



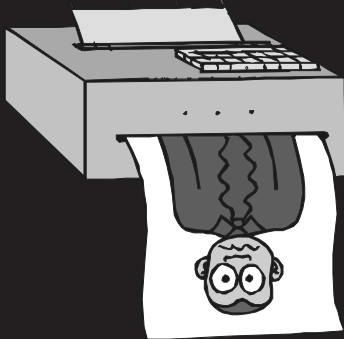
# mbug-pc newsletter

Established 1983 / Incorporated 1988

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**Are You Ready to Go  
100% DIGITAL  
with your Genealogy  
and Other Records?**



Find out how Guest Writer  
**TOM THIEL**  
(Lake-Sumter Computer  
Society's Genealogy  
Special Interest Group)  
has managed to try it,  
on page 11.

## Preventative System Maintenance

Long time MBUG member and workshop leader, and Computer Power owner (since 1984), consultant and tutor, **Star Reiersen**, will show us how to speed up our computers through preventative maintenance. Star will provide step-by-step professional pointers for novices up to techies on finding and updating the right virus and anti-spyware program for your computer, and why and how to edit your MSCONFIG Startup group and set **Windows** to optimize performance over appearance. This is all about taming the “hidden” things that eat up your power, hard drive space, and other resources, and helping to make your computer run as efficiently and quickly as possible.

Star will give a synopsis and evaluation of some of the most popular maintenance tools available such as **Norton, McAfee, and AVG** antivirus, **Spybot, AdAware, Spy Sweeper, and Windows Defender**, and help you understand which one you should use for your particular computing needs. She will also share some of her favorite resources to stay current (Kim Komando— “America’s Digital Goddess,”—Smart Computing, and others).

Tap into a wealth of knowledge by bringing along your computing questions. Star is not only a licensed instructor, but has an MA in teaching, and years of experience at MPC and the Burroughs Corporation. She currently provides tutoring in Internet usage, and Microsoft, Corel and Symantec products, and provides custom installation support.

Questions? Contact Star at [star@computerpowerstar.com](mailto:star@computerpowerstar.com), phone (831) 373-3919, or drop by Computer Power, 1173 Ninth Street, Monterey CA 93940. ♦

**Friday, July 6th 2007 at 7pm**

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

**As always, it's FREE and open to  
Members and the General Public.**

**Intelligent people, great coffee, yummy snacks,  
and food for thought!**

## Open Volunteer Positions Available Now at MBUG !

**Association of Personal Computer User Groups Representative**

More about APCUG at [www.apcug.org](http://www.apcug.org). Or e-mail [Lee@leekeely.com](mailto:Lee@leekeely.com)

### Meeting Reviewers and Columnists

Attend General Meetings or any other ongoing workshops and write 500-word-or-less reviews. Or become a regular or occasional columnist on any computer-related subject (hardware or software review, favorite website, etc.)

### Workshop /SIG Leaders

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

E-mail or call President **Don Slaiter** at [slaiter@pacbell.net](mailto:slaiter@pacbell.net)

☎ (831) 655-4443 and 657-4154

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**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](mailto: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 Tom Streeter for card).**

# THINGS, THINGLETS & THINGASSOS

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



photo: Mack Jacobs, MBUG-PC



## **Universal Serial Bus (USB)**

is a serial bus standard to interface devices. A major component in the legacy-free PC, USB was designed to allow

peripherals to be connected using a single standardized interface socket, to improve plug-and-play capabilities by allowing devices to be connected and disconnected without rebooting the computer (hot swapping). Other convenient features include powering low-consumption devices without the need for an external power supply and allowing some devices to be used without requiring individual device drivers to be installed.

*From Wikipedia, The Free Encyclopedia,  
[www.wikipedia.com](http://www.wikipedia.com)*

## **USING “SYSTEM RESTORE” WHEN WINDOWS WON’T BOOT**

Fortunately, you can still run “System Restore” even if you can’t open **Windows**. It takes a little extra work; however, it isn’t too difficult.

First, start up your machine. As it is starting, press “F8” repeatedly to get the boot options. When you get a menu, use the arrow keys to highlight “Safe Mode with a Command Prompt.” Press “Enter.” You’ll see the “Windows Welcome” screen. If you have more than one account, select an account with administrative privileges. Then, if you have one, enter your password.

After you’ve logged on, you’ll get a command prompt; enter: “%systemroot%\system32\restore\rstrui.exe” (without the quotes). Follow the instructions to restore your computer to an earlier point. Hopefully, you’ll get your computer back to a working state!

