



mbug-pc newsletter

Established 1983 / Incorporated 1988

IN THIS ISSUE

MBUG-PC Volunteer Positions.....	2
MBUG-PC Information.....	2
Things, Thinglets & Thingassos	3
Write a Hardware/Software Review...	4
The Frugal Computerist.....	5
Meeting Notes: Google Questions.....	7
Computer Power: Star Reiersen.....	8
Subscribe to Smart Computing.....	8
Board Issues: Participation.....	9
Board/General Meeting Schedule	9
MBUG-PC Supporters	10
How to Donate Raffle Items.....	10
Free Computer Help for Members....	11
PG Adult Ed Computer Classes	11
MS Word & Excel Tips.....	12
Smart Computing: Facebook.....	12
Peachpit Book Discounts.....	13
Coming in December.....	14
Run Your Own SIG	14
November/December Calendar.....	15
Membership Expiration Information.	16
Membership Report.....	16
Register with MBUG Listserv.....	16



**The MBUG
Board of Directors
is now “hiring”
to fill THREE
very important
positions!
See page 2 for details.**

PREVENTABLE PROBLEMS?

Dealing with Spyware, Adware and Viruses

Does your computer still suffer from virus invasions? Still threatened with loads of spyware? Or perhaps you are suspicious there is a problem with these pesky invaders, but you are not sure how to check and repair your system? Never fear; there are good detection and repair tools available.

At the November General Meeting, **Mike Wecker**, owner of **Carmel Computers**, will be addressing spyware, adware, redirectors, and Trojan fake AVs (antiviruses) and discussing how they are commonly acquired. He will discuss reliable products for getting rid of them as well as the products that really don't work.

Mike will especially highlight how to use **Malwarebytes Anti-Malware** and **Spybot Search & Destroy** and to a lesser extent will cover **Combo Fix** and **Super Anti-Spyware**.

With more than 16 years in the computer field, Mike believes that spyware, adware, and viruses as still the predominant preventable issues in computer health today. He brings his long experience to MBUG to discuss treatment and prevention of these destructive programs that affect just about everyone's computer at one time or another.

Mike has been operating Carmel Computers in Carmel Valley since 1999, providing software and hardware sales and repairs and training. Prior to starting his own business, he worked in sales and tech at **Central Coast Computers** in Carmel and as purchasing manager at **PC People**. He also finds time to be an Engineer/EMT with the **Cachagua Fire Protection District** and to chair the **Monterey County EMS Liaison Committee**.

Questions in advance? Contact Mike at 250-6094 or e-mail at mwecker@redshift.com or mwecker@carmelcomputers.com. ♦

WEDNESDAY November 10, 2010

7:00 to 9:00 pm

Hilltop Park Center

871 Jessie Street, Monterey

FREE to MBUG Members and the General Public

End-of-year Deadline Close for Board Positions

The Board of Directors has three critical openings that must be filled ASAP:

(1) PRESIDENT:

Required by Articles of Incorporation; the incumbent is retiring 12/31/10.

(2) SECRETARY:

Required by Articles of Incorporation; temporarily combined with Treasurer.

(3) PROGRAM DIRECTOR:

Required for efficient operation; currently conducted as a team effort.

Help keep MBUG in business. If you are interested in any of these positions, information on requirements and duties is available from President **Jack Lewtschuk**.

E-mail: blacklion@royal.net Phone: (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
Tony San Filippo . . . Secretary/Treasurer . . . 655-3225 . . . sanfilippof@sbcglobal.net
Nelson French Program/Publicity 626-4551 nfrenchjr@gmail.com
Team & Photographer
Carolyn Lake Program/Publicity 643-2023 lakelyn@comcast.net
Team & Newsletter Editor
Charlie Mehlert Hospitality 657-4125 mehlert@sbcglobal.net
Team Leader

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.

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 . . . CBW Liaison/Proofreader . . . 657-4257 cocklin@att.net
Regina Doyle . . . Newsletter Advisor 375-4496 reginadoyle@aol.com
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 gp.of.pg@gmail.com
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
Tom Streefer . . . APCUG Rep/Proofreader . . . 657-4249 tom223@pacbell.net
Ed West Webmaster/Listserv Owner . . . 372-6200 captain@mobile.com

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 Carolyn Lake at lakelyn@comcast.net.



Benefits of MBUG-PC Membership:
Free Computer Help (see page 11 for details),
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

THINGS, THINGLETS & THINGASSOS

You Can't Get to a Website? Is It Your Problem Only? (Down for Everyone or Just Me?)

You never know when this site, downforeveryoneorjustme.com, is going to come in handy. How many times have you been trying to get on a website and you cannot access it, but you don't know why? Well, now you will at least know if you are the only unfortunate soul or if others are experiencing the same problem. Go to the [downforever](http://downforever.com) site; then type the URL of the troublesome website into the address box in the center of the screen and press ENTER. This simple site will tell you if the problem is widespread or limited to you.

When Does Windows XP Support End?

Now is really the first time many of us have had to worry about this. In the past, people upgraded well before the product lifecycle ran out. However, for a number of reasons, **Windows XP** is hanging around. XP is still a serviceable operating system.

