



mbug-pc newsletter

Established 1983 / Incorporated 1988

IN THIS ISSUE

MBUG-PC Volunteer Positions	2
MBUG-PC Information	2
Carolyn's Viewpoint	3
MBUG Potluck Picnic Details	4
The Frugal Computerist	4
Membership Directory Notice	6
Things, Thinglets & Thingassos	6
Disposing e-Waste	7
Know File Contents Before Opening	8
Quick Tip: Where to Store Backup	8
Avoid PayPal and Other Fraud	10
Need Computer Help?	11
Computer Volunteers Wanted	11
PG Adult Education Classes	11
MBUG-PC Supporters	12
MBUG-PC Listserv Benefits	12
MBUG-PC Discounts	13
Recycle Ink Cartridges	13
MBUG-PC Upcoming Workshops ...	14
MBUG-PC Calendar	15
Membership Directory Notice	16
Membership Report	16
Raffle Items Wanted	16

Signed up for the Potluck Picnic yet?



Saturday, August 19 at
Canterbury Woods,
Pacific Grove.

Save money by signing up in
advance. Details on page 4.

Hardware Maintenance

Chris Czomba, Manager and soon-to-be owner of **That Computer Place in Monterey**, will speak to us on a subject we all need to review from time to time: computer maintenance. We tend to think only of the software side or about the latest gadgets and peripherals when caring for our computers. Although Chris will take some time to show us how to get our machines to run as fast and efficiently as possible and keep them that way, as well as review the fundamentals of safety (eliminate and prevent viruses and spyware), he will also re-examine the hard side of computing.

Our computers are after all, pieces of physical equipment. Hardware needs some consideration and care on a regular basis to prevent trouble and keep it alive longer. For example, do you know what a “computer friendly environment” is? Do you know that dust, pet fur, heat, humidity—or in our case on the Peninsula, fog, may affect your machine? Do you know what to do to prevent such threats? Do you know how to protect your machine against power outages and surges? Do you regularly physically clean your computer, and if you do, are you using the correct tools and supplies? Do you know first aid for the keyboard or CPU in the event of a coffee accident? Do you know how to clean your mouse (get the dust, fur and lint out from around the tracking ball), your keyboard (remove crumbs, sticky fingerprints and greasy film), your CD/DVD player (how to use a CD cleaner kit), and your printer (clean the print heads and ink nozzles and extract the fur, dust and ink particles)? If you do, do you know how often these tasks should be done?

There will be plenty of time allowed for questions and answers, so come prepared with anything that’s stumping you or has your machine in a rut, share your personal solutions to keeping your PC in shape, or just show up, listen and learn—there’s sure to be something clever and useful from Chris or other participants. Questions in advance? Contact chris@thatcomputerplace.us or call (831) 649-4100 extension 16. ♦

Friday August 4th 2006 at 7pm

**Pacific Grove Adult Education Center
1025 Lighthouse Avenue, Pacific Grove**

**FREE and open to the General Public, to MBUG
Members and their friends!**

VOLUNTEERS NEEDED FOR THESE GREAT MBUG-PC POSITIONS!

Program Chair

Find and schedule First Friday General Meeting Guest Speakers.

Publicity Chair

Publicize MBUG in local publications and to members on the Listserv.

Workshop /SIG Leaders

Share your knowledge: run workshops or Special Interest Groups monthly/bi-monthly/quarterly

Meeting Reviewers

Attend General Meetings (or any other ongoing workshops) and write 500-word-or-less reviews.

Hospitality

Provide coffee service at First Friday General Meetings
(store equipment and supplies, bring the needful and set up for coffee and goodies).

E-mail or call Vice-President **Don Slaiter** at slaiter@pacbell.net ☎ (831) 655-4443 and 657-4154

MBUG-PC BOARD OF DIRECTORS

Carolyn Lake President 643-2023 lakelyn@ix.netcom.com
& Video Project Team
Donald R. Slaiter .. Vice President, 655-4443/657-4154 slaiter@pacbell.net
Assistant Treasurer, Membership Chair
& Lead Mtg Facilitator
Tom Streater Secretary, Treasurer 657-4249 tom223@pacbell.net
& Newsletter Proofreader
Regina Doyle Publishing Editor 375-4496 reginadoyle@aol.com
S.Jack Lewtschuk. Columnist 757-0123 blacklion@royal.net
& Immediate Past President
Charlie Mehlert Workshops Coordinator .. 375-0316 mehlert@sbcglobal.net
Clive Sanders Advisor / F1 Help 375-5376 simbacli@pacbell.net
Gary Stephens Workshops Coordinator.384-2440..garykstephens@sbcglobal.net
& Vice-Photographer

MBUG-PC Newsletter is published monthly by Monterey Bay Users Group-Personal Computer, Inc., a nonprofit, tax-exempt, charitable, educational corporation, PO Box 51611, Pacific Grove CA 93950, telephone Don Slaiter (831) 655-4443 or 657-4154, website www.mbug.org.

DISCLAIMER: No warranty, expressed or implied, is made by MBUG-PC, Newsletter editorial staff, or any individual authors or contributors.

This disclaimer extends to all losses, incidental or consequential, from the use of this publication.

Unless specifically stated otherwise, the opinions expressed in any article or column are those of the individual author(s) and do not represent any official position of, or endorsement by, MBUG-PC which is a 501c3 corporation and is not affiliated in any way with any vendor or equipment or software manufacturer.

Copyright © 2006 by the Monterey Bay Users Group-PC. Permission for reproduction in whole or in part is hereby granted for other nonprofit use, provided credit is given to MBUG-PC and to the author(s). Other reproduction without prior written permission of MBUG-PC is prohibited.

