



# mbug-pc newsletter

Established 1983 / Incorporated 1988

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What **SPOOKY**  
**HALLOWEEN**  
**HORROR**  
do you need to  
**BEWARE?**



Heed Jack's warnings  
on page 4!

## Scanning for a Scanner? Ask Eileen B!

**Eileen Begley**, MBUG Workshop Leader and Owner/Principal Trainer of **EZ Tech Training** will tell us all we need to know about how flatbed scanners work, what to look for when buying one, and the basics of using them—how to run it, when and how to customize and correct images, how to get creative, and other elementary up to advanced tips and tricks.

Many of us have scanners but don't get as much out of them as possible. By getting to know your scanner better, you can improve documents and photos (to copy, print, e-mail, make web pages, wallpaper, PowerPoints, special effects, faxes, etc.); convert documents to OCR (Optical Character Recognition) to get editable, word processing text; or scan real flowers, fabric, leaves, your hand, seashells, etc.), to use in art projects.

Eileen can help you figure out how much more your scanner is capable of and how, coupled with an image program such as **PhotoImpact**, **iPhoto Express**, **Photo Deluxe**, **Photoshop**, or **Paint Shop Pro**, you can enhance or change colors, convert to black & white, gray or halftone, improve resolution, change memory size, and on and on.

In addition to being highly computer-savvy in maintenance and repair, word processing and the use of creative software, Eileen is a digital artist and photographer. Her work has been shown at the **Monterey Museum** and the **Pacific Grove Art Center**, and her studio is a regular venue on the annual **Monterey County Artist Tour**. Eileen's artistic, technical, teaching, and business talents and credentials have carried her through more than 25 years in the real estate industry and the running of two property management companies. She now produces step-by-step computer video tutorials with voice instruction, and provides technical consulting and work. No wonder she's one of MBUG's favorite speakers! Questions? Call (831) 644-9003, e-mail [eb@spyderbytes.com](mailto:eb@spyderbytes.com), or visit [www.EZTechTraining.com](http://www.EZTechTraining.com). ♦

**Friday, October 6th 2006 at 7pm**

**Pacific Grove Adult Education Center**

**1025 Lighthouse Avenue, Pacific Grove**

**FREE and open to the General Public. Great coffee,  
fantastic food for thought!**

## 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](mailto:slaiter@pacbell.net) ☎ (831) 655-4443 and 657-4154

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**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 Hyster, MBUG-PC

### TUNING IN WITH IPODS AND ITUNES

At the Wednesday, September 27 Workshop, **Ken Schipper** of **Graniterock** presented an informative talk on selecting and using **iPODs**, spicing it with entertaining examples of music, monologues, and readings from his large collection of files. After attending, I can well understand how the iPOD has swept the market; there are definitely good reasons for having one. My summary is that the whole point of iPODs are to provide compact but high-capacity and fairly durable mobile storage for music and other files, which can be played back through ear buds, car stereos, computer speakers, or TV. For those who want their music always with them or who travel a lot, iPODs are wonderful for entertainment and information, and possibly for storage of important files needed on the road.

Ken spoke mainly about the **Apple 60GB iPOD** and the smaller **iPOD Nano**. Both are “video iPODs” as they have small display screens, while another model, the **iPOD Shuffle**, has no display. The 60GB and newly released 80GB models both have small hard drive technology, which makes them more subject to wear and tear, as opposed to the smaller configurations that use flash memory technology and no moving parts. The effect of thermal changes on the hard drive models may reduce their lifetimes, but lithium batteries can last about three years before failing to hold a full charge.

Most people are familiar with the concept of iPODs as storage for music. With an iPOD attached to a computer, music files can either be downloaded from CDs, directly from the Apple website, or from other Internet sites first to the computer and then, through the **iTunes** software, to the iPOD. A nominal fee is charged for Internet downloads, usually 99 cents per tune.

Ken said that getting into iPODs is not for the fiscally faint of heart; larger capacity models go for around \$399. The Nano comes in 2, 4, and 8GB capacities, starting around \$149. Then there are all the devices and add-ons and special subscriptions to consider. Of course, you will want a **Universal Dock**, for charging batteries and linking to home sound systems and, if you drive extensively, an FM transmitter (such as the **Kensington FM digital transmitter**) to link to the car stereo. These are available for virtually all new cars and plug into the cigarette lighter. Specialized holders are also available to hold iPODs on the dashboard (see [www.proclip.com](http://www.proclip.com)).

A bright spot is that iTunes 7.0.1 is a free download for either PC or Mac from the Apple website, (see [www.apple.com](http://www.apple.com)). Why free? Perhaps because it will inevitably lead to shopping, and there is a lot out there to buy! Besides music, there are audiobooks, podcasts, TV shows, movies, games, etc. iTunes also provides for file organization, manages digital rights, and allows for playing files on PCs or syncing them to an iPOD. Ken also recommended exploring other sites, such as [www.audible.com](http://www.audible.com), where a subscription at \$22 per month covers downloading two selections per month of either books or other types of audible media such as magazines, newspapers, talk shows, and radio shows.

