



mbug-pc newsletter

Established 1983 / Incorporated 1988

IN THIS ISSUE

MBUG-PC Volunteer Positions.....	2
MBUG-PC Information.....	2
Things, Thinglets & Thingassos	3
Frugal Computerist.....	5
Calendar.....	7
Membership Expiration Information. .	8
Membership Report.....	8
Register with MBUG Listserv.....	8

BETTER MOBILITY, SIGHT, HEARING WITH COMPUTERS

As we age (and who among us is getting younger?), more of us want to know if there are any computer-based resources out there to help us get around, see better, and hear more clearly. Help is as close as our own **Monterey Peninsula College** in the form of **Alexis Copeland**, adaptive technology specialist, who will tackle this question at our May meeting. Alexis will explain what the **MPC Supportive Services Program** does and discuss some of the resources available to people who have mobility, eyesight, and hearing issues.

Topics to be discussed will include alternate media, screen readers, ergonomic hardware, voice recognition software, screen magnification, and some of the built-in accessibility tools in Windows.

As an added bonus, he will also discuss why he uses **Linux** and other programs to enhance learning and living for those with learning challenges. **MBUG** has been fortunate to provide a degree of support for the MPC program by donating older computers, which are then reformatted and loaded with the Linux operating system—really good recycling by our members!

Alexis is director of the **MPC High Tech Center for the Disabled** and teaches computer application classes to adults with a wide range of disabilities. He has a 20-year career in teaching at various levels, often utilizing computer technology to design, network, and operate online instructional programs. He received his Master's degree in special education from **Chapman University** in 1995, and among many other activities, he also teaches in the Master's of Special Education program at **CSUMB**, emphasizing the use of technology in teaching for special education instructors.

For questions in advance, e-mail Alexis at [HYPERLINK "mailto:ACOPELAND@mpc.edu"](mailto:ACOPELAND@mpc.edu)ACOPELAND@mpc.edu. ♦

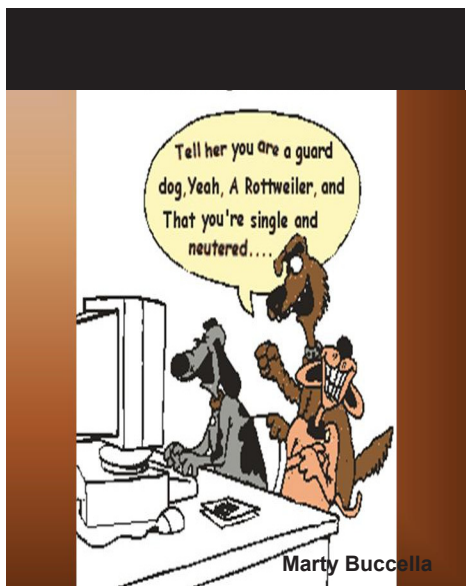
FRIDAY May 7, 2010

7:30 to 9:30 pm

Pacific Grove Adult Education Center

1025 Lighthouse Avenue, Pacific Grove

FREE to MBUG Members and the General Public.



**Don't hide out
behind your
computer screen!**

**Join us for fun and
fellowship at the
MBUG General
Meeting!**

Open Volunteer Positions Available Now at MBUG !

Program Director

We urgently need someone to fill this position: it takes just a couple of hours every month. Former incumbent Carolyn Lake is willing to show you the ropes!

We're looking for a reliable person to contact and schedule speakers for monthly General Meetings.

Workshop /SIG Leaders

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

Meeting Reviewers and Columnists

Attend General Meetings/ongoing workshops; write reviews or regular column on hardware or software review, favorite website, etc.