MBUG-PC VOLUNTEERS

Jim Anway Workshop Leader/F1 Help . 625-5618 AnwayJ@comcast.net
Joe Asling Video Project Coordinator .. 641-9560 jasling@pacbell.net
Bill Baumgardt Workshop Leader 372-5500 wwwb2@comcast.net
Eileen Begley Workshop Leader 655-4884 eb@spyderbytes.com
Richard Binsacca . Raffle Sales 678-2518 .. rjbinsacca@sbcglobal.net
Bill Bowles Columnist 375-3954 B@bowles.com
Margaret Bradbury Workshop Leader 657-4119 ..mgradbury@redshift.com
Norma Cocklin Canterbury Woods 657-4257 nmchec@aol.com
Liaison & Newsletter Proofreader
Joyce Elisha Video Project Team & 646-9603 ellias@msn.com
Ink Cartridge Coordinator
Ralph Games Meeting Facilitator 394-8876 gamesri@redshift.com
Jim Hinwood Columnist ehinwood@msn.com
Bill Hyler Photographer 624-4456 hyler@comcast.net
Lee Keely APCUG Rep & F1 Help 626-8033 Lee@leekeely.com
Kristen Knutson ... Special Projects 375-6072 mcle@msn.com
John Laughton Legal Advisor 649-1122 john@netlawyers.com
John Rowe Columnist 384-3617 johnr@redshift.com
Bob Stephan Historian, F1 Help, 646-1373 bob@bobstephan.net
Columnist & Workshop Leader
Bill Stockton Recording Secretary 384-6130
David Thorp Video Project Team 373-4623
Ed West Webmaster /Listserv Owner . 372-6200 captain@mobie.com

SUBSCRIPTION: See back cover for rates. (Subscription is not tax deductible). **NEWSLETTER AD RATES:** Special rate for local business card ads (approximately 1/10 page) is \$30.00 for 6 issues or \$50.00 for 12 issues. Full and partial page ad rates are available upon request. MBUG will publish at no charge classified ads for individual subscribers who have computer hardware or software for private sale. Advertising information contact: Regina at ReginaDoyle@aol.com.

MBUG-PC benefits: Computer Help, the Newsletter and 15 - 20% Discount on Computer Books at Borders and Waldenbooks with MBUG-PC Membership Card (see Don Slaiter for card).

CAROLYN'S VIEWPOINT

Carolyn Lake
President



photo: Bill Hoyer, MBUG-PC

WEBSITE DESIGN REVIEW

At our July 7th General Meeting, **Greg Hyde** of **Assimilated Multimedia** presented a clarifying and inspiring approach to website design. The steps that Greg outlined for constructing websites for both large and small businesses can apply equally well to the individual user working on a personal site.

The key starting point is to devote sufficient time to thinking about the main message and type of content you wish to present. Whether the dialogue is with a client or with yourself, consider the target audience, research other sites, think about the words that someone would use to find your site, and think about the kinds of images that reinforce those words.

The next steps involve:

- Collecting the images that reflect those descriptive words and phrases about the site
- Determining the organization of the site—will there be a Contact Us page, a products page, a photo gallery?
- Laying out the overall design—arrangement of images, text, and all other elements
- Planning the navigation scheme

Greg does all his design work in **Adobe Photoshop**, using an 800x600 pixel white space, and saves the original layered files in a development folder, to facilitate later update to individual elements. Individual completed web pages are also initially saved whole in jpeg format for a preliminary review on the Internet in a non-public area.

When approved, the finalized Photoshop files are then prepared for the website editor software, by slicing each page into separate areas, each of which is saved in a separate file. These slices allow for individual update of areas such as top, bottom, middle, and center sections, and for creating rollovers (areas that are links to other site pages). Greg

strongly emphasized the need for careful identification of these files, using a system of names and numbers or letters to show relationships of all pieces. He recommended drawing a map of each page before slicing.

The website editor Greg uses is **Adobe GoLive**. The GoLive web editor allows multiple views of the site (visual and html), easy addition of animation and audio and video files, and the use of frames, especially for navigation components that may need to appear on several pages of the site with the same look and functionality. GoLive, available for both PC and Mac, has an editing layout, tracks dates of updates, and can verify relationships by checking links to images.

Greg provided a good insight into how to structure GoLive files to keep all the files needed for a website well organized. Each website has its own folder, which should contain, for example, separate folders for images, AV media, generated media, and development items. It should also contain the home page file (index.html), other individual html pages, and navigation components. I found the use of a separate development folder especially interesting; it stores the original psd versions of artwork, raw photos and text documents, web history notes, and useful notes on fonts, colors, etc.

Another interesting part of the discussion was about the use of keywords. These are essential for marketing, of course, but also necessary if you want people to find your personal site in an Internet search. The most significant words to use in titles and rollover tags may be different than you think, and selection can be aided by checking frequency of use on a site such as <http://inventory.overture.com> to determine ranking of words and phrases.

The goal of the entire work flow process is the creation of a satisfying and functional website, ready for upload to the owner's domain. Greg concluded by presenting and analyzing a number of his own inspiring website designs, commenting on how the interplay of graphics, images, animation and other elements is used to reflect the owner's message.

To view a pdf file of Greg's presentation, check our website at www.mbug.org and click on the General Meeting link, then the Presentations button for an index. Also, supplementary notes can be viewed at www.aaamm.com/pusers.html. We look forward to another presentation from Greg early next year! ♦

lakelyn@ix.netcom.com



MBUG-PC/Club Mac Potluck Picnic

Saturday 19 August, 2006

Are you ready to sign up for our
Joint Annual **POTLUCK PICNIC**?

It will be held at

**Canterbury Woods, 651 Sinex
at Forest Avenue, Pacific
Grove** (in the Auditorium/
Central Patio area)

from **12 noon to 3 pm.**

You bring a **potluck dish** (*a home made or store bought appetizer, salad or dessert of your choice*) and a tiny **donation** to defray costs (\$5 per person for people over 12 years of age in advance; \$7 per head on the day of the event).

MBUG will provide a **BBQ** (*hamburgers, hot dogs, buns, condiments*) and **drinks** (*soft drinks, wine and beer*), and organize the music and fun.



Family and Friends Welcome!

MBUG Members are encouraged to bring significant others, kids or pals. It's our chance to socialize, eat and chat with each other.

VOLUNTEERS NEEDED! We need help: calling members

before the event, setting up, shopping for drinks, taking photos, grilling dogs & burgers and helping with other light duties.

Send your potluck donations in advance, with information on number of guests to:

MBUG-PC, PO Box 51611, Pacific Grove CA 93950. Make checks payable to **MBUG-PC.**

Ideas? Questions? Volunteers? Contact:

Regina Doyle ReginaDoyle@aol.com or
Kristen Knutson mcle@msn.com ♦

THE FRUGAL COMPUTERIST



by Bob "I Don't Do
Windows" Stephan

The Latest in FREE Software

Opera Mini 2.0 is a Java-based mobile Web browser. According to **Opera**, you can use it on just about any cell phone that has been made in the past five years, provided you have an appropriate data plan. It also operates on **Palm, Windows Mobile, and Portable PC** handheld PDAs. Best of all is the price tag: FREE.

