

MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2011, Number 07

<http://cugr.apcug.org/>

July 2011

YOUR C.U.G.R. PRESENTS

4th Tuesday, July 26, 2011

Annual Ice Cream Social

Come and enjoy the summer with great folks and cool treats on the club.

Just bring yourself and relax.



**Great Social
Fun Time**

**No Door
Prizes**

**In
July**



**No
General Meeting
or
Board Meeting
in
August**

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 Open Office
Free Full-Fledged Integrated Office Program**

CUGR Calendar

CUGR Board Meeting
1 PM Tuesday, Sept 6
at Redding Library in the
Foundation Reading Room

MULTI-MEDIA
10 AM, Saturday, Sept. 24

WINDOWS & MORE
No Meetings Until
Further Notice

DTP SIG
No Meetings Until
Further Notice

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.

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Members volunteering
to help members!

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Electronic Recycling For Charitable

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(no microwaves or large appliances)



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16 Gig USB
Jump Drive

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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. Subscriptions 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 publication.

Reprints: Articles from this newsletter 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.

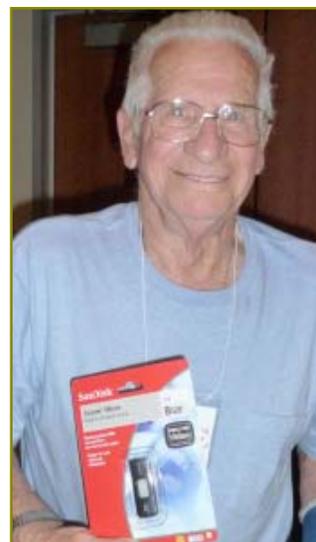
Other terms must be approved by the club's Board of Officers and Directors.

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.



Eugenia
Goodman
won the
Logitech
Wireless
Mouse



Joe
Adams
won the
8 Gig USB
Jump
Drive

June Meeting



Tips & Tricks Tutorial: Better File Information With Windows Explorer

Sort Your Files More Intelligently With A Few Simple Clicks
by Les Townsing, member of Melbourne PCUG, Australia, April 2011 Issue, PC UPDATE, www.melbpc.org.au, editor@melbpc.org.au

There is often a lot of information automatically recorded when you save a file. This information can be easily displayed and can prove to be useful when sorting/categorizing files.

Normally, when you open Windows Explorer (right-click on the Start button and select 'Explore') you get displays indicating the file name, size, date modified, and other general information (see below).

If, however, we right-click anywhere on the Column Heading bar we get a lot of additional columns we can add. Depending on the type of files you can select some meaningful columns. If we are looking at picture files (jpg) some appropriate columns may be Date Taken, Dimensions or file size.

If you right-click on a file and select properties, you get to view all the possible information as well as the ability to edit some of the fields.

You can now sort your files by any of the columns (just left click on the column heading).

If we right-click on a file, we can select Rename and change the name to a more meaningful title rather than a bunch of numbers. These features may be more meaningful if we use music files as an example.

CUGR MEMBER WEBSITES

MEXICAN-TOURS
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**Publicize Your WebSite
Here for FREE!**
(Members Only Please)

Changing Settings In Your Browser

by Gini Pedersen, Instructor, FREE Internet and Computer Classes, San Diego Continuing Education; Honorary Lifetime Member, Seniors Computer Group, for her outstanding work in the community, www.iteachyou.com, gpederse@sdccd.edu

Every software application comes with preset options that work most of the time for most folks. However, occasionally you will want to change these default settings.

Following are approximate steps for changing settings in most versions of Internet Explorer and Firefox:

