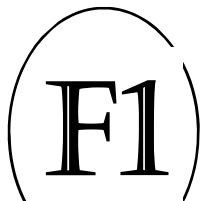


Beginners to Intermediate Users
Learning keeps the brain active



Friends Helping Friends
Expertise comes Incrementally



Helen Long
Editor

INFORMER



An informal, helpful newsletter of the
Ventura PC Users Group
Web: www.cipcug.org/vbpcug email: vbpcug@yahoo.com

Volume 14 No. 1

January 10, 2009
Toby Scott Will Introduce us to Portable Aps.



Cathy Villa

PRESIDENT'S MESSAGE

HAPPY 2009!! Can you believe it is January already? Where did December and 2008 go? I hope your all had a wonderful Holiday Season. My family and I did.

2009 is stacking up to bring us lots of interesting stuff here at the Computer Club. We will have some very interesting programs each month and Brenda Ball is starting up our Wednesday afternoon workshops again. We have Wednesday, January 14, set aside in our usual meeting room for our first one this new year. Because we are having great meetings and workshops, you won't want to miss any of it.

The new year is time to start thinking about saving your used ink cartridges for us. We turn them in and receive money for them. The two times we sent some in last year we received a total of \$40.65. Isn't that great? So keep on bringing them in. We will gather enough up to send in another shipment.

Don't miss our January meeting!

Toby Scott

Now you can carry your favorite computer programs along with all of your bookmarks, settings, email and more with you. Use them on any Windows computer. All without leaving any personal data behind. Check out <http://portableapps.com/>

DECEMBER Q & A

Q: Is it necessary to pay for virus protection? I've had AVG in the past, but was told not to use it.

A: Microsoft tries to get their stuff on your computer. Don't let it. I have used AVG for several years and I love it.

Steve Peneholt recommends MacAfee. Someone else recommended Norton but it renewed without my permission. Go to PC Magazine or Consumer Report and see what they recommend or Google it to compare anti-virus systems. Seems like Zone Alarm is now recommended.

Q: How can I send a number of pictures easily?

A: On flicker.com you can download a file with a number of pictures. You register, but it is free. Just copy the hyperlink to the web address and send to your contacts. Picasa 3 is another free download from Google which helps organize your pictures.

Q: What is social networking?

A: There are a number of them. Facebook and MySpace are two of them. IT is like a Wikipedia or instant messaging, where others you invite can access the information you type in. It is a way of interacting online.

Q: Is it dangerous to open U-tube videos?

A: That's what virus protection is for.//

(This is the November Program that was left out of the December Newsletter in error. My humble apologies to Steve Peneholt)

UNDERSTANDING FOLDERS, FILES, AND HARD DRIVE MANAGEMENT

Steve started out with "Windows Explorer", not to be confused with the "Internet Explorer". "The Windows Explorer" allows you to manage your computer, while the "Internet Explorer" allows you to browse the Internet. The Windows Explorer allows you to view the contents of your hard drive, create new folders, sub-folders, as well as to delete files, copy and paste files, move files, rename files, protect them, and recognize their type, so you can associate them with a program.

When saving files the default location is "My Documents". Most users will accept this default, but you do have the choice to address it to a different folder. You also need to be aware of your file name and type. If the file name is too long it can cause problems. Never save files in the C:\ file, as this is referred to as the root directory and Windows uses this for all their stuff.

To open Windows Explorer, right click on the **Start** button and it will open up a two column page showing the Dos Tree on the left which shows all your files. When you click on a file in right column, it will indicate a list of the contents of the file plus any sub-folders in the left column.

Be aware of file extensions. If you have pictures and photos, these can actually be viewed by using the "thumbnail" settings, otherwise you may prefer to **display details**. This can be accomplished by clicking on "View" in the Tool Bar at top of screen and click **Thumbnails**.