## **NOVICE CORNER**

### **What are Powered and Unpowered USB Hubs?**

There are two main types of USB (Universal Serial Bus) hubs: bus-powered and self-powered. A bus-powered hub, also called “unpowered,” draws its power from the PC. A self-powered hub, also known as “powered,” draws power from an external power supply unit. Some devices don’t work well with bus-powered hubs. For instance, devices that require a significant amount of power, such as scanners and external hard drives, typically don’t run well, if at all, through unpowered USB hubs. In fact, we recommend that you get a powered hub even if you don’t think you need it now, simply because you’ll likely need one eventually.

### **What “Version” of Windows Are You?**

A “version” or “build number” refers to the iteration of a particular version of Windows. It usually refers to a variation from the original program. Some software will not work with certain versions or build numbers.

When asked the question, a simple way to get this number is to go to “Start,” “Run,” and in the open box, type “WINVER” (Windows Version). You will see the build number along with your version of Windows in the pop-up box (e.g., “Version 5.1,” etc.).

### **What’s Loaded on Your Computer?**

And, speaking of knowing what’s inside your computer, I often refer people to the **Belarc Advisor Personal PC Audit** tool. If you have not seen this program, it’s great. Belarc will tell you exactly what is inside your computer. You can get Belarc Advisor FREE at [www.belarc.com/free\\_download.html](http://www.belarc.com/free_download.html).

After you download and run Belarc, it gives you a report which includes a list of your computer’s components (CPU, motherboard, RAM, adapters, cards, etc.), its make and model, along with all of your serial numbers and all the software installed on your system, complete with license numbers.

While we are on Belarc, although you can find the license numbers for all your software using this program, it’ll only work, obviously, if your computer is still operational.



**Suggestion #1:** periodically, go to [www.belarc.com](http://www.belarc.com) and check to make sure that you have the latest edition.

**Suggestion #2:** Keep a copy of your installation codes in one place, preferably in a notebook. The yellow stickers from your installation jewel cases or booklets that have these very important codes printed on them are often lost, misplaced or thrown away. Keep an updated printout of your Belarc report in a safe place.

**Suggestion #3:** Keep all your installation disks in one place, so that you don't have to search through the whole house for a CD when you need it. I suggest you keep them in a readily available container made to house 12 – 48 CDs. It occupies much less space than all those jewel cases and keeps them all together.

### What's a "Joule"?

A joule is a unit of measurement describing the work done by an electrical current, frequently used to describe a surge protector's ability to withstand a sudden surge in electricity. Technically, a surge protector's joule rating reveals how much energy it can absorb before it fails. The higher the joule rating, the better. A good surge protector will absorb/dissipate 200 to 400 joules. A better one will provide 600 joules of protection or more.

A joule is a measure of work or energy. It is equal to the work required to accelerate one kilogram (2.2 pounds) at a rate of one second per second. The joule is named after **James Prescott Joule** (1818-1889), an English physicist who demonstrated the relationship between mechanical energy and heat energy.

The joules rating is just one of three specifications to evaluate when purchasing a surge protector. Clamping voltage, the amount of extra voltage that will trigger the protector into action, should protect the computer from surges of no more than 330 volts. Response time, the time that lapses between the start of a power surge and the time the surge protector clamps the voltage, should be a nanosecond or less.

### Want a Quick Tip to get to C:\Documents and Settings in Windows XP?

Go to "Start," "Run," enter ".." (two periods without the quotes), and click "OK." ♦

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

## THE FRUGAL COMPUTERIST



by Bob "I Don't Do Windows" Stephan

### GET YOUR OWN DOMAIN ON THE CHEAP

Some of my **F1 for Help** calls and e-mails (see page 9), indicate that some **MBUG-PC** members pay much more than necessary for web domains with personalized URLs and e-mail addresses. Do you have your own domain? How much are you paying for hosting?

If you are not running a commercial business that requires professional-quality web pages and a large site, you can probably do perfectly well with very reasonable rates if you know where to look. For example, my personal web domain [bobstephan.net](http://bobstephan.net) with a URL and an e-mail address costs me \$30 per year—yes, that's right, not per month, but per year! If that is not what you expected to pay for that type of service, then keep on reading. I'm sure there are other hosting services out there and I know there are cheaper ones, but the cheaper ones that I found insisted on adding advertising to the website and I certainly did not want that.

First, of course, you will still need an internet service provider (ISP) account such as **Red Shift** or **Comcast** or whatever you have. Generally these services include five megabytes or more of web space and five or more e-mail addresses. This is really all you need to host a personal website, but if you would like to have your own domain you will have to make arrangements to register one. I suggest that you establish at least a minimal website in your ISP allotted space so that when you try to access it via your own domain name you can be assured that it will work. If you haven't already done this, check with your ISP for the procedures to do so on your system. You will have to be able to do at least that much in order to maintain your website.

