

MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2013, Number 11

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

November 2013

YOUR C.U.G.R. PRESENTS

4th Tuesday, November 19, 2013, 4 to 6 PM

First, between 4 and 4:30, we will have the 2014 Elections! Please see Page 4.

And next, but never least, is Frank Tona of Crown Camera!

Frank will bring electronics of the latest and greatest in technology and costs for the Christmas season coming up. Showing us the features, qualities, and ease of use in a variety of cameras and accessories, and the latest programs, classes, and community activities Crown Camera is offering this holiday season. Bring your questions, Frank's right on with photographic information. And, as always, he will bring his wit and charm to entertain us. Don't miss out!



Note Frank's photo: This is his "serious" side.

Note Change Of Date!

WE ARE MEETING ON NOVEMBER 19
TO ACCOMMODATE THE BUSY
THANKSGIVING SCHEDULE FOR THE
MEMBERSHIP AND THE PRESENTATION
GUEST, FRANK TONA.



CUGR Calendar

CUGR Board Meeting
1 PM Tuesday, Dec 3, 2013
at Redding Library in the
Foundation Reading Room

MULTI-MEDIA
10 AM, Saturday, Nov 16
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.

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Door Prizes

1. Centron USB 32 Gb DataStick Pro Jump Drive!
2. \$15 Cash!



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.

December will be our Annual Christmas Party!
Don't forget to bring a goody to share!
There will be the 50/50 drawing!

Members volunteering
to help members!

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Movie Maker 2, DVD Prgs. 365-0825
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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.

President's Message

The October General Meeting held on the 22nd was well attended and spirited. Fortified with Starbucks Coffee and chocolate cookies the membership voted to hold the November 2013 meeting Tuesday, the 17th to avoid the rush of Thanksgiving Week. Frank Tona will give us a presentation on the latest developments in digital cameras and mobile devices. His presentations are always a crowd pleaser and as a bonus, he usually passes out candy. What else could you ask for?

Remember that the December General Meeting (think Christmas Party) has already been moved to December 17th to avoid the rush of Christmas Week.

It seems the changeover to all dues being due October 1 has gone over with little or no confusion. Thank you for your help and cooperation in this matter. It will really make life easier for Jan Brockett, our Membership Person.

The main presentation at the October General Meeting was about electronic calendars. Many of the pros and cons were discussed and the topic seemed to be well received. One other advantage of the electronic calendar not mentioned is that one can go forward any number of years and write oneself a reminder. For example, one of my doctors told me he wanted to see me three years down the line. It was easy to go forward three years and make the reminder to call for an appointment. One could not do this with paper calendars.

The election of officers takes place during the November Meeting. There is still time left to throw your hat into the ring. It is always a good thing to have new persons as Officers or Board Members. We look forward to hearing from you.

Ed Beaulac

Editor's Corner

FROM THE BOARD

There is a new column for members to use to advertise something for sale, loan, or even trying to find. The first ad is at the bottom of page 4 with all the details. Check it out and the board hopes you will be able to make use of it as Dick Marx has.

FROM THE EDITOR

There are a few members who voluntarily give time to the Motherboard every month, and I would like to take a moment here to thank them for their

Continued on Page 4

October Meeting



Congratulations To Our Winners!



Cheryl Hammen won the \$30 Cash prize!

Michael Gudzon won the \$15 Cash prize!



Welcome Renewals

*Cathy Ashcraft
Chuck & Winnie Wall
Dick Franks
Dick Marx
Ed Beaulac
Fred & Carol Skill
Patricia Carlile
Larry Elliot
Margaret Martinovich
Margot Letendre
Marlene Robinson
Nancy Detwiler
Shirley Parker*

EDITOR'S CORNER

Continued from Page 2

efforts to keeping the necessary deadlines I have to demand according to the dates that have to be met for the newsletter to reach the membership in time for our next meeting.

Rush Blodgett for the Bits And Pieces column; Ed Beaulac for the President's Message; Jane Quinn for the Multi-Sig column; Fred Skill for the Tips articles; Anna Lee Horton for the General meeting photos; Jan Brockett for the membership data; and Mary Montague for the proofing of mine and others' "goofings!" (And the phrase, quotes, and exclamation mark were just for you, Mary.)

It is so important to have their input in whatever facit they do on time, and I am very appreciative that they work with me so well.

