The Outer Edge

August 2011
Vol. 25, No. 1

Whole No. 292
ISSN 1055-4399

The Friendly Computer Club Helping Make Computers Friendly. On the Web at www.cipcug.org

Attendance at the
July general meeting
61 members and guests
We welcome 1 new member

To Contact CIPCUG

The Outer Edge.....805-485-7121
General Information……...805-289-3960
Mailing Address...P.O. Box 51354, Oxnard, CA 93031-1354
On the Web: cipcug.org
On Facebook: http://www.facebook.com/groups/cipcug

"Secret Guide to Computers and 'Tricky Living' "

The 31st edition of the "Secret Guide to Computers and 'Tricky Living' " has 703 pages in 52 chapters grouped into 10 sections. It has more than 40,000 improvements over the previous edition, and covers Windows 7, modern browsers, websites, email systems, Microsoft Office 2010, modern programming languages, and much more.

The retail cost of this book is $25, and CIPCUG will sell copies for $20. We need to get an idea of how many to order so we ask that anyone who wants to buy a copy sign up at the August or September meetings, or email treasurer@cipcug.org to reserve a copy.

— Art Lewis, treasurer

COMMAND.COM

By Jim Brown, President

August typically is a very hot summer month. I hope you are all coping with the heat well.

Our long-range goal is to increase the public's awareness of our computer club. With targeted exposure, our hope is that the public awareness will help us to enlarge our membership base. We are providing a service, a teaching environment, in a friendly atmosphere, with the goal of increasing our computer knowledge, increasing our awareness of the new ways of communicating in the ever-changing computer world.

Brown

I am making a request of you, our members. You can respond to these requests by email at our CIPCUG website. You can send responses to an officer of the board directly or to the entire board at board@cipcug.org.

Do any of you have any contacts at community channels of our local providers? We think our coverage should be from Camarillo through Ventura. I think that Thousand Oaks has a computer club. We are considering local high schools as a venue to place a small advertisement. Perhaps a student can get credit for attending one or two of our meetings. High school sporting events may present opportunities to place small advertisements.

We will advertise in the local Acorn newspapers and other similar publications. We will modify and update our brochure, and the idea is to hand it out at community events at an information booth or table. We would like to have exposure on city websites, libraries and other websites. Do any of you have a contact or an interest in a particular venue? Please let us know.

We also are looking for someone to put our banner up during our meeting, ideally near the corner of Ponderosa and Temple. If you can assist us we would like to hear from you.

Rick Smith's column in July's TOE referenced a song from the TV series "Cheers." Its theme song was "Where everybody knows your name." I hope we can create a friendly place also. So put your name tags on and greet each other by name. If you have any comments about our meetings please let us know.

A reminder — Helen Long is looking for an assistant to help her with the

(Continued on page 4)

Root Directory

UPDATE CIPCUG NEWS

Benefits 19
Bits & Bytes 10
Board minutes 3
Coming CIPCUG events 3
Contributors to TOE 16
Command.com 1
F1 — Your Help Key 18
Map, schedule 20
Membership report 17
Program: CLU library 7
Q&A session 4
Treasurer's reports 16

GENERAL

Penguin's Lair: RadioTray 11
Review: iPad 13
Review: RoboForm 8
Rick's rant: Paying for free services 9
Security: Use Caution with USB devices 14
Tracking latest information on anything 15
Word and Excel tips 12

ADVERTISEMENTS

Creative Technology 14
Members' classified ads 14
O'Reilly 14
Ventura County Computers 13

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

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
…….……president@cipcug.org
Vice President/Program Chairman
……..……..Craig Ladd
……...vicepresident@cipcug.org
Secretary……..Diane Mortensen
……...secretary@cipcug.org
Treasurer……..……...…Art Lewis
……...….treasurer@cipcug.org
Immediate Past President
…….....…..Rick Curry
……..……....trindflo@cipcug.org

(Appointed members of Board of Directors)

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

Ex-officio members of Board of Directors

CIPCUG ISP Signups……...Art Lewis
Sound Equipment Technicians
…… Jim Burke and David Minkin
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
*Deceased

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

The Outer Edge

Editor……..John Weigle
P.O. Box 6536, Ventura CA 93006
485-7121…….jweigle@vcnet.com

The Outer Edge is published monthly by Channel Islands PC Users Group (CIPCUG), P.O. Box 51354, Oxnard, Calif. 93031-1354. an independent, nonprofit corporation. Contents of *The Outer Edge* copyright 2001 © by Channel Islands PC Users Group.

Permission for reproduction in whole or in part is granted to other computer user groups for internal nonprofit use provided credit is given to *The Outer Edge* and the authors of the reproduced material. All other reproduction is prohibited without prior written consent of Channel Islands PC Users Group.

Opinions expressed in this journal are solely those of the authors or contributors, and do not necessarily represent those of Channel Islands PC Users Group, its officers or membership as a whole. The information provided is believed to be correct and useful; however, no warranty, express or implied, is made by Channel Islands PC Users Group, its officers, editorial staff or contributors. This disclaimer extends to all losses, incidental or consequential, resulting from the use or application of the information provided.

Channel Islands PC Users Group does not endorse or recommend any specific hardware or software products, dealers, distributors or manufacturers. All trademarked or registered trademarked names are acknowledged to be the property of their respective owners, and are used for editorial purposes only.

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 3½W).....$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.

Coming events

2 free office suites to be compared in August

Programs

Orv Beach will compare two free office suites, LibreOffice and OpenOffice, at the Aug. 27 meeting. We'll meet at 8:30 p.m. at the Camarillo Boys & Girls Club, 1500 Temple Ave. (Ponderosa Drive and Temple Avenue), Camarillo. (See the map on the last page.)

The doors open at 8:30 a.m. The Internet and Networking SIG and the Social Media SIG will start at 8:45 a.m.

For more details about LibreOffice and to download the latest version, go to http://www.libreoffice.org. For more information about OpenOffice, go http://www.openoffice.org. Both suites are compatible with Microsoft Office.

Other meeting dates this year are:

Sept. 24

Oct. 22

Nov. 19 (third Saturday): Topaz Labs (https://www.topazlabs.com/store)

Dec. 17 (third Saturday)

Programs still being worked on, but without specific dates yet, are; Rick Smith on hardware; and a demonstration of tablet computers by the Staples store in Camarillo.

SIGs

Except for the Thousand Oaks PC Club Photo Group, the Special Interest Groups (SIGs) are sponsored by CIPCUG and led by volunteer club members. They

(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, where you'll find a link on the home page to sign up. The URL is cipcug.org/listserv.cfm.

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

Minutes of the July board meeting

By Diane Mortensen

CIPCUG Board of Directors held its monthly meeting on July 23, 2011. In attendance were President Jim Brown, Vice-President Craig Ladd, TOE Editor John Weigle, Helen Long, Tech Adviser Toby Scott, Membership Chairman Ken Church, David Minkin, and Secretary Diane Mortensen.

Mortensen

The meeting was called to order by CIPCUG's new President, Jim Brown, who opened the meeting to a discussion about the computer auction held at today's meeting which resulted in a final bid of $170. It was thought that another computer auction take place possibly in September.

Art presented the treasurer's report for June 2011, which appears elsewhere in TOE. In addition, he provided a year-end (July 2010-July 2011) report wherein total revenues were less than total disbursements. Majority of CIPCUG revenue comes from membership, and the decrease in membership has lowered the number of fees received. Art also shared a new proposed 12-month budget projection for July 2011-July 2012.

Art mentioned that it would be necessary to find a qualified individual to audit CIPCUG's financial records. He asked the board to refer to him any qualified individual who could perform this task.

The board had further thoughts on how CIPCUG can increase its revenue. Suggestions were made as to having another flash drive freeware sale. Jim said that his brother would be willing to donate some time and, perhaps he could assist with the freeware downloads. A motion was made to approve an adequate amount to be put in the 2011-12 budget for the freeware flash drives to be sold to members and interested parties. The motion was seconded and carried with all in favor.

