MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

YOUR C.U.G.R. PRESENTS

4th Tuesday, May 28, 2013, 4 to 6 PM

Frank Tona of Crown Camera

has generously signed on again for us to cover the how-tos of spring photo contests (some sponsored by Crown Camera "May Is Photo Month") and to present the newest equipment for taking the best of photos!

Frank is always so informative and fun to have an evening with. Don't miss out!

Door Prizes

1. $30 Cash Prize!

2. $15 Cash Prize!

One free ticket to each member at the door!

**Also 3 tickets for a dollar
Or
8 tickets for 2 dollars
Or
20 tickets for 5 dollars**

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.

**Watch for change of time in June & July
June Meeting is to be announced**

CUGR Calendar

CUGR Board Meeting
1 PM Tuesday, June 4, 2013
at Redding Library in the Foundation Reading Room

MULTI-MEDIA
<u>Note: NO SIG IN MAY</u>
10 AM, Saturday, June 22
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 ...

President's Message

I have come to the conclusion that it is only a matter of time before someone hacks into my computer. When I read in the paper that the Pentagon or some Bank has had its system hacked, I figure if they can get into those machines, mine should be a cinch. With this in mind, I have been checking my documents to see what is there that could be harmful to me if someone stole it and use the information to set up a false I.D. I have deleted a number of items with this in mind.

I have heard about a protection information feature with an incription program. I heard it was part of Windows 7 and the newest Word program. I learned from someone a lot smarter than I that it is also available in older versions of Word.

I have a couple of documents I did not want to delete because I update them from time to time with financial information. My friend showed me how to do it with Word 2000.

I opened a document in Word 2000. After making the changes I wanted, I went to the header "Tool", then chose "Options". I opened the "Compatibility" section and there it was, "Password to Open". I chose a password and then closed the document. I tested it and sure enough, I could not open it without the password.

I want to send the document to a daughter, but do not want to send it via email. So I set up a test document and protected it with a password. I then emailed it to myself to see what would happen. Google would not let me "view" the document, but I could download it. I downloaded it, and found I could not open it without using the password I had used to create it. Cool. So what I will do is call my daughter and give her the password on the phone, then send the document. Now, I can continue to update this document from time to time and not have to take it off my computer.

Ed Beaulac

Editor's Corner

Folks, I want to apologize to Ed because by a couple of innocent errors, I put a condensed version of his PC tip in last month's President's Message. But being condensed it was not near as detailed as his full article above. I put it in again this month as he intended, so the reader would benifit from the full tip.

Bill, and I, and our family (9 adults) are taking a cruise to Alaska on the 17th. We'll be back by June.

Judi Ball

April Meeting

Marlene Robinson and Bernice Bennett came forward to speak of Windows 8, and they did a great job of taking some of the fears of yet another operating system coming into our lives.

Thank you, Ladies!

Congratulations To Our Winners!

Margot Lintendre won the Canon printer that scans, copies, prints, & prints on CDs/DVDs!

$30 Cash

Anna Lee Horton won the $30 cash prize!

Welcome Renewals

Dean Ellison
Dick Franks
Joe & Mary Adams
Larry Elliot
Mary Montague
Michael Hudzan
Norm & Lynn Johanson
Shirley Parker
Ted & Janet Hering

Fred Skill's Tips: Quick E-mail Sorting

How many e-mails do you get in one day? I get about 50 to 60 every day, so I definitely use this tip, and I'm sure you can probably put it to good use as well! So you sit down at your computer, preparing to sort through a huge list of e-mails while wishing you knew of a quick way to find the specific one you need, right?

Well, put on a happy face and smile :-) because there is!

To get MS Outlook or Outlook Express to sort e-mail, all you have to do is click!

When you're looking at your inbox, do you see the column titles at the top, the ones that label the columns From, Subject, Received, etc?

Simply click on the column title you wish to sort by.

You should notice a little arrowhead appear in the title bar, which indicates the direction of sorting.

An arrow pointing up will sort messages ascending (A to Z or oldest date to newest).

An arrow pointing down will sort messages descending (Z to A or newest date to oldest).

One click and you're on your way to finding that one specific e-mail ASAP!

Choosing The Right PC Speakers

(NAPSA)—Today, millions of people are downloading music, watching DVDs, and playing video games on their PC. Many of them are looking to upgrade their PC sound system for a better multimedia experience, knowing that a good set of speakers can transform ordinary digital audio into a prime seat at a concert.