Judi Ball

The Editor's
Deadline
Scramble



CUGR MEMBER WEBSITES

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

**Publicize Your Website
Here for FREE!**
(Members Only Please)

CUGR Elections For 2014

The board will hold the 2014 elections in November. So please consider volunteering for a position on the board. We need your help.

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.

Nominees at this time (and by default, if no one new volunteers).

President Ed Beaulac

Vice President Dick Marx

Treasurer Mario Quinn

Secretary Jeanie Richardson

These positions in this club do not require much work. More than anything our club require a few hours a month of your time and your genuine interest in the club's survival. And if you would like some back-ground, feel free to call an officer and learn what thier 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. Needs to 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 CUGR from all sources.
2. Disperse monies to cover all legitimate CUGR obligations.
3. Manage and control the CUGR'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.

SECRETARY

1. Attend all board meetings and record the minutes.
2. Distribute the monthly minute report via e-mail to board members.
3. Maintain all the recorded minutes in the club's secretarial log book.

Member's Personal Ad Space

Dick Marx owns a data transfer cable, called an Easy Transfer Cable, that he is willing to loan to members. This cable is the type used to transfer data from one hard drive to another, as they do in shops to salvage data such as on a crashed machine **and** charge a lot to do it.

After receiving a call or email asking to borrow the cable, Dick would bring it to the next meeting and would expect to have it back by the following month's meeting.

Dick Marx, rmarx4344@gmail.com or call at 365-7773.

NECESSARY NEWSLETTER INSTRUCTIONS:

Having an ad space for something you would like to sell, borrow, loan, give away, etc. will be available to all members.

The article about your item(s) must be in file (txt or doc) form sent to the editor via email, (nothing hardcopy will be accepted).

All pictures must be jpg format and enough resolution (180 - 200 dpi) to be seen clearly in the newsletter. No thumbnail pics.

It must be received by the editor no later than the first Monday of any month in order to be placed in the newsletter in time for that month's issue. jebed@charter.net.

Bits And Pieces

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

ADOBE SYSTEMS HACKED

Identity Theft: I received a letter in the mail on October 28th that 3,800,00 of their files of persons with Adobe Acrobat which include me had been compromised and all credit card numbers and other personal data downloaded. They offered a year's subscription to a credit bureau reporting service as consolation. I immediately went on-line to try to find my Bank of America Visa credit card statement, but it was no longer available due to the account being automatically closed when they were notified by Adobe. Bank of America can verify purchases on their computer screen and they did so for me. The customer service representative tried to persuade me to take a new card with on-line-banking whereby one could transfer funds to anyone anywhere by the click of a mouse, however, despite assurances on line that they would, stand fully behind any loss I was reluctant and had them re-issue the same type of card.

I already had three identify thefts, one of which occurred at a Redding

gas station. The receipt did not eject so I went inside to tell the attendant and he passed my credit card over a hand scanner and gave me a receipt. Several days later I started to get telephone calls: two calls came from attorneys that said they would help put me in bankruptcy, two more calls came from car dealers wanting to sell me a new car, and I received several small bottles of weight loss tablets for which the enclosure stated they would send a new bottle every month and charge the tablets to my credit card and I received thirty more packages half of which remain unopened. All of this was done with a Mastercard that I had only used that one time so I knew the source was and notified the police. I was informed by someone in law enforcement that this was a favorite method of getting credit card numbers by way of a hand-scanner. Although Mastercard alleged to stand behind such illegal charges they tried to "stonewall" me when I called them. This resulted in my paying a \$300 attorney's fee to get them to take responsibility and expunge all the charges.

I also had two incidents with my Bank of America Visa card where the fraudster made a pilot charge of a small amount to see if I checked my statements. The Bank of America issued new cards immediately and they said that was also a frequent ploy.

So I have thus come up short on a subject for this month's Bits & Pieces, except for this distraction.

Editor's Note:

This "distraction" has a whole lot of aggravation and frustration to it, and we can all appreciate what you have been through. However, the subject is a good lesson for us too and I'm certain many besides myself are grateful for the information you have shared. I know I for one will watch out for these scenarios you've mentioned.

