MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

YOUR C.U.G.R. PRESENTS

4th Tuesday, October 23, 2012, 4 PM to 6 PM

Program One

Colly Lord Has A New Gadget! He will share his $35 Rasp berry Pi computer, demonstrating it as a web server, a media center, and a low cost PC that might be used by schools for teaching programming to get kids interested in technology.

Program Two

Q & A Panel with Jane Quinn, Fred Skill, Bill Ball, & Colly Lord. Write down the computer problem or subject you want to discuss and come to the meeting armed for the panel.

Fred will also speak about the Magic Jack Pro and its advantages.

Door Prizes

1. 16 Gig Jumpdrive

2. Wireless Keyboard & Optical Mouse Combo

3. CD/DVD Desktop Black Wire Rack

Lucky Ticket! One free ticket to each member at the door!

4 pm Social & Business & 4:30 Presentation

Social time & club updates. 4:30 Presentation

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

November's Meeting
Frank Tona Of Crown Camera!

CUGR Calendar

CUGR Board Meeting
1 PM Tuesday, Oct 30, 2012
at Redding Library in the
Foundation Reading Room

MULTI-MEDIA
10 AM, Saturday, Oct. 27
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
at the Redding Library
1100 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

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.... ricerl@snowcrest.net

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daroldlwright@yahoo.com

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Spread Sheets......... Sfskill@shasta.com

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98, ME, XP, Vista, 7 ...bcard9@charter.net

DTP .... **Judi Ball**
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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:
Darold Wright
3300 Veda Street, Rdg.   245-0500
 (no microwaves or large appliances)

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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.
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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.

Note:
Meetings are 4pm to 6pm

Editor's Corner

Bob fit in so well with our group. He had so much to impart to all of us and we learned much more than we expected about security in all aspects of our computers.

He had an impressive graph that highlighted all the most popular anti-virus programs, free and otherwise, and Avast (free version) out did all in the many categories listed.

Congratulations To Our Winners!

Dick Marx Won the 500 Gig External Drive.

Fred Skill Won the 16 Gig Jump Drive.

Shirley Parker Won the 50-Pack CD-Rs.

September Meeting

Bob Gostischa

Bob himself uses Avast free, plus two other programs: Malware (free) and Win Patrol Cloud. You can go to this site to find out more about these programs and to download the free version of Avast. http://www.avast.com

To download any of Avast's Software, simply go to: http://www.avast.com/download-software

Businesses have to buy an Avast version, but he is offering a 40% discount for those who would like to buy this version: Avast. Coupon_Security_Buy_Links-Bob.html

We're trying to put it on our website, but if you can't get it there, just email Fred Skill, or myself, and we'll send the sites to you. You'll find the club's website on page 1 at the top and our email addresses on Page 2.

Of course he spoke of careless passwords, and how easy it is for hackers to get to us. But that was only the beginning.

I hope when he returns all members can be there to see his presentation.

Above is the comic replica of Bob's version of email runamuck without protection.

Congratulations To Our Winners!

These three people won products provided by Bob Gostischa and the Avast Corporation!
And a camera strap provided by Avast was won by Mary Montague, no photo available.

Nancy Ditwiler Won the Avast Rescue Disk.

Our newest member, Jan Thielemann, Won the Avast Monitor Screen and Keyboard Cleaning Package. Welcome to our group, Jan.
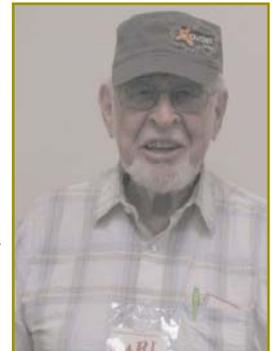
Karl Moore Won the Avast Cap that he is sporting in the photo.

Welcome New Member

Jan Thielemann

Welcome Renewals

Ann Dale

John & Debby Hamman

Betsy & Robert McCarville

Fred Skill's Tips: Word 7 Feature

HOW TO FIND THE SAVE FEATURE IN WORD 7

If you are looking at Microsoft Office Suite 2007 or Word 2007, they are a bit different from any previous Word programs. There isn't a File selection as the first choice on the menu bar now. There is an emblem in the upper left corner and when you left click on that, the choices drop down and include "Save." I suggest that when you save your work you choose, "Save As" and choose the "Save as Word 97" to "2003" if you want to pull up the saved file on an XP or older. Or you can go to www.Microsoft.com and get the compiler for the 2007 – 2010 version and it will read and covert a 2007 – 2010 version to an earlier version for you.

By the way the 2010 version has a tab called "File."

Officers & Board Members Election

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

It is time again for our election of new officers and board member appointments. Election takes place in November and new officers begin in January, 2012.

If you would like to help your club by volunteering for an office position please reply to any board member listed on Page 2. The more you and others do to help, the better our club is for all members.

We welcome all questions. Sincere thanks for taking a moment to read this and please help if you can.