E-mail or call President **Jack Lewtschuk** at blacklion@royal.net

(831) 757-0123

MBUG-PC BOARD OF DIRECTORS

S.Jack Lewtschuk . . . President 757-0123 blacklion@royal.net
Donald R. Slaiter . . . Vice President, 655-4443 slaiter@pacbell.net
Membership Chairman
& Meeting Facilitator
Tom Streeter Secretary, APCUG . . . 657-4249 tom223@pacbell.net
Representative
Tony San Filippo . . . Treasurer. 655-3225 . . . sanfilippof@sbcglobal.net
Regina Doyle Senior Newsletter . . . 375-4496 reginadoyle@aol.com
Advisor
Jim Hinwood Newsletter Editor. . . . 402-2468 ehinwood@msn.com
Nelson French Program/Publicity . . . 626-4551 nfrenchjr@aol.com
Team & Photographer
Carolyn Lake Program/Publicity . . . 643-2023 lakelyn@comcast.net
Team & Newsletter Advisor
Charlie Mehlert Hospitality 657-4125 mehlert@sbcglobal.net
Team Leader

MBUG-PC VOLUNTEERS

Jim Anway Workshop Leader/F1Help . . 625-5618 AnwayJ@comcast.net
Joe Asling Columnist. 641-9560 jhasling@comcast.net
Bill Baumgardt . . . Workshop Leader 372-5500 ww2@comcast.net
Eileen Begley Workshop Leader 582-9336 eb@spyderbytes.com
Bill Bowles Columnist. 375-3954 B@bowles.com
Norma Cocklin Canterbury Woods. 657-4257 cocklin@att.net
Liaison & Newsletter Proofreader
Ralph Games Meeting Facilitator 394-8876 gamesri@comcast.net
Jeff Helms Workshop Leader kook@mbay.net
Bill Hyler Photographer 624-4456 hyler@comcast.net
Lee Keely F1 Help 233-6995 Lee@leekeely.com
John Laughton Legal Advisor 649-1122 john@netlawyers.com
Gil Preston Library Coordinator 657-4111 gildix@mbay.net
Clive Sanders Consultant 375-5376 simbacli@pacbell.net
Bob Stephan Historian, F1 Help, 646-1373 stephan.bob@gmail.com
Columnist & Workshop Leader
Bill Stockton Recording Secretary 384-6130 N/A
Ed West Webmaster/Listserv Owner . . 372-6200 captain@mobie.com

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

DISCLAIMER: No warranty, expressed or implied, is made by MBUG-PC, Newsletter editorial staff, or any individual authors or contributors. This disclaimer extends to all losses, incidental or consequential, from the use of this publication.

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

Copyright © 2010 Monterey Bay Users Group-PC. Permission for reproduction in whole or in part is granted for nonprofit use, provided credit is given to MBUG-PC and to the author(s). Other reproduction without prior written permission of MBUG-PC is prohibited.

SUBSCRIPTION: See back cover for rates.

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 Jim at ehinwood@msn.com.



Benefits of MBUG-PC Membership:

**Free Computer Help,
Monthly MBUG-PC Newsletter,
and a 15 to 20% Discount on
Computer Books at Borders and
Waldenbooks with MBUG-PC Membership
Card (see Don Slaiter for a card).**

THINGS, THINGLETS & THINGASSOS

S. Jack Lewtschuk
MBUG-PC
Columnist



photo: Bill Hyley, MBUG-PC

Manuals

I am sure that all your computer gear is brand new, but just in case you found a five-year-old relic (that's 35 years old in "dog years" and ancient in "computer years") in your attic, but would like to make it run and misplaced its manual, try this website:

<http://office.manualsonline.com/>

DOW-NASDAQ-S&P

There are many ways to keep track of the market index. One that works for me is:

http://finance.comcast.net/indices/new_markets_home3.html

If you create a shortcut on your desktop or place it on your task bar, you will be able to open it quickly. After it is open, on your keyboard, tap the F5 key and the information will be refreshed. Keep tapping F5 and the information will keep refreshing itself (often very quickly, until the bell rings).

Is There a Way to Send Digital Camera Movies to Recipients Using E-mail?

