



vol 27 / number 12 / December 2008

# mbug-pc

## newsletter

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### GOT QUESTIONS?

Jim Anway, Bob Stephan, Jack Lewtschuk, and other MBUG Computer Gurus will be on hand to answer your end-of-year queries at the last General Meeting of the Year!

SPECIAL HOLIDAY TREATS, Good Coffee, Enjoyable Company, and Intelligent Conversation! Bring a friend or two!

## ZoomWare Review, and Expert Panel Discussion: Using Your PC to Economize

Regina Doyle, MBUG Newsletter Editor, will demonstrate ZoomWare by Ai Squared ([www.GetZoomWare.com](http://www.GetZoomWare.com)). This handy program magnifies images on your computer screen, but it's not just for people with bad eyesight—anyone who wears glasses can benefit. ZoomWare reduces eyestrain by magnifying the print size, by smoothing out fonts, and/or eliminating computer glare by adding soft color to white areas of your screen (or “reversing” colors). It can also enlarge your cursor size, change its color, or create a colorful box or circle around it to more easily find it. ZoomWare can be set to “full view” so you can see the entire screen or set so that you can move the magnification around the screen. Tom Streeter, MBUG Secretary and Treasurer, who currently owns and actively uses ZoomWare, will also provide his own experiences and testimonials.

### Panel Discussion/Question & Answer Session

Also, Jack Lewtschuk, MBUG President and Columnist, will moderate a panel of computer experts including Jim Anway, MBUG Workshop Leader, Computer Consultant, and Retired IBMer, and Bob Stephan, MBUG Columnist and OS/2 Enthusiast, among others. The main topic will be “Computer-Related Ways to Save During the Recession” but may drift into general questions and answers as desired.

### MBUG End of Year Get-Together

And, despite the economic downturn, we will have a modest beginning-of-the-holidays/end-of-year celebration. So come along, bring a friend and enjoy some snacks and food for thought with your fellow Monterey Bay User Group Personal Computer amateurs, geeks and pros!

Questions? E-mail Regina at [ReginaDoyle@aol.com](mailto:ReginaDoyle@aol.com), phone (831) 375-4496, or Program Chairperson Carolyn Lake [lakelyn@comcast.net](mailto:lakelyn@comcast.net).

**FRIDAY December 5th 2008 - 7:30pm**

**Pacific Grove Adult Education Center**

**1025 Lighthouse Avenue, Pacific Grove**

**FREE to MBUG Members and the General Public.**

# Open Volunteer Positions Available Now at MBUG !

## Workshop /SIG Leaders

Run workshops or Special Interest Groups monthly/bi-monthly/quarterly.

## Assistant to a Board Director

Back up or assist Programs/Publicity, Newsletter, Hospitality, Membership, etc.

## 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/any ongoing workshops; write 500-word-or-less reviews or write a regular column on hardware or software review, favorite website, etc.

E-mail or call President **Jack Lewtschuk** at [blacklion@royal.net](mailto:blacklion@royal.net)

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## MBUG-PC BOARD OF DIRECTORS

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**SUBSCRIPTION:** See back cover for rates.

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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. For advertising information contact Regina at [Regina-Doyle@aol.com](mailto:Regina-Doyle@aol.com).



**Benefits of MBUG-PC Membership:**  
**Free Computer Help (see page 10 for details),**  
**Monthly MBUG-PC Newsletter,**  
**and a 15 to 20% Discount on**  
**Computer Books at Borders and Walden-**  
**books with MBUG-PC Membership Card (see**  
**Don Slaiter for a card).**

# THINGS, THINGLETS & THINGASSOS

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



photo: Bill Hyster, MBUG-PC

## PRESIDENT'S MUMBLINGS

On behalf of the MBUG Board of Directors, we wish you a very Merry Christmas and a Happy Hanukkah.

