MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

YOUR C.U.G.R. PRESENTS

4th Tuesday, October 26, 2010

Three Programs In One Tonight With Jane Quinn!

1. Jane will describe the free on-line Digital scrap booking program *My Publisher*. Many in Jane's class have used this program and created great family albums.

2. Jane will also cover the free and popular Skype Program and invite those who have used it to share their experiences using the computer cam and communicating through Skype with anyone you choose.

3. And, if time permits, Jane will speak of the free program *Team Viewer*, a temporary way to communicate through your PC with a near or distant person of your choice. A safe and powerful tool.

Door Prizes

1. **5.0 Megapixel Flexible USB PC Camera Webcam w/ Mic**

2. **Digital TR-60N Tripod w/Carrying Case**

3. **USB Lady Bug Port Hub**
(Allows you to hook more USB peripherals)

Lucky Ticket!

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: Frank Tona of Crown Camera November 23

CUGR Calendar

CUGR Board Meeting
3:15 PM Monday, Nov 1
at Jack-In-The-Box, Dana Drive

MULTI-MEDIA
10 AM, Saturday, Oct 24

WINDOWS & MORE
11:30 AM, Wednesdays
Please call: 275-4632
If interested

DTP SIG
11:30 AM, Wednesdays
Please call: 275-4632
If interested

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 ...

Club Information

Members volunteering to help members!

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

Club Mentors & Sponsors

New Users	**Bob Rice**
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	ricerl@snowcrest.net
MS Windows	**Darold Wright**
Photo Delux	222-1781
	daroldlwright@yahoo.com
New Users	**Fred Skill**
Free Library PC Classes	243-3557
Spread Sheets	Sfskill@shasta.com
MS Windows	**Bill Ball**
Hardware, Software	275-4632
98, ME, XP, Vista	bcard9@charter.net

DTP	**Judi Ball**
Graphic Prgs	275-4632
Photo Editing	jebed@charter.net
MS Word, PowerPoint,	**Jane Quinn**
Movie Maker 2, DVD Prgs.	365-0825
Digital Image Pro	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

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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.

Editor's Corner

ABOUT THE MEETING

Dave Bartle of Shasta.Com, 224-6866, gave a handout with the following information:

1. Types of Internet Connections

A. Dialup - Cheap, readily available, but slow.

B. DSL - Fast, reliable, but has limited availability.

C. Cable - Super fast, reliable, but expensive and has limited availability.

D. Satellite - Available anywhere, but expensive and latent.

E. Wireless - Availability, but limited availability and less reliable.

GENERAL PCUG INFORMATION

The board meetings on the first Monday after the general meetings have been moved to the Redding Library, in the Foundation Reading Room. Through the front doors and follow the blue "river" carpet past the front desks to the room of windows straight ahead.

SHASTA LAKE UPDATE ABOUT SIGS

Starting with November, our SIG classes will be held the first two Wednesdays of the month, if there are enough callers previous to the Monday before class. This time-line gives us enough leadway to have Anna Lee Horton put out a notice to the club in general of whether or not we will have a class that Wednesday.

Should this issue reach you before Wednesday the 20th, we **do** plan to have a class on that day.

PCUG MEMBERS UPDATE

Folks, member Tony (Marie Church) is very ill with cancer and is at the Oak River Rehab, 3300 Franklin St, Anderson, CA 96007, if you would like to send a card. However, she is not up to having visitors, but your prayers and thoughts would be nice for her, and her family and friends.

Past President Lyle Van Norman has recently spent a week in the hospital, but is doing better now and nearly ready to continue his travels to England to see his grandbaby and to Mexico.

Rush Blodgett was also recently hospitalized. Please see page 5 for more details about Rush's condition.

See you soon at the next meeting,
Judi Ball

September Meeting

Dave Bartle of Shasta.Com spoke to us about the types of Internet connections there are (see page 2) and to field questions on anything Internet, which he did very well, especially considering that a Shasta.Com technician was to be with Dave at the meeting, but was unable to attend leaving Dave to 'face the sea of strangers' by himself. And we so appreciated meeting Dave and hearing the information he graciously provided. Such as, SPAM and viruses. Good (and free) anti-virus protection programs, such as AVG, Avira, and Malwarebytes. Also WIFI versus wireless. POP3, Webmail, and IMAP.

Congratulations To Our Winners!
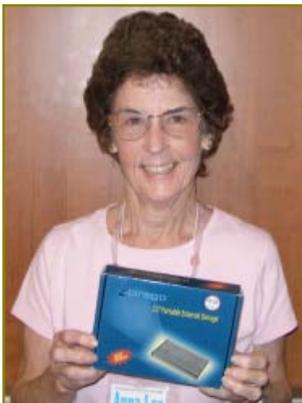
Anna Lee Horton won the Cirago 60-Gig External Drive.
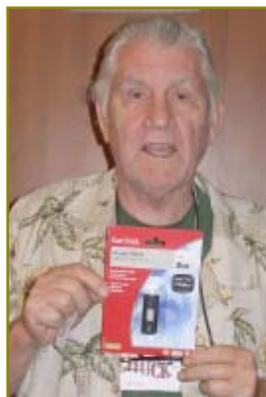
Chuck Wall won the 8-Gig Jump Drive.