Opera works much faster than does **Pocket Internet Explorer**. There are two ways to get Opera Mini 2.0: either

go to <http://mini.opera.com> from your phone's browser, where you can click a link to download it, or send an SMS message to 96077. In the latter case, you'll receive a text message back with the tiny applet attached. The application will download, and you will soon be set to go.

Also, **Google** recently released **Google Reader** for reading RSS news feeds on the go. The interface is basic, but suitably slim for mobile devices, and each feed item includes a "See original" link that will take you to a mobile version of the originating web site. This isn't the only means of reading RSS news feeds on a handheld or cell phone, but it does work well. The price tag of "free" is tough to beat. You will need a free Google account to use this. You can learn more at <http://www.google.com/reader>.

FREE Image and Photo Editing

PhotoPlus 6 is an excellent program for photo restoration and other purposes on a **Windows** computer. To be sure, PhotoPlus 6 is not quite as powerful as the \$90 **Photoshop Elements**. Then again, with a price tag of zero, many of us will accept a program that has 90% of the capabilities of the more expensive program.

You can download the free Photoplus 6 at freerissoftware.com. While at the site, you might want to look at the other free programs the company offers. If they are as good as Photoplus 6, they could be very useful.

To read the full reviews of the above items go to www.eogn.com and view Volume 11 No. 26 - June 26, 2006.

Free Windows Software Update

Way back in April 2005 I wrote about the following items. Here are the latest versions:

- **TheOpenCD** - check out www.theopencd.org for **The Best Collection of Free Windows Software**. The latest version is 3.1. You can download it or the individual programs for free or for \$5.00 or so you can purchase a CD containing such famous programs as **Open Office** (compare to **Microsoft Office**)

- **PDFCreator** - to generate PDF documents directly from any Windows program.

- **GIMP** - a powerful and comprehensive imaging solution (compare to **Photoshop** or the above PhotoPlus), and **Firefox** and **Thunderbird**, (safer competitors to **Internet Explorer** and **Outlook Express**).

- **Nvu** (a WYSIWIG web site creator and editor), and many others. There are programs for productivity, design, Internet/networking, multimedia, utilities, and games.

- **Picasa** - according to www.picasa.com, "*Picasa is software that helps you instantly find, edit and share all the pictures on your PC.*" I first read about Picasa in an article in **The Washington Post** which you can still read at www.washingtonpost.com/wp-dyn/articles/A9149-2005Mar5.html. The latest update to Picasa was posted on January 26, 2006.

- **Anti Virus** - luckily, there is a good anti-virus program that is available free of charge. **AVG Free Edition** is available to home users. This is not a trial version or a free introduction to something that will later ask for money. AVG Free Edition is free forever. It is created by **Grisoft**, a producer of both free and commercial anti-virus programs. Get the latest version at free.grisoft.com.

Then again in June 2005 I wrote about the following:

"There is a version of **Netscape** called **Mozilla**. It is a full featured Browser, Mail and News suite that includes the **Composer** component. You can read more about Mozilla, Firefox and Thunderbird at www.mozilla.org/.

Now there is a new program that works even better for you to create your own Web pages. While very powerful it is still free. Nvu (pronounced "in view"), available as a free download, is a greatly enhanced version of Netscape (or Mozilla) Composer. After Netscape was abandoned, several open-source groups started working on the browser, turning it into the sensational Firefox. Still other programmers continued on Netscape's e-mail program improving it to eventually be released as a free-standing version called Thunderbird. And now Composer has been greatly improved and is released under the name Nvu. Get the latest version at www.nvu.com."

As I also mentioned in June 2005, it is possible to host your web site without spending a dime! If you have an e-mail account with an ISP, you undoubtedly have enough web space to host your web site at no additional charge. That's what I do. Just check with your ISP on the procedures and URL to be used.

Finally, in October 2005 I wrote about the following:

"As I've mentioned before, I regularly use the free **Open Office** suite and the Mozilla Firefox browser. I find them excellent products that leave me nothing to be desired and I have had no difficulty exchanging documents with users of other office products. There may be some highly specialized requirements that these products might not be able to handle as well, but I feel very confident in recommending them to just about anyone. When products like these are available I just can't see paying good, hard-earned cash for software that will do exactly the same thing. Get **OpenOffice.org 2.0.3** at, duh, openoffice.org."

The following information is from www.clamwin.com. **ClamWin** is a free antivirus for Microsoft Windows 98/Me/2000/XP/2003. It provides a graphical user interface to the **Clam AntiVirus** engine. ClamWin Free Antivirus comes with an easy installer and open source code at no cost. The latest version of Clamwin Free Antivirus is 0.88.3,



and judging by the number is still in beta test. In the meantime, check out AVG Free Edition at free.grisoft.com that I mentioned back in April 2005 (above).

And don't forget the excellent free genealogy program at www.legacyfamilytree.com currently at version 6.

You can read more about some of these items in the referenced back issues of the MBUG-PC Newsletter, or by going directly to the referenced sites. Some of the above information is from **Eastman's Online Genealogy Newsletter** and is copyright by **Richard W. Eastman**. It is republished here with the permission of the author. Information about the newsletter is available at <http://www.eogn.com>. ♦

bob@bobstephan.net

Bob "I Don't Do Windows" Stephan is an OS/2 enthusiast with over 40 years of computing experience. He welcomes comments and questions that The Frugal Computerist can respond to.

He can be reached as bob@bobstephan.net.

Bob's home page is at <http://www.bobstephan.net>.

SECOND NOTICE:

Annual Membership Directory to be Published in Newsletter

We print the **MBUG-PC Membership Directory** in one issue of this Newsletter every year. We do this to encourage Members stay in contact with other Members by sharing their names, phone numbers, e-mail and physical addresses.

We do NOT share this list with non-Members or any other organization or group.

If you do **NOT** wish to be included in this year's Directory (to be published in September or so), please contact

Don Slaiter, Membership Chair at slaiter@pacbell.net

or call (831) 655-4443 or 657-4154 ♦

THINGS, THINGLETS & THINGASSOS

S. Jack Lewtschuk
MBUG-PC
Columnist



photo: R. Binsacca, MBUG-PC

Happy 25th Birthday, Personal Computer!

Although I have been told that the first computer was invented circa 3000 BC (it was called "abacus"—I don't remember the model number but some of our older MBUG members might), the first Personal Computer widely available to us was made by IBM, and appeared on August 12th 1981. It was a great invention for its time. After all, it was not only a Leo like yours truly, but it hit the stores on my birthday exactly, although we are a couple of years apart.

