



mbug-pc newsletter

Established 1983 / Incorporated 1988

IN THIS ISSUE

MBUG-PC Volunteer Positions.....	2
MBUG-PC Information.....	2
Things, Thinglets & Thingassos	3
The Frugal Computerist.....	5
A Note About Spyware.....	6
Computer Power: Up-to-date?.....	7
APCUG: BeWARES!	8
Write a Hardware/Software Review... ..	8
Meeting Notes: Spyware & Viruses ..	9
MBUG-PC Supporters	10
How to Donate Raffle Items.....	10
Free Computer Help for Members....	11
PG Adult Ed Computer Classes	11
Smart Computing Tips & Fun Facts	12
Travel Tip	12
Peachpit Book Discounts.....	12
Smart Computing: Short & Simple... ..	13
December Raffle Prizes.....	14
Board/General Meeting Schedule ...	14
Coming in January.....	14
Subscribe to Smart Computing.....	14
December/January Calendar.....	15
Membership Expiration Information.	16
Membership Report.....	16
Register with MBUG Listserv.....	16

PART TWO: MORE ANSWERS TO YOUR GOOGLE QUESTIONS

There were so many good things for **Krystlyn Giedt** to talk about in October that we just had to invite her back to answer even more questions in December! Among other interesting topics, this time she will be discussing **Google Voice, Google Picasa, and (she promised!) Google TV.**

Krystlyn returns to present a Part Two on all things Google. As in October, the goal of this presentation is to take your pre-submitted questions to inform you of the products you want to know about to help you get the most out of your Google experience. You have the chance to add to her (already long) list by going to the secure web page she has set up to collect your questions and filling out the short form at:

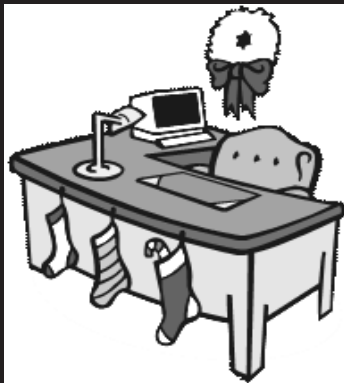
<https://spreadsheets.google.com/viewform?formkey=dGczTldnM2JQTjFfQl9sVk55a3dJVHc6MQ>

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.

Have you noticed the increasing buzz about “cloud computing”—using the Internet for programs and data storage instead of our own desktop PCs? TV ads now extoll the filesharing and near universal access available with the tag line of “To the cloud!” And Google is at the leading edge of this technology transition with an array of useful tools and methods.

Krystlyn is the owner, designer, and developer for **KG Graphix**, which helps businesses and individuals take their ideas, wants, and needs and transform them onto paper and web. KG Graphix does graphic design, website design and development, personalized wall art, and brainstorming. To see her work, visit Krystlyn’s website at www.kggraphix.com or for more information contact her at k.giedt@gmail.com. ♦

Need a Christmas stocking stuffer?



Check out the December
Raffle offerings!
(See page 14.)

WEDNESDAY December 8, 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 *Even Closer* for Board Positions

As we go to press, the Board of Directors has two critical openings to fill:

(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.

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

E-mail: blacklion@royal.net Phone: (831) 757-0123 ☎

Many thanks to all of you who are interested in Board membership.

Elections will be held at December 2 Board meeting.

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

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/F1 Help . . 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 Streeter . . . APCUG Rep/Proofreader . . 657-4249 tom223@pacbell.net
Ed West Webmaster/Listserv Owner . 372-6200 captain@mobie.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

Crime Reports

CrimeReports (www.crimereports.com) makes it easy to track crime. This website pulls crime reports from police departments. The crime reports are put on a searchable map.

Select a geographic area and a length of time. You will see all the reported crimes committed in that period. Just be aware that not all police departments participate, so you may not see much for your area.