Bernice Bennett won the 3-drawer storage cabinet.

Welcome Renewals

Computer Terms

BIT: A word used to describe computers, as in "Our son's computer cost quite a bit."

BOOT: What your friends give you because you spend too much time bragging about your computer skills.

DISK: What goes out in your back after bending over a computer keyboard for seventeen hours.

ERROR: What you made the first time you walked into a computer showroom to "just look."

Motherboard Newsletter Contributors...

Be sure to checkout our contributors on Page 11. These contributors help greatly to pay for the functioning of our club. As club members please support their businesses. Visit or call them and be a patron if possible, remembering to 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

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7 Simple Steps To Keeping Your Account From Being Hacked

by Leo Notenboom, http://ask-leo.com/newsletter.html, Leo@ask-leo.com, Article Source: http://EzineArticles.com/?expert=Leo_Notenboom

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By far the most common reason accounts get hacked is that they had easy to remember and simple — sometimes even trivial — passwords.

In other words, the accounts have easy to hack passwords. Passwords like a pet's name, a friend's name spelled backwards, a favorite movie catch phrase, a significant other's name (or "iheart" followed by that name), and so on.

Hackers are extremely resourceful at guessing and ferreting out those all-too-common password schemes. And sometimes it's not even the hackers that end up with your passwords.

Here are seven key steps to keeping an account from being hacked due to simple and common password theft.

1 Pick a good password. "iHeartSue" is bad. "qicITcl}" is great! The problem's pretty obvious, though — if it's easy to remember, then it's probably a bad password. Instead, use a blended approach: never use full words or names; mix upper and lower case letters, use numbers. Use at least 8 characters. A password like "ILoveWindows" is bad, but a variation — "1luvwind00s" could be very good. "CorgiDog," not so good, but "Igroc7Pup" might be ok. Get creative, using a technique you can remember that no one else could possibly guess.

2 Keep your password safe. Tell no one. Even in a close and presumably trusting relationship — if anything ever happens consider the damage that the person could do knowing your password. Too many account theft scenarios begin with trusting someone just a little too much, and then having the relationship go bad. Your friends are your friends until one day they're not. Especially if someone is pressuring you or if there's the least little bit of doubt, don't share your password.

3 Use a "secret answer." Most systems use the answer to a "secret question" as a way to recover or reset a password. Unfortunately many people choose answers that anyone can guess, or easily research on the Internet. Answers like where you were born or your pet's name are frequently easy to find out with a little searching. The good news is that your secret answer doesn't actually have to make sense. Pick something unrelated or bizarre instead; choose answers like "Pickle" as your city of birth, "Confusion" as your mother's maiden name, or perhaps "Flat Tire" as your favorite pet. As long as you can remember, it doesn't matter.

4 Maintain that alternate e-mail address. An "alternate e-mail address" is used by many mail accounts as a place to send you a password reminder or reset. Be sure to set up an account on a different e-mail system for your alternate email address (any other free e-mail system will do), and then use that address as your alternate everywhere else. Of course, keep the alternate account active so as not to lose it, since without it you may be out of luck.

5 Remember. Remembering sounds easy, but like we said earlier: if it's easy to remember, then it's probably a bad password. And yet remembering and being difficult to guess are both critical. You must remember your password, failing that your secret answer, and failing that your alternate e-mail account. Forget or lose them all, and you're severely out of luck. If written down, be sure to keep it all in a secure place — not something like the almost cliche scenario of finding poorly hidden sticky notes containing passwords near your computer. It might be safe to keep something in your wallet, since you already treat that as secure. An encrypted file or password container on your computer might be another option.

Safe Ways To Take Over-The-Counter Drugs

(NAPSA)—A healthy dose of information could help keep your family safe when taking over-the-counter (OTC) drugs. The next time you reach for cough syrup, ibuprofen or other medications sold without a prescription, make sure it will help reduce your symptoms without adding more.

Some OTC medications may interact with or reduce the effectiveness of medications prescribed by your doctor. For instance, people taking diabetes drugs should avoid OTC decongestants because they can counteract the medication's effectiveness by increasing blood sugar levels.

One of the best ways to protect yourself is to talk with your physician or pharmacist before choosing an OTC drug. Many health providers now use software to access the latest information on hundreds of brand name over-the-counter drugs right from their mobile device. During a phone consultation, office or pharmacy visit, a health provider may be using Epocrates software on his or her iPhone, BlackBerry, Palm or Windows device to help patients understand which OTC product may be best for them.

