



mbug-pc newsletter

Established 1983 / Incorporated 1988

IN THIS ISSUE

MBUG-PC Volunteers Needed	2
MBUG-PC Information.....	2
Things, Thinglets & Thingassos.....	3-5
Write a Software/Hardware review.....	4
Best of Kim Kommando.....	5
Frugal Computerist	6-7
Subscribe to Smart Computing.....	8
Wolfgang's Vault.....	8
Better Mobility, Sight,Hearing.....	8-9
Random Access ?? on Genealogy.....	9
MBUG-PC Supporters	10
How to Donate Raffle Items.....	10
Free Computer Help for Members....	11
PG Adult Ed Computer Classes	11
SmartComputing Tips & Fun Facts..	12
SmartComputing Tips & Fun Facts..	13
Upcoming Meeting Information.....	14
Run your own SIG	14
Peach Pit Book Discounts	14
MBUG Raffle!	14
MBUG-PC Calendar	15
Membership Expiration Information.	16
Membership Report.....	16

GENERAL MEETING AGENDA

The meeting this month is our first at our new General Meeting location at Hilltop Park Center. Come join us at our new time, 7:00-9:00 p.m., at Jessie St. & David Ave. in New Monterey. Some of you will remember the Center as the site for many MBUG workshops in past years, and we will again be in the Community Room. See the Calendar page for a map; there is a parking lot available on the David Ave. side of the building.

SPEAKER (To be announced)

Check your e-mail from the MBUG listserv for an update on the speaker. Not a listserv subscriber? See the back cover of the Newsletter for more information and go to www.mbug.org to register.

RANDOM ACCESS Q&A

Bring your questions about computer hardware and software. Random Access is an opportunity to share our knowledge and opinions on computer operations and suggest topics for follow-up at future meetings.

RAFFLE

See page XX for partial list of items to be raffled.

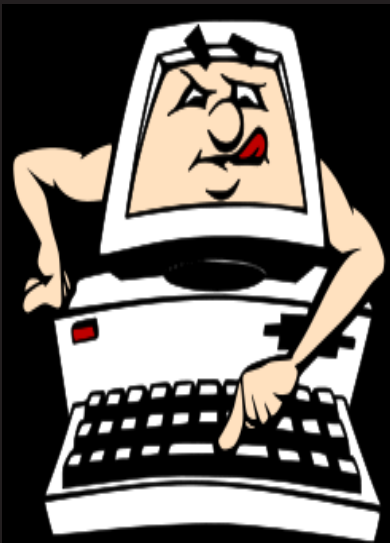
TICKETS:

\$1.00 each; 5 for \$6.00; 15 for \$10.00

Income from raffle ticket sales benefits MBUG educational programs.

Coffee, soda, and treats will be available.

The MBUG General Meeting Will Make Your Computer "User Friendly"



WEDNESDAY JULY 14, 2010

7:00 to 9:00 pm

Hilltop Park Center

871 Jessie St, Monterey

FREE to MBUG Members and the General Public.

THINGS, THINGLETS & THINGASSOS

S. Jack Lewtschuk
MBUG-PC
Columnist



photo: Bill Hyley, MBUG-PC

FORCE WINDOWS TO SHUT DOWN (XP/VISTA/7)

Sometimes—usually as the result of an application crash—Windows refuses to shut down even after repeatedly selecting the Start menu’s Shut Down option. When this happens, you can usually get Windows to shut down successfully by using a special built-in command.

To force Windows to shut down, open a Command Prompt window. (In WinXP, click Start, click Run, type cmd, and press ENTER. In Vista/Win7, type cmd directly in the Start menu’s search box.) Then, at the command prompt, type `shutdown -s -f -t 0` (zero, not the letter O). This will force the operating system and all running applications to shut down without any warning, so make sure you do not have any unsaved files open. If you would rather have the system restart immediately after shutting down, replace the `-s` with `-r`.

Free Backup Programs

If you are still not backing up your hard drive, please do. Your next hard drive disaster (and there will be one) will be much less of a shock, I guarantee. Windows includes free backup software, unless you are an antique collector and still have Windows 98. Some like the Microsoft rendition; others do not.

The number of “for pay” backup software programs is numerous, but there are some free programs also available. To be honest, I have not

tried any of them yet.

Online backups:

<http://www.idrive.com/>

<http://mozy.com/>

Backups on internal-external hard drive, CD, tape, etc.:

<http://backup.comodo.com/>

<http://nchsoftware.com/backup/index.html>

There might be others. Whatever you do, do backup!

I Want a Human!

How often do you hear this routine?

“Press 1 for English.”

“Please enter your account number.”

“I’m sorry. I didn’t get that. Please try again.”

Just give me a person, already! Try this website to find out how:

<http://gethuman.com/>

Or this:

<http://www.nophonetrees.com/>

This is not a foolproof service. An automated system may request account information. If it does, you will be brought in at that point instead of connecting to a person.