### Elections

November 4th was the day for not one, but several elections: national, various state and local elections (in which I hope all of you voted your conscience), as well as MBUG elections. You already know the national and most local results, now here are the MBUG results:

President - **Yours Truly**

Vice President - **Don Slaiter**

Treasurer - **Tony San Filippo**

Secretary - **Tom Streeter**

Directors - **Carolyn Lake** (Program/Publicity Chairperson, Library Coordinator), **Regina Doyle** (Newsletter Editor), **Charlie Mehlert** (Hospitality), and **Nelson French** (Program/Publicity Team and Photographer)

### MBUG Help Wanted

We have seven openings on the Board of Directors and would appreciate some new people, ideas, and additional help. If you can spare a few hours each month, please contact any board member (computer skills not a prerequisite).

## THINGS, THINGLETS & THINGASSOS

### Configure AutoComplete

Unless you turn off AutoComplete, Internet Explorer 7 uses it to store the data you type into web forms and login fields. To control this behavior, click "Tools," "Internet

Options," and the "Content" tab. In the AutoComplete section, click "Settings." In the resulting dialog box, check and uncheck the appropriate boxes under "Use AutoComplete For," and click "OK," then click "OK."

### How Big is Your Trashcan?

#### Vista

The Recycle Bin consumes a lot of hard drive space by default. You can control this by right-clicking "Recycle Bin" on your Desktop and clicking "Properties" Select the drive you want to adjust, select the "Custom Size" radio button, and type in the number of megabytes you want to reserve for the Recycle Bin in the appropriate field, and click "Apply"(bear in mind that 1,024MB equals 1GB).

#### XP

Right-click "Recycle Bin," "Properties," then choose the drive you want to adjust, and change "Size Reserved."

Where Did "File Associations" Go In Windows Vista? To find the "File Associations" feature in Vista, open "Control Panel," click on "Programs," and click on "Associate a file type with a program."

You may ask, "Why the change between XP and Vista?" Ask Bill (Mr. Gates to you), and then ... get used to it.

### "I'm Going To Sit Right Down and Write Myself A Letter..."

Do you think of that old song when you receive an e-mail message, and it's from ... YOU? Perhaps you think you're losing your mind. Well, here's the good news and the bad news: the good news is you are not losing your mind. The bad news is if you open the message from yourself, it will very likely be spam!

What is happening is called "spoofing," or more correctly "From-spoofing" (sending e-mail that appears as if it's coming "From:" someone that it is not.

More bad news: there is nothing much you can do about stopping this unless you want to block your own address, which might cause you to miss messages you don't want to miss (such as group mailings). Unless the messages from your self become very frequent, try to ignore them.



## Novice Corner

### “Killing” a Stalled Program

If a program refuses to close, right-click its icon in the Taskbar and click “Close.” If that doesn’t work, simultaneously press the “Ctrl,” “Alt,” and “Delete” keys and “Task Manager” will appear (or right click an empty spot on the Taskbar and choose “Task Manager”). Next, select the “Applications” tab, click the name of the program, and click the “End Task” button. You may need to repeat this process several times before the program finally shuts down. Be aware that you also may lose data that was open in the program at the time it stalled out.

### Uninstalling and Reinstalling Internet Explorer 7 Browser

If you get a “browser error message” while using Internet Explorer 7 (IE7) browser, you may wish to uninstall and reinstall it. If IE7 is not working properly, it might be because some important files have been lost or damaged. To uninstall/reinstall:

1. In Windows, click “Start,” click “Control Panel” and then click “Add or Remove Programs.”
2. Click “Remove a program.”
3. In the list of currently installed programs, click “Internet Explorer 7” and then click “Remove.”
4. Follow the prompts on the screen to uninstall Internet Explorer.

If you want to, you can now download and reinstall Internet Explorer 7 by visiting the Internet Explorer 7 website at [www.microsoft.com/windows/ie](http://www.microsoft.com/windows/ie).