But choosing PC speakers can be confusing. When you walk into your local electronics store, the multimedia speaker area is overflowing with 2.0, 2.1, 5.1 and even 6.1 speaker systems. How do you know what's best for the type of listening you do at your PC?

Here's some help in sorting it all out.

2.0: Two satellites: A simple speaker pair is the most basic PC setup. Installation is easy, since this speaker configuration is compatible with standard PC soundcards. The 2.0 is an entry-level system, which works best for people looking for basic PC sounds such as "You've Got Mail" when you log onto e-mail.

2.1: Two satellites, one subwoofer: If you're an avid PC music listener, consider a 2.1 system, which includes a subwoofer (note: the .1 means the system includes a subwoofer). A subwoofer is better able to handle the bass frequencies that make for a richer listening experience. Although almost as easy to install as a 2.0 system, the addition of powerful bass dramatically enhances any music.

5.1: Four satellites, one center speaker, one subwoofer: This configuration takes a 2.1 model and adds two rear satellite speakers plus a front, centerspeaker—giving you true surround sound. With a 5.1, you can experience true positional audio, meaning you can hear sound from all directions while playing games or watching videos. So you'll actually know when the enemy is sneaking up from behind! To take full advantage of a 5.1 system, you'll need a 6-channel PC soundcard (check your soundcard manual to determine compatibility, or consult your local electronics store for assistance).

6.1: Four satellites, one front center speaker, one rear center speaker, one subwoofer: A 6.1 speaker system is similar to a 5.1 speaker system, with the addition of a dedicated rear center channel, for better positioning of rear sound effects.

SOUND IDEA: Success is finding a speaker system that brings your multimedia PC experiences to life.

This system is most appropriate for PC gaming, as there are now some games on the market that are encoded to produce true 6.1 surround sound. This is not an extremely popular configuration, however, since there are a limited number of true 6.1 sound sources. With a 6.1 configuration, a 7- channel PC soundcard is necessary for true 6.1 surround sound.

Some people think the price of speakers is based solely on the number of pieces—but in reality, many 2.1 speakers cost more than 5.1 or even 6.1 systems. System prices are based on both the number of pieces and the power output. First, identify what configuration you want; then determine how much power—expressed in wattage —is needed. The higher the wattage, the higher the price. Wattage indicates how much power a speaker system can deliver. It's important to note the RMS wattage on each system. Since the FCC sets standards for RMS power measurements, this specification can be used to compare similarly featured systems. Depending on your sound needs, you might find systems with 40 watts adequate, while others want the earth-shaking power of a 400-watt system. Many times, power needs can be determined by the size of the room you're hoping to fill (40-70 watts is perfect around the PC, while 400-500 watts is needed to fill a large family room).

Besides deciding on power, check to see if the speakers offer any third party technologies or certifications, such as THX. THX certification ensures that the product has been tested and approved by an independent audio authority and meets certain power and clarity measures—premium high-end products will carry the THX seal of approval.

Giving Internet TV A Try

by Gene Olson, Member,
ICONPCUG, Long Island, NY
11-2012 issue, The ICON Graphic,
www.iconpcug.org, Editor@iconpcug.org

After getting the Cable bill, I wanted to reduce the rates by having Internet TV (and cutting out Cable). After reading about "Satellite Direct", which seemed like it was better than other Internet TV software – I bought it. It cost $50 over the Internet. I would NOT recommend using a regular credit card.

PROS:
· It does give you a lot of channels.
· Lots of channels are in English.
· They do provide music channels.
· The quality on most channels is great.
· Some channels are the same channels on Cable TV.
· It has a nice menu to select Video by country.
· It has a nice ability to Search Video from any country.
· The channel changing is fairly quick.
· Even some of the foreign channels are in English (Brazil TV had the Beatles in English).
· It does have the ability to get some channels from HBO, Showtime, Cinemax, etc.
· It's better for a person who knows foreign languages to get other country channels.
· Lots of channels are from Satellites.
· The one-time $50 fee is not bad to try the product, get connected to Internet TV and without a monthly charge.

CONS:
· It does not allow you to install it on any other computer (even one you own).
· It didn't provide as many channels as they indicated (3500).
· Many channels are from foreign countries.
· Some channels don't load.
· I can't get all the channels that I can get on Cable TV.
· Some channels have software in front of it that you have to get around.
· Some screens are blank.
· Some channels are slow (requiring 10 seconds to connect).

· Some content on some channels repeat.
· Some channels are not online all the time (understandable for other countries in a different time zone).
· Some channels the audio runs, but the video stops, and/or the video jumps.
· Not good if you only know English (like me) and there are many foreign language channels.