Paperless Society

Well, for some of us technology reduced the amount of paper we use by utilizing the ability of keeping information in digital form. Others just do not feel they can rely on any important information being safe unless they can touch it.

We are told that using less paper saves trees; however, the progress of technology is in the process of developing a brand new way of giving life to our electronic gadgets that, it turns out, will require the use of more paper.

Paper battery could power gadgets of the future!

Ordinary paper could one day be used to make ultralightweight, bendable batteries, according to scientists from Stanford University. Simply coating a sheet of paper with ink made of silver and carbon nanomaterials makes an efficient storage device that is 10 times as



powerful as lithium-ion batteries used to power laptops.

Nanomaterials

To read more about what these are, see:

<http://www.answers.com/nanomaterials?gwp=11&ver=2.4.0.651&method=3>.

The light-weight battery is created by painting nanotube ink onto paper. Paper is a porous material that helps carbon nanotubes and silver nanowire films stick to it, much as ink does. After it is coated and heated, the paper becomes super-conductive and works as a battery even if the material is crumpled.

“Taking advantage of the mature paper technology, low cost, light and high-performance energy-storage are realized by using conductive paper as current collectors and electrodes,” the scientists said in research published in the Proceedings of the National Academy of Sciences.

This type of battery could be especially useful for applications such as electric or hybrid cars, which depend on the quick transfer of electricity. Battery weight and life has been an obstacle to commercial viability of electric-powered cars and trucks.

“Society really needs a low-cost, high-performance energy storage device, such as batteries and simple super capacitors,” Stanford assistant professor Yi Cui said. He continues, “Our paper super capacitors can be used for all kinds of applications that require instant high power. Since our paper batteries and super capacitors can be very low cost, they are also good for grid-connected energy storage.”

Peidong Yang, professor of chemistry at the University of California, Berkeley, said the technology could be commercialized within a short time.

If It's on the Internet, It Must Be True!

I guess we all know that it is not so, even if you read something that you wish were true.



Just because you agree with a statement, that does not mean that it is true. At times you might be bombarded by the same statement from different sources. That does not mean that it is true; in fact, due to the ease of quick communication, all those many sources might possibly be traced to just one beginning. In intelligence (military and law enforcement) that is called “circular confirmation.”

Before we decide if the facts we read are true or false, we can check them at:

<http://www.snopes.com/> or <http://www.truthorfiction.com/search.htm>.

After checking, then decide if you should believe what you read or should forward it.

“It ain't what you don't know that gets you into trouble. It's what you know for sure that just ain't so.” -- Mark Twain.

A Little Trivia

Americans have access to about 1,000,000,000.000 web pages.

The average American teen sends 2,272 text messages per month.

Brady James of Los Angeles sent 217,541 text messages in March 2009.

Write a Hardware, Software, Service, or Website Review



Do you have a computer-related experience, good or bad, to share with MBUG?

Your hardware or software experiences with a favorite or most-hated website, program, OS, piece of peripheral equipment, cellphone, digital camera, or “toy” are welcome.

Contact Jim Hinwood,
Editor MBUG Newsletter
at ehinwood@sbcglobal.net

Nokia manufactures 13 cell phones every second.

Wikipedia features over 13 million articles in more than 200 languages.

Ninety-three percent of US adults own a cell phone. One-third does not yet feel safe using it for shopping.

Ninety percent of the 200-billion e-mails sent every day are spam.

The computer in your cell phone today is a million times cheaper, a thousand times more powerful, and about a hundred thousand times smaller than the one computer at MIT in 1965. What used to fit in a building now fits in your pocket.

For more figures on Internet communication see <http://tinyurl.com/34f3sxv>.

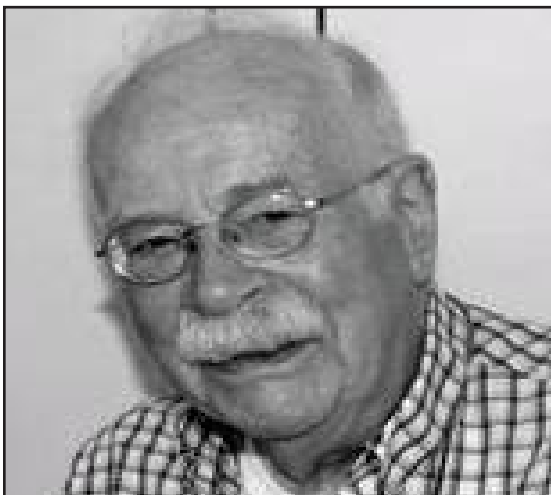
The Edge of Google

We all use Google to search, but have you looked closely at the upper edge of the Google search page? This is what you will find:

Images Videos Maps News Shopping Gmail more (on the left) and iGoogle | Search settings | Sign in (on the right).