PCUG Of Redding

Officer Nominations

PRESIDENT	**TREASURER**
ED BEAULAC	MARIO QUINN
VICE PRESIDENT	**SECRETARY**
DICK MARX	JEANIE RICHARDSON

Making Healthy Vision Last A Lifetime

NAPS Online News

Vision changes as people get older, but vision loss is not a normal part of aging.

That's the word from Paul A. Sieving, M.D., Ph.D., director of the National Eye Institute. He believes that early diagnosis, timely treatment, and appropriate follow-up care can help prevent irreversible vision loss from common eye diseases such as glaucoma, diabetic retinopathy and age-related macular degeneration.

Dr. Sieving says that it's possible to make healthy vision last a lifetime. To help, he offers the following tips:

• Know Your Family History. Some eye diseases are hereditary. Talk with your family members about their eye health history, then talk with your eye care professional to learn what you can do to protect your vision.

• Eating foods rich in omega-3 fatty acids and vitamins A and C may help keep your eyes healthy.

• Give It a Rest. Work at a computer all day long? Give your eyes a 20/20/20 break: Every 20 minutes, look about 20 feet in front of you for 20 seconds to reduce eyestrain and fatigue.

• Let the Sun Shine. When shopping for sunglasses, look for ones that block out 99 to 100 percent of UV-A and UV-B radiation.

Early stages of common eye diseases typically have no symptoms and can only be detected through a comprehensive dilated eye exam. Pupil dilation allows a doctor to closely examine the back of the eye for signs of eye disease.

The National Eye Institute (NEI), part of the National Institutes of Health, leads the federal government's research on the visual system and eye diseases.

The National Eye Institute (NEI) leads the federal government's research on the visual system and eye diseases. NEI supports basic and clinical science programs that result in the development of sight-saving treatments. For example, said Dr. Sieving, recent clinical trials sponsored by the NEI have provided doctors with crucial data regarding prevention and treatment of age-related macular degeneration (AMD).

The Age-Related Eye Disease Study determined that taking high levels of anti-oxidants and zinc reduces the risk of developing advanced AMD by about 25 percent. The NEI comparison of AMD treatment trials found that the two most commonly used AMD drugs—one that was designed for use in the eye and a much cheaper drug that was developed to treat cancer—are equally effective in treating AMD.

For more information about eye health, visit www.nei.nih.gov/healthyeyes.

Talk with your family members about their eye health history, then talk with your eye care professional to learn what you can do to protect your vision.

Make Hard To Break, Yet Easy To Remember Passwords

by Doris Collins, Member, ccOKC (Computer Club of Oklahoma City) May 2012 Issue, eMonitor, www. ccokc.org, DJCollins1122@aol.com

We all know that simple passwords are dangerous. If you're using any of the following for passwords (or forms thereof), you probably aren't as secure as you think:

· Names of Pets
· Birth date
· Last 4 digits of your SS#
· Kid's Names
· Grandkid's Names
· Parent's Names
· Addresses
· Phone Numbers
· The word Password

Did I catch you? Well, it gets even worse!

Even if you're not using any of the above, but are still using simple words (like car, bike, etc.) for your passwords, you're accounts are still pretty easy to break into. Now, a better password looks more like this:

ks86jw03ts92ctb02

Although some would argue that it's not better than what most people have been using thus far. Yeah, yeah, I know what you're thinking, "How the heck am I supposed to remember that thing? It's 17 random letters and numbers!" Read on. That password is as easy to remember as any other - if you understand how it was constructed:

It's based on a fictitious Smith family with a daughter named Kelly and a son named Tyler. They have a 2003 Jeep Wrangler and an 02 Chevy Trail Blazer. Now, let's take those facts and look at the password again:

· ks - Kelly Smith, born in 1986
· jw03 - Jeep Wrangler, 2003 model
· ts92 - Tyler Smith, born in1992
· ctb02 - You guessed it, Chevy Trail Blazer
· 2002 model year

I simply took the first initials of everyone and everything involved, then the year they were born (or built). It's a lot tougher to guess a password like that, but still very easy to remember.

Bits And Pieces

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

WINDOWS 8

Microsoft will release Windows 8 on Friday, October 26, exactly three years since the release of Windows 7, which was released on October 27, 2009. Windows Vista was released on January 30, 2007 and had only a short run. The stalwart reliable Windows XP was released on October 25, 2001. It is stated that in January of this year that 400 million copies were in use.

There is currently available a free copy of a Windows 8 Consumer Preview (32 bit) – installer for the 32 bit and 64 bit editions at http://windows–8-consumer-preview-todownload.com/ the site is sponsored by WeDownload Ltd.

Microsoft offers an upgrade to Windows 8 for $14.99 to anyone purchasing a pre-installed version of Windows 7 on a personal computer between the dates of June 2, 2012 and January 31, 2013. Also included is 90 days of free Microsoft technical support. Anyone who bought a computer with Windows 7 after June 2, 2012 with preinstalled Windows 7 should register at Windows 7 upgrade offer.com and they will be sent a promotion code so that they can download and install Windows 8 Pro on a compatible computer with Windows 8 Upgrade Assistant.

