

MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2011, Number 12

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

December 2011

YOUR C.U.G.R. PRESENTS

Wednesday, 6PM, December 21, 2011

Note Change Of Party Date!

We're Having A Great Raffle This Year!

We've purchased a Kindle for \$99 and you can buy a ticket for \$5, or buy 3 tickets for \$10.



Win This Kindle Keyboard!

Drawing will be toward end of party time and you do not need to be present to win!

Christmas Raffle!
Kindle Keyboard
A \$99 Reader with a Keyboard!



And you do not need to be present to win!
Just buy your ticket(s) from Judi Ball before the party, and if your ticket is pulled you will be notified.

See P 4 for all the details.

Party 6 to 8 PM
Bring goodies to share then sit back, chat, and nibble!
Coffee and soda is on us.

Also please stay and help reset the tables to the Library's original arrangement.

Thank you.

Future Presentation For January 24, 2012
Show & Tell New Gadgets

CUGR Calendar

CUGR Board Meeting
1 PM Monday, Jan 2, 2012
at Redding Library in the Foundation Reading Room

MULTI-MEDIA
10 AM, Saturday, Dec. 17
Jane Quinn SIG Leader
Digital Devices, usage of free software for Movie Creation, Photo Projects, Music Projects, and Social Networking, and more.
See back page for more SIG information

GENERAL MEETINGS ARE 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!

Club Information

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

Club Mentors & Sponsors

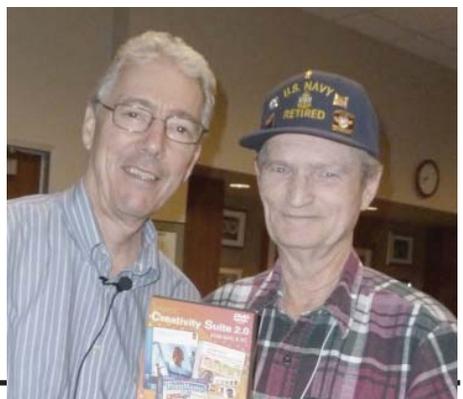
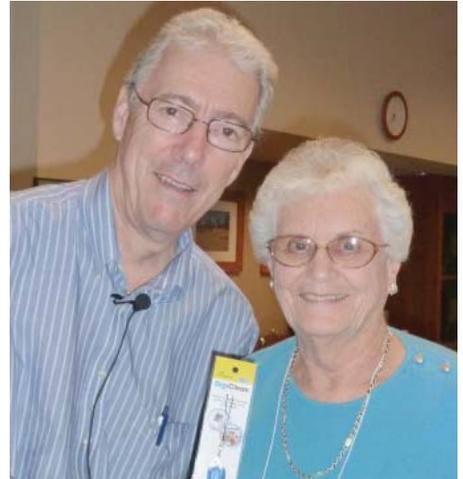
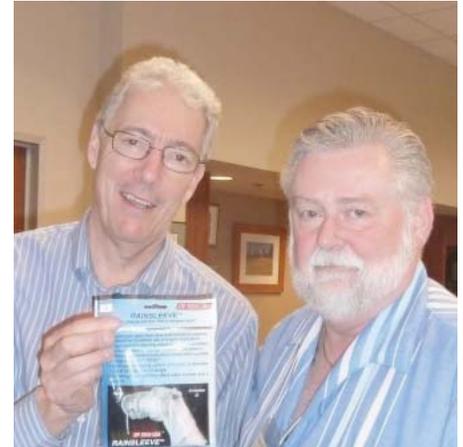
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Sponsors

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

Congratulation To Frank's Winners



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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:

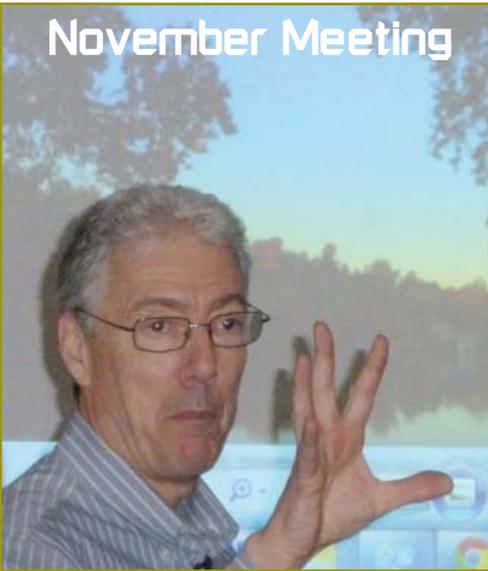
1. Advertiser must be a member.
2. The item must be computer-related.
3. The ad must be received by editor J. Ball by the *monthly date of the board meeting*. Sorry, no exceptions.