INTERNET EXPLORER

1. Click TOOLS (or VIEW) INTERNET

~~~~~  
Unfortunately, some of the "Ripper" programs (programs that copy CDs and often convert the files to MP3s) get it wrong or leave a lot of stuff out, which can be quite annoying, particularly if it is the artist's name or the title of the song.

When selecting a CD Ripper program this is one item worth checking.

### EXTRA TIP

If you select a file (click on it) then hold down the shift key whilst clicking on another file then the system will select all the files in between and including the first and last file you clicked on. Now, if you right-click on any one of the selected files and choose properties, you can edit a field for all the selected files. This is no good for titles as every file must have a different name. However, it is good when you want to edit the album title or artist for a number of tracks.

### EXTRA EXTRA TIP

Often the files you want to select are not consecutive in a list. No problem, hold down the control key then click on the files you want. As you click on the files they become marked as selected. You can then right-click on any selected file to edit the properties of all the selected files.

## Welcome Renewals

*Lyle Van  
Norman  
Sally Ann Lacy  
Robert & Mary  
Schneider*

## OPTIONS

2. Make desired changes
3. Click Apply (if available) and click OK when done

## FIREFOX

1. Click TOOLS - OPTIONS
2. Make desired changes
3. Click OK when done

## ADJUSTING STARTING PAGE IN YOUR BROWSER

Every browser is preset to open a specific starting webpage when you open the browser. If you'd prefer to have your browser open to a specific starting webpage, you can make this change within the settings of your browser. The following steps should work exactly (or similarly) for many versions of Internet Explorer and Firefox:

## INTERNET EXPLORER

1. Click TOOLS (or VIEW) - INTERNET OPTIONS
2. Click General tab
3. Highlight Web address listed in Home Page Address box
4. Type in new Web address, including the http:// portion
5. Click Apply (if available); click OK when done

## FIREFOX

1. Click TOOLS - OPTIONS
2. Make desired changes
3. Click General
4. Click OK when done

## CHANGING THE SIZE OF YOUR BROWSER'S DISPLAY FONT

If you're having trouble reading the text displayed on webpages, you might find it helpful to change the default font display. When you do, the new setting may remain active each time you open your browser.

To do this, go to <http://www.iteachyou.com> and do the following:

## INTERNET EXPLORER

1. Click VIEW-TEXT SIZE
2. Make your choice

## FIREFOX

1. Click VIEW-TEXT SIZE
2. Make your choice

Note that changing text size may not work on some Webpages.

## Bits And Pieces

by Rush Blodget; IMB/PCUG of Redding, [rmxtwo@charter.net](mailto:rmxtwo@charter.net)

### SCAM

I recently came across an article in the Costco Connection for July 2011 – about a scam that I had been taken in on myself without realizing the method. All of us have had a sudden “pop-up” on our monitor stating that our computer has a virus and offers a free scan. Most of us recognize this as a scam as I did and click on “No Thanks.” The author states that clicking on either the “No Thanks” or “anywhere” on the screen invites in the virus, Trojan, or other malware of a type that is difficult or impossible to remove. The recommended action on seeing this type of screen is to immediately hold down the CTRL ALT DEL keys and then click on End Task and do a full scan with your own antivirus software.

According to computer consultant, James Derk, a company named Epsilon that maintains databases for a large number of major companies which includes Citibank Capital One, Kroger, Walgreen, and many others was recently hacked with the theft of approximately

2500 databases containing millions of addresses. Up until now the bad guys were sending out millions of emails to computers in scatter-shot manner warning users of certain disaster to befall them if they did not respond immediately with their Social Security number, account number or password, etc. with only the possibility that the bank or other organization was the one utilized by the user (victim). Now, however, with this vast new group of databases where the persons are already identified by their account number and/or password the scammers can act as phishers and present a good image copy of the the computer user’s own bank or financial institution’s home page and more easily lead the unwary into a trap. The response to this as in the paragraph above should be: CTRL ALT DEL.



## Wireless Computing: Ready To Cut The Cord?

(NAPSA)—The wireless revolution in personal computers is officially underway and that could be good for our economy.

Employees in small businesses worldwide are tapping the Internet, checking e-mail and accessing office networks without being tethered to network cables. That’s because the flexibility and scalability of a wireless network lets companies easily move a network to a new location, rearrange desks, add new employees and more—all without having to run or reroute cables.

Wireless fidelity, or Wi-fi, is the ability for laptop and desktop PC users to connect to a local area network wire-free. With a wireless connection, employees can access the Internet, share files or e-mail from a conference room or other common area in an office without a network cable.

Setting up a wireless network is simple: an access point is placed somewhere in the office and automatically connects users with wireless-enabled computer systems to the network when they log on.

To determine whether a wireless network is right for your business, consider the following:

1. Type of systems: If employees are using primarily notebook systems, a wireless network makes sense. For businesses that use desktops, a wireless network may help reduce moving costs associated with un-wiring and rewiring the systems.
2. Number of systems: On average, a wireless access point can accommodate up to 20 systems. If employees are heavy network users, however, a second access point may be necessary.
3. Location of systems and office square footage: Another consideration for

## Kaleidoscope Painter

<http://www.permadi.com/java/spaint/spaint.html>

When you find yourself with a tad of time to kill and you are feeling playful (while you are waiting for a program to finish “whatever”) go to this website and play with the kaleidoscope feature.

There are different brush sizes and an auto paint feature. Just sit back and watch. Or just set your mouse pointer on the dot in the center and begin to drag your mouse around in various circles and angles. And if you like what you see, Print Screen (Prt Scr key on your keyboard) and paste it into a graphic program, then save it as a .jpg or .tif.

So go online and take a time out to play.  
Judi Ball

~~~~~  
wireless networking is coverage area. Wireless access points can reach up to a 300-foot radius. Walls, floors and other environmental factors between users and the access point can affect range and speed performance.

