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# The Outer Edge

The Friendly Computer Club Helping Make Computers Friendly. On the Web at [www.cipcug.org](http://www.cipcug.org)

Attendance at the  
January general meeting:  
**63 members and guests.**

### To Contact CIPCUG

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On the Web: [cipcug.org](http://cipcug.org)  
On Facebook: [Facebook.com/groups/cipcug](https://www.facebook.com/groups/cipcug)

### Meeting dates change

**Reminder: This month's meeting will be on Feb. 16, rather than Feb. 23, because of an event at the Boys & Girls Club. We'll return to the regular schedule in March.**

**The date of the Linux SIG has also been changed — to Wednesday, Feb. 27.**

### Computer tuneups coming

This one has a big difference from the previous events. Anyone who joins CIPCUG between now and the date of the tuneups can have one for free. All the details are on page 7.

### Please complete the survey

The CIPCUG survey on [cipcug.org](http://cipcug.org) is working. Please complete the survey online or by clipping the version in last month's TOE to help determine the society's future.

## COMMAND.COM

By Jim Brown, President

*"Promoting the Harmony of Computer Education, and Camaraderie"*

Here is a list of items that will be discussed at our February meeting:

We are scheduling a computer tuneup for your PCs for the April meeting. The usual fee is \$15.

If a new member joins our computer group from January to April, we will offer the tuneup free of charge

We will update the new flash drives for \$2. If you wish to load your old CIPCUG flash drive, we will do it for \$5.

The raffle in April will include a big buck item. Craig Ladd, our vice-president, will determine if this will be a tablet or other item. The raffle ticket prices will be \$5 each or five tickets for \$20. This will be similar to the raffle at our 25<sup>th</sup> anniversary celebration last September.



Brown

We printed business cards for our computer group. The purpose is to give you something to give to prospective members. The card has all the information needed to inform people about our meetings and help them connect to our group. We anticipate that this will make it easier for all of us to give complete information to others. These business cards will be distributed at our February meeting and will be available at future meetings.

Have you participated in our club survey yet? Your board wants to hear your views and opinions. John Weigle and Toby Scott devoted many hours to this project. You can find the survey on our website — [www.cipcug.org](http://www.cipcug.org). Please participate. While you are there, take a look at our computer club by-laws. We have an election of officers — especially the office of president — coming up in the spring.

One of our members, Shlomo Kreitzer, has received an award for his writing. We would like to share his award-winning short story with you:

To see the story:

1. Copy and paste this website into your browser address bar: [www.VenturaCountyWriters.com/contests/short-story](http://www.VenturaCountyWriters.com/contests/short-story).

2. Go to that site.

3. This will bring you to another page. Scroll down a little and then dou-

*(Continued on page 3)*

# Root Directory

## CIPCUG NEWS

Benefits ..... 19  
 Board minutes ..... 10  
 Coming CIPCUG events ..... 3  
 Contributors to TOE ..... 10  
 Command.com ..... 1  
 Editor's corner ..... 3  
 F1: Your Help Key ..... 18  
 Map, schedule ..... 20  
 Membership report ..... 11  
 Program: Flash drive programs ..... 8  
 Q&A session ..... 4  
 Treasurer's report ..... 10  
 Tuncups coming in April ..... 7

## GENERAL

Bad option to gain hard drive  
 space ..... 15  
 MailWasher useful for email ..... 9  
 Penguin's Lair: Raspberry Pi ..... 12  
 Review: "How to Find Out  
 Anything" ..... 17  
 Windows keyboard shortcuts ..... 13

## ADVERTISEMENTS

Creative Technology ..... 15  
 Members' classified ads ..... 15  
 O'Reilly ..... 15  
 Ventura County Computers ..... 14

**Channel Islands  
 PC Users Group**  
**CIPCUG mailing address:**  
**P.O. Box 51354, Oxnard, CA  
 93031-1354**

### Executive Committee

*(Elected members of Board of Directors)*

President ..... Jim Brown  
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 Vice President/Program Chairman  
 ..... Craig Ladd  
 ..... vicepresident@cipcug.org  
 Secretary ..... Diane Mortensen  
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 Treasurer ..... Art Lewis  
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 Immediate Past President  
 ..... Rick Curry  
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### (Appointed members of Board of Directors)

Technical Adviser ..... Toby Scott  
 Web Page Editor ..... Andy Toth  
 ..... webmaster@cipcug.org  
 TOE editor ..... John Weigle  
 ..... editor@cipcug.org  
 Membership Chairman ..... Ken Church  
 ..... membership@cipcug.org

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 Sound Equipment Technicians  
 ..... David Minkin and Curt Davison  
 Program Chairman ..... Craig Ladd  
 Publicity Chairman ..... Rick Curry  
 SIG coordinator ..... Larry Hudson

### Past Presidents

Walt Yates ..... 1987-1989  
 Lois Evans de Violini ..... 1989-1991  
 Terry Lee ..... 1991-1993  
 Jerry McLoud ..... 1993-1995  
 Robert Provart ..... 1995-1997  
 Toby Scott ..... 1997-1999  
 George Lakes ..... 1999-2001  
 Andy Toth ..... 2001-2003  
 David Harris ..... 2003-2005  
 Lois Evans de Violini ..... 2005-2007  
 Paul Westefer ..... 2007-2009  
 Rick Curry ..... 2009-2011  
 (With the exception of the immediate past  
 president, past presidents are not board members.)

### Life members

Frank Segesman\*  
 Toby Scott  
 Lois Evans de Violini  
 Art Lewis  
 Helen Long  
 \*Deceased



**CIPCUG is a member of APCUG,  
 The Association of PC Users Groups**

## The Outer Edge

Editor ..... John Weigle  
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### Advertising in The Outer Edge

Advertising is accepted for computer-related materials, businesses and services only. Rates are for Camera-Ready copy (clear, clean black and white masters). Typesetting and graphics are available at an additional fee.

SIZE	Cost/Issue
FULL-PAGE (9½"H x 7¼"W).....	\$50.00
HALF-PAGE (4½"H x 7¼"W) or (9½"H x 3½"W).....	\$30.00
THIRD-PAGE (3"H x 7¼" W).....	\$25.00
QUARTER-PAGE (4½"H x 3½"W).....	\$20.00
BUSINESS CARD ad.....	\$15.00
Discounts for multiple issues (3, 6, 9 and 12 months)	

Ad copy deadline is the 5th of the month of publication.

Make all checks payable to CIPCUG.

Members' classified ads are free but are limited to 105 characters, including spaces.



**2006 Southwest User Group Conference: second place in both the newsletter and Web site contests.**

**2011 APCUG first place in the newsletter contest (medium groups).**



## CIPCUG NEWS AND EVENTS

## Short takes on this issue and other matters

**C**orrection: David Minkin sent me an email after receiving the last issue and said he had found that the Sharpies for writing on CDs are available at Staples. I had found them at Office Depot in Ventura but did not see them in the Staples store in Oxnard or Ventura. David lives in Camarillo, so I assume that's the store he found them.

### Editor's corner



**Weigle**

This issue had to be put together faster than usual because of the change in our February meeting date from the fourth Saturday to the third Saturday. My thanks to the regular TOE contributors who made it possible to meet the early deadline.

I've been having some strange computer problems on Sunday, Feb. 3, when most of the layout and editing of the issue was being done. I don't know if the computer is just getting tired or if there's something much more serious. The strangest thing that happened so far was that when I saved TOE from the menu, all the new content on the page I was working on at the time vanished. Fortunately, CTRL+Z brought it back, but it's disconcerting to say the least.

With luck this won't keep happening, or if it does, I'll notice the empty page before sending the file to the printer. You'll know what happened when you get the issue. (A repair installation of Office seemed to fix the problems.)

### From the CIPCUG Facebook page

- Knome's new machine to aid labs in genomic analysis.
- F.T.C. suggests 'do-not-track' feature for mobile software and apps.
- Mally is an email app designed specifically for children in mind.
- Mozilla takes drastic step to automatically block virtually all plug-ins in Firefox. — **John Weigle, editor**

## More on Command.com ...

*(Continued from page 1)*

ble click on red "Message from Sharon," the title of his story (next to Shlomo's name).

4. Click [OK] to open the PDF of his story.

Finally, our February meeting will be held on the **THIRD** Saturday of the month. The Boys & Girls Club needs our room for another event. So Feb. 16 is our meeting date.

Our March meeting will be on our usual schedule of the fourth Saturday of the month — March 23.

Hope to see all of you at the February meeting.

## Coming events

# February program will be announced

### Programs

No program had been confirmed for February by the deadline for this issue. The Feb. 16 meeting — a week earlier than our usual meeting date — will be at the Camarillo Boys & Girls Club, 1500 Temple Ave. (Ponderosa Drive and Temple Avenue), Camarillo (see the map on the last page). Watch the website at [cipcug.org](http://cipcug.org) for a program announcement.