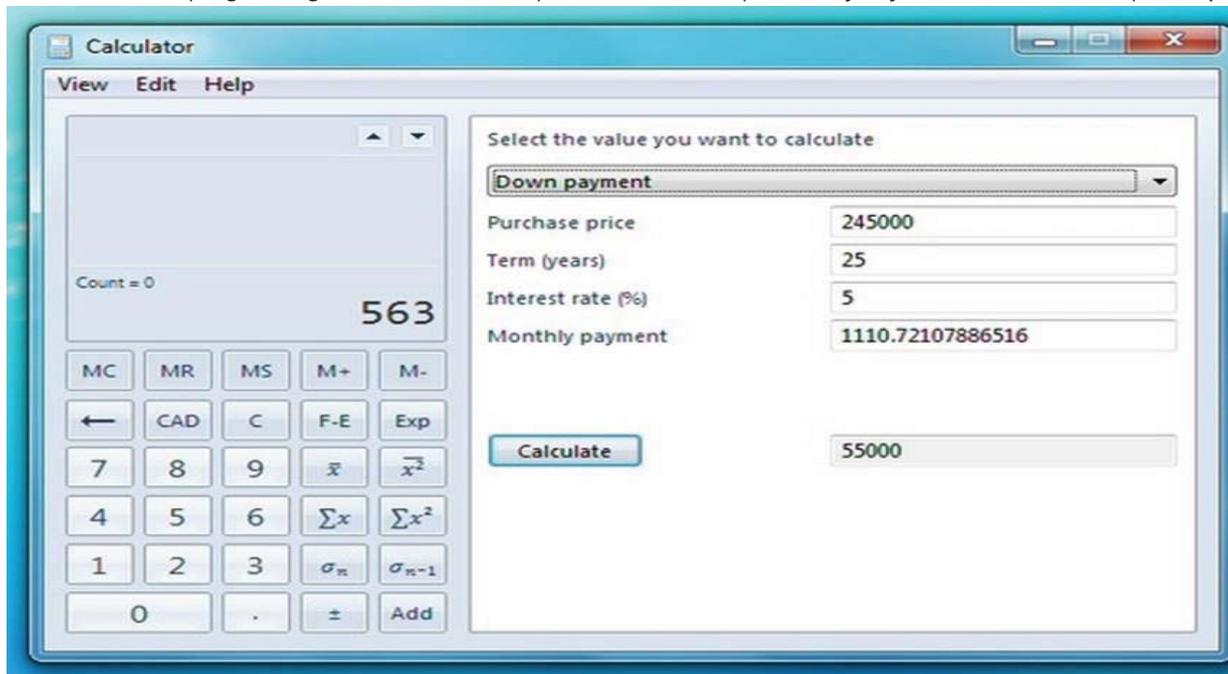
Good article and thanks, Rush

Judi Ball



Fred Skill's Tips: Calculate More

At first glance the Windows 7 Calculator looks just like Vista's version, but explore the Mode menu and you'll see powerful new Statistics and Programmer views. And if you're clueless about "bitwise manipulation," then try the Options menu instead. This offers many different unit conversions (length, weight, volume and more), date calculations (how many days between two dates?), and spreadsheet-type templates to help



you calculate vehicle mileage, mortgage rates and more!

Don't take any Windows 7 applet at face value, because there are some very powerful new features hidden in the background. So, be sure to explore every option in all Windows' applets to ensure you don't miss anything important.

CALCULATE MORE: The new Calculator is packed with useful features and functionality

Multi-Media SIG UpDate

by SIG Leader Jane Quinn, jqquinn7427@gmail.com



Thursdays, 1-3 pm, 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 November 16 at our home from 10 am to noon. For directions contact me via e-mail above or phone, 365-0825.

A member has all her Yahoo Inbox Mail going to her trash folder. Yahoo's help says this can happen with a Hacked account. How did this happen? Basically this involves filters. Just what are filters?

Filters automatically move new incoming messages to a folder of your choice instead of arriving in the Inbox. Usually you are in control of your eMail account and where incoming messages are stored. Unless you've been hacked. Before you were hacked your unwanted messages were directed to a SPAM folder or the Trash folder. Hackers can redirect your incoming mail. So if you find yourself unable to control your incoming mail, you may have been hacked.

This link will send you to an ATT video of handling unwanted emails. <http://www.youtube.com/watch?v=k3gtsNKNKbY#t=55>

If you find this difficult to connect to this link, simply type in "Filters For Att Email Account" in the Search box in YouTube on the internet. You will get to a host of answers concerning this topic.

