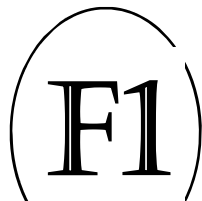


Beginners to Intermediate Users  
Learning keeps the brain active



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. 3

March 14, 2009  
Leonard Gillmore  
Windows Movie Maker

## FEBRIARY Q & A



### PRESIDENT'S MESSAGE

Cathy Villa  
It constantly amazes me how beneficial this group is to me. I have been a member for about four years. There hasn't been a meeting that I haven't learned something new. The same goes for the February meeting. I have had Microsoft Publisher on my computer for who knows how many years and had never opened it. Sandi Ruch showed us so many things that can be done with it. I volunteered to do new name tags for the club and now I know I can use Publisher to do that. I hope you enjoyed the program as much as I did.

As I am writing this, I am unsure what our March program will be. I know Sinc is working on something very good. Be sure to bring in your questions and answers. As you know, we spend our first 45 minutes or so answering questions the members have about problems they may have encountered on their computers during the month. Our club was founded on the saying we are "friends helping friends using our computers."

We are also looking for some members to help learn how to set up our equipment before our meetings. We have Jim, Sinc, and Dick doing right now. We need people to be our "subs" so that these three gentlemen do not have to attend every single meeting. Or, God forbid, that they are sick. We would need you to come and learn how and then be available for occasional meetings. It isn't hard but just a matter of learning how. Please think about helping us out.

There didn't seem to be any clear-cut questions this month. We skipped around to this and that, learning a lot, but it was difficult to keep up with the information, so I'll try to do the best I can in reporting what was discussed.

**Q:** I am an extreme beginner and sometimes when I tell my printer to print, it doesn't.

**A:** Go to Help; there are free beginners classes on the Avenue; see if you need to update your drivers.

**Q:** My printer is very slow. It is 4-5 years old.

**A:** Go to drivers and see if you, too, might need to update.

**Q:** When I click on the icon to print, it wants to fax, not print.

**A:** Click on the dialog box. Look in the drop-down list and make sure the printer is indicated; I've never had a problem by using Ctrl + P; go to File, Print instead of using the icon.

**Q:** What are some features of the printer?

**A:** Go to Start, Settings, and right click on Printers for its properties. The Advanced tab will allow you to print only in black if you don't want to print the colored parts in color. First, go to the **Color Management** tab and click **Manual**. Then go to the **Advanced tab, Grayscale**, and click for **black**.

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Continued from page 1

For **double-sided** printing, go to the **Properties, Features**, and click for **2-sided** printing. It will print pages 1, 3, 5, etc. and then the screen will tell to **turn the pages around** and will print 2, 4, 6, etc. Some printers will flip it over automatically. If your printer does not do it automatically, the next step is to turn the pages around with 1st printing up, so that it will print the back side of the pages.

In **Features** you also have the option of starting the printing from the last page. This will collate your pages. You can also click on **File**, and **Set-Up** to change the orientation and see what other options are available.

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### March Program

Leonard Gilmore, has presented programs to us before. He has shared his computer knowledge with us as well as teaching a computer class at Oxnard College.

He will tell us all about "Windows Movie Maker". It's a program allowing us to capture video and audio with still images. Don't miss this exciting program, it sounds like fun and we certainly have not had program anything like it before.

### Sinclair Wall

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### Speaking of Programs

If any of you have any suggestions for programs, please pass them on to Sinc Wall. It is difficult to come up with different programs every month especially when you don't bother to let us know what you are interested in. We have a limited number of volunteers for programs that may have a variety of program types in their repertoire, and if we knew what you needed help with, we might have a better opportunity of different programs. You can contact Sinc at 648-6626 or walls6811@Sbcglobal.net.

### Passwords Should Be...

Do you often have trouble coming up with the perfect password? Whether you're purchasing something online or you're signing up for some kind of newsletter, etc., a password is usually required. Plus, we all know (well, we should) that it's best to use a different password for each thing we do online. And with more and more services being added everyday, it can sometimes be hard to come up with new passwords to use. So, I thought I would take some time today and try to help you out. What do you say we create some passwords?!

According to security experts, there are six rules you should follow when making up your passwords

words. First of all, they should be random. By that, I mean you should choose a series of characters that are completely random to everyone else, but make complete sense to you. The second rule follows up with that by saying passwords should be unique. Again, just try to create a password that no one else will be able to easily guess. The third rule states that a password should be, at the very least, eight characters long, but the longer it is, the better. If you can come up with a password that's 14 characters or more, go for it!

The next rule says that a password should be a combination of upper and lowercase letters and there should be at least one number or symbol included in there somewhere. The more variety you add to your password, the better it will be. The fifth rule simply states that you should change your password regularly and frequently. The longer you leave the same password in place, the easier it will be for a hacker to grab it. And lastly, you should type your password out manually each and every time you're asked for it. Yes, the "Remember Password" feature is nice, but it's really best to enter it in each time. If you follow these six simple rules, you'll have the most secure and perfect passwords in town. Now, that's something to be proud of

**Cathy**

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**HOW LONG HAS IT BEEN  
SINCE YOU RAN YOUR SPYWARE  
PROGRAMS LATELY**

*Continued from page 2*

## News From The Help Desk Smart Computing Jan

**Q:** I have a slow Internet connection, and with all the flash animations on Web sites these days, Web pages often take a very long time to load. How can I block flash animation?

**A:** Flash animations are very cool eye candy, but they can certainly slow down your Web browsing, especially if you have a slower Internet connection. There are a couple of different ways you can go about blocking them.