The doors will open at 8 a.m. and the program will start at 8:45 a.m. We expect to have both the Internet and Connectivity SIG led by Toby Scott and a Social Media, Alternative Devices SIG (smartphones, tablets, etc.) led by Jessica Scott.

Dates of coming meetings follow:

March 23  
April 27  
May 25  
June 22  
July 27  
Aug. 24  
Sept. 28

*(Continued on page 4)*

### Door prizes

We have two types of raffle tickets: one for prizes offered by the presenter and one for club-provided prizes. The tickets for the presenter's prizes are free and limited to one per member.

The tickets for the club-provided prizes are \$1 each, \$5 for six tickets, \$10 for 13 tickets, \$15 for 20 tickets and \$20 for 27 tickets and are available to anyone. Those who can't stay until the drawing may sign their tickets and give the person selling the tickets a list of the prizes they would like in the order they'd pick them. Winners' prizes will be held until the next meeting.

### Consignment table

A consignment table is set up at every meeting. Anyone can buy, but only members can sell.

The club gets 10 percent of the sales price. Sold items must be picked up at the end of the day's meeting.

Any items not picked up will become the property of CIPCUG and will be subject to disposal at the club's discretion.

CIPCUG is not responsible in any way for items bought or sold at the table. Each item is sold as-is unless otherwise stated.

### Meeting, SIG notices

If you would like e-mail notices of regular meetings and SIGs, go to [www.cipcug.org](http://www.cipcug.org), where you'll find a link on the home page to sign up. The URL is [cipcug.org/listserv.cfm](http://cipcug.org/listserv.cfm).

**You will need your membership number, which is on the back cover of TOE, to complete the sign-up.**

## CIPCUG NEWS AND EVENTS

Internet SIG, Q&A**Emails in Chinese, redirecting messages**

*Unless otherwise noted, Toby Scott answered the questions in the SIG and the regular Q&A, assisted by Michael Shalkey, who also handled the computer duties for both sessions.*

**Internet and networking SIG****Chinese emails**

Q: I'm getting lots of emails in Chinese at my CIPCUG address.

A: There is a lot more Chinese spam coming in as the Chinese market grows and more companies try to sell there. You'll get more spam like this in email than in the regular mail because sending things by regular mail costs more — paper, envelopes, and postage. Email can be sent at little or no cost, so the spammers buy the cheapest mailing lists they can find and spew messages out to the world. They don't care if only a small number of recipients respond because the cost of the mailing is practically nil. Recipients who don't want the messages just delete them.

**Windows 8 upgrade**

Q: Isn't the special price to upgrade to Windows 8 if we have Windows 7 almost

over? Should I upgrade to 8 if I have 7?

A: As of the meeting date, the special \$39.99 upgrade price was scheduled to end Jan. 31. I think most people have no immediate reason to upgrade to Windows 8 from Windows 7, but I recommend buying the upgrade at this price anyway. You'll get a small program that checks to see if your computer is compatible with Windows 8, a link to get the installation program and, via email, the key code. Keep the key code in a safe place where you can find it; you don't have to download the program unless you want to because any Windows 8 disc will work. We're going to try to make DVDs available at the next meeting. I recommend this because you'll probably want to upgrade to Windows 8 before the Windows 7 support time ends, and you'll never get it cheaper than this.

**Front Page in Windows 8**

Q: I upgraded to Windows 8 from Windows 7 and got a message that Front Page wouldn't work, but it seems to.

A: If you're doing just a small site,

many of the functions will work, but you'll probably have some problems with some of the robust tools to communicate with the online page. Some pages won't display properly.

**Email addresses**

Q: I want to change my email address. Is it possible to have messages redirected to the new address?

A: Probably not. I can, and will, do it for free, but many providers either can't or won't make the effort. You can ask, but it probably won't happen.

**Email ads**

Q: I get emails from friends that are ads. Have they been hacked?

A: Do you open the email or click on any links in it? If you clicked on the link you probably got the same thing your friend had. It's called HTML infection. Anti-malware programs have to know that the links lead to an infected site before they'll stop you from going there. It's a continuing effort for the anti-

*(Continued on page 5)*

**More on coming events ...**

*(Continued from page 3)*

Oct. 26

Nov. 16 (**third Saturday**)

Dec. 21 (**third Saturday**)

**SIGs**

The Special Interest Groups (SIGs) are sponsored by CIPCUG and led by volunteer club members. They are free to CIPCUG members.

Other than those presented during or just after the regular meeting, the SIGs run from 6:30 to 8:30 p.m. at Ventura County Computers, 2175 Goodyear Ave., Unit 117, Ventura; phone 289-3960. From the 101 Freeway, exit at Telephone, take Telephone south to McGrath, turn left and go one block. Turn right on Goodyear and right again into the second

driveway. Unit 117 is the back, right corner of the building.

The pre-meeting SIGs are at 8:45 a.m. at the Boys & Girls Club. The after-meeting SIG when one occurs is at a location to be announced on the meeting day.

**The general schedule:**

Fourth Tuesday: Linux.

Fourth Saturday (or the regular meeting day): Social Media SIG (Jessica Scott) and Internet and connectivity SIG (Toby Scott), 8:45 a.m. The location of Michael Shalkey's after-meeting SIG, on days there is one is announced at the meeting.

The February and March schedules:

**February**

**Saturday, Feb. 16:** Pre-meeting SIGs

on Social Media/Other Devices and Internet and email at 8:45 a.m.

**Wednesday, Feb. 27 (note the date change here, too):** Linux SIG. Moderator: Bill Wayson. With luck, we will finally get Ubuntu installed on our refreshed CIPCUG PC. Of course, we can talk about the Raspberry Pi or anything else that interests you.

**March**

**Saturday, March 23:** Pre-meeting SIGs on Social Media and Internet and connectivity at 8:45 a.m.

**Tuesday, March 26:** Linux SIG. Moderator: Bill Wayson. Topic: TBA.

**Be sure to check the calendar on [cipcug.org](http://cipcug.org) for updates on event programs, dates and times.**

## CIPCUG NEWS AND EVENTS

(Continued from page 4)

malware developers to learn of threats and update their lists of what sites to block. The infected sites keep changing.

Q: If I get an email I don't want I have to click on it to delete it.

A: If you're using a program that shows a preview of the message, you won't get a virus by clicking to delete the message. You won't get a virus just looking at the preview. You can delete the message. It's when you click on the ad that you get in trouble. It's a good idea to turn off the preview of pictures in email. In Outlook 2010, go to File > Options > Trust Center > Trust Center Settings. Click on Don't Download Pictures Automatically, but check Permit Downloads in E-mail Messages From Senders . . . Defined in the Safe Senders . . . Lists. Turning off Live Preview improves security but not by a huge amount.

#### Pictures lose color

Q: If I put a picture in IrfanView and then copy it into my email it goes to black and white. If I send it as an attachment, it's fine.

A: You want to save it as a picture. You want to "Send to" or "Open with" rather than copying. If you save the graphic to a file and then open the file in IrfanView, it will have normal color.

Michael Shalkey: It also depends on how you're adding it to the email. (During the regular Q&A, Michael demonstrated IrfanView and noted that Ctrl + G turns color pictures into black and white and suggested that might be what caused the problem.)

Comment: I often copy an image from Facebook and try to put it in email, and it doesn't work. If I put in IrfanView, it does work.

#### MailWasher

Comment: I've been using MailWasher as a spam filter for 10 years and would never open mail without it. It lets me see the first 20 lines of a message, and I can delete the messages I don't want without ever downloading them. I've ended up with only about 25 percent of the mail I used to get. (More details on page 9.)

Toby: MailWasher works very well, but I prefer to sort my mail with rules in Outlook to direct messages to a variety of

#### Internet SIG

- Chinese emails
- Windows 8 upgrade
- Front Page in Windows 8
- Redirecting email
- Email ads
- Pictures lose color
- Mailwasher
- Downloads, desktop icons
- KeePass
- Alternative to Internet Explorer
- Keyboard shortcuts
- Low virtual memory

#### This month's Q&A topics:

- Java security issues
- Updating Java
- Google Upgrader a virus?
- Protecting other devices
- Adobe Reader
- Spybot
- Alphabetizing bookmarks
- Forwarding emails
- Erasing hard drive
- Messages from Helen

folders, including Spam. I just find that easier for the way I work, but not everyone agrees.

#### Downloads

Q: First, if I have a lot of downloaded program files and have finished with them, can I delete them? Second, to keep track of them, can I move them to the desktop?

A: You can delete the files or move them elsewhere, which shouldn't be a problem with today's large hard drives.

If you download to the desktop, after you've used the files, move them off the desktop — to a downloads or temp folder, for instance — because every icon on the desktop takes up a small amount of RAM (random access memory). If you get enough icons on the desktop, you'll slow down your computer. Items on the taskbar also take up some RAM. If you have a Download folder, create a shortcut to that folder rather than to every downloaded file.

Q: If I delete shortcuts from the desktop, I'm not deleting programs, am I?