**Note:** If you had a previous version of Internet Explorer on your computer before you installed version 7, your computer will roll back to the previous version when you uninstall IE7. Also, this information is available in your “Help” menu, which can be accessed by hitting the “Help” or the “F1” key at the top of your keyboard, or by going to the “Help” dropdown menu at the top of your screen. Remember to use this feature when you have a question.

### A Great Source of Tips, Not Just for Novices

If you haven’t visited [www.worldstart.com](http://www.worldstart.com) you’re missing a great website. For example, you can find “Tip

#808 - **The Word Highlighter,**” which explains how to highlight your words:

### How to Highlight

Have you ever been working on a Word document and come to a point where you need to enter a fact that you’re not sure of? Do you really want to stop this very minute to look up the information? I’m not sure about you, but I hate to stop every few minutes to look something up. I’d rather keep typing, look information up after I’m done and double check the facts during the editing stage. So the new question becomes, “How do I remember all the little places where the information needs to be double checked?” I mean, what can you use to remind yourself of the places you know you may need to change?

There’s a neat little feature in MS Word that can help you with this situation, it’s called a “highlight.” It works just like the highlighter you use on printed pages. (I can remember the countless highlighters I used in college—makes me shudder—fortunately I like this one a whole lot better.) The “Highlight” button is on the Formatting Toolbar (it’s a picture of a little yellow marker).

To use the Highlighter you first select the text to be highlighted. Then, click on the “Highlight” button. That’s it—the selected text should now be highlighted, just like the good old-fashioned marker type (except it doesn’t make a mess on the monitor).

### Highlights Throughout

If you’ve got a lot of highlighting spread throughout the document, then this might be a more efficient way to use the highlighter feature: simply turn on the feature by clicking the “Highlight” button. Once the highlighter is activated your mouse cursor will change into a little highlighter. At this point you’re ready to use the mouse to click, hold and drag the highlighter across the text. This can be done in as many different places as you need—the catch is that you have to turn the highlighter feature off. To turn the highlighter off you can either hit the “Esc” key or click the “Highlight” button again.

### Choice of Colors

Feel the need for a little more color in your life? Maybe you’re someone who doesn’t go for the traditional yellow highlighter; maybe you like to color code information, or you simply don’t like yellow. Is there a solution for

you? Why, yes there is. By clicking on the little arrow to the right of the highlighter in the button, a color palette will be displayed. This will allow you to change the color of the highlighter. To remove the coloring completely, highlight (select) the text and select the “None” choice on the color palette. Or, turn on the highlighter by clicking the button and then “re-highlighting” the text with the exact same color. (If you re-highlight with a different color all you’ll accomplish is a color change but the highlight will still be there.) Now that you have a digital highlighter, have fun!

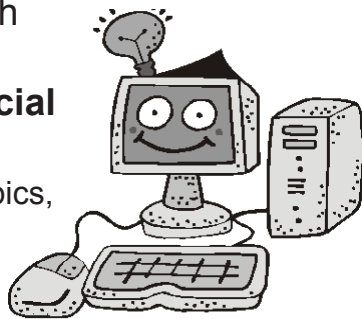
### Proofreading Use

PS This is also a good tool when you have someone else proofreading your work. It draws their attention to specific places you need them to check carefully. There are an endless number of uses for the highlighter. Pretend you’re a kid again and these are the new **Crayolas!** ♦

## RUN YOUR OWN SIG!

Second and fourth Wednesdays are available for **Special Interest Groups**

(SIGs). Present topics, hold discussions, or introduce speakers of your choice and interest in the format of your choice: lectures, demonstrations, tutorials, or discussion of general computer-related topics.



Contact **Jack Lewtschuk**, [blacklion@royal.net](mailto:blacklion@royal.net) or **Carolyn Lake**, [lakelyn@comcast.net](mailto:lakelyn@comcast.net).