The crimes can be filtered by several categories, and CrimeReports can send you e-mail reports regularly. In addition, there is an option for listing sex offenders. You can quickly see who is living in your area.

Megan's Law

Californians have the right under the state Public Records Act and the California Constitution to access public information maintained by local and state government agencies, including the Department of Justice.

Not all sex offenders have been caught and convicted. Most sex offenses are committed by family, friends, or acquaintances of the victim. To check for REGISTERED sex offenders in your neighborhood, go to one or more of these five sites:

- <http://www.meganslaw.ca.gov/disclaimer.aspx?lang=ENGLISH>
- http://www.parentsformeganslaw.org/public/prevention_childSexualAbuse.html

- <http://www.criminalsearches.com/>
- <http://www.fbi.gov/scams-safety/registry/registry>
- [http://www.nsopw.gov/\(X\(1\)S\(muhbkckhpi2ve55lo33nan4\)\)/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1](http://www.nsopw.gov/(X(1)S(muhbkckhpi2ve55lo33nan4))/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1)

Checking these sites might be especially important if you have children in your immediate or extended family.

Learn About Cybercrime

To find out more about cybercrime, check this link:
http://www.fbi.gov/about-us/investigate/white_collar/whitecollarcrime

Disappearing Ink For Your Computer?

Well, not really, but pretty close.

I bet your computer holds a lot of personal information, like financial records, social security numbers, etc. If you wish to get rid of those files, you drag them to the Recycle Bin and you empty it. That was easy.

I am sure that you know that these files are not really erased; they are still there until you overwrite them. Files deleted that way are not really gone. Their space on the hard drive is just freed up for more data. You will not know when that is going to happen. If someone knows how, these files can be retrieved fairly easily and those who might be interested in them know how to do that.

Sensitive information needs to be erased securely. That is easy to do with **EraserDrop**. Check out www.portableapps.com. It puts a special icon on your desktop. Drag files to it, and they are automatically deleted and overwritten. You can even choose between multiple methods of erasure. Stronger methods take longer, but the files will truly be unrecoverable.

EraserDrop can also be installed on a thumb drive, and then you can carry it around wherever you go. You can be ready to erase files on any PC securely. This application will work on Windows XP, Vista, and Windows 7, AND it is FREE!

Translate With ГУГЕЛ (GOOGLE)

Chances are, you rarely run across a site that is not in English, but it happens. You probably hit the Back button. Then you look for another site with the same information.



I found that reading foreign news is very interesting. You find out what other country's media writes about the US and the world. You will find out that it is often different than the news in the US.

What if that foreign language site has exactly what you need? First, look around the site for an English button. Many sites have a translated version available.

Can't find an English button? Don't worry. Just copy the URL and paste it into **Google Translate** (www.translate.google.com). Select the language you want to translate from. Click Translate. Voila! It's all in English.

You can also use the **Google** site to translate words and phrases. Just enter text in English then select the language you need. Google Translate will also translate documents. Upload any text document and then click Translate to view the result in your browser.

Keep in mind that Google Translate and similar services are not perfect. Translating text into English will give you a chance to make minor corrections and adjustments.

Translate Text Within Windows

There is now an easier way. It is a desktop control for Google Translate called **Transmiti** (www.transmiti.org). This program makes translations a snap.

Install the program and select your default translation language. Then just select a block of (foreign language) text and hit the Windows key. A translation will pop up immediately. It is very convenient.

There are dozens of available translation languages. You can also map the program to a different shortcut key. It is a handy, versatile program. It is FREE and works with Windows XP, Vista, and Windows 7

Going Up Or Down?

No, not in elevators.

Microsoft is announcing a new technology, "**InstaLoad**," that allows batteries to be inserted into a device "without regard to positive and negative polarity," according to the company. In theory, that means no more squinting at a micro-sized diagram embedded in the battery cover, trying to figure out whether the leftmost battery goes positive-side-down or positive-side-up.