4. Security: Access points have encryption protection built into the device so one user cannot see the information transmitted from another. Additionally, most companies can easily configure their access points so the signal will not be detected by systems outside the organization.

“What makes wireless networking worth the investment?” asks Frank Muehlman, Dell’s senior vice president and general manager, small- and medium-business division. “Increased productivity, exceptional performance and high network security.”

For information on mobility solutions, visit www.dell.com/wireless.



Wireless technology offers numerous benefits for business.

Word 2007 – A Few Useful Tips

by Lynn Page, Editor, Crystal River Users Group, FL, Feb. 2011 Issue, CRUG Newsletter, www.crug.com, newsletter@crug.com

THE RIBBON

With Office 2007 Microsoft introduced a totally new interface that has carried forward into Office 2010. The new Ribbon interface provides access to program features organized into logical groups on tabs relating to a type of activity. Some tabs appear only when needed like the Picture Tools tab, shown when a picture is selected.

When a tab is selected the Ribbon becomes a graphical presentation of the program commands in that group.

So commands are readily available and noticeable making it easy to see things you may not have known existed or were too much trouble to find.

OFFICE BUTTON

One problem with the Ribbon interface was finding the old File drop down menu commands. The Office Button replaced the File drop down menu and Options dialog box. Clicking the Office button at the top left of the application window opens a drop down menu. From the menu you can create a new document, open an existing document and save or print the current document. It also provides a list of recently accessed documents. The Word Options dialog box is also accessed from the menu.

QUICK PREVIEW

A really great feature is quick preview. It lets you see formatting changes before applying them. With the movement of the mouse over the proposed formatting, you see how the document looks with that formatting.

MINI TOOLBAR

When working within a Tab, the Commands available on others are not visible. However some formatting com-

mands are so important they are available all the time through the Mini toolbar. With text selected point at the selection and the Mini toolbar appears near the selected text in a faded fashion. Pointing to the Mini toolbar makes it become solid. Click a formatting option on the toolbar to apply the format.

QUICK ACCESS TOOLBAR

The Mini toolbar is great for formatting options, but doesn't offer other commands. For these the Quick Access Toolbar is a solution which makes frequently used com-mands available for easy access, regardless of which tab of the Ribbon is active. It is the row of buttons next to the Microsoft Office Button above the Ribbon. By default, the Quick Access Toolbar con-tains buttons for Save, Undo, and Repeat (Redo). In addition, the toolbar can be customized to contain personal favorites.

Click the down arrow beside the toolbar to open the Customize Quick Access Toolbar drop down menu. In the drop down menu, click a command to select it for inclusion in the toolbar. For more versatility, add commands directly from the Ribbon. Find the command on the Ribbon, right click it and click Add to Quick Access Toolbar.

A FEW USEFUL COMMANDS

Paste Special

The Paste Special command controls the format of pasted text. This is good when copying text or a graphic from another document or a web page to paste into a Word document. The Paste Special dialog box gives options for the format of text or graphic being pasted. The "Unformatted text" option cleans up pasted text. It pastes bare, unformatted text only. All

other formatting information is stripped out, including bold, underlining, italics, indents, bullets etc.

Character Spacing

Character spacing found on the font dialog box is useful in final editing to eliminate orphans and widows.

Change Case

Change Case is accessed from the Home Tab in the Font Group. It is not in the Font dialog box. Select the text and Click the Change Case icon in the Font group on the Home tab. Select Sentence case, lowercase, UPPERCASE, Capitalize Each Word and TOGGLE cASE in the drop down menu.

Text Wrapping Break

Text Wrapping breaks along with text wrapping control how text is placed with respect to graphics. Add a Text Wrapping Break to start the next line of text below the graphic.

Any type of break is added from the Page Layout tab. In the Page Setup group click Breaks. From the drop down menu select the appropriate break. Page, Column and Text Wrapping breaks are in the Page Breaks section. The different types of Section breaks are available in the Section Breaks section. They include next Page, Continuous, Even Page and Odd Page.