Example: When searching, are you tired of the Google suggestions? Well, click on “Search Settings” and look around. Or click on “Images”; you may find a picture of yourself or somebody you know. ◆

blacklion@royal.net



The Best of Kim Commando

The Web has made it easy to connect with other people. You can be friends with someone halfway around the world. And you can reconnect with long lost friends.

Finding those people can be a challenge. You may bumble into someone on Facebook. But what if you have a specific person in mind? That’s like finding a needle in a haystack. That is, unless you use the right tools.

Here are some to look at:

Yahoo! People Search—Yahoo! has always been a reliable search engine. But its People Search is made for finding people specifically. You find listed phone numbers and addresses. If you already have a phone number, you can do a reverse lookup. You can even search for e-mail addresses using a first and last name.

PeekYou—Most people connect online through social-networking sites. There are dozens, including Facebook, MySpace, LinkedIn and Twitter. How do you know where to start? Here you can search them all at once. You’ll also get results from blogs, news stories and Wikipedia.

CVgadget—It’s hard to know how to start searching for someone. Well, a name is a good place to start. CVgadget is easy to use. Enter first and last names. It’ll search Google for images, video, documents, blogs and more. It will also search most popular social-networking sites.

Pipl—This site claims to be the most comprehensive people search available. It searches the deep Web. These are public records, store profiles and membership directories. Some results may seem obscure. But they may be the most accurate.

Radaris—This finds accurate results from Google and Facebook. You only have to enter a name and state. But you’ll also get possible aliases, relatives and address history. Some of this information links to background-checking services. These are not free. But if you need them, it’s handy. ◆

Cost: Free

System: Windows XP, Vista and 7, Mac OS X

THE FRUGAL COMPUTERIST

photo: Bill Hyster, MBUG-PC



by Bob
"I Don't Do
Windows"
Stephan

"How To Build An Awesome PC for \$647"

Have you ever considered building your own PC? Have you at least had some curiosity about what's inside your PC? Have you ever even opened it up and looked inside?

After my original 1983 IBM PC-XT finally became too obsolete to use back in the mid-1980s (technology was changing rapidly in those days), I built my first of several home-built PCs, one of which, standing on the floor beside me, I am still using. I must admit that I did buy a ready-built Micron machine once but when that needed upgrading I again went back to building my own. Of course, this is not to mention the three or so laptop computers I have had, the most recent of which has become my most used machine, so I am not that much of a geek.

My interest in this subject was aroused the other day when I saw a magazine on the rack touting "Build the Perfect PC" in a Maximum PC Special Issue June/July 2010. I browsed it and saw that there were detailed instructions and photos showing every step of the process, so I bought the issue. The lead feature was an article with the title you see at the top of this article. It really got my interest. {For more about Maximum PC and to download issues see www.maximumpc.com.}

As you probably realize, PCs are composed of components so building a PC is more like assembling a technological jig-saw puzzle than actually building from scratch. You select the components you want, slap them together, and voila you have a PC. Right!? Well, sort of. But why would you want to go to all

that trouble when there are any number of fine off-the-shelf PCs available at reasonable prices? First, don't count on saving a lot of money by doing it yourself although there are modest savings to be had. The main advantage is being able to put together the selection of components you want rather than an off-the-shelf model that was based on selections by someone else. Ordering a custom built PC with your own selections could cost a lot more than building it yourself.

For example, until recently I was using IBM's OS/2 as my main operating system, but not all OEMs provided hardware support for OS/2 for their components. To ensure that all my components supported OS/2 I made my own selections and put it together myself. I'm still using that machine, but I have a Windows system on it now. I realize that not many have such specialized requirements however.

But back to Maximum PC. One reason I bought the special issue is that I have not kept up on technology innovations for awhile and this was a good opportunity to refresh myself on what's going on in PC technology. This special issue actually has instructions for building three machines – the one that is the subject of this article, a super-fast gaming machine, and a home server for your network. In addition there is an article on how to boot a Windows 7 machine in 30 seconds, a disk with benchmarks and other programs including a free network operating system, a fun geek quiz, product reviews, and more. This issue can really bring you up to date on hardware.

As the title says, the components for the machine cost \$647. They benchmarked the completed machine against several commercial off-the-shelf models. The specifications they came up with compared very favorably with one costing \$800, and they weren't much different from one costing \$2000. Based on the specifications, I don't think you would be aware of any difference in performance with either of those machines, so perhaps there are considerable savings to be had after all.

I don't plan on doing any building right away but it is interesting to brush up on what is available and start making a wish list for a future project. I may use one or two of the ideas in the special issue to upgrade my current computer however.

- Microsoft's Free, Online Version of Office to be Announced This Week

Originally published Monday, May 10th, 2010.

The following article is from Eastman's Online Genealogy Newsletter Vol. 15 No. 20 - May 17, 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.

Microsoft will announce a free, online cloud computing version of Office 2010 on Wednesday. Microsoft Office, which includes Word, Excel, and PowerPoint, once dominated the market. However, Office has been losing ground to a number of competitors, all of which include one word: FREE.

