on the keyboard, type the e-mail address, press Tab again, then type the phone number. Press the return key (Enter) to move to the next line and repeat the process. If, after you have typed in the whole list, you find some text getting cut off, you may need to move the tab stops. First, and very important, highlight the entire group of text. Then click on one of the L's on the ruler, hold down the left mouse button, and drag it to a new location, which will move the text with it. Until you deselect the text, you can adjust tab stops as much as you wish. Finally, save the document and, before printing, use the Print Preview command to see how it will look on the printed page.

If all went well, you should have perfectly even columns.

There are other ways, of course, to create lists like this. The Microsoft Office spreadsheet program Excel is a great alternative, especially if you want to sort the list. Word allows you to create Tables, which is another way to ensure even columns which can be sorted. But these are topics for another article.

SELECTING TEXT

Continued from Page 2

and you can easily drive another brand of car. So, learning to select, and copy/cut and paste is the same thing.

Some of this material has been covered in an earlier Windows lesson I've presented in Boca Bits. But in this lesson, I'm going into more detail, with more ways to do things, and places to try them out. You can choose the method(s) you like, and stick to them most of the time. Any time that your chosen method doesn't seem to do the job, try one of the others. Some programs will not respond to all the techniques. The techniques presented do not include every possibility. But, they should give you a pretty good start on becoming an expert in this area.

Where Does One Use This?

One of the most requested uses of COPY and PASTE that I get asked about involves e-mail. You received an e-mail from someone, and there's a section of it that you'd like to send to someone else, or that you'd like to save.

In most e-mail programs, you can't easily save a message all by itself, and use it outside of your e-mail program.

So, that's where COPY and PASTE comes in. You select what you want to copy, then you copy it, and then you paste it where you want. But before you can copy anything, you must select it. Your computer isn't very smart in some areas. You know exactly what you want to copy, but your computer isn't a mind reader, and you have to define what you want. As with many things in life, you must specify the items to be addressed, and then do the job.

Lots Of Ways To Select

There are many ways to select. Listed below are some of the most used ways. These can involve the mouse, and/or the keyboard.

Mouse Alone

1. Click the mouse cursor - where you want to start selecting. Then drag the mouse to the end of where you want to select while holding down the mouse button (this is called "click and drag"). Release the left mouse button, and the section you dragged over should now be selected, as shown by a reversal in color (black with the text in white.)
2. Clicking within a text area — Click twice quickly to select the current word. Depending upon what program you're in, clicking more times can have different results. In WordPerfect, WordPad and Word, clicking three times will select the sentence, and four times will select the whole paragraph. In Notepad, the only multiple click that works is a double click for the word. So, test things out to see what is available in you're the program you're in.

Mouse And Keyboard

1. Click the mouse cursor — where you want to start selecting. Now, hold down the shift key and click the mouse at the end of what you want to select. Presto — it's all selected.

Keyboard Only

1. Position the cursor where you want to start the selection (either via the mouse or keyboard commands.) Hold the SHIFT key down. Use the arrow keys to make the selection. Experiment here to see the exact effect of selecting this way. Try all four arrow keys to see what they do. A little practice and experience here can make this method much clearer than I can by discussion. Also play with the HOME and END keys while the SHIFT key is held down. Playing around here can help you to learn much here.
2. Select the entire document — Hold the CTRL key down while you press the "a" key. This will select the entire document.

Okay — So Now What?

Now that you know how to select, let's practice something. Go into an e-mail text message that you can access, and select a section of text. Then COPY via hitting the CTRL and C keys. This puts a copy of that material on the clipboard. Now start a new message to someone, and paste (CTRL+V) that material into the new message.

There probably will be some extra line breaks in the text. You can edit these out if you want via the delete and backspace keys used accordingly.

Suppose you'd like to save that section of text, but not in another e-mail message. Here's where the "text editor," or "word processor" comes in. You have two text editors installed with Windows. They are NOTEPAD, and WORDPAD. NOTEPAD is a very basic text editor. WORDPAD has more of Word's formatting features available. Open up whichever you find more convenient (or open up your word processor), and paste the material you've copied, into a blank document there. Edit it if you want, and add in any additional text you want. Then save it. Use a descriptive file name which you'll recognize later, and note where it's being saved, so you can easily find it when you want to retrieve it.

The next thing you should try is copying some text from a regular web page. This can generally be done, by the usual selecting, and then copying. Experiment here to get a better feel for what can be done. Depending upon how the web page was designed, selecting and copying there can be more difficult. But, once again, play around to see what you can accomplish.