Craig reported that at present he has three months open as to guest speakers for CIPCUG's meetings and is working on several, with feelers out for others. Positive comments were made as to the interesting, informative presentation by Lala Badal, assistant director of Information Systems and Services at Cal Lutheran University, Thousand Oaks.

Helen again made a request for a replacement for her current duties. The individual would need to have HTML experience.

Diane passed around the 2009 board membership roster for members to make any changes to their contact information. She will update the roster and make it available at the next board meeting.

An update was given by Diane as to CIPCUG partnering with the Camarillo

(Continued on page 4)

Social Media SIG, Q&A

Exploration of Facebook page continues

Reported by John Weigle

Social Media SIG

Unless otherwise noted, questions were answered by Jessica Scott. — Editor.

The SIG presentation ran into several problems because Jessica forgot her password for the Facebook account she established last month and it took a while to get Curt Davison, who remembered his Facebook password, to be approved as a member of the CIPCUG Facebook page. The problems, which were partly a result of the Boys & Girls Club decision to block Facebook, thus forcing us to use a workaround, made the process appear more complex than it normally is.

If you have a Facebook account and want to join the CIPCUG page, sign in to your Facebook account and search for cipcug in the Facebook search bar. That will provide a link to the CIPCUG Facebook page at https://www.facebook.com/groups/cipcug, where you must ask to be made a member of the group. You do not need a separate password for the CIPCUG page.

If you don't have a Facebook account, go to www.facebook.com and establish an account. You must provide a valid email address because you must click on a link in an email to complete the process. It's possible to use a phony name, but that

(Continued on page 5)

More on coming events ...

(Continued from page 3)

are free to CIPCUG members.

Unless otherwise noted, the CIPCUG 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 is at the club after the regular meeting unless the room is needed by others.

Until further notice, the Photo Group is not accepting new members or guests because it is close to outgrowing its meeting room. The TOPCC Photo Group, which meets at 6:30 p.m. at the Thousand Oaks Library, 1401 E. Janss Road, charges $3 per meeting for those who are not members of the Thousand Oaks PC Club. The Web site is http://topcc.org/dnn/SIGsPrograms/PhotoGroup/tabid/65/Default.aspx.

The general schedule:

First Monday (except in months that have holidays on or near the first Monday): TOPCC Photo Group. Fourth Tuesday: Linux.

Fourth Saturday (or the regular meeting day): Social Media SIG (Jessica Scott and Mark Maidel) and Internet and connectivity SIG, 8:45 a.m. Michael Shalkey's after-meeting SIG at the Boys & Girls Club.

The August and September schedules :

August

Tuesday, Aug. 23: Linux SIG. Topic Radio Tray.

Saturday, Aug. 27: Regular meeting, pre-meeting Social Media and Internet, connectivity SIGs. After-meeting SIG (location TBA): Internet Safety Part 2 (but it might be parts 1 and 2 if we have it at the Camarillo Library)

September

Saturday, Sept. 24: Regular meeting, pre-meeting Social Media and Internet, connectivity SIGs.

Tuesday, Sept. 27: Linux SIG. Topic: Upgrading to the newest version of Ubuntu.

Be sure to check the calendar on cipcug.org for updates on programs, dates and times.

More on minutes ...

(Continued from page 3)

City Library to provide computer programs. An e-mail was received from Barbara Wolfe, head librarian at the Camarillo City Library, stating, in part, that the librarians recently had a programming meeting wherein they discussed joining with CIPCUG in offering the public computer programs, classes at the library. They were greatly interested and listed some questions as to logistics, types of programs, etc. and asked if a designated person from CIPCUG could meet with the adult services librarian to discuss further arrangements. Toby agreed to meet with the appointed librarian after Diane provides contact numbers.

An updated CIPCUG brochure is needed to be used as a marketing piece and given out at the public programs CIPCUG and library will be offering. Toby stated that he believed he had the original file of the existing brochure and John asked if Toby could e-mail to him and he would see what he could do. In addition, it was mentioned that Rick Curry, past president, was willing to coordinate publicity for the club.

There being no further business, the meeting was adjourned.

More Command.com

(Continued from page 1)

website. You can reach her by e-mail.

Thanking you in advance for your assistance, Jim Brown.

(Continued from page 4)

defeats many of the purposes of Facebook because people searching for you won't be able to find you. You will set a password for Facebook. Be sure to write it down or keep it in a password-saving file because you won't be able to sign in without it unless you go through the "forgot password" procedure.

The CIPCUG Facebook page is moderated, meaning that you must ask to become a member. One of the administrators must approve your request. As this is being edited on July 30, the page has 18 members. The page will become more useful as more members join and post questions, comments and links to material they think will interest other members.

Jessica said one of Facebook's most useful features, Discussion, is not enabled on the Facebook page. Toby Scott, who created the page, said he'll try to get it added. The discussion feature allows people to post a question, a poll, or a general idea so others can react to it. Users can respond to individual posts, but the Discussion feature keeps all the related posts together. Toby said after the meeting that discussion is the default home page for Groups.

Group pages like the CIPCUG page have several advantages, Jessica said. Because members must be approved, you can be reasonably certain that everyone on the page shares your interest. Posts are generally related to the topic of the page, and Toby is alert to the possibility of spam and flaming and will eliminate them, she said.

Jessica noted that three hard-to-see icons are between the word Facebook and the Facebook search bar at the top left of the page. From left, they are Friend Requests, Messages, and Notifications. The icons are dimmed if there are no new requests, messages or notifications and are easier to see when there are new items. The Notification item lights up when your request to join the CIPCUG group is approved.

Regular Q&A

Unless otherwise noted, the following questions were answered by Toby School of Ventura County Computers. Michael Shalkey handled the computer duties and helped answer the questions. — Editor

This month's Q&A topics:

Social Media SIG

The SIG was more of a general presentation than a Q&A session this month because of computer problems.

Regular Q&A

Working with PDF files
Computer asks for login
Saving Yahoo mail to a flash drive
Speed vs. bandwidth
Capturing streaming audio
Upgrading Acrobat Reader, IE
Firefox add-ons
Removing programs
Desktop grays out
Updates
Magic Key

Working with PDF files

Q: I have two questions. I'm a member of a club and have a PDF that is the membership email list. I couldn't figure out how to convert it to another format so asked the person who sent it to send it as a Word document. I got a .dotx file and wasn't sure what to do with it.

A: Open the PDF with Adobe Reader or whatever PDF reader you use. Highlight the material you want to copy (you might need to select one of the reader's tools if you can't highlight by dragging the mouse across the document while holding the left mouse key down). Right click on the highlighted copy to save it to the clipboard. Open a blank document in your word processor and paste the saved material in. This can be done in Adobe Reader; you don't need the full Acrobat program.

If you get a .docx document and you have an earlier version of Microsoft Office, you need to download the Microsoft Office Compatibility Pack at http://office.microsoft.com/en-us/support/microsoft-office-compatibility-pack-for-word-excel-and-powerpoint-2007-file-formats-HA010168676.aspx so you can read the document. Users of the latest Word can save documents in the old .doc format if they know that the person they're sending the document to is someone who has an older version of Word.

Michael Shalkey: The .dotx file is the Word template, which contains all settings for new Word documents. If a person saves a document in the .dot or .dotx format, everything in that document will appear in every new document the person opens.

Computer asks for login

Q: My computer used to go directly to my desktop when I booted it. Now, after an update, I'm being asked to click on my user icon. I'm using Windows XP.

A: There are a two ways to fix this; the instructions are at http://support.microsoft.com/kb/315231. Microsoft has an automatic fix there, along with instructions for a manual fix by editing the registry. Because this is a specialized question and the instructions are long, we're not reprinting them here.