Broadband Speeds Survey

The FCC released the details of a survey of broadband users and found that most are clueless about their bandwidth speeds. Apparently, 80% of broadband users do not know the speeds at which they upload and download data; however, 91% said they are satisfied with the performance they experience.

The broadband connection speed service **Ookla** recently published a report showing that the United States ranks No. 26 in average downstream speeds. The FCC reports that ISP's (Internet Service Providers) claim to have increased download speeds by 20% every year for the past decade.

What's your speed? See these sites to find out more:

- <http://www.speedtest.net/>
- <http://www.speakeasy.net/speedtest/>
- <http://reviews.cnet.com/internet-speed-test/>
- <http://www.dslreports.com/speedtest?flash=1>

Who Has Smartphones?

A few months ago, we heard an excellent presentation about smartphones. Now we find out just who has these pocket computers.

Although 82% of Americans own a cell phone, recent research from **Forrester** reveals that only 17% of them own smartphones. According to Forrester, people who fall in Generation X (ages 31 to 40) and Generation Y (ages 18 to 30) are the population who are most likely to own a smartphone. However, less than one-fourth of cell phone owners in these age groups own a smartphone.

BOL (Be On the Lookout)

Soon we expect a major change in our computers. The 25- year-old Basic Input/Output System (or BIOS) will be replaced by UEFI, which stands for Unified Extensible Firmware Interface.

NOVICE CORNER

Do you have a 2011 calendar?

Well, you can create and print your own from:

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

HAPPY NEWYEAR! ♦

blacklion@royal.net

THE FRUGAL COMPUTERIST

photo: Bill Hyster, MBUG-PC



Bob
“I Don’t Do
Windows”
Stephan
Columnist

THE FRUGAL COMPUTERIST

A few weeks ago **Jerry Gervase**, columnist in **The Herald**, wrote about some embarrassing gaffes he made in sending e-mails. I can sympathize with him. I have made some horribly embarrassing mistakes, and I expect that most of us have had similar experiences. They generally result from not carefully proofreading an e-mail, including the To: and From: lines, before clicking on the Send button. Very embarrassing!!

But, I’m not going to tell you what they were—I can hardly stand to even think about them. However, one thing I don’t often do has to do with spelling and grammar, such as writing “your” when I mean “you’re,” or using other words incorrectly. I have a bunch of pet peeves about receiving e-mails with such grammatical errors, and, frankly, I think it reflects poorly on the sender when I do receive them. BTW, my compliments to the editors and proofreaders of the MBUG-PC Newsletter. I do not see such errors there.

When I do see such errors, not only in e-mails but also in advertisements, newspapers (The Herald is a big offender), magazines, spam, snail mail, etc., I am appalled at what people are doing with the English language. It reminds me of my high school English teacher, a formidable lady named Miss Ilma Zinns, who would probably turn over in her grave if she knew about such misuse.

Perhaps in a future column I’ll expound on a few of the more egregious examples I have observed that reflect not only carelessness but actual ignorance of the correct grammar on the part of the writer. (Will Rogers

is said to have remarked, “We are all ignorant, only on different subjects.”)

Oh well, I know that I am preaching to the choir so let’s now turn to something completely different.

The following articles are from Eastman’s Online Genealogy Newsletter and are copyright by Richard W. Eastman. They are re-published here with the permission of the author. Information about the newsletter is available at <http://www.eogn.com>. Some editing may have been done due to limited space. The words are those of Richard Eastman except as indicated.

Dropbox: File Synching and Sharing Made Easy

I have written before (see <http://goo.gl/NqyQ>) about **Dropbox**, my favorite program for synching files through the Internet and for making sure I have always backed up the latest version of critical files within seconds after creation or modification. Lots of other people seem to agree with me. Writing in the **Windows Secrets** newsletter, **Michael Lasky** heaps praises on the program:

There’s no shortage of services offering file sharing, synching, and collaboration through the Internet. But one service stands out from the rest. Dropbox is one of those simple applications that, once installed, quickly become an indispensable part of your computing process.