This information was obtained from http://windows.microsoft.com/en-US/windows/upgrade-offer.

Last year I sought some technical advice from Microsoft and after a short telephone consultation the problem was solved without charge. However, I might have been charged depending on the problem.

I was quite pleasantly surprised to find that Microsoft has now established a Technical Support site entitled "Fixnow" with an icon that says CHAT NOW that a person may check and a young woman's image appears with an invitation to call 1-877-236-0160 24/7 for free instant technical support if the problem can be resolved in 15 minutes or less. They state that most problems can be so solved with or without remote access. The problem is stated in an e-mail interactively with instant response. I tested it at 11PM and they were true to their claim.

They still provide support for Windows 95, 98, XP, NT, 2000, Vista, and 7. Also, for Word, Excel, Power Point, Outlook, Microsoft Publisher, and Outlook Express. This is certainly excellent news inasmuch as just a little while ago they were announcing the discontinuation of support for some of the earlier versions.

GPS Usage Tips

Metro Online News

Today's drivers rely heavily on GPS technology, or global positioning system devices. GPS has revolutionized the way people drive and use maps and directions.

While there are no hard statistics on the number of people who own GPS devices, thousands of people have either a GPS-device that comes pre-equipped in a car that they purchased or a stand-alone device that was bought after the fact. These devices come pre-loaded with maps that work with satellites in space. The GPS receiver figures out the distance to each and uses this information to deduce the location of the device in a process called trilateration.

GPS devices have made paper maps obsolete for many people. While GPS devices can be very convenient, especially on road trips, there are some tips to keep in mind.

* Place the GPS device where it won't obstruct your vision or take your eyes off of the road for a good deal of time.
* Don't treat the GPS as if it is infallible. Even with map updates and other accessories, a GPS can still make mistakes. Use common sense, especially where it would seem the GPS is guiding you in the wrong way.
* Do not play with the controls while operating the car. If you need to adjust something on the GPS, do so only after pulling over to a safe area.
* Have a general idea where you are going so you'll know if the GPS is potentially guiding you in the wrong direction and can maneuver in advance. SC123818.

Multi-Media SIG UpDate

by SIG Leader Jane Quinn, qjquinn7427@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. ID is AAASCO2009.

Our monthly Multi-Media SIG is Saturday, October 27, at our home from 10 am to noon. For directions contact me via e-mail above or phone, 365-0825.

ORGANIZING VACATION PHOTOS

Windows Live Photo Gallery gives you the ability to organize and tag lots of vacation photos in a quick simple one step method. Instantly you can create sub-folders from your photos when importing them from your camera to your desktop. Name each of the sub-folders and even create a tag to help identify the photo. For example, our month long vacation we had 1700 photos to download. I created 28 groups /sub-folders, named each sub-folder and typed a "tag" for each. By tagging a group of photos I could easily recall them later.

Here's is the panel you will see when using the wizard from Live Photo Gallery: The wizard will prompt you through the process. To manipulate how many groups/sub-folders are created, simply move the slider on the Adjust Groups.

MOBILE COUPONS

Our Saturday group discuss all types of new technologies. This meeting we began talking about Donna Sala's iphone and how adept she is at using mobile coupons. She is one of a few members in this group who uses a smart phone. One of the retailers she signed to is Safeway. She receives sales updates and coupons from them. "It's so easy because the coupons are already sitting on your phone." At check-out, she simply shows the coupon on her cellphone screen to the cashier, who enters a code to apply the discount. She advised us that we can sign up to different retailers and get great bargains.

While some mobile coupons are sent directly from a retailer to a customer who has signed up for mobile updates, the other way for bargain-seekers to get up-to-the-minute deals is to subscribe through websites like 8coupons, Cellfire. At Web sites like 8coupons, Cellfire, Yowza, users can sign up for different retailers' promotions in one place. The opt-in model means subscribers get only offers they want to receive, making each one worth reading.

Snipping out coupons from the weekend paper is still the most common way households in the United States get their coupons, but the popularity of coupons delivered via email and text messages is growing.
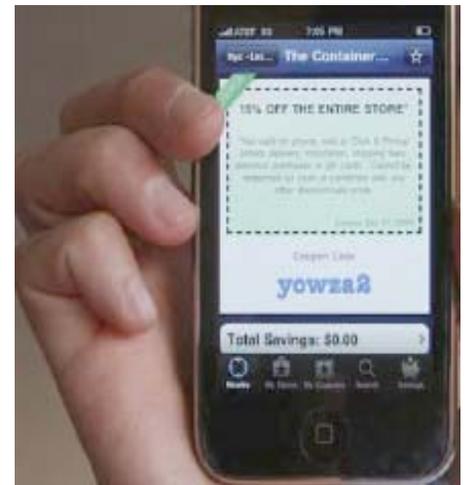
Our Thursday group will be studying manipulating photos the next two months. Our goal is to add to an existing photo. The Saturday SIG will meet again Oct 27, 10 AM, at our home. Come join us.