Then, and only then, go to [www.netidentity.com](http://www.netidentity.com) (or whatever service you may have selected), select a domain name, and establish an account. When you are setting up your preferences for your account, you specify where your website actually is and all visits to your new domain URL will automatically be routed to your website. It's just about as simple as that.

To get an idea how it works just go to my URL, [www.bobstephan.net](http://www.bobstephan.net), and watch what happens. This much of the service costs about \$20 per year. For another \$10 a year you can have your own e-mail address attached to your domain. You can either read your e-mail online at the **Netidentity** site, or have it automatically forwarded to your ISP e-mail address. This is as easy as setting up your web address forwarding so don't delay, get busy and get your own domain. Netidentity offers other services and options, so go there and browse around. And, by the way, if you use the following URL when you sign up for a Netidentity account, I receive recognition for referring you to the service (though this is not important): [www.netidentity.com/HBR4JOBRR](http://www.netidentity.com/HBR4JOBRR).

## COPING WITH SPAM

If you set up a new personal e-mail address, you will want to try to keep it as free of spam (unwanted e-mail) as possible: Do NOT use it for an all-purpose e-mail address! Do NOT put it on your website. Give it out only to friends and family, and chances are it will remain free of pesky, annoying advertising for things you never wanted anyway.

Every ISP account that I know of allows you to set up at least five e-mail addresses. Set up a separate one to use only for online shopping. It will eventually get full of spam and you can cancel it and start with a new one. Set up another e-mail address to use only for receiving newsletters, mailing lists and news groups. You'll know exactly where each message comes from and you can have your e-mail client automatically filter them into their own folders. Anything else left in your in-box is spam and you can eliminate it without reading it. Your mailing list address will probably pick up the most spam, especially if you read and reply to public newsgroups, but since all spam can be immediately identified, there is no problem in eliminating it.

Once you have an ISP to facilitate entry to the web, additional e-mail addresses are essentially free today. I have several free addresses on **Google's gmail system** (see address below). There are some nice things about

gmail: storage is unlimited, spam filtering is about the best I have seen, and no advertising tags are added to outgoing e-mail. It is easy to set up an account at [gmail.google.com](http://gmail.google.com), which is now open to anybody. I have a separate gmail address for certain friends (I almost typed "fiends," and that would have been appropriate), who insist on forwarding just about

anything that comes their way without first clearing out old addresses and headers. I occasionally log on to that account and may even look at a few of the forwarded messages and pictures, but it certainly keeps my regular e-mail accounts free of all that extraneous stuff.

There are at least three ways to read your gmail:

- Using your browser you can read it directly on the web at gmail.
- You can have your e-mail client retrieve your e-mail from gmail just like the mail on your ISP account.
- Or you can have gmail forward your gmail to one of your ISP e-mail addresses.

In any case, about 99 percent of spam will be filtered into the trash folder, which you should check once in a while, to make sure no good stuff accidentally got in there. A variation on this that you might want to use if your personal domain e-mail address starts picking up spam is to have Netidentity forward your mail to a gmail account, and have gmail forward it to your ISP account, letting gmail act as a spam filter. Hey, it works!

Keep computing fun and safe. Have a safe and sane Fourth, and enjoy life: this is not a rehearsal. ♦

*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 by e-mail to [stephan.bob@gmail.com](mailto:stephan.bob@gmail.com). Bob's home page is at [www.bobstephan.net](http://www.bobstephan.net).*

**Gmail = Google+mail**  
Google's free Web based e-mail service, which is supported by text advertising similar to Google's Web search.



# MEETING REVIEW & PHOTO ESSAY

photos: Nelson French (NF), Mack Jacobs (MJ), Regina Doyle (RD) MBUG-PC



**Nelson French**  
Board Member-At-Large

(RD)



**Mack Jacobs**  
Vice Photographer

(NF)



**Carolyn Lake**  
Vice President/  
Programs & Publicity  
Team Chairman

(NF)

## Great Smart Computing Visit in May

Need help deciphering error messages? Help with this and many other computer questions is supplied in satisfying detail on the **Smart Computing** website. At the May 11 General Meeting, **Smart Computing Representative Brynn Birtwistle** stepped us through the site's key features, including its FREE tech support feature.

To get this support, go first to [www.smartcomputing.com](http://www.smartcomputing.com), then click on the "Tech Support Center" logo. The menu links to several databases, such as "Error Messages" (alphabetically arranged), "Solutions Knowledgebase," and "Backups & Data Recovery." The link to "Articles on How to Install... just about anything" covers both hardware and software installation procedures, complete with useful graphics. The link to "Other Helpful Tech Support Tools" has a great reference list of file extensions, with a brief discussion of each file type.