Having seen hundreds of PC products come and go over the years, we’re not easily impressed here at Windows Secrets. But every once in a while some product—or service in this case—comes along that we soon find we can’t live without. Dropbox, an online file-backup, -sharing, and -synchronization service, fits that category. We use it in the office for managing our production files, and many of us use it for our personal computing.

You can read the full article at <http://windowssecrets.com/2010/10/28/01-Dropbox-File-synching-and-sharing-made-easy>.

Since it is published in the WINDOWS Secrets newsletter, it is written primarily for Windows users.



COMPUTER POWER NOTES & TIPS

Star Reiersen
Columnist

ARE YOU UP-TO-DATE?



photo: Nelson French, MBUG-PC

As **Microsoft** has done a better job of patching the Windows XP, Vista, and Windows 7 operating systems, hackers are shifting their efforts to infect computers by targeting third-party programs. In order to help you keep your computer(s) protected, MBUG will publish a list of those programs and their current version numbers. Instructions on how to tell which version you have and how to update your software if your version is not totally up to date will be supplied as space allows.

Industry news sources like Kim Komando, Computerworld, and Secunia are particularly concerned about attacks on Adobe Reader, Java, Adobe Flash, Apple's QuickTime and iTunes, and multiple versions of Microsoft.Net Framework. This month we will detail how to tell which version of Adobe Reader you have and how to update it. A summary of programs and current versions concludes this article.

Adobe Reader—Current Version 9.4.1.

This program is used extensively to let you view and print computer manuals, stock quotes, etc. You may not even know that you are using Adobe Reader because it silently opens any file that ends with .pdf (portable document format).

To tell which version is on your machine click the red Adobe Reader desktop icon OR click “Start” and “All Programs” and “Adobe Reader.” Once in the program, click “Help” and choose “About Adobe Reader” in the dropdown list. If you do not see version 9.4.1, download the newest version or updates by clicking the same “Help” menu item and choose “Check for Updates.” You will be prompted to close Adobe Reader and to reboot when the download is complete.

NOTE: Adobe Reader has been around for a LONG time so you may have many versions on your machine. Initially you may want to uninstall all versions earlier than version 9 so that earlier versions will not leave holes in your protective measures. Also, Adobe Reader CAN be set to troll automatically for updates (Jim Anway prefers this method), but others find that leaving the automatic update feature enabled can make the startup time of your computer significantly longer.

To disable the automatic update feature, edit the startup list in MSCONFIG as followd:

If you are using Windows XP, click “Start;” click “Run;” and type MSCONFIG, followed by pressing the return key. Under the Startup TAB, uncheck items which reference Adobe Reader. Click “Save changes” and reboot when prompted.

If you are using Vista or Windows 7, click “Start;” type MSCONFIG in the rectangle in the lower left corner of your screen and press “enter.” Under the Startup TAB, uncheck items which reference Adobe Reader. Click “Save changes” and reboot when prompted.

Current Versions of Common Third-party Software

Adobe Reader: 9.4.1. (just out: Adobe Reader X, an even newer, more secure version).

Adobe Flash: 10.1.

Firefox by Mozilla: 3.6.12.

iTunes (made by Apple): 10.1 (last updated August 19, 2010).

Java (Sun Microsystems—now owned by Oracle): 6.22 (released October 13, 2010).

Microsoft.Net Framework: many versions of Framework and each has a different patch level (details pending).

QuickTime (made by Apple): 7.6.8 (released Sept 15, 2010).◆

star@computerpowerstar.com



BeWARES!

by **Berry F. Phillips**

Computer Club of Oklahoma City, OK

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all others require the permission of the author (see e-mail address at end of article).