Also check the users list to be sure that you're the only one. Some programs add a user when they're installed.

Saving Yahoo mail to a flash drive

Q: How do I save a Yahoo email that has a link to a webinar so the link still works?

A: Use Ctrl-S to save it and then pick where you want it to go. It will save as an HTML file with working links.

The questioner posted a note on the CIPCUG Facebook page that the solution didn't work for her. She said this one worked for her:

Open the message. Highlight the message (Ctrl + A to highlight the whole thing). Then do Ctrl + S to save it and pick the location you want to save it to and save it.

Speed vs. bandwidth

Q: What's the difference between speed and bandwidths (rate vs. amount)?

A: The speed rating is how many megabits or kilobits you can download or upload in a given time. FiOS can do 25 megabits per second at its highest speed. Bandwidth is the total amount of information that has been transmitted in a month (or other period). The bandwidth is less important for computer users, but for cellphones, it's very important because service providers limit the monthly bandwidth you can use. Most of the "unlimited" plans are actually limited. and going over the limit can boost your bill considerably. Some companies don't

(Continued on page 6)

(Continued from page 5)

count uploads. Sprint is the only one that is truly unlimited. The bandwidth is usually the total amount of data you've uploaded and downloaded.

Q: What's the usefulness to the home user?

A: Recently, a user was cut off by, I think, a cable provider that has a limit. He was doing a lot of bit torrent, uploading a ton of data and got a letter from his provider that he'd be shut off if he wasn't careful. He didn't comply and was shut off and won't be let back on for two years. No other service is available where he lives so now he's using his cellphone.

Q: How can you check your speed and volume?

A: There are several places to check your speed. I like http://www.speedtest.net.

The only way to determine your bandwidth is with your provider, and many Internet Service Providers don't track it because they don't care. Cell phone companies definitely track it and should be able to tell you how much you're using.

Capturing streaming audio

Q: How can I capture an audio stream?

A: Michael Shalkey: Use Audacity, which is on the freeware flash drive.

Q: I'm listening to a radio station.

A: It's illegal, but it can be done. Talk to me at the break.

Toby Scott: It's much easier if you're listening to the station on the computer.

Upgrading Acrobat Reader, IE

Q: I have Adobe Reader 8. Should I upgrade to 9?

A: Michael Shalkey: Go directly to 10, which fixes a lot of security problems. If you haven't updated your version, do so.

Q: Should I go to Internet Explorer 9?

A: Are you using Vista or 7? (Vista) Yes. IE 9 won't work on anything before Vista.

Q: Some of the printers don't work with IE 9. My Canon does not.

A: That's a problem of Canon, not IE. Canon apparently wrote its driver in "quirks mode" for the earlier, less-standards-compliant versions of IE.

Q: Will the printer work in Mozilla?

A: It should, but I'm not sure.

Q: Windows Secrets said you have to do some special upgrades for IE 9.

A: Without more details, I can't comment on that. We've had no problems with standard installations on Vista or Windows 7. But it is probably a good idea to follow the advice of Windows Secrets: http://windowssecrets.com/top-story/its-time-to-move-up-to-internet-explorer-9/.

Firefox add-ons

Q: A couple of meetings ago, we were discussing Firefox add-ons. Did I understand correctly that you said pick only from those with ratings of 4 or 5?

A: Yes. You can sort by both categories and ratings. I've used some three-star add-ons, but they've usually had significant warts.

Removing programs

Q: How do I uninstall a program that doesn't show up in Add or Remove Programs?

A: If it doesn't show up in the list, it's not a program. It might be a script or software that does not install itself and is fully self-contained. An example is the online repair program on the Ventura County Computers website. Portable Apps, which we've discussed and which is on the freeware flash drive, also is fully self-contained and does not make any changes to your registry or install anything. There are add-ons to Internet Explorer that you have to remove from the add-ons manager in IE.

Q: In some of those, there's an uninstall entry in the menu.

A: It's still running in something else. It will remove from IE or whatever it's running on. That probably means it's a script.

Desktop grays out

Q: On my Vista computer, when I'm surfing the Web or shifting to another document the screen fades out, stalls and doesn't do anything for about 3 minutes.

A: That's usually a RAM problem or a stalled program. The grayed out screen is the same as the spinning hour glass in XP. It means the computer is completely tied up with what it's doing.

Try to figure out what's running when it happens and what the common denominator is. Once you figure out what the problem program is you can repair it, delete it or use something else. Often removing it and reinstalling it solves the problem.

Updates

Q: My computer tells me there's an update to a program and gives a version number. I want to know if I already have it. How can I tell what I have?

A: Almost always, if you go to Help > About, it will give you the version number. If it doesn't, the only other way to find out is to go the program's folder, find the .exe file, right click on it and go to Properties > Details and check the version number.

Magic Key

Q: The last time Rick worked on my computer, he put in his flash drive and installed Magic Key. Its icon keeps coming up.

A: That's our mistake. It's a diagnostic tool, and we should have uninstalled it before we gave the laptop back. Just delete it.

If you haven't already done so, be sure to check our website and http://www.cipcug.org and our Facebook page at http://www.facebook.com/groups/cipcug/

Program: CLU Information Systems and Services

Electronic books, journals big on campus

By John Weigle
jweigle@vcnet.com

Lala Badal, assistant director of Information Systems and Services at California Lutheran University in Thousand Oaks, described the university's digital resources and information systems and services at the July meeting.

CLU is having much the same experience as CSU Channel Islands, which was discussed at the June meeting: Electronic books and journals are being used more than printed books and journals. The CLU library has some 132,000 books and media materials and 400 print journals and some 114,000 electronic books and 50,000 e-journals, along with some 5,600 educational online streaming videos, and 400,000 digital images, she said.

The electronic items are accessible via computers and iPhones, she added. Translation software is available for much of the online material, as are audio versions of the material. Electronic resources are accessed off campus and via mobile devices. Many databases provide audio/speech and translation options.

The library ranks No. 6 among its 15 peer institutions for resources, she said. Resources include 173 databases covering all the fields of study. Many sources are also available for images (about 400, 000) and online streaming music (Naxos Music Library) that students and faculty can use in projects and PowerPoint presentations.

"We are moving more and more toward electronic resources," Badal said.

The Pearson Library, named after a couple who made a large donation to build it, has state-of-the-art computers. All the equipment in the school's computer labs is updated every three years.

The library spent $340,000 in a renovation project in 2009. The renovation project was funded by the Darling Foundation, Alma Pearson Gift and Alma Pearson Estate, and Bell Abrahamson. The changes included installing furniture that can be easily moved by library users as they study or work on research projects, and new lighting and acoustical treatments. Compact storage units hold microfilm and microfiche.

Photo by Jerry Crocker

Lala Badal, right, assistant director of Information Systems and Services at California Lutheran University, discusses the library's digital resources while Michael Shalkey tries to open her PowerPoint presentation.

The library has an information commons, a one-stop area for students doing research, and a writing center (which is a separate entity), where students can get help with writing and editing papers.

The library is open to the public, but people who are not students, faculty or staff members must buy a $100-per-year membership to check out books and DVDs. The fee is pro-rated if it's paid late in the year. People can browse but don't get access to all the library's resources (particularly e-resources) because some copyright restrictions limit access to students, faculty and staff members.

The library belongs to a consortium of small academic libraries, SCELC (Statewide California Electronic Library Consortium), which helps it obtain educational material at a lower cost than it would pay if buying them as a single library.

In the 2009-2010 academic year the library circulated 7.158 print books and 8,468 e-books.