For example, a commonly used OTC combination product with multiple active ingredients used to treat a cold may also contain an unnecessary antihistamine that could cause or increase drowsiness. The software can help ensure that patients only take OTC medicines with the ingredients needed and nothing more.

More important, it can help providers identify some harmful OTC drug interactions, such as:

• Certain OTC antacids should not be taken with antibiotics,

• Some OTC antihistamines should be avoided by people who take prescription sleeping pills,

• And, OTC decongestants and some OTC pain relievers could reduce the effects of drugs taken for high blood pressure.

For more info, visit www.epocrates.com

The following tips can help you safely use over-the-counter medicines:

• **Read the Label**—Look for active ingredients, correct dosage and circumstances that would make that particular OTC product a bad choice for you.

• **Get Specific**—Choose an OTC drug that treats your exact symptoms and nothing more.

• **Get Help**—When in doubt about an OTC product, consult a physician or pharmacist who uses Epocrates software.

• **Report Use**—Tell your health care provider about OTC drugs you take in order to avoid interactions with prescribed medications and monitor side effects.

• **Use Safely**—Do not exceed the recommended treatment duration or dosing.

Bits And Pieces

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

Rush is doing really well after several days in the hospital with heart arrhythmia (an irregular heartbeat).

Lyle VanNorman, fresh out of the hospital himself, checked up on Rush and caught me up-to-date in time to publish his condition in this issue. Lyle said Rush is doing very well, has a lot of family and friends in attendance to help with whatever he needs. He is also ready to get out, continue to drive, and keep up with his family and all his projects.

Mrs. Blodgett said cards would be very welcome and that we could send them to this address: 2170 Olive Ave., Redding, CA 96001.

Rush is a charter member of PCUG and a staunch and loyal member he has been since back to the 1980s when he and others formed our organization.

I for one will be looking forward to Rush's next article, just as soon as he is ready to work on it. Can't tell you how important Rush's articles are to me as an editor and to all of our computer community.

All our best, Rush, and hurry back!

Judi Ball representing the PCUG.
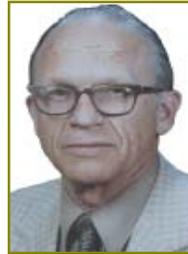
Have You Ever Thought Of Writing?

Editor Judi Ball 275-4632

Have you thought about writing once in a while for the Motherboard? Rush is such a great example of having a column and sharing his interest and information with the rest of the membership.

Anything computer related would be good. Such as if you have had an experience with a program (good or bad), or even a problem that you would like to share and have others respond to (you would need to include your e-mail address, because folks would not be permitted to answer in the newsletter).

However, such a column with the purpose of sharing info with our PCUG community would be a terrific idea! Would any of you like to do that? It wouldn't need to be every month either. You could create a subject and invite other opinions via e-mail to be used in your column.

We also need an "Internet Surfer." It's been a long time and the Internet has more to offer than ever. Call me, I can explain the simplicity of such a column.

If any one has a penchant for being a writer, Internet Surfer, or doing something else in the newsletter, please let me know.

The writing must be copyright free, nothing copied from any other source, but yourself. Newspaper, magazine, and book authors are very protective of their material and unless you have written proof of permission, nothing can be copied, even if you give them credit. However, having said that, many times a writer is eager to give their permission particularly to a non-profit group as we are.

The structure of an article is simple, with very little formatting, because the formatting is pre-set in the publishing program I use and must comply to keep the newsletter consistent appearing. So all you need to do is write it, spell check it, define your headings, and put a return between each paragraph. I take care of the rest. I also have the duty of removing and editing for the sake of grammar, style, space, and proper content. And all articles and reviews must be submitted to me by the *Monday of the monthly Board meeting* (see Page 1 for each month's date.) Sorry, no exceptions.

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 monthly Multi-Media SIG will be on the Saturday before our club's general meeting, at my home from 10 am to noon on October 24. For directions contact me at qjquinn7427@gmail.com or phone 365-0825.

Best Windows Shortcuts

by Vinny La Bash, Regular Columnist of the Sarasota Personal Computer Users Group, Inc., Sarasota PC Monitor, May 2010 Issue www.spcug.org/vlabash@comcast.net

One of the better qualities of a good operating system like Windows is that there is almost always more than one way to do something. There are items you can select from a file menu, use a short-cut or execute some kind of keystroke combination to carry out an action.

There are some things you do almost every time you use your computer. The six following shortcuts all use a similar series of keystrokes. If you don't know about these shortcuts you probably haven't been using computers for very long, and you don't know what you're missing.

It doesn't matter whether you're working with music files, photos, videos, documents, spreadsheets or portions of a document. Simply highlight what you want with your mouse, hold down the **Ctrl** key, then press and release the indicated key. Don't forget to release the Ctrl key when you're done.