The wares have often perplexed computer users with numerous decisions regarding software. The multitude of wares has been even more confusing. **Comware** is commercial software that generally has more “bells and whistles” but requires the highest financial expenditure without the option to try the software in advance. **Trialware** is usually characterized on the Internet as a free download for a limited time but requires a purchase to continue using the software. **Shareware** is also free to download but often has features turned off or has an expiration date unless you purchase the software.

Trialware and Shareware do offer an opportunity to use the software before making the decision to purchase. **Freeware** is free for personal use on the Internet, but it may contain adware or viruses or be poor software. Further, the marketing promotion of the wares can be even more misleading, causing you to download and then delete software that you thought was freeware when you discover it is, in fact, pay ware.

The world of wares can be very frustrating as well as expensive to the computer user. One can spend considerable time, frustration, and even expense downloading and deleting various wares on the Internet. Beware: retailers will not accept returned comware for a money back guarantee after it has been opened.

Relax; my holiday gift to my readers is a solution to the problem that I have used for several years, saving me considerable time and money! However, I have had to endure personal comments from some of my fellow computer users that I am “cheap”! Since my ancestry is Scottish (a people who are known for being thrifty) I do not consider that comment an insult. However, I do

prefer the use of the word “conservative” to the rather blunt “cheap.”

Excluding my operating system, I have nothing but freeware downloaded from the Internet on my system! Aha, you are thinking, but what about adware, viruses, or poor freeware, and the considerable time in downloading and deleting that it takes to find the best freeware on the Internet? There are several sites that contain only freeware. However, I recommend **Gizmo's Freeware** site because I have used it for several years and found it to be very effective in reviewing freeware and efficient to use in going quickly via links to safe and secure freeware sites for downloading. I am reluctant to recommend other sites that I have not used for purposes of this article.

Gizmo's Freeware is easy to use and makes it very simple to locate the best freeware on the Internet because it is extensively reviewed before it is recommended. Until July 2008, Gizmo was the editor of “**Support Alert**,” a highly recommended technical newsletter that was distributed to over 150,000 subscribers. The site evolved from his highly popular list of the “46 Best-ever Freeware Utilities.” The site grew well beyond 46 and reached the point that it could not be maintained by one person.

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.

MEETING NOTES: SPYWARE & VIRUSES

PREVENTABLE PROBLEMS?
Carolyn Lake
Reviewer

Today, the site has grown into a kind of Wikipedia for Freeware, utilizing contributions of dozens of volunteer editors who edit and moderate suggestions from thousands of site visitors. As a result, the range of free software covered by the site is ever increasing, and the quality of the reviews are ever improving. Gizmo's Freeware has, in a real sense, become the "Wikipedia for Freeware." I strongly suggest you check your freeware on your system against the recommendations of the best and consider downloading the best.

The primary purpose of Gizmo's Freeware is to make it easy to select the best freeware product for your particular needs. The best freeware programs are as good or better than their commercial counterparts, but finding the most appropriate programs can be challenging. There are dozens of freeware download sites but few of these actually help you select the best program for your needs. The site has no downloads, just honest advice and useful guidance. Links are provided where you can safely and securely download the product you want. Furthermore, you will know that what you have selected is the best available. Gizmo's Freeware is easy to use and will save you time, money, and lots of frustration!

Be sure to bookmark Gizmo's Freeware because you will use it frequently to solve problems—saving you money, time, and lots of stress:

<http://www.techsupportalert.com/>. ♦

[wijames \(at\) sbglobal.net](mailto:wijames(at)sbglobal.net)
www.ccokc.org



*Guest speaker
Michael Wecker
makes a point
about
dealing with
preventable
software
problems such
as adware and
spyware at the
November 10
General Meeting.*



Where to begin? **Michael Wecker** of **Carmel Computers** gave an information-packed review of how to prevent adware, spyware, and viruses from attacking your computer and how to clean them out if you got 'em (as most of us do, sooner or later).

First, some bad words:

Tracking Cookies: A piece of text stored on your system by your web browser when you use the Internet that can be used for authentication, storing site preferences, etc. Even though they track your web use, not all cookies are bad.