Microsoft offers two types of support: Mainstream and Extended. Mainstream support includes security and program updates and complimentary technical support. Extended support offers security updates and paid technical support only.

Mainstream support for Windows XP ended in April 2009. Extended support will continue until April 8, 2014. However, these dates apply only to certain versions of Windows XP. Support for **XP with Service Pack 2** ended on July 13, 2010. To keep getting security

updates, you need to upgrade to **Service Pack 3**. When April 8, 2014, rolls around, you will want to upgrade. You do not want to continue to use XP if you cannot get any more security updates. To be fair, XP will be 13 years old at that point.

Should We Still Defragment?

Some of you remember, back 15 or more years ago when hard drives were small (measured in MB) and very slow. Now our hard drives 10 times or faster and measured in GB (gigabytes) and TB (terabytes).

Should we still defragment? Well, frankly, defragging is not as vital as before, but you know that **Windows** stores files in portions or blocks. If your drive is empty, the individual portions of a program or file are stored together, but when your drive becomes more occupied, the individual blocks are stored wherever there is an empty space. When we delete files no longer used, more empty spaces are created, and these are eventually filled by scattered blocks of new files.

So, when you "call upon a file," the drive starts looking for the scattered blocks. That takes time and makes your drive accumulate "mileage." At first you may not notice the loss in speed, but if you have gigabytes upon gigabytes of scattered blocks to "assemble," it takes longer to complete the file and satisfy your command.

Again, although our drives are much faster, we use our drives far more intensely than we used to, with graphics, sound, and animation. So the total number of seeks our hard drives perform today has increased by an order of magnitude. Defragging corrects this situation by moving data blocks back to contiguous, sequential series—the system can again access the files smoothly and quickly with little or no extra head seeks.

In addition to better speed, defragging improves your chances of recovering deleted files and folders, reduces the wear of your drive, and minimizes noise and heat (the biggest enemy of your computer).

It does not take long to defrag your drive, unless you neglect to do so for long periods of time. You should be able to set your computer to automatically defragment your drive at a specific time when traffic is slow. For Windows XP, the procedure can be found here: <http://support.microsoft.com/kb/555098>.



Firewall: FREE for Individual Use

Just a reminder:

Zone Alarm and **COMODO** still offer free firewalls for both 32-bit and 64-bit Windows XP, Vista, and Win7.

NOVICE CORNER

Getting Rid of Popups

Try any or all of these to eliminate popups immediately or more permanently:

Alt+F4 is the fastest

Ctrl+Alt+Delete is the safest

You can also right click on the task bar and select “Start Task Manager.”

In **Firefox**, go to Tools>Options>Content and tick “Block pop-up windows.”

In **Internet Explorer**, go to Tools>Internet Options>Privacy and tick “Turn on Pop-up Blocker.”

Do a **Google** search on “Popup Blockers” for more solutions, including some toolbars.

Abuse

When receiving an e-mail message purported to be from a financial institution, I suggest that you do not click on any links, do not answer any questions, and do not reply. As you know, it is more likely a scammer doing some “phishing.”

Most financial institutions appreciate knowing about these attempts and try to do what they can to prevent them. I received several messages like this; the last one was from **Bank of America**. I do not have an account with B of A. I forwarded it to abuse@bankofamerica.com. The B of A replied immediately as follows:

“Thank you for contacting Bank of America to report a suspicious email. Through our research, we can confirm that the email you received was a “phishing,” or fraudulent email. Bank of America is working hard to shut down the fraudulent website.

“Phishers obtain information from consumers by using

fake, look-alike sites to obtain customer information. Visitors to the site—mistaking it for legitimate—submit their personal information, which can end up in the wrong hands.

“If you did not submit information to the fraudulent site, you do not need to take any additional action. If you did submit information, it is possible that your information could be used to commit identity theft. Bank of America customers should call the phone number listed on their statement or go to Contact Us at www.bankofamerica.com.

“Bank of America takes your privacy and protection very seriously. For more information on how we protect your information, please visit www.bankofamerica.com/privacy.”

Should you receive a similar message from a scammer, try to forward it to abuse@<nameofthebank>.com.

If you decide to double-check, call the bank, but do NOT use the phone number sent to you in the suspicious message. ♦

blacklion@royal.net

Could YOU be ONE of the FIVE very important people in MBUG’s future? Volunteer for the Board!

Write a Hardware, Software, Service, or Website Review



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 **Carolyn Lake**
Editor, MBUG Newsletter
at lakelyn@comcast.net.

THE FRUGAL COMPUTERIST

photo: Bill Hyster, MBUG-PC



Bob
“I Don’t Do
Windows”
Stephan
Columnist

The following article is from Eastman’s Online Genealogy Newsletter and is copyright 2010 by Richard W. Eastman. It is re-published here with the permission of the author. Information about the newsletter is available at <http://www.eogn.com>. You can read this article and comments, questions, or corrections on the newsletter website at tinyurl.com/274fpv5.