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## THE FRUGAL COMPUTERIST

by Bob  
“I Don’t Do  
Windows”  
Stephan

**What’s for  
Christmas  
This Year?**



photo: Bill Hoyer, MBUG-PC

I know that many people are hurting because of the economy, and there seems to be a lot of bad news for retailers. Gas prices are down which helps somewhat. As a Great Depression kid, I can sympathize with what people are going through. As I thought about it there were several things that came to mind. Here’s an excerpt from a letter I found dated December 15, 1936. It is from my grandmother to my mother. She wrote, “. . . *I tho’t I’d send a Christmas gift, too, it isn’t as much as I hoped to send, but I just had to have some dental work done, so I felt I couldn’t spare any more now, so one dollar is from me, and one from Dad, and you get something for yourself or maybe something for the house. I think \$2.00 will get a fair sized scatter rug, won’t it? I had some dental work, and Rilling does charge terribly, but in order to be sure, I am going to have one more treatment . . . in all the bill will be 8.50.*”

Here’s an excerpt from another of her letters written in pencil in 1929, “*Please excuse pencil, Gilbert is using the pen at school - tests today.*”

I also remember back when I was very young, still in depression years perhaps in the late ‘30s, when my parents confided to me that they could only spend \$5.00 on each of us four kids for Christmas that year. But I don’t remember ever being disappointed on Christmas morning.

Back in my early days in the Navy as a very junior officer in the ‘50s our budget was very tight. I recently ran across an old notebook in which we kept track of our expenses in those days. I found it almost unbelievable to see in that book how we had to scrimp and save to



make ends meet. With three little girls it didn't seem possible that we would have enough to give them a great Christmas. Yet, in looking at our old home movies, I see a great selection of gifts left under the tree by Santa and three little girls happily playing with many toys. How we did it then I can't remember, but somehow parents just can't help going a bit overboard and sacrificing for themselves when it comes to trying to see the children as happy as possible.

My Christmas wish for you all is that you will find a way to have a very Happy Christmas, a good New Year and stay healthy. Now let's get down to business.

*The following article is reprinted from a recent issue of Eastman's Online Genealogy Newsletter (EOGN) and is copyright 2008 by Richard W. Eastman. It is republished here with the permission of the author. Information about the newsletter is available at [www.eogn.com](http://www.eogn.com). To read more about this article see the EOGN website page given at the end of the article.*

## **Why Use RSS?**

Browse-and-wait, browse-and-wait. Did you ever try to check twenty web sites every day for news? How about fifty? One hundred? Entering all the addresses, clicking on icons, waiting for web pages to display in your browser, and all the other delays makes for a waste of time.

Wouldn't it be nice if all your web browser's bookmarks could in some way tell you if a site has new data on it since the last time you checked? Your computer would only display the new changes, ignoring any sites that have not changed since the last time? RSS does that and does it well.

Most all news sites, blogs, and other web sites with frequently-changing information now offer RSS feeds. RSS (Really Simple Syndication) has many uses but perhaps the most popular is to simplify the process of users checking the site for newly-posted information. The EOGN (Eastman's Online Genealogy Newsletter) web site has supplied RSS feeds for more than four years and more than 1,000 people now use an RSS reader every day to check for new articles on the site. I assume those same people use their RSS readers to check other web sites as well.

With most any modern RSS reader, you can access information faster and more easily than with regular web browsers. There is no need to type in URLs, wait for pages to load, search through web pages or to navigate between web sites. Better yet, you can view all information later in offline mode at your convenience; you don't have to be connected when reading the new information (although your computer obviously needs to be connected when it scans all the sites for new information).

RSS is very non-intrusive; it will not get in your way. It only checks and notifies you of changes whenever you tell it to.

I use an RSS reader to frequently check a number of genealogy web sites, Google News (looking for local news stories for the town where I live), the latest weather report for my ZIP code, one ham radio site, several sports car sites, and the latest stock prices of several stocks that I monitor. My RSS reader also checks eBay and Craig's List looking for a center console for a 1996 Corvette; I bet my RSS reader will find it as soon as such a console is listed. I can do more with an RSS reader in five minutes than I could ever accomplish with a web browser in an hour.