Spyware: A type of "bad" software that gets installed on your computer to collect bits of information about you. A really bad type is "keyloggers" that can monitor keystrokes such as credit card numbers.

Adware: A software package that automatically plays, displays, or downloads advertisement to a computer. The creator gets revenue from providing ads (popups) in this pesky way.

Viruses: These are legion and can infect boot sector, memory, files, programs, and executable files. This code seeks to control and/or destroy your system and data and is good at hiding and morphing into new forms.

Trojans: A type of virus that masquerades as another file or program. Watch out especially for these FAKES: Antivirus2009, SpySheriff, VirusDoctor, WiniGuard, AntiVirusXP2008, VirusRemover2008 (and more).

And words of advice:

Use virus protection, keep the files updated, and run it frequently; do backup, but alternate two external hard drives and don't keep them plugged in when not needed; use a router firewall; keep vendor software updated (see page 7); check **msconfig** file and look for gibberish to delete (see again the article on page 7).

Bottom line:

Read more at <http://www.brighthub.com/computing/smb-security/articles/38496.aspx#ixzz14vaEG2U4>. Many thanks, Michael! ♦ lakelyn@comcast.net



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.

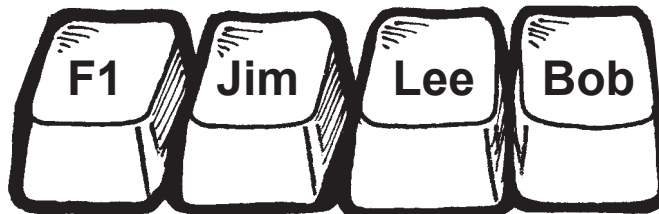
**Items will be sorted for the raffle, the "freebies" shelf, or responsible recycling*

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





Smart Computing

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.

Take A Shortcut In Excel

If you use Excel frequently, you're probably already familiar with many basic Excel keyboard shortcuts. However, there are some little-known shortcuts that can help you work even more efficiently in selecting ranges and moving around a worksheet. For example, you can quickly select an entire data region (a range of data cells bordered by empty cells) by clicking one of the cells and then holding down CTRL-SHIFT-* (asterisk). Another way to select a data range is to place your cell pointer in the range and then press CTRL-A; press CTRL-A a second time to select the entire worksheet. You can also press CTRL-Spacebar to select the column where your cell pointer is located. Another helpful keyboard shortcut is to press END followed by an Up, Down, Left, or Right arrow key to efficiently move the cell pointer to the outermost edge of a data range.

Skip a Bullet or Number in Microsoft Word

There can be times when you're working with a bulleted or numbered list when you want to add a new line without tacking on a number or bullet. Perhaps you want to add a parenthetical note below an entry without making it part of your list. If you hold SHIFT and press ENTER, Word will add a new line to your list without a bullet a number. When you want to resume numbering or bulleting, don't hold the SHIFT key any longer.

Save The Page

If you're using Internet Explorer and you come across a Web page with information you want to preserve, there are two good ways to keep the information without having to use a Web browser to bring it back up. The first and simplest way is to print it; it never hurts to have a hard copy of information you need. Another method is to save the Web page as an .MHT (Multipurpose Internet Mail Extension) file, which is essentially just a snapshot of the page. In this format you can send the page to others or double-click on it to open it directly. To make a .MHT file from a Web page, click File (press the ALT key to reveal the File menu if you don't see it), click Save As, and in the dialog box be sure to select the .MHT file type. Tell the computer where to put the file and click Save. ♦



There is an EXCELLENT page that will tell you if a plane has landed or is on time so that you don't have to drive to the airport and park, and wait, and wait some more – or worse yet circle endlessly in this heavy traffic time of year.

It is <http://flightaware.com> (note there is NO www).