Got Mail?
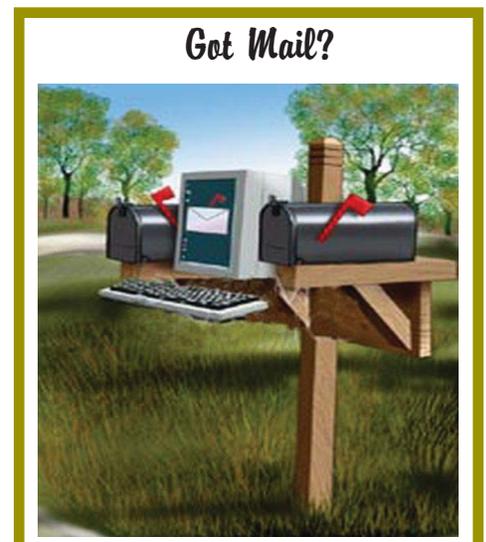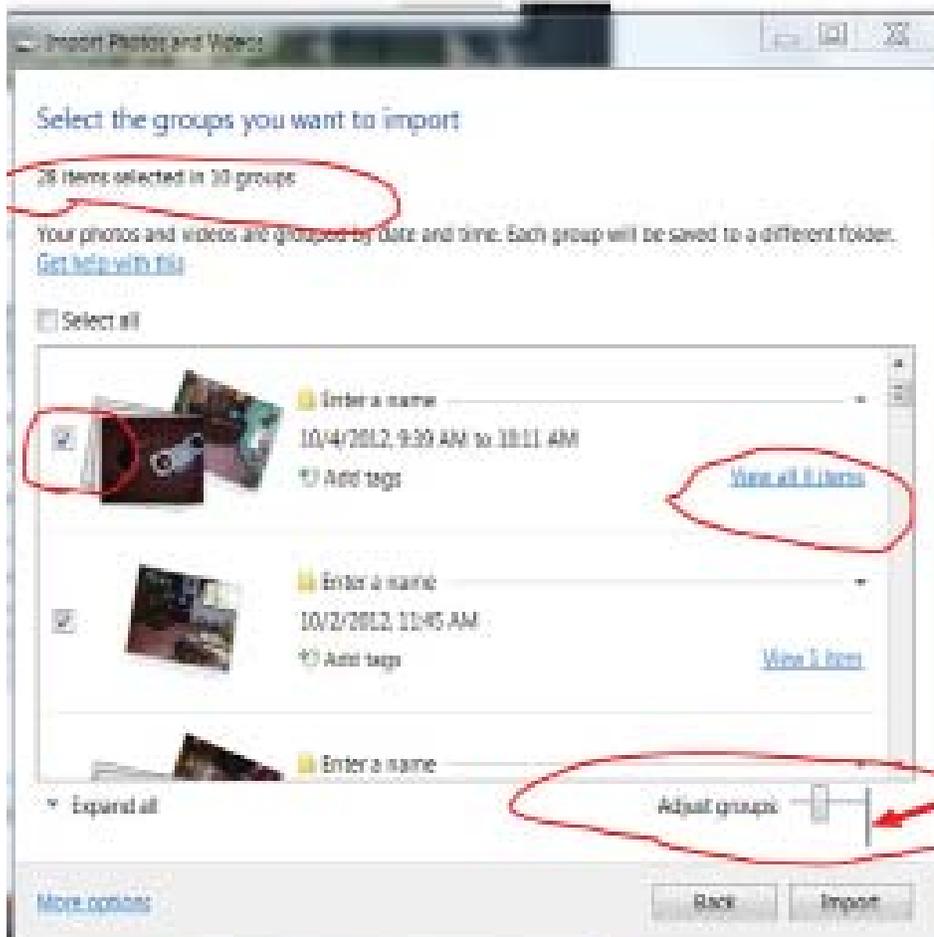
Undeliverable Email Messages

by Gini Pedersen, Instructor, FREE Internet and Computer Classes, San Diego, CA
Reprinted from the Seniors Computer Group, CA, March 2012 newsletter, Bits and Bytes, *www.scgsd.org*, *http://www.iteachyou.com*

Reasons Email messages you send out may be returned as 'undeliverable.'

REASON #1

You mistyped the intended recipient's email address. This also happens if you include a space in the address or fail to add the .com, .net, or other ending to the email address.

Possible Solution — Send the message again after correcting the email address.

REASON #2

The intended recipient's ISP's (Internet Service Provider's) email system may be offline (usually temporary).

Possible Solution — Send the message again perhaps hours or days later.

REASON #3

The intended recipient's email mailbox may be "full" or "over quota" (or similar wording).