It was interesting to note that although Ken loaded his 60GB iPOD with some 200 CDs, several videos, and some photo albums, he had more than half his storage space capacity left. The meeting was a really great look at both the fun and practical uses of iPODs, and if all the technical parts overwhelmed me a little at times, I was reassured when a member of the audience let us know there is an “*iPODs for Dummies*” available!

### MBUG BOARD ELECTIONS COMING UP

The **MBUG-PC Board of Directors** is electing new Board members and officers at its October 31 meeting at Canterbury Woods, Pacific Grove, at 7pm. We have lost several Board members recently, and very much need to have more members participate. If you are contacted to serve, please give the invitation every consideration—your input is vital for program ideas, event planning, and for keeping us a relevant computer education organization for the Central Coast. If you are interested in being on the Board, call me at 643-2023. Thank you! ♦ [lakelyn@ix.netcom.com](mailto:lakelyn@ix.netcom.com)



# THINGS, THINGLETS & THINGASSOS

**S. Jack Lewtschuk**  
MBUG-PC  
Columnist



photo: R. Binsacca, MBUG-PC

## ARE YOU A ZOMBIE? HOW ABOUT YOUR COMPUTER?

There are literally hundreds of thousands, perhaps millions of “zombie computers” out there. Is your computer one of them?

Creating zombies out of computers used by you and me has become a major tool used by computer hackers, unscrupulous marketers, and other malicious evil-doers. A computer becomes a zombie when it performs tasks as instructed by someone other than the computer owner. The instructions given to the zombie usually involve distributing information to other computers, which the zombie computer does without notifying its owner. In every spare moment, a zombie computer sends out data, most of which is spam that tries to get someone to purchase something.

## Watch for “Zombie Computer” Warning Signs

- The computer seems sluggish.
- The computer seems to be accessing the hard drive constantly.
- The mouse or keyboard becomes unresponsive.
- Excessive “bounce” notifications from people you never knowingly tried to e-mail.

These warning signs may also be symptoms of other computer problems, but if you see any of them you should investigate. For more information on zombie computers and spam, check out the **Federal Trade Commission’s Operation Spam Zombies** website at <http://www.ftc.gov/bcp/online/edcams/spam/zombie/index.htm>.

## Protect Your Computer from becoming a Zombie

- Install a good **antivirus program** and make sure you update it regularly.
- Install a good **two-way firewall**. It will notify you when information is being sent from your computer. Unfortunately the WindowsXP firewall is not adequate for this purpose—it is “one way” only.
- **Update your operating system** and other software regularly.
  - Use an **anti-spyware program** to eliminate spyware on your system.
  - **Check your antivirus and firewall** software occasionally to make sure they are running properly—often