You do not even have to know the flight number; you can search by city of origin and city of destination. This is GREAT news for those of you who have holiday guests scheduled to come in to San Jose or SF or even Monterey. You can sit at home and know EXACTLY when the plane is really supposed to land. ♦

star@computerpowerstar.com



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.

Short & Simple Tips To Make Things Easier

Compiled by Nathan Lake
Smart Computing Magazine
Nov. 2010. Vol. 21 Issue 11, p. 36.

Smart Computing prefaces this article with the following offer to readers:

Many of our readers come across fast, easy ways to solve a problem or accomplish a task. Well, we'd like to hear about it! If you have a great tip you'd like to share, email us at readertips@smartcomputing.com. If we print your tip, we'll send you a free Smart Computing T-shirt. You'll be the envy of all (well, some) of your friends. Please include your first name, last name, and address, so that we can give you credit if we print your tip. (And so that we can send your T-shirt to you, of course.) Please limit your tip to 200 words or fewer. Not all tips received will be printed, and tips may be edited for length and clarity.

Sticky Notes In Windows 7

How many times have you typed a question into Google and did not find an immediate answer, so you decided to try later? But in the meantime, you forgot the question. Windows 7 includes a Sticky Notes feature that functions as a virtual sticky note on the PC's Desktop. Click the Start button, type Sticky Notes into the Search field, and click the Sticky Notes utility.

Simply type your question or what you want to remember into Sticky Notes, and the notes sit on your Desktop to remind you. You can also copy text from the note to a Web browser, or you can copy text into the virtual sticky note.

--Allan P., St. Louis, Mo.

Save Document Size

Sometimes when I open a document, the text is enlarged so much that some of the text on the sides of the document are cut off. Thus, I have to change the document's viewing size to fit my monitor. However, I found that saving the document after resizing doesn't permanently change the document's viewing size. To do so, you'll need to open the document, change the enlargement to the desired size, type a character, and click Save. Then, delete the character and click Save again. Now, the document should open at the enlargement size you prefer.

--Mel N., Honolulu, Hawaii

Firewall Wars

A friend of mine was having a problem with his PC in which it would lock up when he opened a Web browser, requiring him to reboot the computer. He was running both ZoneAlarm Free Firewall and Microsoft Security Essentials, which had turned on the Windows Firewall. Every time he tried to connect to the Internet, the ZoneAlarm Free Firewall and Windows Firewall would conflict with each other and lock up the PC. He said that he had switched to Microsoft Security Essentials but never disabled or uninstalled ZoneAlarm. As soon as we uninstalled ZoneAlarm, the problem was solved, because your

PC will run into trouble when it has two software firewalls running at the same time.

--Gary F., Natchitoches, La.

Using F10 & F11 In Windows

In Windows Explorer, the File, Edit, View, and Tools menus are no longer displayed by default in Windows Vista and Windows 7. I found that you can press F10 to bring up the menus. In Windows XP, pressing F10 selects the menus. Additionally, I learned that, in some applications, pressing the F11 key brings the window to Full Screen mode. For example, if you press F11 when using Internet Explorer, you see the Web page without any toolbars, the URL address, or the Menu Bar. Pressing F11 again takes you out of the Full Screen mode.

--Michael Z., Abiquiu, N.M.

Clean Up Copied Text

When copying text from Web sites or documents, you may also copy unwanted graphics and/or special characters. To fix the problem, I first copy and paste the content into Notepad, which removes any formatting and graphics. Then, I highlight the text (press CTRL-A on your keyboard) and copy and paste it into my word processing application. This also helps clean up the text output from my OCR (optical character recognition) program.

--Richard C., Crossville, Tenn.

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



RAFFLE PRIZES

Wednesday
DECEMBER 8,
2010



👉 **WIN GREAT PRIZES** 👈

4GB and 2GB USB Drives
Casio Calculator
USB Light
Ear Phones
Mobile Mouse
3 Reams of Paper
Photo Paper
CD-Rs, DVD+Rs
Hole Punch
Pens, Scissors
...and more...