A: No. For example, every time Adobe updates its Reader, it puts a shortcut on the desktop. Get rid of it (or don't allow it). No one opens Reader and then browses to the PDF. They find the PDF and click on it, which opens the default PDF reader, so there's no need for a desktop shortcut. Three-quarters of the shortcuts that most of you have on your desktops you'll never use.

Q: Could I make a folder and move shortcuts to it?

A: That mitigates the problem to some extent, but it's better to put them in a reg-

ular folder off the desktop with a shortcut to that folder on the Desktop.

Q: In Windows 7 on the second Tuesday of the month (Patch Tuesday), I get lots of updates from Microsoft. Updates install and force a reboot. Then I get a message that Google is not responding. I have to keep doing system restores, which take about an hour.

A: Using System Restore that way just pushes the problem to the next Patch Tuesday because System Restore takes out all the updates, and they'll be downloaded again, and the problem will be repeated.

Comment: Not exactly, because after I use System Restore, I download all the updates but install only a few at a time to try to find the problem one(s). When I reboot, Chrome works, but Internet Explorer 9 does not. I had the same thing with IE 8.

Michael: You have a problem with Internet Explorer, and we don't know what it is. We've faced the same thing in the shop.

(An Internet search found lots of posts on this problem spread over several years. One answer offered is to use a browser other than Internet Explorer. — Editor)

Q: Can't you repair or reinstall failed updates?

A: He does that, and the next update kills it.

Michael Shalkey: Try creating a new administrator's account — such as Test or Temp — in the Control Panel > User Accounts, and see if that works. I'm not sure it will, so please report back at the next

(Continued on page 6)

## CIPCUG NEWS AND EVENTS

(Continued from page 5)

meeting. We're going to try it in the shop on Monday. If it works, just move your documents over to the new user.

### KeePass

Q: Are you going to demonstrate KeePass? I loaded it once and couldn't figure it out.

A: Not today, but I'll consider doing so. It takes a lot of time to set it up, and it's tricky to demonstrate.

### Alternative to Internet Explorer

Q: What is the alternative to Internet Explorer for sites that insist on IE? When we do tax preparation, some sites insist on IE.

A: IE Tab in Firefox. If you use IE and have sites that don't open in Chrome or Firefox, don't upgrade to IE 10 because they won't work there either. The sites that don't work do not comply with standards, and after losing a large share of the browser market, Microsoft decided to make a compliant browser, thus breaking a lot of old, non-compliant Web pages.

Michael Shalkey: Go to Tools > Add ons > Get add ons to add IE Tab if you don't have it or to find options for it if it's installed. I like the version from Taiwan.

You can right click on a link you want Firefox to open in IE Tab and pick that option. You can also create a list of links in IE Tab that you want it to open automatically by going to Tools > Add ons > IE Tab and clicking on the options button).

### Keyboard shortcuts

Q: Where can I find a list of keyboard shortcuts?

A: There are many shortcuts for both Windows and individual programs. Do a search for keyboard shortcuts and find the ones you're most likely to use a lot. (Coincidentally, Jim Thornton sent an article with lots of Windows shortcuts after the meeting; it starts on page 13 — Editor)

Michael Shalkey: If you really like shortcuts, you'll love Windows 8. It has more shortcuts than any other version.

(Two helpful sites for Microsoft software: Windows 7 shortcuts at <http://windows.microsoft.com/en-US/windows7/Keyboard-shortcuts>.

(Other Microsoft programs at [\[www.microsoft.com/enable/products/keyboard.aspx\]\(http://www.microsoft.com/enable/products/keyboard.aspx\) — Editor\)](http://</a></p>
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### Low virtual memory

Q: I'm getting "virtual memory is low" messages in XP.

A: You have too many things running. Shut some of them down. If you have lots of shortcuts or files on your desktop, move them somewhere else.

If you get a message to try a Microsoft FixIt tool for a problem, try it. It usually solves the problem.

Michael Shalkey: Find KB 826513 at [support.microsoft.com/kb/826513](http://support.microsoft.com/kb/826513). It has instructions for Windows XP and Windows 2000.

Toby Scott: The problem seldom comes up in Windows Vista or 7.

### Q&A January 2013

#### Java security issues

Toby Scott: There has been a lot of talk recently about security problems with Java, and the situation has not improved much. The U.S. Department of Homeland Security has issued an advisory to disable it in all devices, and some security experts say it could take up to two years to make the program secure. Java, which is not related to JavaScript except for the unfortunate use of "Java" in both names, is used in desktop computers, laptop computers, tablets, smart phones and many other devices. It and Adobe Reader are among the top sources of malware infestation because both are used on so many devices. If you've heard the term "zero day exploit," it means that the vulnerability was present when the program was released.

Java was developed by Sun, which was bought by Oracle, the current developer. Oracle released a patch that fixed only some of the security problems. The Department of Homeland Security said the patch was not sufficient because all hackers had to do to get around it was change their code a bit.

My advice is not to uninstall Java because some websites, including many financial sites, won't run without it. Keep it up to date religiously and disable it in your browsers. (Instructions for all major browsers are at [\[java-in-your-browser\]\(http://java-in-your-browser\).\) Allow it in just one browser that you don't use for anything else.](http://gizmodo.com/5975475/how-to-disable-</a></p>
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Java is a programming language. If you click on a link to run a program, it runs on your computer. If you block it in your browsers, you can't go to a malicious online site and get infected. Java is also used in lots of programs, so if you just remove it you might kill some programs you use regularly.

Java can also get on to your computer via CDs, DVDs, flash drives and floppies. Some sites will say they need Java; just don't go to most of them.

Q: Lots of sites don't work without Java, including banking, travel and tax sites.

A: If you face that situation, disable Java in all but one of your browsers. If you have only Internet Explorer, download and install Opera, Firefox or Chrome. Let one of those browsers — not Internet Explorer — use Java and then use it only to visit those trusted sites that require Java. Don't go to unknown travel sites, just ones you're already familiar with and know are legitimate. Don't use the Java-enabled browser to conduct searches or click on links.

Here are the basic instructions to disable Java in several browsers:

Internet Explorer: Go to Manage Add-ons > Show All. Disable all the items listed under Java. Restart the browser.

Firefox: Go to Tools > Add-ons > Plugins. Disable all the items listed under Java. Restart the browser.

Chrome: In the address bar, type "chrome://plugins" without the quotes, which brings up a new tab. Find the Java listing and click on Disable. Restart the browser.

#### Updating Java

Q: How do I keep Java up to date?

A: An "update is available" notice usually appears in your toolbar. If you don't see one, go to <http://www.java.com/en/download/index.jsp> to download the latest version. Don't turn off the install nags. If you have the latest versions, you can go to Control Panel > Java to make some adjustments in the program.

(Continued on page 7)

## CIPCUG NEWS AND EVENTS

(Continued from page 6)

Comment: I disabled it in all browsers just by going through the Control Panel.

A: That works if you want to disable it in all browsers. But if you want to leave it running on one browser, you have to disable each browser individually.

Q: I went to the download site and asked it to check my version of Flash, and it couldn't find it in Firefox. It found it using a different browser.

A: Once you disable Java in a browser, the site can't locate the program because it uses Java to do so. Firefox's NoScript might also have blocked it.

Michael Shalkey: Be very careful when you install an update or new version. Read each screen because Java wants to install the Ask toolbar and change your home page, and the default setting is Agree. You want to uncheck it.

In the newest version go to Control Panel > Java > Security and disable it there.

Q: I got a message from Norton that said not to worry about the Java problems because Norton's programs are fixing the problems. Is that too optimistic?

A: It's more optimistic than I would be, even though Norton pushes updates out almost hourly.

The difficulty is that Java is used on many devices, and we're still looking for the right security programs to handle it on all the devices except desktop and laptop computers, where all the procedures are pretty well known.

### Google Upgrader a virus?

Q: My anti-virus program flagged Google Upgrader as malware. I understand it might have some problems. Can you comment on that?

A: I think it was a false positive — calling something a virus when it isn't. All the anti-virus programs have some problems like that with some programs. Some anti-virus programs detect that VNC on the CIPCUG flash drive is a vi-

rus. It's not a virus and is OK.

Comment: I reinstalled Google, and the messages stopped.

### Protecting other devices

Q: How do I detect other devices that Java is on?

A: Computers are a mature technology, so writing anti-malware software for them is fairly easy. Many people get new smartphones every two years because of contracts, so it's more difficult to keep up with the software involved. Java is going to be a real and continuing problem. I know of two Android anti-virus programs.

Comment: The Safari browser on the iPhone lets you turn Java off in it.

Toby Scott: But many apps also use Java. The industry really doesn't know how to handle the problem yet.

### Adobe Reader

Q: You said some time ago to change settings in Adobe Reader, but I've forgotten what you suggested.

A: Major upgrades (from version 10 to version 11, for instance) seem to restore all the default settings. To fix them, open any PDF file, which opens the Reader (if it's your default PDF reader). Go to Edit > Preferences > Java Script and uncheck the "Enable Adobe JavaScript" box. Then go to Edit > Preferences > Trust Manager and uncheck the "Allow opening of non-PDF attachments with external attachments" (thus, programs on your computer or on the Web) box. If the Acrobat Reader is not your default PDF reader, you can open it separately or by right clicking on any PDF document and selecting it from the "Open with" list.