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

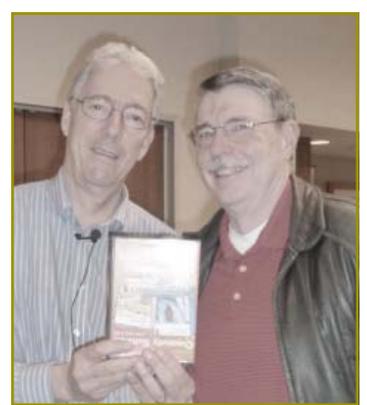
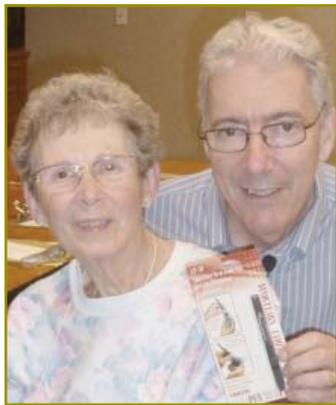
Article Submissions: All articles and reviews must be submitted to J. Ball by the *Monday of the monthly Board meeting* (see Page 1 for date.) Sorry, no exceptions.

Motherboard Editor reserves the right to make corrections and deletions in all articles in the interest of grammar, style, and space.

November Meeting



Congratulations To Frank's Winners





Frank Tona's Visit

Frank gave out 4 or 5 \$100 dollar packages of software, plus several other accessories for cameras.

We had a small group, and I am so sorry, because Frank's presentation was one of the best ever and we all learned many lessons about photography in particular, such as turning the camera so the flash is on the bottom when taking someone's picture so as to avoid a shadow caused by the flash. Invaluable information!

Thank you, Frank

Welcome Renewals

Cathy Ashcraft
Marlene Robinson

Membership Cost Break

FROM THE BOARD

Due to our low membership we are going to offer a half year's membership break to new members. That would be \$12.50 for a first year membership.

Tell your PC friends and acquaintances. Let's see if we can't get a little more activity going for our coming year.

CUGR MEMBER WEBSITES

MEXICAN-TOURS
www.mexican-tours.com
Lyle VanNorman
bbcreelmx@yahoo.com

Publicize Your WebSite

Here for FREE!
(Members Only Please)



Kindle Keyboard Raffle

Wi-Fi, 6" E Ink Display Kindle Reader

Like the idea of owning this?

You can for only \$5!

Yes, this \$99 Kindle could be yours at our next Christmas Party!

Read below for party details:

Remember!

Wednesday the 21st is our Christmas Party!

Due to the inability to carry out our usual party gifts this year, we are trying something new! A raffle for a brand new Kindle Keyboard Reader!

And you may buy your ticket for \$5 each or 3 tickets for \$10 at our November meeting, or even as late as at the party before the drawing! All members of a membership may purchase tickets. Of course, you must be part of a membership to participate. (This drawing only.)

AND YOU NEED NOT BE PRESENT TO WIN! As long as you keep your ticket stub and we have your name and phone number PRINTED on the back of the part of the ticket we hold for you, you can win and not be at the party. You will be contacted as soon as possible after the drawing. (This drawing only.)

You may also mail a check to me, and I will hold your ticket with your name and phone number on it until the drawing: Make check to Judi Ball, and send to 3904 Los Gatos, Shasta Lake, CA 96019, so it is received by the Friday before the Christmas party. No ticket will be assigned if it is not paid for at the time of the party, Wed. 12-21-11.

Now please read on about this great Kindle:

MOST ADVANCED E INK DISPLAY

Kindle's high-contrast E Ink display delivers clear, crisp text and images that you can read without eye strain. For extended periods of reading, E Ink displays deliver the best reading experience.

READ IN BRIGHT SUNLIGHT

Kindle's E Ink screen reads like real paper, with no glare. Read as easily in bright sunlight as in your living room.

LIGHTER THAN A PAPERBACK

At only 8.5 ounces and 1/3 of an inch thin, Kindle Keyboard is lighter than a paperback and thinner than a magazine.

HOLDS 3,500 BOOKS

Keep your library with you where ever you go.

QUIET PAGE TURN BUTTONS

You won't disturb your partner when you want to read all night.

SHARE MEANINGFUL PASSAGES

Share passages with friends and family with built-in Twitter and Facebook integration.

SIMPLE TO USE

Kindle Keyboard is ready to use right out of the box — no setup, no software to install, no computer required.

PDF READER

Now it has a new dictionary look-up, notes and highlights, and support for password protected PDFs. Easily carry all of your documents on the go.

MASSIVE SELECTION

It has over one million books, including *New York Times Best Sellers*, plus audio-books, periodicals and blogs.

REAL PAGE NUMBERS

We've added real page numbers that correspond to print editions so you can easily reference and cite passages.

AND MUCH, MUCH MORE

Please go to Amazon.com and search for the "Kindle Keyboard, Wi-Fi, 6" E Ink Display" to see more about the great features of this reader.



CUGR 2012 Officer Elections

The board will hold the 2012 elections in January and February this time. So please consider volunteering for a position on the board. We need your help.