First, you may be able to do so by changing your Web browser's options. In Internet Explorer 7, for example, all you have to do is click **Tools**, click **Internet Options**, and click the Advanced tab. Scroll down until you reach the **Multimedia** section and **uncheck** the Play Animations In Web Pages box. Click **Apply**, click **OK**, and **restart** IE7 for the change to take effect.

You can also download a browser add-on to do the task for you. For example, **Flashblock** 1.5.6 is an add-on to **Mozilla Firefox** that blocks flash animations but leaves placeholders so you can click various animations if you decide you want to see them. You can download **Flashblock** from [flashblock.mozdev.org](http://flashblock.mozdev.org).

**Q:** I have two computers, one has 512MB of RAM, and one has 1 GB of RAM. More RAM means a computer is faster, right?

**A:** That's partially true. The fact is, there are many factors that influence how fast a computer operates, and RAM is one them

But there are other components to consider: The processor, graphics card, and hard drive are three main components that affect

computer's performance. A computer with a 3GHz processor will most likely be faster than one with a 2.1GHz processor, for example. A high-end graphics card will outperform a budget card, leading to better performance. A hard drive that spins at 4,500rpm will be slower than one rated at 10,000rpm.

You must also consider the level of maintenance performed on one computer vs. another, the better-maintained may be quicker. Further, different operating systems have different requirements; for example, Microsoft suggests 128MB of RAM is sufficient for XP but recommends at least 1GB for Vista.

It may make more sense to ask the question "I have a computer with 512MB of RAM. If I increase the total amount of RAM to 1GB, will my computer run faster?" The answer is to that question is yes.

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### Update For MS Outlook 2003

**Problem:** Holidays are not provided for the MS Office Outlook 2003 Calendar for the years 2007 through 2012.

**Solution:** In order for your Outlook calendar to list holidays for 2007 through 2012, you must download an update.. Go to [www.microsoft.com/downloads](http://www.microsoft.com/downloads) and type **KB924423** into the Download Center search field. On the resulting page, review the Quick Details information or find more in-depth information about the download by clicking the Knowledge Base article link. When you're ready to download, Click the **Download** in the blue box. Save the file to your hard drive. When the file is downloaded, locate and **double-click** it to complete the installation, and restart your computer.

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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!**

## February's Program - Publisher

Sandy Ruch certainly gave us a lot to think about with her presentation on Publisher.

She threw herself a curve by using a laptop that she doesn't normally use with Publisher, and it seemed like things were not in the same place as her regular computer. I haven't had quite the same thing because I only have one computer, but I have certainly had times when the gremlins have taken over. It can be real frustrating.

She showed us the many things that can be done in Publisher such as business cards, post cards, greeting cards, Newsletters, flyers. You name it and Publisher has it.

She showed us how to deal with color schemes, and font sizes, how to use page numbering and how to insert text and images.

The one thing that gives me a headache is when I'm using block text, and the last line of the paragraph is a short word and occasionally, it spaces it all the way across the page. She indicated I should simply put the cursor at the end of the word and using the space bar to the end of the line and it will back the text up. Works like a charm.

Helen Long

Here I am apologizing again. I simply cannot write fast enough to keep up with what is going on. I need **some one** to help with the write-up of the Program for the newsletter. If no one will step forward we will probably have many more programs written up as above, which really is a waste of space. It gives you no information, and it makes me feel rotten every time it happens.

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### Smart Computing Feb 2009 USB 3.0 JUST AROUND THE CORNER

If you are still using a computer that has USB 1.1 Ports, you'll soon be really behind the times. The USB 3.0 Promoter Group has announced that the USB 3.0 specification is officially completed, paving

the road for manufacturers to begin releasing USB 3.0 devices.

Known as SuperSpeed USB, the new specification delivers speeds at up to 10 times faster than USB 2.0 specification supports data rates of up to 480Mbps (megabits per second), the new specification supports rates of up to 5Gps (gigabits per second). Further, USB 3.0 will include power management features that allow devices to idle, sleep and suspend.

Because the new specification adds five new lines inside the cables, the new cables will be thicker than existing USB cables, and the connection will also look a bit different (although they will be backward-compatible with USB 2.0). Thanks to the new lines, USB3.0 will be able to read and write simultaneously from portable storage devices. Further, because the cables will carry more power, they'll be able to charge portable devices more quickly, and they'll also allow more than four devices to run from one hub.

Commercial USB 3.0 controllers are expected to appear in the second half of this year, while consumer devices should begin appearing in 2010. According to the USB 3.0 Promoter Group, the first devices should include flash drives, external hard drives, digital music players, and digital cameras.

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### Ventura County Star Newspaper

When helpless seek help

Tech support: "What kind of computer do you have?"

Customer: "A white one."

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Tech Support: "Click on the 'my computer' icon to the left of the screen."

Customer: "Your left or my left".

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Tech Support: "What's on your screen now?"

Customer: "The teddy bear my boyfriend gave me for Christmas."

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**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  
Sinclair Wall

**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.

**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.

**Financial Statement**  
**1/20/09 – 2/20/09**

Balance 1/20/09	\$715.60
Income:	
Refreshments	+ 10.25
Membership	+ 30.00
Expenses:	
Juno	- 12.94
RAM & Mike	<u>-101.53</u>
Balance 2/20/09	\$641.38

**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. Please just E-mail them to me at **helen@cipcug.org** , and because I don't always recognize everyone's name in our club, please show the **subject VBPCUG**.

Beware of messages purportedly from your bank, Pay Pal or other financial sites asking for personal information such as your login name, password or Social Security Number. They are likely to be scammers.

**VBPCUG Mailing Address**  
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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.**

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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. ..

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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?