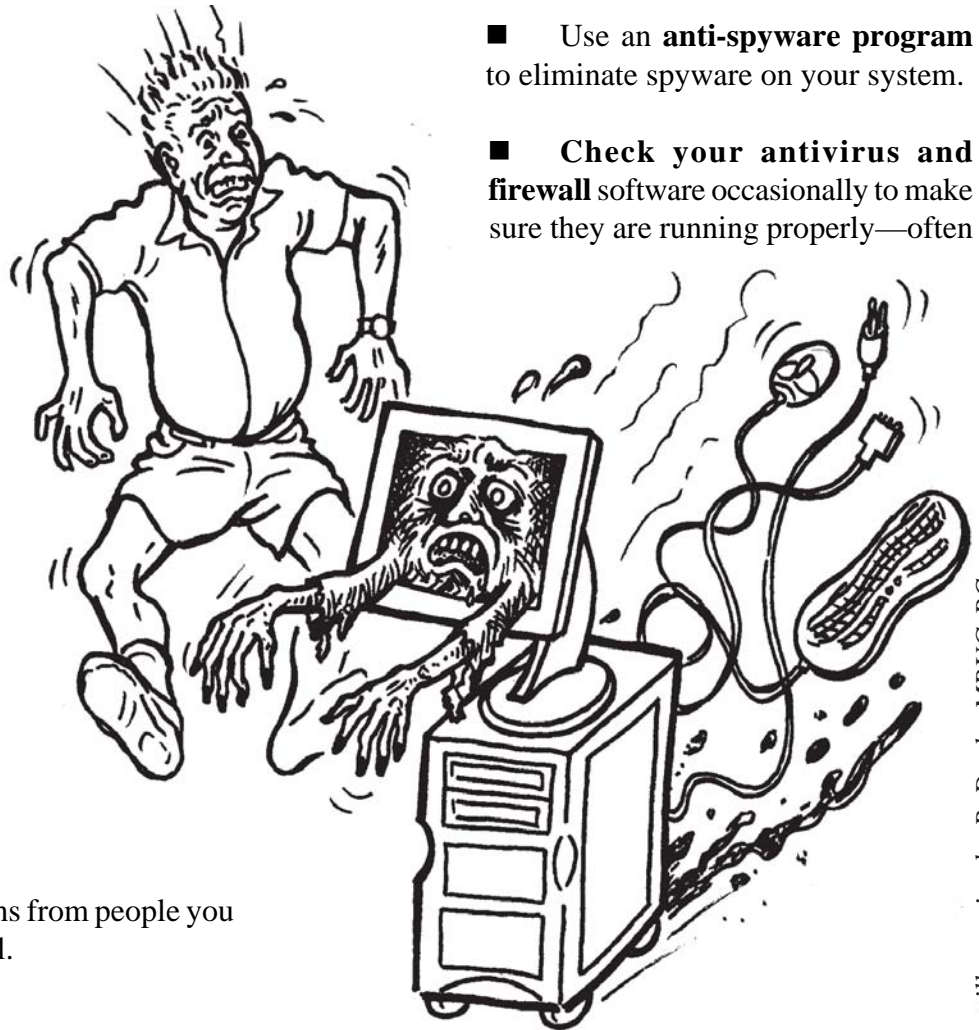


illustration by R. Doyle, MBUG-PC

one of the first instructions given to a zombie computer is to disable the antivirus and firewall software.

- **Don't open unknown/unexpected e-mail attachments!**
- **Use caution when downloading software**—buy from reputable companies, and be sure to read every screen as you download and install any software.

## NOVICE CORNER

So, you've decided to download a program from the Internet. Are you sure that you really need it? OK, if you can't live without it, are all of your security programs active and updated? If so, click on "download" and cross your fingers.

An Internet download usually comes with a "prompt" from your browser—you'll be asked whether to "Run" (or "Open") or to "Save" the file. What should you do? Here's the difference:

- If you select "Run", the download file will go to your "Temporary Internet Files" folder. Then it will run or open automatically.
- If you select "Save", you have to choose where the file will be stored on your hard drive (creating a "Downloads" folder on your C-drive might be a good idea at this point). The file will sit in this file until you decide to open it yourself.

So "Run" is convenient, but "Save" gives you more control and it's generally safer. Once the file is saved, you can run a virus scan on it and examine the file. On the other hand, you shouldn't be downloading something of which you are unsure. Downloads from companies you know—for instance, **Microsoft**, **Adobe** or **Apple**—are always OK.

Even if you do choose "Run", you may still have the option to do some checking. **Internet Explorer** often lets you view digital signatures from the download prompt. After you click "Run", a digital certificate message will pop up. You can click on the name listed under "Publisher" for more information. Under "Digital

Signature Information", it should say, "This digital signature is OK". Otherwise, the file is high risk.

Another option you might see is a checkbox labelled something like "Always ask before opening this type of file". Other browsers might use different phrasing such as "Always perform this action with this type of file". The phrasing can be tricky—the two examples mentioned here have opposite effects. So be careful with options that include "always", "never" or "automatically". Select the setting that will alert you with *every* download. Good luck!

## What is my "IP"?

There are times when you might need to know your IP ("Internet Protocol" which is your computer's address). There are a number of ways to find it: the easiest way is to go to <http://www.whatismyip.com/>. Now, wasn't that easy? If it's *too* easy, well, here are some other ways:

- In **WindowsXP** go to "Start", "All Programs", "Accessories", and "Command Prompt"
- In **Windows2000** go to "Start", "All Programs", "Accessories", and "Command Prompt"
- In **WindowsME** go to "Start", "All Programs", "Accessories", and "MS-DOS Command Prompt"
- In **Windows98** go to "Start", "Programs", and "MS-DOS Prompt"

Once at the prompt, enter the word "ipconfig" (without the quotes). In the information that follows, you'll find the IP number for your machine.

## BAD STUFF (4)

"Spyware" covers a broad category of malicious software designed to intercept or take partial control of a computer's operation without the informed consent of that machine's owner or legitimate user. While the term taken literally suggests software that surreptitiously monitors the user, it has come to refer more broadly to software that subverts the computer's operation for the benefit of a third party. Spyware differs from viruses and worms in that it does not usually self-replicate. Like many recent viruses, however, spyware—by design—exploits infected computers for commercial gain. Typical tactics furthering this goal include delivery of unsolicited pop-up advertisements and theft of personal, including financial, information. ♦

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## SOFTWARE REVIEW

photo: B. Doyle, MBUG-PC



by  
**Regina  
Doyle**  
MBUG-PC  
Publishing  
Editor

### NTI Shadow 3.0 Backup Software

NTI (NewTech Infosystems, Inc.) asked for a volunteer to review **Shadow 3.0**, touted as an easy-to-use backup application. Since the offer was accompanied by a free copy, and since I have not really been very rigorous or systematic about doing backup on a regular basis, I thought I'd give it a try. Also, as everyone knows, I'm not very computer literate, so it was also a challenge to me to have NTI boast that Shadow 3.0 "makes data restoration as easy as dragging and dropping files from one place to another". In order for *me* to be able to understand, install and use something, it *has* to be easy or it doesn't happen!