To answer our member's question, the site recommended to change their

password. And if they've been hacked to follow the directions to answering "Changing Security Questions." The site also recommended to change their alternate email address for forwarding information from Yahoo. Checking their filters was also a recommendation, as well as checking the Auto Forwarding settings. Plus review their Signature, in case this has been altered without their knowledge.

At this moment I wish to express how powerful the internet has helped each of us to learn. And at the same time, together as a club, we can share how to use these tools as I just did using YouTube videos and what to do to solve a problem. Additionally, as a club, we share our experiences and learn from one another, which is so inspiring learning to use new devices. The club has always been and continues to be a way for us all to learn so much faster by sharing what we know and helping others.

Hope to see you at the next SIG Nov 16th 10am to noon. And also for the November General Meeting to see Frank Tona's presentation and all his new camera gadgets.

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 in 1992
- 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.

\$\$\$ 50/50 Cash Raffle! \$\$\$

This is The Next CUGR Drawing in December

"50-50 Raffle" stands for whatever cash is raised. The winner will get half of the cash. That way the Club would not be in a position where the prize might cost more than we took in on the raffle.

Tickets will sell for \$5 each, or 3 tickets for \$10. And you need not be present to win. So make certain that you print your name and phone # on the ticket(s) you buy.

Tickets may be bought during November and December meetings up to time of drawing,

or during any of Jane Quinn's classes, or by mailing a check to Jane Quinn. *(By the way, the Quinns are not participating in the drawing.)*

You can buy tickets from Jane by mail (email or call her for the mailing address) or during general and SIG/Class meetings. If you mail the money to her, she will assign your ticket (s) and hold it for you until the drawing on December 17, 2013.

jqquinn7427@gmail.com
phone: 365-0825

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 "un-tag" messages from your email address as "Spam." Again this was often done accidentally sometime in the past.

Corel PaintShop Pro — Raster And Vector Objects Explained

by Lynn Page, Editor, Crystal River Users Group, FL, July 2013 issue, CRUG newsletter, www.crug.com, lcpage46@q.com

When I started using PaintShop Pro one of the things that confused me is the difference between raster and vector objects. So I decided to explain a little of what I have learned. PaintShop Pro is basically a raster application with vector capability.

A key point is that each type of object can only be on their proper layer type. Raster objects on raster layers and vector objects on vector layers. So new objects created in PSP will be drawn on either a raster or vector layer depending on the object being created. If you are on a raster layer and add a vector object it will be placed on a new vector layer. Similarly a new raster object added while on a vector layer is placed on a new raster layer. Vector objects can be converted to raster objects and is required to add effects to them.

RASTER OBJECTS

Raster objects are what most of us think

about when using a photo editing application. Raster layers store information by using pixels. This is why when you zoom way in on an image, you see small squares. Each is a pixel. The detail of a raster object is only controlled by the number of pixels. So with high resolution an image can contain subtle details. It also allows for detailed and complex editing and customization.

Since the image is a group of pixels it can't be enlarged too much without losing quality. This is like trying to blow up a small section of a digital camera image well above its resolution.

VECTOR OBJECTS

Vector: objects/shapes are based on mathematics. Because the edges of vector objects are based on formulas they can be infinitely enlarged without losing quality. Vector layers store the instructions to draw the object not

pixels. Another difference is that on a vector layer, each object is independent and can be moved without affecting the rest of the layer.

Anything created with the Pen or Preset Shape tool is a vector object represented a bounding box. It has properties like line style and fill color. Each object is defined by a path made of contours and nodes. Text can be created as a selection of vector object. I personally create text as a vector.

If you try to apply an effect to a vector object PSP prompts that it must be converted to a raster layer. So this brings up one important point. If you want to apply effects to a particular vector object create it on a separate vector layer. When a vector layer is converted to a raster layer all objects on it are grouped. So an effect is applied to everything on the raster layer.

CD-R And DVD+-R Longevity: How Long Will They Last?

by John Langill, Newsletter Editor, Southern Tier Personal Computing Club, NY, Aug. 2013 issue, Rare Bits, jlangil1@stny.rr.com

Although there are today many data storage alternatives, I'm sure that there are many such as me who in the past stored various kinds of information on optical media, CD-Rs in particular. To cite just two examples; I have scanned hundreds of family slides, organized the digital images, and saved them on CD-Rs. Similarly, I did the same with several hundred of digital photos from my two-month visit with my son and daughter-in-law in Australia in 2003. The purpose of doing so was to have a convenient form in which archive the digital images and to share them with other members of the family; while at the same time conserving space on the hard-disk—then a more precious commodity than it is today.