- For example, to copy a file, some text or any object: Highlight or select the item with your mouse and then hold the **Ctrl** button down, press the **C** key and release. **Ctrl+C**
- To paste the copied item or items: **Ctrl+V** (P was already taken for Print)
- Sometimes you want to move an object from one location to another: **Ctrl+X**
- Select everything on a screen or in a folder: **Ctrl+A**
- Print something: **Ctrl+P**(This is why you can't use this combination to paste).
- "Oops, I shouldn't have done that:" **Ctrl+Z** (Undoes your mistakes)

Now that we've covered the basics, we can move on to some good stuff. Microsoft introduced something called the Windows key when it announced Windows 95 back in the Stone Age. Also known as the Super key, Windows logo key, the WinKey, the Start key, and sometimes the Flag key, it has been with us ever since. Tapping the Windows key opens or closes the Start menu. If that were all it did there would be nothing else to say. There are several dozen shortcuts that you can easily use with the Windows key in combination with other keys to call up common functions. Here are a few of them:

- Win+D: Shows the Desktop
- Win+F: Opens the search function
- Win+L: Locks the Desktop and lets you switch users
- Win+M: Minimizes all open windows
- Win+R: Opens the Run box so you can type DOS like commands
- Win+P: Very useful with multiple monitors or an external projector
- Win+Spacebar: All open windows become transparent so you can see through to the desktop.

There are many others, but these are probably the ones most computer users would invoke most of the time.

Microsoft sometimes does something really terrific, but for whatever reason doesn't tell anyone about it. The company has created an alternate control panel which blows away any tool I've previously seen. Why the company keeps it a secret is beyond me. To create this tool you will need to create a folder, name it, put in a period, and type something called a Globally Unique Identifier (GUID). A GUID is a special type of identifier used in software applications to provide a unique reference number. The value is repre-sented as a 32 character hexadecimal character string. All you need to be concerned with is to type it accurately. Let Microsoft's engineers worry about the details.

1. You can create the folder anywhere, but the most logical place for it is on the Desktop. Make sure you're on the desktop and all windows are closed or minimized.

7 SIMPLE STEPS

6 Don't get taken. There are shady services that will claim to be able to retrieve your passwords and account access. Many are simply scams to take advantage of you when you are vulnerable and only take your money or login information for another account that they can then breech. The only place trustworthy enough for password and account recovery help is the service you've lost access to itself. If they can't help, then neither can a reputable third party.

7 Learn from your mistakes. Finally, if you now know that you have a weak password, if you've told it to someone you shouldn't have, or if you've not set up that secret question or alternate account, fix it. Now. Change your password to something stronger, set up the alternate recovery methods, and keep your information private. If you've been hacked and you don't have any of that set up, you're very likely out of luck. Make sure to take more secure care of your account password and information with your next one.

Get more free tech help and advice from Leo Notenboom by visiting http://ask-leo.com With over 30 years of industry experience, including an 18 year career as a software engineer with Microsoft, Leo gives real answers to real questions from ordinary computer users at Ask Leo! Subscribe to Leo's weekly newsletter now and receive a free ebook: "Internet Safety — Keeping Your Computer Safe on the Internet," a collection of steps, tools and concepts you need to know to keep your computer and your information safe.

2. Right-click on an empty area of the desktop and choose New/Folder.
3. After the folder name, type a period.
2. After the period type the GUID {ED7BA470-8E54-465E-825C-99712043E01C} (No spaces are allowed).
3. Press Enter

Open the folder and you have complete control over Windows 7. You might need several hours to count how many things you can do without having to hunt through layers of screens to access an important, but obscure function.

Magic Wand: A Real Portable Scanner

by Martha E. Walsh, a HAL-PC Family Member, TX, May 2010 Issue, HAL-PC Magazine, newsletter of the Houston Area League of PC Users, TX, www.hal-pc.org

With this compact battery-powered **Magic Wand** scanner from *VuPoint,* you can scan most any document without being connected to your PC. It is truly a portable scanner designed to offer a fast and convenient way to scan, archive and organize. Ever wanted a portable scanner that you could tote around with you? Magic Wand could be what you're looking for. It was, for me.

To scan? Push the button and then move the scanner to capture the document. If you move too quickly, there's a red light to warn you. Use the provided USB cable to transfer to your computer from the micro SD card (not included). The scans are saved in a JPG format. It's powered by two AA batteries. The Wand recognizes up to 32GB of memory.

It can scan a full color letter-size document at 600 dpi in just about 28 seconds or it can go quicker scanning black & white documents in low resolution in just **four seconds**. Your mileage may vary!

It is compatible with Windows XP SP2/Windows Vista/ Windows 7 and Macintosh 10.4 or above. The connection is USB, so no drivers are necessary.