#### Why Do We Need to do Computer Backup?

Although computer hardware and software has been getting more and more reliable all the time, and though there are always newer and better antivirus programs, what we store on our computer hard drive (files, programs, photos, music, e-mails, etc.), can still be vulnerable to hard drive failures, computer crashes,

virus attacks, and other disasters. We have been warned over and over in the pages of the **MBUG-PC Newsletter** and other venerable computer magazines, journals and reports to back up our data regularly by copying important data onto an extra internal hard drive, another computer or server, a portable device, or onto disks or CDs. For added security against theft, fire or other physical hazards, we are advised to also keep these backup copies in a fireproof safe, or in a separate room or building. In order for copies to be of the most use, backups need to be done on a regular basis, so that on the day of disaster (your hard drive crashes, your house goes on fire, etc.), you won't have lost the most up-to-date version of your precious work, art, financial data or whatever.

#### Human Backup Systems

But as you know, especially if *you* are the one responsible for doing the backup, it's a pain in the keester to remember and to do backup regularly (every few hours, at the end of every day, once a week or whatever schedule suits your needs). I know that when I first started making backup copies of my c-drive onto CDs, I tried to do it at the end of every work week. But that started to slip to every couple of weeks, then every month or so, because it was a lot of extra work or I would simply forget. I was what NTI refers to as "the weakest link", the user that, for whatever reason, doesn't take the necessary steps to protect their data.



#### Automated Backup Systems

A better way than having an unreliable or unwilling human being do manual backup is to use an automated tool to do the task for you. Big offices with huge amounts of important data will have an automatic backup performed and stored in a remote location on a regular basis. And now the average small or home office can get software that backs up a modest selection of important files and e-mails.

This is where Shadow 3.0 comes in—it says it is a **continuous** (meaning it mirrors or perfectly duplicates your data immediately to another location), **native-format** (meaning it keeps your data in its original form so that it can be read and used immediately—and you don't have to use another recovery utility to access your files) backup program.

#### Installing and Setting Up

My Shadow CD came with a few pages of instructions. The steps were listed in order, written in clear, plain English, and I could actually understand and follow them without straining to figure out what they meant. I put the CD into the drive and it launched (started) itself, helped me run through the licensing agreement, asked me to put in my name and other personal information, had me set the defaults and then installed itself onto my computer.

Next, I had to **create, configure and run a backup job**. I picked which folders and files I wanted to back up using a familiar format which looked exactly the way my files are

organized in my computer. I simply put a check mark next to all of the stuff I wanted to safeguard (e.g., all of My Documents which has my work and personal data).

Next, I had to **select what file types I wanted to save**—audio, picture, video, document and/or custom types.

Next, I was asked **where and when to back up**. I was asked to select where my backup files would reside. In my case I chose a portable hard drive, specially bought for the purpose, but I could have chosen an extra hard drive, a CD burner or other storage if desired. Then I was asked whether I wanted to save my folder/file changed:

- (1) **every time I saved changed to my PC**,
- (2) or **every few hours** (you can fill in the blank to say every 1 hour, every 6 hours, 24 hours, whatever you wish),
- (3) or **every few days at a certain time** (you check off any or all days of the week, Sunday through Saturday and fill in a blank with the time of the day desired).

Hmmm, this is the only place where I needed to double-check with an expert because there wasn't enough information provided onscreen or in the instruction sheet as to what option would best suit my needs.

### **OK, I Did Need Some Help**

I called **Clive Sanders, MBUG-PC F1 for Help Guy** to have him explain what difference there might be between the above back up times. He felt that if one backed up every time I saved changes to my PC, it

might make my computer have to work pretty hard and continuously if I were making changes to large files (e.g., with a lot of graphics or photos). For the type of work I do (writing, editing, inserting and arranging graphics), we agreed that choice number three (every day at one set time) would be best. Clive also said it was safe to keep my portable hard drive plugged in to my computer's USB port all the time—no need to unplug it every night (thanks again, Clive).

Next, I was asked **how many file versions** I wanted of my backup data. Very interesting. I had a choice of:

- (1) **saving all previous versions** (every time I made changes to a file, Shadow would store the previous version in the backup with a new sequential number),
- (2) or **saving a limited number of previous files** (I had a choice of having it save up to 10 previous versions),
- (3) or **not saving any previous file versions** (only the latest version would be available on backup).

In my case, I only need the latest version of anything I do, as I tend to “save as” and re-number my own previous versions if I think I will need the old copy. I would imagine that saving all previous versions would take up a lot of space, but then again, you may find this a useful, “must have” option.

Next, I was given the option to **delete files on the backup destination** when the file was deleted on my PC. Nice feature! Sort of like having an extra “trash can”

where you can retrieve stuff you've thrown out.

### **Summary and How to Modify**

Lastly, I was shown a **backup job summary**, asking me to name my backup (e.g., I call mine “Regina's Backup Recovery”), and confirming what I did in setup process. After finishing, I found it easy to find the NTI Shadow 3 icon on my “Start” list, and go to the “Modify Backup” page in one click, in case I want to store my backup elsewhere, reset the frequency of my backup, or want previous versions after all.

### **Satisfied Shadow Customer?**

So far, yes I am. It was easy to understand, install and set up (I only had to call F1 for Help to get more information). Since I only installed it the day before writing this, and I haven't had a computer crash yet (knock on wood), I don't know if my files will be there in a crisis. But I *have* checked my portable hard drive and see all the files and folders I wanted have indeed been copied. And twice now, I've heard it running in the background at precisely 9pm (when I scheduled my backup to happen), and I experienced no slowdowns. I will give an update in November. Watch this space!