Thinking back 10 or more years, one may recall that a single CD-R then offered a relatively large data storage capacity in a form that could be easily and inexpensively mailed anywhere in the world—something that could not be accomplished via the Internet or with other “portable” media at the time.

While acknowledging that the images stored on these CD-Rs—and others even older—could now be transcribed to another medium, I confess that I'm reluctant to devote the time and effort to doing so at this point. Accordingly, the durability and life-expectancy of the CD-Rs that I created 10, 20, and even 30 years ago, has become an increasing concern.

In the early '90s when the first CD-R discs were introduced manufacturers said the media had a data life in excess of 40 years. In the late '90s when the first DVD-R discs appeared on the scene producers proclaimed a data life of at least 100 years. However, in the time since their introduction it has been discovered that these early discs are susceptible to media “rot” (i.e., “bit rot”) that can eat your information—audio, video, or data—in as little as two years after it is written. (According to research fairly recently conducted by J. Perdereau, CD-Rs may have an average life expectancy of not more than 10 years—*Journal de 20 Heures*, March 2008.)

Because CD-R and DVD+-R media is used to archive nearly everything today, it does make one worry; especially if these discs are the only repository in which

your precious, and irreplaceable, family memories—photos and movies—as well as vital family, personal, and company data/documents are stored.

So where does the truth lie? Somewhere across the complete spectrum.

Most people who successfully burn a disc believe they have quality media. Unfortunately that only tells you the disc will be compatible (able to be played) in the vast majority of CD or DVD players. More importantly all better quality CD and DVD burners include technology called over burn/under burn protection making “coaster production” a thing of the past. The basic construction of both disc technologies enable you to burn your data in a very precise, very controlled manner.

TEST OPTIONS

There are only two foolproof ways of proving the data life of the discs you use:

1. Write a few CD-Rs or DVD+-Rs, then wait about 25-50 years and check if they still hold the correct data.
2. Use a CD/DVD analyzer that is specially designed to retrieve very accurate information about your media and your data after accelerated aging in test chambers where the discs are subjected to excessive temperature and humidity tests.

The first is typically impractical. Nonetheless, from personal experience I can attest to the fact that the first CD-R I ever burned—selections from a vinyl LP album—plays just fine and the music still sounds great 25 years later. However, I have also had some CD-Rs become unplayable in just a matter of months. Fortunately, such occurrences have been few.

The second provides only theoretical limits and doesn't take into consideration how you use, handle, and store the media. However, even assuming proper handling, temperature and humidity can adversely affect the data-life of even quality media.

Between the CD-R discs produced in the early 1980s and today's double-layer DVD+-R discs there has been considerable progress in write performance, capacity, quality, and cost.

Following the test procedures of the International Standards Organization (ISO), quality media manufacturers have been able to predict data-life spans ranging

from 50-200 years. But keep in mind there are wide differences between low-budget media manufacturers and quality media manufacturers. In addition variations in manufacturing methods, materials and processes/procedures can dramatically affect the data life of the media you use.

Or as auto manufacturers like to say, “Your mileage may vary.”

UNDERSTANDING YOUR DISCS

It isn't vital that you understand the construction of CD-R or DVD+-R media to produce a quality disc that can be read years from now any more than you need to understand the internal combustion engine to drive a car. But understanding the difference between quality and cheap media may help you avoid losing family photos or videos later on.

Most people consider DVD+-R discs little more than overgrown CD-Rs but, while they are similar, they are also quite different. In particular, the grooves are narrower and more closely spaced and the structure (pattern) of “pits” and “lands” is very much smaller with a DVD+-R in order to enable a greater data storage capacity. Precision is very critical.

Writable CD-R and DVD+-R discs start with a piece of polycarbonate substrate into

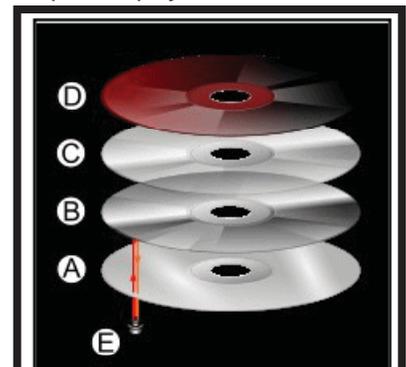


Diagram of CD-R layers.