Tickets \$1 each, 6 for \$5, 15 for \$10. Raffle proceeds benefit MBUG educational activities

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
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
April	7	13

Coming in JANUARY

WANT FREEWARE? TRY OPEN SOURCE

Jeff Helms

Wednesday, 12 January

7:00 to 9:00 pm

Hilltop Park Center, Monterey

MBUG member **Jeff Helms** will address the topic of "Open Source Software and Freeware—What Microsoft, Apple, and Oracle Don't Want You to Know" at our first meeting of the New Year. Jeff, an electronics technician from the **National Weather Service**, has been a frequent speaker, conducting a series of SIG meetings on home networking in 2008-2009. He is well-versed on a broad range of computer topics and presents an informative (and entertaining!) meeting. Questions in advance? Contact Jeff at kook@mbay.net or call 899-4805. ♦

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.)

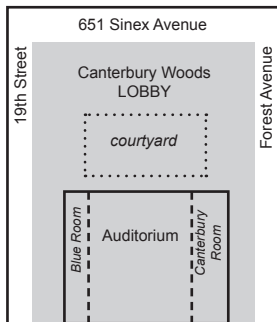
MBUG recommends *Smart Computing* to our members. It's a great source of information and has been a generous donor to our educational program for many years.

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.

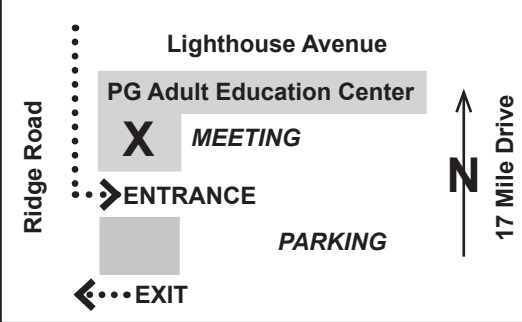
MBUG-PC Calendar of Events - DECEMBER 2010

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 <i>"More Google Questions"</i> 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 	

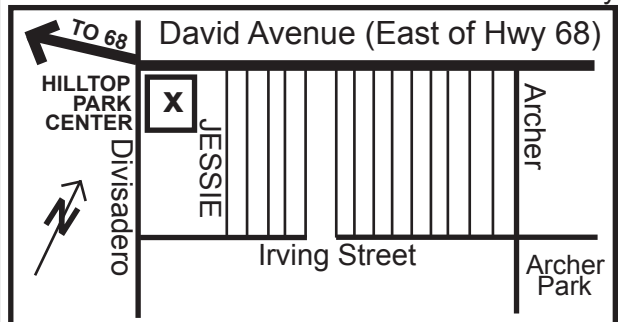
Canterbury Woods
651 Sinex Avenue
Pacific Grove



Adult Education Center, PG
1025 Lighthouse Avenue, Pacific Grove



General Meeting Location
Hilltop Park Center
871 Jessie Street
Monterey



Tentative Calendar January 2011 Check the January Newsletter for Final Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 <i>DIRECTORS MEETING</i> Canterbury Woods PG Canterbury Room Begins at 7:00 pm <i>Everyone Welcome!</i>	7	8
9	10	11	12 <i>"Open Source"</i> Hilltop Park Center Monterey 7:00 to 9:00 pm <i>Jeff Helms</i>	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 12, December 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: 12/31/2010"?

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

photo: Bill Hyley, MBUG



Don Slaiter

Membership
Chairman



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.](http://listserv.redshift.com/mailman/listinfo/mbug)

THANKS TO OUR DONORS

name	member number
Dorothy Berry	1078
Harry Hamilton	819

WELCOME BACK and THANK YOU FOR RENEWING YOUR MEMBERSHIP IN 2010

Dorothy Berry	1078
Joyce L. Elisha	1218
Harry Hamilton	819