Ubuntu Linux 10.10 is Released

Today is 10/10/10 and Canonical today has released **Ubuntu Linux** version 10.10. I’m a big fan of Linux and I run Ubuntu Linux on one of my computers at home. I upgraded to version 10.10 this morning.

While users have a variety of Linux versions, called “distributions,” to choose from, Ubuntu Linux appears to be the most popular.

Linux used to be an operating system designed for techies, but the versions released in recent years have become more and more user-friendly, to the point where several Linux versions are now easier to install and use than **Windows**. Installing new software is easier on Ubuntu Linux than on any other operating system I have used. Most Linux software is available free of charge and can be installed with only a few mouseclicks, no technical knowledge required. More than 2,000 free programs are available, all of them easily installed. Installing new peripherals is usually easier on Ubuntu Linux than on other operating systems, if the peripheral is known and is already in

Ubuntu’s list of thousands of drivers.

Version 10.10 adds many improvements, including a new desktop interface called “**Unity**” that is made for small “netbook” computers and other devices that have smaller-than-normal screens.

Ubuntu One Basic provides a personal cloud for sharing and syncing files, contacts, bookmarks, and notes, with 2 gigabytes of free storage space. Ubuntu One Basic has been available for some months, although the new version 10.10 adds several improvements plus a new beta client for Windows, allowing users to use the stored information on both Windows and Ubuntu computers.

Of course, Linux is well-known for its industrial-strength security and resistance to viruses and other malware. That security continues in the new release of Ubuntu Linux.

Ubuntu 10.10 is available free of charge.

The following is the press release from Canonical:

Latest Ubuntu Version Puts Focus on Consumers and Mobile

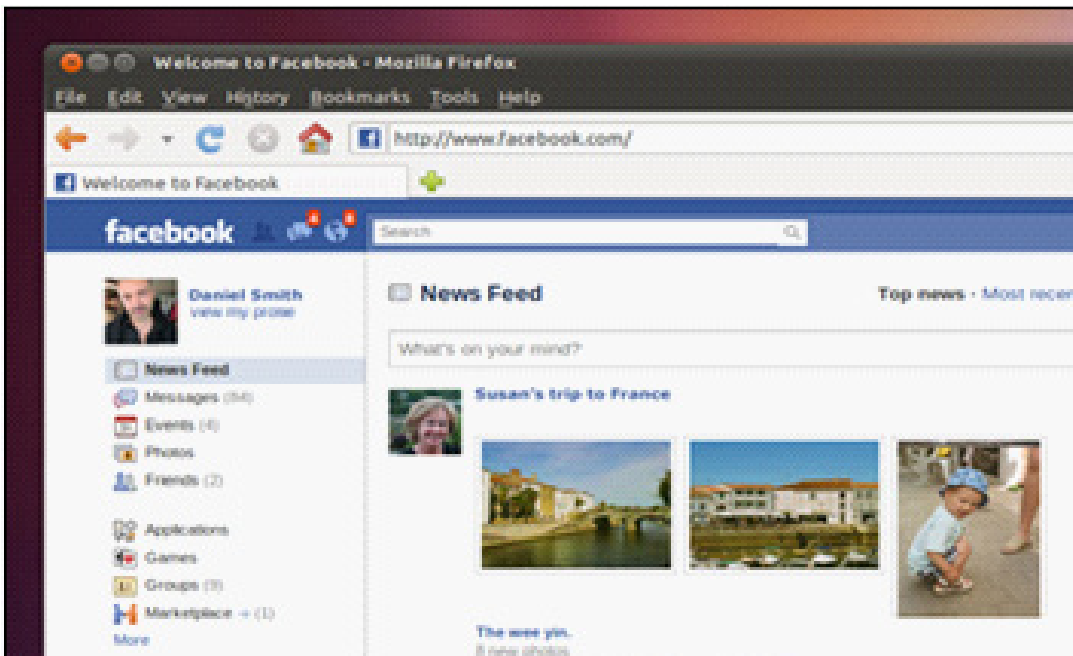
Ubuntu 10.10 Adds features for desktop and netbook users

London, October 7, 2010: Canonical today announced the upcoming availability of **Ubuntu 10.10 Desktop and Netbook Editions** for download on Sunday, October 10.

Focused on home and mobile computing users, Ubuntu 10.10 introduces an array of online and offline applications to Ubuntu Desktop Edition with a particular focus on the personal cloud. Ubuntu Netbook Edition users will experience an all-new desktop interface called “Unity”—specifically tuned for smaller screens and computing on the move.

Ubuntu One, the personal cloud service for Ubuntu users, includes new services and expanded features, significant performance enhancements and interoperability with other operating systems including **Google’s Android, Apple’s iPhone and Microsoft Windows**.





The box said,
"Requires Windows
95 or better." So I
installed LINUX

Source:

http://www.kailashnadh.name/docs/geek_jokes/

The **Ubuntu Software Centre**, which gives users instant access to thousands of applications, games and tools, now includes the ability to purchase commercial applications, providing a unified portal for both free and commercial software. The Ubuntu community is putting renewed focus on attracting application developers and software publishers to make their work available to Ubuntu users. The universe of applications, both free and commercial, certified on Ubuntu continues to grow.