Definitely! Keep in mind the file size; video files can be very large and most e-mail servers will only allow sending/receiving 10-15 Megs. There are ways to make the file smaller:

- A. Edit the playing time; that always makes file smaller.
- B. Edit the resolution; for example, 640x480 will give a large file size but a 320x240 resolution has a much smaller file size.

After editing, if the video is still too large for your e-mail provider to handle, then I suggest using a free e-mail service, such as <http://www.mailbigfile.com/> You can send files up to about 100 Megs free.

Now, what will be important is the format of your movie. Almost everyone can open and play a mpg or wmv or avi file, but if your movie format is different, then you will need to convert that file. You may want to look at the program that came with the camera to see if it can be converted, or you should be able to download the clip from the camera to your Windows movie maker and then export it as a wmv file.

If the format of your file is not suited for this maneuver, you may try to convert your file to another format. There are a number of programs that permit you to accomplish this; for example, see <http://www.nchsoftware.com/prism/plus.html> (FREE).

NOVICE CORNER

Senior Guide for Seniors of All Ages

Here is a good source of basic computer information for new users, old users with short memory spans, and experienced users who are so advanced that they have forgotten the basics:

<http://www.seniorsguidetocomputers.com/basics.asp>

Location, Location, Location

That is a guideline as important in your computer as it is in real-estate. Here are some ideas for using your computer real estate more efficiently.

Seven tips to manage your files better

Over time, most of us have created many files and some of them might still be "work in progress." How well are your files organized? Can you readily find them the next day? How about next year?

Managing files on your computer is a lot like managing paper files. They can be organized using folders and then stored in specific locations for when you need them. Also, just like paper files and folders, if you don't have a way to organize them, things can get lost.

Here are some tips to help manage your files:



1. Use the “My Documents” folder as your file cabinet. To open “My Documents” in Windows, click “Start,” and then click “My Documents.” By using “My Documents,” you will be better able to:

- **Find files.** Windows provides easy access to the My Documents folder (and its subfolders) in many places: through the Start menu, the task pane in Windows Explorer, common File Open and File Save dialog boxes, and other places.

Note: Windows Explorer displays the structure of files and folders on your computer. To open Windows Explorer, click “Start,” point to “All Programs” (“Programs” in earlier Windows), point to “Accessories,” and then click “Windows Explorer.”

- **Back up files.** Keeping all your files in one place is an essential first step in developing a practical backup strategy. Learn how to backup your files and folders.
 - **Keep files separate from programs.** By separating document files from program files, you reduce the risk of accidentally deleting your documents when you install or upgrade programs.
2. Adopt consistent methods for file and folder naming. Develop a naming scheme for the kinds of files you create most often and then stick to it.
 3. Keep names short and simple. Even though Windows allows you to use long file names, that does not necessarily mean you should. Long names produce cluttered displays. Brevity promotes clarity.
 4. Separate ongoing and completed work. A separate folder on your desktop, labeled “Work in progress” might be one way of doing this. When completed, move the document to the appropriate file.
 5. Store like with like. Restrict folders to a single document type (or predominantly one type).
 6. Avoid big folder structures. Make sure that “subfolders” are stored in the “master folders” in alphabetical order, and that any “sub-sub folders”

and the individual documents (files) are also alphabetical.

7. Use shortcuts and shortcut links instead of multiple copies. If you need to get to the same file from multiple locations, do not create copies of the file. Create shortcuts to it instead. To create a shortcut, right click on the file to view context menu, and then left click “Create Shortcut.” You can drag-and-drop the shortcut to other locations.