Remember the old saying:

*Give a man a fish and you feed him for a day;
teach him to use the Net and he won't
bother you for weeks.*

Was this by design? The first IBM computer commercially available was the Model 5150. I think it's interesting that **California Welfare and Institutions Code**, section 5150 states, in part:

"5150. When any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, member of the attending staff, as defined by regulation, of an evaluation facility designated by the county, designated members of a mobile crisis team provided by Section 5651.7, or other professional person designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation, etc."

Are You Selling Your Confidential Information?

Experts say that many people are taking risks with data on hard drives and memory cards which they are selling via **eBay**. Letters, resumes, spreadsheets, phone numbers and e-mail addresses have all been found on storage hardware

bought and analyzed by **Disklabs**, a forensics firm. Also recoverable were temporary files from net browsers, which contained login details and passwords for websites and even online bank account details.

These problems occur because sellers are only taking basic steps to delete data. In its test of how good users were at destroying data, Disklabs bought 100 hard drives and 50 memory cards, including SD cards, flash drives, sim cards and memory sticks, from the auction site. **Simon Steggles**, Director of Disklabs, said the drives and memory cards were probably being sold by people upgrading their home PCs or changing their mobile phones. *“Most people made only cursory attempts to erase the data,”* said Mr. Steggles, *“and some had not done even that.”*

During its investigation, Disklabs found large amounts of personal and confidential business data on storage hardware. Most worryingly, said Mr. Steggles, it was possible to extract the temporary files that **Microsoft’s Internet Explorer** browser uses to keep track of what people do when they are using the web. With a little work, it was possible to reconstruct almost everything that some users did online, and to grab cookies and login details for sites they visited.

“With not a massive amount of work we could go in there and help ourselves to whatever we want,” he told the **BBC Website**. In many cases, only the “Delete” key was used to remove data. However, in PCs and many other digital devices all this does is apply a label that says these sections of storage can be over-written. On large disk drives this can mean the

supposedly “deleted” data remains intact for a long time. In such cases, said Mr. Steggles, recovering data is very straightforward for forensic firms and, perhaps, technically-savvy thieves.

What users need to realize, he said, was how hard it was to destroy data. Even formatting hard drives and other memory cards will not irrevocably remove information stored on them. If users were worried about potentially sensitive data, said Mr Steggles, they should use a professional forensics firm to erase it. *“Alternatively,”* he said, *“they could smash it to bits.”*

NOVICE CORNER

Thread

When you’re e-mailing back and forth to someone on a particular topic, always use the “Reply” button when answering. This keeps all the previous messages on one page so both parties can refresh themselves about your previous ‘conversations’. These messages are known as a ‘thread’.

There’s nothing worse than receiving an e-mail saying *“Here’s the information you asked me for Clive.”* Then Clive scratches his head and asks himself, *“What the heck was the *original* e-mail about?”*

So he sends back an e-mail asking what it’s all about ... and now we have a new thread :-)

Note: To prevent the thread from growing into a book, it might be a good idea to “snip” the message to which you are replying to essential information that will remind the sender of the message he/she sent.

Reply, “OK.”

DISPOSING e-WASTE

Computers contain heavy metals such as antimony, silver, chromium, zinc, lead, tin and copper (mostly in their printed circuit boards). When they reach the end of their useful lives they become “e-waste” (electronic waste) which may not be put in the regular trash but must be sent to a facility that has a permit for treatment (including recycling), storage, or disposal of hazardous waste.

The Madison Avenue Disposal site accepts e-waste every Thursday from 0800-1700 hrs at 1120 Madison Lane, Salinas. Call (831) 754-2500. FREE and open to anyone (businesses, schools, individual households).

For example, *“The Friday meeting was postponed to<snip>”* is much better than a reply, “OK.”

Bad Stuff

A computer virus is *“a self-replicating program that spreads by inserting copies of itself into other executable code or documents.”* A computer virus behaves in a similar way to a biological virus, which spreads by inserting itself into living cells.

Extending the analogy, the insertion of a virus into a computer program is termed an “infection,” and the infected file (or executable code that is not part of a file) is called a “host.”

A computer virus usually depends on humans as the transmission vector (e.g., when people share infected files online, by e-mail or by floppy).◆

blacklion@royal.net



brain food

How To Know What's In a File or Folder Before You Open It

by Linda Gonse, Editor
Nibbles & Bytes
Orange County
IBM PC Users' Group

Sometimes you just don't know what's in a file by the title alone. You may have created it so long ago, you've forgotten. Or, you received a file from someone who gave it a cryptic name. If you are like me, most of the time you bite the bullet and open the darned thing. This means waiting for an application to load before the file opens. If your attention doesn't wander you'll spend exasperating seconds—maybe even a minute or more—drumming impatiently on the desk. Otherwise, you get distracted looking through papers or books in your “To Read” stack, and jerk to awareness ten minutes after the file has opened.

Either way, you don't get the information you need when you want it.

Call it secret, or just overlooked information, but there are ways to glimpse file information so you don't have to open the files or folders to see what they contain.

FILES

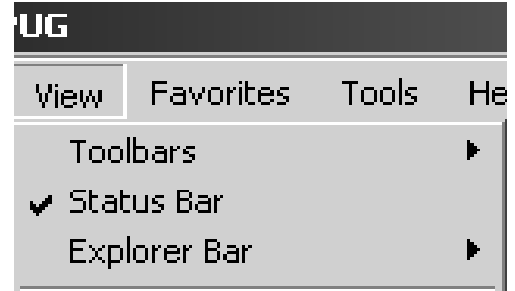
Stay with me while I open my ORCOPUG folder in the “Details” view and click on a subfolder titled “Ira Wilsker”. There's a list of files in the right window pane where I have saved Ira Wilsker's e-mails, but now I'm not sure what they contain. So, I go to “View” on the menu bar and check to be sure that “Status Bar” has a check next to it. Next, I click on the file titled “ATT00010.doc”.

To add the “Status Bar” to your folders, you have to select it under “View” (as shown at right):→

Information about a file shows up in the “Status Bar” at the bottom of an open folder.

The author of the file, the actual title of the file, the date it was created, and the size of the file all appear at the bottom of the pane in the status bar. Hover your cursor over a file for a popup box with the file information in it.

Or just hover the mouse over the file name for a second or two and a popup will show me the file information. If you don't see a popup when you hover your mouse over a file, in an open folder go to “Tools”, “Folder Options”, and “View”. Then scroll almost to the bottom of the list and check the box next to “Show pop-up description for folder and desktop items.”



quick tip

Where Should You Store Your Backup Images?