"Ubuntu 10.10 for desktops and netbooks is our most consumer-friendly release yet," said Jane Silber, CEO of Canonical. "Ubuntu One's personal cloud services will put Ubuntu at the heart of many users' computing worlds even when they need or prefer to use other platforms. Unity has the opportunity to change how we think about our use of computers and the Software Centre will bridge Ubuntu with the applications users need to switch to the world's best OS."

Ubuntu One Basic, available free of charge, provides a personal cloud for sharing and syncing files, contacts, bookmarks and notes, with 2GB of free storage, access to music from the integrated store and (new in 10.10) a beta client for Windows allowing users to integrate their Windows and Ubuntu worlds.

As part of the paid Ubuntu One Mobile service, applications are now available for Android and iPhone so users can stream their music collections from their personal cloud to their mobile devices and synchronize

contacts. Users might find that they need extra capacity so 20GB blocks of additional storage can be purchased on demand.

Unity is a new interface for Ubuntu that is making its debut in Ubuntu 10.10 Netbook Edition. It is designed for highly mobile computing, making the most of precious screen space on mobile devices. The Unity interface also supports touch and gestures for the increasing number of devices that will support it, with larger icons and a more touch-intuitive interface.

Pricing and availability

Ubuntu 10.10 Desktop Edition is available free of charge for download from Sunday, October 10, from <http://www.ubuntu.com>.

Ubuntu 10.10 Netbook Edition (featuring the Unity interface) is available free of charge for download from Sunday, October 10, from <http://www.ubuntu.com>.

Existing Ubuntu users can upgrade directly from Ubuntu 10.04 LTS.

Ubuntu One is available from <http://one.ubuntu.com>.
Ubuntu One Basic is free of charge.

Ubuntu One Mobile costs USD \$3.99 per month or USD \$39.99 annually.

Ubuntu One 20-pack storage costs USD \$2.99 per month or USD \$29.99 annually for each 20GB package.

MEETING NOTES: GOOGLE QUESTIONS

GRAND GOOGLE Q&A

Carolyn Lake
Reviewer

At the October 13 General Meeting, **Krystlyn Giedt** made an information-packed start on answering the many questions sent in for her presentation on “Answers to your Google Questions.” In fact, there was so much material that she is giving a follow-up Part Two in December (see ad on pg. 14).

Google is perhaps best known for its powerful search capabilities, but in answer to the difference from **Bing**, Krystlyn said this is a matter of “to each his own”;
(The Frugal Computerist—continued)

Ubuntu Software Centre and its applications can be accessed from the Ubuntu Applications menu.

About Canonical

Canonical provides engineering, online and professional services to Ubuntu partners and customers worldwide. As the company behind the Ubuntu project, Canonical is committed to the production and support of Ubuntu—an ever-popular and fast-growing open-source operating system. It aims to ensure that Ubuntu is available to every organization and individual on servers, desktops, laptops, and netbooks.

Canonical partners with computer hardware manufacturers to certify Ubuntu, provides migration, deployment, support and training services to businesses, and offers online services direct to end users. Canonical also builds and maintains collaborative, open-source development tools to ensure that organizations and individuals can participate fully in innovations within the open-source community. For more information, please visit www.canonical.com. ♦

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.

Google Search and Bing use different methods and code to bring you approximately the same results. Google Search has recently added a new technology, **Google Instant**. As you type in the search box, a drop-down starts to offer suggestions to click on; this auto-fill of common phrases helps reduce search time.

For example, I started typing in “bing,” and the list immediately started with “bing” (the search engine) but also offered “bingo dog training” and “bing crosby”!

Krystlyn clarified how to create “folders” in **Gmail** by creating “labels”; click “Labels” button above list of mail; then click “Manage labels” and create a label; individual mail can have one or more labels. Check the box at left of mail you want to file, select label(s) from “Labels” drop-down, then click “Archive” button. Copies are sent to each label’s folder (original is sent to “All Mail”).

We had a lengthy and fascinating discussion of **Gmail Labs**. To view the many possibilities within Gmail Labs, sign in to your Gmail, and then click the green beaker icon or “Settings” link at the top. A list of these experimental features for Gmail displays with brief explanations; a “Learn More” link by each gives detailed instructions for using a feature. Click the “Enable” button for your selection, insert any required information, and click “Save Changes” button at the bottom.

For example, if you don’t like the small Arial font used by Gmail, enable the lab for “Default Text Styling,” then in “Settings” select “General,” and, using the icons in the “Default text style” box, change the default text to another font, size, or color. Be sure to click “Save Changes” at bottom. You might also explore the labs for “Inserting Images” and “Canned Responses.”

For a copy of her handout with questions and answers, contact Krystlyn at k.giedt@gmail.com. Thank you, Krystlyn! ♦ lakelyn@comcast.net

Krystlyn Giedt prepares to speak at MBUG’s October 13 General Meeting



photo: Nelson French, MBUG-PC



COMPUTER POWER NOTES & TIPS

Star Reiersen
Columnist

NEARBY RECYCLING LOCATIONS



photo: Nelson French, MBUG-PC

Check out a great site that lets you find nearby places to recycle things like old cell phones, computer monitors, etc. All you do is go to <http://earth911.com> and type in your zip code and the name of the item you want to recycle.