Dick Marx has volunteered to continue with his Vice President duties and Jeanie Richardson is relieving Margaret Martinovich of Secretarial duties.

However, the positions of President, Treasurer, and Membership are all open for replacement.

These positions in this club do not require much work. More than anything our club requires a few hours a month of your time and your genuine interest in the club's survival. And if you would like some background, feel free to call an officer and learn what his or her position requires.

DUTY DESCRIPTIONS FOR OFFICERS

PRESIDENT

1. Lead club and board meetings.
2. Be the organizational focal point for club meetings and club events.
3. Delegate tasks.

Skills Required: dependability, organizational skills, commitment and genuine interest in the club's survival, very basic computer skills, such as e-mail and basic word processing.

VICE PRESIDENT

1. Cover for the President in his/her absence.
2. Assist the President in club events.
3. Attend club and board meetings.

Skills Required: dependability, organizational skills, commitment and genuine interest in the club's survival, very basic computer skills, such as, e-mail and basic word processing

TREASURER

1. Receive all monies due the CUG from all sources.
2. Disperse monies to cover all legitimate CUG obligations.
3. Manage and control the CUG'S operating bank account.
4. Report to the board of directors on a monthly basis with a detailed account.

Skills Required: dependability, organizational skills, basic checkbook balancing skills, commitment and genuine interest in the club's survival.

Bits And Pieces

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

HiJACKING REDUX

Several months ago I mentioned how the newer more sophisticated techniques of infiltration of a persons' computer enables a hacker to send out a web crawler to find certain files worldwide, delete them, and substitute their own. I had this done in two cases where files that I had legitimately acquired were deleted and replaced with an admomishment about the theft of copyrighted material and was offered the opportunity to buy them back for a fee. One was a copy of General Eisenhower's speech to the soldiers on the eve of the June 6 invasion, and the other was a download I made of a 20-minute U-tube video. This latter was replaced with a copy that had the word copyrighted embedded in it as a watermark, plus a warning about the theft of copyrighted material (it wasn't copyrighted when I downloaded it).

I have retold this as a warning that despite firewalls, anti-virus, anti-spyware and anti-trojan checks we are still quite vulnerable.

GOOGLE BOOKS

I would also like to revisit Google Books. Google did a magnificent thing in their plan to scan all the world's books. They have so far spent a large amount of money and time in this process. Their website tells the story. In 2002 these idealistic and dedicated Google founders, Larry Page and Sergey Brin, were inspired by ongoing efforts of the Library of Congress, Project Gutenberg, the Million Book Project and others to scan "all the books in the world" even if it took 1000 years as was predicted.

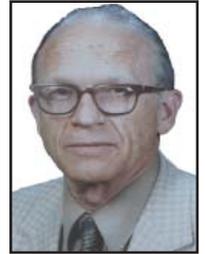
Using a state-of the-art hand held camera-scanner designed by an immigrant Russian physicist's Elphel Corporation,

they found they could scan 300 pages in 40 minutes. After some study they developed a technique for gentle handling of the books despite the increase in speed. This same camera is now used for the Google Street View and Google Books Project as well as the NASA's Global Hawk UAV. A later version of this camera enables the scanning of 1000 pages per hour. It is stated that as of 2010 fifteen million books of the estimated 130 million unique books in the world have been scanned already. Books out of copyright may be downloaded free – others are offered for sale and may be viewed as snippets in the author's or publishers' entries in Google.

They conquered the problem of odd type sizes, unusual fonts and 430 different languages. They made an agreement with the librarians of Oxford's Bodleian Library to digitize one million centuries-old books. By teaming up with the major libraries and publishers around the world, Google is closing in on their idealistic goal which they estimate will be completed by the end of this decade.

Unfortunately, since I first accessed Google Books, more and more publishers have reprinted many of these out-of-copyright books and added to the preface and then re-copyrighted them and now offer them for sale. If one searches, one may still find the original out-of-copyright copy to download free.

I would certainly recommend that you look over this site and also read "The History of Google Books."



Right Click Surprises – Windows XP

by Warner Mach, Editor, SouthEastern Michigan Computer Organization
August 2011 issue, SEMCO DATA BUS, www.semco.org, Machw48185@yahoo.com

I have recently become familiar with some handy uses of the mouse right-click that are worth mentioning.

1. Right click on "Start" brings up a menu that lets you select Microsoft "explorer" and "search." This can be a quick way to get at those utilities.
2. If you want to use a program other

than the default in conjunction with a file, then right click on the file and go to "open with." I sometimes use this with pdf files. My default for pdf files is "Nitro" but it does not have a search function, so I will sometimes

Continued on Page 11

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 Saturday the 17th, at our home from 10 am to noon. For directions contact me via e-mail above or phone, 365-0825.

Recently I have been reminded by students how I've slipped into some bad habits and stopped using Windows 7's new tools.

I have been asked frequently how to find a file.