Possible Solution — Send the message again perhaps days later after the intended recipient's email mailbox is no longer full.

REASON #4

The intended recipient's email address is no longer valid.

Possible Solution — Contact the intended recipient to get a new email address.

REASON #5

The intended recipient's ISP's email system (more common with Yahoo) deems that everything sent to multiple recipients at once MAY be spam. I notice this with my Net Happenings newsletter that I send out once a month. The only way around this is to individually (by email) let the intended recipient know that they may need to check their Spam or Trash folder, click on a message from your email address and click on a "Not Spam" (or similar) button or link on their screen. Exact wording varies with different ISPS' email systems.

Possible Solution — Send messages one at a time to each intended recipient — painful unless you have an automated program for accomplishing this.

REASON #6

Some of the intended recipients use the "white list" concept to control email spam. This means that if the exact address of the sender (example: abc@xyz.com) isn't ALREADY in their contact list/address book, the message will be rejected. This message never even makes it into the intended recipient's email INBOX.

Possible Solution — Tell each rejected intended recipient to add your exact email address to their Contact/Address list so it won't be rejected in the future.

REASON #7

Next, an outgoing or incoming email server MAY have a limit on how many intended recipients may be included in the BCC field at 1 time. This happens to me if I try to send my newsletter out to too many email addresses at the same time using either gmail.com or cox.net — even though all recipients' email addresses are listed in the BCC field. That is why I now send them out through my school's email server, after I've asked permission to send so many at one time.

Possible Solution — Call your ISP or check the HELP file in your email to find out why these messages are being rejected.

REASON #8

And, finally, if the intended recipient has (even accidentally) in the past tagged a message from you as Spam, it will thereafter automatically go into their Spam folder.

Possible Solution — Personally contact the rejected intended recipient explaining that they may have to "untag" messages from your email address as "Spam." Again this was often done accidentally sometime in the past.

Is A Popular Tech Trend Sacrificing Safety?

Uploaded Photos May Reveal Users' Private Locations

Metro News Online

The photo you post to your favorite social networking site could be telling more about you than your choice in wardrobe or the types of friends you have. Behind-the-scenes tagging of photos courtesy of today's smart phones and GPS-enhanced cameras could be giving away your exact location.

It's called geotagging, and many people do not realize their smart phone or camera is embedding a geographic location to the file date on digital images. When these photos are posted to the Web, individuals may inadvertently be giving away the locations to their homes, businesses -- even revealing the routes they take to work simply through the photos they post.

This data is not readily visible to the casual user, so many people may not even know a geotag exists on their photo. Not only can privacy be compromised from tagged images, it could become a safety issue as well.

Individuals who want to know where a person lives and works can simply use the geotag to get a specific geographic location that is generally within 15 feet of where the image was taken. Plug those coordinates into an online mapping site and it's easy to see where a photo was taken in mere minutes.

It is possible to turn off the geotag function of smart phones, but only after navigating through a series of menus that may be complicated and hidden. Sometimes turning off geotagging turns off the phone's GPS capabilities altogether.

Users who are not careful could unknowingly be sharing private information when uploading personal photos to the Web.

It's Almost Here…When?…Soon…When Is Soon? Part 1

by Lou Torraca, President, The TUG MOAA Computer User Group, HA, www.the-tug.org, Af06hi@gmail.com

For those who follow computer news, you probably know that "it" is Windows 8, Microsoft's latest, and from many reports, best OS. Before I tell you a bit more about 8, I have a suggestion. I know some of you are considering getting an iPad…my suggestion is wait. Microsoft recently introduced their answer to iPad called Surface, but not all the details are out there yet. So, I would also suggest u take a look at: http://www.microsoft.com/surface/en/us/default.aspx

The picture, above shows some of the options available.

Whenever a new Windows operating system (OS) comes out, we inevitably find ourselves wondering if it's worth the hassle of upgrading. What will it cost to upgrade? The good news is the two recent options that Microsoft announced. If you are in the market, right now, for a new PC, you will be able to upgrade to Windows 8 pro when it's released (all the indications are that it will be released in October) for $15. And, for those who want to upgrade from Vista, XP or 7, it's $40. Will you lose all your favorite features? So now that Windows 8 is imminent, we have to ask ourselves if it will be that much better than Windows 7 (or even Windows XP, for those of us who never bothered upgrading last time). TECCA asked those same questions and dug through the reviews to find some answers. What can you expect from Windows 8? Is it time for you to make a change?

1. Unified PC, tablet, and smartphone

Windows 8 aims to successfully unify all your devices, from your PC to your tablet to your smartphone. While this claim may sound too good to be true, so far, it looks like a promise Microsoft will keep.

Earlier this year, Samsung showed off a tablet running Windows 8 at the 2012 Consumer Electronics Show. And during an event held in June, the company presented a duo of tablets collectively called the Micro-

soft Surface. (See my comment, above.) The more basic of the two runs Windows 8 RT, one of three flavors of Windows 8. The more high-end version built with professionals in mind runs Windows 8 Pro.