Adobe, like Java, is the distributor of a lot of security problems in its software.

### Spybot

Q: Is Spybot 2.0 on the flash drive? Will you explain why each scan asks me to immunize every time? How do things get un-immunized?

A: Yes, the new version is on the flash drive.

You misunderstand what the immunization is. There is a file in Spybot that overrides some Internet settings on where you can go. The lists let Spybot block those sites. The reimmunize option updates the lists of sites to block.

### Alphabetizing bookmarks

Q: How do I alphabetize my Firefox bookmarks?

A: In Firefox, Click on Bookmarks > Organize bookmarks > View > Sort - Sort by name.

### Forwarding emails

Q: Can I send all my CIPCUG and Yahoo messages to Gmail so I can check only one account?

A: I can do the CIPCUG messages for you. I don't think Yahoo can do that.

(The Gmail help file confirms that Yahoo does not support free POP access. Neither do Windows Live Hotmail, and Mail.com. — Editor)

### Erasing hard drive

Q: I want to sell my laptop. How can I be sure information on my hard drive has been completely deleted?

A: Simply deleting everything and emptying the trash doesn't do it. The drive must be overwritten several times. Michael can do it for a fee. The other alternative is to destroy the hard drive.

### Messages from Helen

Toby Scott: Helen Long had strange problems that spewed thousands of spam messages from her address. We've temporarily turned off her account and are trying to find the problem on her computer.

Some of you might get some more of the messages when her account is turned back on. Just delete them. There might also be some slow times as we test her machine and account to be sure the problem is solved. It should certainly be fixed long before you receive this issue.

## New members eligible for free computer tuneup

The next computer tuneup will be offered at the April meeting with a special twist to attract new members.

Any nonmembers who register for the event on [cipcug.org](http://cipcug.org) and join CIPCUG from January to the April meeting will

get the tuneup for free. The price for members is \$15.

(Continued on page 8)

## CIPCUG NEWS AND EVENTS



The picture on the left shows the opening screen of Portable Apps. The large pane on the left shows installed Apps (screen shot from a local installation). The photo on the right is the location window for Stellarium showing a panorama from the European Organization for Astronomical Research in the Southern Hemisphere facilities in Garching, near Munich, Germany (screen shot from the Stellarium website..

Program: CIPCUG flash drive

## Several freeware programs demonstrated

By John Weigle

[jweigle@vcnet.com](mailto:jweigle@vcnet.com)

Several of the programs on the CIPCUG freeware flash drive were demonstrated by Toby Scott and Michael Shalkey at the January meeting.

All the additional flash drives were sold during the meeting, and the board decided to prepare more in time for the February meeting. A complete list of the programs is on [cipcug.org](http://cipcug.org) and on the flash drive. If you're interested in a demonstration of other programs — or

### More on tuneups ...

*(Continued from page 7)*

Staff members from Ventura County Computers will check computers for obvious problems, fix the simple ones and make recommendations to solve more serious problems, such as the need for new hardware, reinstallation of Windows and major malware infections.

would like to demonstrate one yourself — please pass the word to Craig Ladd or Toby Scott.

#### Portable Apps

The flash drive contains the basic Portable Apps platform installer. Once you install it, you can find hundreds of available apps at <http://www.portableapps.com>, where you can also subscribe to a newsletter that reports on new and updated apps. Apps are available in the following categories: accessibility, development, education, games, graphics and pictures, Internet, music and

video, office, security and utilities. There will be a limited number of spots available because the tuneups must be completed during the meeting.

Those who sign up for a tuneup will need to take the computer and the power assembly for laptops. Also, if you have a touch monitor or other non-standard hardware, bring it also.

The beauty of PortableApps is that they all run from a flash drive and don't need to be loaded onto a computer (although desktop/laptop versions are available for many of the programs). To use them, you plug the flash drive into any computer that will accept one, do your work, and store any documents or other information you gather on the flash drive. When you remove the flash drive, no evidence of your presence is left on the computer.

Most of the PortableApps are freeware. Microsoft has not released PortableApps versions of any of its programs, but both OpenOffice and LibreOffice let users open, edit and save Microsoft Office files.

PortableApps is "really great for those of us doing support," said Scott, who prepared a PortableApps flash drive filled with technical tools so he always has them available when visiting customers.

*(Continued on page 9)*

## CIPCUG NEWS AND EVENTS

*(Continued from page 8)*

He can also store logins for support sites that he uses often in PortableApps.

All of the programs demonstrated as PortableApps have a standard Windows install on the Freeware disk as well.

### SIW (System Information for Windows)

One such computer tool is SIW (System Information for Windows), which tells you everything you have on your computer. It's "a tremendously powerful program in finding out what do I have on my computer," he said.

It reports information on a computer's hardware, driver versions and software and gathers serial numbers, passwords (which it reports the first several characters of) and other similar information.

### Gramps

Gramps is a genealogy program that reads, imports and exports standard GED files, along with several other genealogy program formats. Files can be saved in several formats. Like many of the programs on the drive, Gramps comes in 32- and 64-bit versions, so be sure to download the correct one (the PortableApps version is 32-bit only). If you aren't sure if you have a 32- or 64-bit version of Windows, go to Control Panel > System to find out.

Gramps has all the usual genealogical forms and ways to add information about people, relationships, events, places and sources. It creates many graphical reports, including family trees, and "it will take everything and export it as a Web page."

"It's a worldwide community that's working on this," Scott said. "It's gotten more and more powerful over time." Gramps was originally developed for

Linux.

### LibreOffice

LibreOffice was developed by many of the people who helped develop OpenOffice but who left when Oracle bought Sun, which was supporting OpenOffice.

Both programs can open Microsoft Office files, let users edit them and then save them in a Microsoft format or in their own formats. Scott uses LibreOffice rather than OpenOffice because he's not an Oracle fan either, he said.

LibreOffice and OpenOffice have programs for word processing, spreadsheets, databases, drawings, math, and presentations (similar to PowerPoint).

Shalkey noted that LibreOffice can save files as PDFs.

### Stellarium

Stellarium is a planetarium program that lets users see the night sky from anywhere in the world at any date and time. If you want more information about a sky object, right clicking on it brings up an information box. Stellarium will outline constellations and show the constellation names used by many cultures.

Users can add a horizon so they can see what is visible from the ground. The sky can be rotated 360 degrees, showing users what they would see as they turned in a circle.

### IrfanView

Shalkey demonstrated IrfanView, which is "so powerful that I prefer it over PhotoShop," he said.

Working with pictures he had taken Saturday morning on his way to the CIPCUG meeting, he used batch conversion to rename all the photos to something more meaningful than the numerical

names given by the camera. He used the name "Trip to CIPCUG" and added two pound signs (##) so the program would add numbers to the name. The number of pound signs to use is determined by the number of photos.

Shalkey then used batch converter to make the pictures smaller so he could send them by email. He created a new folder so the original pictures would not be overwritten, set the specifications for the edited pictures and ran the program, after telling it where to put the new, small pictures.

IrfanView can create an email and attach the photos to it so they can be sent to others. It can also create a Web page with both thumbnails and the larger photos.

IrfanView lets users erase portions of a picture (phone lines in the picture Shalkey was using), create text boxes in the photo, and adjust colors and other details. With GPhotoshow, it can create a slide show that can be used as a screen saver for Windows XP, Vista, 7 and 8. The screen saver function puts different pictures on multiple monitors. Slide shows can be shown on televisions with HDMI connections.

IrfanView was developed so it would fit on a floppy, Shalkey said, and it remains a small program.

It can also play a variety of music and video files, Shalkey said.

### VLC Media Player

Scott mentioned that he prefers VLC over Windows Media Center because it plays anything he's ever seen. Microsoft was held up by some codec writers, who wanted a fortune for Microsoft to license their codecs. VLC doesn't have the problem. It will play virtually anything.

## MailWasher is helpful adjunct to email programs

By Tony Pizza

**D**uring the Internet session at the January meeting, there were discussions about using email. My comment was a recommendation to consider MailWasher as an email screening program for unwanted messages and spam. I heard about

it at a CIPCUG meeting years ago, back in the dialup era, where it saved me much time and annoyance from downloading large and useless "funny" videos. I also used it to delete problem emails at the mail server that got stuck.

MailWasher comes as a free version for one email address and a paid version

for multiple ones. I have a paid version on my desktop, but don't use all the capability. On my laptop and netbook, I find the free version adequate.

MailWasher is free to use, won't ever expire, and works with Outlook, Outlook Express, Incredimail, Thunderbird, Win-

*(Continued on page 10)*

## CIPCUG NEWS AND EVENTS

## Minutes of the January board of directors meeting

By Diane Mortensen-Henderson

**C**IPCUG Board of Directors held its monthly meeting on Jan. 26, 2013. Members in attendance were Jim Brown, John Weigle, Andy Toth, Craig Ladd, Art Lewis, Helen Long, Toby Scott, and Diane Mortensen-Henderson.