Often "we" misplace files on our desktop from our most recent projects. Windows 7 invented the Jump List that works perfect to find files quickly within specific programs.

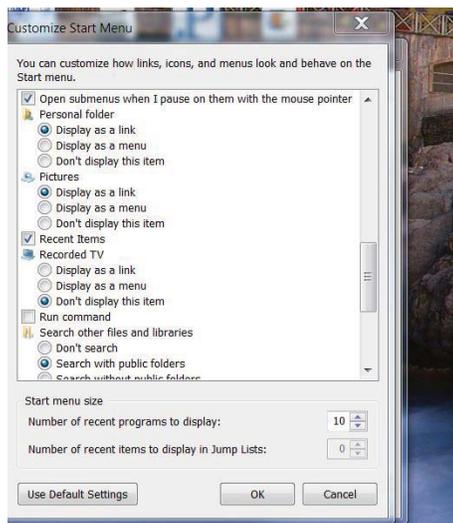
So, use this Jump List for efficiency.

The quickest method is to drag your file from the Recent Items list onto the program Icon you've placed on the taskbar. The second method is to drag the file to the program Icon on the taskbar when you've located it in windows explorer.

If you've lost the Recent Items folder from your Start Menu, do this:

Right Click the start icon, choose Properties

1. Choose Start Menu
2. Select custom to get this panel:



3. Scroll down the options (alphabetical listing) to find Recent Items. Place a check in this box.

4. Choose Ok, then Apply before leaving the Properties panel.

Now as you work, select your most recent projects to be a part of the Jump List by specific programs.

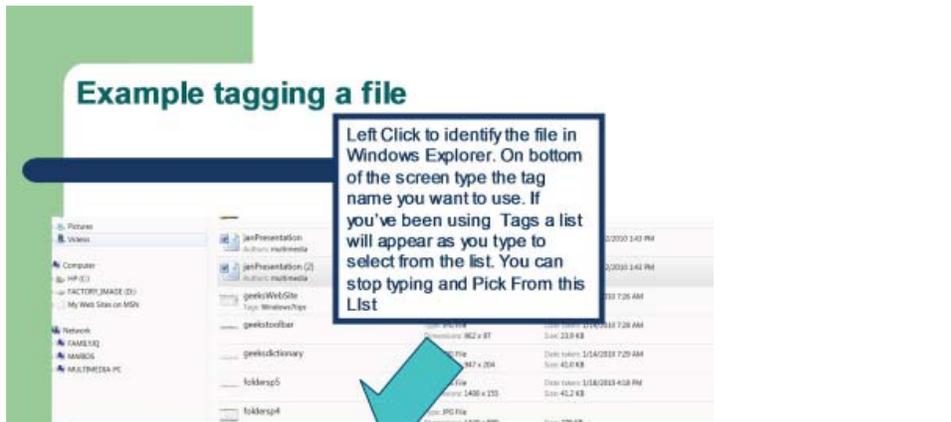
Another tip:

Utilize tags and descriptions to define files.

I am guilty of not remembering to pass along this bit of news. Working in Windows Explorer on your desktop, specifically with pictures, you can edit the Date Taken Field. This comes in handy if the date taken is incorrect on a picture file, or when you scan an old photo, the date taken and is the current date. Perhaps you'd prefer it to have the actual date and year that the picture taken.

Plus, you can add tags for easy searching and organizing of documents, pictures, music, etc.

My new year's resolution is to promote these tools to my class and my SIG group.



The Seventh Son Of Windows Windows Live Photo Gallery For Windows 7

by Lee Reynolds, Member, Boca Raton Computer Society, FL
October 2011 issue, Boca Bits, www.brccs.org, leetutor@exploringwindows.com

INTRODUCTION

For Windows 7, Microsoft has stopped furnishing the Windows Photo Gallery that was built into Windows Vista, and instead made a version of the program available from the Windows Live site. Windows Live Photo Gallery can also be installed in Windows Vista and Windows XP. By removing this component from the operating system, it is to be hoped that Microsoft will be able to provide updates and improvements in a much more timely manner.

DOWNLOAD

You can download the latest version

of Windows Live Photo Gallery from here:

<http://www.windowslive.com/Desktop/PhotoGallery>

ABOUT WINDOWS LIVE PHOTO GALLERY

With Windows Live Photo Gallery, you can manage all your photos, search for them, import them from a camera or other removable media, order prints online, and publish them (upload to Windows Live Spaces, Flickr).

When you import photos, they are automatically grouped by date and time.

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Traveling With Your Computer

NAPSA

The number of air travelers soars during the holidays and so do delays. That's why many bring along their PCs to stay connected and entertained, regardless of where they may be.

Whether you're traveling across the ocean or across the country, these suggestions on how to make the most of the inevitable travel delays and flight cancellations will not only help you survive those pesky travel inconveniences, but actually might help you enjoy them.

TRAVELING WITH YOUR NOTEBOOK

For travelers, notebook computers have become an essential component of their carry-on package.