Multi-Media SIG Update

by SIG Leader Jane Quinn, jqquinn7427@gmail.com

Weekly SIG Group meetings are every Thursday at the Anderson Senior Center from 1- 3 pm. For special projects or one on one assistance walk-in 3 - 4 pm. You can also connect to the classroom at high speed internet through SKYPE. That id is AAASCO2009.

Our monthly Multi-Media SIG is the Saturday before the club's general meeting at our home from 10 am to noon. For directions contact me via e-mail above or phone, 365-0825.

For students needing one on one assistance, I will be happy to work with you.

We will return to class session Sept 8, 2011. I will also be actively cleaning up the classroom, such as attending to spare parts needing to be removed, updating/reformatting classroom PCs. Dick Marx has offered to help me, and if you have spare time and energy - we could use your help. Otherwise, see you all in September!



Burning CDs And DVDs

(NAPSA) If your computer, digital camera and camcorder are getting overloaded with digital files — photos, movies, music and data — now's the time to buy software that will let you creatively "burn" everything onto CDs and DVDs.

You may have heard about this type of software, but aren't exactly sure what it does. Here are answers to some of the most frequently asked questions:

WHAT DOES "BURNING" MEAN?

"Burning" is just a technical term for "copying." Today's software products let you burn digital files that are on your computer, digital camera and camcorder—and even VHS tapes—and make personalized CDs and DVDs that you can play anywhere.

WHY SHOULD I BURN COPIES OF MY DIGITAL FILES?

It's important to make backup copies of all your digital files in case anything

happens to the originals. And in today's computing world with large files like photos, music, and movies needing more space, copying and saving to CDs and DVDs is a good way to go.

WHAT ALL DOES THE SOFTWARE DO?

CD and DVD burning software, such as DVD MovieFactory Disc Creator from Ulead, doesn't just make copies of your files—it also lets you add creative elements before you copy everything onto a CD or DVD disc. Here's a look at what you can use the software for:

- **Movies.** Is that vacation or wedding movie a bit too long or boring? Use the software to trim unwanted scenes, add creative titles to highlight a special moment, add Hollywood-style transition effects between scenes, and insert some voice-overs and music. Then burn copies to share (and impress) your friends and family.
- **Music.** With this software, you can burn your music collections and create your own "greatest hits" CDs with all types

- of audio, including MP3 and WAV.
- **Photos and Slideshows.** Use the software to store your photos, or make them come to life in a fast-moving slideshow. Add motion menus, transitions between photos, titles and music, before burning to a DVD disc.

To make things really easy, look for one of the new versions of software from companies like Ulead (www.ulead.com) that let you drag files to the quick-drop icons on your desktop without having to fully launch the software.

However, if you want to run your presentation on a TV, you will need to use a program that will convert your work before you burn it to a DVD. A DVD holds much more than a CD, and will accommodate a large presentation.

This article is only the groundwork for making you aware of the possibilities behind burning, and a little research on your part will save you time and money to buying the software needed to burn a full fledged presentation.

How Long Will Digital Prints Last?

(NAPSA) Once revolutionary, digital cameras have become a fact of everyday life.

While digital photography has many benefits, consumers need to be aware of the risks facing their images. Because hard drives and digital media can be damaged and file formats can become obsolete, making photographic prints with the highest-quality inkjet printing technology is the best way to share and preserve memories.

But can an inkjet print last as long as traditional lab prints? With some basic understanding regarding print longevity, today's photos, printed on affordable home printers, can last 100 years or more — far longer than traditional color lab prints, which is important since nearly three out of four people want their photos to last forever, according to a recent PictureMate Family Memories Survey, conducted by Harris Interactive.

Today, inkjet prints can be made on a wide variety of papers with dye- or pigment-based inks. Although both can provide excellent quality, dye-based inks achieve lower levels of longevity on different kinds of paper while pigment-based inks offer greater resistance to light, ozone and water on a variety of papers.

So with the goal of keeping those treasured photos for years to come, remember the following points:

1. Ink & Paper Make A Big Difference

Major printer manufacturers design ink and paper to work as a system to deliver the highest possible print quality and, in some cases, the best possible print longevity. The Epson Stylus C88, for example, retailing for about \$79, uses Epson DURABrite Ultra pigment inks and produces prints that can last more than 100 years when framed under glass.

Consumers looking to save money by purchasing ink cartridges and/or paper from third parties, including store brands and even traditional film manufacturers, should beware. Their prints may not have the same image quality or longevity as the printer manufacturer's system of ink and paper.