Manage your mail

How many messages do you have in your INBOX? When was the last time you cleaned out your SENT ITEMS and DELETED ITEMS? How many folders do you have in your FOLDER LIST? A few suggestions (although these instructions are for **Microsoft Outlook**, other mail clients are similar):

1. Reduce the contents of your INBOX to a bare minimum.
2. Create enough folders in your FOLDER LIST to store the messages which need a follow-up. To create new folders:
 - Right click in an empty spot in your FOLDER LIST.
 - Click on NEW FOLDER.
 - Name the folder (SAVE, JUNK, TO BE ANSWERED, FINANCIAL, MBUG, ROTARY, etc.).
 - Click OK.
3. You can create a new folder within an existing folder:
 - Right click the existing folder.
 - Repeat the steps in Item 2 above.
4. Decide how long you should keep old messages in the DELETED ITEMS and SENT ITEMS FOLDER. Either routinely delete the excess or set your mail client to do this automatically.
5. Do not open SPAM and do not reply. Either delete it after adding it to your JUNK MAIL SENDERS LIST or forward these messages, unopened, to the FTC “SpamReport” at spam@uce.gov.

◆ blacklion@royal.net

THE FRUGAL Computerist

photo: Bill Hyley, MBUG-PC



by Bob
**“I Don’t Do
Windows”
Stephan**

The Frugal Computerist

The following article is from Eastman’s Online Genealogy Newsletter Vol. 15 No. 13 - March 29, 2010, and is copyright 1996 – 2010 by Richard W. Eastman. It is re-published here with the permission of the author. Information about the newsletter is available at www.eogn.com. Although Eastman refers specifically to genealogy research, the ideas are applicable to any online activity. Though it is presented here by Bob as Editor of The Frugal Computerist, he does not claim any credit for writing about these topics. Bob has edited the original article to fit in the allocated space available.

RSS Feeds Explained

RSS is an abbreviation for “Rich Site Summary” or “Really Simple Syndication.” Most people don’t need to remember this expansion any more than they would spell out “ATM.” As to the word “feed,” this simply describes the way information gets to people: web servers “feed” their information to those who ask for it. For those who want more technical details, RSS feeds are composed in XML, a format that is similar to HTML, the standard language in which many Web pages are created. For a detailed explanation of RSS, look at en.wikipedia.org/wiki/Rss.

RSS is safe and secure, an excellent method of avoiding the flood of Internet security problems and email overload. RSS has become a popular way for news publishers to provide information without sending computer users to different Web sites, cluttering their e-mail with spam, or exposing them to adware, spyware, worms, or viruses. These factors make it

equally attractive to those who read their information. RSS avoids the many problems of spam filters.

Thousands of commercial web sites and blogs publish content summaries in RSS feeds: almost all blogs, newspapers, stock market reports, sports pages, weather forecasts, and more. Each item in the feed typically contains a headline, article summary, and link to the full online article. It works better than e-mail newsletters, providing up-to-date information at any moment in time, but is never blocked by spam filters.

The beauty of RSS is that readers can quickly scan headlines (titles) and then read only the articles that interest them. Because the information is condensed and provided in a single location, readers can generally review more information in much less time. Additional information is only a click away. Best of all, readers choose the feeds they wish to see. There is no spam or other unwanted material with RSS. The reader is always in complete control. You choose the feeds you want, and if you are not completely thrilled with the content of a feed, you simply delete it from your personal list of feeds. Creating a list of feeds you are interested in is referred to as “subscribing.” Likewise, you can unsubscribe from any or all the feeds within seconds.

RSS technology is a “pull” technology rather than “push” technology, meaning that the content is not forced on the consumers; instead, they “pull” to their screen the content they want to see. Readers use a special “RSS newsreader” program that pulls the desired articles from the Web to the user’s PC or Mac or cell phone, where the information sits until the user is ready to look at it.

Using a newsreader to pull RSS feeds allows users to:

1. Easily locate information.
2. Read condensed information with clearly marked and dated topic material.
3. Classify and categorize information in an easy-to-navigate manner.
4. Maximize their time without having to deal with spam.

