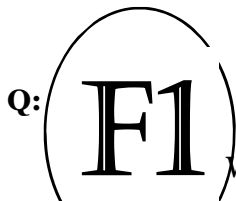


Beginners to Intermediate Users  
Learning keeps the brain active



Friends Helping Friends  
Expertise comes Incrementally

When I use Outlook Express I cannot click on  
the Address

the name in



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. 5

May 9, 2009

Susan Vincent

The Wonderful World of Short Cuts

## April Q & A



Cathy Villa

### PRESIDENT'S MESSAGE

We had a great turn out in April for our Workshop before the regular meeting. It looked like everyone was very engrossed and learning a lot. Don't forget the Workshop starts at 9:15. Brenda Ball is moving out of the area and we are looking for some

one to run these sessions. Jim Burke is going to handle the one in May.

Our regular meeting was wonderful as well. I learned so much from Jim. It has seriously made me want to take the class Jim took about computer maintenance. The inside of the computer doesn't look so scary to me now. He certainly made it look easy.

Our May meeting will feature Susan Vinson telling us about Computer Shortcuts. We have had Susan speak to us before and she is great. She teaches computer classes at the Senior Center and for Adult Ed. We don't want to miss this. Be sure to mark your calendars now. See you in May.

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### VENTURA COUNTY STAR

#### More of "When the helpless need help!"

Customer: "I have problems printing in red."

Tech Support: "Do you have a color printer?"

Customer: "Ooops! Thank you."

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**Q:** I want to replace my 80 gigabyte Ultra DMA hard drive in my 5 year old HP Pavilion 724c desk top computer, running XP with sp3, before it dies. (I have an external Sea Gate 500 gb drive I use for backing up my files). If I purchase a good name brand hard drive and install it myself in my HP, will I have to reinstall the operating system, XP, and if so, how? What else should I be aware of in trying to replace the old hard drive?

**A:** Some brand name computers require proprietary hardware. You might partition the current backup hard drive to your external hard drive to see if you could install it in the HP before spending money on a new hard drive. You could also check with Tobie or Rick at Ventura County Computers for an answer.

**Q:** I found my battery surge protector whining.

**A:** You might try unplugging and replugging it. If it still doesn't work properly, you probably need to buy another.

**Q:** If there is a surge and my computer is off, can it be hurt?

**A:** Yes. Turning off the power strip also is an added precaution.

**Q:** I have AOL and would like to get all of my stocks in one place in my Favorites.  
m individually into that Folder.

Continued on page 2

Continued from page 1

**A:** On the right side of the screen you will find Favorites. Create a Stocks folder to put the addresses in, to keep them separated from your other favorites. You will have to add them individually into that Folder.

**Q:** When I use Outlook Express I cannot click on the name in the Address Book and transfer it to the letter I'm writing without the time-consuming method of copying and pasting, particularly if I'm sending something to a number of people.

**A:** If you start typing the person's name, it should pop up quickly.

**A:** Try asking Smart Computing.

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**Today's Program**  
**Susan Vinson—SHORTCUTS**

When I asked Sinc to give me a bit of back ground on Susan, he told me to just check the back issues of our newsletter. Simple enough. I only have access to the issues that are on line. After going through all of 2008, all of 2007 it was the last one in 2006 that had her bio. You were lucky this time Sinc. And Susan, it has been much too long since you have visited us.

*Susan* is an Educator and teaches computer skills at the Ventura Avenue Adult Center—550 N. Ventura Avenue in Ventura. Susan has classes on all aspects of computers, including. If you are a senior 50+, the classes are free. For the younger group, the fee is \$15.00 for a 8 week course. Some courses may require a textbook fee.

The price is right and the hours are M-W or T-TH 9:00 am—12.00 noon, M-W or T-TH 12:30 pm-3:30 pm. Friday 8:00 am—12:00 pm. The classes are Self paced-and Special Group Activities. To Register Call 289-7925.