Microsoft Office's biggest competitor has been Google Docs, followed by Zoho Docs, Open Office, and a host of other free programs. Oracle recently announced Oracle Cloud Office, a web-based office productivity suite that is not yet available to the public but appears to be an excellent product.

NOTE: This article is being written in NeoOffice, a free word processing program based on OpenOffice.

The free Google Docs and Zoho Docs have the advantage of being Web-based applications that will run from any computer connected to the Internet. Documents are also more easily shared on Google Docs and on Zoho Docs than on traditional office productivity programs, such as Microsoft Office.

The free software has taken business away from Microsoft amongst home users, who tend to be more price-sensitive. However, the free products probably will never cut into sales in the business world as business users have more need of word processing, spreadsheets, and presentations.

The new free version of Microsoft Office, called Office Web Apps, will contain advertising. The new, free service will contain stripped-down, online versions of Word, Excel, PowerPoint and OneNote, not the full-featured commercial versions. The stripped-down, online versions will probably be more than powerful enough for most home users.

Microsoft Office Web Apps will allow users to create, edit and share Office docs with people who have Office and with those who don't. Two people could simultaneously edit the same spreadsheet, Word document, or PowerPoint presentation from different locations through a PC, the Web, or a Windows Mobile phone.

Microsoft estimates 500 million people use Office, many of them still chugging away on Office 2003 or

even older versions. Unlike other software products, releasing newer copies of Microsoft Office has not resulted in tens of thousands of users rushing out to purchase the latest versions. Customer surveys usually show that most users have no plans to ever upgrade.

The public version of Google Docs is free to individuals, and Google sells the software to businesses for \$50 per user each year in a suite called Google Apps. The paid version has more security, privacy controls, and customer support, and it runs on a network with guaranteed service levels. Google says that, combined, more than 25 million people are using the free and paid versions.

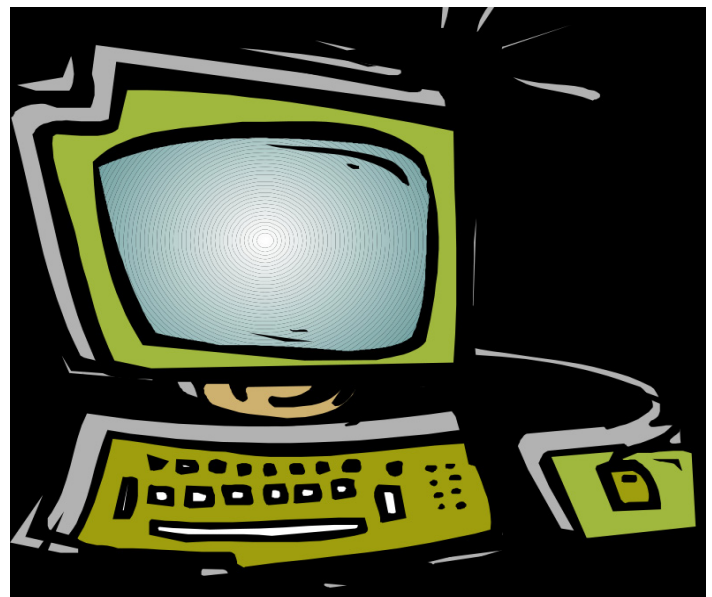
Microsoft Office Web Apps will offer more features and what the company claims is a better visual presentation than its competitors. But the free Office Web Apps will not have all the features of Office 2010, which is being priced from \$119 to \$499, depending on the version.

This should be interesting to watch: Microsoft's new, free software versus the entrenched free software from other vendors. Microsoft Office Web Apps should be available on Wednesday, May 12.

You may find that other newsletter readers have posted comments, questions, or corrections about this article at http://blog.eogn.com/eastmans_online_genealogy/2010/05/microsofts-free-online-version-of-office-to-be-announced-this-week.html

MBUG-PC - 7/2010 ♦

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 e-mail to stephan.bob@gmail.com. Bob's NEW home page is at bobstephan.com.



Wolfgang's Vault

Check out Wolfgang's Vault-

They have a huge library of Concerts available and all for free. There is a small charge if you want to download them for your iPod.

Featured on June 29, 2010

Ray Charles in 1960 -- Concert Vault Premiere

7/2/1960 - Newport Jazz Festival (Newport, RI)

After resting silently in the Newport Archives for the last 50 years, this masterful 1960 Ray Charles performance is now available for streaming and downloading. Be one of the first to give it a listen... you won't find this concert anywhere else!

\$4 Download Deal: MC5 \$4 Download Deal: MC5

The MC5 lead off this week's lineup of deals. This blistering 1968 concert captures the ragged glory of these pre-punk revolutionaries.