Bits And Pieces

by Rush Blodget; IMB/PCUG of Redding, rblodget2@yahoo.com

Disillusion! How many of you have bothered to enlarge the number "4" type font to a readable size in that long paper on Privacy Policy and End User Agreement that we are all asked to sign? For some unknown reason I did so. I was naive enough to sign one such agreement recently, but then remembering a real estate seminar I had attended many years ago where the instructor said, and not facetiously, that the way to make money in rentals was to buy some standard landlord-tenant forms at the stationary store (always fine print) and pay to have them reprinted with harsh terms interspersed for the tenant and easy ones for the landlord. The unsuspecting tenant having seen such forms before would possibly not bother to read them. The fine print thus worried me.

I was notified of an upgrade to a well-respected program offered by a trustworthy vendor — I had no reason to suspect that malware might be indirectly associated with the download. However, it sneaked in by way of a box on the download page stating that it might be necessary to first download an upgrade copy of a facilitating program such as Adobe Reader. I am reluctant to name the vendor involved because the vendor of the software being upgraded provided a long disclaimer of the associated potential malware. I found this type of deception on several other sites as well.

I will quote verbatim extracts from the enlarged and now readable text "... agree to be legally bound by the XXXXX combined end-user license agreement and privacy policy…" Up until now I thought that a Privacy Policy was a document that stated what the vendor would do to protect the user. In this case it seems to be entirely to protect the vendor that "piggy-backed" his way in.

"...licensed to you on an 'as is' basis." "... XXXXX may incorporate technology, software and services owned and controlled by third parties... you agree to look solely to the applicable third party and not to XXXXX to enforce any of your rights, because XXXXX reserves the right to add additional features or functions to XXXXX. When installed on your computer," the software service and site may still be vulnerable to various security issues and should not be considered secure.

"IF YOU DO NOT WISH TO BE SUBJECTED TO THESE RISKS YOU ARE ADVISED NOT TO USE XXXXX OR SERVICE."

The document then went on to encompass the usual content of privacy agreements.

The point to this article is that one must always verify the source of a potential downloadable program by going directly to that software's home page and checking their status first. This also may be difficult due to the "phishers" replicating entire web pages now-a-days.

The Department of Defense several months ago admitted that "they ar smarter than we are" and decided to form a cyber-security team or corps.

I am personally disillusioned by the fact that our wonderful Internet that recently held such promise has been so degraded by "phishers" and hackers that we are becoming afraid to use it to its full extent.
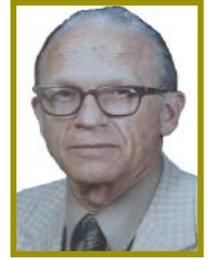
· It seems the same advertisements are on multiple channels – seems to be from "Satellite Direct."
· Once installed, the software wants you to upgrade to their PREMIUM PACKAGE at $5/month.

I read an Internet review that some Internet TV software overflows the buffer and downloads viruses and malware

Multi-Media SIG UpDate

by SIG Leader Jane Quinn, qjquinn7427@gmail.com

Thursdays, 1-3pm, you're invited to join us at the Senior Center in Anderson for a computer session in the classroom. For special projects I will give individual help at 3 pm. Contact me before to ensure I set aside time to devote to your project. *You can also connect to the classroom at high speed internet through SKYPE. ID is AAASCO2009.*

Our monthly Multi-Media SIG is Saturday June 22 at our home from 10 am to noon. For directions contact me via e-mail above or phone, 365-0825.

There will be no Saturday SIG in May. That date falls on the Memorial Day weekend.

Just a mention, and a "thank you" to Marlene Robinson and Bernice Bennett for their presentation at the April Gen

Each winner purchased his/her tickets at varyous times during the three month period for the drawing: during a general meeting, by mail to me, or during a SIG class prior to the monthly drawing. There were no

eral meeting. We are so lucky to have members who volunteer to get up in front of the group and generously share their knowledge. In the bumpy road ahead, as we all struggle with new "stuff," it is so rewarding to see our peers overcome this digital quagmire. And particularly comforting is they're willing to help us in the struggle. I've said it many times, this is why people join this club!

I would like to mention the success of the last 3 Drawings. The prizes were a Computer monitor, $200, an Amazon gift certificate, and a 50/50 raffle worth $105 to the winner. The raffle proceeds were $210, and half that amount went to the winners, Joe and Mary Adams. Prior to pulling the winning ticket I passed around the jar with all the purchased tickets and let everyone give it a good "shake."

winners present for the drawings. And you're not required to be present to win, but it is ironic that so far there were no winners in the room with us. I think we would have loved to have seen their smiling faces.