RSS readers are now available for Windows, Macintosh, Linux, iPhone, Windows Mobile cell phones, and many other devices.

RSS is rather simple in operation. It is essentially a way to bookmark a site by using an RSS reader and then having the RSS reader check for updates whenever you wish.

The technology behind all this is slightly more complicated but that technology is well hidden. You don't need to understand RSS in order to use it. However, I can tell you that RSS is a family of web feed formats used to publish frequently updated works such as blog entries, news headlines, audio, and video in a standardized format. An RSS document (which is called a "feed") includes full or summarized text plus metadata such as publishing dates and authorship. RSS web feeds are great for readers who want to subscribe to timely updates from favorite websites or to aggregate feeds from many sites into one place. RSS feeds can

be read using software called an “RSS reader,” “feed reader,” or an “aggregator,” which can be web-based or desktop-based.

RSS feeds are available on almost all blogs and news sites (including this newsletter’s web site) , as well as on many sites that offer weather forecasts, stock market information, online auction services, job posting sites, and other web sites that offer frequently-changing information.

The user subscribes to a feed by entering the feed’s link into the RSS reader or by clicking an RSS icon in a browser that initiates the subscription process. The RSS reader checks the user’s subscribed feeds regularly for newly-posted information, downloads any updates that it finds, and provides a user interface to monitor and read the feeds.

You’ll find disagreement over the meaning of the letters “RSS.” Some documents will state that RSS stands for “Really Simple Syndication” while others will claim that it stands for “RDF Site Summary” or “Rich Site Summary.” Whatever the meaning, the results are the same: a quick and easy method of finding updates to online sites. In summary, RSS, if supported by the site, it is a notification system to alert you when a site has new content for you to read.

Many RSS clients have appeared in the past few years. Some are web-based, which strikes me as the worst way to use RSS. In a web-based RSS client, you go to an RSS aggregator web site, create an account there, and then the web site collects data from the other web sites that you specify. The big drawbacks are (1) you have to be connected online to use a web-based RSS client and (2) the speed of the reader and its ability to display information quickly are limited by your connection speed. If you want to read the latest articles during your morning commute on the train while not connected, a web-based RSS client is useless. Even if connected online, a slow connection can result in a waste of time.

I prefer to use RSS client software that installs in my own computer and lately have been using one installed in my Apple iPhone cell phone. With RSS client software installed in the computer or cell phone, the new data

is added quickly while connected online. I can then disconnect and read the new articles at my leisure, even while riding the commuter train. The display times are almost instantaneous as all data is retrieved from the computer’s memory or hard drive. You do not need to wait for data to be retrieved online.

A list of all available RSS clients is beyond the scope of this article as there are hundreds of such readers available. However, you can find a very long list that is updated frequently at [www.newsonfeeds.com/faq/aggregators](http://www.newsonfeeds.com/faq/aggregators). That list includes clients for Windows, Macintosh, Linux, many handheld devices, as well as others that are web-based. Most of the RSS clients (or aggregators) are available free of charge.

I will offer one piece of advice: if you have a Macintosh or an Apple iPhone, look at NetNewsWire at [www.newsgator.com/Individuals/NetNewsWire/](http://www.newsgator.com/Individuals/NetNewsWire/) for the Macintosh version and at [www.newsgator.com/Individuals/NetNewsWireiPhone/](http://www.newsgator.com/Individuals/NetNewsWireiPhone/) for the iPhone version.

I have used a number of RSS clients over the years and find that I prefer NetNewsWire. It is simple, fast, and free.

To me, the greatest thing about RSS is that it allows my web reading to be done on my own terms. At a glance, I know which sites have new articles, and I can deal with each article when I have free time. I do not need to worry about a site’s article getting buried under other newer articles, as the RSS system keeps track of what I have and have not read. I can read more articles in a shorter period of time.