Since last month was “Backup Awareness Month”, (and you've all been doing your backups regularly since then, right?), here's a timely tip:

When choosing where to store your backup files, it's best to store files on a different hard drive or storage device than that which contains the partition or hard drive being imaged (copied). Then, if your partition or hard drive fails, the drive image file is safe because it is in a different location.

You can store the drive image on a removable storage device, such as an external hard drive or on a CD or DVD.

Acronis (which makes the backup software **True Image**), recommends having DVD UCF recording software installed on your PC before attempting to burn a drive image file on a DVD.

If you have no other choices, you can store the drive image file on the same partition or hard drive that you're imaging, but it's an option that's not as effective or safe as placing the file in a different location.◆

Reprinted with permission from *Smart Computing*. Visit www.smartcomputing.com/groups to learn what *Smart Computing* can do for you and *MBUG*. See page 12 for ways to get **FREE** tech support and good deals on *Smart Computing* magazine.

The third method to check on a file's innards is to right-click on the file name, and go to "Properties" in the drop down list. Left click on "Properties" and go to the "Summary" tab. The author's name and the title of the document will be there.

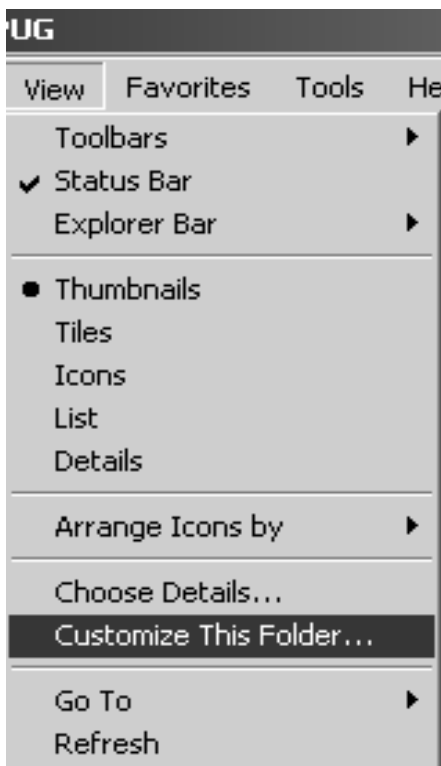
The Properties box defaults to author and title. Other information can be added to this file at the time the document is created or modified.

FOLDERS

You can make searching through folders easier (and even more fun) by using a custom picture to remind you of the contents.

Or, you could assign a custom icon for the folder so it will stand out from the rest of the folders.

Go to the settings under the "View" menu in an open folder. First select "Thumbnails". **Then go back into the list and click on "Customize this Folder"** (as shown below): ↓



Click on the "Customize" tab and then the "Choose Picture" button. Find a picture from any source that will remind you of what types of files are in this folder. For example, my own folders are filled with articles for the newsletter from various writers.

One folder contains articles by **Ira Wilsker** and images for his articles, so it makes sense to put Ira's photo on it. I browse to his picture, select it, click "Open," "Apply", and "OK."

Take a look at the folder now in Thumbnail view (as shown at right). →

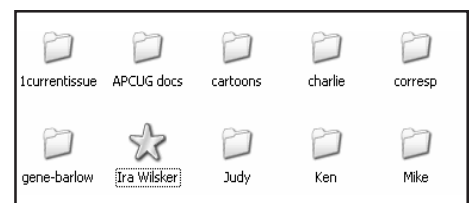
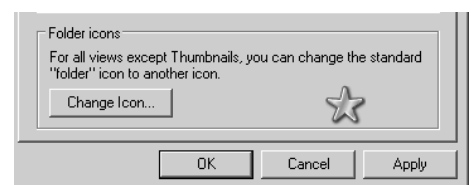
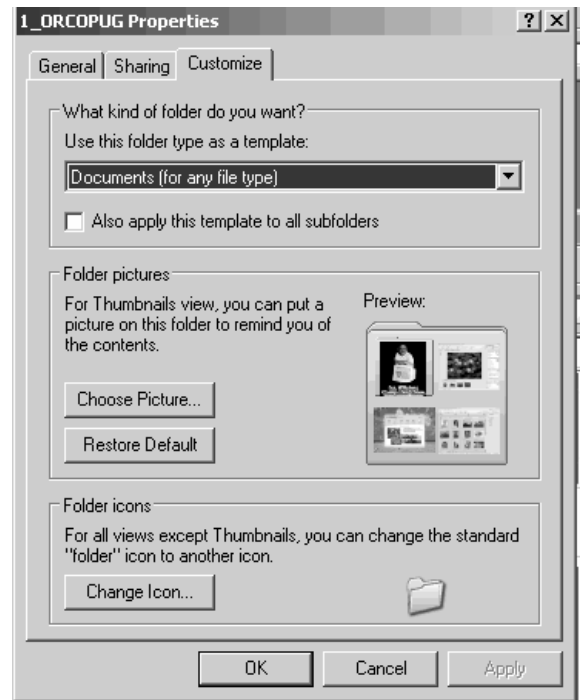
There's no way you can miss this folder, or forget what is inside of it!

In other views, such as "Icon View", you won't be able to see a picture on the folder but you can still make the folder stand out from the rest.

Or, if you have a group of folders that are similar, you can change all the folder icons so they will stand out as a group and be easier to locate (as shown at right). →

To change a folder's icon, go back to "View" and "Customize This Folder". At the bottom of the dialog box, click on the "Change Icon" button, and select an icon. Click "Apply" and "OK", and go take a look at the folders in icon view.

It's hard to miss the special icon, isn't it? Try it yourself and discover how easy it can be to identify the folders you need, instantly and without guesswork. ♦ Editor@orcopug.org



This article was brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which MBUG-PC is a member.

Avoid PayPal Fraud

by Bob Schneider

Editor, *The PC Keyboard*
Spring Hill Teaching
Computer Club,
Hernando County, Florida

Internet fraud continues to be the fastest growing crime in America (and perhaps the world). The most common technique for fraud today is "phishing." This means that some nefarious person connives you into providing financial account information. They do this by mailing thousands of spam e-mails to lists of e-mail addresses they have accumulated. Perhaps one of your friends sent a neat joke to 40 acquaintances, including you (your friend's e-mail itself is, of course, spam). Someone out there "farms" e-mail addresses. They love it when your

friend sends out those appeals and jokes because they know that every address they "capture," including yours, is current and good. They then send a message like the one below (actually received by the author) to those thousands of captured e-mail addresses.