## MBUG BOOKSHELF

This month the Bookshelf will receive a new addition from **Peachpit Press: Microsoft Office 2007 for Windows**, another in the well-organized **Visual QuickStart Guide** series. After an introductory chapter on basic procedures common to several programs, the book has separate sections on Word, Excel, PowerPoint, Outlook, OneNote, and Publisher. Step-by-step instructions and many illustrations provide a good introduction to the very different look of Office 2007.

### OTHER MBUG LIBRARY TITLES

- **Working Smart in Adobe Photoshop CS2**
- **Adobe Photoshop Elements 5.0: Classroom in a Book** (includes CD, which must be used on PC with the application already installed)
- **Photoshop Elements 5: Visual QuickStart Guide**
- **Microsoft Windows Vista: Visual QuickStart Guide**
- **Microsoft Office PowerPoint 2003 for Windows: Visual QuickStart Guide**

For circulation policy or to check out a book, contact Carolyn Lake at 643-2023 or e-mail [lakelyn@comcast.net](mailto:lakelyn@comcast.net) ♦



(MJ)

*Brynn Birtwistle explained how to contact the Tech Support Center by phone or e-mail to answer computer questions. It's free to subscribers, but non-subscribers can try it by calling, 800-368-8304, 8am-8pm CST (service in Lincoln, Nebraska).*

From the Smart Computing home page, the "Search All Articles" button (left menu), leads to an archive of past issues with a full table of contents for each. The links allow you to browse with several paragraphs displayed, so you can decide if the issue is worth purchasing.

Remember, MBUG receives credit for member subscriptions to Smart Computing; we receive a free subscription to raffle for every five subscriptions made (see page 8 for details), or subscribe through the MBUG-PC website at [www.mbug.org](http://www.mbug.org). ♦ [lakelyn@comcast.net](mailto:lakelyn@comcast.net)

# my favorite WEBSITE

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

- Only 37 percent of young Americans can find Iraq on the map.
- 6 out of 10 young Americans don't speak a foreign language.
- 20 percent of young Americans think Sudan is in Asia.
- Half of young Americans can't find New York City on the map.
- 19 percent of young Americans have a world map.
- 48 percent of young Americans believe that the majority of the population in India is Muslim.
- 74 percent of young Americans think that English is the world's most-spoken language.

Because of this, and because it's fun, **My Wonderful World** ("*Give Kids the Power of Knowledge*," a National Geographic-led campaign) at <http://mywonderfulworld.org>, is one of my favorite websites.

If you're interested, as a parent, an educator, or a kid at heart, you can get involved in helping to spread knowledge.

Other related, interesting websites are:

- <https://cia.gov/library/publications/the-world-factbook>
- <http://ibiblio.org/lunarbin/worldpop>
- <http://aneki.com/index.html>
- <http://geographyiq.com/index.htm#>
- <http://nationmaster.com/index.php>◆

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



Left: *Hot raffle tickets on sale at the May meeting, with everyone eager to win a coveted "Smart Computing" subscription.*

Below: *Attendees at the June "Hardware Trends" listen attentively.*



*At our June General Meeting, Chris Czomba of Computer Corner explained CPU chips, memory, hard drives, and video cards as key components of any computer system. He also updated us on trends in speed, architecture, and capacity.*



# 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

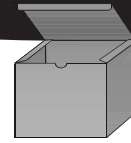
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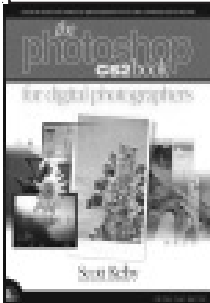
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# RECYCLE INK CARTRIDGES



## 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 educational  
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)



## UPDATE: MBUG-PC Members now get 35% off all

## O'Reilly Books and PDFs!

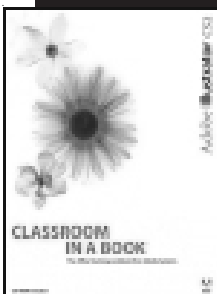
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all books from O'Reilly as well as their "No  
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"Pragmatic Bookshelf", "Sitepoint" and  
"Syngress" publications. Use the same code  
"DSUG" when ordering books online or by  
phone at 1-800-998-9938. We still 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)



## HERB GOODMAN DISCOUNT COMPUTER MAGAZINE PRICE LIST

	1 yr	2 yrs	3 yrs
Computer Games	\$15.95	—	—
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 Life	\$10.97	\$	—
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 per yr.)	—	—
	\$25.97	\$48.95	\$68.95
PC World	\$16.95	—	—
Videomaker	\$11.95	\$21.95	—
Wired	\$10.00	\$18.00	—