Wednesday: **Doc Watson & Merle Watson, May 1967**

Thursday: **Mahavishnu Orchestra, November 1972**

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or call (800) 733-3809, Monday through Friday,

Meeting Notes

Better Mobility, Sight, Hearing with Computers

By Alexis Copeland

On May 7, I gave a talk at the MBUG General Meeting and touched briefly on some of the technologies we use in the Adaptive Computer Technology Lab at Monterey Peninsula College. Following are summaries of the hardware and software we use as well as the web addresses of the relevant companies. This is not exhaustive, but rather a list that we have found that works for us and our students in the most efficient, cost-effective manner.

Alternate Media (Digitizing Textbooks)

Students with eligible disabilities can receive their texts in a digital format: MP3, doc, or any number of specialized formats. To produce the digital files, we use:

Canon 9080 high-speed scanner

OmniPage V.17 Optical Character Recognition software
(nuance.com)

Screen Reader

Kurzweil 3000 (kurzweiledu.com)

Program reads onscreen text with visual feedback, used for textbooks that need to be electronic to meet students' access needs.

Voice Memo

TuneTalk (belkin.com)

Attaches to an iPod and converts it to a digital voice recorder. High quality stereo recordings are great for taping lectures. Note: these features are also available on many cell phones.

Low Vision Software

ZoomText (aisquared.com)

Program is a highly functional screen magnifier and screen reader that is the industry standard, designed for the low vision person.

Voice Recognition

Dragon NaturallySpeaking Preferred (nuance.com)

Version 10 of this voice recognition software shows vast improvement and is the first version functional enough to have our recommendation. We use it in our offices and

classrooms at MPC and have had great success both in making computers accessible for students and in increasing productivity in the office. In fact, this entire review is written hands-free with use of Dragon NaturallySpeaking.

Computer Ergonomics

Low vision keyboards (*aisquared.com*)

Different high contrast colors (white on black, yellow on black) in large letters are available on keyboards to make them usable for those with low vision.

Evoluent Vertical mouse (*amazon.com*)

The vertical nature of this mouse makes it a good example of the many ergonomic mice and input devices that are available now. Other similar products include trackballs and touch pads.

Head pointer (*naturalpoint.com*)

A motion detector combined with reflective material to allow hands-free cursor control.

Adjustable workstations

Adjustable keyboard top AND table top for differing needs (*anthro.com*)

Standing workstation—with a treadmill (*trekdesk.com*)

Oversize monitor

We now recommend that all of our students use a 24” monitor, as these are now available for roughly \$200 and make a huge difference in productivity, as well as accessibility.

Miscellaneous

Flip video camcorder

This is one example of inexpensive technology that simplifies and makes video capture and production simple and accessible. The simple and effective software that comes with this camcorder sets it apart from its competition.

Digital Notetaking

Livescribe Pulse Pen (*livescribe.com*)

A pen that records MP3 audio, and using a time-stamped notebook, links your writing to the concurrent audio. The pen can also be used in conjunction with handwriting recognition software to transform your written text to digital format. Notes and audio can be shared across the web through the Livescribe website.

I can always be reached for questions and inquiries at:

Alexis Copeland

acopeland@MPC.edu

831-646-4067

Monterey Peninsula College

980 Fremont St.

Monterey, CA 93940

acopeland@mpc.edu

Random Access Question on Genealogy Software

By Gayle Robinette

At the May meeting in the general question time, an audience member asked about a program to use for genealogy, and the discussion centered on the Master Genealogist software. That got me thinking. I did not recognize the questioner, but afterwards I started wondering how he wants to use the program and what his basic skill levels are in computer use as well as genealogy.

The Master Genealogist is an incredible program for an experienced genealogist, but as a novice, I found it overwhelming. The free version of Legacy, another genealogy program, is good for a beginner, but it does not do “decorative” charts as well as some others.

It also occurred to me that the questioner may have been looking for a program to help with research. This is a vast field with many variables, and there are many programs and websites available. At the very least, I would like to suggest that those interested in genealogy research consider joining MOCOGENSO (Monterey County Genealogy Society) or subscribe to Internet Genealogy magazine before they jump right into a project.

Over the last 10 years, I have purchased several genealogy programs and have found that each one has strengths and weaknesses, depending on the user’s objective. I would be willing to advise users on possible starter programs and can be reached by by e-mail. ♦

gaylerobinette@comcast.net



MBUG-PC SUPPORTERS

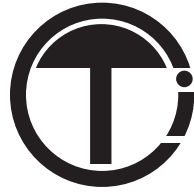
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Monterey CA 93940

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Carolyn S. Lake

798 Lighthouse Ave, #194
Monterey, California 93940

phone: 831-643-2023
email: lakelyn@comcast.net

In-home Computer Coaching

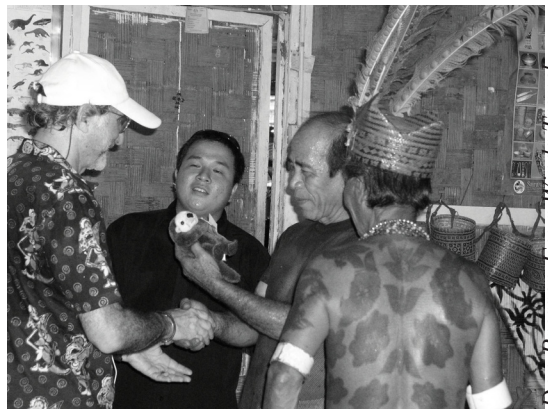
- Practical guidance to make your computer work for you
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info@fourwindstravel.com

raffle items wanted

Cleaning House? Reorganizing? Getting A New PC?