We will have another 50/50 drawing at the July Ice Cream Social, and as before you can purchase your ticket(s) from me anytime before the drawing date. So I encourage everyone to participate.

If you have comments or ideas about raffles, please tell a Board member, myself included. It's your club let's hear from you!

See you at the next general meeting or at the Anderson Senior Center Frontier classroom on Thursdays 1-3pm. Remember I'm there after class 3 to 4:30 PM for tutoring.

Crossword Puzzle History

Metro News Online

Crossword puzzles are a form of entertainment all over world. They appear in newspapers and crossword books and serve as a tool for educating children. Crosswords have been in existence since the early 1900s.

A crossword puzzle is a word game in which players use clues to fill in a grid of boxes to complete words both vertically and horizontally. Arthur Wynne, an English-born journalist at the *New*

York World, is credited with inventing the crossword puzzle.

Wynne based his word-cross, as it was originally named, after an ancient game that originated in Pompeii, translated from Latin to mean "magic squares," which Wynne had played as a child. The first puzzle was a diamond shape.

The *World* published Wynne's crossword puzzle in its 8-page "Fun" section

GIVING INTERNET TV A TRY
Continued from Page 5

to your computer. They were right, after three days – I had a Trojan on a computer that never gets viruses and is not used for the Internet. I will now have to run constant full Virus Protection scans on my computer more often.

REVIEW: The software could be written a lot better, without viruses, without advertisements, without distracting screens. They don't tell you what you get with $5/month more premium package. I would not recommend it, primarily because of the viruses. But if you do use it, use on a spare computer (one that you can reformat).

Permissions – Do You Have The Right Ones?

Phil Sorrentino, Member, Sarasota PCUG, FL, March 2013 issue, PC Monitor, www.spcug.org, philsorr@yahoo.com

In the early days of computing, when we didn't have multi-users Operating Systems and networks, permissions were less necessary because the files and folders created were for the use of the one and only user. Files were shared using floppy disks and sneaker-net (run with the floppy from computer to computer). But, as operating systems improved and allowed multiple users and our computers were connected by Ethernet networks, permissions became necessary to make sure only those intended could view or change your files and folders.

If you have ever tried to share a folder on one of your computers on your home network, you know how frustrating it can be to get things to work. Well, "permissions" is one of the things that has to be understood and setup properly. Of course, there are many other things that have to be set up first, but permissions, often times, is a stumbling block. If you are setup with a "Homegroup" (all machines are running Windows 7), then the job is a little easier than if you are setup with a "Workgroup" (machines can be running XP, Vista, Windows 7 or even be Apple computers). All the computers in a Workgroup must be setup with the same workgroup name (check in the System control panel for this setting, on the computers running Microsoft OSs).

Permissions may be a challenge because there are two types of permissions to be considered. There are "share permissions", and NTFS permissions. Share permissions are necessary when accessing folders across a Local Area Network (LAN), from another machine. NTFS permissions are necessary when accessing any file or folder that you do not own (i.e. created it yourself). So, both permissions must be set up when you are trying to share files and folders on a LAN. Share permissions are easily setup for a file or folder. Just right-click on the file or folder you want to share (in Windows Explorer) and choose "Share with" and then select those that you want to share with. (Selecting "Specific People" will open a window that will let you select those people you would like to share with. Pull down the arrow and select "Everyone" and then click "Add", if you would like to share with anyone on the network. But keep in mind that "Everyone" includes anyone you let onto the wireless portion of your network. Be especially aware if you do not have your network protected with at least WEP encryption.)

The NTFS permissions are the next things to consider. NTFS permissions is a core component of the Windows 7 security system. Using this feature, you can specify exactly which other users are allowed to open your files and folders, and how much they can do with the files and folders. Using Windows Explorer to setup the NTFS permissions for a file or folder, right-click the file or folder and select "Properties". In the Properties window, select the Security tab. Here you will see a list of Users and the Permissions for each User. Click a User in the "Group or user name" box and the permissions will be shown in the "Permissions for Authenticated Users" box. In this box you can Alllow or Deny the following Permissions "Full control," "Modify," "Read & execute," "List folder contents," "Read," "Write," and "Special Permissions." (You would think that Deny is just don't Allow, but there are further details that complicate this issue and it would take more than the length of the Monitor to completely explain, however there is a good description of these issues in the best seller "Windows 7, the missing manual".) A brief explanation of these permissions is as follows:

· List folder contents, which can only be set for folders, allows a user to see the files and folders inside the folder.
· Read allows a user to examine the contents of the file or folder, but not make changes.
· Read and execute allows a user to examine the contents of the file or folder and also run any file that is in the folder.
· Write allows a user to read a file and make and save changes to it.
· Modify allows a user all the abilities of Write and Read and execute, and also allows the ability to delete the file or folder.
· Full control allows a user to do anything to the file or folder, including changing its permissions, and even taking ownership of the file. (Ownership is normally given only to the user who created a file or folder.)
· Special Permission seems to be fairly extensive and best described by an article from Microsoft at:

http://support.microsoft.com/kb/308419

This is a little to the side of the topic of Permissions, but it is related. You will notice that there are two levels of Computer Users, Administrators and (Standard) Users. Administrators have permissions to create, delete, and manipulate files and folders. Administrators can also execute programs, install programs, create accounts and change permissions. Some of these can be very dangerous in the hands of a malicious person or piece of malware. (There must be at least one Administrator for every computer.) (Standard) Users typically have fewer permissions, but permissions can be increased as previously discussed. Microsoft recommends, for security reasons, that there be only one Administrator, and all other Users be the (Standard) User type. This is probably good advice for most installations because of the extent to which an Administrator can manipulate files and folders. Should a virus or Trojan horse get control as an Administrator, the malware could easily wreak havoc. But with the lesser permissions of a Standard User, the malware may be thwarted and not be able to pull off its nasty job.

Setting the share permissions for different Users on a file or folder can be done if necessary, but if you are on a small LAN and all the Users are known to be trustworthy, then when it comes to sharing a file or folder, you might consider sharing with "everybody". And set the NTFS permissions for each User to what that User needs, and no more. This will probably help make it easier to setup your network and share files and folders on that network, and if a problem occurs, it should make the troubleshooting less difficult.

SkyDrive & Office Web Apps

by Lynn Page, Editor/Webmaster, Crystal River UG, FL, 4-2013 Newsletter issue, www.crug.com, lpage46@tampabay,rr.com

With a Windows Live ID you have access to Microsoft's Office Web Apps. This lets you open, edit and share Word, Excel and PowerPoint documents online using SkyDrive. So you can work with your documents from any computer whether it has the Office applications installed on it or not. Go to http://skydrive.live.com in a web browser to log on or sign up for a Windows Live account.

Store Office documents on SkyDrive to view and edit them in a browser. Or share documents stored on SkyDrive by linking to them in an email, blog or social network.

Save to or Upload to SkyDrive Documents generated on your home computer can be saved to SkyDrive or uploaded. Use Save & Send to save an existing Word, Excel, or PowerPoint file. Select Save to Web, Sign in to your Windows Live Account, and then click Okay. Specify a folder on SkyDrive, and click Save As. Type a name for the file and click Save.

I think it is easier to create the document, save it on the hard drive, and then upload it to SkyDrive. In the SkyDrive menu bar click Upload. Then either drag and drop files from your Documents folder to the upload box or browse to and select them for upload. To open a document in SkyDrive, select the folder where document is saved, and click the file name.

Create New Documents In The Web Browser

With the Office Web Apps you can create Word, Excel or PowerPoint files right in a web browser. The Office application doesn't have to be open or even installed on the computer.

Sign into SkyDrive and click the kind of document to create in the Create drop down menu. In the dialog box type a name for the document and click the Create button.

A new document opens for editing in the appropriate Web App. Simply create the document as you would in the Office application. The Web App will not have the full features of the Office 2010 application but is familiar.

Share Files On SkyDrive

SkyDrive allows you to share your Office documents, photos and other files. You can share individual files or an entire folder. In SkyDrive locate the folder or file to share and place a check in the selection box. Click Sharing on the Menu bar. The default method of sharing is by email. This lets you give specific people permission to access and even edit your files. Add the email addresses for those who will be reviewing the files, add a message and click the Share button. To access the document the recipients must have an account or create one.

The Post to option places a link to your SkyDrive files on a social media service like Facebo okay. I wouldn't choose this method of sharing as it is open to any of your friends or their friends if they repost.

The Get a link sharing option creates a link you can send to others. The advantage is they do not need to have a SkyDrive account. The disadvantage is that anyone with the link can access the file. I would use the View only option for sharing a link. It allows anyone with the link to see the file. The View and Edit link allows anyone with the link to see and edit the shared files. If you select Public sharing, anyone can search for and view the public files.