It doesn't matter if you have **PayPal**, a very popular online payment service, or not. Many of the e-mails which the thieves send out will hit someone who does have PayPal, and they only need a lot of money from a few suckers to make the effort worth while. Of course, they substitute various bank names for PayPal, too.

Looking at the bogus letter below, the first link they provide (to "account records") does not go to PayPal, but goes to www.doctori.biz/pp, a site run by the thieves, waiting for you to log in and provide your user name and

password for PayPal (or your bank account or other financial service—the login page will look exactly like that of your financial institution. Once you finish "updating" your account information, you will be sent to that actual financial site where you can log in and see that everything is in order. The second link (to "Privacy Policy") is a real link to your financial service. It is another part of their smoke screen. But at three o'clock the next morning, there may be some new account activity. The next day when you log in, you will likely find that everything is no longer in order.

For your Internet and financial safety, **never respond to an e-mail asking you to check your account.** If you are curious, call PayPal or your financial institution. Also, you can always log in to your account the usual way (**not** by clicking on a link you receive in an e-mail), and check anything you wish.

A Final Note:

Tell your friends to stop broadcasting your e-mail address to the world, to spammers, to pornographers, to body part enlargers and to thieves. Tell them they can comply with your request if they stop forwarding jokes, requests and other such spam to you and their other friends. Better yet, send them a copy of this article. They deserve it. ♦

*www.sthcc.net or
Drbob1012@hotmail.com*

This article was brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which MBUG-PC is a member.

Dear Valued PayPal® Member:

It has come to our attention that your PayPal® account information needs to be updated as part of our continuing commitment to protect your account and to reduce the instance of fraud on our website. If you could please take 5-10 minutes out of your online experience and update your personal records you will not run into any future problems with the online service.

However, failure to update your records will result in account suspension. Please update your records.

Once you have updated your account records, your PayPal® session will not be interrupted and will continue as normal. Go to the link below.

http://www.paypal.com/cgi-bin/webscr?cmd=_login-run

Thank You.

PayPal® Security Center .

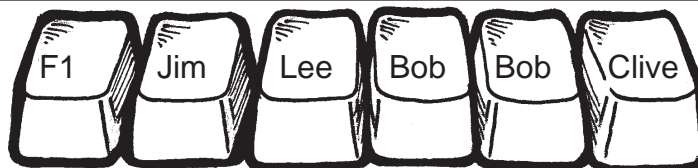
Accounts Management. As outlined in our User Agreement, PayPal® will periodically send you information about site changes and enhancements.

Visit our Privacy Policy and User Agreement if you have any questions.

http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy_privacy-outside

Computer Help - Just a Click or Call Away with MBUG F1

You know you push the 'F1' button on your computer when you need help. But do you also know that you can call or e-mail **MBUG-PC** "F1 for Help" with your computer questions?



Our expert team of helpful F1 Volunteers

is willing and able to share experience on software and hardware. And if they don't know the answer, they'll direct you to someone who does. To get computer help:

- (1) Contact any of the people listed below; or
- (2) Ask questions during any MBUG-PC meeting break or Q&A session; or
- (3) Leave a message with Vice President **Don Slaiter** (831) 655-4443/657-4154 ; or
- (4) Broadcast a message to all members through the **MBUG-PC Listserv** (mbug@listserv.redshift.com) *in plain text only* (NO html, please)!

Services are free of charge

(with the understanding that MBUG-PC, its Board of Directors, and the F1 Volunteers themselves are in no way responsible or liable for the accuracy or the outcome of any advice or suggestions!)

■ Jim Anway

STRICTLY Wednesdays & Fridays
from 2pm to 5pm at 625-5618

■ Lee Keely

Prefers e-mail at Lee@leekeely.com
or call 626-8033

■ Bob Shanteau

e-mail to shanteau@iname.com
or call Monday - Friday 10am-5pm
394-9420

■ Bob Stephan

e-mail to bob@bobstephan.net
or call only between 9am-5pm
646-1373

■ Clive Sanders

e-mail to simbacli@pacbell.net
or call only between 1pm to 9pm
phone (831) 375-5376 ◆

VOLUNTEER COMPUTER COACHES/TEACHERS NEEDED

Sally Griffin Senior Center in Pacific Grove

is in need of additional "computer coaches" and instructors for their

Technology Access Program for Seniors.

The center provides older adults an opportunity to learn and practice their technical skills in a small lab, working one-on-one and in a small class format.

If you have the time, ability and patience to tutor beginners in a relaxed setting, contact **Kimberle Herring** at the Sally Griffin Senior Center at (831) 375-4454 or e-mail kherring@mowmp.org

*Pacific Grove
Adult
Education
Center*



Vocational
Education
Computer
Classes

"Learning for Life"

1025 Lighthouse Avenue
Pacific Grove CA 93950

See PGAEC catalog & web pages for
class descriptions.

Call: Computer Office (831) 646-6657
or e-mail Bruce Cates: bcates@pgusd.org

<http://www.pgusd.org>

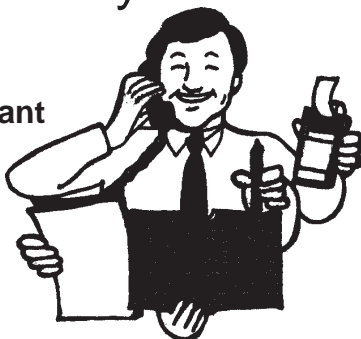


MBUG-PC SUPPORTERS

James W. Anway

Retired IBMer
Computer Consultant

Phone: 831 625-5618
Fax: Call first



Bob Weisensee
Production Supervisor
bob@ctimls.com

CREATIVE TECHNOLOGY
of Sarasota, Inc.
5969 Palmer Boulevard
Sarasota FL 34232-2841

Printer of the MBUG-PC Newsletter

(941) 371-2743 / FAX (941) 379-2933 / 1-800-533-1031

COMPUTER POWER

Star Reiersen

star@computerpowerstar.com

1173 Ninth Street
Monterey CA 93940

Phone: (831) 373-3919
Fax: (831) 373-0671

Clive R. Sanders
Sanders and Associates

Computer Consultants

636 Spazier Avenue
Pacific Grove
California 93950

Telephone: 831-375-5376
Cell: 831-521-6676
E-mail: simbacli@pacbell.net

lakelyn
graphics

Carolyn S. Lake

798 Lighthouse Ave, #194
Monterey, California 93940

phone: 831-643-2023
email: lakelyn@ix.netcom.com

In-home Computer Coaching

- Practical guidance to make your computer work for you
- Sessions geared to the older adult (beginner/intermediate)
- Special projects: document preparation, graphics
- Learn the basics of popular Microsoft programs and more...