Donate new or nearly-new computer-related items (books, hardware, or software)*

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.

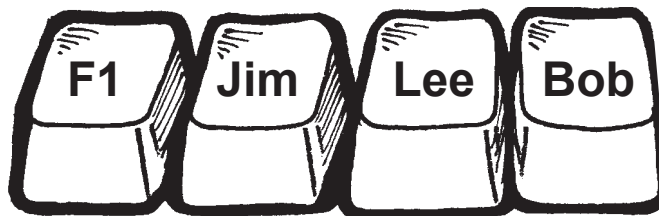
**Items will be sorted for the raffle, the "freebies" shelf, or responsible recycling*

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 meeting break or Q&A session;
- (3) Leave a message for **Don Slaiter** (831) 655-4443 (voicemail); call 657-4154; or e-mail mbug-pc@mbug.org
- (4) Send a message to all members through the **MBUG-PC Listserv** (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
or call 233-6995

■ Bob Stephan

e-mail to stephan.bob@gmail.com
or call only between 9am-5pm
646-1373◆

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).

Computer Classes - 2010



1025 Lighthouse Avenue
Pacific Grove CA 93950
(831) 646-6580
Fax (831) 646-6578

Classes and workshops designed for
the busy adult learner:

Picasa,* Beginning Photoshop,
Photoshop for Photographers, Digital
Cameras,** Dreamweaver, MS Access,
Excel 1 & 2, Photoshop, Selling on eBay,
Genealogy Online, InDesign, Windows
Vista, and more.

Register online: www.pgusd.org

*See pages 8 and 14 for more about Picasa.

**See page 1 for more information on Photoshop and
Digital Camera instructor Greg Hyde.



Tips & Fun Facts

Reprinted with permission from Smart Computing. Visit www.SmartComputing.com/Groups to learn what Smart Computing can do for you and MBUG-PC.

BackUp & Move Your iTunes Library

Inevitably, we all need to upgrade to a new PC or laptop more than a few times in our lives. If you use iTunes, this switch can seem like an obstacle if you want to transfer your entire library from an old PC to a new one. Don't be dismayed Apple has included two methods for backup and transfer for iTunes 7: using your iPod as a portable hard drive or backing up your entire library on a CD or DVD archive. We'll walk you through both options, so you can pack up and move all of your iTunes media without breaking a sweat.

Method 1: Use Your iPod

iPod owners have the ability to move all their music from an old PC to a new one, simply by using their iPod. This is an appropriate option for anyone who does not have a CD or DVD burner installed in his computer—we'll provide instructions for copying a CD/DVD archive option later in this article.

In the iTunes Summary tab, you'll see how much free space is left on your iPod. You may need to open up more than half of your iPod's capacity to successfully move your music.

Enable disk use. The first step in the iPod transfer involves configuring your iPod to enable disk use and switching it to manual update. Your iPod essentially functions as an external hard drive that can transport media from one location to another, so you'll

need to make sure you can manually manage your iPod's drive space for the transfer. First, open iTunes on your original computer. Using your iPod USB cable, connect your iPod and wait a few moments until iTunes recognizes the device. Next, access your iPod preferences by clicking your iPod in the Source pane in the Devices section. Choose the Summary tab in the main library window and click Manually Manage Music (And Videos). Both the Manually Manage Music (And Videos) and Enable Disk Use checkboxes should now be selected. This will disable automatic updating, but you can switch your iPod back to automatic update at a later time.

Next, a window will open displaying the following message: "Disabling Automatic Update Requires Manually Unmounting The iPod Before Each Disconnect." Click OK and then click the Apply button in the iPod preferences section in the main iTunes window.

Enabling disk use for an iPod shuffle is slightly different: First select the Enable Disk Use checkbox. Next, move the Storage Allocation slider to choose the amount of space you want to allow for songs vs. data. Now, locate and open the iPod icon in Computer. From here, you'll drag your files to or from the iPod window to make a copy of them.

Moving your iTunes Library to your iPod is a simple process: Drag your iTunes folder from the Music window to your iPod.

Consolidate your music. To make the move easier, it's a wise idea to merge all your media prior to the move. To do this in iTunes, click the Edit menu and select Preferences. Next, choose the Advanced tab and click General. Make sure the Copy Files To iTunes Music Folder When Adding To Library checkbox is selected. Click OK. Next, select the Advanced menu and click Consolidate Library. iTunes will tell you that "Consolidating

Your Library Will Copy All Of Your Music Into The iTunes Music Folder. This Cannot Be Undone." You can now click Consolidate.