- A. A grooved polycarbonate disc layer to which a dye layer is applied to enable the encoding of data.
- B. A shiny layer reflects the laser.
- C. A layer of lacquer protects the shiny layer.
- D. Artwork is screen printed on the top of the disc.
- E. A laser beam reads the CD and is reflected back to a sensor, which converts it into electronic data.

which very precise grooves are molded to guide the tracking of the laser beam. A dye layer is then precisely applied to the substrate followed by a reflective layer and one or more protective layers. A few of the leading media manufacturers have initiated the policy of applying two very resistant layers for added data protection when the discs are used, handled, and stored.

Because of the faster read/write performance users now expect, leading manufacturers have developed new stamper technology for optimum groove (storage area) shape and ultra-precise molding technology. The molding is critical when the media must withstand being rotated at extremely high speeds during the write process—up to 52x for CD-Rs, and 8x to 16x for DVD+Rs. The engineering margin that was once reserved for manufacturing tolerance has been used for data capacity instead, leaving no tolerance for manufacturing; for these discs to be truly compliant with the Orange Book standard, the manufacturing process must be perfect.

MEDIA PROBLEMS

The quality of your media is directly related with the time the media will last without losing information. As you can see there are a number of areas where manufacturers can shave a few cents in the overall cost of the media and areas where production can go amiss to dramatically shorten the data life of your stored information.

There are conflicting claims and consumer beliefs on which media is best for data retention of 30, 50, 100 years—green, gold, or blue dye; and gold or silver reflective layer. It is somewhat immaterial today. Manufacturers of quality writable discs have developed significantly improved, more sensitive and more stable dyes, and better reflective materials that virtually eliminate data loss during high-speed read/write processes and enhance long-term reliability.

CD and DVD rot (i.e., bit rot) is not the problem today that it was with earlier LaserDiscs because the media use different dye technologies to store data and make it much less susceptible to that kind of degradation. The truth is that deterioration arising from delamination and oxidation is the greater problem.

Delamination and oxidation usually occur at the outer edge of the disc and are often the result of the adhesive not being properly applied and cured during the production

process. This usually happens when price-oriented manufacturers use equipment that is 2 to 3 generations old and the least expensive materials possible.

When it does happen the laser is unable to read the data on the reflected layer. It is usually caused by:

- Oxidation when air comes in contact with the reflective layer
- Galvanic reaction between the layers and coatings
- Chemical reaction caused by impurities in the disc's adhesive or aluminum coating.
- Excessive heat and humidity are known to accelerate and exacerbate delamination and oxidation.

THE REAL CULPRIT

If you have purchased quality media from a quality manufacturer, you are still not assured of 50-100 years of data life!

The greatest danger to the data longevity of your personal, family, and business information is you alone; that is, by the way you handle and store your discs. The environment—temperature and humidity—can stress the materials. Gravity also can bend and stress the discs. Fingerprints and smudges can do more damage than scratches.

But by following a few Do's and Don'ts you can ensure your precious family and friend pictures, movies, family records, and business files have the maximum data life.

DO NOT

- Touch the surface of the disc.
- Bend the disc... especially when removing it from its case as this can cause a fine crack to develop at the rim of the hub-hole which will render the disk useless. This is a particular problem with DVDs.
- Store discs horizontally for a long time (years).
- Open a recordable optical disc package if you are not ready to record.
- Expose discs to extreme heat or high humidity.
- Expose discs to rapid temperature or humidity changes.
- Expose recordable discs to prolonged sunlight or other sources of UV light.
- Write or mark in the data area of the disc (the shiny side that the laser "reads").
- Clean in a circular direction around the disc.

Do

- Handle discs by the outer edge or the center hole.
- Use a nonsolvent-based felt-tip permanent marker to mark the label side of the disc.
- Keep dirt or other foreign matter from the disc.
- Store discs upright (book style) in original jewel cases that are specified for CDs and DVDs.
- Return discs to their jewel cases immediately after use. Because the label side is more delicate and susceptible to damage, I recommend storing any CD or DVD disc label-side down in its jewel case.
- Leave discs in their spindle or jewel case to minimize the effects of environmental changes.
- Remove protective wrap only when you are ready to record data on the disc.
- Store in a cool, dry, dark environment in which the air is clean—relative humidity should be in the range 20% - 50% (RH) and temperature should be in the range 4°C - 20°C (approx. 40 to 70°F).
- Remove dirt, foreign material, fingerprints, smudges, and liquids by wiping with a clean cotton fabric in a straight line from the center of the disc toward the outer edge.
- Dampen the cloth with a lens cleaner to clean your discs. Dry with photo lens tissue. For tough problems use Windex or a similar glass cleaner, diluted dish detergent, or rubbing alcohol. Rinse and dry thoroughly with a lint-free cloth.
- Check the disc surface BEFORE recording.