On the Web:
CLU home page: http://www.callutheran.edu/
Library home page: http://www.callutheran.edu/iss/research
Computer training page: http://www.callutheran.edu/iss/training/
TechBytes: http://www.callutheran.edu/iss/training/tech_bytes/
YouTube videos about CLU: http://www.youtube.com/watch?v=h4-aAVcuQEA

Email address: lbadal@callutheran.edu

Badal also discussed some of the annual activities at CLU, which is the county's first four-year institution of higher learning. They include the Shakespeare Festival and Scandinavian Festival. CLU also has an extensive athletic

(Continued on page 8)

Review: RoboForm

Program stores website logins, passwords

By Jim Thornton
jasthorn@gmail.com

RoboForm is one of my favorite software programs as it helps me very quickly log into secured websites. My listings of these websites include airlines, email, financial, medical, stores, travel, etc., and I currently have more than 50 of these secured websites listed.

The program is very easy to use. For example, first open Internet Explorer, and then click on one of its little toolbars titled RoboForm and a list of several choices appear titled Logins, Identities, and Soft Notes. While I mentioned Internet Explorer, RoboForm also works equally as well with Firefox, Safari, Chrome, and many more browsers. Next, I click on Logins and then click again on the listed secured website that I want to enter. Next, RoboForm automatically redirects Internet Explorer to the website that I selected and when the login website appears, RoboForm automatically fills in my name and password, and I'm immediately logged into the secured website with unrestricted abilities.

Once you have the program installed, when you go to a new secured website and fill in your user name and password and click on Enter, RoboForm will automatically add the information. including the website address, to your list of Logins. If you need a new password, RoboForm will generate a highly secure password. On the Login list in RoboForm, the secured websites are listed alphabetically and you can easily rename any listing.

Other RoboForm features include SafeNotes, which securely stores other information of your choice. For example, some banks will frequently ask you for your wife's favorite color, your first dog's name, etc., to ensure that you are the secured party attempting to access your bank account, etc. You can securely store this information in SafeNotes.

RoboForm's options under Logins include Edit, New, and Print List. Under Identities are Edit, New, and Fill Empty Fields Only. SafeNotes includes Edit, New, Print to New, and Print Last. Numerous other choices include Fill Forms, Save Forms, Fields — Reset, Sat, and Clear, Profiles — Default, New, Date, Name, Refresh Fields, Explorer, Tools — Edit Identify, Edit Password, Edit SafeNotes, Search Fields, Taskbar Icon, Generate Password, and Sign RoboForm data, and Options — Help.

I've used RoboForm for numerous years in Windows Me, Windows XP, Windows 2000, Windows Vista, and now Windows 7. RoboForm's website is www.roboform.com, and there are three versions of RoboForm available: Desktop, Everywhere, and 2Go. Desktop provides high security and restricts the access to RoboForm from only one computer. Everywhere allows you to access RoboForm from numerous computers. 2Go works using a portable USB drive, so that you can take your RoboForm information and use it on many computers while traveling on business or on vacation.

RoboForm runs in numerous versions of Internet Explorer. including versions 6, 7, 8, and 9 but only on 32-bit versions and not the 64-bit versions.

There is a free version of RoboForm that is limited to only 10 logins. For more than 10 logins, the Everywhere version is available for $20 per year, and the Desktop version is $30. The current version, which is version 6.10.2.0, was introduced earlier this year.

When you install RoboForm for the first time, you will be asked to create a master password, which protects all of your secured data in your Logins, Identities, and SafeNotes. This prevents anyone else who has access to your computer from seeing or copying this information. If you prefer, you can eliminate this protection and allow anyone to access all of your important information.

More on CLU ...

(Continued from page 7)

program, she said, and is building a new stadium.

A member of the audience said that in each of the past 11 years, CLU has either broken ground for or opened a new building. The latest additions are an early childhood center and a new building for the award-winning National Public Radio station, KCLU, which is seeking funds for new equipment.

CLU has three campuses: the main campus in Thousand Oaks and centers in Oxnard and Woodland Hills. Students at all three have access to the library and its materials on the Internet. The Information Systems and Services offers computer training for students, faculty and staff throughout the year, although it does not address hardware problems for personal computers (i.e., those not owned by the university).

The card catalog, of course, is online.

ISS also issues a periodic bulletin, TechBytes, which is available online.

Student workers at the library have produced tutorials on several issues that are posted on YouTube (you might need a YouTube login to view the tutorials). The library employs and trains many students. The videos include:

http://www.youtube.com/watch?v=baKM6jFsVNw&feature=email

http://www.youtube.com/watch?v=JIxUkzlGbJA&feature=email

Students can borrow iPads and Kindle readers for projects, she said.

Badal also said that CLU guarantees that classes will be available to allow students to complete their undergraduate degree in four years, something that the CSU and UC schools can no longer guarantee because of budget cuts.

Many computer users pay for free services

By Rick Smith
rants@vcmail.net

Greetings, faithful readers! This month I am going to do something a little different. Rather than start my rant with lines from a popular movie, a pop culture song or even a tried and true American saying, I'm going to start with a bit of actual learned knowledge. Yes, that's right, I did go to school once. and at school I learned this poem, which I will share with you today.

Rick's rant

Smith

OZYMANDIAS by Percy Bysshe Shelley (1792-1822)

I met a traveler from an antique land
Who said: Two vast and trunkless legs of stone
Stand in the desert. Near them, on the sand,
Half sunk, a shattered visage lies, whose frown,
And wrinkled lip, and sneer of cold command,
Tell that its sculptor well those passions read
Which yet survive, stamped on these lifeless things,
The hand that mocked them, and the heart that fed;
And on the pedestal these words appear:

"My name is Ozymandias, king of kings:
Look on my works, ye Mighty, and despair!"
Nothing beside remains. Round the decay
Of that colossal wreck, boundless and bare
The lone and level sands stretch far away.

Ozymandias was another name for Ramesses the Great, Pharaoh of the nineteenth dynasty of ancient Egypt. Ozymandias represents a transliteration into Greek of a part of Ramesses' throne name, User-maat-re Setep-en-re. The sonnet paraphrases the inscription on the base of the statue, given by Diodorus Siculus in his Bibliotheca historica as "King of Kings am I, Osymandias. If anyone would know how great I am and where I lie, let him surpass one of my works."

Thank you again, Wikipedia, for the footnotes. Anyway, try substituting "America Online" for the name Ozymandias and you see where this is headed.

If any company in the PC business is in sorrier shape than AOL I pity it. I used to think Corel and Word Perfect really took a dive, but AOL takes the cake. What do all of these companies have in common? It's their own arrogance about their abilities to control the marketplace and their customers. Another company that comes to mind is Adobe, but I'll save that for another day. I'm still building a case against it and am still collecting evidence.

Let's recap where AOL has been. AOL started in 1989 and released its first DOS version of the product. Face it, folks, back then everything was dominated by dial-up connecting to BBS's (Bulletin Board Services) and FTP (File Transfer Protocol) sites for file sharing and downloading. Only the most adept computer users could master modem commands and initialization strings. My favorites was "S11=50", which made the modem dial rapidly. Everybody was very impressed by my knowledge and by the fact that the PC ran so quickly. Little did they know that it was all an act to make me look like I knew what I was doing (this was the only command I knew, but I have to admit I made the best of it). I remember signing up for a BBS service back then, and when I requested a user account and password he gave me the word "COONASS." When I complained about being insulted, he said he was from Louisiana and the term was one of affection and respect, much like "HOMEY" or "HOMEBOY," I guess. Such is the world of white people. But to get back to the point, once AOL hit the scene, anyone with a PC, modem and a phone line could install the software and connect to the elusive online world. It wasn't until 1993 that AOL launched its AOL 1.0 for Windows 3.1 that things really started going, and the rest is Internet history. You could hardly go down the aisle in the supermarket without bumping into a giant display of AOL CDs. Originally, AOL charged its users an hourly fee, but in October 1996 this changed to a flat monthly rate of $19.95. During this time, AOL connections would be flooded with users trying to get on, and many canceled their accounts due to constant busy signals. It was often joked that "AOL" stood for "Always Off-Line." Within three years, AOL's user base grew to 10 million people.