Notebook PCs keep their owners connected to the online world, supply portable tools to stay productive and provide entertainment during long drives, flights and the occasional delay. When traveling with a notebook PC, there are a few things to consider.

A notebook PC that combines portability with full-scale performance tops the lists of today's savvy travelers. These days, many notebooks, such as those powered by Advanced Micro Devices (AMD) processors, pack powerful performance, stunning graphics and seamless wireless capabilities into thinner and lighter designs, allowing for easier travel and fewer backaches.

Smaller notebooks also fit better in tight airplane spaces and car seats and tend to use less power.

Travelers should always make sure their notebooks have enough juice to make it through their trips. Notebook battery life varies, but it's important to remember that you don't have to sacrifice performance to save power. The latest notebooks, such as those with AMD Turion 64 X2 dual-core mobile technology, offer extended battery life. One can easily transform a notebook into an energy sipper — as opposed to an energy gulper — by lowering the brightness of the screen and by keeping the computer on standby mode throughout the trip. Standby allows the notebook to restart quickly and consume almost no battery power when not in use. Of course, for longer journeys, it is always a good idea to pack a spare battery.



FOR THOSE UNLUCKY TRAVELERS STRANDED IN A TERMINAL, A NOTEBOOK PC CAN HELP PASS THE TIME WITH ENTERTAINMENT AND PRODUCTIVITY.

DELAYS, CANCELLATIONS AND...

According to the U.S. Department of Transportation, more than 22 percent of all flights are delayed, with more than 14,000 flights each month ending in cancellation. For those unlucky travelers stranded in a terminal, a notebook computer can help pass the time with entertainment and productivity.

With many airports now providing wireless Internet access, travelers can shop online, catch up on e-mails and download music while they wait. ATI graphics from AMD can also turn any notebook into a high-definition movie screen. One can browse through Internet video in the terminal or watch DVDs on the plane to pass the time spent sitting on the tarmac.

SAVE WHILE STAYING HOME

Many people will avoid traveling this holiday season and their homes will become destinations for out-of-town guests. From creating slide shows of family photos, calling loved ones using a Voice over Internet Protocol (VoIP) service or playing the latest computer game, desktop PCs are a hub for holiday fun and communication. And with energy conservation becoming a growing worldwide concern, why not give the planet a gift this holiday season every time you use an energy-efficient PC? It's good to know that desktop PCs no longer have to gobble up energy and add to high power bills.

Today, many desktop PCs exceed the new system requirements of the Environmental Protection Agency's ENERGY STAR computer specifications. PCs featuring control centers, like those based on the AMD Athlon 64 X2 dual-core processor, help consumers reduce energy consumption without compromising performance — every time they turn on and use their PCs. And with new small and slim PCs, which are designed to generate less noise and less heat and use less power, consumers can take advantage of all the fun and utility their PCs offer without worrying about breaking the bank.

Make the most of your holidays by making the most of your PC. Travel safely.

WINDOWS LIVE PHOTO GALLERY

Continued from Page 6



You can edit them to fix redeye, crop out unwanted sections, correct colors, and adjust the lighting, sharpness, etc. Any edit you make to your photos can be reverted later at any time.

You can stitch several photos together to offer a "panoramic" view. You can also apply a treatment to color photos to convert them to black and white and shades of gray.

The list of capabilities of the program goes on and on.

For example, you can send photos by e-mail, burn them to a CD, and print them.

You can add tags, ratings, and captions. Since Live Photo Gallery has the ability to automatically recognize faces, you can tag them with the names of the people in the photos and therefore be able to search by the people in your photos.

You can resize, rotate, delete and rename the photos.

There is QuickTime movie support if you have QuickTime 7 or later installed.

The Tip Corner

by Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA,
October 2011 issue, The LVCG Journal

Rename Multiple Files at Once

Did you ever have a bunch of files, folders or pictures with similar names like DSC_12234? They are so uninformative. So I used to open Picasa and do a batch rename... it worked. But here is a simpler way without opening up another program. Highlight all the files/folder in question. Right-click, choose Rename and call it something that best describes them. For example, Family Picnic. Quick as a flash they are renamed to a uniform more meaningful name. The only thing I don't like is that the sequential numbers are put in parenthesis while Picasa allows you to set the numbering convention. Either way you get rid of files called File1, File2, etc.

REFORMAT A FLASH DRIVE

I think this is a tip that is not really needed, however there might be some of you who are wondering if you have the capability of reformatting a flash drive. Well you do, and here is a reason you might want to. Lots of flash drives are formatted in FAT32. Today we know that a more space saving method is the format NTFS. So to pump up the drive to save a few more files you would want to change to the NTFS format. Actually, a flash drive can be reformatted the same way as any other drive.