Optimize iPod space. In order to move your music using your iPod, you must determine how much is stored in your library compared to the amount of free space available on the device. Choose Music in the Source pane and then look at the bottom of the main iTunes window; you should see the number of items, total time, and gigabytes stored in your library. When you select your iPod, the amount of free space is displayed at the bottom of the Summary tab. The remaining space will determine whether you need to free up more room on your iPod or proceed to copying your iTunes folder to the iPod.

To back up existing media on your new PC, click the checkbox next to Copy Files To iTunes Music Folder When Adding To Library in the Advanced tab in iTunes preferences.

If your library exceeds the free space on your iPod, you'll need to remove some items from iTunes. Start by clicking the gray arrow next to your iPod and select Music in the Source pane (while your iPod is still connected). Select any song from your library. Click the Edit menu and click Select All; next, press the DELETE button. It might seem incorrect to delete all the music from your iPod. Don't worry—if you regularly use the automatic update feature previously mentioned, your music is still on your PC's hard drive. However, you'll be deleting your music if you haven't been using the auto update feature or if you've been uploading music from a source other than iTunes that doesn't use automatic update. When you press the DELETE button, iTunes asks if you really want to delete the items. Click Yes.

Copy your library to your iPod. To copy your library file to your iPod, first close out of iTunes. Next, find

your iTunes folder, as well as your iPod. In Windows Vista, go to Start and then select Music to access your iTunes folder. The next step is to locate your iPod by clicking Start and Computer; your iPod should appear under Devices With Removable Storage. With both windows open, click and drag your iTunes folder to the iPod icon. This procedure could take some time if you own a large library. Once the copy process is completed, reopen iTunes. Next, select your iPod in the Source pane and click the Eject button located at the bottom-right corner of iTunes. Disconnect your iPod when the Do Not Disconnect message disappears on your iPod's screen (if using an iPod shuffle, the status light will blink until you manually eject it). If you want to integrate the music currently stored on your new PC, select Add Folder To Library and locate the iTunes folder.

Back up existing media. You'll want to make sure that any music you're already storing on your new computer is saved. In iTunes, go to the Edit menu and select Preferences. Choose the Advanced tab and click the Reset button. Make sure the Copy Files To iTunes Music Folder When Adding To Library checkbox is still selected; to finish, click OK. Now, select the Advanced menu in iTunes and click Consolidate Library. Note the alert message and click Consolidate to complete the steps.

Copy iTunes folder to the new PC. To create a copy of your media files on your new PC, open Music via the Start menu. Drag your iTunes folder to your Desktop. Once again, you'll access your iPod by opening Computer through the Start menu. Drag the iPod icon in Computer to the Music folder on your new PC. Depending on how much media you're moving, this transfer could be lengthy. Once the move is complete, all your music, playlists, and various media are available for use, just as they were on your previous computer.

After you've moved your media to the new computer, make sure you can incorporate your existing music into your recently moved music. Click the File menu and select Add Folder To Library; the Browse For Folder window will appear. Locate the iTunes folder under Music and click OK to add music that's currently stored on your PC.

The welcome window for archiving your library on CD or DVD gives you two transfer choices: Back Up Entire iTunes Library And Playlists or Back Up Only iTunes Store Purchases.

If you'd like iTunes to update your iPod automatically on your new PC, you'll need to reactivate the Sync option

for your iPod. When your iPod is connected to your computer, click the Music tab in the main iTunes window. Click the Sync Music check-box and then select All Songs And Playlists. An alert message will ask if you are certain you want to enable automatic updating. Select Apply to implement these changes.

Method 2: Utilize Backup Discs

The other method for archiving your library of music, video, and media involves backing up your content to CD or DVD. iTunes includes a Back Up To Disc feature that lets you save your media and transfer it to your new PC using a blank CD-R/RW (CD-recordable/rewriteable) or DVD-R/RW (DVD-recordable/rewriteable). Before you can begin this process, you'll need to make sure that your new PC includes a compatible CD or DVD burner. You can check the compatibility of your optical drive by clicking the Edit menu and selecting Preferences. Next, click the Advanced tab and select the Burning tab. If you see the drive listed next to CD Burner, then the drive is compatible.

Create a backup disc. To make a backup disc, go to the File menu in iTunes and click Back Up To Disc. In the iTunes Backup dialog box, you have two backup options to select from: Back Up Entire iTunes Library And Playlists or Back Up Only iTunes Store Purchases. If you want to perform an incremental backup, click the optional checkbox that says Only Back Up Items Added Or Changed Since Last Backup. Next, click Back Up. Place a blank CD or DVD in you PC's optical drive when prompted. iTunes will display a series of notifications to inform you of each stage.

iTunes will only burn enough items to fit on a single disc. So, if you're storing an extensive media library on your PC, you'll more than likely need to use multiple discs. For instance, our 19GB collection of multimedia required 23 CDs, but these numbers will vary depending on the storage capacity of the discs you use. When the dialog box appears and asks if you'd like to back up to multiple discs, click Data Disc.