He then moved on show how to clean the dust bunnies out of your computer. He indicated that all hook-ups are on the left side of the computer so the right side should be removable to give you access to the inside of your computer. Your computer should be turned off for this procedure. You can use a small clean paintbrush to clean the fan and the power supply. You can use canned air to blow out the dust using short squirts. Be sure to fan and the power supply. You can use canned air to blow out the dust using short squirts. Be sure to stick your finger in the fan to prevent it from

rotating when you do this.

Then he went into Email and advised to look closely at the return address. **DO NOT** under any circumstances, release personal information like SSN, drivers license, or any banking information over the Internet. Don't respond to surveys as they will forward your email address to the whole world.

He went on to mention downloading music and games at your own risk.//

This is from www.worldstart.com. It is a question that is frequently asked at our meetings. I thought this would be good for the Newsletter. This is about the Red X missing images in e-mail. READ!

Q:

All I can ever see is that little red X. It's in my e-mail, in my Web browser, it's everywhere. Why can't I see any pictures? Please help me!

A:

Back by very popular demand! Several people have problems with the dreaded "**red X**" so your definitely not alone when you ask this question. All of us here in the office get multiple E-mails about this topic every day, so even though we've done a tip on it before, here's a little more explanation that will hopefully help you determine the exact cause of your problem.

One of the main areas where people see the red X is in their e-mail. If you use Outlook Express and are having trouble seeing pictures in your e-mail, open it up and to to **Tools, Options** and choose the **Security** tab. Make sure the **Block Images and other external content in HTML e-mail** box is unchecked. Now, if your sending an e-mail and people have been complaining to you about the pictures not showing up, try this: open up **OE** and go to **Tools, Options, Send** tab. Under the **Mail Sending Format** section, make sure the **HTML** is selected and then click on the **HTML Settings Button**. From there, make sure the **Send pictures with messages** box is checked. That should solve all of your e-mail issues.

If you are having trouble seeing images in Internet Explorer, go to **Tools, Internet Options**

Continued on page 3

Continued from page 2

and click on the **Advanced** tab. Look for the **Multimedia** section and make sure the box that says **Show Pictures** is checked. For **Firefox**, go to **Tools, Options** and click on the **Web Features** icon. Make sure the **Load Images** box is checked as well.

Another cause may be that your browser security settings are set too high, which prevents you from accessing the Web site that handles the images. In **IE** go to **Tools, Internet Options, Security** tab and click on the **Default Level** button. Make sure your settings are set somewhere around the medium level.

Another cause could be your antivirus or firewall settings. Look for a setting that says **Disable Web Bugs** and make sure its turned off. That should allow all the images to pass through so that you can see them.

There are also a couple other simple reasons why your images may be blocked. One is that you're looking at a Web site that is busy, temporarily shut down, or offline. A Web host could also be working on certain things on the site, causing the images to be down. If everything else we've discussed above is set correctly and you're still not seeing the images, that might be your problem. All you can really do is just try the site again later. Also, when your trying to view images on a Web site or in your e-mail, make sure your actually connected to the Internet because they will not show up if your not online.

If you've been having trouble with the red X, hopefully one of these solutions will help you in fixing this awful predicament. Good Luck!//

Submitted by Cathy Villa

Is it necessary to turn off the printer at night?

Q : I've heard you talk about turning off computers every night for safety and to save electricity, but what about printers? Do those need to be turned off as well?

A:

Excellent question! It basically comes down to how much you're going to be printing. Most people usually use their computers off and on all day, so they leave them on throughout the day and then just turn them off at night to save some power and also for safety reasons. So, you can use the same rules for your printer. If you're going to be printing off and on all day long, you might as well just keep the printer on until you're completely finished. If you're just going to print one item and then not print again for a few hours, turn it off!

The two reasons that go around this are electricity usage and ink cartridge print heads drying out. The bigger issue here may be the drying of the print heads, because printers really don't use that much electricity. The newer ones use even less, but older printers don't really use that much electricity either.

Most ink cartridges have some sort of a capping mechanism that saves the head from any outside air that may come through when the printer is turned off. If you leave your printer turned on all day when you're not using it, you're just setting yourself up to have to buy another cartridge much sooner than you normally would. If your print heads dry up, your printing quality will be poor as well.