Share Files On SkyDrive

SkyDrive allows you to share your Office documents, photos and other files. You can share individual files or an entire folder.

In SkyDrive locate the folder or file to share and place a check in the selection box. Click Sharing on the Menu bar. The default method of sharing is by email. This lets you give specific people permission to access and even edit your files. Add the email addresses for those who will be reviewing the files, add a message and click the Share button. To access the document, the recipients must have an account or create one.

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Organize/Manage SkyDrive

SkyDrive storage can be managed in a similar way as Documents on your hard drive. A new SkyDrive account will have three folders: Documents, Pictures and Public.

Create new folders with the Create drop down menu. Folders can be nested within these three main folders or added on the main file location. Go to the location to add a folder, click Create and select Folder from the drop down menu. Enter a name for the folder and it is all set for storing files. The path to the files or folders is shown in the title bar. The number in the bottom right corner of a folder shows the number of files it contains.

If you change your mind about how folders should be organized you can move them. To move a folder, go to it in SkyDrive. On the Main menu click Folder actions and select Move folder to or from the drop down menu. In the dialog box add a new folder or select the location to move the folder.

The Manage drop down menu is used to manage files. It allows for renaming, deleting, moving and copying files. The trick is that you must go the folder containing the file and place a check in the selection box. That opens additional commands on the Menu bar.

To move the file, place a check in the selection box (top right corner), click Manage in the Menu bar and select Move To in the drop down menu. In the dialog box select the location for the file to be moved.

Word Web App

The Home tab contains basic text and paragraph formatting including Styles.

The Insert tab is used to insert tables, pictures, clip art and links. To insert a table in the Insert Table drop down, point to the number of rows and columns and click.

Clicking the Picture icon opens Windows Explorer to select a picture to insert into the document. Browse to and select the picture and click Open. The picture is uploaded and inserted into the document.

Outlook.com

by Lynn Page, Editor/Webmaster, Crystal River UG, FL, 4-2013 Newsletter issue, www.crug.com, lpage46@tampabay,rr.com

Microsoft has upgraded Hotmail and Windows Live to a new Outlook.com cloud email service. My accounts were just 'upgraded' this week. It is always hard to make changes so I will let you know what I have seen.

The introductory email has links to get started with Outlook where you can read information about the service, get a new email address, connect your account with your social media accounts and provide feedback. I have more than enough email addresses to keep track of and don't want to connect my email with my Facebook accounts so I didn't even look at those options.

INTERFACE

The Outlook interface has been streamlined from the Hotmail interface. It looks cleaner and takes less screen space. That can be important if you are checking email from a small portable device.

One notable feature is that the menu bar only shows message items when an email or emails have been selected. Without that the only item is the New Message icon.

Further streamlining is seen in the filtering options. In Outlook to filter messages, click View All and select a filter category.

Another nice feature is the set of icons that are displayed when you mouse over a message. Click the icon to reply to, trash or flag the message.

Outlook Folders and Quick Views are the same as in Hotmail. You can define rules to automatically handle messages as they come in like flagging messages, moving them to folders and setting alerts for your mobile phone. Quick Views automatically sorts and shows items by category.

CLEANING UP

I try to keep my Inbox, Sent and Deleted folders clean. This means that I either delete email from my Inbox or save to an offline folder on a regular basis. I also delete Sent emails and empty the Deleted folder ever few days. If you don't want to take care of this yourself use Sweep or schedule a cleanup. Sweep works based on the email sender. Schedule a cleanup lets you select to keep only the latest email from a sender and delete the rest, delete all messages after 10 days or move them to a selected folder. Sweep can also delete emails in bulk from multiple senders, cleaning out hundreds of emails in seconds. It will also move all email from a sender to a specified folder.

If you tend to subscribe to every newsletter that comes along only to find out you don't read them Unsubscribe is a great feature.

Set simple rules in Sweep to automatically file emails from specific senders to a folder of your choice. The email won't even go to the inbox. Sweep lets you file emails straight to a folder automatically based on the sender's email address.

OFFICE ONLINE AND SKYDRIVE

Outlook is designed to work seamlessly with Microsoft's free Office Web Apps. So you can open, edit, and share Office files right from the inbox. This is great if you or the recipient is using a computer without Office installed. Integration with SkyDrive makes sharing and saving your files simple in 7 GB of free storage space. To share files place them in SkyDrive and email a link. Recipients can see photos and documents, even if they don't have Office on their computer.