Taking around four seconds to scan a B&W letter-size document, this portable scanner is also valuable for copying images from books or documents with thick or fragile spines that shouldn't be folded back for placement on a flatbed scanner (e.g., my neighbor's genealogy research). Oh yes, how about cooks! Most important for me is it's useful for scanning docs that are *located a looong way* from your office.

The scanner has an automatic white balance. A white calibration sheet is included.

Accessories include a USB cable, two AA alkaline batteries, OCR software, pouch and cleaning cloth. There is an "instruction" sheet — of sorts! (Thank goodness this device is easy to use.)

It's fast and so easy to use. I can store hundreds of images (closing statements, reports, etc.) on the micro SD card. The default resolution is 300dpi.

It uses USB2 and is powered by two AA batteries. It has an LCD status window used to select resolution and color or B&W. The scanner measures 10 x 1.2 x 1.1 inches and weighs 7.5 ounces (a tad less than a Big Mac or, for our European readers, 21% of a kilo).

There are 2 resolutions: 300 and 600 dpi.

There are 2 scan modes: color and monochrome.

A status window shows the number of scanned images on your micro SD card and features selected.

It has an auto off feature. NOTE: Scan *length* – 52" in mono and 26" in color – I'd hate to meet a flat bed scanner that could do that!

What's not to like?

1. Mediocre instructions and customer support. Come on VuPoint, for $99 you can afford better docs.
2. It would be nice if the USB were an alternate power source!
3. The view window covers up about 80% of the resolution selection line.
4. There is no format button – must use a paper clip, which is a bit dangerous.

Despite the above four negative comments, the PDS-ST410-VP scanner is well designed and feels comfortable in your hand and not at all awkward to use. It does create a very nice scan. If you cannot lug around a flat bed scanner, buy this one. For more info go to **www.vupointsolutions.com**.

Martha E. Walsh is a HAL-PC family member who is a senior real estate broker and always "on the go."

Tracking Your Estate

Planning estates online can be more secure than traditional methods.

(NewsUSA) - Some Americans keep their estate planning where they can see it — in desk drawers, file cabinets and recycled shoeboxes.

But estate paperwork (files, wills, insurance policies, bank statements, investments) adds up. A son, going through his sick or late father's personal file system might not understand his father's assets or whom he needs to contact.

A few years ago, people struggled to organize their bank statements and bills. Online banking streamlined bill-paying and money transfers, allowing bank customers to aggregate their accounts or see their transaction history in one place.

Now, some financial advisors advise their customers to plan their estates online using a system similar to, and as secure as, online banking.

Online estate planning allows customers to consolidate and easily keep everything up to date, from their credit card and vehicle info to their pre-nuptial agreements and plans for the family pet.

Online systems can actually prove more secure than paperwork, which can be destroyed by fire or water damage.

The Estate Vault, a software-based planning system, keeps backups in place. The company stores its data in a building owned by Primus Telecommunications Canada, which has won awards for its support systems. And while The Estate Vault does advise users to back up their systems, it also emphasizes how easy it is to retrieve information. Should home PCs crash, customers can down-load The Estate Vault from the company's Web site, then re-enter their information. Customers can choose to keep their information on a secure Web site, on their computers, on a CD or USB device, or in any combination of those three locations.

For relatives, finding a CD in the safety deposit box, rather than piles of files, folders, and crumpled receipts, can prove a huge relief in a time of need. People planning their estates can rest easy, knowing that their wishes are secure, organized and ready to be implemented.

To learn more about computer-based estate planning, visit www.estatevault.com. Estate Vault trades on the NASDAQ OTC under the symbol TEVI.

This And That Or Things That May Interest You

by Lynn Page, Editor Crystal River Users Group, FL, www.crug.com, newsletter@crug.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).

WINDOWS 7

SHAKE

Minimize all windows but one whit shake, click and hold down on the title bar and shake to maximize that windows and minimize all others. Shake again to restore all.

SNAP

Snap can display two windows side by side with each filling half of the screen. With one window active press and hold the Windows key while hitting the left or right arrow key. The window snaps to that side. Do the same with the other window but press the other arrow key while holding the Windows key down.

To maximize a window with press and hold down the Windows key while hitting the up arrow key. To restore the window hold the Windows key and hit the down arrow button.

SNIPPING TOOL

The snipping tool has been improved in Windows 7. You can snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen. You can save it as a graphic file or annotate with basic drawing tools. And you no longer have the red snipping border.

WINDOWS MAIL

Windows Mail can handle a variety of different accounts. So you can set up a single personal email account, or add a work or other personal accounts and even newsgroups. With multiple accounts I like to put each account in a separate folder.

ADD A USER ACCOUNT

In Windows Mail click Accounts in the Tools drop down menu. Click the Add button select the type of account to add, click Next, and then follow the instructions inputting the logon and server information for the e-mail account.