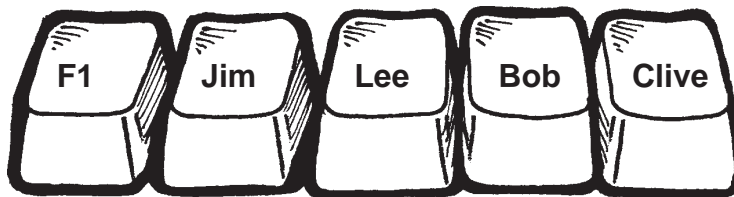
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## Computer Help - Just a Click or Call Away with MBUG F1

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 [stephan.bob@gmail.com](mailto:stephan.bob@gmail.com)  
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

**Andrea Furst** 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*



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Education  
Computer  
Classes**

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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>



# raffle items wanted

## Cleaning House? Reorganizing? Getting A New PC?

MBUG needs **new** or **gently used**, **working** computer software, hardware, supplies, and peripherals, for fund-raising raffles (and cash donations too).

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

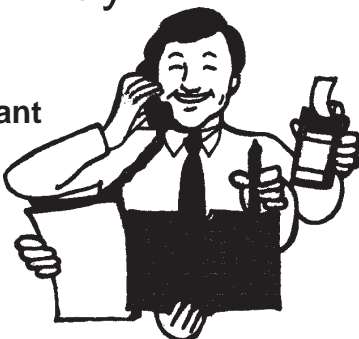
Contact **Don Slaiter** [slaiter@pacbell.net](mailto:slaiter@pacbell.net)

## MBUG-PC SUPPORTERS

**James W. Anway**

Retired IBMer  
Computer Consultant

Phone: 831 625-5618  
Fax: Call first



**Bob Weisensee**  
Production Supervisor  
[bob@ctimls.com](mailto:bob@ctimls.com)

**CREATIVE TECHNOLOGY**  
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## COMPUTER POWER

**Star Reierson**

[star@computerpowerstar.com](mailto:star@computerpowerstar.com)

1173 Ninth Street  
Monterey CA 93940

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



**Carolyn S. Lake**

798 Lighthouse Ave, #194  
Monterey, California 93940

phone: 831-643-2023  
email: [lakelyn@comcast.net](mailto:lakelyn@comcast.net)

### 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  
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*Dan Presser in Borneo discussing conservation awareness with a local Headman.*

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Fax (831) 622-9467 ■ CST #1000683-40

[info@fourwindstravel.com](mailto:info@fourwindstravel.com)

# GOING 100% DIGITAL

## with Genealogy and Other Records

by Tom J. Thiel,  
President,  
Lake-Sumter Computer  
Society, Florida

*Obtained from APCUG with the  
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for publication by APCUG groups,  
of which MBUG is a Member.*

In April 2007, I offered a presentation with the same title as above to the Lake-Sumter Computer Society's Genealogy Special Interest Group. For a handout go to: <http://www.lscs.us/presentations/070412%20Thiel%20Going%20100%25%20Digital%20Handout.pdf>.

In my presentation—which was based on an excellent article with a similar title by **Dick Eastman** in his outstanding *Eastman's Online Genealogy Newsletter Plus Edition*—I extensively describe the **Xerox DocuMate 152 Flatbed Scanner** that costs about \$500 with bundled software. This, of course, was the one Mr. Eastman had and on which he based his fine article.

Well, for me and many others, the \$500+ for the DocuMate 152 was a little bit on the pricey side. Also it is more of a work group scanner, with office document scanning as its primary design criteria.

One of the alternative scanners I found in my research was the **Xerox**

**DocuMate 510** scanner with an automatic document feeder (ADF) rated at 10 pages per minute. About a month ago I decided to obtain the DocuMate 510.

*PC World* has a very nice review of the Xerox 510 at <http://www.pcworld.com/article/id,114941-page,1/article.html>—which said: “If you need to turn a stack of paper documents into editable electronic text, using a scanner with optical character recognition software and an automatic document feeder attachment—like Xerox's new \$350 DocuMate 510—is a speedy alternative to typing.”

“While the DocuMate 510 is a flatbed model—and therefore takes up more desk space than slimmer sheet-fed scanners—its removable lid allows you to scan pages from books or other bound volumes, including oversize originals. For any business or workgroup that needs an affordable document scanner, the DocuMate 510 is a solid choice.”

I found the 510 on the Internet from a low of \$298 to a high of \$359. I paid \$312 from **Buy.com**; however, my local **Office Depot** in Mount Dora, Florida had it for \$299, complete with bundled software.

So far I am totally pleased with my DocuMate 510. Scanner assembly went effortlessly with the aid of a very well-illustrated assembly schematic manual. Installation required that the software be installed before connecting the 510 to my computer via the USB port.