Earth911.com results for recycling cell phones came back with the following places—six of them closer than the dump in Marina. Here are the suggestions for recycling cell phones. Each listing includes a distance from the 93940 area code, a phone number, address, a list of items they will take, and any restrictions they impose. (Next, I think I'll enter those 20 pounds I picked up last holiday season!)

1. **The Body Shop:** 0.3 mi., (831) 646-8688, 530 Del Monte Shopping Center, Monterey, CA 93940: Cell phones
2. **Verizon Wireless:** 0.4 mi., (831) 393-8290, 836 La Playa Avenue, Seaside, CA 93955: Cell phones
3. **AT&T:** 0.7 mi., (831) 648-5040, 300 Bonifacio Place, Monterey, CA 93940: Cell phones, other batteries; for residents of California only.
4. **Staples:** 1.6 mi., (831) 393-2102, 1550 Canyon Del Rey Blvd, Seaside, CA 93955: Cell phones, computer monitors, computer recycling, Inkjet cartridges, NiCad batteries, office machines, rechargeable batteries, and more.
5. **Home Depot:** 1.7 mi., (831) 583-0778, 1590 Canyon Del Rey Blvd, Seaside, CA 93955: Cell phones, car batteries, compact fluorescent light bulbs (CFLs), lead-acid batteries (non-automotive), NiCad batteries, rechargeable batteries.

6. **Best Buy:** 6.3 mi., (831) 884-2556, 101 General Stillwell Dr, Marina, CA 93933: Cell phones, compact discs, computer monitors, computer recycling, electronic game consoles, gift cards, and more.
7. **Monterey Regional Waste Management District:** 8 mi., Municipal, (831) 384-5313, 14201 Del Monte Boulevard, Marina, CA 93933: Cell phones, #1 plastic (PETE), #2 plastic (HDPE clear), #2 plastic (HDPE colored), #3 plastic, #4 plastic (LDPE), #5 plastic (polypropylene), and more.
8. Plus three places in **Salinas**.

Another website on recycling opportunities is www.ecosquid.com.

I am also using **Freecycle**; the Monterey site is <http://groups.yahoo.com/group/MontereySalinasFreecycle/>. This is a great service where you can list what you have that you would like to have go to an appreciative home and what you want FOR FREE. Really good stuff gets listed and “taken.” ♦ star@computerpowerstar.com

Smart Computing

Print Subscription Includes:

Full online access to all Sandhills Publications, including *PC Today* and *Computer Power User*, **Unlimited access** to SmartComputing.com, and **One FREE solution** from the Smart People Computer Support Team: Call (800) 368-8304 Mon-Fri 8 am to 8 pm CST or visit www.smartcomputing.com/smartpeople to send an e-mail request. (Additional solutions \$29 each—you pay only if the problem is solved.)

MBUG recommends *Smart Computing* to our members. It's a great source of information and has been a generous donor to our educational program for many years.

12 print issues for only \$29 (\$2.42 per issue)
Digital Edition for \$17 (12 months web access)
Renew online at smartcomputing.com: click Subscribe & Shop, then on Subscribe NOW!
or Renew Subscription, or call
(800) 733-3809, Monday through Friday,
7 am to 8 pm; Saturday, 8 am to 4 pm CST.

BOARD ISSUES: PARTICIPATION

S. Jack Lewtschuk
MBUG-PC
President

SURVEY RESPONSE



photo: Bill Hoyer, MBUG-PC

Our “second survey,” the one that asked members to identify their interests, has been completed, and I sincerely thank those of you who volunteered to offer your services to MBUG to help insure our existence in 2011. The Board has already met with a small group who indicated an interest in becoming Board members, and those interested in other volunteer work will be contacted this month.

I have read all the survey responses from those of you who felt that it was important enough to participate. Again, thank you. I want to comment on two issues that were readily recognized.

An important finding was that a number of the responders mentioned that some portions of our presentations and articles in the newsletter “went over our head.”

Also, a number of our members are not subscribing to our listserv, some because they did not know how to subscribe. All members are encouraged to join listserv; it is especially useful as a means to hear about MBUG meetings and scheduling changes. The sign-up instructions are on our website at www.mbug.org and also on the back page of every Newsletter. Listserv is also discussed in a separate short article I wrote for the October issue of the Newsletter.

Now, to help resolve the “went over our head” situation, I offer the following suggestions:

1. We are an informal group, and all should know that questions are always welcome during and after a live presentation.

2. The e-mail addresses and/or phone numbers of speakers are furnished in the announcement of the upcoming presentations via e-mail (listserv) and the Newsletter, specifically to encourage questions in advance or follow-up discussion.
3. Most authors of Newsletter articles are also available by phone and e-mail.
4. One of the sources of information pertaining to any computer-related problem, which is now rarely used, is the listserv. Post your questions and listserv subscribers will read it; somebody might have an answer. In past years, this was a useful and popular method to get specific questions answered.
5. Finally, with so many people with questions, we will attempt to hold the “random access” Q&A sessions at our general meetings more frequently; audience participation either in asking or answering questions is the main objective of these sessions.