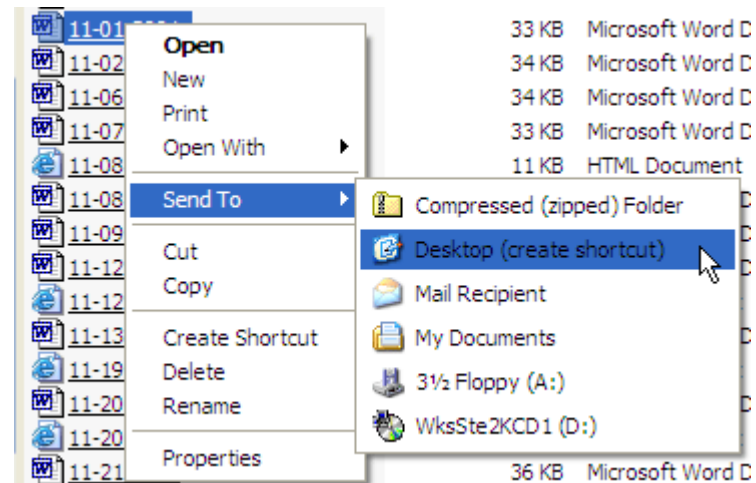
Computer Classes Offered Computer Basics, Internet, Windows, Word, Excel, Access, Power Point, Adobe PageMaker, Apple Works. What more could you ask for? You would learn so much and not be afraid of your computer.

**SEND TO**

**Q:** What does the "send to" menu do?

**A:** If you right-click a file in Windows Explorer or My Computer, one of the options you'll get from the resulting menu is " **Send To** ". You can use this " **Send to** " option to send the file in question to another location, person, program, etc.

For example, one option is to **Send To, desktop (shortcut)** . You can use this option to create a desktop shortcut to the file your playing with. Nifty huh?



You can also use it to send a file to a Flash Drive, CD-RW, an e-mail recipient and more. It's probably one of the most useful, yet unused, features of Windows.

What a handy little item **Cathy**, thanks for sharing.



**Is your computer communicating with the rest of the world? Bring your problems to our meetings and maybe we can help you solve your them.**

**Smart Computing April 2009  
RECYCLE BIN CARE**

**Q:** Why does my recycle system inform me that the folders I'm deleting are too big for the Recycle bin? Am I out of space, or is there another problem?

This is probably not a problem. Chances are that you have run out of space in the Recycle Bin itself. Remember that the Recycle Bin is simply a wee small portion of your hard drive space that has been set aside as a temporary repository for deleted items. It's comparable to a physical trash basket— if you throw something out but never empty the trash, the basket will eventually get full and spill over the sides.

One way to ease this trouble is to be diligent and empty the Recycle Bin regularly by right clicking the icon and selecting **Empty Recycle Bin** from the menu. If you absolutely have to hold more content in your Recycle Bin, right click the icon and select **Properties**. For Windows Vista, enter a new Custom Size in megabytes. (Remember that 1,000 MB is equal to 1GB.) Using Windows XP, select the Global tab and move the Maximum Size of Recycle Bin slider. It has usually taken as a percentage of the capacity of the drive; for example a 10% setting on a 350GB hard drive would give you a 35GB Recycle Bin.

**VBPCUG Financial Report  
02/10/09 - 03/20/09**

Balance 02/10/09	641.38
<b>Income</b>	
Refreshments	18.00
Donation	10.00
Membership	<u>15.00</u>
	43.00
<b>Expenses</b>	
Juno	12.94
Refreshments	<u>16.00</u>
<b>Balance 03/20/09</b>	<b>655.44</b>

**Most Common Acronyms**

There are tons of terms that usually only go by certain letters and it can be hard to keep them all straight. There are obviously too many to put into one tip, so below is a list of some of the more common used acronyms, along with their real meanings. Here we go!

- ATA** - Advanced Technology Attachment
- ATM** - Asynchronous Transfer Mode
- BIOS** - Basic Input/Output System
- BMP**- Bitmap
- CD** - Compact Disc
- CGI** - Common Gateway Interface
- CPU** - Central Processing Unit
- DBMS** - Database Management System
- DLL** - Dynamic Link Library
- DNS** - Domain Name System
- DSL** - Digital Subscriber Line
- DVD** - Digital Versatile Disc
- FTP** - File Transfer Protocol
- JPEG** - Joint Photographic Experts Group
- LAN** - Local Area Network
- MPEG** - Moving Picture Experts Group
- P2P** - Peer To Peer
- POP3** - Post Office Protocol
- RGB** - Red Green Blue
- TCP/IP** - Transmission Control Protocol/Internet Protocol
- USB** - Universal Serial Bus
- WiFi** - Wireless Fidelity
- WWW** - World Wide Web

**Cathy Villa**

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

## April Program by Jim Burke

Simple Technical Aspects of Computing, such as replacing ram, installing new keyboard, or a new mouse.