The meeting was called to order by President Jim Brown.

**December board minutes:** One correction to the December board minutes was noted by Art; CIPCUG's insurance will be paid in February 2013, not has been paid. With said correction, the Board of Directors' Minutes for Dec. 15, 2012, were approved.



Mortensen-Henderson

**Treasurer's report:** Art passed out copies of the December 2012 treasurer's report, which is published elsewhere in TOE. Art explained that the -\$100 under Outflows, Corp. Exp., represents a refund from Parks & Recreation. The refund of \$100 was the security deposit CIPCUG' paid for

the use of the park's facilities for the 25<sup>th</sup> anniversary celebration.

**Future programs:** Craig announced that there was nothing definite planned for CIPCUG's February meeting. He thanked Toby and Michael for their presentation on some of the freeware programs on the new CIPCUG flash drive. The consensus was, when convenient, to have Toby and Michael do another freeware presentation or perhaps two. Craig suggested that he might be able to have Staples techs put on another presentation on tablets.

CIPCUG members and others have mentioned an interest in having program meetings and/or a SIG on digital cameras. Diane mentioned that she had attended a digital camera workshop offered at the Camarillo Library. The first meeting had over 110

*(Continued on page 12)*

## Treasurer's report for December 2012

By Art Lewis  
treasurer@cipcug.org



Lewis

12-1-12 through  
12-31-12

### Category Description

<b>INFLOWS</b>	
Coffee Income	-2.90
Membership Income	
New Members	40.00
Renewals	230.00
TOTAL Membership Income	270.00
Raffle	124.00
Software Sales	760.00
<b>TOTAL INFLOWS</b>	<b>1,151.10</b>
<b>OUTFLOWS</b>	
Corporate Expenses	-100.00
Raffle Prizes	70.23
Rent Paid	150.00
TOE	258.12
<b>TOTAL OUTFLOWS</b>	<b>378.35</b>
<b>OVERALL TOTAL</b>	<b>722.75</b>
Unrestricted Funds	4,091.76
Restricted Funds	0.00
<b>Bank Balance 12-31-12</b>	<b>4,091.76</b>
Year to Date Income	4,005.10
Year to Date Expense	4,717.30
Net Year to Date	-712.20

## More on MailWasher ...

*(Continued from page 9)*

dows Mail, GMail, Hotmail and every other email program. You set up MailWasher with the same information as your email account: incoming and outgoing mail servers and email password.

Basically, you can use it to delete unwanted e-mails before you download to your computer, a great way to stop viruses, large attachments or to just delete unnecessary emails from getting to your computer. Easily preview the message in your email to see what the sender has to say before downloading it to your computer. It has easy-to-use anti-spam tools and filters. I could tell you more, but you can go to <http://www.mailwasher.net> for more information and to download it.

## 2013 contributors to The Outer Edge

*Your name can appear here, too. Share your knowledge with other members by sending an article, letters or computer tips to editor@cipcug.org.*

### CIPCUG MEMBERS

Ken Church  
Art Lewis  
Helen Long

Diane Mortensen-Henderson  
Dick Maybach  
Tony Pizza  
Toby Scott  
Michael Shalkey  
Rick Smith  
Jim Thornton  
Bill Wayson  
John Weigle

CIPCUG NEWS AND EVENTS

Membership report:

**Is it time to renew?**

By Ken Church

email address: [membership@cipcug.org](mailto:membership@cipcug.org)



CHURCH

Welcome –

New members: much appreciated

Attendance at the January 2013 general meeting:  
63 members and guests (who signed in)

Total membership: 178

**MEMBER RENEWAL INFORMATION**

\$30 for single membership,  
\$35 for two or more family membership.

**NEW MEMBER INFORMATION**

\$40 first year for single membership,  
\$55 first year for two or more family membership in same household.

Please send your payment to:

**CIPCUG MEMBERSHIP  
P.O. BOX 51354  
OXNARD, CA 93031-1354**

Or bring your payment to the sign-in table for the Feb. 16, 2013, meeting.

**December 2012 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
0037T	Hosford	Victor	201212
0993	Ladd	Craig	201212
1001	Toth	Andy	201212

**January 2013 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
0926	Curry	Rick	201301
1217	Donohue	Joseph	201301
0947	Ellis	Dick	201301
0554	Muskat	Vel	201301
0950	Skultety	Tony	201301
0836	Willett	Dr. Nancy	201301

**February 2013 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
1168	Brown	James	201302
1129	Escobedo	Ray	201302
1063	Field	Dwayne	201302
1063A	Field	Sharon	201302
0412	Guess	John	201302
1219	Hernandez	Rafael	201302
0843	Isaman	Harry	201302
0566	Meeker	Kirsten	201302
0565	Meeker	Mary	201302
0656T	Mori	Ken	201302
1184	Murray	Tom	201302
1183	Norbutas	John	201302
1218	Panczel	Marika	201302
1082	Perry	Jim	201302
1232	Riggan	Lee	201302
1135	Sherbrooke	Rosalie	201302
1169	Smith	Donald	201302
1083	Stoutz	Hank	201302
1140	Wayson	Bill	201302

## GENERAL NEWS AND COMMENTARY

# Raspberry Pi: Some assembly required

By Bill Wayson

[bwayson@gmail.com](mailto:bwayson@gmail.com)

**W**hen I was young, I liked the electronics kits you could buy at most electronic stores. For not a lot of money, you'd get a plastic box with breadboard on the top, a bunch of parts,

and instructions on how to make whatever it was that you got. The end product could always be bought ready made, but the fascination of the kit was that you learned to build it yourself. I especially remember the germanium crystal radio and listening to broadcasts without any source of electricity other than

the radio signal itself. Today, there are a variety of active do-it-yourself (DIY) communities that can help you build lots of different things yourself. Just search DIY in your browser and see all the resources that are available for such a large variety of projects. One relatively recent newcomer to the DIY world is the Raspberry Pi, a mostly complete PC for \$35 (a \$25 version is available and sold mostly to educational institutions). Just download an operating system from the Raspberry Pi website, copy it to an SD card, insert the card into the Raspberry Pi, connect an HDMI- or RCA video-capable

monitor or TV, insert a USB keyboard and USB mouse, optionally connect a standard network cable, and then a micro USB power supply (which are often used as smart phone chargers), and you are up and running. For most, though, this is just a start. The Raspberry Pi begs to be experimented with.

As well it should. The Raspberry Pi was conceived by Eben Upton and his colleagues at the University of Cambridge in Great Britain to address a problem they were experiencing in the early 2000s. The top-level applicants for their Computer Science program had declined both in numbers and skill level. Whereas earlier top-notch applicants were experienced programmers, by then the best applicants knew little more than how to use a computer and, maybe, a little Web design. One concern the Cambridge group had was that personal computers had become so expensive and difficult to program that kids were not allowed by their parents and schools to really explore them, open them up, and tinker with them (and maybe kill them). So they started working on a small PC, cheap enough both for a kid to buy and to not be too concerned with destroying. They wanted it to boot up into an environment conducive to learning programming skills. Their original goal for the Pi was to create an inexpensive platform for learning computer programming.

Sales of the Raspberry Pi began in

early 2012 with the thought that maybe a few thousand would be sold. But, since then, a million or so units have been purchased. They continue to sell as fast as they can be made, and a solid community of young and adult users of the Pi has created projects that use and enhance it far beyond its learning programming goal. From the Raspberry Pi About Us Web page, "[d]eveloping countries are interested in the Raspberry Pi as productivity devices in areas that simply can't afford the power and hardware needed to run a traditional desktop PC; hospitals and museums have contacted us to find out about using the Raspberry Pi to drive display devices. Parents of severely disabled kids have talked to us about monitoring and accessibility applications; and there seem to be a million and one people out there with hot soldering irons who want to make a robot." Raspberry Pi-es have been used to remotely feed cats using a smartphone all the way to streaming live video, and taking photos and environmental measurements at nearly 25 miles up hung from a weather balloon. What's more is that there are posted on the Web instructions on how these things were done, which can be read by anyone, enabling them to do the same thing. One Raspberry Pi distributor uses Pi-es and custom software to streamline its receiving and shipping system. An online magazine, The MagPi, is devoted to the Rasp-

*(Continued on page 13)*

## Penguin's Lair



Wayson

## More on board minutes ...

*(Continued from page 10)*

people in attendance and second session over 80. CIPCUG could put on a workshop on digital camera software dividing it up into two or three sessions. Board members agreed it would be an excellent marketing opportunity for the club.

**TOE survey:** John has completed CIPCUG's survey and as of this date received three surveys off of CIPCUG's website and six handed in at today's meeting. By the end of February, John

will tally and present the results.

**Attendance:** Ken reported that there were 65 attending today's meeting. A member of the board remarked that the larger-than-normal attendance could have been because of Toby and Michael's presentation on freeware programs. Another remark was made that after the presentation, many people left, which indicated to him that not many raffle tickets were sold even though the prizes were some of the best.