SKYDRIVE & OFFICE WEB APPS

Clicking the Clip Art icon opens a search box. Type in a description and click the search symbol. Browse through the clip are pieces, select one and click the Insert button.

Once a picture or clip art has been uploaded a Picture Tools Format tab appears when the graphic is selected. Tools are available to Grow or Shrink the picture and add a Picture Style.

The Page Layout tab specifies page setup and paragraph indent and spacing. Page Setup options include margins, page orientation and size.

Save the document when it is complete. Clicking Save on the File tab saves it on your SkyDrive. Clicking Save As allows you to download a copy and save it on your hard drive.

EXCEL WEB APP

The Home tab has font formatting and alignment, number formatting and table formatting. The Cell commands allow for insertion or deletion of rows, columns, cells and new sheets. The Formulas group includes the commonly used functions. The Data group can refresh the workbo okay connections and recalculate or search the workbo okay to Find something.

Insert Functions, Tables, Charts and Links from the Insert tab. The number of charts available is limited but sufficient.

The View tab has only two options. You can use the standard Editing View or choose Reading View to look at the data without toolbars.

POWERPOINT WEB APP

When creating a PowerPoint presentation on the web app there is a very limited number of themes. In the first dialog box chose a theme. There are also four customize buttons that change the color scheme. Once the theme has been set and the Apply button clicked, a new presentation opens.

The Home tab has the Clipboard, Slides, Font, Paragraph, and Drawings groups. The font and paragraph formatting commands are limited to the basic functions. The number of shapes is limited but you still have styles, fill and outline. I like the new Delete group as it provides one click option to delete a slide.

The Insert tab has a New Slide button to open the dialog to select a slide style to add to the presentation. Adding pictures and clip art is same as in the Word Web App. Shapes and SmartArt are added in the Illustrations group.

The Text group contains the Text Box icon.

The Design tab offers the same themes and variations shown in creating the presentation. So if you decide that the selected theme isn't working, change it to one more suitable. Set the animation on the slide and timing or reorder the animations on the Animation tab. Slide transitions are limited to none, fade, and push and are controlled on the Transitions tab. The View tab has three Presentation Views as well as Notes and Comments. The Editing View is the normal view you would use in PowerPoint with slide icons for selecting or sorting and the active slide pane. The other options are Reading View and Slide Show.

Who's Driving This Bus Anyway?

by Dave Helmer, Past President and Co-Founder, Computer UG of Greeley, CO,
March 2013 issue, Random Access *www.cugg.org,* cugg@greeleynet.com

When is the last time you worried about having the latest drivers for your computer? Ever? Never? Yeah, me too. Most people just don't give it any thought beyond the initial install of a new piece of hardware, but manufacturers tend to release new drivers all the time. Even your motherboard manufacturer sometimes releases updates. Mouse drivers, NIC drivers, USB bus drivers (there's probably a joke there somewhere, but it escapes me), hardware that no one ever thinks of in their computers, that may not be running the most current drivers. And really, why should you care? Mostly because those little outdated drivers might be the cause of some significant computer problems.

For the most part, I'm a firm believer in the old "if it ain't broke, don't fix it" approach to system maintenance, but on more than one occasion, one or another of my systems will BSoD for no apparent reason. Microsoft's pathetic approach to a diagnostic simply tells you that the problem may have been caused by an outdated driver. Well, duh ... Which one? Yeah, yeah, I know that BSoD's don't exist in the newer operating systems. But when a computer does a hard reset while you're in the middle of an hours-long project, does it really matter what you call it?

Keeping those drivers current is a nightmare, because no one really keeps track of the manufacturers and driver release numbers for everything in every computer they own. No one. Well, no one I know, or would want to know I suspect. I am usually doing well to keep my video and sound card drivers current, and yes, I do use discrete hardware plugins on my desktop systems. Motherboard sound and video is just not good enough for some of the things I use my computers for, although it is getting better all the time.

The good news is that there is a solution to this problem! Why else would I be writing this article? Actually, there have been a number of solutions to this problem over the last decade or so, but I have found none as user-friendly as a little freeware program called SlimDrivers, available at www.slimwareutilities.com. A recent article in MaximumPC magazine introduced me to this cloud-based utility for keeping drivers current, and it blew me away when I tried it.