### **How to Get NTI Shadow 3.0**

As well as donating a review copy, NTI agent **Andy Marken** ([andy@markencom.com](mailto:andy@markencom.com)) gave a second copy to MBUG-PC. Enter the raffle at the **October General Meeting** (see page 1), and you may win this great software. Can't make it to the meeting? Buy it for \$29.99 at [www.ntius.com](http://www.ntius.com) or call NTI at ( 9 4 9 ) 4 2 1 - 0 7 2 0 . ♦ [ReginaDoyle@aol.com](mailto:ReginaDoyle@aol.com)



## FREE LOCAL e-WASTE DISPOSAL

Computers contain heavy metals, mostly in their printed circuit boards. When they reach the end of their useful lives they become "e-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 **Salinas Valley Solid Waste Authority** and the **Monterey Regional Waste Management District** recently adopted resolutions which removed cost barriers to recycling e-waste. Old electronics can now be disposed of and recycled locally for free.

Salinas residents can bring electronics such as computer monitors, televisions, CPUs, laptops, printers, keyboards and cell phones to the household hazardous waste facilities at the **Johnson Canyon Landfill**, the **Sun Street Transfer Station** and the **Jolon Road Transfer Station**.

The **Madison Avenue Disposal Site** accepts e-waste from any household or business every Thursday from 0800-1700 hrs at 1120 Madison Lane, Salinas. Phone (831) 754-2500.

Monterey, Pacific Grove, Seaside and Marina residents can drop their "e-waste" at **Last Chance Mercantile**, 14201 Del Monte Boulevard, Marina. No appointments are necessary.

S. Jack Lewtschuk  
[blacklion@royal.net](mailto:blacklion@royal.net)

## ARE YOU "COMPULITERATE"?

by **Berry F. Phillips**  
*Computer Club of Oklahoma City*

### "Compuliteracy" Test

#### 1. Who invented the computer?

- Mr. Chips  E.T.  Marquis de Sade

#### 2. What are microchips?

- What a herd of micros leave on the prairie  What you eat with a microdip  The reason you had to take all those computer literacy courses

#### 3. What is a floppy disk?

- A painful lower-back condition  
 An album that didn't sell  A great Frisbee

#### 4. What is the first thing you associate with computers?

- Bill Cosby commercials  Eyestrain & headaches  
 Annoying beeps  Three tons of printout where once there was a 3-page report  All of the above

#### 5. What is FORTRAN?

- Between 3 and 5 tran  How to get computers excited before interface  Ridiculous

#### 6. What is Pascal?

- A leafy vegetable  A foot fungus  A city in southern France  None of the above

#### 7. When you need consulting help in deciding what to do with your computer, which organization do you think of?

- IBM  FBI  PLO

#### 8. What is the most important computer peripheral?

- Bill Gates  Someone to operate the computer for you  Aspirin

Some years ago, I was staring at a demonstration game computer with the blank stare of a computer illiterate in a large computer store. I felt a tug on my sleeve and there was a small lad who asked me rather impatiently,

“Why don’t you do something?” I confessed with great difficulty (being an adult) that I did not know what to do. This mini computer-user said, “I’ll show you”. He began killing monsters right and left as I slunk out, humiliated. I vowed from that day forward I would become computer literate—no eight-year-old was going to defeat me!

I suspect you have some hands-on computer experience since you are reading this column. Computer literacy is a necessity today when entering the job market. I remember when **Time Magazine** awarded the computer their coveted *Man of the Year* award, which dramatically illustrated the incredible impact the personal computer has had on contemporary society. Computer literacy does not mean you need to know everything about a computer, but you should master the basics and understand how a computer works. I remember thinking once that because a person used a computer in a business, that they must be computer literate. I discovered that many computer users only know how to do limited applications necessary for them to do their specific work. Further, I noticed that due to lack of computer literacy, many computer users were very limited in their use of computers. Limited computer literacy usually translates into limited use of the computer never experiencing the full potential of the computer and maximizing their return on their computer investment.

What alternatives are available to accelerate one’s level of computer literacy? Basic computer courses are offered by most continuing

education programs. They are usually reasonably priced and conveniently scheduled. They can be found in your local school district or community college on evenings and weekends. There are career retraining programs that often offer computer courses through your local **Department of Labor Office**. There are also online courses and tutorials available and the public libraries have computers available to their patrons with Internet access.

I have found that computer clubs are an excellent choice for developing computer literacy since they are economical, and less theoretical and are more focused on how to operate the computer using various applications. Computer users helping other computer users move to the next level of computer literacy is an incredible learning and motivating experience. All who obtain computer literacy were once computer illiterates. As they were helped to reach computer literacy, they enjoy helping others as they were helped. You are never alone in your journey to reach computer literacy in a computer club; there is always another member to ask a question or to get hands-on help.