DELETE A USER ACCOUNT

In Windows Mail click Accounts in the Tools drop down menu. Select the account to remove and then click Remove.

BLOCKED E-MAIL ATTACHMENTS

To protect your computer from file attachments that are commonly used to spread e-mail viruses Windows Mail blocks certain types of files, like: .exe, .pif, and .scr files. When Windows Mail blocks an attachment, the Information bar displays a message notifying you and listing the attachment that was blocked.

To access blocked attachments close the message with the attachment. Then in the Tools drop down menu select Options. Click the Security tab and clear the Do not allow Attachments to be saved or opened that could potentially be a virus check box. Next reopen the message. Once you access the attachment it is better to repeat the process and block the attachments again.

JUNK MAIL FOLDER

Windows Mail's junk e-mail filter is designed to catch obvious spam and move them to the Junk e-mail folder. helps manage your Inbox to keep it free of unwanted e-mail.

CHANGE THE JUNK E-MAIL PROTECTION LEVEL

In the Tools drop down menu click Junk e-mail Options and set the protection level you want:

MOVE A MESSAGE FROM THE JUNK E-MAIL FOLDER TO THE INBOX

Open the Junk email folder and select the message to move to the Inbox. In the toolbar point to Junk e-mail and click Mark as Not Junk in the drop down menu. The message is moved to your Inbox.

ADD SENDER TO THE BLOCKED SENDERS LIST

Select a message from the sender to add to the Blocked Senders list. On the toolbar point to Junk email and then click Add Sender to Blocked Senders List. This blocks all future messages from that specific sender.

ADD SENDER TO THE SAFE SENDERS LIST

Select a message from the sender to add to the Safe Senders list. On the toolbar point to Junk e-mail, and then click Add Sender to Safe Senders List. This allows all future messages from that specific sender.

CORRECT FILE ASSOCIATIONS

If files are opening in the wrong application find one of the files and right clip it. Then in Windows Vista, select Open With and then Choose Default Program. From the list of programs select the program to use. Or Browse to add a program to the list. Click to check the Always use the selected program to open this kind of file box and then click OK. In Windows XP, after right clicking the file select Open With. Then find the program to use. or Browse to find another program. Again, check Always use the selected program to open this kind of file and click OK.

REMOVE YOUR PHONE NUMBER FROM SEARCHES

GOOGLE

Search to find your listing in Google's PhoneBook. Then go to Google's online PhoneBook Name Removal form and enter the information as it appeared in the Google listing.

WHITEPAGES.COM

Find your listing on WhitePages.com. and at the bottom of your listing click the small link that for "Is this you? Remove your listing." Confirm the remove request.

YAHOO

Find your listing using Yahoo!'s People Search. Then use the online Remove Phone Listing form and enter your name as it appears in the listing.

SWITCHBOARD.COM

Find your listing by searching Switchboard. Click the Remove this listing link beside the listing and provide your e-mail address.

OFFICE 2007

FORMAT PAINTER

The Format Painter is an easy way to copy formatting you want to duplicate on other text. Select the text to copy the format from, click the Format Painter button and then select the text to format. To apply the same formatting to more than one item, select the text with the formatting, double-click Format Painter, and then select each word, phrase, or paragraph you want to apply formatting to. When finished, click the Format

Stickies: Another Useful Utility

by Phil Sorrentino, President, Sarasota PCUG, Inc., June 2010 Issue, SPCUG Monitor, www.spcug.org, president@spcug.org

Here is another great free utility, especially for those of you who have a lot of little yellow "Post-it" notes stuck all over the edge of your monitor. The utility is called "Stickies" and it is exactly what it sounds like it is. Stickies lets you put little yellow "Post-it-like" notes any place on the monitor. Not just stuck to the frame, but an actual area on the monitor screen. The Stickies notes look like this, on my blue desktop background:
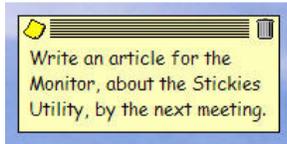
As I've said in the past, utilities are usually small programs that are intended to do a specific task or a small range of tasks. These tasks are usually designed to help manage and/or tune the computer hardware, Operating System (OS), or a particular software application. This utility is intended to help the users of the computer. There are many times that you need to remember something for a short time and you want to keep it right up front so it doesn't get lost. This is where Stickies can help. Stickies are small note like areas you create, on the desktop, that can be brought to the front of any application just by clicking the Stickies icon in the Notification Area on the Taskbar. They are dismissed from being on the application just by clicking anywhere on the screen that isn't in one of the Stickies. (Clicking inside a Stickie allows you to add text to that note.) You can put the notes in one corner of the screen or you can spread them around to call attention to different things. You can even place them on top of each other in an overlapped fashion. This would allow you to use the least amount of screen space. This would be a good way, for those of you who have "too many" icons on the desktop, to store your Stickies. This way the Stickies would take up only a small portion of the screen.