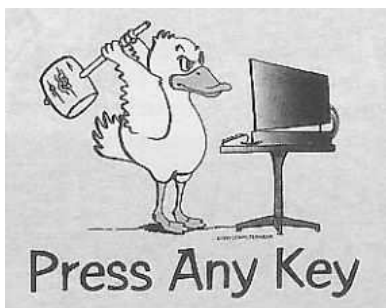
Jim removed the side of the computer and showed us where all the goodies were placed inside the box. The flash drives, parallel ports (probably already outdated by USB ports), printers, and sound connections, and the computer battery which keeps the computer clock ticking away. He pointed out the mother board, the hard drive and the CPU fan.

Members gathered around the table for a closer look at the guts of the computer. He removed a strip of Ram and re-inserted it being sure to handle it on the edges of the strip.

He introduced us to Belarc Advisor which you can find on Google, and download it free. It will tell you the model number of your computer. With this model number, you can go to a site such as Kingston.com, which will tell you which types and sizes of ram will work with your computer.

If you missed this program, you really missed a good one. How many times have you opened up your computer? Be honest now! It was a great presentation and I **really** did not do it justice here. You had to be there to peek inside the guts of the computer yourself.

**Helen Long.**



## Ink cartridge expiration dates (From CIPCUG TOE A & A)

Comment from audience: I just wanted to warn everyone about the expiration date on ink jet cartridges. I have a couple of printers, and normally when I run out of ink, I go out and buy another cartridge to have one on hand for when I ran out. The last cartridge I used was a color one, and it lasted a lot longer than I thought it would. When I finally ran out of color ink, I replaced it with the ink cartridge I bought a year and a half ago, but it was out of date. I was stuck because I could not take it back to Costco after a year and a half. I never had a cartridge that gave me any trouble so I just wanted to put out that warning.

Toby's response: Also, be careful with the non-manufacturer's ink cartridges. Several of the big stores have started to sell their own brand of ink cartridges, and some have created problems. One of the problems is if you put it into a printer under warranty and the ink cartridge leaks, it voids your warranty, and properly so. If HP sells you a printer, it works perfectly, and you buy a non-brand ink cartridge and it leaks, HP has no responsibility to fix the printer. There are ink cartridges that leak and if it is an HP cartridge, they will replace it.

I do not believe that third-party ink cartridges leak enough that I would make it a blanket "do not use it" warning.

Particularly if you are under warranty, it is prudent to stay with the manufacturer's ink cartridges.

---

## Repairing Outlook

Q: I have an old version of Windows with Outlook on it. When I fire it up, I will either get a message that Outlook has encountered an error and has to close or it will close with no message at all.

A: If you get your install disks out for Office, depending on what version it is, and click on install and set up, it will detect if you have an existing installation of that product. It will ask you what you want to do, reinstall, repair install, or uninstall. You have a choice of three ways to go. Try repair first and if that does not work, then do a complete reinstall, and if that does not work, uninstall. When you are uninstalling, go to program files, delete all the program folders and do a fresh install. Computers get dysfunctional occasionally.

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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.

Cathy seems to be the only person contributing interesting articles. Surely some of you have had the pleasure of an "aha" so that's the way you do it. Please share those moments. Maybe it will help someone else with the same problem.

Audrey Barnden  
Joann Briggs  
Doris Chaison

Cathy Villa  
Marcie Malony  
Sinclair Wall

**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.

**VBPCUG Financial Report****03/20/09 – 04/20/09**

Balance 03/20/09	655.44
Income	
Refreshments	11.80
Membership	<u>15.00</u>
	26.80
Expenses	
Juno	12.94
Pauline Wells –	
Refreshments	8.99
Jim Burke – lock	<u>13.13</u>
	35.06
Balance 04/20/00	647.18

**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](mailto:helen@cipcug.org), and because I don't always recognize everyone's name in our club, please show the **subject VBPCUG**.

**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.

Opinions expressed in this publication are those of the authors or contributors, and do not necessarily represent those of the VBPCUG, its officers or members as a whole. The information is believed to be correct and we hope informative and useful: however, no guarantee, expressed or implied, is made by VBPCUG, its officers, editorial staff or contributors.

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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- Refreshments Jeanne Nussman 647-7937 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?