The sole objective of computer clubs is to help each other to reach computer literacy. We often hear from our members who have achieved computer literacy how when they started they wondered how they would ever use a computer and how now they wonder how they could ever get along without a computer! The transition from computer illiteracy to literacy is truly amazing. Our mission is to help each other reach computer literacy with a

variety of proven classes that will get you up too speed as soon as possible. Computer clubs believe that the only unintelligent question is the unasked question! Obtaining computer literacy is not a luxury but an absolute necessity in our rapidly evolving technological society.

I hope that I remain “compuliterate” because those eight year olds are getting more and more “compuliterate”, especially the older I get! ♦ [bfpdata\(at\)laccess.net](mailto:bfpdata(at)laccess.net), <http://www.ccokc.org>

*This article is 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.*

## my favorite WEBSITE

by S. Jack Lewtschuk,  
MBUG-PC Columnist

### Are You Curious?

- Want to know how DSL (Digital Subscriber Line) works?
- Need to know how to buy a computer?
- Have to shop for a car?
- Want to know if bottled water is good for your health, the environment, and your wallet?
- Are you interested in ways to repair floors?

These and *thousands* of other questions can be answered at <http://www.howstuffworks.com/index.htm>. Don’t believe everything you think! ♦ [blacklion@royal.net](mailto:blacklion@royal.net)



# first IMPRESSIONS

## Office 2007 (Beta) by Ann Moore, Topeka, Kansas PC Users Club

The deadline for submission of my monthly article was looming and I was still struggling to complete it. As the time drew nearer, I knew our editor would bombard me with e-mails. I had a legitimate excuse, but would he believe me if I told him that I was tangled up in a Ribbon? Yes, the **Microsoft Word 2007 Ribbon**. [Editor's Note: Microsoft says "the traditional menus and toolbars have been replaced by the Ribbon—a new device that presents commands organized into a set of tabs."]

I had decided to compose this month's article using **Microsoft Word 2007 (Beta)**. When I opened the program I was stunned. What I saw did not in any way resemble the **Microsoft Word** that I had used for many years. Where to begin?

My first thought was to seek "Help". I pressed the blue button located in the right upper screen and "Microsoft Help" appeared in my task bar. It produced a dropdown menu giving me four choices: "Move", "Size", "Minimize", "Maximize" or "Close". Where was that pesky paper clip when I needed it?

I decided to start at the top left of the menu and work my way to the right. I clicked on the Office icon to open a "New Document". I went to "Page Layout" and I clicked on

"Margins". I selected the first option which gave me a half inch around the page.

The font was set at Garamond 12, which is what I prefer. I clicked on something that gave me a request for borders—which I did *not* want or need. Then I hit something that caused my paragraphs to be numbered—what had I done to get that? *I didn't want to number my paragraphs!* ~~And then, how did I activate the "Strike Through" font?~~ All I wanted to do was to get out of this dilemma!

I checked the "Home" box and found that my font had been changed to Calibri 12. I went to the "Font" box to change my preference to Garamond 12.

I wanted to place some "SmartArt" right about here, then—where did all those arrows come from? I was at the end of my patience and had accomplished nothing! Suddenly ... ?€£\$? Oh-oh, no, I really didn't say that!!! I clicked on "F1" again and received the same four choices—in color. I was exhausted! Microsoft, what have you done to me?

Why ... did ... I ... suddenly ... have ... these ... dots ... between ... every ... word? Would this torture never end?

Okay, I tried to continue, but—wait a minute, what happened to my font? It was set at Garamond 12. Go back, stupid!

"Tuesday, August 08, 2006" suddenly appeared. Now what? I had to go back to change the font. I think

I hit the "Increase Font Size" in error when I wanted to return to "normal" (whatever that was).

SOMETHING HAPPENED TO CHANGE MY FONT—AGAIN. Under "Home", there was a category marked "Fonts". I clicked on it and was told that this command was "temporarily disabled" and that I should click on "F1". This brought up the "Help" menu and gave me the same four choices—I felt like I was in a "Catch 22" situation. I decided to sign off! ♦

<http://www.topekapcusersclub.org>  
and [com\\_muter1@cox.net](mailto:com_muter1@cox.net)

This article is 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.

## GENERAL MEETING RAFFLE PRIZES



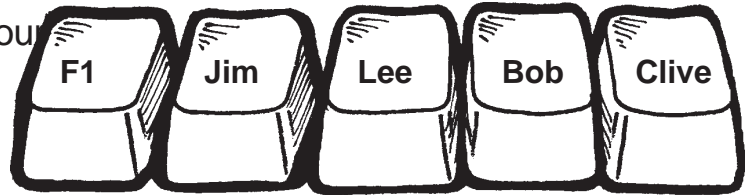
### TRICK OR TREAT? Lucky October 6th

- ◆ NTI Shadow
- ◆ Borland Quattro Pro Workgroup Edition
- ◆ CorelDraw X3 Graphics Suite
- ◆ muvee5 AutoProducer
- ◆ Laplink everywhere4
- ◆ Rainbow Web Game
- ◆ Targus Mini Laptop Mouse
- ◆ ... and more!