It seemed AOL was destined to take over the word by 2002 with over 25 million subscribers. It seemed nothing could stop this juggernaut of capitalistic envy. Except … its own arrogance. What made AOL a success in the past was now becoming an increasingly weighty boat anchor. What made it a success, easy access and ease of use, was rendered meaningless by the power and functionality of Microsoft's operating systems and the onset of broadband for the masses. I have to give AOL credit, though. It has held on a lot longer than anyone would have expected, mainly because of the inertia of its customer base. It's well-known in the industry that if you get a customer the customer will tend to stick with you because it's more hassle than it's worth to change. Nonetheless, without going into all the details, most people found they didn't need AOL to do what they needed to do online and the content AOL provided (for a fee) could be accessed at other locations for free. The final big gasp was when AOL accepted the inevitable and gave its users access to content and email for free, albeit trying to hold on to its remaining base of dedicated customers and squeezing every last dollar out of them. Which brings us to the present and the people I come in to contact with. This is what AOL offers now:

Free AOL (no cost, you just have to watch advertising)

AOL email (@aol.com or customized)

Online customer support

(Continued on page 10)

Computer auction, raffle popular in July

By Helen Long

Bits & Bytes

Long

We had an interesting event last month. Toby took a couple of Ventura County Computers' old XP computers and cleaned them up and offered one for the raffle and one for Auction at the July meeting.

The action certainly uped the sales of the door prize tickets, and the computer that was auction off was sold for $170. Everyone seemed excited about them and hopefully Toby will do it again.

Secret Guide to Computers: Art Lewis is taking reservations for "The Secret Guide to Computers" by Russ Walter. We haven't had them for sale for a while, so it might be a good time to update your copy. The 31st edition of the "The Secret Guide to Computers and Tricky Living" has 703 pages in 52 chapters grouped into 10 sections. It has more than 40,000 improvements over the previous edition and covers Windows 7, modern browsers, websites, email systems, MS Office 2010, modern programming languages, and much more. The retail cost of the book is $25, and CIPCUG will sell copies for $20. We need to get an idea of how many to order, so we ask that anyone wanting to buy a copy sign up at the August or September meetings, or email treasurer@cipcug.org to reserve a copy. They make wonderful Christmas presents. You can stop by the registration desk to sign up for the book. Art will be taking orders through October.

Future programs: Aug 27, Orv Beach, a longtime friend of CIPCUG, will compare Libre Office with Open Office. Both programs are about the same, but some people are indicating the Libre Office is a "hair" above.

Sept. 24, Craig is negotiating with Staples for a program on tablets. We haven't had a demo of tablets, and it should be worth seeing. It is not confirmed yet, but Craig is hoping for a confirmation soon.

Nov. 19, TOPAZ which has promised to come with its video and image enhancement products that use the most advanced technology currently available.

It looks like we have a lot to look forward to.

HAVE YOU RUN YOUR ANTI-SPYWARE PROGRAMS LATELY?

More on Rick's rant ...

(Continued from page 9)

AOL all-in-one software

NOTE: Does not include Internet access or live customer support.

AOL High-Speed Essentials -- Limited Support ($9.99 Month)

Backup dial-up access

Premium McAfee security

AOL High-Speed Essentials ($11.99)

Backup dial-up access

Premium McAfee security

24/7 live technical support

And finally for those poor people who don't have broadband access:

AOL Dial-Up Advantage ($25.90)

Premium McAfee security

Up to $10,000 identity theft insurance coverage (Restrictions apply. Insurance coverage may not be available in all jurisdictions and is subject to actual policy language.)

Up to $1,000 PC Hardware insurance coverage (Restrictions apply. Insurance coverage may not be available in all jurisdictions and is subject to actual policy language.)

You have no idea how many people whose homes I've been to are still paying for AOL Dial-up Advantage and have DSL or cable — mostly seniors who just pay their credit card bills every month without too much scrutiny. Almost all of them are unaware of the free service that meets all their needs. My last client was even getting charged an additional $4.95 a month for PC-Checkup service. They had no clue what that was or how to even use it. I've made it a passion to let these people know they can save a lot of money by discontinuing services they no longer need. What I find is a major problem with AOL is when I tried to get my client off they had the most expensive plan with the best support.

Well, It took me over half an hour and three phone calls to get a "LIVE" person. The phone tree was endless, and I had to speak the user name and secret question answers to a computer. It was frustrating and brutal! If that's the premier support, they can keep it. Maybe 24/7 technical support from foreign citizens is appealing to those who crash their PCs on a regular basis in the middle of the night, but I'll pass whenever I can.

So where's AOL going now? I don't know for sure, but all I can say is the figures appear to be pointing in one direction: down.

Addendum: All of you remember Charlie from my last article? He is now happily gaming at home with his new Intel i7 2500k and Extreme Series PC with Kingston 1600mhz HyperX memory. What happened was that even with the new hardware the machine continued to have problems. We played with it for days, and it would just randomly not start. We started to think that somehow somebody put him under a voodoo curse. You know, one of those little PC dolls. Anyway I finally replaced his video card and fixed everything.

We are now using his old water-cooled machine in the shop in our Antec Skelton case. Michael had to jury rig the radiator, but at least it's not leaking.

See you next month.

Radio Tray a minimalist Internet radio player

By Bill Wayson
bwayson@gmail.com

I enjoy listening to music and am in the midst of a project to build a home music system that will allow me to play any music I own anywhere in the house using a hand-held computer as a remote control. Thus I ran across Radio Tray, a great little music player. If you use Linux and would like to listen to a wide variety of music while you work on your computer, then you should give Radio Tray a test drive.

Penguin's Lair

Wayson

Linux provides you a number of excellent music players to choose from. Most of them suffer from one big downside: They tend to be do-it-all media players. They can handle music, both locally stored as well as Internet audio, and video. Some even support displaying still photographs. While these players have their place, they can slow your PC down and are overkill in some instances. Radio Tray takes the opposite approach. It does only one thing, and that is to play Internet radio stations. While it is playing, Radio Tray stays out of your way. It inserts an icon in your system tray and is controlled through its drop-down menu.

Radio Tray is available through the default Ubuntu repositories, but right now only version 0.6.1 is available there. I could not make this version work properly, so I got the latest version, 0.6.4, from the project website at http://radiotray.sourceforge.net, which I recommend you do. Download the DEB file, right-click the downloaded file, and install it through the Ubuntu Software Center. Once it's installed, start Radio Tray by double-clicking the icon. On first start, you'll be asked if you want Radio Tray to run in the system tray or as an application indicator. I can see no difference between either choice as they both result in an icon in the system tray. Click the icon to raise a menu, which includes preconfigured radio stations and a preferences dialog.

"Radio Tray is a great way to save the location of Internet music, news, and such that you enjoy and to play them while you plug away on your PC. It does this while staying in the background and not presenting you with a lot of extraneous information that you are not interested in at the moment. Radio Tray shows that in many situations, less is more. Enjoy discovering Internet radio."

The radio stations are grouped bookmark-style by genre (Jazz, Latin, etc.). Peruse the menu, click on a station, and shortly the icon turns blue and you should be hearing music on your PC.

Adding new stations is pretty simple. Click on the icon, select Preferences, Configure Radios .... If you want to add your station to a new group, create it first by clicking the Add Group button. Hierarchies of groups under other groups are supported. Add your new station by clicking the Add button. Name it whatever you want, enter the station URL, and select the group the station ought to appear under. Groups and stations can be rearranged by selecting the group or station and pressing the Move Group button. What is missing that would be really nice is some way of selecting some station you've found, such as through your Web browser, and adding it to Radio Tray either through a menu item or a select-and-drag operation.