As we know, when you plug in a flash drive your computer automatically assigns it a drive name and it looks like any other hard drive, so just go to "Computer," right-click on the drive, and then click on "format." You then have some options. File type should be NTFS (or FAT32 if available). You can then assign a name to the drive, and finally you can decide if you want full or quick format. The full format will take a lot of time and actually reformat the whole drive. The quick format just erases the File Index. It does not change any bytes on the drive, Then just click on "Start." When done, the format will say "complete."

Now, here are a couple of caveats you should be aware of. If the flash drive came with certain programs, such as security or maintenance programs you might want to copy them to your hard drive during the format and copy them back over after the format is finished. A format destroys all data (or at least hides it from normal viewing).

Also, there is some thought that reformatting will reduce the life of your flash drive. Does it? By how much? Hard to quantify, and even harder to decide if that it actually does reduce the life of your drive. I really wouldn't worry about that.

STORING IMPORTANT FILES

While on the subject, which is better for storing an important file? Your computer hard drive? External drives? Or optical media such as CDs and DVDs? Where to store precious pictures or personal data is a serious question. How long will a disk or drive last? Will it fail? Will the medium become obsolete? (Anybody still remember floppy disks?) To answer this question, first we need to look at some of the qualities and limitations which the most commonly available storage formats present.

STORAGE FORMAT: HARD DISK DRIVES

Pros: Large storage capacity for the price/Typically good lifespan.

Cons: Susceptible to malfunction due to mechanical failures and physical impact.

Inside your computer (desktop or laptop) is probably the safest place to store your hard drive(s,) but doing so will not guarantee a trouble free experience. Why? There are just too many moving parts.

Inside the hard drive case are discs which spin as a mechanical arm which moves back and forth above the disc surface, reading and writing data to and from the platters beneath. While this method of data storage has worked for many, many years, there has always been one unavoidable fault which leads to inevitable failure of a hard drive... the aforementioned mechanical parts. As with any device which relies on constant and precise mechanical movement to run, hard drive parts eventually fail, usually taking your data to the grave with them. Due to the precision with which they operate, hard impacts may also cause a hard drive to read or write data in error, and possibly fail altogether as well. Despite these shortcomings, most hard drives have a life expectancy of at least 3-5 years, with many reportedly living a healthy life at 10+ years of age.

STORAGE FORMAT: OPTICAL MEDIA (CD-R / DVD-R)

Pros: Inexpensive, portable

Cons: Inconsistent lifespan, temperamental storage requirements, data

lost over time due to degradation

Optical media are quite handy for short term storage of data. However, they remain a less than desirable choice for long term and mission critical data archival. The reason is simple: everyday optical media degrades quickly and easily. Although many manufacturers claim their optical media will last for 30 years or more under perfect conditions, their actual lifespan with normal use and storage is typically closer to a few years (at most) than a few decades. There are many different factors which conspire against the lifespan of CD-R's and DVD-R's; sub-par dyes (the reflective portion of a disc where data is written) which degrade much sooner than rated, exposure to heat, cold, or sunlight which also degrade said dyes, and weak or wrongly calibrated optical disc burners which fail to write data as intended. All of these factors make every day optical media formats a less than favorable storage choice; ok for short term data storage, but definitely not the choice for long term backup of important information.

STORAGE FORMAT: FLASH DRIVES

Pros: Durability, Versatility

Cons: Debatable life span, higher price per gigabyte

The last decade has given rise to the newest consumer storage de-vices in this comparison: solid state flash (aka thumb) drives. Unlike the aforementioned storage mediums, flash drives use no moving parts or temperate dyes to store data, relying instead on electrical pulses to write data to a static storage chip. This method of storage allows for much higher shock resistance and durability, as well as smaller form factors and increased portability, than what is traditionally offered in a hard drive or CD/DVD.

The downside to this fantastic usability is a generally higher price per mega/gigabyte (i.e. for the price of a 32GB flash drive, you could purchase a larger portable hard drive with a terabyte (1000 gigabytes) of storage.) The life expectancy of flash drives is also up for debate, as the solid state memory used to store your data does wear out the more times you write to it. Good quality

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Tips & Tricks/Tutorial: Disk Maintenance

by Les Townsing, a member of the Melbourne PCUG, Australia, 4-2011 issue, PC UPDATE, www.melbpc.org.au, editor@melbpc.org.au

Cleaning up your hard drive can restore your PC's Performance

There are three important utilities provided in Windows that help to improve a PC's performance:

Disk Clean Up

Error Checking (previously known as Check Disk or Scan Disk)

Disk Defragmenter

DISK CLEAN UP

Over time, unnecessary data and "leftover files" gradually collect in all PCs as you use them. As this garbage collects it slowly clogs up your system, taking up space and making performance slower and slower. The Disk Cleanup tool helps you free up space on your hard disk by searching for files that you can safely delete.

There are a number of ways to start Disk Clean Up. My preference is:

Open 'Windows Explorer' and right click on the required drive

Select 'Properties,' click the 'General' tab, and then click 'Disk Cleanup'

Disk Clean Up will then scan the drive and provide you with a list of possible actions and an estimate of the space that can be saved.