RELIABLE MEDIUM

There is a lot of cheap CD-R and DVD+R media that has marginal quality. For some applications like games, quality isn't critical. For irreplaceable, vital data like family photos, special events, vacations, and family/friends memories quality does matter. If you are backing up mission-critical data on your home or business computer, quality matters. Then it is important to select a brand of media that will keep your data safe, secure and available for years to come.

Quality and low prices just don't seem to mix!

The next step to long-term data reliability is to handle and store the media with the respect your data deserves.

How To Find A Lost Document And Other Filing Tips

by Nancy DeMarte, 1st Vice President, Sarasota PC Users Group, FL, August 2013 issue, PC Monitor, www.spcug.org, ndemarte@Verizon.net

I suppose you're thinking this could never happen...until it does. You have a large number of folders full of documents and photos on your computer. One day you need to find a letter that you wrote and saved a week ago, but can't remember what name you gave it or which folder you saved it in. Here are some ways to find that document:

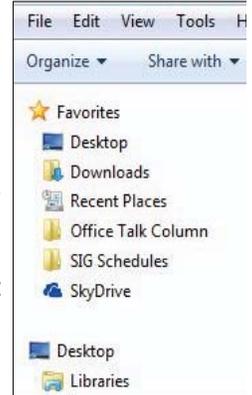
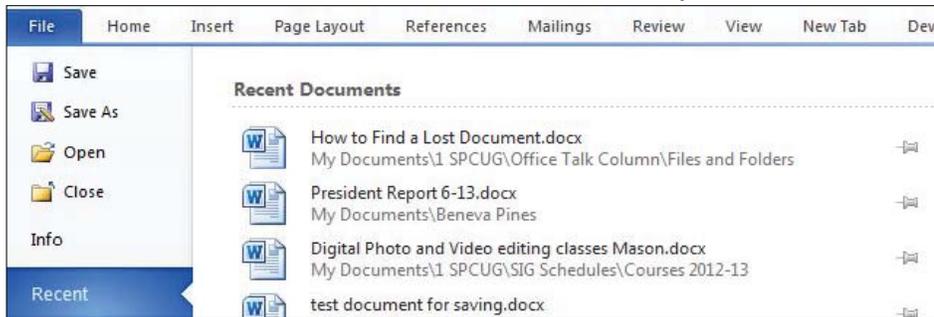
Look in your Recent Documents list: Open Word 2010 or 2007 and click File, and you will see a list of documents you opened recently. If you haven't opened more than about 20 documents since you saved the letter, it will be on the list. If you find the letter, you can open it from the Recent Documents list. But before you do that, it's a good idea to take note of its "path," so you'll know exactly where it's stored. The path of a document file in Word 2010 is shown below its name in the

files lists exist in most 2070 and 2010 Office programs.

Search your computer: In Windows 7, click the Start button at the left end of the taskbar, then type in the search box one or more words which you guess are part of your lost letter's name. If your guess is correct, the letter should appear in the Files list and can be opened from there. Sometimes, however, a Windows 7 search does not find files stored too deeply in sub-folders. Windows 8 offers a more targeted search. Open the Charms from the Start Screen and click the category of item you're looking for, such as Mail or, in this case, Files. Then type your search words in the Search box. This tool searches inside all levels of sub-folders in the category and returns a list of possibilities. It searches not only file names, but also the body of the document.

cent Documents and is not found with a Search, you can open My Documents and scroll to the bottom of the list of folders to see unfiled documents. If it isn't there, then open a sub-folder where you guess it might be. Set the view to Details, and sort the list by Date Modified, which will put recently opened files at the top of the list. To sort, click the heading of the Date Modified column. Reverse the sort order by clicking the heading again. File names sort alphabetically; dates chronologically.