Unfortunately, current Windows smartphones won't be upgradeable to Windows 8. But if you do get a Windows 8 smartphone, tablet, and computer in the future, you'll be able to sync your Metro user interface (UI) apps, among other things, across devices. You can even access your computer and your mobile devices using the same login details.

2. The all-new Metro user interface

We mentioned the Metro UI above, but what is it exactly? Previous versions of the Windows operating system feature similar aesthetics, but Windows 8 looks drastically different. The Metro UI displays Windows 8 apps right on your home screen as a mosaic of tiled boxes of different sizes, shapes, and colors. These tiles represent everything from apps running in the background to incoming email and messages to shared photos.

The app tiles update in real time for events including Twitter messages and upcoming calendar events. Metro UI renders well on tablets, especially since if you own a tablet, you're already used to swiping between home screens. But on computers, you have to get used to scrolling sideways to get to the home screen where you placed the app you want to launch.

3. More energy-efficient than Windows 7
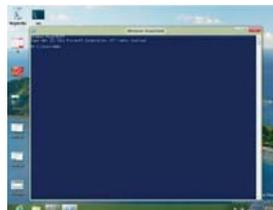
According to a test by Tom's Guide, Windows 8 uses less power than Windows 7, keeping your laptop running longer. Windows 8 is configured

to save battery life by dropping to a low-power state (longer than Windows 7 can) when you're not doing anything power-intensive. It also shuts down ports you're not using rather than running them needlessly.

4. Speedier performance

Is Windows 8 faster? The answer is a resounding yes. The Consumer Preview version of Windows 8 has so far proven to be faster than older Windows versions in various speed tests. In fact, Lifehacker found that Windows 8 boot times can be up to 25 seconds faster than Windows 7 boots, and the new OS can pretty much do most tasks a smidge faster than the older OS. Sure, it's just a few seconds shaved off, but those few seconds are pretty noticeable when you spend a lot of time on the computer.

5. Easier to use with multiple monito

If you decide you want a computer setup comprising more than one monitor, then Windows 8 may be the operating system that will work best for you. Designed with multi-monitor use in mind, it lets you customize your taskbar settings for each monitor or open window. Microsoft even lets you customize a different desktop background for each monitor or stretch one image over multiple monitors. You'll also be able to run slide shows over multiple screen screens.

6. Limited third-party browser access

Recent reports indicate that Windows 8 RT, one of the platform's versions meant for use on devices with ARM processors such as one of the Surface tablets, could limit third-party internet browsers. Those of you

Customizing Labels in Word 2007

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, FL, August 2012 issue, Sarasota PC Monitor
www.spcug.org, ndemarte@Verizon.net

Editor's Note: Several students from my DTP class has wanted some instruction on the of labels in Word 7. I hope this helps.

Among special projects we users can do with Word is creating labels. The word "label" includes all sorts of things like shipping labels, address labels, business cards, name badges, and fabric transfers. Just look in the office stores at the racks of label paper for the range of projects. I began making our return address labels with Word years ago. They were simple: just our name and address. Since then I've learned more about how to customize labels by changing the font attributes and adding a graphic to each label. It isn't difficult, but does require a few special steps to make it successful. A note: Word offers two methods of creating labels, depending on your purpose. One uses the Mail Merge wizard to produce sheets where each label contains different content, such as mailing labels for a list of people. I do use Mail Merge often, and will discuss that in a future article. This article presents a walk-through of the process I use to customize a full page of identical labels.

The first step is choosing the right package of labels for your project. I always actually purchase the labels before starting, which can be done in an office store or on the web, in order to have the vendor name and label product number handy when I start the project. Let's say I'm going to create a calling card (Why would a retiree need a business card?) which contains name, address, phone, and email address, plus a graphic. I go to an office store and buy a business card label package from the popular company, Avery, possibly product number 8871. The package tells me that these cards are 2 inches by 3 ½ inches and will print ten on each page, just what I want.

Next I open Word 2007 and click the Mailings tab, then Labels. I click Options, change the vendor to Avery US Letter, and scroll to my product number. Once the number is clicked, its attributes show up on the right side of the window. Since I want to customize these labels, I do not type the text in the Address box at this time. Instead, I click New Document, which opens a document which shows the outline of the cards I'm going to create. I will create my design in the first (top left) label and copy it to the rest.