Word Outlook PowerPoint Internet Scanning
Excel Publisher FrontPage WordPad CD Burning

**Four Winds
Travel**



Where the good times beginSM

■ Dan Presser, *Owner*

26080 Carmel Rancho Blvd., Suite 103

Carmel CA 93923-8757 ■ (831) 622-0800

Fax (831) 622-9467 ■ CST #1000683-40

fourwinds@redshift.com / www.fourwindstravel.com

ARE YOU A REGISTERED MBUG LISTSERV MEMBER YET?

Join the MBUG listserv and send messages to all other MBUG Members
and have other Members reach you with important information:

- **It's secure** (messages are monitored by MBUG's Webmaster ensuring messages are computer-related, virus-free and sent by Members only — no outsiders, no spammers!)
- **You get current MBUG announcements**
- **You get up-to-date virus & scam warnings**
- **You can ask and answer computer-related questions**
- **You can make computer-related announcements**

Register at www.mbug.org or go to <http://listserv.redshift.com/mailman/listinfo/mbug>

Smart Computing

FREE tech support

to both subscribers and non-subscribers.
1 (800) 368-8304 Mon-Fri 7am to 8pm CST
Saturdays from 8am to 4pm CST (Nebraska time)
or any time on the Internet:

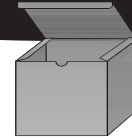
webhelp@smartcomputing.com or
www.smartcomputing.com

Subscribe to **Smart Computing** and benefit
MBUG-PC: use source code **8181** when ordering
and for every five subscriptions, we get one free for
our raffle to fund our educational activities.

12 issues for \$29.00 / 24 issues for \$48.00
36 issues for \$64.00

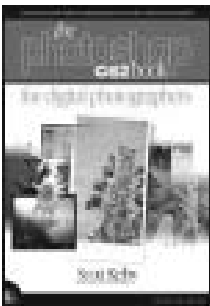
Subscribe and renew through User Group page at
<https://www.smartcomputing.com/secure/membership.asp> or call 1 (800) 334-7458 and ask
for MBUG to get credit for your subscription/renewal.

RECYCLE INK CARTRIDGES



Go Green, Give to Charity and Support Local Industry

Recycling empty computer ink cartridges through MBUG helps prevent non-degradable plastic and metal waste from polluting our landfills. At the same time we make money for our education programs by selling them to a local (Monterey) ink-refill company. We make it easy for you, too: just drop your empties (any brand, any type) into the brown box or give them to any Board Member at General Meetings or workshops. ♦ ellias@msn.com



MBUG-PC Members get 30 to 35% O'Reilly Discounts

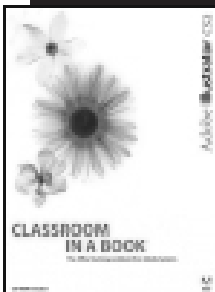


Our Members get a 30% discount on a single book or 35% off two or more on all books from O'Reilly as well as their "No Starch", "Paraglyph", "PC Publishing", "Pragmatic Bookshelf", "Sitepoint" and "Syngress" publications. Just use code "DSUG" when ordering books online or by phone at 1-800-998-9938. We get free ground shipping on orders of \$29.95 or more (in the US). Go to www.oreilly.com/store/ and see what's new!

O'Reilly catalogues are available at general meetings. Want to know more?

Contact:

Jack Lewtschuk
blacklion@royal.net



HERB GOODMAN DISCOUNT COMPUTER MAGAZINE* PRICE LIST

	1 yr	2 yrs	3 yrs
Computer Games	\$10.95	\$20.95	\$29.95
Computer Gaming World	\$14.95	\$28.95	\$41.95
Computer Shopper	\$16.97	\$32.95	\$47.95
Dr. Dobbs Journal	\$15.95	—	—
Mac Addict	\$10.97	\$19.97	\$28.97
Mac Home Journal	\$15.97	\$29.97	—
Mac World	\$12.95	—	—
Maximum PC	\$9.95	\$18.95	\$27.95
Microsoft System Journal	\$21.95	\$39.95	—
PC Gamer	\$12.95	\$23.95	\$33.95
PC Magazine	(22 / 44 / 66 issues)		
	\$25.97	\$48.95	\$68.95
PC World	\$16.95	—	—
Videomaker	\$11.95	\$21.95	—
Wired	\$6.00	\$12.00	\$17.00

Prices above are for new subscriptions & renewals. All orders must be accompanied by a check, cash or money order payable to:

Herb Goodman

8295 Sunlake Drive, Boca Raton FL 33496
phone (561) 488-4465 / hgoodman@prodigy.net.
Allow 10 - 12 weeks for magazines to start.

Renewals: Send your address label from your present subscription to ensure correct start of renewal. As an extra service Herb will mail a renewal notice 4 months prior to expiration date.

**For over 300 more titles at excellent prices, contact Herb by e-mail.*



AUGUST

PHOTOS WITH XP and ADOBE PHOTOSHOP



Jim Anway

Workshop Leader

Wednesday, August 9

7:00 to 9:00pm

Hilltop Park Center, Monterey

To help make handling photos easier, I use some of the Microsoft PowerToys for **Windows XP**. I will show off some of the ones I use for this purpose. Then using **Photoshop CS2**, I will show how to web size your photos and how to create macros that **Adobe** calls Actions to automate tasks that you can then use again and again on any single photo or with batches of photo files. I will finish with an open-ended Question & Answer session with lots of opportunity to cover some of your Photoshop issues. Questions? AnwayJ@comcast.net or (831) 625-5618. ♦

HARD DRIVE BACKUP

Tom Lorentz

Guest Speaker

Wednesday, August 23

7:00 to 9:00pm

Hilltop Park Center, Monterey



Tom, Manager and Owner of **Network Solutions of California** returns following his presentation on "What to Backup and How" in April. Continuing on this ever necessary theme, he will offer more detail and advice about how to find and backup your hard drive (on which you store your personal and business data) in a reliable and consistent way. If you had unanswered questions from the last time, or you didn't get a chance to hear him, come along and learn some hardware and software tips. Questions? E-mail tom@networksolutionsca.com; call (831) 901-9114 ♦

ADOBE ILLUSTRATOR SIG

♦ This Special Interest Group meets every 3rd Monday at the **Carmel Foundation, Computer Learning Center** (on Lincoln between 8th/9th Street in Carmel).