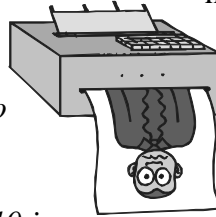
The 510 came with **ScanSoft PaperPort 9.0** which controls the scanner, **TextBridge Pro 9.0** for Optical Character Recognition, and **ArcSoft Photo Impressions** editing software on one CD-ROM. It also came with a 58-page installation and scanning manual, and a 12-month warranty.

After the software was installed, and the scanner components connected to the power, I connected it to the computer with a USB cable. When I attempted to scan a document however, I received an “error” message. By entering the error code into **Google**, I was quickly able to determine that I failed to adequately unlock the shipping lock slider switch. After sliding the switch, the scanner worked perfectly. The sheet feeder works very well and even handles quite thin paper, (although hearing those go through the feeder gives one cause to worry a bit).

The automatic document feed handles variable length paper from about 6 inches to up to 14-inch legal length paper—all in the same stack. And the fact that the scanner's cover may be easily removed to copy from books is also a plus for genealogists and for general home applications.

Mr. Eastman and others speak at length on what these scanners and their software, collectively known as a “Document Management System,” will mean—reduced numbers of filing cabinets, safer storage and more rapid and complete retrieval.

All of these are, of course, quite true, but you should be aware that to



convert all of your existing filing cabinet contents to digital information is *not* something you will be able to achieve quickly! Scanning all of your existing documents, whether your genealogy documentation or your credit card, banking or utility records, will take an appreciable amount of time and effort regardless of the scanner you employ.

At present I am scanning my bank statements, utility bills, medical Medicare and supplemental insurance statements, medical reports and lab analyses, credit cards and the like. I have not yet begun to scan my genealogy documents, but intend to—this will be a daunting task; not the scanning but organizing and assembling the documents that I have to get ready for scanning.

When converting records to a document management system as I am doing with the 510, decide what conversion scenario you will follow: either scan all documents that exist in your files, or scan from the day you begin scanning, forward. I have decided to convert most of my documents starting from today forward (except of course for genealogy records). This is simply because it is easier to do this than to “empty the file cabinet first.”

Unlike the DocuMate 152, which is a “duplex scanner,” (meaning that both the front and rear of a page are scanned simultaneously with one pass through the scanner), the 510 is a “simplex,” meaning that only one side is scanned at a time.

However, the **PaperPort Deluxe 9** scanning software packaged with the

scanner handles this situation very well. Simply load a stack of papers and scan the front side of all pages. PaperPort then asks: “Scan the other side?” and if you wish to, you simply turn the stack over and scan the reverse side. The software handles the pagination automatically. The 510 is very simple to use; one of the more difficult aspects of using it is to remember to load the paper with the face up!

The PaperPort 9.0 software, originally offered by ScanSoft and now by **Nuance**, works very effectively. One item I would like improved is the default file name, which is: “Day of Week, Month, Day and Year.pdf.” Other options are available, but it appears that all use the current date in one form or another.

So far I have not extensively used the OCR capability as this is a slower scanning process.

Another very useful feature of the PaperPort software is that it is a printer and may be used to print any document directly to a PDF, including documents from the web.

Managing the scanned documents effectively can also be challenging. I created a file folder structure similar to my physical filing cabinet and that seems to work very well so far. I scan a document or set of documents and then merely drag these and drop them in the appropriate folder. I then rename the file, usually to: “YYMMDD Plus a Few Descriptive Words” in front of the default file name.pdf. A medical record, for example, would contain the year, month and day of the

medical service, the physician’s name and procedure, followed by the default scan date. I find that using YYMMDD format for my records allows me to sort or otherwise keep a logical file and folder order sequence by date; to use the standard MMDDYY format will not sort logically.

If you are going to scan older records, then you should spend some time in document preparation before beginning scanning. Ensuring that documents are in proper order, staples are removed, corners straightened, etc., will speed up the scanning process. **And you must verify your copy before discarding the paper document!** I am discarding most of the documents I have scanned so far.

All of my scanning to date has been black and white and at 300 dots per inch resolution, which in most cases has been adequate. This will result in a PDF file of perhaps 35KB per page. If you decide to convert your paper files to 100 percent digital records, then you simply *must* practice excellent and very frequent backup procedures, otherwise you will lose everything! I make a copy on an external drive after every session.

The choice is yours of course, but my advice is: “Go 100 percent digital, and do it now!”◆

[www.lscs.us](http://www.lscs.us) and  
[tthiel5@comcast.net](mailto:tthiel5@comcast.net)

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## OpenDNS.com: *Safer Internet*

**A Slightly Faster and Safer  
Internet Service for Free:  
A Small Step for Your PC,  
A Giant Leap for You**

By Carey Holzman,  
Computer America Talk  
Radio Show Co-host,  
Author of "The Healthy PC"  
(McGraw/Hill)

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You may have never heard of a "DNS" before, but if you use the Internet, you use DNS all the time. DNS is short for Domain Name Server and I'm going to teach you what it does and why you should care. To understand what DNS is, let's start with something similar you are probably already familiar with—cellular (or cell) phones.