Stickies can be downloaded from the developer's site at: http://www.zhornsoftware.co.uk/stickies. This home page has a detailed description of Stickies and a list of its features. (Choose Download to get to the download page.) A few of the outstanding features are as follows. Stickies works with XP and Vista. (No need for Stickies if you use Windows 7 because Windows 7 comes with its own "Stickie-Note-like" gadget.) Stickies appearance (fonts, colors, styles) can be customized. Stickies can be easily resized. The Stickies program is small, writes only to a single text file, and does not alter the registry. Stickies can even be set up so that they are not seen until a specific date and time, so they can be used as a reminder. Stickies has a comprehensive list of features, but it basically provides a very good computerized version of "Post-it Notes."

Once Stickies is downloaded and installed, a yellow note-like Icon will be present in the Notification Area of the Taskbar. Double-clicking this icon will put a new Stickie note on the desktop. A single click of this icon will bring all of the stickies to the front, meaning they will be displayed on top of any application that is being shown. The Stickies can be moved around the monitor by dragging the top of the Stickie. Text can be inserted into a new Stickie just by clicking, in the Stickie, where you want to enter text. The size of the Stickie is dependent on the text in the Stickie. As you add text the Stickie will be length-ened to show all of the text. If you remove text, the Stickie will be shortened, so that only the text is displayed (and not just empty space). At any time, you can make the Stickie wider by moving either of the vertical edges by hovering over the edge until a double arrow is displayed and then left-clicking and dragging the vertical side outward (or inward to make the Stickie narrower). As the vertical sides are moved, the text moves around so it just fits into the Stickie.

A Stickie has a yellow note icon in the upper left corner and a trash can icon in the upper right corner. Clicking on the yellow note icon toggles between "always on top" and "remain on bottom."

Clicking on the trash can closes or deletes the Stickie. All of the controls for each Stickie are displayed by right-clicking the title bar (the space between the yellow note icon and the trash can icon) of the Stickie, as shown here:
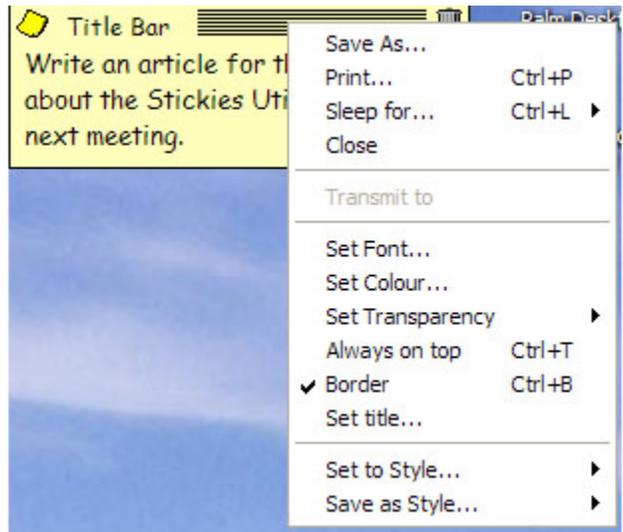
If Border is checked, as it is here, the Stickie will have a dark-line border around a yellow background. If it is not checked, the border will be missing. To give the Stickie a title, select Set title and a Title box will be displayed for you to enter the title text. Font and Color can be changed by selecting Set Font or Set Color, similar to those controls in word processing applications. Transparency can be set from 0% to 90 % so that things below the Stickie can be seen (the higher the percentage, the lighter the Stickie color is and the easier it is to see through the Stickie). Select "Always on top" for a constant reminder, where by the Stickie is made to stay on top of applications that are in use. Select "Sleep for" to use the Stickie to become active some time in the future to remind you of some event. Stickies is a great way to organize some of the things around your computer screen. I have found Stickies to be a great help in simplifying this area. I am now down to one notebook, a few pens and pencils and only a few Post-it Notes around the monitor frame. Now, I am using Stickies to store most of my temporary notes to myself and to other computer users.

Will Our Computing Experience Be Shaped By Microsoft Competitors?

by Constance Brown, President, Canton/Alliance/Massillon Users Group, Ohio, The Memory Map, April 2010 Issue
www.camug.com/constanceb@camug.com

Our total computing experience may well be shaped in the future by Microsoft competitors. Think that is an over statement? Just think of the changes Microsoft is making to keep up with new demands from a changing computer environment based on more mobile devices and the need to share documents quickly in a web-based environment. Many changes are being pioneered by competitors that are stepping up with new devices, applications, and software.