Depending on your system, a number

of different file types are analysed when the initial disk scan is conducted. After the analysis completes you can choose what to do with them. The analysed files include:

Downloaded program files

Temporary Internet files

Recycle Bin

Temporary Remote Desktop files

Setup Log files

Backup files for a previous operating system

Offline files

Compressed old files

In addition to the Disk Cleanup tab, the More Options tab offers further opportunities for freeing up hard drive space. There is nothing on this tab that isn't available elsewhere within Windows in standalone fashion and some will be dealt with below.

There may be other categories that appear in your Disk Cleanup window, but in all cases, highlighting the item will display an explanation of the category in the Description area.

ERROR CHECKING

Previously called Scan Disk or Check Disk, this utility is known as Error Checking within the Windows XP/Vista/7 system.

Error Checking will check the hard disk for defects in its platters. It will also check file systems. If errors are found it will attempt to fix them.

These errors are found inside your hard drive may be caused for a number of reasons. These include:

system crashes

applications that have been improperly closed

the existence of harmful programs such as viruses

It is important to know that Error Checking is not a data recovery tool. Its job is to maintain the file system, and if your directories or files get in the way of this objective, they will be sacrificed!

Before checking volumes or drives for errors, make sure that all other programs are closed, and disable your screen saver.

To Run Error Checking:

Open 'Windows Explorer' and right click on the required drive

Select 'Properties,' click the 'Tools' tab, and then click 'Check Now'

You will be given the options of auto-

matically fixing file system errors and recovering bad sectors.

Note: Vista and Win 7 will not allow Error Checking to run while the system is operating. It must be scheduled to run at boot time.

DISK DEFRAGMENTATION

When files are created, deleted or modified it's almost a certainty they will become fragmented. Fragmented means the file is not stored in one place in its entirety and different parts of the file are scattered across the hard disk.

Fragmentation causes the drive heads to search for all the pieces of a file in different locations. The more fragmented files there are on a drive, the more performance and reliability suffer.

The Disk Defragmenter Utility is designed to reorganize fragmented files and optimize their placement on the hard drive for increased reliability and performance.

To Run Disk Defragmenter:

Open 'Windows Explorer' and right click on the required drive

Select 'Properties,' click the 'Tools' tab, and then click 'Defragment Now'

When Disk Defragmenter first opens you'll see a list of the hard drives displayed at the top of the screen. Clicking on the 'Analyse' button will display a graphical representation of the amount of defragmentation on the selected drive.

When the Defragment button is clicked, a graphical representation of the defragmentation during and after defragmentation is progressively shown. This graphical representation does not appear in Vista or Windows 7. You can schedule the Disk Defragmentation Utility to automatically run at a predetermined time in both Vista and Windows 7.

For the technically minded, you are also given the opportunity to view a defragmentation report after the drive is analysed and when it has been defragmented.

For the majority of users, the Disk Defragmentation Utility included with Windows is sufficient to keep the hard drives in relatively good condition. If you are the type that wants to extract the best possible performance from a system, consider upgrading to one of the premium defragmenter products.

THE TIP CORNER

Continued from Page 8

flash drives from well known, trusted manufacturers are typically agreed to have a life span of a few years or more, making the flash drive a good choice for your everyday data storage needs.

By now you're probably thinking to yourself "should I use any of these formats to store my data?" The answer is yes: use all of them. If you want to sleep soundly at night without worrying about your irreplaceable pictures, videos, documents, etc., regularly backup your important data on at least two sources; creating duplicates which will allow you to retrieve your important information should any one backup fail completely. And keep in mind, as newer methods arrive, such as BluRay disks, or bubble memory, or cheaper solid state drives, the older methods such as CDs and DVDs start fading away. As I asked earlier, "Remember the floppy drives?" I gave away hundreds of 5¼ floppies, and still have hundreds of 3½ drives. Anybody still have a drive to run them on?

New Social Media For Elections

NAPSA

Lee, co-founder of Votocracy, a new social media site where anyone can toss their hat into the presidential ring for as little as \$1. "We aim to be the great political equalizer, providing anyone of the 200 million voting-age Americans a shot at getting on the presidential ticket and gaining millions of supporters, simply through the power of social media." According to a recent Pew Research study, 22 percent of adults used social networking sites to plug into the last elections. Social media use in the next presidential election race promises to be even higher, with innovative sites already sprouting up to help citizens voice their opinions, show support for their favorite candidates and even get a chance at the ballot themselves. Seasoned political pundits and novice voters are rapidly adopting new online media that aim to level the political playing field and get involved in ways never before possible.

"In recent history, presidential candidates have needed very deep pockets, knowledge of the complex campaign process and a huge network of support resources to even get noticed," said Bryan.

The site offers members free access to find and interact with political candidates, then helps those candidates amass support from the American people after registering their own presidential campaign — which takes only minutes. The Votocracy process culminates in a nationally televised reality show in which the candidates who generate the most support compete for America's support.