Buyers should also be skeptical of any one-size-fits-all, universal compatibility claims for nonbrand ink and paper.

2. Too Much Light

There is no greater danger for a photo than direct exposure to light. However, when it comes to light, photos printed by inkjet printers can fare much better than traditional lab prints.

It's important to understand a printer's capability to provide protection against fading that best meets your needs.

If you don't know how your printer stacks up, or are considering buying a new printer and want an independent comparative longevity rating, you can visit Wilhelm Imaging Research at www.wilhelm-research.com.

3. Even Photos Hate Air Pollution

Gaseous pollutants, especially ozone, can directly affect how long an inkjet print lasts. The best and simplest way to protect any photo from gaseous pollutants, including smoke and cooking fumes, is to keep displayed photos behind glass in a frame, or in photo albums, and choose a printer that uses a pigment based ink, which has greater resistance to ozone.

4. Keep 'Em Cool & Dry

Lastly, high temperature and humidity levels can negatively affect the longevity of photos. This goes for large prints displayed openly, as well as snapshots stored in shoeboxes in the back of a closet. Fortunately, home printers that use pigmentbased inks when used with the right papers offer great resistance to humidity and temperature extremes.

Microsoft Security Essentials

by Brian K. Lewis, PhD, Member, Sarasota PCUG, FL, April 2011 Issue, The Monitor, www.spcug.org, bwsail@yahoo.com

Over the years, ever since my first encounter with a computer virus in 1987, I have used a number of anti-virus applications along with firewall software. As the Internet grew in the late '90s I had to add anti-parasite software and other anti-malware applications to the protection arsenal. Some of this software was free; others were very expensive both to purchase and to maintain. Some used tremendous amounts of computer resources which slowed down the overall operation of the computer. The cost in money and/or resources wasn't necessarily directly related to the usefulness of the application. However such protection was probably a necessary evil to prevent problems on my computer from the "invaders" that existed then and now on the Internet.

Most anti-malware applications seem to be growing in size as each manufacturer tries to "cover all the bases." Unfortunately with the increase in size and coverage comes an increase in complexity. Now Microsoft has released an improved version of their Security Essentials (MSE) software that is easier for the user to install and operate. This application protects your computer against viruses, spyware, worms, trojans and other malicious software. In addition it is an easy to install FREE download from Microsoft. The only catch is that you must have a legal copy of Windows on your computer. The installation program does a check for Genuine Windows validation. The software runs on XP, Vista and Win 7 operating systems (OS). However, I have only been using it on Win7.

It does sound like it must be a resource hog to be able to carry out all of these functions. But the testing results I have seen show minimal effect on overall computer operation. Yes, there is reduction in the speed of processing web pages, e-mail, etc., when using the real-time protection. But compared to other software carrying out the same functions, the difference in speed is insignificant and really wouldn't be noticed by most users. The only place where MSE seems to fall down is on hard disk scans. There I have seen reports of initial complete scanning taking 8 – 24 hours! I have done both a Quick Scan and a Full scan of my hard drive,

about 50 GB of data on a 140 GB partition. The Quick Scan was done in less than 2 minutes. The full scan took about 25 minutes. So from my perspective, on my system, the scanning time is not excessive. I have used other malware checkers that have taken over an hour to accomplish a complete scan on the same drive.

If you want to install this application, the first step is to download MSE from Microsoft's web site (http://www.microsoft.com/security_essentials/?mkt=en-us). This page has the download link for the msi file which can be run automatically after downloading by selecting "Run" instead of "Save." If you have questions about the installation Microsoft has a video showing all the steps involved. Once the installation is complete the opening screen shows the current status of your protection and the date of the last update for the malware definitions. It also shows you the settings related to scanning your hard drive. From this page you can do a manual scan of your drive. The Update tab on the top of the page takes you to a page where you can manually update the malware definitions. MSE will automatically download updates when you are running Windows and are connected to the Internet. However, it may not occur immediately on connection. So if it has been some time since you connected to the Internet you may want to manually download the definitions. (Figure 1 on Page 9.)

The list on the left of the window shows the additional settings categories for MSE. The "default actions" relate to what should be done with any malware detected. The various categories of default actions run from low threat to severe. In all cases I have set mine to remove the malware. If in doubt as to the effect on your computer you can set the lower threat levels to be quarantined. If you wish to later remove a quarantined item, you can do so from the history page. Select "Quarantined items" and you will then be allowed to remove all or individual items. You can also select to restore an item, but this is not likely to be a good idea. Carefully read the description of what the malware's actions are before deciding to restore it.