Finding Internet radio stations is also simple. Internet radio stations are simply Internet-accessible URLs that stream audio in a specific format. You point a player to a station URL just as you would point your browser to a Web page. Radio Tray supports PLS (Shoutcast/Icecast), M3U, ASX, WAX and WVX playlist formats. Just search the Web using the phrase "internet radio stations," and you will be presented with many hits to choose from. When you find a station that looks interesting, right click the station URL and copy the link. You can paste the URL into Radio Tray's add a station dialog as described above.

If you would like to manually add groups and stations to Radio Tray's menu, or just see how the bookmarks are implemented, you can open the file <your_home>/.local/share/radiotray/bookmarks.xml using any text editor. The file follows standard XML formatting with parts of the file being surrounded by opening and closing tags. The outermost tag is bookmarks. Below this is group, and in each group are the stations identified by bookmark tags. Study the file, noting the tags and their contents, and the structure should become clear to you. Before editing the file, you should first close Radio Tray to avoid conflicts with its use of the file and save a copy of the existing bookmarks.xml file to revert to in case you make a mistake. If your file gets completely corrupted, just delete it. A new file will be created the next time you start Radio Tray.

Radio Tray is a great way to save the location of Internet music, news, and such that you enjoy and to play them while you plug away on your PC. It does this while staying in the background and not presenting you with a lot of extraneous information that you are not interested in at the moment. Radio Tray shows that in many situations, less is more. Enjoy discovering Internet radio.

If you have questions or would like to learn more about Linux and FOSS, come to the August Linux SIG meeting at 6:30 p.m. on Tuesday, the 23rd at Ventura County Computers in Ventura. We'll install and play with Radio Tray and try to answer questions about Ubuntu, Linux, and FOSS. See the CIPCUG Web site for more information. If you have a question or topic you would like the Lair or Linux SIG to cover, drop me a line at bwayson@gmail.com.

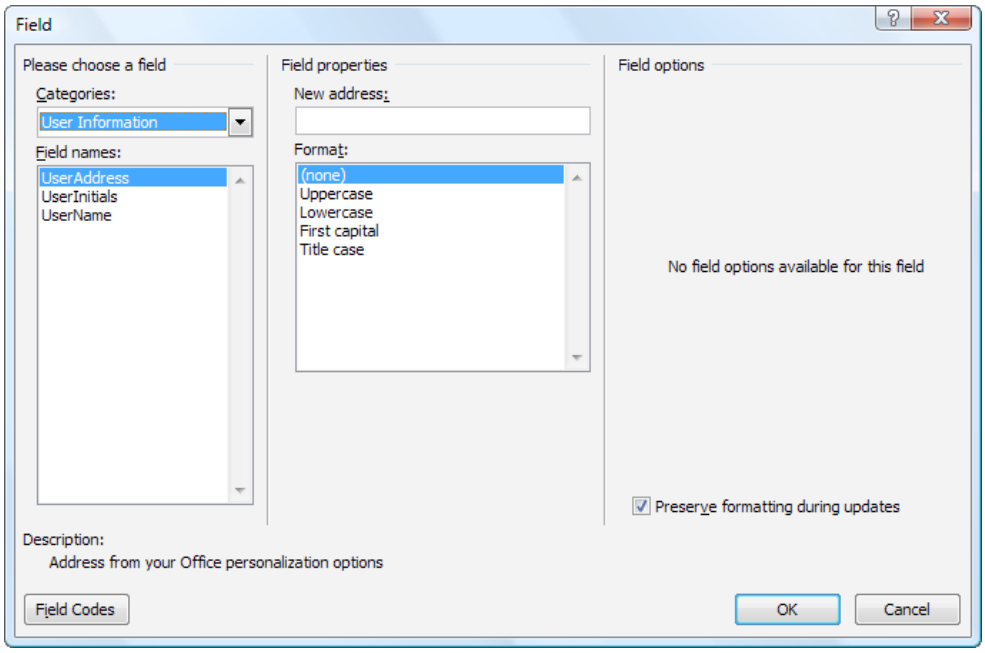
Until next month, happy computing.

Word and Excel tips

Word: Inserting the user's address

Word automatically maintains several items of information about you, as a user. One such item is your address, which is changed on the User Information tab of the Options dialog box. If you want to automatically insert the user address in your documents, you can follow these steps:

1. Position the insertion point where you want the address inserted.
2. Make sure the Insert tab of the ribbon is selected.
3. In the Text group, click Quick Parts. You'll see a drop-down menu.
4. Choose Field. Word displays the Field dialog box.
5. In the Categories drop-down list, choose User Information.
6. In the Field Names list choose UserAddress.
7. Click on OK to close the dialog box and insert your field.



Word's Field dialog box.

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at http://word.tips.net.

Excel: Copying values

There are many ways that you can use Excel's tools to fill out various cells in a worksheet. One of the most common tools is to copy a cell (or cells) and then paste them into other cells. The only problem with this approach is that when you copy cells, you also copy the format of the original cells into the target cells. What if you just want to copy the values from the original cells, but retain the formatting already applied in the target cells?

You probably already know that you can use the Paste Special option from the Home tab of the ribbon (Excel 2007 and 2010) or the Edit menu (older versions of Excel), and then choose the Values option to paste just the values. If the target cells are right next to the original cells, there is an even easier way to accomplish the same task. Simply follow these steps:

1. Select the original cells whose values you want to copy.
2. Right-click on the fill handle (at the bottom right-corner of the selection) and drag the selection to encompass the target cells. When you release the mouse button, a Context menu appears.
3. Choose the Fill Values option. Excel fills the target cells with the values from the original cells; the formatting remains unchanged.

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at http://excel.tips.net.

Beware of messages purportedly from your bank, PayPal or other financial sites asking for personal information, such as your login name, password or Social Security number. They are likely to be from scammers who hope to empty your bank account. If in doubt, go to the site of the institution by typing in a known URL, not by clicking on the email link, and look for messages there.

Review: iPad a luxury not a necessity

By Terry Currier
President of the WINNERS WINdows usERS group, CA
June 2011 issue, Winners Notepad
www.windowsusers.org
winnersug@aol.com

Yes, I brought an iPad. But there is a reason or rationale behind it. While at CES I won an Apple iPhone 4. As it turned out though they sent me an Apple Store card worth $199 which would purchase the iPhone 4, but was good for anything. I did think about selling it, but I started to see the iPad as something the grandkids could use to play educational programs.

This is kind of like when my son some years back bought us a good set of speakers for $200 for our TV. My wife went out and brought a $450 hutch to hold them. Not quite equaling out. So I'm getting $199 off, but still have to spend about $350 to get the iPad.

After hearing about the iPad 2 coming out I was really interested. Like many others I was disappointed to see it did not come out with the predicted USB port or media reader. Some were even saying wait for the iPad 3, but I decided to go ahead and get the iPad 2.

There was a four week wait for it at the Apple Online store so I put the order in and got $199 taken off. After it arrived I had to set up an iTunes account. My first impression was — looks cool, but not really ergonomic. The top is very smooth like glass. At least in my personal opinion I would like something like a rubberized strip. I want something to stop it from slipping out of my hands. This is especially true when the grandson starts playing with it. I did buy a case to hold it.

So far I've installed a number of educational apps (programs) and a few games. I have bought about $50 worth of apps. I'm also trying many of the free educational apps. They are lite versions; that is, they show you a small portion of what it will look like to get you to buy the full version. My grandson is 4 so most of them are ones that help kids learn the alphabet or how to count.

The one game that is addicting to all of us is Angry Birds. Even my non-computing wife likes playing it. With my grandson I have to set a limit with him so he also plays the educational games.

One I thought would be really cool is the Time Warner app. If you have them as a TV and Internet provider you can download the app for free. With it you can watch a number of their channels on the iPad.