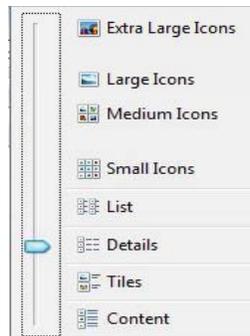
Add folders to your Favorites: Much like the Favorite websites list you keep in your Internet browser, Windows provides a convenient spot for you to park folders that you open frequently. Open Libraries. In the Explorer Window, at the top of the navigation pane on the left, you'll see a section called Favorites. A few folders are listed there by default, but you can customize this list with your own folders. I keep my SIG Schedules and Office Talk Column



Recent Documents list. It is represented by a string of folders, starting with the largest folder, My Documents, and ending with the sub-folder in which the document is stored. As shown, the path for this article is "My Documents\1 SPCUG\Office Talk Column\Files and Folders." In Word 2007, the path is missing in the Recent Documents view, but with a few steps, you can find it. Open Word 2007 and click the Office button to open the Recent Documents list. Click a recent document to open it. Then click Office button – Save As. In this window the path of the document appears in the address bar across the top. The last folder in the string of folders is where the document is stored.

You can keep or "pin" any Recent Document to the list for easy future access by clicking the pushpin icon next to it. You can also right click a recent document in Word 2010 and select "Remove from list." Recent

Make use of File Views: The contents of any folder on the computer can be viewed in various ways, but some views fit certain kinds of files better than others. It's easiest to find



a document in a file list using the Details view, which is a list which includes File Name, Date Modified, File Type, and Size. A photo is best viewed as an Icon or Tile, which shows a thumbnail of the photo, its name, and file size. To change the view of a file list in Windows 7, open a folder, then click the Views icon at the right end of the menu bar. By moving the slider, you can preview how different views affect your list before making your selection.

If your letter does not appear in Re-

folders there because I open them frequently, and because opening a Favorite folder takes only one click. To add a folder to Favorites, make it visible in the main Explorer window (but don't open it), then click and drag it left onto the word Favorites, or use Copy and Paste. A Favorite folder is synchronized with the original one. Whenever you make a change to files in the original folder, the change will also appear in the Favorites version and vice versa.

File Management is one of the most difficult skills to master in a Windows environment. And each new version of Windows changes the system just enough to cause confusion.

The more you understand how files and folders are stored and organized on your computer, the more control you'll have of your documents and other important files. You won't have many lost documents, either.



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Keeping Your Bank Account Safe On The Internet

(NewsUSA) — Banking has never been easier; you're now able to check balances and transfer money directly from a computer, or even a smartphone. However, despite precautions taken by your financial institution, online banking can be very dangerous. Cybercriminals create very sophisticated and threatening malware to target banking information for one simple reason: It's a cash cow.

"It's pretty shocking how many ways cybercriminals can jeopardize or access your financial records," says Ann Biddlecom, Product Marketing Director for Kaspersky Lab, a leading developer of Internet security solutions. "For instance, if your computer or programs are infected, you could be led to a fake website posing as a legitimate site, but it hijacks your passwords and account numbers without you knowing. Or they can install a program that records the information you enter on your bank's website."

More than 5,000 new malicious websites turn up every day, some of

One-third of Internet users store bank details on their computer.

which are cleverly designed to mimic legitimate financial services websites. In fact, over a three-month period in 2012, Kaspersky Lab experts found more than 23,000 new malicious programs created to spy on your money. Studies show that 60 percent of all consumers shop and bank online, and one-third of those online shoppers store their banking details on their computers, so the risk of their financial data being intercepted has never been higher.

Software like Kaspersky Internet Security has technology that can protect you, such as its Safe Money feature. This feature is designed to protect all of your financial transactions by verifying websites

before launching them and restricts how other programs access your data.

In addition to using software such as Kaspersky Internet Security, follow these steps to ensure you are the only person with access to your banking information:

- * Always decline automatic log-in for online banking sites. It's also important to never save the password for your bank on your browser.
- * Always remember to log out and close your browser window on your smartphone or laptop when finished with your online session.
- * If you receive an email from your bank asking for your account information, do not follow the link in the email. Type the URL of your bank as you normally would, or call your bank to verify the request.
- * Visit www.kaspersky.com to learn more about Safe Money and protecting your personal information.

**PCUsers Group
of Redding
P.O. Box 494778
Redding, CA
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 news-letter.
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, Nov 16, 2013

At Jane Quinn's Home, for information contact:

Jane Quinn, 365-0825, jqquinn7427@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.