The settings page, shown in the next figure, is one where you can mostly

accept the default values. One you will probably want to change is the timing of the automatic scan. MSE defaults to midnight on one day, Sunday I think. You will probably want to change this to a time when you know that your computer will be turned on.

This next figure shows you the protection being provided by MSE. In most cases it is best to leave the default settings so you will get the best protection. You will note the category for behavior monitoring. This allows MSE scan for possible malware that is not in its definitions list. This is referred to as the "heuristic" programming of the software. Any application that seems to be altering the functioning of the operating system, such as a rootkit, should be flagged by this function. This is the only way that any anti-malware application can attempt to stay ahead of the malware writers who are always coming up with new, more complex schemes for infiltrating your computer. (Figure 2 on Page 9.)

I hope you can see from this quick review of MSE, that it is designed to provide a simple user interface for a complete protection package. Now more tech-savvy computer users might want more control over their anti-malware protection, but for most users, I think this is a good fit and the price is right.

As I mentioned earlier, I have been running MSE under Windows 7. This is Microsoft's best operating system yet. I think this is demonstrated by the fact that the Win7 SP-1 has no really significant changes to the basic OS. Also, Win7 does seem to be more secure than earlier versions. So if you are still running Vista or WinXP, in my opinion, you should be seriously considering a change to Win7. At the very least, whatever OS you are running, be sure to practice "safe computing."

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youSENDit - A Program To Send Large Files

by Corinne Goeke, Computer Club of Green Valley, AZ, Green Bytes, Summer 2011, <http://ccgv.apcug.org>, cmgoeke@yahoo.com

Have you ever had a large file you wanted to send someone? For example, you are a proud new grandparent and want to share the digital video of the baby with all your family and friends. You could try attaching the file to an email and send it that way. But most email programs have a limit on how many megabytes of files you can send in a single email message (typically ten megabytes).

This is where the website, youSENDit comes in handy. You can upload the large file to their website, and they will send

an email to the lucky recipient(s) with a down-load link. The recipient downloads the file, and you receive accolades of how the new grandchild looks just like you. Here's how to navigate the program the first time.

Open your favorite web browser and go to <http://www.yousendit.com>. Go to "Compare Plans" and select the "Lite" account. This type of account is free. It limits you to uploading one file at a time, and the file size is limited to 100 megabytes. Hey, it's a free account, you have

to accept some limitations. Sign on up.

You will have to confirm your new account via a confirmation email sent to the email address you used. Click on the link in the email, and your new account will be verified.

Once your free account has been created, locate that large file you want to send someone. If you have multiple files to send, zip them into a single big zip file. Go to the "Overview" tab in the youSENDit browser window. Click on the green "Send It Now" button.

Type in the email address of the person to whom you wish to send the large file. Fill in the subject and include a message telling the recipient what you are sending them.

Now click on the "Select File" button, and pick the file you want to upload. It's your choice. I just click on "No thanks." You can also click on "Don't show this message again."

At this point you have three choices. You can 1) Set an expiration date for the file (one week is the default); 2) Set the file to be downloaded a certain number of times, or 3) Never have the file expire and always be available to download. Pick your option and click on the green "Send it" button at the bottom.

Again, you get another pop-up window—hey, they need to make a living! You are being asked if you want your files tracked (free 14-day trial). Just click on "No Thanks" and "Don't Show This Message Again."

Now, your file will be uploaded. When uploading is finished, the recipient will get an email telling him or her there is a file waiting. The recipient can click on the link in the email and download the file.

Finally, you get a "File Sent Successfully" message. You can also share the download link on Facebook or on Twitter by clicking on the appropriate button. Then all the world could see that beautiful grandchild!

A few caveats—never click on an unknown link in an email. You may want to warn your recipients that you are sending them a large file via youSENDit. Also, sharing copyrighted music and movies is illegal. But I am sure you all knew that!