Only problem is Wi-Fi connection is poor for the iPad. I can be sitting in my living room and not get a connection, and it is especially evident with the Time Warner app. I can catch the Wi-Fi signal very easily with my notebook. I have sat right in front of the router and it still has to buffer the video to the iPad or it simply loses it.

While fun I do still consider it to be a luxury item, but grandparents have been know to spend lots of money on their grandkids.

Ventura County Computers
Fast, Friendly, Humorous Service... Most of the time

(805) 289-3960
2175 Goodyear Ave. #117 Ventura 93003

Learn how you can benefit from this exciting new technology from Intel. If you're not driving an SSD you're missing out. Come on by and drive one out today.

Speed Meets Capacity

Want Solid-State Drive (SSD)-like storage performance with Hard Disk Drive (HDD) capacity, at a lower cost than a large SSD? Combine an Intel® Solid-State Drive 311 Series, a HDD, and Intel® Smart Response Technology for a simple way to accelerate storage performance. Intel Smart Response Technology — enabled by systems utilizing the Intel® Z68 Express Chipset with Intel® Rapid Storage Technology version 10.5 and second-generation Intel® Core processors — seamlessly combines responsiveness similar to a high-performance SSD with the capacity and low cost of a hard drive. The two technologies appear as a single C:\ driver letter that provides you with the familiar storage identifier. The system automatically learns which files are accessed frequently and copies them from the HDD to the SSD.

Security: Use caution with USB drives

By Mindi McDowell

USB drives are popular for storing and transporting data, but some of the characteristics that make them convenient also introduce security risks.

What security risks are associated with USB drives?

Because USB drives, sometimes known as thumb drives, are small, readily available, inexpensive, and extremely portable, they are popular for storing and transporting files from one computer to another. However, these same characteristics make them appealing to attackers.

One option is for attackers to use your USB drive to infect other computers. An attacker might infect a computer with malicious code, or malware, that can detect when a USB drive is plugged into a computer. The malware then downloads malicious code onto the drive. When the USB drive is plugged into another computer, the malware infects that computer.

Some attackers have also targeted electronic devices directly, infecting items such as electronic picture frames and USB drives during production. When users buy the infected products and plug them into their computers, malware is installed on their computers.

Attackers may also use their USB drives to steal information directly from a computer. If an attacker can physically access a computer, he or she can download sensitive information directly onto a USB drive. Even computers that have been turned off may be vulnerable, because a computer's memory is still active for several minutes without power. If an attacker can plug a USB drive into the computer during that time, he or she can quickly reboot the system from the USB drive and copy the computer's memory, including passwords, encryption keys, and other sensitive data, onto the drive. Victims may not even realize that their computers were attacked.

The most obvious security risk for USB drives, though, is that they are easily lost or stolen (see Protecting Portable Devices: Physical Security for more information). If the data was not backed up, the loss of a USB drive can mean hours of lost work and the potential that the information cannot be replicated. And if the information on the drive is not encrypted, anyone who has the USB drive can access all of the data on it.

How can you protect your data?

There are steps you can take to protect the data on your USB drive and on any computer that you might plug the drive into:

* Take advantage of security features: Use passwords and encryption on your USB drive to protect your data, and make sure that you have the information backed up in case your drive is lost (see Protecting Portable Devices: Data Security for more information).

* Keep personal and business USB drives separate: Do not

(Continued on page 15)

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), within the week after the regular meeting. Otherwise, the ad is held to the following month.

Free

For sale

Wanted

Other categories as needed

The Outer Edge is printed and prepared for mailing by:

Bob Weisensee
Production Supervisor
CREATIVE TECHNOLOGY
of Sarasota, Inc.
5959 Palmer Boulevard
Sarasota, FL 34232-2841
bob@ctimis.com
newsletters@ctimis.com
(941) 371-2743 Fax: (941) 379-2933 (800) 533-1031

Be sure to keep your anti-malware programs up to date and run regular scans.

Tracking the latest information on anything

By John Weigle
jweigle@vcnet.com

If you want to keep track of the latest news and Web postings on specific subjects, give Google Alerts a try.

I've been using the feature for some time to track three subjects I'm interested in: UFOs, Annette Funicello and Sally Field. I've been interested in UFOs since the early 1950s, a fan of Annette since the Mickey Mouse Club Days and a fan of Field since her first TV appearance as Gidget. So now you know three of my not-very-secret "secrets."

Google explains its alerts this way at http://www.google.com/alerts:

"Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

"Enter he topic you wish to monitor, then click preview to see the type of results you'll receive. Some handy uses of Google Alerts include:

"monitoring a developing news story

"keeping current on a competitor or industry

"getting the latest on a celebrity or event

"keeping tabs on your favorite sports teams."

When you create an alert you'll be asked to choose the topic for it, the type of information you want (everything, news, blogs, videos, discussions); how often you want alerts (as-it-happens, once a day, once a week); volume (only the best results, all results); and your email address so you can get the alerts. The default choices are everything, once a day and only the best results.

Consider starting with the defaults and then tweaking them if the results you get aren't what you expected.

You might also have to tweak your selected topic. My search for Annette is "Annette Funicello" (in the quotes). That limits results to items with her full name. On the other hand, my Sally Field search is just that (no quotes around the name), so I get everything with Sally and Field, which results in a few unexpected results. My UFO search results in news about unidentified flying objects, my intent, and the musical group UFO.

I haven't set up searches for computer-related items because I get several electronic newsletters that keep me informed about most of the technical subjects I'm interested in, but it's easy to establish queries for any subject you're interested in. For instance, you could use "Linux, Ubuntu," Microsoft, "Steve Jobs," "Bill Gates."

Or you could try your own name or the name of your business if you wanted to know what people are saying about you or your business.

And if you're a sports fan, you might want to track everything said about your favorite team(s). You'd need to set up a separate alert for each team name.

The site lets you set up an alert and then shows sample results for it. Just for kicks, I tried my first and last name (in quotes) and got references to my Facebook page, an obituary for a John Weigle of Augusta, Ga. (I still get spam about real estate deals in Augusta), and the Weigle Music Ministries, which I had never heard of.

A search for CIPCUG showed only the CIPCUG Web site.

Not surprisingly, a search for "Los Angeles Dodgers" resulted in more hits than any of my other test searches. Topics that get lots of news coverage, such as the Dodgers, are obviously going to have more results than people or topics who are seldom in the news.

All the results have live links to whatever the alert finds.

The alerts tool isn't for everyone, but it's useful if you have any interests you want to track regularly.

More on USB drive security ...

(Continued from page 14)

use personal USB drives on computers owned by your organization, and do not plug USB drives containing corporate information into your personal computer.

* Use and maintain security software, and keep all software up to date: Use a firewall, anti-virus software, and anti-spyware software to make your computer less vulnerable to attacks, and make sure to keep the virus definitions current (see Understanding Firewalls, Understanding Anti-Virus Software, and Recognizing and Avoiding Spyware for more information). Also, keep the software on your computer up to date by applying any necessary patches (see Understanding Patches for more information).

* Do not plug an unknown USB drive into your computer: If you find a USB drive, give it to the appropriate authorities (a location's security personnel, your organization's IT department, etc.). Do not plug it into your computer to view the contents or to try to identify the owner.

* Disable Autorun: The Autorun feature causes removable media such as CDs, DVDs, and USB drives to open automatically when they are inserted into a drive. By disabling Autorun, you can prevent malicious code on an infected USB drive from opening automatically. In How to disable the Autorun functionality in Windows, Microsoft has provided a wizard to disable Autorun. In the "More Information" section, look for the Microsoft Fix it icon under the heading "How to disable or enable all Autorun features in Windows 7 and other operating systems."

Produced 2008, 2011 by US-CERT, a government organization.

Note: This tip was previously published and is being re-distributed to increase awareness.