Proceeds benefit MBUG-PC educational activities. Donations in cash, and of software, equipment or supplies for raffle are also welcome!  
Contact [lakelyn@ixnetcom.com](mailto:lakelyn@ixnetcom.com)

# 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 F1 Volunteers** will share their experience on software and hardware. 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 **Don Slaiter** (831) 655-4443/657-4154 a message; or
- (4) Broadcast a message to all members through the **MBUG-PC Listserv** [mbug@listserv.redshift.com](mailto:mbug@listserv.redshift.com) **in plain text only** (NO html, please)!

■ Jim Anway

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

■ Lee Keely

Prefers e-mail at [Lee@leekeely.com](mailto:Lee@leekeely.com)  
or call 626-8033

■ Bob Stephan

e-mail to [bob@bobstephan.net](mailto:bob@bobstephan.net)  
or call only between 9am-5pm  
646-1373

■ Clive Sanders

e-mail to [simbacli@pacbell.net](mailto:simbacli@pacbell.net)  
or call only between 1pm to 9pm  
phone (831) 375-5376 ♦

## 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!)*

## 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](mailto: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](mailto:bcates@pgusd.org)

<http://www.pgusd.org>

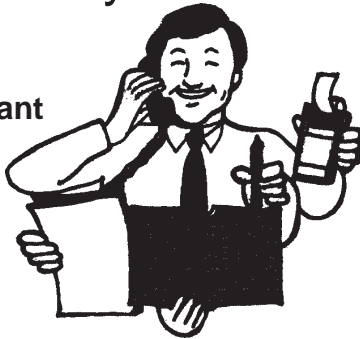


# MBUG-PC SUPPORTERS

**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 Reierson**

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 begin<sup>SM</sup>

■ **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](mailto:fourwinds@redshift.com) / [www.fourwindstravel.com](http://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](http://www.mbug.org) or go to <http://listserv.redshift.com/mailman/listinfo/mbug>

# Smart Computing

## FREE tech support

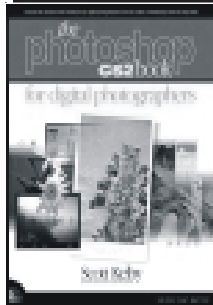
to both subscribers and non-subscribers.  
1 (800) 368-8304 Mon-Fri 7am to 8pm CST  
Saturdays from 8am to 4pm CST (Nebraska time)  
or any time on the Internet:

[webhelp@smartcomputing.com](mailto:webhelp@smartcomputing.com) or  
[www.smartcomputing.com](http://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.



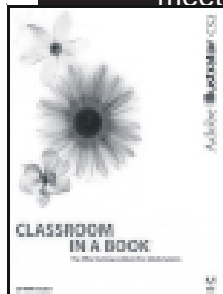
## MBUG-PC Members get 30 to 35% O'Reilly Discounts

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/](http://www.oreilly.com/store/) and see what's new!

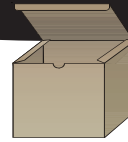
O'Reilly catalogues are available at general meetings. Want to know more?

Contact:

Jack Lewtschuk  
[blacklion@royal.net](mailto:blacklion@royal.net)



## RECYCLE INK CARTRIDGES



### Go Green, Give to Charity, 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](mailto:ellias@msn.com)

## 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

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phone (561) 488-4465 / [hgoodman@prodigy.net](mailto:hgoodman@prodigy.net).  
Allow 10 - 12 weeks for magazines to start.

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



# OCTOBER

## 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:  
**advance reservations are recommended.**

- ◆ Fee: **\$3.00** payable at meeting.
- ◆ Next meeting: **MONDAY, October 16, 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](mailto:lakelyn@ix.netcom.com).

# COMING IN NOVEMBER

## CONVERT VINYL RECORDS & VIDEOTAPES TO CD, DVD, MP3 or IPOD



**Andy Marken**  
*Guest Speaker*  
**Friday, November 3**  
7:00 to 9:00pm  
**Adult Education Center,  
Pacific Grove**

**Andy Marken**, President of **Marken Communications** and spokesperson for **ADS Tech**, ([www.adstech.com](http://www.adstech.com)) a world leader in Universal Serial Bus and IEEE-1394/FireWire solutions for the personal computer, will discuss how to bring old videotapes, 78/45 rpm vinyl records, and audio tapes into the digital age.

Remember the video tapes from that last wedding you went to? The kids growing up? Those fantastic vacations and holidays? Andy will explain how to rescue them from the back of the closet where they have been for years, and how to digitally convert them to video CDs

or DVDs to play on your TV or computer, enjoy, make copies and send to others.

Want to listen to something beside rap on the radio? Wish you could put some of your old-time favorites on an iPod to listen to at exercise time? In four easy steps Andy will explain how to recapture the music of yesteryear, clean up most of the pops, hisses and scratchy noises, and burn really great music onto CDs to enjoy at home, at work, or in the car. Andy will also explain how to put those your favorites onto an MP3 player to really be "with it" while shopping, golfing, or just strolling along.