Restore your library. As you insert your backup CD or DVD into your new PC's optical drive, the message Would You Like To Restore From This Backup Disc? appears; click Restore. Be sure not to eject a disc when backup is in progress. When all songs on the disc are imported, iTunes Restore will tell you to insert the next backup disc; do so and then click OK. You should recognize your copied items in their appropriate sections, such as Music, TV Shows, or Podcasts. If you'd like to view individual albums and songs as files prior to disc restoration, open Computer and click your optical drive. The contents of your backup disc will be listed in alphabetical order. ◆



Coming in August

MBUG RAFFLE: WIN GREAT PRIZES!



General Meeting

Drawing During the Break

Wednesday, 14 July

7:00 to 9:00pm

Hilltop Park Center, Monterey

Attend General Meeting (see front page or calendar), buy as many tickets as you want, and test your luck with a chance to win any or all of these fantastic prizes:

- 2-Reams of Paper
- 1-2 GB Flash drive
- 1- 4 GB Flash Drive
- 2- 12 Pak of Red, Blue, Black Pens
- 1- Wet/Dry Cleaning Cloths
- 1-8 Digit Hand Calculator
- 1- USB 2 Hi Speed 11 ft. Cable
- 1- Laser Pointer Key Chain
- 1- 12 Pak of CD-R Discs
- 1- 6 Pak of CD-RW Discs

Tickets are a great deal at only \$1 each, or 6 for \$5, or 15 for \$10. All raffle proceeds benefit MBUG's educational activities, so you can't lose! ♦



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Smartphone Mobile Computing

David Book

Guest Speaker

Wednesday, 11 August

7:00 to 9:00pm

Hilltop Park Center, Monterey

Are you thinking about buying a smartphone? Do you want to know how to use your smartphone more effectively in your business and life? Prepare to hear interesting, fact-filled answers to these and your other mobile computing questions at the August General Meeting.

Software engineer David Book, known around town as "Mr. App," founder of buzztouch.com, is serious about how we can better utilize "the mobile space" in our new wireless society. Bring your questions and come find out about mobile phones, apps, and the newest concepts in computing.

For questions in advance, e-mail David at dbookpg@gmail.com.

RUN YOUR OWN SIG! *

2nd and 4th Wednesdays are available for **Special Interest Groups (SIGs)**. See calendar on page 15.



Present topics, conduct 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 or **Carolyn Lake**, lakelyn@comcast.net.

We'd love to hear from you! ♦

MBUG-PC Calendar of Events - July 2010

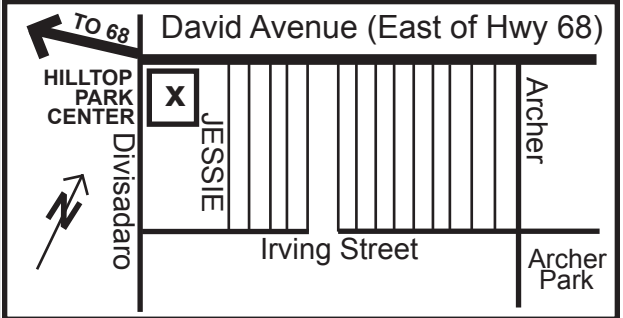
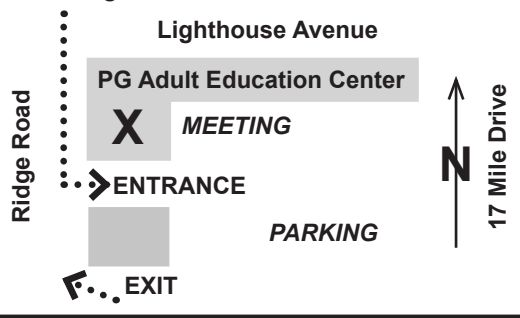
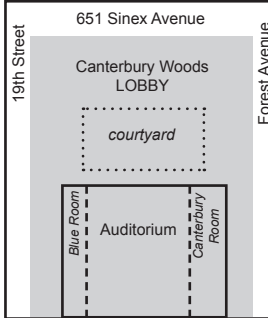
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 DIRECTORS MEETING Canterbury Woods PG Blue Room Begins at 7pm Everyone Welcome!	9	10
11	12	13	14 General Meeting: TBD, at Hilltop Park Center, 7:00-9:00 p.m.	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Open for SIG at CBW, 7:00-9:00 p.m.	29	30	31

Canterbury Woods
651 Sinex Avenue
Pacific Grove

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

New General Meeting Location!

Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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29	30	31				



mbug-pc newsletter

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