**Computer tuneup:** Discussion was had on having another computer tuneup session in April. It was suggested that as an incentive to join CIPCUG anyone who joins from January to the day of the April meeting can have a free tuneup. A flier could be made up publicizing the membership/tuneup special and distributed locally.

There being no further business to discuss, the meeting was adjourned at 1 p.m.

## GENERAL NEWS AND COMMENTARY

# Microsoft Windows shortcut keys

By Jim Thornton  
jasthorn@gmail.com

All of the Microsoft Windows computer programs include many keyboard shortcuts. In addition, if you have a Microsoft keyboard, the more common shortcuts are printed on the individual keyboard keys. One of the more common shortcuts uses your control (CTRL) key and another key. Here are the more common ones.

## CTRL+ letter combinations

CTRL+A = All. Select all items in the current window.

CTRL+B = Bold.

CTRL+D = Desktop.

CTRL+F = Find.

CTRL+C = Copy.

CTRL+E = My PC.

CTRL+G = Go. Opens the Go To Folder tool (in Windows 95 Windows Explorer only).

CTRL+I = Italic.

CTRL+N = New.

CTRL+P = Print.

CTRL+U = Underline.

CTRL+X = Cut.

CTRL+L = Lock.

CTRL+O = Open.

CTRL+S = Save.

CTRL+V = Paste.

CTRL+Y = Redo.

CTRL+Z = Undo. Undo the last com-

mand.

There are eight keys without the shortcut features. These keys are H, J, K, M, Q, R, T, and W. I find it very easy to use the Copy, Cut, and Paste shortcut keys when using my Microsoft Word program and the program is identifying a word that I want to move as a misspelled word and doesn't let me use the regular Copy, Cut, and Paste functions of Word. And don't be concerned that not all of these shortcut keys are working on your computer. I have less than half of these shortcuts working on my Windows 7 computer.

## CTRL+ nonletter key combinations

And here are more keyboard shortcuts using your CTRL key with other non-letter keys on your keyboard:

CTRL+ALT+DEL = Open the Windows option screen for locking computer or switching users, or displaying Task Manager, etc., in later versions of Windows. Pressing the CTRL+ALT+DEL multiple times will reboot your computer.

CTRL+ESC = Opens your Start menu in most versions of Windows. In Windows 8, this will open the Start screen and in Windows 3 this will display your Task Manager. Press Tab to select the taskbar or press SHIFT+ESC to display a context menu.

CTRL+SHIFT+ESC = opens your Windows Task Manager.

CTRL+SHIFT+TAB = Reverses the direction of the CTRL+TAB shortcut keys.

CTRL+TAB = Switches between program groups, tabs, or document windows in application that support this feature. Reverse the direction by pressing CTRL+SHIFT+TAB at the same time. Switches between program groups, tabs, or document windows in applications that support this feature.

CTRL+F4 = Closes your current multiple document interface (MDI) window.

CTRL+WINKEY+F = Find computer.

CTRL+WINKEY+TAB = Moves focus from Start to Quick Launch toolbar.

## Windows key combinations

Here is a second group of more popular keyboard shortcut using the Windows button (WINKEY) with another keyboard key.

WINKEY = Start menu.

WINKEY+A = Starts accessibility Options (if installed).

WINKEY+C = Opens Control Panel or opens the Charms.

WINKEY+D = Minimizes all open windows and displays desktop.

WINKEY+E = Windows Explorer.

WINKEY+F = Find or search for files or folders.

WINKEY+F+CTRL = Find comput-

*(Continued on page 14)*

## More on Penguin's Lair ...

*(Continued from page 12)*

berry Pi and what can be done to it. A Web search for Raspberry Pi will show you that there is tremendous interest in this product.

The Raspberry Pi is truly a cool product and idea. It also serves as the latest reminder that the desire to learn is still strong, and that no matter how clever and inventive you think you are, there is always someone who can take your idea and show you something even more clever and inventive that you had never even thought of.

If you are, or know of, an educator who is interested in this, I recommend that you contact the Raspberry Pi Foundation to see how the Pi can be used in school and class.

If you have any personal interest in the Raspberry Pi, just search the Web using Raspberry Pi Projects and see what you can do with it. I'd bet that after doing so, you'd be hard pressed to not lay down your money and order one online. And, it may very well not be the last one you order.

If you have questions or would like to

learn more about Linux and FOSS, come to the February CIPCUG Linux SIG meeting at 6:30 p.m. Wednesday the 27th at Ventura County Computers in Ventura.

**Note that the meeting date is not the normal fourth Tuesday of the month.** With luck, we will finally get Ubuntu installed on our refreshed CIPCUG PC. Of course, we can talk about the Raspberry Pi or anything else that interests you.

If there is something you would like the Lair or Linux SIG to cover, drop me a line at bwayson@gmail.com. Until next month, happy computing.

GENERAL NEWS AND COMMENTARY

(Continued from page 13)

er.  
WINKEY+G = Cycle through Desktop gadgets.

WINKEY+H = Opens Share in Charms.

WINKEY+I = Opens mouse properties dialog box or open the settings in Charms.

WINKEY+J = Switch between snapped apps.

WINKEY+K = Opens keyboard properties dialog box or open Devices in Charms.

WINKEY+L = Locks your computer without using CTRL+ALT+DELETE or logs off windows.

WINKEY+M = Minimize all windows.

WINKEY+M+SHIFT = Undo minimize all windows.

WINKEY+O = Lock the screen orientation.

WINKEY+P = Start Print Manager.

WINKEY+R = Run dialog box.

WINKEY+S = Toggles Caps Lock on

and off.

WINKEY+T = Set the focus on the Taskbar icons.

WINKEY+U = Opens Utility Manager to the Ease of Access Center.

WINKEY+V = Starts clipboard.

WINKEY+W = Opens the power user menu.

WINKEY+X = Opens the power user menu.

WINKEY+F1 = Help.

WINKEY+BREAK or WINKEY+PAUSE = System properties dialog box.

WINKEY+CTRL+F = Displays the search for computer windows.

WINKEY+DOWN ARROW = Minimizes the screen.

WINKEY+ENTER = Opens other non-open windows.

WINKEY+HOME = Minimizes all windows except for the active windows.

WINKEY+LEFT ARROW = Reduces the screen size to half screen on the left side for side-by-side viewing.

WINKEY+PLUS = Opens the Windows Magnifier and will zoom in if you used the plus symbol or will zoom out if

you used a minus symbol.

WINKEY+RIGHT ARROW = Reduces the screen size to half screen on the right side for side-by-side viewing.

WINKEY+SHIFT+M = Reverse what was done by WINKEY+D or WINKEY+M.

WINKEY+SPACEBAR = Displays a list of the Microsoft Intel Type shortcut keys.

WINKEY+TAB = Cycle through taskbar buttons.

WINKEY+TAB+CTRL+TAB = moves focus from Start to Quick Launch toolbar.

WINKEY+UP ARROW = When viewing the side-by-side screen, this reduces the screen back to a full screen.

WINKEY+1 = Opens the first program on your Taskbar. Plus any other number besides one will open the program on your Taskbar based on its position.

On the Microsoft Web page <http://support.microsoft.com/kb/126449> pro-

(Continued on page 15)



## Ventura County Computers

Fast, Friendly, Humorous Service... Most of the time

# (805) 289-3960

2175 Goodyear Ave. #117 Ventura 93003

Would someone please explain to me why anyone in their right mind would choose Windows 8 when you have Windows 7. It's like jumping out of a perfectly good airplane.

Rick, I gave you Microsoft's talking points. All you have to do is toe the company line to start selling new PCs with the world's most advanced OS. Get with the program!





As everybody knows I'm always right about everything and there's nothing I'm not knowledgeable about. And I know this, Rick, you're wrong about Windows 8 and if you have 2 hours I'll tell you why.

GENERAL NEWS AND COMMENTARY

# At least one option not recommended to gain hard drive space

By Dick Maybach

March 2012 issue, BUG Bytes, Brookdale Computer Users' Group, NJ

[www.bcug.com](http://www.bcug.com)

[n2nd \(at\) charter.net](mailto:n2nd(at)charter.net)

**W**hen buying a new PC, it's usually wise to equip it with the largest possible hard disk.

Despite this, it's not uncommon to find that eventually it becomes uncomfortably full, leaving you with four options:

1. Save all your user data on an external disk, replace the system disk with a larger one, install Windows and all your applications from scratch, and restore your user data from the external disk,
2. Make an image of the current disk on an external drive, replace the current hard disk, and restore the image to it,
3. Add a hard disk and move some data folders to it, or
4. Enable dynamic disk management, which makes multiple disks appear as one, thus increasing the available space.