The newsreader frequently updates its contents and shows unread feeds. I found the newsreaders to work a lot like a simple e-mail program. Anyone with an RSS newsreader installed simply enters the URL of any RSS feed of interest, such as blog.eogn.com/eastmans_online_genealogy/atom.xml. Topics



with a common theme can be grouped together. For example, someone interested in genealogy might put this newsletter and all their other genealogy RSS feeds together in one folder called "Genealogy," just as they might do with e-mail messages or even the files on their computer.

You can find many free RSS newsreaders for Windows, Macintosh, iPhone, Windows Mobile, and Linux. In addition, you can also find several web-based RSS newsreaders. Simply open a web browser, go to the online RSS newsreader you have previously configured, and read the latest articles of your choice.

The advantages of online newsletters include no software to download to your computer as well as being available anywhere you have a web connection. Whether you are at home, at the office, in a hotel room, or waiting at an airport, you can connect to your web-based RSS news reader at any time and read the latest news.

The biggest downside to online RSS news readers, in my mind, is that they are slower than newsreaders that run in your computer. You are always limited by the speed of your Internet connection. However, RSS newsreaders installed in your computer are limited only by the speed of your processor, memory, and hard drive. Internally-installed RSS newsreaders download information in the background while you are doing other tasks and operate quickly even on slow dial-up connections.

Here is a list of some of the better known RSS newsreaders:

Online

Google Reader: reader.google.com. Google's RSS feed reader is probably the most popular online RSS newsreader of today, not only mimicking the best of what desktop readers can do but also mashing up nicely with other Google services, like the iGoogle home page. You can read a lengthy review of Google Reader at www.pcmag.com/article2/0,1759,2007522,00.asp

Netvibes: www.netvibes.com. A personalized start page with an emphasis on widgets and feed readers, Netvibes also aggregates podcasts for you. A nice product, but not as well known as Google Reader, you can read a lengthy review of Netvibes at www.pcmag.com/article2/0,2817,2265703,00.asp

WINDOWS

FeedDemon: www.newsgator.com/Individuals/

FeedDemon-Probably the most popular RSS newsreader for Windows, the FeedDemon desktop newsreader is simple to use, runs quickly, and is available free of charge. It is also extremely customizable to suit how you read feeds. You can read a lengthy review of FeedDemon at www.pcmag.com/article2/0,2817,1948579,00.asp

RSS Bandit: rssbandit.org. Directly sync this reader with your online feeds at Google Reader or NewsGator Online. You'll get fast browsing on the desktop, but still have access to your feeds over the Web using other PCs.

Snarfer: www.snarfware.com. It won't win awards for visual innovation, but Snarfer does provide simplicity. It's arguably the best way to handle straight-up RSS info gathering and reading, and it's available in over 20 languages.

Your newsreader will periodically poll the newsletter to find any new articles. Whenever it finds new content, the new articles will be displayed in your RSS newsreader. All this happens in background; you can read the articles at your leisure. RSS has effectively standardized the format for content delivery, distribution, and syndication. RSS will likely rival email as a means of content distribution in another few years. The sheer simplicity makes the technology very appealing.

You may find that other newsletter readers have posted comments, questions, or corrections in the Standard Edition article at blog.eogn.com/eastmans_online_genealogy/2010/03/rss-feeds-explained.html

Bob "I don't do Windows" Stephan has over 40 years of computing experience. He welcomes comments and questions that The Frugal Computerist can respond to by email to stephan.bob@gmail.com.