Space is limited so **advance reservations are recommended.**

♦ Fee: **\$3.00** payable at meeting.

♦ Next meeting: **MONDAY, August 21, 2006**
10:30am -12 noon

♦ Previous knowledge of Illustrator is not required: we're here to share what we do and don't know.

♦ To be on the SIG mailing list (receive information, announcements and occasional handouts), call **Carolyn Lake** at (831) 643-2023 or e-mail lakelyn@ix.netcom.com.

COMING IN SEPTEMBER

THE WORLD OF iPODS



Ken Schipper

Guest Speaker

Wednesday,

September 27

7:00 to 9:00pm

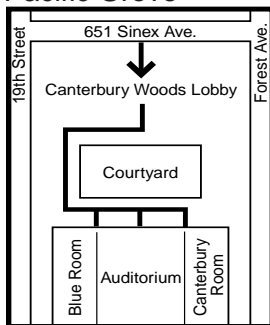
Hilltop Park Center, Monterey

Ken of **Graniterock** has become one of our favorite guest speakers after his **Future of Wireless Data Access** presentation in January and his **New Products** talk in June. This time he'll tell us everything we need to know about iPods: what they are, how to use them, what 's the difference in models, what's best for what use, etc. Questions? kenschipper@hotmail.com or call (831) 262-4222.

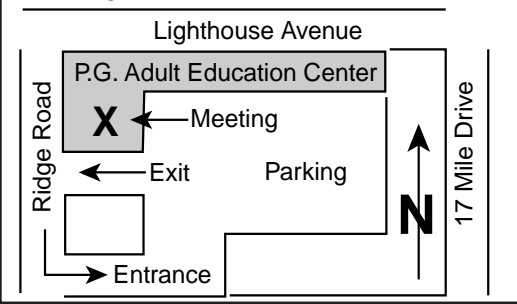
MBUG-PC Calendar of Events - August 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	2	3	4 <i>"Hardware Maintenance"</i> Adult Ed Center PG 7:00 - 9:00pm Chris Czomba	5
6	7	8	9 <i>"Adobe Photoshop"</i> Hilltop Park Monterey 7:00 - 9:00pm Jim Anway	10	11	12
13	14	15	16	17	18	19
20	21 <i>"Adobe Illustrator SIG"</i> Carmel Foundation 10:30am to noon Carolyn Lake	22	23 <i>"Hard Drive Backup"</i> Hilltop Park Monterey 7:00 - 9:00pm Tom Lorenz	24	25	26
27	28	29 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	30	31		

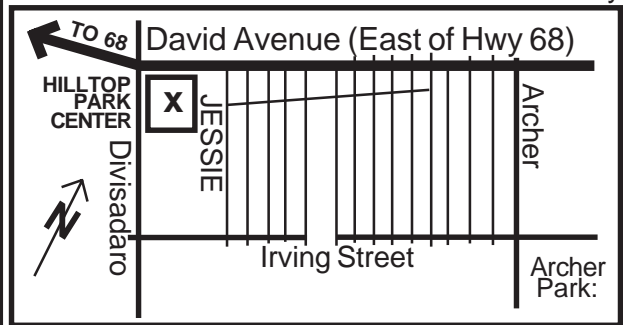
Canterbury Woods
651 Sinex Avenue
Pacific Grove



General Meeting Location
Adult Education Center, PG
1025 Lighthouse Avenue, Pacific Grove



Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar September 2006 *Please Check the September Newsletter for Final Dates & Times*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>"Topic TBA"</i> Adult Ed Center PG 7:00 to 9:00pm Speaker TBA	2
3	4	5	6	7	8	9
10	11	12	13 <i>"Topic TBA"</i> Hilltop Park Monterey 7:00 - 9:00pm Speaker TBA	14	15	16
17	18 <i>"Adobe Illustrator SIG"</i> Carmel Foundation 10:30am to noon Carolyn Lake	19	20	21	22	23
24	25	26	27 <i>"The World of iPods"</i> Hilltop Park Monterey 7:00 - 9:00pm Ken Schipper	28	29	30



**monterey bay users
group-pc**
PO Box 51611
Pacific Grove CA 93950



Vol 25, No 8, August 2006

Check your Membership expiration date on the label above.

Does it say "Exp: August / 2006"?

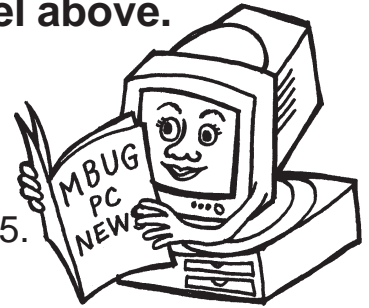
Don't miss an issue. Renew today!

Check the expiration date of your MBUG-PC membership & newsletter subscription: Electronic \$20, US Mail \$25, both \$35.

Additional tax-deductible donations welcome!

Send your name, address, phone number, e-mail address and check to:

Monterey Bay Users Group-PC, PO Box 51611, Pacific Grove CA 93950



MEMBERSHIP REPORT



**Don
Slaiter**

Vice President,
Assistant Treasurer, and Membership Chair

WELCOME TO OUR NEWEST MEMBER

name	member number
Mack Jacobs	1290

OUR GENEROUS DONORS

Bob Brownlee 625
Robert Chapman 636
Heidi Funes-Fonseca 1038
Beverly Lewis 1205
Dean Taylor 802
James Vorhes 543
Terry Williams 489

THANKS FOR RENEWING

Bob Brownlee	625
Phil Butler	1233
Eleanor Cetin	1011
Robert Chapman	636
Heidi Funes-Fonseca	1038
Louann B.Hinwood	1055
Carolyn S. Lake	1174
Beverly Lewis	1205
Menko Rose	879
Dean Taylor	802
James Vorhes	543
Terry Williams	489

Raffle Items Wanted

**CLEANING YOUR
HOUSE OR OFFICE?
CLEARING OUT YOUR
CLOSETS? BUYING A
NEW PC?**

MBUG-PC is always happy to accept **new** or **gently used**, **working** computer software, hardware, supplies, peripherals or furniture for fund-raising raffles or auctions.

Call ahead to determine if your unwanted items can be put to use.

Contact **Carolyn Lake**
lakelyn@ix.netcom.com