If your Windows 7 installation is corrupted by file system errors or malware, you must use option 1. If your system is working well, use option 2 (using the Windows 7 *Backup and Restore* tool), which is substantially easier and faster than 1. If your current system is working well, option 3 looks attractive, but there are significant issues, which I discuss below. I don't have the resources to test option 4, and I've learned from sad experience not to write about things I haven't done. If you are interested in dynamic disk management, see a good book, such as "Window 7 In Depth" by Cowart and Knittel. However, this approach appears to be complex enough to make it useful only in a professionally staffed computer center. I don't recommend it for home users.

Option 3, add a second hard disk and move some of the data folders from our home folder to it, looks attractive. Here, some data will reside on a different drive, call it D:, and unfortunately, some programs, for example *iTunes*, cannot access data on it.

*(Continued on page 16)*

## More on shortcuts ...

*(Continued from page 14)*

vides a listing of numerous Windows key combinations. On this website, you will see several other keyboard shortcuts starting with the keyboard keys: ALT, LOGO, F, and SHIFT. I will provide the more of these other shortcut keys in a future article.

### Members' classified ads

Classified ads are free to members. Each ad is limited to 105 characters, including spaces and to one ad per member per month. Copy has to be to John Weigle, editor of TOE ([editor@cipcug.org](mailto:editor@cipcug.org)), within the week after the regular meeting. Otherwise, the ad is held to the following month.

#### Free

#### For sale

I have the following Free/For Sale (contribution to CIPCUG):

One SHARP UX-300 FAX machine with Handset

Manual (.pdf) <http://pdf.textfiles.com/manuals/FAXMACHINES/Sharp%20UX300%20Plain%20Paper%20Fax%20Machine.pdf> — David Minkin

I have the following For Sale (contribution to CIPCUG):  
2 each Microsoft Mouse, \$2 each  
Internet Scrolling Mouse (COMP USA), \$2  
Video Selector Switch (5 inputs/2 outputs), \$5 — David Minkin

#### Wanted

#### Other categories as needed

The Outer Edge is printed and prepared for mailing by:

Bob Weisensee  
Production Supervisor



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GENERAL NEWS AND COMMENTARY

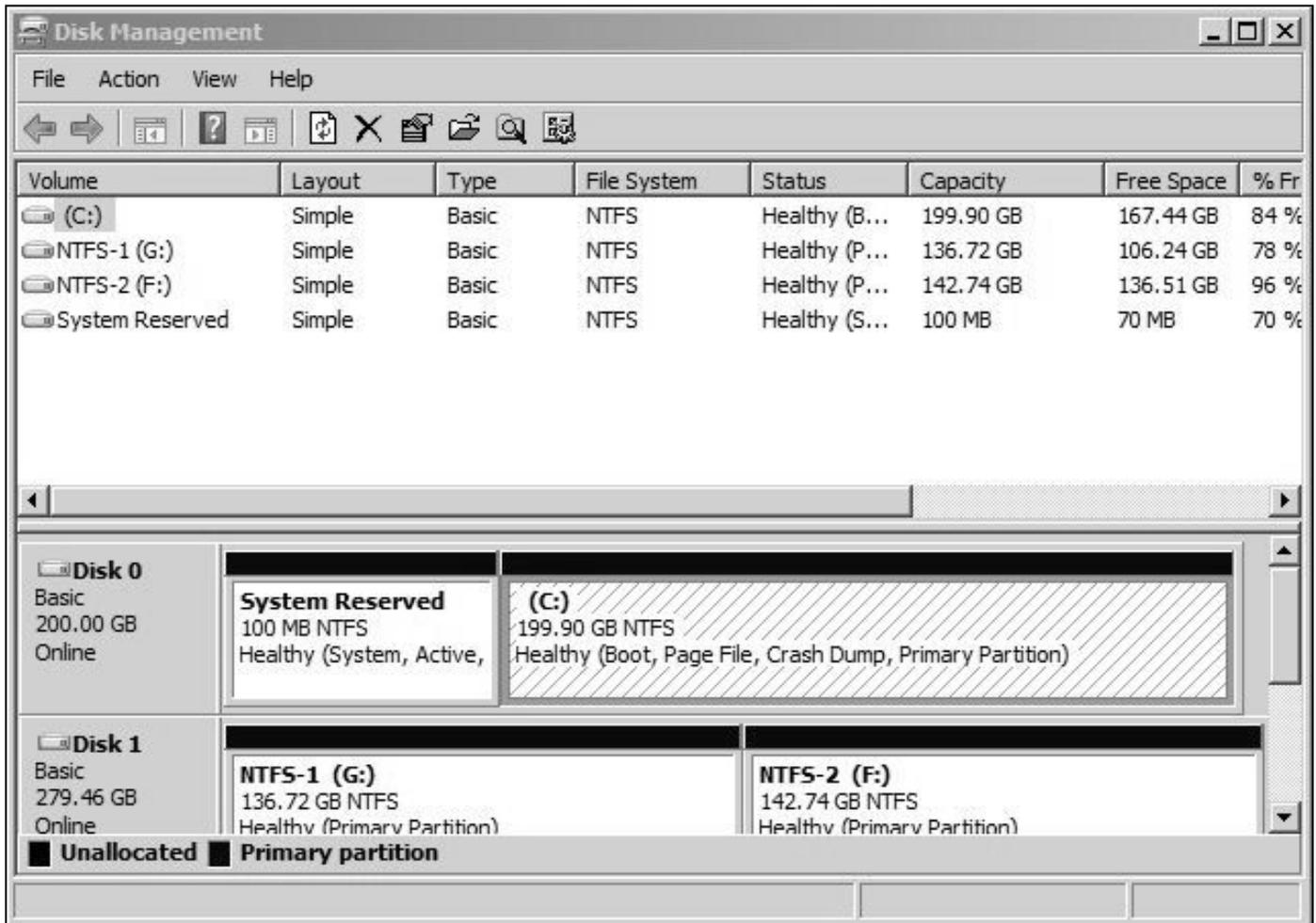


Figure 1: This is the Create and format hard disk partitions window of the Windows Disk Management tool.

(Continued from page 15)

You can edit *iTunes*' preferences to declare that, *iTunes Media*, the folder that holds its music, resides on D:, but *iTunes* apparently doesn't look outside your home folder. There are probably other applications with similar flaws.

A procedure called *grafting* appears to offer a solution. It maps all the files on an auxiliary disk into a folder in your home folder, and any files you later add to that folder are stored on the grafted disk. The basic procedure is as follows:

- Copy all the files in the selected folder to the auxiliary disk;
- Delete the selected folder on the main disk; and
- Graft the auxiliary disk to a folder on main disk.

This indeed works on Windows 7, and after I did it, *iTunes* was able to find its

files on the auxiliary disk, but operations were so flaky (see below) that I wouldn't do this on a PC that I actually used.

If you would like to experiment (not on the PC you use for TurboTax, please), here is the procedure. Log in to an account with administrator privileges, and open the *Disk Management* tool. (The easiest way is to tap the *Windows* key or click on *Start*, type "disk manage" and select *Create and format hard disk partitions*.) The screenshot in Figure 1 shows the result.

In this example, I graft NTFS-2 (F:) onto a folder in my home folder. Right-

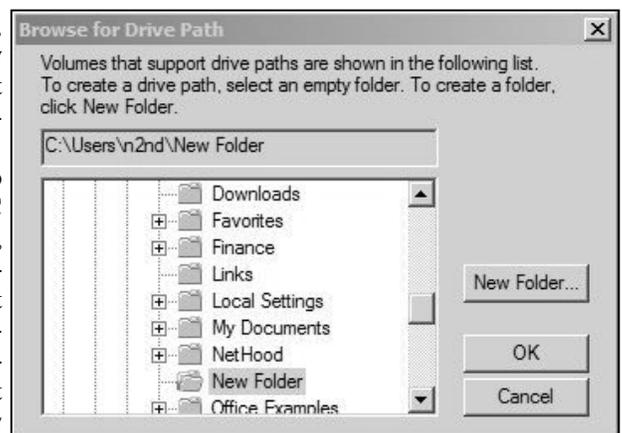


Figure 2: This is the Browse for Drive Path window.

click on NTFS-2 (F:) and select *Change Drive Letter and Paths ...*. Click the *Add ...* button, select *Browse ...*, navigate to

(Continued on page 17)

## GENERAL NEWS AND COMMENTARY

Book review

# Need answers? Here's how to find them

**By John Weigle***jweigle@vcnet.com*

Google is the researcher's friend — but it should never be the last resort.

That's the cogent advice of Don MacLeod, a law librarian for more than 25 years at four large New York City law firms and, since 1995, the editor of the "Internet Law Researcher" newsletter.

Although the second and third chapters of his book are devoted to Google, the fourth chapter is "Why you still need a library card."

MacLeod offers many key points for those conducting research of any kind: Ask the right question ("Is xxx a good idea" can't be answered by research because it's an opinion; "what effects might result from xxx?" can at least come up with good and bad points of whatever is being proposed, he says.

