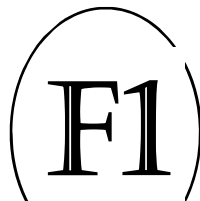


Beginners to Intermediate Users  
Learning keeps the brain active



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](http://www.cipcug.org/vbpcug) email: [vbpcug@yahoo.com](mailto:vbpcug@yahoo.com)

Volume 14 No. 2

February 14, 2009  
Sandy Ruch Will Introduce us to MS Publisher



Cathy Villa

## PRESIDENT'S MESSAGE

Here at VBPCUG started out 2009 with a bang. Our first meeting was well attended and Toby Scott gave us a very interesting talk about Portable Apps. I learned so much about being able to take the stuff on your computer with you and use it on any one's computer. Toby is always interesting and knows most of the answers to all our questions. We were all shocked to learn our computer only had 512 MB of RAM. After the meeting, the board authorized Jim Burke to install 1 gig of RAM on the computer.

Then on Wednesday, January 14, we held our first workshop in many months thanks to Brenda Ball. She lined up Sandi Ruch who gave us a Powerpoint presentation of clip. I have heard Sandi give workshops before and as usual she was full of useful information. It was a great presentation and we learned how to insert clip art and where to find free clip art. If anyone has a subject that they would like to learn about at a workshop, please contact Brenda Ball.

Also be sure to mark your calendars for the workshop. We meet at the club house where we hold our regular meetings on the Wednesday after our Saturday meeting at 1:00.

Be sure to attend our February meeting because Sandi Ruch will be back to tell us all about using  
P u b l i s h e r .

## 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. Don't let it. I have AVG and it updates first thing daily. It's wonderful. Steve Penhote recommends MacAfee. I had Norton for a year and it renewed without my permission. Norton is not as over-bloated as it used to be. Go to PC magazine or Consumer Report and see what they recommend or Goggle 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 that to your contacts. Picasa 3 is a free download from Google which will help organize your pictures.

**Q:** What is social networking?

**A:** There are a number of them. Facebook and My Space 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.

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

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

## February Program

Sandi Ruch, newsletter editor for the Ventura County Genealogical Society has been using Microsoft Publisher software for 10 years. In this class she will go over the basics of Publisher so you can create materials such as newsletters, brochures, flyers, catalogs, and print them easily on your desktop printer.//

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### The Incredible Non-Breaking Hyphen

Okay, so I'm sure many of you know how to insert a non-breaking space between two words, right? That is, a space that will not allow the word to the left to be separated from the word to the right.

Well, if not, here it is: **Ctrl + Shift + Spacebar**

Instead of inserting the usual space between two things, use **Ctrl + Shift + Spacebar** and the items won't be split on two lines.

It's a very handy trick for dates in your documents! I hate it when I get the month at the end of one line and then the date at the beginning of the next. Using this one in a date wherever a space goes will force the program to keep the date on a single line, even through later editing when you might unknowingly split them.

Now, back to today's topic of the non-breaking hyphen!

It's the same scenario as with the spaces. You've got a hyphenated word, such as "e-mail," but MS Word is putting the "e-" on one line and "mail" on the next. Not quite what you were hoping for, so what can you do?

I suppose you could go in and use the Enter key to force Word to put everything together, but that's a nightmare for later editing.

So, instead of the usual hyphen, try . With that, you'll find that the hyphenated word is treated as a single word and not split onto two different lines.

Voila. An easy way to control exactly what's going where in your documents//

**Cathy Villa**

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## Oct Quick Tips from SMART COMPUTING

### UNINTERRUPTED POWER SUPPLY

Do I need a UPS (uninterruptible power supply)? How big a model should I consider?

Any desktop PC user can benefit from a UPS, which provides emergency backup power any time that your normal AC power source is disrupted. The temporary power allows you a few minutes to save your work and shut down the system in an orderly manner. Otherwise, without a UPS, a blackout or brownout might simply crash your system.

UPS sizing is not intuitively obvious. Ideally, you need to add up the power requirements for your display and PC (in watts) and then find a UPS model big enough to supply about five minutes of backup power for that level of demand. You can certainly buy larger UPS models, to run your PC longer, but that's usually not a cost-effective route for average PC users. As a general rule, don't power printers from the UPS – you can always restart the disrupted print job later once power is restored.//

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### PHOTO PRINTING

Printing a lot of pictures, is there any way for me to save money on color ink or get more printed pictures from a cartridge?