Make sure you always turn your printer off by the On/Off button and not by flipping your power strip device. When you use the On/Off button, the capping mechanism I mentioned above will fully engage and do its job correctly. Otherwise, it won't and your cartridge will still be at risk for drying out much too quickly. Here's to keeping your printer the best it can be!//

Submitted by Cathy Villa

**PRACTICE SAFE COMPUTING
BACK UP, BACK UP, AND BACK UP AGAIN
THEN TEST THE BACK-UP TO BE SURE IT WORKS!**

Tips & Tricks from Smart Computing

We have had this numerous times, but I have decided that you cannot point out a shortcut too many times.

Quick way to **Find Your Computers Platform** is to press the **Windows Logo Key** on the keyboard and then press the **Pause/Break** key.

Block Those Annoying Pop-up Ads

In past issues, you printed a tip about using a Google or Yahoo toolbar that has pop-up blocker. However, this means you give up screen space and tolerate other negatives of a toolbar from an advertising-focused entity. The NoAds pop-up blocker free (www.southbaypc.com/noads) from South Bay Software has been a favorite pop-up blocker for years and has all the configuration options that you could want.

Neat Little Conversion Helper

This little program is so helpful when converting recipes, gas mileage and units of distance, temperature, volume, time, speed, mass, power, density, pressure energy and many others. For a free download joshmadison.com/software/convert.

Don't Change That Cartridge Yet

When the “**out of ink**” indicator on your printer says you need to replace your ink cartridges, ignore it and keep right on printing. You may find that the cartridge will continue to produce quality documents long after that warning came up. I have printed for as much as 3 months afterward. This is the way the printer companies make money is by selling more cartridges before their life expectancy has expired. Just keep an eye on the quality of printing and you will know when it is actually time to replace that cartridge.

*"Life is a mirror.
If you frown at it, it frowns back;
if you smile,
it returns the greeting."*

~ **William Makepeace Thackeray**
Submitted by **Audrey Barnden**

Tips & Tricks from Smart Computing

In November our Q & A questioned the use of AVG (freeware) as Anti-virus protection. While the article did not praise it to the hilt, it did mention that the AVG Free Edition doesn't include all the features of commercial antivirus utilities it does provide basic virus protection at no cost. //

I would like to add my own comments to this topic. I have used AVG for several years now and I have had no problems at all. I like the fact that it updates every day when you turn your computer on and takes 2 to 4 minutes to update. Then it proceeds to go into it's scanning mode of your hard drive and works completely in the back ground, letting you know when it is finished. I find it less invasive than the bigger bloated anti-virus programs that can cost from \$30 to \$40 .

By Helen Long

Internet Explorer Shortcuts

When using IE (Internet Explorer), you can save yourself a lot of time. By knowing how to navigate dialog boxes and open windows, you can often ditch the mouse for the most part and get where you need to go much faster.

Open (CTRL-L or CTRL-O) displays opening dialog box.

Organize Favorites (CTRL-B) display and organize your favorites.

History (CTRL-H) display history menu.

Search (CTRL-E) move cursor to search box.

Find (CTRL-F) open find utility to search for a word or phrase on a Web page.

Favorites (CTRL-I) display favorite menu.

Print (CTRL-P) display print dialog box.

Refresh (CTRL-R) refresh current web page.

New Window (CTRL-N) open new browser window.

Close (CTRL-W) close an open window.

See Address (F4) . Display the Address pull-down menu in a selected Explorer window.

See Sub Folder (NUM LOCK-*) [asterisk sign] Display a selected folder's subfolders.

Collapse A Folder (NUM LOCK--) [minus sign]. Close a selected folder in a menu.

See A folder's Contents (NUM BOCK+) [plus sign] Display a selected folder's contents..

Go Back One Level (Backspace) view the folder one level up from the selected folder.//

**Have you run your spyware
Program lately!**

Contributors to Newsletter 2008

This is a new addition to the newsletter. I really appreciate the people who take the time to send me information. It's a big plate full when you expect one person to come up with all the articles. This is a good start, it is your newsletter, please contribute.