Terms of use: http://www.us-cert.gov/legal.html

This document can also be found at http://www.us-cert.gov/cas/tips/STYY-XXX.html

For instructions on subscribing to or unsubscribing from this mailing list, visit http://www.us-cert.gov/cas/signup.html.

Annual financial Report, FY 2010-2011

	2009-10	2010-11
ASSETS		
Cash	$7,105.26	$5,787.33
Equipment (depreciated value)	1,942.00	1,474.00
Total Assets	9,047.26	7,261.33
LIABILITIES		
Accounts payable	None	None
Contracts	None	None
Total Revenue	**10,204.64**	**6,991.20**
Total Disbursements	**11,441.86**	**8,309.13**

Cash Assets decreased $1,317.93 and Total Revenue was less than Total Disbursements by the same amount, exceeding a planned expenditure of $1,000 in accumulated funds by $317.93. Membership income was $443 less and Raffle income was $145 less than anticipated. The remaining decrease fell in lower Coffee and ISP income, and we spent $181 more than budgeted for TOE. Annual fixed expense for Insurance, Rent and TOE amounted to $6,160 while our primary source of income was $5,043 from our declining membership. Equipment (depreciated value) decreased $468 and Total Assets decreased $1,785.93 during the year. CIPCUG has no debt, long-term liabilities or long-term contracts.

CIPCUG needs to find additional sources of income in order to continue to provide a significant level of service to its membership.

This report has been prepared without audit from the books and records of the corporation, and is believed to fairly represent its financial condition as of June 30, 2011. CIPCUG books are available for inspection by members on written request to the Treasurer. CIPCUG records are audited biennially in the odd years.

Arthur V. Lewis Jr.
Treasurer
July 23, 2011

Treasurer's report for June 2011

Lewis

By Art Lewis
treasurer@cipcug.org

6-1-2011 through 6-30-2011	
Category Description	
INFLOWS	
Coffee income	7.30
Membership Income	
New members 40.00	
Renewals 555.00	
TOTAL MEMBERSHIP	595.00
Raffle	23.41
TOTAL INFLOWS	**669.71**
OUTFLOWS	
Corporate expense	405.00
Equipment	15.14
Rent Paid	150.00
TOE	238.06
TOTAL OUTFLOWS	**808.20**
OVERALL TOTAL	**-148.49**
Unrestricted Funds	5,787.33
Restricted Funds	0.00
Bank Balance 6-30-11	**5,787.33**
Year to Date Income	5,805.23
Year to Date Expense	6,874.16
Net Year to Date	-1,068.93

2011 contributors to The Outer Edge

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

Ken Church
Terry Currier (APCUG)
Rick Curry
Bob de Violini
Bill Kenworthy
Jeff Levy
Art Lewis
Brian K. Lewis (APCUG)
Helen Long
Dick Maybach (APCUG)
Diane Mortensen
Sr. Dorothy Robinson (Editor, Olympia Microcomputer Users Group, WA),
SANS Institute
Sharon Parq Associates Inc.
Toby Scott
Michael Shalkey
Rick Smith
Smart Computing magazine
Les Townsing, member of the Melbourne PCUG, Australia
US-CERT
Bill Wayson
John Weigle
Jonathan Wylie
Worldstart computer tips, www.worldstart.com

Membership report:

Is it time to renew?

By Ken Church

email address: *membership@cipcug.org*

CHURCH

Welcome -
New Member: Ayn Woodruff

Attendance at the July 2011 general meeting:
61 members and guests

Total membership: 192

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 Aug. 27, 2011, meeting.

June 2011 renewals payment due:

Mbr#	Last Name	First Name	Pd to Dt
0456	Dinsmore	Bob	201106
1118	Haggard	Roy	201106
0148	Leventhal	Bob	201106

July 2011 renewals payment due:

Mbr#	Last Name	First Name	Pd to Dt
1122	Brody	Richard	201107
0350	Colter	Don	201107
0354	Ferro	Joe	201107
0624	Lambert	Ted	201107
1149	Little	Robert	201107
1157	Sifuentes	Octavio	201107
0358	Tanner	Henry	201107
0020	Van Slyke	Kathy	201107
0019	Van Slyke	Noel	201107
0977	Westefer	Paul	201107

August 2011 renewals payment due:

Mbr#	Last Name	First Name	Pd to Dt
1193	Abbate	Mannie	201108
1159	Allen	Roy	201108
0985	Bartels	Pat	201108
0028	Fiedler	Art	201108
0806 T	Hurme	Seppo	201108
0986	Kennedy, Jr.	Robert	201108
0368	Long	Helen	201108
0867	Pryor	Dorothy	201108
0474	Pryor	John	201108
1222	Quint	Richard	201108
1223	Reed	Dan	201108
1125	Robinson	Bill	201108
0498	Ruzella	Paddy	201108
0722	Smith	Gary	201108

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

GRAHICS 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

Initials	Name	(805)
BDV	Bob de Violini	rjddev@gmail.com
BR	Bill Robinson	389-2997 (b) bill@bzus.com
DM	David Minkin	469-6970 (cell); 484-2974 (home); dddave@cipcug.org
MS	Michael Shalkey	mshalkey@cipcug.org
RP	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 4-5-11)

Annoyances Central blog (from authors of the O'Reilly Annoyances series, including Steve Bass): www.annoyancescentral.com

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

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

Online safety tips: www.OnGuardOnline.gov

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

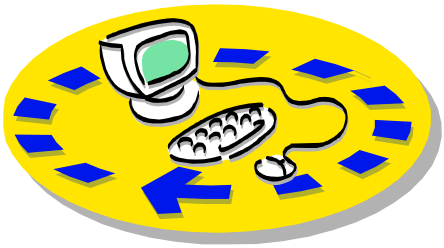
Ventura County Computers (Rick and Toby's shop): www.vccomputers.com

Virus Bulletin: www.virusbtn.com/index

Windows Secrets: www.windowssecrets.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 several times a month.

♦ Door prizes 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 e-mail address through CIPCUG in the form of YourName@cipcug.org may obtain one for $15 per year.

CIPCUG MEMBERSHIP APPLICATION

Amount enclosed: _____

Please Print the following information:

Name: _____

Address: _____

City: _____, 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?

Date _____ Member # _____

Channel Islands PC Users Group Inc.

P.O.Box 51354
Oxnard, CA: 93031

NON-PROFIT
U.S. POSTAGE
PAID
OXNARD. CA
PERMIT NO. 1785

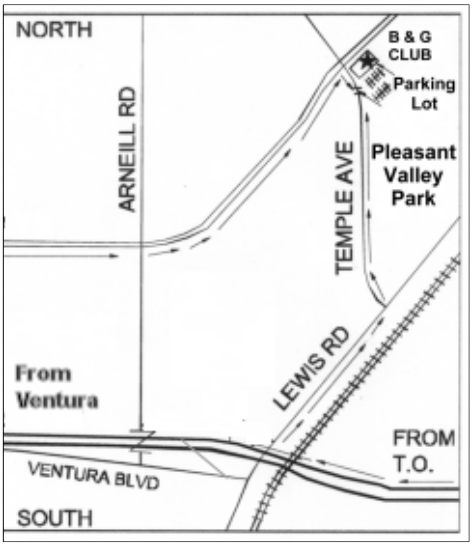
DATED MATERIAL
Please Do Not Delay

DUES REMINDER

If the number above your name is 2011AUGUST, your membership dues are payable in August 2011.

August 2011 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, Aug. 27, at the Boys & Girls Club, 1500 Temple Ave. (Ponderosa Drive and Temple Avenue), Camarillo.

Meeting Schedule:

8:30 a.m.	**Doors open**
8:45-9:30	**Internet and networking SIG, Social Media SIG**
9:30-10:30	**Business meeting, Q&A**
10:30-11:00	**Break — Please contribute requested amounts for coffee and doughnuts**
11:00-12:00	**Program — Comparison of Libre Office and OpenOffice Drawing**