You can potentially refill the ink cartridges or buy recycled ink cartridges, which are typically 25-50-30% cheaper than new cartridges, but it's still a pricey proposition for photo enthusiasts. Another option is to print in economy (ink saving) mode, but photos normally turn out noticeably duller when you print using this mode.

Another option is to go paperless by saving your photo library to CDs or DVDs rather than printing them and saving them in photo albums. Many disc burning software packages provide

*Continued on page 3*

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*Continued from page 2*

convenient tools for moving digital photos to disc where you can view them anytime on your PC or laptop or copy discs for friends and relatives. This way, you only need to print the very best photos for your wall or mantel.

You could also buy the picture frames with USB hookup to your computer that rotate your pictures for a slide showing. This way they are instantly available for viewing.//

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### INTERNET EXPLORER AND FIREFOX ZOOM

Some Web pages display unusually small text or images. When you encounter these types of sites, remember that you can use the extra tools your browser provides.

Internet Explorer click the **Page** tab in the upper right corner, and select **Zoom**. Experiment with the options.

With Firefox, click on **View** and then **Zoom**, and again, experiment with your options. It beats trying to find your magnifying glass, and holding it up to the screen.//

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### BRING BACK VISTAS RECYCLE BIN

If you ever find the Recycle Bin icon missing from Windows Vista's Desktop, there's an easy way to get it back. **Right** click an empty part of the Desktop, choose **Personalize**, and then click **Change Desktop Icons**. Finally, put a check next to **Recycle Bin** and **Click OK**. Voila, the Recycle Bin returns. It sometimes disappears when you click delete instead of **empty** the Recycle Bin.

WinXP users don't have to worry about making this mistake because the WinXP Recycle Bin lacks the **Delete** option. //

### More Quick Tips from Smart Computing

How do I check how much hard drive space is free, and what happens when I run low on space?

It's easy to check drive space using Windows Vista. **Click Start** and select **Computer**. A list of drives will appear, and the remaining space for your Local Disk will appear next to its icon under the Free Space heading (you might need to select Views from the toolbar and then choose **Details** to see this information). The challenge with drive space is that you either have enough space or you don't— Windows really doesn't tell you when space runs low because definition of "low" can vary depending on the user. The first time that you may become aware of a space problem is when an application crashes or fails to save new files because of insufficient drive space.

We recommend having no less than 10% of the hard drive free. For example, if your PC has 500GB hard drive, there should not be less than 50GB left. When that occurs, you should free additional space by either deleting unused applications or moving older data off the main hard drive to another form of storage, such as a CD,DVD, or external hard drive.//

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### UPDATING FLASH DRIVE PROGRAMS

On these \$15 and \$20 flash drives that are so readily available today, are there any provisions for updating the programs that might become outdated and you get an update. Can you copy that right on the flash drive and replace the previous version?

SyncBack has the ability to look at the source drive and the destination drive and anything that has been updated, it will automatically update and does not affect anything else on the flash drive.//

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

## WHO'S ON FIRST? THE COMPUTER WORLD VERSION

*This item appears at several locations on the Web. Its author is not credited. — Editor*

If Bud Abbott and Lou Costello were alive today, their infamous sketch, "Who's on First?" might have turned out something like this:

COSTELLO CALLS TO BUY A COMPUTER FROM ABBOTT:

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: Hello. I'm setting up an office in my den and I'm thinking about buying a computer.

ABBOTT: Mac?

COSTELLO: No, the name's Lou.

ABBOTT: Your computer?

COSTELLO: I don't own a computer. I want to buy one.

ABBOTT: Mac?

COSTELLO: I told you, my name's Lou.

ABBOTT: What about Windows?

COSTELLO: Why? Will it get stuffy in here?

ABBOTT: Do you want a computer with Windows?

COSTELLO: I don't know. What will I see when I look at the windows?

ABBOTT: Wallpaper.

COSTELLO: Never mind the windows. I need a computer and software.

ABBOTT: Software for Windows?

COSTELLO: No. On the computer! I need something I can use to write proposals, track expenses and run my business. What do you have?

ABBOTT: Office.

COSTELLO: Yeah, for my office. Can you recommend anything?

ABBOTT: I just did.

COSTELLO: You just did what?

ABBOTT: Recommend something.

COSTELLO: You recommended something?

ABBOTT: Yes.

COSTELLO: For my office?

ABBOTT: Yes.

COSTELLO: OK, what did you recommend for my office?

ABBOTT: Office.

COSTELLO: Yes, for my office!

ABBOTT: I recommend Office with Windows.

COSTELLO: I already have an office with windows! OK, let's just say I'm sitting at my computer and I want to type a proposal. What do I need?

ABBOTT: Word.