Audrey Barnden
Joann Briggs
Doris Chaison
Cathy Villa
Marcie Malony

DUES ARE DUE

If you want to continue receiving the newsletter, you better get your dues in. If you haven't paid them yet, the single membership is \$15 and the family membership is \$18.

Financial Statement
11/20/08 – 12/20/08

Balance 11/20/08		\$660.62
Income:		
Refreshments	+	\$12.50
Membership	+	\$108.00
Ink Cartridges	+	\$21.35
Expenses:		
Juno	-	\$12.94
Christmas Party	-	\$93.98
Computer Equip.	-	<u>\$47.15</u>
Balance 12/20/08		\$648.40

INK CARTRIDGES

Don't forget, we are still collecting ink cartridges, so don't throw those empty cartridges out. Bring them in so we can earn some money from them. They help to provide those munchies at break time.

Editors Comments

This newsletter is a collaboration of the efforts of many people. We welcome any articles pertaining to the computer world. Your input might help some body solve a problem, so please feel free to submit articles or experiences. Just send them to me at helen@cipcug.org with the subject VBPCUG.

Our current version of the FREEWARE disc is Jul 25 and will be available as well as the MS XP/SP3 on a separate CD at the bargain price of \$5 each donation to CIPCUG.//

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Membership Information

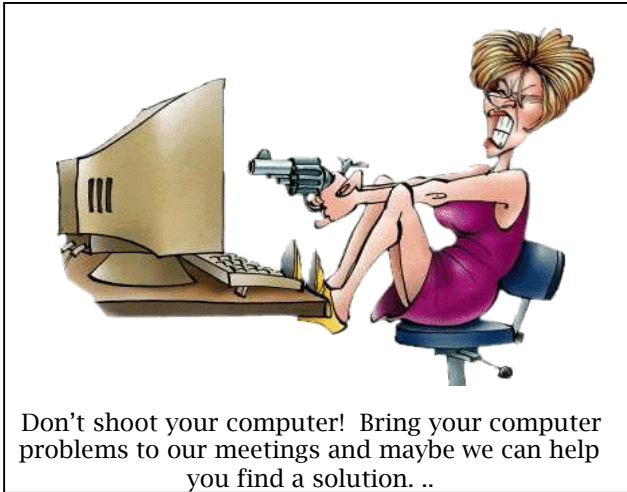
Membership dues are \$15.00 single, \$18.00 per year family. Membership terms are from January 1st. Dues will be prorated at the rate of @1.25 per month.

F1 The Informer, is published monthly by Ventura's Beginner's PC User's Group.

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VBPCUG does not endorse or recommend any specific hardware or software products or manufactures.

The Ventura Beginner's PC User's Group meets on the 2nd Saturday of each month at the Buena Ventura Mobile Home Estates Clubhouse at 11405 Darling Road, Ventura, CA from 10:00 A.M. until Noon. All are Welcome.//



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Need HELP? PRESS F1 for HELP or call those who have offered to help.

- | | |
|---------------------|-------|
| (1) Word processing | JB |
| (2) Microsoft Word | JB |
| (3) Windows | JB |
| (4) Spread Sheet | WL JB |
| (5) General Help | WL JB |
| (6) Internet/Fax | JB |
| (7) Scanner | |

<u>Initials</u>	<u>Name</u>	<u>Phone No.</u>
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WL	Warren Lewis	647-3698

**VBPCUG MEMBERSHIP
NEW & RE-NEW 2008-2009**

Amount Enclosed: _____

Please Print the following information:

Name: _____

Address: _____

City: _____, State: _____

Zip Code: _____

Single \$15.00 Family \$18.00

WE DO NOT SHARE OUR MEMBERSHIP INFORMATION WITH ANY OTHER CLUB OR ORGANIZATION.

Yes, I do want to re-new

No, I do not want to re-new

Yes, I am a new User

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?