And of course, you know what they say about questions: the only bad question is the one that goes unasked. Our speakers are all there to share their knowledge; that includes answering your questions. ♦

blacklion@royal.net

MBUG MEETINGS 2010-2011

GENERAL MEETINGS
Hilltop Park Center
871 Jessie Street, Monterey
7:00 to 9:00 p.m.

MONTH	BOARD Thursdays	GENERAL Wednesdays
November	4	10
December	2	8

*The Board of Directors meets at Canterbury Woods
at 7:00 p.m. in the Canterbury Room
(next to Auditorium).*

Tentative Schedule 2011

MONTH	BOARD Thursdays	GENERAL Wednesdays
January	6	12
February	3	9
March	3	9



MBUG-PC SUPPORTERS

James W. Anway

Computer Consultant

Retired IBMer

Phone: 831 625-5618

Fax: Call first

Windows XP - Vista - Windows 7

Trouble shooting, tuning,
& training

Adobe Photoshop - Premiere

Tuning & training



Bob Weisensee
Production Supervisor
bob@ctimls.com

CREATIVE TECHNOLOGY
of Sarasota, Inc.
5969 Palmer Boulevard
Sarasota FL 34232-2841

Printer of the MBUG-PC Newsletter

(941) 371-2743 / 1-800-533-1031

FAX (941) 379-2933

COMPUTER POWER

Star Reierson

star@computerpowerstar.com

1173 Ninth Street Mon-
terey CA 93940

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

Lakelyn
graphics

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
- 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 SM



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

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.

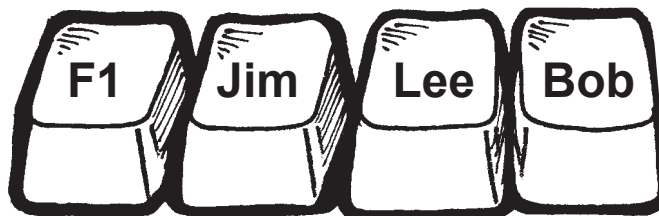
**Items will be sorted for the raffle, the "freebies" shelf, or responsible recycling*

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-PC meeting break or Q&A session.
- (3) Leave a message for **Don Slaiter** (831) 655-4443 (voice mail) or call 657-4154.
- (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 2 pm to 5 pm 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 9 am-5 pm
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).



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

Computer Classes - 2010

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.

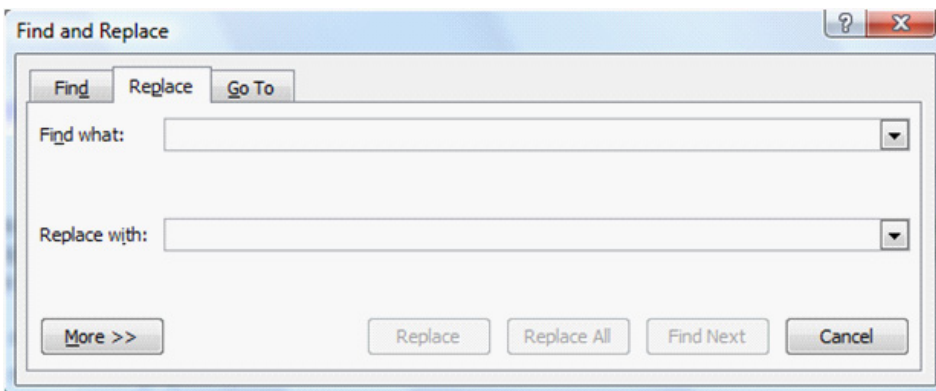
Register online: www.pgusd.org



Here is a rather cute trick that can be applied to more than business documents—think cards and notes to friends and grandkids! The advantage over a simple “Insert...Clip Art” or “Insert...Picture” is that when a word is repeated several times it can be replaced in all instances at once. Ed.

There may be times when you have a need to replace text in your document with a graphic. For instance, you might be working on a marketing document and need to replace all instances of your company name with the company logo. This is simple enough to do in Word by following these steps:

1. Place the graphic in your document; it doesn't matter where.
2. Select the graphic. [I got best results by resizing the graphic before Step 3 to a size suitable for where it will be inserted and setting “Text Wrapping” to “In Line with Text.” See notes below on this. Ed.]
3. Press CTRL+X. This removes the graphic, placing it in the Clipboard.
4. Press CTRL+H. This displays the “Replace” tab of the “Find and Replace” dialog box.



5. In the “Find What” field, enter the text you want replaced with the graphic.
6. In the “Replace With” field, enter ^c, or click on “More,” then “Special,” and choose “Clipboard Contents.”
7. Set any other searching criteria, as desired.
8. Click on “Find Next” or “Replace All,” depending on how you want to make your replacements. Click "Close" when finished.◆

Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

Notes on Resizing and Text Wrapping

(1) Click on the graphic to select it. Small white dots or blue or black squares appear on the corners and center of each side. Click and drag a corner dot or square diagonally to resize. (2) Right mouse click on the graphic for context menu; left click on “Text Wrapping,” and then click on “In Line with Text.”