If you're like most people, you own a cell phone. You probably have your friends and family programmed into your phone, so all you have to do is find their name in your contact list, or just speak their name and the phone will dial for you. On my phone for example, I have "Mom" on my contact list. When I want to call Mom, I just search for her name and my phone knows to dial the number associated with that name. This is just like what a DNS does.

When you type a web address into your Internet browser, such as

Microsoft's Internet Explorer or Mozilla's Firefox, the DNS looks up the number associated with that name, and then "calls" it. That "number" is actually an IP Address, but it's really not all that different from a phone number.

For example, if you go to [www.google.com](http://www.google.com) you are really going to 208.67.219.230. But that would be tough to remember, wouldn't it? Can you imagine if you had to remember four sets of numbers for each website you wanted to visit? What a nightmare! To make using the Internet simpler, all you need to know is the sites name and your Internet Service Providers' DNS will look it up for you.

### **How Thieves Can Take Advantage**

The problem is that some Internet Service Providers' DNS computers are out of date or overworked. Others may be well-maintained, but none of them do any filtering for you. If you receive an e-mail from your bank asking you to verify your account or encouraging you to log in to your account to resolve an issue, you might actually be directed to site that *looks* like your bank in every way, but *isn't* a bank at all. Thieves can find ways to copy entire web pages, word for word and graphic for graphic, and place it on their own computers. They have ways to make the link you click on in the e-mail take you to their site, instead of to your real bank site. When you enter your account number and password, you effectively tell them your account number and password. If you enter any other information about yourself, such as your first and

last name, address, secret PIN for your debit card, social security number, mother's maiden name, or other personal information about yourself, then you can kiss your identity goodbye. You've just given them all the information they need to fill out credit card applications, log into your bank and withdraw all of your funds, or even get a job using your social security number, but never pay any taxes. All of which will have unfortunate and long-term repercussions for you that can be quite expensive and frustrating to fix.

### **Phishing and Poisoning**

We refer to this process of criminals obtaining your information in this manner as "phishing," (pronounced as *fish-ing*). Perhaps you're under the impression that if you don't click on any links in e-mail (advice often offered as a security measure to prevent becoming a phishing victim), you'll be safe. But this is not a guarantee. Criminals have also figured out ways to manipulate some DNS computers to take you to their site: imagine if someone could change the number in your cell phone for "Mom," so that each time you went to call Mom, your phone dialled a 1-900 number that charged you \$2 per minute! When crooks manipulate a DNS computer in this manner, we refer to it as "DNS cache-poisoning."

Generally speaking, Internet Service Providers do a great job of preventing their DNS computers from being compromised, but how can you be sure? Your Internet Service Provider has a lot of things to do besides maintain their DNS



computer. They have e-mail and spam to contend with, and they may even provide cable TV, telephone or other services. So how much time and attention do their DNS computers receive?

## OpenDNS Filters Frauds

One company, **OpenDNS.com** does nothing but maintain their DNS computers. In fact, they go a step further by filtering dangerous websites. If you use their DNS computers and try to visit a fraudulent website masquerading as a financial institution, it won't let you go there (see illustrations below).

What's more, OpenDNS.com offers their DNS computers free, for anyone to use, forever. Because their sole focus is on DNS, their computers are extremely fast and are updated constantly with new, dangerous websites to block. You don't have to install any software, sign any license agreements or even tell them who you are to take advantage of their free service.

## Other OpenDNS Advantages

If you've ever thought your Internet was down, it may have only been

that your Internet Service Providers' DNS computers were unavailable for some reason. When DNS computers are unavailable, your computer is unable to resolve the web addresses and it will appear as though your Internet connection is not working.

OpenDNS.com has high-performance DNS computers in numerous locations around the world to ensure reliability and speed. They are so proud of how reliable their system is that you can check the status of their entire system at any time. Curious? Go to <http://systemopendns.com/> to see the current status of all of the OpenDNS computers (green = good, red or yellow = bad).

If you choose to register with OpenDNS.com, which is also free, a few more features also become available to you. This may actually appeal more to a business owner than a home user, but if you're curious, it might be worth checking out as well.

## OpenDNS Compatibility

OpenDNS.com works with all computers, running all versions of **Windows, Linux** and even **Apple**

**PCs** and gaming machines like the **Xbox** or **PlayStation**. It can also work within your router, and if your phone has Internet access, it can work with it as well. Best of all, they provide a free click-by-click walk-through of how to configure it on all of these devices.