Other newsletter readers have already posted comments, questions, or corrections to this article at: [http://blog.eogn.com/eastmans\\_online\\_genealogy/2008/09/why-use-rss.html](http://blog.eogn.com/eastmans_online_genealogy/2008/09/why-use-rss.html)◆

*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 can be reached at [www.bobstephan.net](http://www.bobstephan.net).*



# MBUG-PC SUPPORTERS

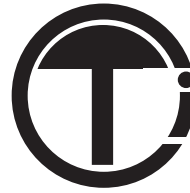
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**graphics**

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798 Lighthouse Ave, #194  
Monterey, California 93940

phone: 831-643-2023  
email: 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  
Excel Publisher WordPad E-mail CD Burning

# FourWinds Travel



Where the good times begin <sup>SM</sup>



Dan Presser, Four Winds Travel

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

■ **Dan Presser, Owner**

**26080 Carmel Rancho Blvd., Suite 103**  
**Carmel CA 93923-8757 ■ (831) 622-0800**

Fax (831) 622-9467 ■ CST #1000683-40

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

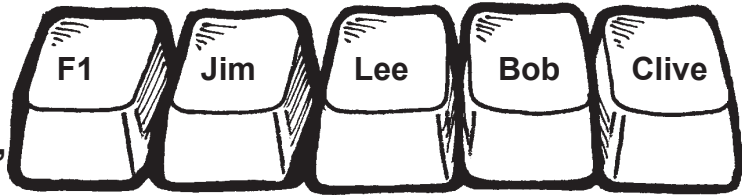
## raffle items wanted

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

**Donate** new or nearly-new computer-related items—books, hardware, or software—all gratefully accepted.\* Call **Don Slaiter** (655-4443), or bring items to any MBUG function. **Contact**, or tell us about, suitable vendors from whom MBUG might get raffle items. **Save** your money and buy lots of tickets at raffles! All proceeds benefit our educational activities. \*Items will be sorted for the raffle, the "freebies" shelf, or responsible recycling

## 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;
- (2) Ask questions during any MBUG-PC meeting break or Q&A session;
- (3) Leave a message for **Don Slaiter** (831) 655-4443 (voicemail) / or call 657-4154;
- (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).*

## Protect Your Password

by Sandy Berger, [Compukiss.com](http://Compukiss.com)

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all others require permission of the author.*

When technology is good, it is very, very good, but when it is bad it can be truly atrocious. So it is with the hacking of Sarah Palin's Yahoo e-mail account. The bad guys are out there using technology for their own advantage. Whether they are serious hackers who want information for devious purposes or young students who just want to show their technological prowess, this theft shows that everyone

is vulnerable. The recent hijacking of Palin's e-mail account is also a great example of how a hacker can gain access to an e-mail account and how e-mail accounts need to be better protected against such penetration.

### "Password Crackers"

We currently rely on passwords to protect most of our online activity. Professional hackers often use "password crackers" to guess passwords. Anyone can easily find these hacker tools on the Internet; they can even be purchased on CD. There are wordlists for common passwords and dictionary combinations of possible passwords in a variety of different languages. These tools are all aimed at giving a person all the technical tools that they need to guess passwords.

In Palin's case however, the perpetrator didn't even



have to use tools like this. A hacker identifying himself as “Rubico” claims to have been able to change the password on Palin’s Yahoo Mail account quite easily. All he had to do was use her e-mail name to log into the Yahoo mail’s interface and select the option to reset the password. Yahoo then asked him to provide her birth date and zip code, which have become public knowledge. He then had to answer her self-chosen security question which was where she met her husband. After several television interviews of Sarah and her husband, the answer to that question also became public knowledge.

### Are You Using Easily Guessed Passwords?

Palin was thrown into the public arena quite quickly, but even those of us who are not public figures may find that their passwords and answers to security questions can be easily guessed. Do you use the name of your spouse, children, pet, favorite sport, birthday, or wedding date as your password? Have you entered security questions like place of birth or favorite color that are easy to guess?