One competitor is Google. Google Docs were designed to allow the creation of documents online in an environment similar to Word, Excel, and PowerPoint, making it easy to collaborate in real time. Price? No charge. A few months ago Google released the new Chrome Browser. Google also released the Android operating system for phones which are very popular and not susceptible to the viruses written for Windows. Droid phones allow users to browse the internet, exchange e-mail, take pictures, and do hundreds of tasks quickly and efficiently. Oh, yes. People talk on them too.

We have been waiting for Google's new Chrome Operating System, wondering how it will compare to Windows.

To answer that question, I visited Google's official blog. Here is some of what I learned from the July 7, 2009, entry.

"Google Chrome OS will run on both x86 as well as ARM chips and we are working with multiple OEMs to bring a number of netbooks to market next year. The software architecture is simple — Google Chrome running within a new windowing system on top of a Linux kernel. For application developers, the web is the platform. All web-based applications will automatically work and new applications can be written using your favorite web technologies. And, of course, these apps will run not only on Google Chrome OS, but on any standards-based browser on Windows, Mac and Linux thereby giving developers the largest user base of any platform.

"Google Chrome OS is a new project, separate from Android. Android was designed from the beginning to work across a variety of devices from phones to set-top boxes to netbooks. Google Chrome OS is being created for people who spend most of their time on the web, and is being designed to power computers ranging from small netbooks to full-size desktop systems. While there are areas where Google Chrome OS and Android overlap, we believe choice will drive innovation for the benefit of everyone, including Google."

"We hear a lot from our users and their message is clear — computers need to get better. People want to get to their e-mail instantly, without wasting time waiting for their computers to boot and browsers to start up. They want their computers to always run as fast as when they first bought them. They want their data to be accessible to them wherever they are and not have to worry about losing their computer or forgetting to back up files. Even more importantly, they don't want to spend hours configuring their computers to work with every new piece of hardware, or have to worry about constant software updates."

On November 19, 2009, Google open-sourced the code for Chrome OS, a year before the developers anticipate that the OS will be ready for general use. Anyone who wishes to download the code and contribute to the development of the operating system may do so. I am not a developer and have no interest in writing code. But I am interested in the results. It is a totally new way of computing. Here are excerpts from Google's official blog on November 19.

"First, it's all about the web. All apps are web apps. The entire experience takes place within the browser and there are no conventional desktop applications. This means users do not have to deal with installing, managing and updating programs."

"Second, because all apps live within the browser, there are significant benefits to security. Unlike traditional operating systems, Chrome OS doesn't trust the applications you run. Each app is contained within a security sandbox making it harder for malware and viruses to infect your computer. Furthermore, Chrome OS barely trusts itself. Every time you restart your computer the operating system verifies the integrity of its code. If your system has been compromised, it is designed to fix itself with a reboot. While no computer can be made completely secure, we're going to make life much harder (and less profitable) for the bad guys. If you dig security, read the Chrome OS Security Overview or watch the video.

"Most of all, we are obsessed with speed. We are taking out every unnecessary process, optimizing many operations and running everything possible in parallel. This means you can go from turning on the computer to surfing the web in a few seconds. Our obsession with speed goes all the way down to the metal. We are specifying reference hardware components to create the fastest experience for Google Chrome OS."

No doubt this new model will change the way we use computers in the future — at least for most people. Things will not change suddenly. But it is highly likely that a web based computing environment will be the norm for most users in the future.

THIS AND THAT

Painter again or press ESC. Format Painter is available in most Office programs.

CREATE A THEME FROM A DOCUMENT

Themes are a valuable asset in Word and other Office files. A theme is a combination of theme colors, theme fonts, and theme effects. When you have generated a document with just the perfect formatting you may want to use it again. So save the formatting as a custom theme. With the document open on the Page Layout tab, in the Themes group, click Themes. At the bottom of the menu, click Save Current Theme. Provide a file name and click save.

USE A THEME FROM ANOTHER DOCUMENT

If you didn't create a theme from a document you can still use it as a theme for a new document. Open the document that you want to apply a different theme to and on the Page Layout tab, in the Themes group, click Themes. At the bottom of the menu, click Browse for Themes. In the Choose Theme or Themed Document dialog box, select the 2007 Office document that contains the theme to apply, and click Open.

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(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, Thursday Anderson Sr Center

(Only members will be able to use the club's laptop to burn their DVD movies.)

Saturday — 10 AM, Oct 24
At Jane Quinn's Home, contact following for information:
Jane Quinn, 365-0825
qjquinn7427@gmail.com

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 Oct 20. Call for Nov.
See map below for meeting place.
Judi Ball 275-4632
jebed@charter.net

Windows & More SIG

Wednesday — 11:30 AM - 1PM Oct 20. Call for Nov.

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

Parking On Street — Parking — Senior Center Building ★ — Parking — City Park — N — 5 — Hardenbrook — Main St. — Sentry Farmers Mkt. — Median — Shasta Dam Blvd. Exit — Shasta Dam Blvd. — 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.