Download the installer from the website listed above. Note that there are two other free utilities they offer as well, one of which, SlimCleaner, I am currently playing around with. Run the installer and when it's fully loaded, hit the big button labeled Start Scan. It's just about that easy. (Do be careful when accepting the install, as they will try to install AVG Security Toolbar into your browser, not a bad thing, but if you're not into AVG you might not want to have it auto-installed.) SlimDrivers then goes out and uses "Crowd-sourcing to spider and aggregate millions of devices" to find drivers. In English, that means it checks the hardware driver versions on your computer, matches them against the latest versions available online from the manufacturer, and presents you with a list of drivers for which updates are available. For those concerned, SlimWare Utilities is a Microsoft Gold Certified Partner, which means it should play very well with Windows. I've successfully used it on systems running Win8, Win7, Vista and WinXP, and was very satisfied with its ability to locate updated drivers on all 4 platforms. You are given the option to set Restore points before any new drivers are installed, and you can un-install or restore drivers from within the program.

At this point, the shine wears off a little bit, because you can only select one driver at a time to update. The drivers seem to download very slowly, and to be honest I end up wondering if SlimDrivers is choking my download speed as a way of enticing me to upgrade to their paid version (DriverUpdate, $29.97/one year license), or if I am just being paranoid. And seriously, for freeware? I can take the wait. I haven't been able to discover whether or not that one license would cover all my systems, or if I need a separate license for each computer.

Guess which one I would pay for... After each update, you are advised to restart your computer, and although you probably don't really "have" to do so each time, I certainly recommend it. This of course adds to the frustration of time being consumed.

Has it prevented any more BSoD's on my systems? Too early to tell, but I feel a lot more comfortable knowing that I am running the latest versions of hardware drivers on my computers. This program delivers, with a clean, easy-to-use (and understand!) interface. Learn more about it by visiting their website, www.slimwareutilities.com, and give it a shot.

Blue Screen of Death. If you don't remember those, you probably have not been using a computer for very long.

CROSSWORD PUZZLE
Continued from Page 6

as a mental exercise. Thanks to its clever shape and easy clues, it was a success with readers. Eventually other newspapers wanted to publish crossword puzzles, too.

By 1923, most newspapers in the U.S. and Great Britain were publishing crosswords. Simon and Schuster published the first crossword collection book. The New York Times was one of the only newspapers that did not publish crosswords. It also frowned on comic strips. However, the paper eventually succumbed, and printed its very first crossword in 1950.

Today crossword puzzles appear in periodicals across the globe and can even be produced at home with computer software.

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Interesting Sites To Visit On The Internet

Nancy Preffitt, Member, ICON UG, MO, 12-2012 issue, The ICON, *www.iconusersgroup.com, ngpreffitt@juno.com*

NO TIME TO READ?

If you find it difficult to set aside time to read a good book, this site is for you. Daily Lit offers a "novel" solution! It emails chapters of a selected book to you every day thus allowing you to read in smaller increments. Just browse the database for a book you want to read, enter your email address, and click subscribe. Choose from best-selling and award-winning titles, literary fiction and romance to language learning and science fiction. The site also features forums, where you can discuss your favorite books and authors. http://www.dailylit.com/

AN OLD GAME IN A NEW TECHNOLOGY

Remember Yahtzee? You can now play on your PC. It's a single person game in this version. You can even download it as a portable app and store it on a thumb drive. It's a geekly site – as are most open source sites – but it's easy to download and enjoy without a hassle. http://www.openyahtzee.org

MEDICATION INTERACTION?

It seems that the older we get, the more prescriptions we have. Your doctor or pharmacist may give you basic instructions (or not) but if you have an odd ache or rash or something, what should you do? The Physicians' Desk Reference is what doctors use and you can get it online to acquire more information about drug reactions and interactions, etc. Check it out at http:// www.pdr.net. There's a site just for consumers which may be more understandable at http://www.drugs.com/pdr/

AMAZING OLD PHOTOS

These photographs were taken from color slides found at the Library of Congress. They're dated from 1939-1943. The colors are so bright and clear it's hard to imagine they're so old. I enjoyed the old vehicles, fashions and social habits, too. http://extras.denverpost.com/archive/captured.asp

TRYING TO PICK A GOOD MOVIE?

Make sure it's one you'll like by visiting Rotten Tomatoes first. It takes a look at dozens of films now playing at theaters, and collects reviews from major critics. It also lets readers rank the movies, which might provide the best indication of the movie's quality. http://www.rottentomatoes.com/movie/in-theaters/

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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, June 22, 2013
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 & 4 pm for tutoring or special projects.