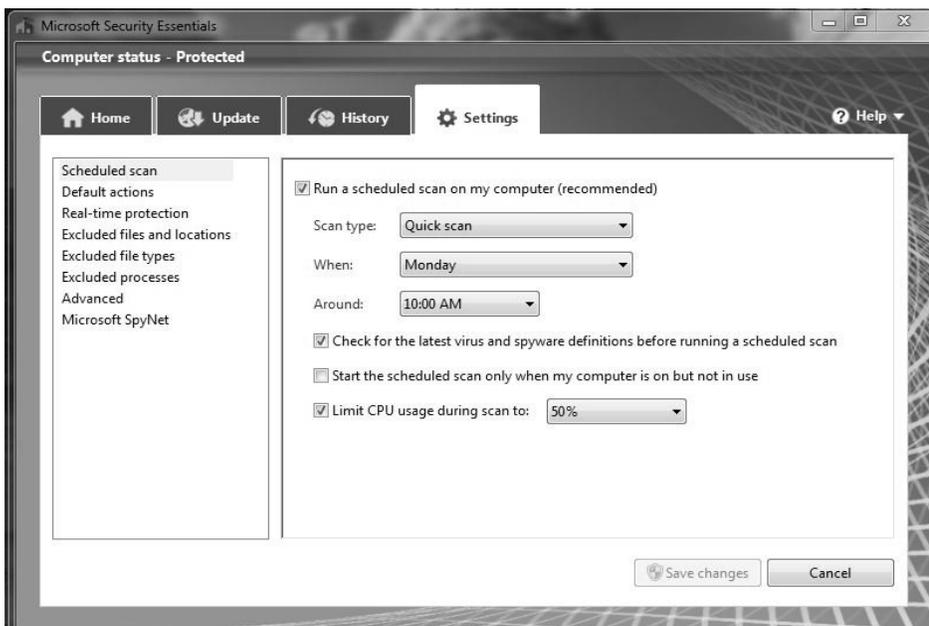


Figure 1

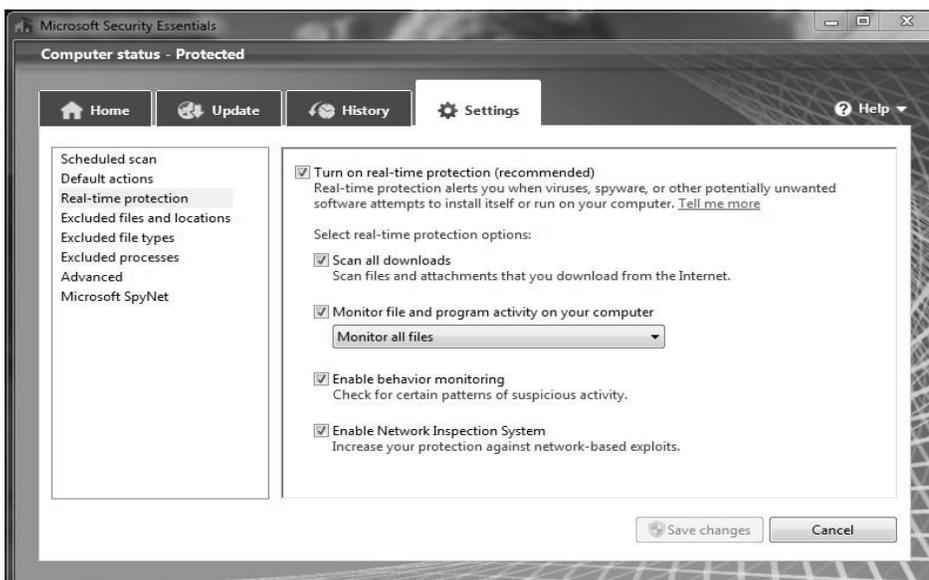


Figure 2

The Tip Corner

Compiled by Bill Sheff, Co-chair, Novice SIG, Lehigh Valley Computer Group, PA,
January 2011 Issue, The LVCG Journal, www.lvcg.org, nsheff@aol.com

WANT TO EMAIL A WEB PAGE?

Some sites, like PCWorld, have an email icon at the bottom of each news item, review, blog post, and the like, but not all sites do. What's more, when you click that icon, you have to know (and type in) the address of the person you want to share it with. This could be a hassle depending where your address book is located. The most common solution is to just copy and paste the text into the body of an email, but that can result in a loss of formatting and any artwork or video that might be included. Plus, it doesn't include the actual link, which is what most people want.

So, how do you share a Web page with someone? Simple: Click once in your browser's address bar to highlight the Web address (this works in both Firefox and Internet Explorer), then press Ctrl-C to copy that address to the Windows clipboard. Now create a new email message in whatever program or Web service you use, then press Ctrl-V to paste the address into the body of the email. Simple as that!

Your Web browser makes this even easier. In Internet Explorer 8. Click Page, then select Send Link by email. In Firefox, select File, Send Link.