Other ideas: Learn to evaluate the information you find (for instance, where does it come from?, how current is it?); don't do a lot of legwork that someone else has already done (instead, find out what individuals and groups have already gathered it and ask them for it); learn

"How to Find Out Anything — From Extreme Google Searches to Scouring Government Documents, a Guide to Uncovering Anything about Everyone and Everything," by Don MacLeod, August 2012, Prentice Hall Press

where and how to find public records, which contain reams of information about individuals, organizations and businesses.

He also points out that research builds on itself because one piece of information often leads to another, which leads to another and so on.

MacLeod recommends that anyone involved in research have immediate access to some basic reference works: an almanac; dictionary; thesaurus; atlas; directory of products and manufacturers; tables for equations, mathematics and conversions; a collection of quotations; a basic history of the U.S. and world; a library catalog; and a searchable collection of classic literature. Much, if not all, of this information is available on the Internet, and the book includes many lists of recommended Web sites and

printed material.

MacLeod recommends a couple of major Web sites that every researcher should bookmark:

- The federal government's portal: [www.usa.gov](http://www.usa.gov). It includes links to states' websites.

- The Securities and Exchange Commission's EDGAR: [www.sec.gov/edgar/searchedgar/webusers.htm](http://www.sec.gov/edgar/searchedgar/webusers.htm) and a related site that describes what information can be found in SEC filings at [www.sec.gov/info/edgar/forms/edgform.pdf](http://www.sec.gov/info/edgar/forms/edgform.pdf). He says, however, that those requiring detailed, in-depth reports based on SEC filings might be better off to hire one of the professional firms that specialize in such research.

And at the local level, he notes something that most reporters learn early on: "County clerks' offices are rich hunting grounds for factual information, particularly liens and real estate records."

The book is an excellent value for anyone who ever has to seek out information beyond what's in Wikipedia — a source that does not impress MacLeod unless your research involves popular culture.

## More on gaining hard drive space ...

*(Continued from page 16)*

the folder where the original folder appeared (in my case C:\users\n2nd), click the New Folder button. The result is shown below.

Click the *OK* button, and the *Browse for Drive Paths* window will close, then click *OK* in the *Add Drive Letter or Path* window, and close the *Disk Management* window. The disk NTFS-2 (F:) is now grafted on the folder C:\Users\n2nd\New Folder. If you had to log in as a different user to obtain administrator privileges, log out and then log back in to your home account, in my case n2nd.

This seems straightforward, but there are several traps. The Disk Manager is quirky and not well documented. I needed

several attempts to make the above procedure work, which isn't good for a tool that modifies your folder structure. Since you can graft an entire disk only to a single folder, if there are several large folders, you must partition the auxiliary disk and graft a separate partition to each folder. This is unfortunate, because you can't graft your entire home directory, as it contains system files that are always in use. Most disturbing is that when I finished and tried to make a full backup, including a system image, the procedure failed. Even if it had succeeded, I'm not sure I could have restored my system. Would the software try to put everything on the original (now too small) C: disk, or would it be smart enough to restore to both C: and F: and graft F: to a folder?

This isn't something about which you want to be surprised when you have to restore your files.

My conclusion after all this is that Windows 7 is designed to operate from a single disk, as are some of its applications. In this respect, it's made a step backward from XP, where you could locate your *My Documents* folder on any disk, and even *iTunes* could find its files there.

You can add additional disks to a Windows 7 system, but accessing files on them will be somewhat less convenient than if everything resided in your home folder. As a result, if you run out of disk space on a Windows 7 PC, the best course is to replace the disk with a larger one and port your system to it.

GENERAL NEWS, COMMENTARY



# F1—Your Help Key

*(Revised Sept. 7, 2008)*

**COMMUNICATIONS/INTERNET (GENERAL)**

World Wide Web DM

**DATABASES**

Access BR

**DOS**

RP

**E-MAIL**

Outlook MS

Outlook Express BR, DM

Thunderbird MS

**GRAPHICS PROGRAMS**

IrfanView MS

Paint Shop Pro DM

Photo Shop Elements BR

Print Shop BR

**SPREADSHEETS**

Microsoft Excel DM

**WORD PROCESSING**

Microsoft Word DM

WordPerfect DM

**WINDOWS**

Windows 98, 95 DM, MS (98)

Windows 2000 BDV

Windows XP DM

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Robert Provart

498-8477 (b)

Phone: (d) = days; (e) = evenings; (b) = both

**If you would like to volunteer to help others, please send your contact information and programs you're willing to help on to editor@cipcug.org.**

.....

**WEB HELP SITES (Updated 10-02-12)**

Steve Bass TechBite Newsletter registration page:  
www.techbite.com

DSL reports: www.dslreports.com

Steve Gibson: www.grc.com

Kim Komando: www.komando.com

Leo Laporte: www.leoville.com

Jeff Levy: www.jefflevy.com

Linux distributions: www.DistroWatch.com

Microsoft: www.microsoft.com

OnGuard Online: http://www.onguardonline.gov

PCMag: www.pcmag.com

PC Pitstop: www.pcpitstop.com

PC World: www.pcworld.com

Recalled products: www.recalls.gov

SANS Institute — Computer Security Education and Information Security Training: www.sans.org

Smart Computing: www.smartcomputing.com

Spyware Warrior: www.spywarewarrior.com

User Group Relations (Gene Barlow): www.ugr.com

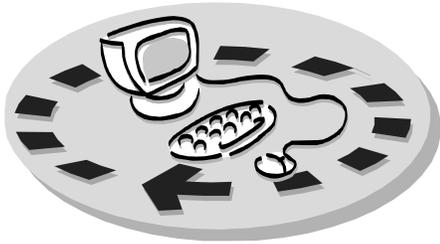
Ventura County Computers (Rick and Toby's shop):  
www.vccomputers.com

Virus Bulletin: www.virusbtn.com/index

Windows Secrets: www.windowsecrets.com

Windows The Official Magazine (UK):  
www.officialwindowsmagazine.com/

**If you have a favorite help site on the Web, please forward it, so we can expand the section. If you find a link that doesn't work, please tell us that, too.**



# Why join Channel Islands PC Users Group (CIPCUG)?

Every month, members of the Channel Islands PC Users Group have access to:

- ◆ The Outer Edge newsletter, which includes a list of members willing to help other members.
  - ◆ The general meeting, featuring a question-and-answer session and program on new software or hardware.
  - ◆ Special Interest Groups — special meetings held monthly.
  - ◆ Door prizes and raffle at the regular meeting.
- Other benefits include:
- ◆ Special user group discounts on

books and software.

- ◆ A flash drive containing many useful freeware programs.
  - ◆ A chance to make friends with people who have similar interests.
  - ◆ The ability to put your knowledge to good use by helping other members.
- The whole concept of user groups is members helping members.

Please clip the coupon below and send with payment to CIPCUG-Membership, P.O. Box 51354, Oxnard, CA 93031-1354.

Please make checks payable to

CIPCUG.

### Dues for new members

- Individual member, \$40.
- Family membership (same address), \$55.
- Renewals are \$30 and \$35 per year respectively.
- TOE subscription only (in the U.S.), \$20.

### CIPCUG E-MAIL ADDRESS

Members who would like to have an email address through CIPCUG in the form of YourName@cipcug.org may obtain one for \$20 per year.

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State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

E-mail address: \_\_\_\_\_

User level: Novice \_\_\_\_; Intermediate \_\_\_\_;

Advanced \_\_\_\_

Can you help the club as a volunteer? If so, what would you be interested in working on? Please list on separate sheet. If necessary.

For CIPCUG use:

Date \_\_\_\_\_

Member # \_\_\_\_\_

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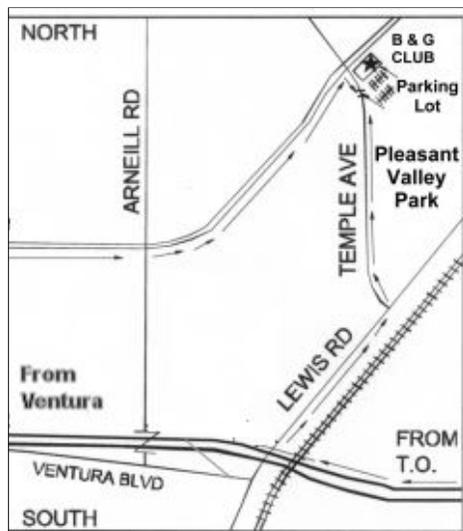
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## Update wording DUES REMINDER

If the code above your name is 2013 FEBRUARY, your membership dues are payable in FEB-

## February 2013 meeting of the Channel Islands PC Users Group

The map shows the easiest route to the Boys & Girls Club, but if you prefer, you can take the Carmen Drive offramp to Ponderosa Drive, which leads to Temple Avenue.



Saturday morning, Feb. 23, at the Boys & Girls Club, 1500 Temple Ave. (Ponderosa Drive and Temple Avenue), Camarillo.

### Meeting schedule:

8:00 a.m.	Doors open
8:30	SIGs (Depending on available space we will have a connectivity and email SIG and a social media/tablet/smartphone SIG)
9:30	Business meeting
10:00	Q&A
10:30	Break
	Program (TBA)
	Drawing