Other political networking sites, online communities and tools have emerged to help people engage and learn more about upcoming elections, participate in political discussions and keep tabs on specific politicians. This new wave of social media sites means a new breed of "political entrepreneur" can quickly gain momentum without having deep pockets, years of political experience or even notoriety — just the drive to compete and a passion for change.

The campaign season promises to be more accessible and interactive

Converting Documents To PDF

by Wayne Comstock, Member, South Walton Computer & Technology Club (SWCTC), FL, <http://southwalton.apcug.org/>, Walaco@gmail.com

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. PDF documents can also be easily emailed to others as an attachment.

You can convert to PDF from **any** file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software to accomplish this. I recommend the **Free** PrimoPDF program. It's free, easily installed and available at: www.primopdf.com/index.aspx

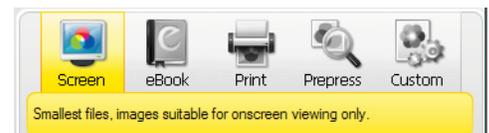
1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.
2. When prompted, select a download location which you can find easily, such as your 'Desktop' or 'My Documents' folder, and click OK.
3. When the download is complete, double-click the file named Freeware-Primo-PDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.
4. Follow the simple instructions to complete the installation. A system-restart is **NOT** required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality

to output files to PrimoPDF for quick and easy PDF conversion.

To Convert A Document To PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select **File >Print**.
2. In the printer dialog, select PrimoPDF from the dropdown menu and click OK to complete the print, and launch the PrimoPDF interface.
3. Select one of the Creation Profiles for the document **Quality** you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide. Point your cursor at each button to define.



4. Select the Save As dropdown menu to set a name and location for the created PDF.
 - ♦ Ask when creating PDF – Allows you to rename the PDF and select a save-location.
 - ♦ Specific Folder – Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.
5. Click the Create PDF button to convert your document.
6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog.

There are many more options and features available. (Appending a PDF)

Go to the web site below and download the PDF Primo detailed User Guide. http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf

EDITOR'S NOTE

This could be a scary prospect with pure electoral havoc for our nation, no matter your political leaning.

If this comes to pass, I hope I'm wrong in my fears. Judi Ball

than ever before, making it easy to get involved, either to support a favorite candidate or campaign. For a look at what many are calling the future of politics via social media, visit: www.Votocracy.com.



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Not A Renewal Reminder

Dick's Clicks

*Dick Ramette, President, Computer Club of Green Valley, AZ, Oct. 2011 issue, Green Bytes,
www.ccgv.apcug.org, Rwramette@mindspring.com*

Another box of candy is Science360, an inexhaustible collection of pictorial goodies from the National Science Foundation. And when my 2003 Buick has aged a couple more years, I'll surely use CarZen to browse auto models with complete price and specs information.

ShowOfHands lets me see user opinions on numerous personal and political

questions, displayed in pie charts for all states and for the nation as a whole.

So far I haven't read a book on my tablet, but I could. I've streamed movies from Netflix, looked at my photo collection and played my iTunes music. Really, there's no going back. My iPad, my recliner chair and I are at one with each other!

Quote of the Month: "...there may be

no meaningful difference between computers and humans within 100 years. In that world, we'll be transformed into a new species that can improve upon itself at a pace unimaginable to us in our current forms. Whatever the future may hold, it's a safe bet to assume the machines we rely upon will be very different from today's computers."
Jonathan Strickland

RIGHT CLICK SURPRISES

Continued from Page 5

switch to "Adobe Reader" if I want to use the search.

3. In the tray at the bottom of the screen is an icon that looks like a screen with radiation coming from it. Left click tells the status of your Wi-Fi connection.

Right click gives options of disable/status/repair. I was at a location where I appeared to be connected properly, but all of my browsers were unable to reach any URL. Someone assisted me by clicking on "repair" and I could watch the system rework my connection and make it better. I was dazzled.

4. The most important time-saver of all: If you are playing solitaire and you reach the point where you have won the game and it is just a matter of moving all the cards to the top row, then right-click on one of the cards in the bottom row and the system will do the remaining work for you.

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Merry Christmas and Happy New Year To All

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 functions and all Special Interest Groups (SIGs).
7. Find out that no one needs to be alone and helpless with today's computer

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 inside to the
left of the main library door.*



Multi-Media SIG

Saturday, 10 AM, November 19, 2011

At Jane Quinn's Home, for information contact:

Jane Quinn, 365-0825, qjquinn7427@gmail.com

Learn about Digital Devices, usage of free software for Movie Creation, Photo Projects, Music Projects, and Social Networking.

Jane also conducts classes at the Anderson Senior Center (Frontier Center), Thursday 1-3 pm. You can connect to the classroom via high speed internet to SKYPE, ID # AAASCO2009.

Walk-ins welcome between 3 and 4 pm for tutoring or special projects.