## Start Using OpenDNS

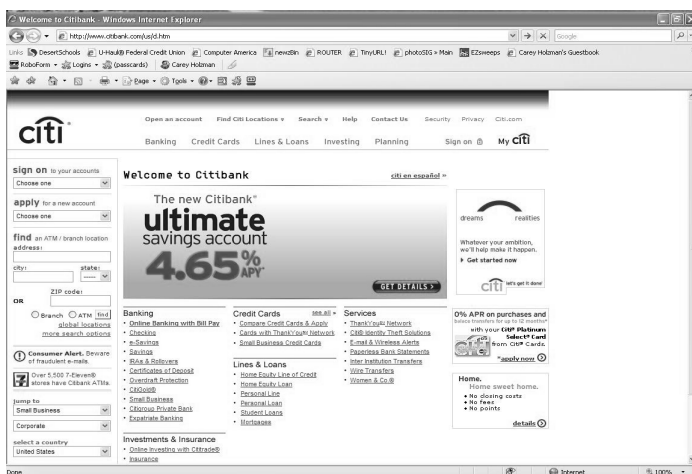
If your computer runs any version of **Microsoft Windows**, you can quickly configure your computer to use OpenDNS by following a few simple steps that everyone can easily understand at <http://www.opendns.com/start/windows>. To learn more about how OpenDNS works, visit their Frequently Asked Questions section, or if you want details of *exactly* how DNS works, visit [HowStuffWorks.com](http://HowStuffWorks.com). ♦

[www.careyholzman.com](http://www.careyholzman.com),

"Computer America Talk Radio Show":


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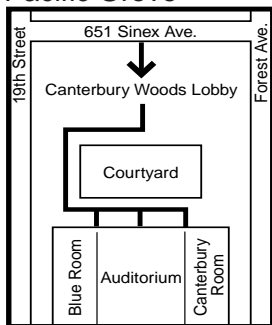


Left: A fraudulent web-site without OpenDNS. Right: A fraudulent web-site with OpenDNS.

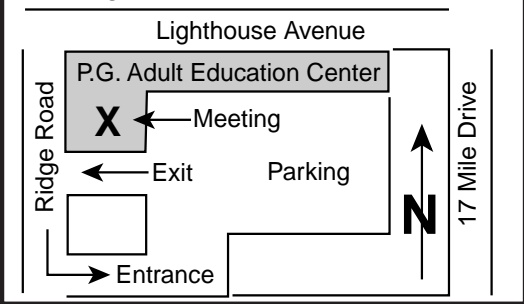
# MBUG-PC Calendar of Events - JULY 2007

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>"Preventative System Maintenance"</i> Adult Ed Center PG 7:00 to 9:00pm <i>Star Reierson</i>	7
8	9	10	11 <i>"Topic and Speaker To Be Announced"</i> Canterbury Woods 7:00 - 9:00pm	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <i>"Topic and Speaker To Be Announced"</i> Canterbury Woods 7:00 - 9:00pm	26	27	28
29	30	31 <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>				

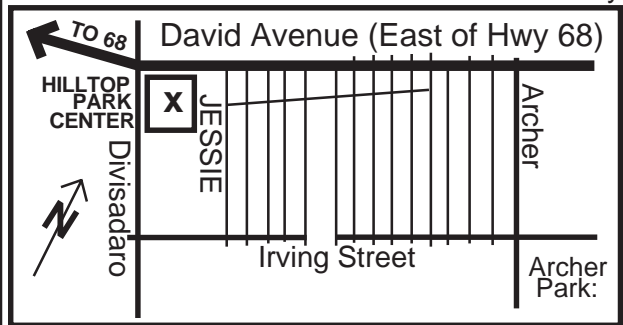
**Canterbury Woods**  
651 Sinex Avenue  
Pacific Grove



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



**Hilltop Park Center**  
871 Jessie Street  
Monterey



## Tentative Calendar August 2007 Please Check the August Newsletter for Final Dates & Times

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>JULY 31</b> <i>DIRECTORS' MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	1	2	3 <i>"Topic and Speaker To Be Announced"</i> Adult Ed Center PG 7:00 to 9:00pm	4
5	6	7	8 <i>"Topic and Speaker To Be Announced"</i> Canterbury Woods 7:00 - 9:00pm	9	10	11
12	13	14	15	16	17	18
19	20	21	22 <i>"Topic and Speaker To Be Announced"</i> Canterbury Woods 7:00 - 9:00pm	23	24	25
26	27	28	29	30	31	



# mbug-pc newsletter

Vol 26, No 7, July 2007

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photo: Regina Doyle MBUG



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Mack Jacobs .....	1390
Kimiye Kendall .....	1187
Charles Mehlert .....	1211
Harry Wareham .....	204

### WELCOME BACK, AND THANKS FOR RENEWING!

name	member number
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Arden Handshy .....	843
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