**Facebook Security
Easy Ways to Protect Your
Privacy**

by Seth Colaner

Smart Computing Magazine
Oct. 2010. Vol. 21 Issue 10, p. 51

Unless you've been living on the moon for the last several years, you've heard rumblings, rumors, accusations, concerns, and general chatter about Facebook and its issues with privacy and security.

A few years ago, Facebook settings were delightfully simple to adjust, but recently, the process became more complex. After a loud outcry, Facebook simplified its security and privacy settings again to make it easier for users to regain control of their Facebook content and privacy. We'll show you how to control who sees what when you post information on Facebook.

Account Settings

To reach the Account Settings area, click Account on your Facebook home page and select Account Settings. There are a number of tabs on this page that let you customize and edit your account, but the one to look at regarding privacy is the Facebook Ads tab. To make sure you or your photos are never used in a Facebook ad, click the drop-down menu next to Allow Ads On Platform Pages To Show My Information To and select No One. At the bottom of this same page, click the drop-down menu next to Show My Social Actions

In Facebook Ads To and select No One. Then, click Save Changes.

Application Settings

Next, select Account and click Application Settings. All your Facebook applications will be listed on this page. To edit one, click Edit Settings. The settings will be slightly different depending on the application; some of the settings will be quite benign.

For example, the settings for the Facebook For iPhone application let you select or deselect whether the application can Access My News Feed & Wall; Login To Facebook Chat; and Publish Content To My Wall. For the Photo application (which you get by default with any Facebook account), you can select which groups can see your photos, such as Everyone or Friends Of Friends. You can also customize these settings. If you click the Additional Permissions tab, you can access additional settings.

However, the settings you can tweak in other applications matter much more regarding privacy. For example, under the settings for the Facebook application for DivShare (a media storage and sharing service), you can decide whether DivShare is allowed to Access My Data When I'm Not Using The Application, Publish Content To My Wall, and Access My Email Address. These are important things to have control over.

Privacy Settings

There are two ways to get to your Privacy Settings page: either click Account and then Privacy Settings

or click Manage next to Privacy under Account Settings. Once there, you can adjust a great many aspects of your Facebook account.

Under Basic Directory Information, click View Settings. On this screen, you can adjust who can find you with a Facebook search, who can send you friend requests and messages, and who can see your work and education information, interests, and more. Although the menu options vary slightly in each category, you can typically select from Everyone, Friends Of Friends, Friends Only, or a further customized set of options. You can select a different level of exposure for each item.

Back on the main Privacy Settings page, you can configure who can see what you share under Sharing On Facebook. You can opt for a blanket policy by clicking Everyone, Friends Of Friends, or Friends Only, or you can make Custom settings. Click Customize Settings below the list to make changes.

At the bottom of the Privacy Settings page, you can edit settings for Application And Websites, Block Lists, and Controlling How You Share.

The Applications And Websites page offers similar (and in some cases, identical) options to the aforementioned Application Settings. (Why are some of the same settings in two different places? Only Facebook CEO Mark Zuckerberg really knows.) From this page, you can remove or disable certain applications, edit who can see your game and applications dashboards, what information

others can access via your friends, what your Public Search listing looks like, and more.

Two important notes on this page: Click Edit Settings next to Info Accessible Through Your Friends. Pore over those checkboxes to see what you're comfortable with, but note Places I Check In To. This is part of Facebook's new Places feature that lets you make others aware of where you are at a given time. If that sounds dreadfully unappealing to you, uncheck that box, which is enabled by default.

The other item of crucial importance is Public Search. Click Edit Settings and enable or disable Public Search by checking the lone box on the resulting page. If you don't want to appear when someone looks for your profile—or when they search for you on a search engine—disable this feature. *(continued next page)*



DISCOUNT DEALS FOR MBUG MEMBERS

Peachpit Press gives MBUG Members 35 percent off the list price of its books.

At checkout, before entering your credit card information, enter coupon code **UE-23AA-PEUF** (case-sensitive).

This is an exclusive offer that may not be used in conjunction with any other offers.

For books, e-books, training aids, reviews, and more, go to www.peachpit.com.



Back on the Privacy Settings page, click Edit Your Lists under Block Lists to block users from friending you (or even interacting with you on Facebook), from sending you application invites, or from sending you event invites. This is a simple and handy way to cut out that annoying so-and-so from your Facebook life.

By clicking Learn More under Controlling How You Share on the Privacy Settings page, you can access the Facebook Privacy Policy. This page has a plethora of information on the how, what, and why of Facebook privacy.

Help Center

To access Facebook's Help Center, click Account and select Help Center. The Help Center is a good place to learn even more about Facebook; how to use it; and what the deal is with privacy, security, and much more. On the left side of the page is a list of categories, including Using Facebook, Games And Apps, Help Discussions, Top Contributor, Getting Started, and Safety.

The Privacy, Security, and Warning links on the main Help Center page send you to even more pages about those topics. These pages are rife with further information about keeping your data private and keeping yourself safe, including how to spot phishing scams, what to do if your account is hacked, general security tips, and much more.