ABBOTT: Word.

COSTELLO: What word?

ABBOTT: Word in Office.

COSTELLO: The only word in office is office.

ABBOTT: The Word in Office for Windows.

COSTELLO: Which word in office for windows?

ABBOTT: The Word you get when you

click the blue 'W.'

COSTELLO: I'm going to click your blue 'w' if you don't start with some straight answers. What about financial bookkeeping? You have anything I can track my money with?

ABBOTT: Money.

COSTELLO: That's right. What do you have?

ABBOTT: Money.

COSTELLO: I need money to track my money?

ABBOTT: It comes bundled with your computer.

COSTELLO: What's bundled with my computer?

ABBOTT: Money.

COSTELLO: Money comes with my computer?

ABBOTT: Yes. No extra charge.

COSTELLO: I get a bundle of money with my computer? How much?

ABBOTT: One copy.

COSTELLO: Isn't it illegal to copy money?

ABBOTT: Microsoft gave us a license to copy Money.

COSTELLO: They can give you a license to copy money?

ABBOTT: Why not? THEY OWN IT!

(A few days later)

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: How do I turn my computer off?

ABBOTT: : Click on 'START.'

This was zany but I was desperate. Hope no one is offended. I apologize for this offering, but I was desperate. I hope you enjoyed it. John Weigle used it in the TOE so I guess it shows all editors get desperate sometimes.

## SECURITY UPDATE FOR MICROSOFT OFFICE 2003

**Problem:** A vulnerability in MS Office 2003 could allow an attacker to compromise your system by remotely executing code.

**Solution:** To safeguard Office and your system, Go to [www.microsoft.com/downloads](http://www.microsoft.com/downloads) and type **KB953494** in the Search field. Click Go. On the results page, **click** the Security update for Microsoft Office 2003 (KB953404) link. On the **Download** page, **review** the Description and **click Download**. After you save the file to your hard drive and the download is complete, **double-click** the file. Follow the on screen directions to complete the installation and restart your computer.

Smart Computing December 2008  
Helen Long

**Contributors to Newsletter 2008/2009**

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

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**DUES ARE DUE**

If you haven't paid your dues yet, I hope you will get your money in so that you won't miss your newsletter. If you haven't paid them yet, the single membership is \$15 and the family membership is \$18.

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

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**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.

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**Financial Statement  
12/20/08 – 1/20/09**

Balance 12/20/08	\$648.40
Income:	
Refreshments	+ 19.30
Membership	+ 96.00
Donations	+ 6.00
Expenses:	
Juno	- 12.94
Coffee	- 9.00
Name Tags	- <u>32.16</u>
Balance 1/20/09	\$715.63

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**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](mailto:helen@cipcug.org) with the **subject VBPCUG**.

If I can lasso Toby and take away a couple of the Flash Drives from him, I may have some to sell at the February meeting. 4GB USB Flash Drives with approx 2 GB free space. It includes tons of FreeWare and Portable Aps that he previewed at the January meeting, all for \$20.

**VBPCUG Mailing Address  
217 Tulip Court, Ventura, CA 93004  
Membership Information**

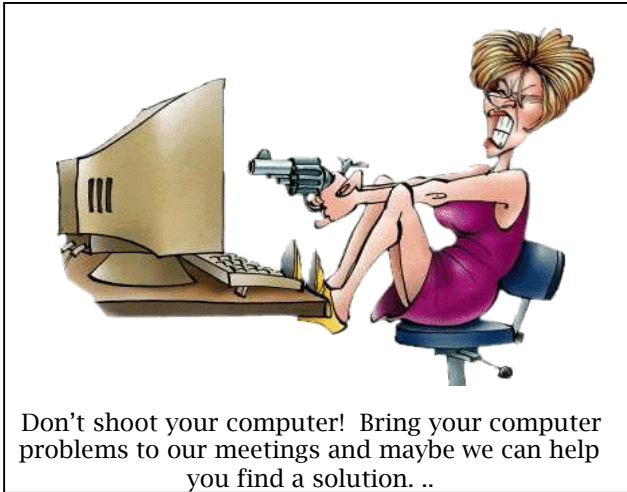
Membership dues are \$15.00 single, \$18.00 per year family. Membership terms are from January 1st. Dues will be prorated at the rate of @1.25 per month.

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.//



Don't shoot your computer! Bring your computer problems to our meetings and maybe we can help you find a solution. ..

**VBPCUG INFORMATION**

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| Refreshments<br>Jeanne Nussman          | 647-7937<br>jnussm@aol.com           |

**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>
JB	Joann Briggs	659-1466
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?