© 2000 Randy Glasbergen.
www.glasbergen.com

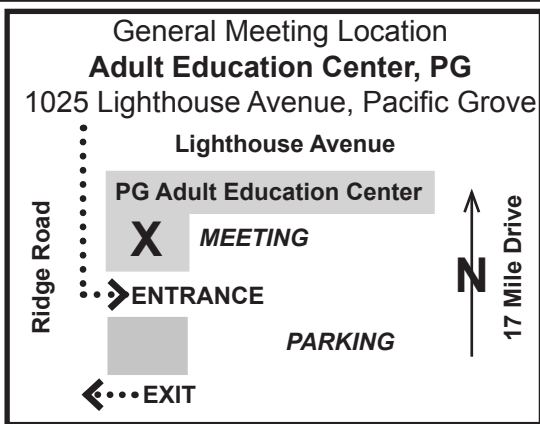
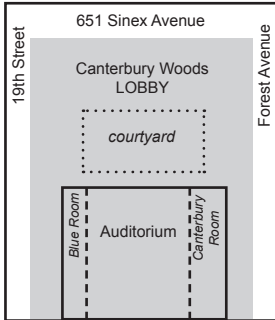


"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN
TO BE COMPATIBLE WITH ITS NEW SOFTWARE."

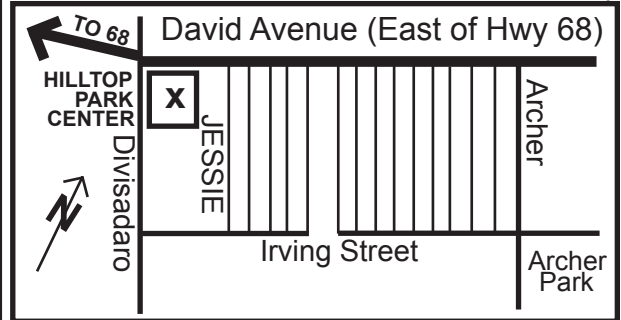
MBUG-PC Calendar of Events - MAY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Board Meeting at CBW- 7:00pm	5	6	7 General Meeting: "Better Mobility, Sight, Hearing with Computers" - Alexis Copeland PG Adult Center 7:30-9:30pm	8
9	10	11	12 This date is available for a SIG at CBW 7-9pm	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26 This date is available for a SIG at CBW 7-9pm	27	28	29

Canterbury Woods
651 Sinex Avenue
Pacific Grove



Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar June 2010 *Check the June Newsletter for Final Schedule*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Board Meeting at CBW- 7:00pm	2	3	4 General Meeting: TDB, at PG Adult Center, 7:30-9:30pm	5
6	7	8	9 This date is available for a SIG at CBW 7-9pm	10	11	12
13	14	15	16	17	18	19
20	21	22	23 This date is available for a SIG at CBW 7-9pm	24	25	26
27	28	29	30			



mbug-pc newsletter

Vol 29, No 5, May 2010

PO Box 51611 / Pacific Grove
California 93950

mbug-pc@mbug.org

MBUG-PC is a member of



Check your Membership expiration date above.

Does it say "Exp: May 31, 2010"?

If so, renew your subscription today!

Enjoy the many benefits of MBUG membership and don't miss an issue of this fine, locally-produced publication. Membership and Newsletter: 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
Membership Chairman

THANKS TO OUR DONORS

Name	Member number
Margaret Bradbury.....	1162
Nelson French.....	1284
Ralph Games.....	884
Elbert Hinson.....	1003
John Rowe.....	1223

MBUG LISTSERV: FREE & USEFUL

If you are an MBUG Member, you are entitled to **JOIN MBUG'S LISTSERV.**

This allows you to:

- Send messages to all MBUG Members on Listserv** (guaranteed to be secure, computer-related, and virus-free)
- Receive current MBUG notices, virus and scam warnings**
- Ask computer-related questions**
- Make computer-related announcements** (regarding donations of or requests for computer-related items)

Register at www.mbug.org

or go to

<http://listserv.redshift.com/mailman/listinfo/mbug>.

THANK YOU FOR RENEWING

Al Babbitt.....	969
Regina Doyle.....	1103
Nelson French.....	1284
Ralph Games.....	884
Elbert Hinson.....	1003
Joanne Kelly.....	970
Henry Norum.....	716
John Rowe.....	1223

photo: Bill Hyley, MBUG