The Safety Center, which is accessible via the Safety link on the left side of the Help Center page, offers additional information about staying safe, with topics available specifically for parents, educators, teens, and law enforcement.

In lieu of clicking an item in the list to browse a topic, you can also enter a search query in the Search box at the top of the main Help Center page.

Although there are many pages of information and settings to wade through, take the time to set up your settings and preferences correctly. Your diligence will pay off in the end. ♦

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

Coming in DECEMBER

PART TWO: MORE GOOGLE QUESTIONS

Krystlyn Giedt

Wednesday, 8 December

7:00 to 9:00 pm

Hilltop Park Center, Monterey

There were so many good things for Krystlyn to talk about in October that we just had to invite her back to answer even more questions in December!

Krystlyn Giedt of **KG Graphix** returns to present a Part Two on all things Google. You will have the chance to add to her (already long) list by going to the secure web page she set up to collect your questions and filling out the short form:

<https://spreadsheets.google.com/viewform?formkey=dGczTldnM2JQTjFfQl9sVk55a3dJVHc6MQ>

Copy this link (select it, then press CTRL+C), paste it into your Internet browser address box (click in box and press CTRL+V), and then hit ENTER to see the very brief questionnaire. Please fill it out and submit to Krystlyn before December 8.

Among other interesting topics, this time she will be discussing Google Voice, Google Picasa, and (she promised!) Google TV. ♦

***RUN YOUR OWN SIG!**



4th Wednesdays (except in Nov. and Dec.) are available for **Special Interest Groups (SIGs)**. See calendar on pg 15.



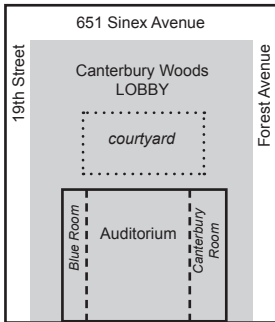
Present topics, conduct discussions, or introduce speakers of your choice and interest in the format of your choice: lectures, demonstrations, tutorials, or discussion of general computer-related topics.

Contact **Jack Lewtschuk**, blacklion@royal.net or **Carolyn Lake**, lakelyn@comcast.net.

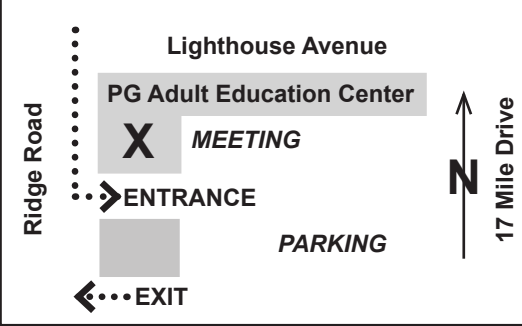
MBUG-PC Calendar of Events - NOVEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <i>DIRECTORS MEETING</i> Canterbury Woods PG Canterbury Room Begins at 7:00 pm <i>Everyone Welcome!</i>	5	6
7	8	9	10 "Spyware & Viruses" Hilltop Park Center Monterey 7:00 to 9:00 pm <i>Michael Wecker</i>	11 	12	13
14	15	16	17	18	19	20
21	22	23	24	25 	26	27
28	29	30				

Canterbury Woods
651 Sinex Avenue
Pacific Grove

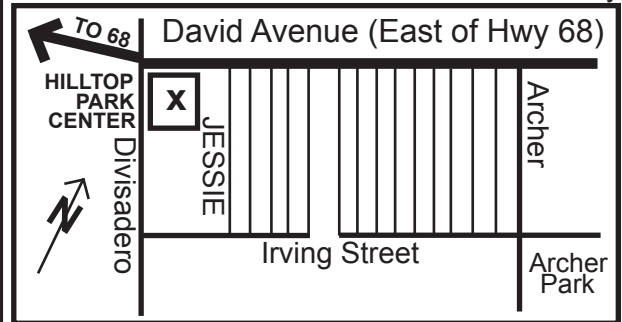


Adult Education Center, PG
1025 Lighthouse Avenue, Pacific Grove




General Meeting Location

Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar December 2010 Check the December Newsletter for Final Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 <i>DIRECTORS MEETING</i> Canterbury Woods PG Canterbury Room Begins at 7:00 pm <i>Everyone Welcome!</i>	3	4
5	6	7	8 "Google Questions Pt 2" Hilltop Park Center Monterey 7:00 to 9:00 pm <i>Krystlyn Giedt</i>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 
26	27	28	29	30	31	



mbug-pc newsletter

Vol 29, No 11, November 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: 11/30/2010"?

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

photo: Bill Hyley, MBUG



Don Slaiter
Membership
Chairman



THANKS TO OUR DONORS

name	member number
Mary Boyken	1070

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>.

WELCOME BACK and THANK YOU FOR RENEWING YOUR MEMBERSHIP IN 2010

Mary Boyken	1070
Norma Dunipace	1332
Jeff Helms	1305
Debbie Jones	1308
Vaughn McIlrath	342
Jim Potter	1333
Lory Schlunz	1178