I plan to create two text boxes in this first label, one to hold the text and one the graphic. To make sure my text and graphic stay where I put them, I start by opening the drawing canvas. If you remember when Microsoft first introduced the drawing canvas, you probably also remember screaming out loud when it appeared because it took over the page, moving all objects out of position. It's tamer now, so proceed. The canvas will be a way of grouping the two text boxes together. With the cursor in the first label, I click the Insert tab, then Shapes. I scroll to the bottom and click Drawing Canvas which opens it within the first label. I click and drag the edges of the canvas to fill the label. I click the Insert tab again, then Text box — Draw Text Box. I click inside the drawing canvas, hold down the left mouse button, and drag diagonally to draw a box. This box will hold the graphic, so I size it accordingly. Next, with the cursor inside the text box, I click Insert – Picture (or Clip Art). I find the graphic I want and drag or copy and paste it into the text box. Then I create another text box next to the first one and type my text in this box. Now I change the font, font size and text effects or colors using the commands in the Font group on the Home tab. If needed, I resize or move the text boxes to create my desired layout.

At this point, I realize that I don't want the two text boxes to have borders around them. To remove these, I select the first text box and click the Text Box Tools (Format) contextual tab — Shape Outline — No Outline. I repeat this process for the second text box, and all the borders are gone. (A contextual tab in Word 2007 or 2010 appears only when the item it relates to is selected. You must select the text box to see its tab.) Here is an example of a calling card with text box borders removed.

Now I need to copy this completed calling card label design to the other cards on the page. Since the drawing canvas has grouped the two text boxes together, I click to select the canvas, not the individual text boxes. I press Ctrl + C on the keyboard to copy the whole card to the clipboard. Now I can paste it into any number of places without having to copy it again. I click in the second cell and press Ctrl + V to paste the card, and so on until all ten cards are filled. When the page is complete, I save it to a folder on my computer for future use. Then I print one page of my cards on a blank sheet of paper so as not to waste a label sheet. I hold this print up behind a sheet of labels to make sure the design will fit correctly within each cell on the label sheet. Then I check the label package and/or printer manual for instructions for loading labels since printers differ. Just to be safe, I load only one label sheet into the printer for the first printing. If all is well, I continue with more copies.

At first reading, this sounds like a complicated process. But, as with many computer tasks, it's the attention to detail that makes for success. Give yourself a few tries, and you will be creating customized labels like a pro.

It's Almost Here...When...

who prefer Firefox or Chrome over Internet Explorer may be out of luck. This has yet to be confirmed as of this writing, but keep it in mind if you're buying a new Windows computer or tablet in the future.

7. No support for Windows XP by 2014

Windows 7 and Windows XP are two of the most popular operating systems at the moment. If you're running Windows 7, you're probably fine until 2020, but if you're an old XP faithful, you might have to rethink your position and upgrade to Windows 8 soon. As of April 2014, Microsoft plans to stop supporting Windows XP.

So, there ypu have it…it's up to you to decide. Whatever your decision, have fun and be careful out there on the www. Aloha, Lou. Part 2 next month.

Check out Lou's Technology in Plain English articles at Around Hawaii / Oceanic time Warner's Community Website http://www.aroundhawaii.com/technology_in_plain_english.html

Identity Thieves Target PCs, Laptops, And Stored Data Devices

NewsUSA

Electronics this year are expected to be among the top-five items American consumers will buy — ranging from PCs and laptops to iPhones, PDAs and cell phones. This growing affinity for consumer electronics and subsequent reliance on stored data devices to place confidential data — tax returns, client and personnel information, phone numbers, addresses and photos — presents two mounting challenges for the American consumer: identity theft and electronic waste.

nexGren, Inc. (pronounced "nex-green"), a new technology innovation company, recently launched DiskEraser, a consumer product that completely erases data from computer hard drives, making them safe for donation, re-use or recycling. New to the consumer marketplace, DiskEraser's patented technology — available for both Mac and PC systems — has already been approved, used and proven effective by the U.S. Department of Defense to remove "secure" sensitive information from their end-of-life PCs and laptops.

There are currently more than 100 million computers and laptops stored in offices, attics, basements and garages throughout the U.S. And if these devices don't have their data properly removed before disposal, identity thieves can use them to find personal information.

"Many people fall under the false assumption that by simply deleting all files or reformatting the hard drive, the computer is free of all important data," said Dr. Joe Fergus, founder and CEO of nexGren. "However, deleting files isn't nearly enough. The information remains accessible on the hard drive and can be misused if it falls into the wrong hands."

Identity thieves often prey upon lost, stolen or abandoned computers. In 2008, more than 10 million Americans experienced identity theft. It can take up to several years to correct the problem. And it reaches far beyond households. The cost to U.S. corporations over the last five years exceeded $60 billion. DiskEraser was developed to help combat this problem.

The U.S. Environmental Protection Agency cites consumer electronic waste as growing two to three times faster than any other waste stream. Stored data devises are constructed with lead, mercury, cadmium, barium and other compounds that represent hazards to human health and environmental safety if not disposed of appropriately.

nexGren aims to slow that stream of waste by offering a nationwide recycling service, which is a critical part of the company's overall green initiative. Soon consumers will be able to send their old computers to nexGren for data removal and recycling with peace of mind and the knowledge that they have disposed of their computers in an environmentally responsible way.

If you're one of the many giving someone a PC or laptop, you should consider giving a second gift — DiskEraser.