Conclusion

If you have successfully gotten this far, then you're well on your way to bigger and better things. The way to continue learning is to practice and experiment. If you got lost with things like NOTEPAD et al, then you must have missed the earlier lessons here, and have some more learning to do. Check back to review those areas if you need to. Like all areas of life, things must be learned serially. It's just not possible to present all the previous material again. So, I have to assume that you have made it through those areas... Good luck, and have fun learning — that's what it's all about.

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 looseleaf notebook for future reference.

A Great Writer

There was once a young man who, in his youth, professed his desire to become a great writer. When asked to define "great" he said, "I want to write stuff that the whole world will read, stuff that people will react to on a truly emotional level, stuff that will make them scream, cry, howl in pain and anger!"

He now works for Microsoft, writing error messages.

Crown Camera

Imaging Experts

Digital Cameras
Photo & Printer Supplies

M-F 8:30 - 5:30
Sat. 9 - 5

www.crowncamerashop.com

530-243-8333 or 800-655-4256
FAX: 530-243-4978

1365 Market Street
Redding, CA 96001

"We Toss'em, They're Awesome"®
PIZZA FACTORY®

Greg Rogers & Gale Vaughn, Owners

530-275-4455

4432 Shasta Dam Blvd. • Shasta Lake, CA 96019

SnowCrest Inc.
"Northern California's Finest and First Internet Provider"

UNLIMITED INTERNET ACCESS
Starting at $15/month!
DSL & Wireless Access, Web Design
& Hosting Services
www.snowcrest.net
(530) 245-4698 / (530) 926-6888

BLACK OAK RESTAURANT
4161 Front Street
Shasta Lake City
(530) 275-4448

Breakfast & Lunch Daily
Opened Every Friday Until 9 PM
Different specials every week!

ADVANCED INKJET SOLUTIONS
providing all your cartridge needs

Stop throwing away your inkjet cartridges!
Let us refill them and save up to 60%
We also offer services for toner cartridges

2521 Hilltop Drive (Across from Big 5) Redding, CA 96002
Phone 530-222-INKS (4657)

Redding's Ultimate Pizza
Locally Owned & Operated!
We Deliver!

1730 Pleasant St., Redding, CA **(530) 241-8646**

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 (no meet on Oct.15)
Anderson Sr Center
(Only members will be able to use the club's laptop to burn their DVD movies.)

Saturday — 10 AM, Feb. 20
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
March: No Meetings In March
See map below for meeting place.
Judi Ball 275-4632
jebed@charter.net

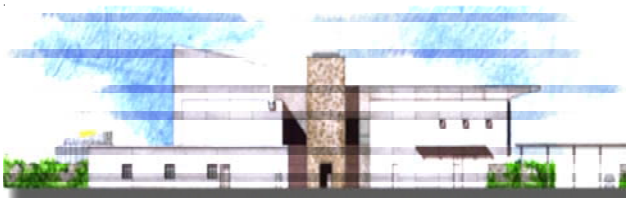
Windows & More SIG

Wednesday — 11:30 AM - 1PM
March: No Meetings In March

Bill Ball 275-4632
bcard9@charter.net

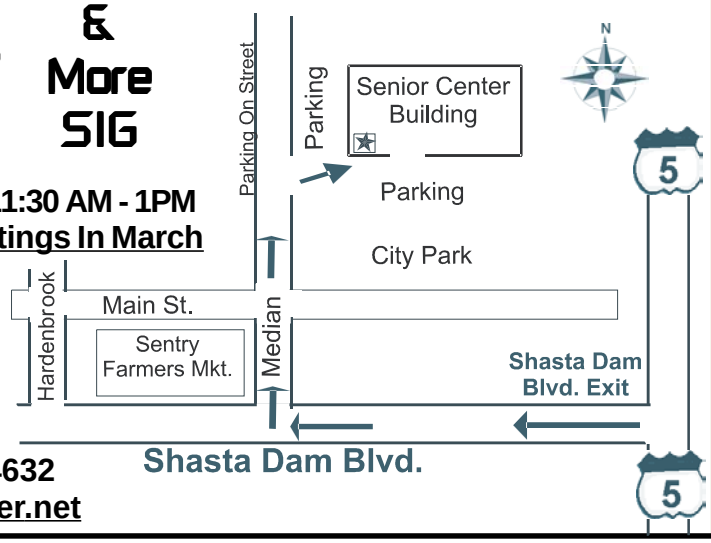
IBM/PC Users Group of Redding
P.O. Box 494778
Redding, CA
96049-4778

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.



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.