HOW TO SHARE A LINK, PART 2

Okay, above we showed how to copy and paste from the browser's address bar, but how can we share links that are em-bedded in text on a Web page? You know, the actual link that's under the hyperlinked text, not just the text itself. The long way would be to click that link (or open it in a new tab or window), then copy the URL from the address bar. But that's more work than necessary. To copy a hyperlink, all you need is our good friend the right mouse button. In Internet Explorer, simply right-click the link you want, and then choose Copy Shortcut. In Firefox, you right-click the link and then choose Copy Link Location. It's the same deal for Chrome, Opera, and Safari, though the "copy link" wording might be slightly different. Then head to your email, word processor, or wherever and press Ctrl-V to paste in the link. Presto: You get the URL itself, not the hyperlinked text.

FORCE PROGRAMS TO RUN MAXIMIZED

In Internet Explorer and other programs, sometimes when you run them they open in a small window. If you want them to run maximized, that's in a window that fills the screen, there's a simple process for making any program start maximized:

1. Right-click the program's shortcut, and then click Properties. If you're a Windows 7 user and the shortcut resides on your taskbar, there's an extra step. After you right-click the Taskbar icon, look for the program name in the pop-up menu that appears, and then right-click that. Then you'll see the Properties option, which you can left- or right-click.
2. You'll see the Properties window with the Shortcut tab already selected. Click the pull-down menu next to Run and choose Maximized.
3. Click OK, and you're done!

Just to clarify, the "program shortcut" is the icon you click (or double-click) to run the program in question. This icon might be on your desktop, in the Start menu, or on the Windows taskbar.

TRANSFER FILES WITHIN YOUR HOME NETWORK

It is convenient to be able to move files from one computer to another. But sometimes you can have some trouble navigating through windows explorer to find the path to the appropriate directory all the time. Here is an easier way to do that.

Most users don't even think about the "Send To" menu unless they're copying files to floppy disks, a procedure that is increasingly rare these days, because most files are too large to fit on one floppy disk. But adding entries to the "Send To" menu is a simple way to transfer files to fixed locations on another computer on your network. Open Windows Explorer. On computers running Windows 2000 or XP, navigate to Documents and Settings, open the folder with your user name and then open the Send To folder within it. If you're using Windows 98 or Me, the Send To folder will be in the Windows folder.

Now right-click within the Send To folder window and select New | Shortcut. The Create Shortcut wizard will open, and you can browse through the network

structure to find the folder on your other machine where you want files to go. (On Windows 98, you may have to type in the network path, such as //Other Computer/My Documents/Incoming, rather than browsing.)

Once you've added the shortcut, it will appear in the Send To menu. To transfer files, just locate the file you want to copy, right-click on it, and select Send To from the pop-up menu. Clicking on your new shortcut will automatically send your file to the other computer.

MAKE THE MOST OF YOUR HOME AND END KEYS

Do you make use of the Home and End keys? Many don't! Here are three places the Home and End keys come in very handy.

In Outlook: While in Mail view, a tap of the End key jumps you to the bottom of your Folders list, Inbox, or individual message (depending on which pane is selected). Tapping Home jumps you back up top.

In Word: They can be very valuable. Tapping End moves your cursor to the end of a line, while Home moves it to the beginning. Ctrl+Home and Ctrl+End, meanwhile, jump you to the top and bottom of your document, respectively.

In Your Web Browser: Borrowing from word processors, Web browsers use Home and End to jump to the top and bottom of a Web page. The only difference; no Ctrl key required. Move Paragraphs in Word Using Only Your Keyboard.

Here is one more great pair of shortcuts for folks who prefer to keep their fingers on their keys and off their mouse: Alt+Shift+Up Arrow and Alt+Shift+Down Arrow.

When you place your cursor anywhere inside a paragraph and press either key combination, that paragraph jumps up or down, effectively switching places with the paragraph above or below it. I never knew that one.

Why Dogs Can't Use PCs:

1. The fire hydrant icon is simply too frustrating.
2. He can't stick his head out the Windows.
3. The "fetch" command isn't available on all platforms.



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

Saturday — 10 AM, Sept 24
At Jane Quinn's Home, contact following for information:

Jane Quinn, 365-0825
jqquinn7427@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.

Has closed for now.

Judi Ball 275-4632
jebed@charter.net



Windows & More SIG

Has closed for now.



Bill Ball 275-4632
bcard9@charter.net

**IBM/PC Users Group
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*4th Tuesday Monthly Meetings Are At
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1100 Parkview Ave.,

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We will be in the Community Room, which is to the left
of the main library door.*

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