For more information, visit www. nexgren.com.

Microsoft Windows Telephone Scam – BEWARE!

Microsoft Security & Safety Center - http://bit.ly/jxOzal; Microsoft Answers
Virus and Malware - http://bit.ly/P4w9j2; InformationWeek Security - http://bit.ly/Rp7oAI; abc15.com - http://bit.ly/RbOedZ

This really happened to a user group member in California.

One of our members (I'll save him embarrassment by calling him "Jim") has just been the victim of a phone scam involving Microsoft. Not the "real" Microsoft.

Fearing viruses on his computer, Jim allowed the "Microsoft tech support" man on the phone to enter his computer electronically to check. The caller "found" red flags next to items on the computer that indicated viruses and offered to fix the computer — for a charge. Jim felt uncomfortable with this and said no. The "Microsoft" scammer said he would block the use of the computer if he was not paid. Jim hung up.

Unhappily, Jim discovered afterward that the scammer had indeed done something while connected to the computer so that Jim could not use it or the internet. Luckily, there was no financial or other sensitive information on the computer that could also have been taken by the scammer. If it had, that would have been another story. A very sad story.

However, not so luckily, Jim will not be able to use his computer again for a couple of days until it has been reformatted and all the programs reinstalled.

So, fellow members, this is an updated warning. It CAN happen to you. Jim wants you to know about and to learn from his awful experience. Here is a link at Microsoft that describes various scams using its name: http://www.microsoft.com/security/online-privacy/msname.aspx.

From the Windows Secrets newsletter < http://windowssecrets.com/>:

"Everybody's Event Viewer has red and yellow flags. Check yours right now and you'll see them:
· Windows XP: Click Start, Control Panel, Performance and Maintenance, Administrative Tools; then double-click Computer Management.
· Vista: Do the same, except for the final step. Double-click Event Viewer instead.
· Win7: Click Start, type Event, click Event Viewer.

Why should I trust you? I don't know you!

Yes, you do, I'm your Microsoft person… So you can trust me! Honest.

On the left of the Event Viewer window, expand the Windows Logs/System branch. See the ocean of colored flags? They're mostly harmless, although they look alarming — which is why Windows makes it difficult to find them. It's good fodder for a flimflam."

Links to Microsoft Telephone Scam articles/information:

Microsoft Security & Safety Center — http://bit.ly/jxOzal

Microsoft Answers – Virus and Malware — http://bit.ly/P4w9j2.

CUGR
Membership Application

Name(s): _____

Address: _____

City:_____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____ __

E-mail Address: _____ _____ _

Date: _____

$25.00

DUES PER YEAR

☐ New
☐ Renewal
☐ Cash
☐ Check

Check #_____

Be Sure To MAIL TO:
CUGR
9273 Pond View Drive, Redding, CA 96002-9530
(For general information call any Officer or Director listed on Page 2)

Not A Renewal Reminder

MS Windows Telephone Scam
Continued from Page 10

InformationWeek Security — http://bit.ly/Rp7oAl

abc15.com — http://bit.ly/RbOedZ

Note from Judy Taylor of APCUG: I've been on the phone with Jim Evans, APCUG Director, when he's been called by one of these scam people. He's using Skype with me so I was able to hear what the person was saying on his regular phone plus Jim's responses. This has happened twice within the last six weeks or so. The last time, he was really leading the caller on but was having trouble understanding what he was saying. Conclusion, you'd think the scammers would have a better grasp of the English language before they call. The Microsoft telephone-based scams have been around since 2008.

Is A Popular Tech Trend
Continued from Page 7

Those who post items on Craigslist for sale or publish photos of their children in the yard could be putting their family and belongings at risk. Unless individuals want their whereabouts broadcasted for the world to see, it pays to know about geotags and be smart about what information -- seen and unseen -- is being put online. Furthermore, technology experts warn that multimedia sites like Twitter and YouTube have user-friendly application programming interfaces, or A.P.I.'s. This means someone with a cursory knowledge of writing computer code can create a program to search for geotagged photos.

It's not just Web geeks and hackers to worry about. Tech-savvy thieves and even pedophiles can access private addresses and even learn about the common haunts of people online.

"Mythbusters" host Adam Savage learned the hard way about geotags after he posted a photo of his car parked outside of his home taken with his iPhone to Twitter. The geotag gave away his address. Savage has since moved and turned off the geotag feature on the phone. Other celebrities can be at risk, as well as private individuals who do not want people to know where they live for privacy reasons.

To tell if a photo was geotagged on a PC, right click on the image and go to Properties. Select details and the data will be provided. If a GPS location is provided, you know it has a geotag.

Learn how to turn off the geotag function of phones and cameras by consulting the users' manual or talking to tech experts where the device was purchased.

**PCUsers Group
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96049-4778**

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 technology.

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, October 27, 2012

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. Includes Microsoft Windows 7 basic Instruction.

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.