As a bonus, Andy will bring some great ADS Tech products to the MBUG raffle, and if you find the products interesting, he'll tell us where to buy them at the best possible prices. Learn how yesterday's sights and sounds can be rescued and enjoyed today ... and years from now! Questions? E-mail [andy@marken.com](mailto:andy@marken.com) or call (408) 986-0100.◆

## RUN YOUR OWN SPECIAL INTEREST GROUP (SIG)!

**Do you know a computer-related subject that you'd love to teach to others?**

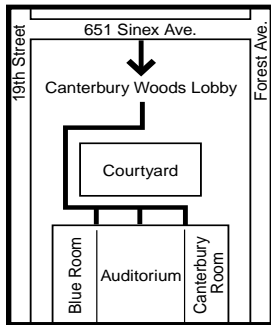
**Or, do you want to get together with other users of a particular program or piece of hardware to share ideas and solutions?**

**MBUG has 1st/2nd/4th Mondays available from 10:30 to 12 noon at Carmel Foundation Computer Lab. For information on fees, schedules, hardware/software, etc., contact Carolyn Lake [lakelyn@ix.netcom.com](mailto:lakelyn@ix.netcom.com).**

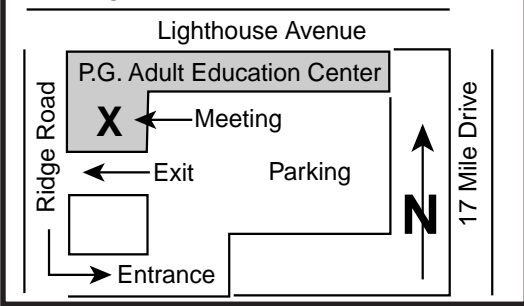
## MBUG-PC Calendar of Events - October 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	4	5	6 <i>"All About Scanners"</i> PG Adult Ed Center 7:00 - 9:00pm Eileen Begley	7
8	9	10	11 <i>"Topic TBA"</i> Hilltop Park Monterey 7:00 - 9:00pm Speaker TBA	12	13	14
15	16 <i>"Adobe Illustrator SIG"</i> Carmel Foundation 10:30am to noon Carolyn Lake	17	18	19	20	21
22	23	24	25 <i>"Topic TBA"</i> Hilltop Park Monterey 7:00 - 9:00pm Speaker TBA	26	27	28
29	30	31 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>				

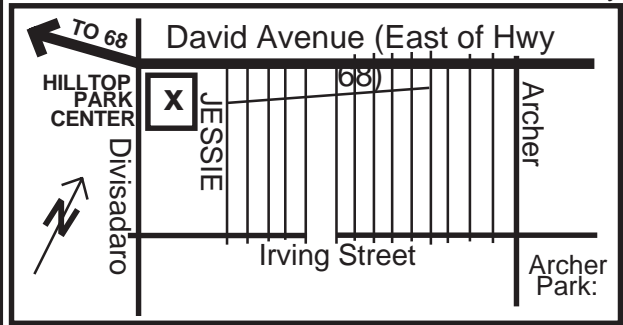
**Canterbury Woods**  
651 Sinex Avenue  
Pacific Grove



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



**Hilltop Park Center**  
871 Jessie Street  
Monterey



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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 <i>"Convert Video to DVD"</i> Adult Ed Center PG 7:00 to 9:00pm Andy Marken	4
5	6	7	8 <i>Subject TBA</i> Hilltop Park Monterey 7:00 - 9:00pm Speaker TBA	9	10	11
12	13	14	15	16	17	18
19	20 <i>"Adobe Illustrator SIG"</i> Carmel Foundation 10:30am to noon Carolyn Lake	21	22 <i>Holiday Break</i> No Workshop	23 Thanksgiving Day	24	25
26	27	28	29	30		



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



Vol 25, No 10, October 2006

**Check your Membership expiration date on the label above.**

*Does it say "Exp: October / 2006"?*

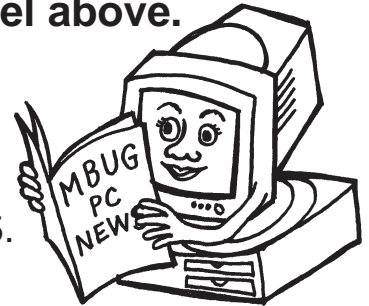
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Check the expiration date of your MBUG-PC membership & newsletter subscription: Electronic \$20, US Mail \$25, both \$35.

**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 NEW MEMBERS

name	member number
Robert Yingling .....	1292
Larry Cotton .....	1293
Tony Bialy .....	1294
Joanie Hyler .....	1295

### OUR GENEROUS DONORS

name	member number
Anonymous	
Gisela Canez .....	562
Leo Poppoff .....	754

### THANKS FOR RENEWING: WE VALUE YOUR PARTICIPATION AND SUPPORT

name	member number
Anthony P. Bober .....	1191
Joyce L. Elisha .....	1218
Richard Fleming .....	635
Harry Nicholson .....	1072
Ben Norwood .....	1075
PC People .....	5
John Pitta .....	657
Leo Poppoff .....	754
Lory Schluenz .....	1178
Dale Wire .....	1213
Gisela Canez .....	562
Carol Meyer .....	556
Thomas Pelikan .....	222
William Wright .....	936

## Raffle Items Wanted



**CLEANING HOUSE OR  
OFFICE? CLEARING OUT  
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](mailto:lakelyn@ix.netcom.com)