### Privacy As We Knew It Before the Internet is Now a Thing of the Past

With the Internet, more of our lives are online than most of us realize. Many people use blogging as a past time and post information on MySpace, Facebook, and other social networking websites. Once posted, all of that information is publicly known. And the Internet is archived, so even when you remove current information, previously posted information can still be found in Internet archives. That information can be used to guess passwords and access personal information.

### Tips on Keeping Your Password Safe

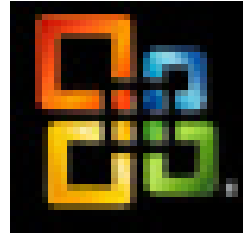
So here are a few ground rules that may help keep your private information a little safer online:

1. Use passwords that are not easy to guess and cannot be easily cracked.
2. Choose a security question that others will not be able to guess the answer to. Or answer the security question with an answer that you create which is not necessarily the true answer.
3. Use unique passwords, especially for important services and websites like banking sites and e-mail.
4. Keep your passwords private. Don’t leave them

**NOTE - New Starting Time of 7:30pm is for Fridays at PG Adult Education Center Venue Only**

**JANUARY**

## MS OFFICE 2007: OUTLOOK



**Debbie Jones**

*Guest Speaker*

**Friday, January 9**

**7:30 to 9:30pm**

**Adult Education Center PG**

Just like Indiana, **Debbie Jones** returns again, this time to lead us into adventures to another part of the MS productivity suite—Outlook. Debbie, a professional computer trainer and speaker with more than 20 years experience, will help us examine the power and the wonder of this personal information manager.

Questions in advance? E-mail [Debbie@debbieteaches.com](mailto:Debbie@debbieteaches.com), or phone (831) 372-4401.



on a sticky note on your computer screen or keep them in an unencrypted file on your computer.

5. Change your passwords often.
6. Do not change your password by clicking on a link in an e-mail from someone claiming to be a system administrator, bank representative, or other seemingly reputable party. They may not be who they say they are. When you want to change your password, always type in the address yourself so you know you are at the real website rather than a bogus one.
7. Use one credit card for all online purchases. This will limit your financial exposure.
8. Keep your operating system up-to-date.
9. Use a good anti-virus and anti-spyware programs.
10. Consider using an encrypted password manager program.

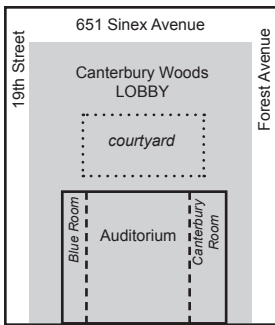
Check my website at [www.compukiss.com](http://www.compukiss.com) for more information on choosing good passwords. ◆

[sandy@compukiss.com](mailto:sandy@compukiss.com)

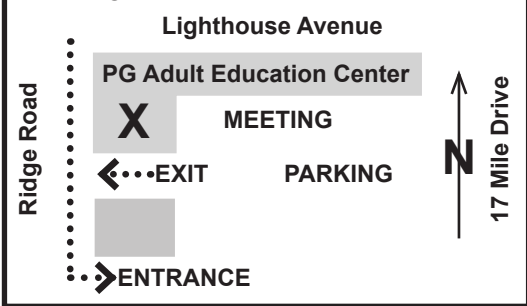
# MBUG-PC Calendar of Events - DECEMBER 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <i>DIRECTORS MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	3	4	5 <i>"ZoomWare &amp; Expert Panel"</i> Adult Ed Center PG 7:30 to 9:30pm <i>Regina Doyle, et al</i>	6
7	8	9	10 <i>This date is available for a SIG *</i>	11	12	13
14	15	16	17	18	19	20
21	22 <i>First Day of HANUKKAH</i>	23	24 <b>No SIG:</b> <b>Holiday Break</b>	25 <b>CHRISTMAS HOLIDAY</b>	26	27
28	29	30	31	NOTE: Next Directors' Meeting will be on January 6th; January General Meeting <b>SECOND FRIDAY</b> of the month (January 9th)		

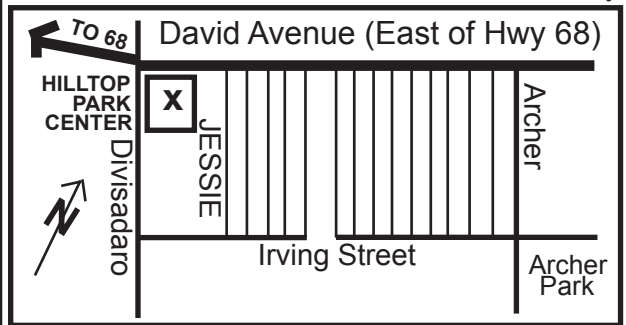
**Canterbury Woods**  
651 Sinex Avenue  
Pacific Grove



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

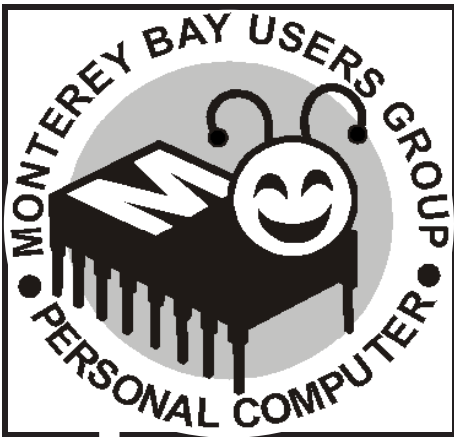


**Hilltop Park Center**  
871 Jessie Street  
Monterey



## Tentative Calendar January 2009 Check the January Newsletter for Final Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>NEW YEARS' DAY</b>	2 <i>NOTE: General Meeting is on Second Friday of month!</i>	3
4	5	6 <i>DIRECTORS MEETING</i> Canterbury Woods PG Begins at 7pm <i>Everyone Welcome!</i>	7	8	9 <i>General Meeting 'MS Office 2007: Outlook'</i> Adult Ed Center PG 7:30 to 9:30pm <i>Debbie Jones</i>	10
11	12	13	14 <i>This date is available for a SIG *</i>	* What's a SIG? How can you schedule one? See page 5 for details!		17
18	19	20	21			24
25	26	27	28 <i>This date is available for a SIG *</i>	29	30	31



# mbug-pc newsletter

Vol 27, No 12, December 2008

PO Box 51611 / Pacific Grove

California 93950

info@mbug.com

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## MEMBERSHIP REPORT

photo: Bill Hyler, MBUG



**Don Slaiter**

*Membership  
Chairman*



### THANK YOU FOR RENEWING

name	member number
Hunter Delatour .....	1238
Joyce L.Elisha.....	1218
James Emery.....	1259
John & Lee Ann Harris.....	950

name	member number
Bill Post.....	1139
Gail Stephan.....	663
Alberta Sullivan.....	6
Ed Whitworth.....	1258
Donald Wunsch.....	1261

### THANKS TO OUR GENEROUS DONORS

Hunter Delatour .....	1238
John/Lee Ann Harris.....	950
Bill Post.....	1139
Gail Stephan.....	663
Bill Stockton.....	387
Robert Yingling.....	1292

### WELCOME NEW MEMBERS

Mike & Peaches Brassfield.....	1319
Fred Luiz.....	1320

## Register with MBUG Listserv: FREE to Members, Secure and Useful!

Join MBUG Listserv—send messages to all Members **securely** (computer-related, virus-free messages sent by Members only). **Get current MBUG notices, virus and scam warnings, ask computer-related questions, and make computer-related announcements** (donations, requests). Register at [www.mbug.org](http://www.mbug.org) or go to <http://listserv.redshift.com/mailman/listinfo/mbug>.