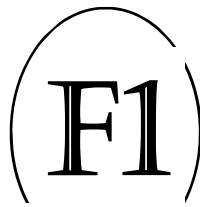


Beginners to Intermediate Users
Learning keeps the brain active



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. 7

July 11, 2009
Michael Shalkey
Will be demonstrating Win 7



Cathy Villa

President's Message

For those of you who were at the June meeting know that I committed a cardinal sin regarding computers. If you read this newsletter well and often, you will see that Helen often alerts us to the fact that we need to back up, back up. I don't know why I thought I was exempt from this rule. Yes, I got caught. I still (or at least as of a week ago) use floppy disk. I had several files on this disk and wanted to add to my list of books that I have. Guess what? I couldn't open it. OMG!! I did not have a back up. I did not have a hard copy. What was I thinking! My husband took it to work and their IT guy bought a program online called BadCopy and found some of it. Unfortunately most of it was the only part I did have a paper copy of. It found some more. I also found some in my recycle trash bin. I probably have a little more than half but still have a lot of work to do to recreate my book list. So.....my words to you are , **back up back up.**

At our July meeting we will be having Michael Shalkey talking to us about Windows 7. I am not sure I am ready for this but the computing world does keep on going trying to improve itself. Don't forget our Workshop that begins at 9:15 before our meeting. See you at the meeting.

JUNE Q & A

Q: How do you get a double underline?

A: You may be talking about the underscore. It is above the hyphen, so use the Shift key to use it.

Q: Can my computer be speeded up if I'm on dial-up?

A: No. Read a book while you're waiting.

Q: Do you have any recommendations for a new printer?

A: Consider cartridge costs, how long they last, and how much you use the printer. You can get extra large size cartridges. A laser cartridge costs more up front, but less per page.

Q: How can I print in black only, particularly if I copy from the Internet a page which includes color?

A: Go to File, Print, Properties, Advanced. Check Grayscale then Print in Black Only. You will need to do that each time.

Q: What can I do to open a document on a floppy disc that I can no longer open? I learned my lesson when I didn't have a back-up.

A: You might try to see if another computer will open it. If not, call Toby or Steve and ask.

Q: How can I safely remove a flash drive, printer, or speakers from my computer?

A: Click on the picture of it on the bottom sys-tray at the right.

Continued on page 2

Continued from page 1

Q: Should I take the battery out of my laptop if I'm not going to use it for quite awhile?

A: Probably not, you might Google that question. Lithium ion batteries don't have corrosion problems.

FINALLY, ERROR MESSAGES THAT I ACTUALLY UNDERSTAND



Marcie sent me a dozen of these things and I'll use one a month. Enjoy! Thanks Marcie!

Free Power Point Viewer

You can avoid the expense of a complete program by downloading the Power Point Presentation / viewer ...this is free. I give credit to my sis n law..I had saved many unopened email attachments..I knew that these were outstanding..but I did not have the money for the entire program..It works. Now I am viewing all of those fantastic photos and such. Just Google **Free PP Viewer**, and it is at the top of the list.

Wanda LeBlanc-Cochee

Michael is coming! Michael is coming!

And he is going to share his smarts on Win 7. I'm not sure but I think his general impression is that the conversion from XP to Win 7 will be easier than the conversion from XP to VISTA. Maybe there is light at the end of the tunnel for those of us too cowardly to try VISTA, — namely me! Come one, come all, and bring your questions with you.

Tyler Hanawalt June Program – Craigs List

Tyler showed us the ins and outs of Craigs List. If you want to use Craigs List you do have to register.

You can post ads, edit or delete ads or buy from Craigs List.

It also provides RSS feeds which is a format that delivers regularly changing web content to you. It works by having an RSS "feeder" that displays new content on a particular website the instance it is posted. To access the new content, you must "subscribe" to this website, which means "Website X, I want to receive new content as soon as you put in on the Internet." For more information, you can visit <http://www.whatisrss.com/>

I have extra copies of Tyler's Presentation for any one who needs it.

Helen Long

BLIND COPY

I saw this at the bottom of a joke that some one had sent to me and I have never seen it before. **What a great idea.** So many jokes come with MANY lists of forwards, and it does remind some people who NEED the reminder, to please protect their friends and their email addresses.

If you forward this
- delete all email addresses
- use BCC (blind carbon copy)
Respect and protect your friends

I don't know who sent this to me but it is very important in E-Mail diplomacy.



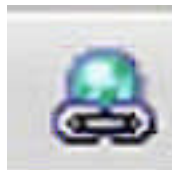
How do I insert a hyperlink in an e-mail?

Have you ever needed to hyperlink something in an e-mail, but just weren't sure how to do it? Okay, let me back up for just a second first. You might be wondering what a hyperlink is. In case you don't already know, a hyperlink is just another word for a link. It's the colored link within a text document that you can click on to be taken to a Web site or to an e-mail.

Now that you know exactly what I'm talking about, let's learn how to create one of your own in an e-mail. You can do this whenever you want to share a certain Web site address with someone or if you want to give them someone else's e-mail address. You can go ahead and have it linked for your recipient, so all they have to do is click on it and they'll be whisked away to the right spot in no time! It's very convenient.

In most e-mail programs, you can type out a URL (for example, www.worldstart.com) and it will automatically hyperlink for you as soon as you hit the space bar. If for some reason it doesn't, you can do it manually as well. To do this, start a new e-mail and when you're ready for the hyperlink, click on the icon that looks like a globe with a chainlink around it.

In case you can't see it, it's a globe with a chainlink around it.



A box will then appear and you just have to type in the URL yourself. If it's a Web site, make sure you have selected and if it's an e-mail address, have chosen. Click when you're done and the link will then show up in your e-mail. It will then be transferred to your recipient for easy opening.

Now, one more thing. If for some reason you can't click on the hyperlink icon, you can always go to the menu, choice. That will bring up the same dialogue box for you and you will be able to get the link in place.

I did find out a couple of other things while I was researching this tip. Gmail does have the hyperlink option, but the icon in that program is just a chainlink. It doesn't have the globe, so if you use Gmail, keep an eye out for that. Also, I wasn't able to find a way to hyperlink in Hotmail. I may have passed over it, but there wasn't any real obvious way to do it.

Like I said, most e-mail programs will hyperlink automatically for you, so you usually don't have to worry about it. But, if the situation does arise, you'll know how to complete the task yourself now!

Happy hyperlinking!

Cathy Villa

SUSAN VINCENT'S SHORTCUTS

- CTRL + C = Copy a selection.
- CTRL + X = Delete or Cut a selection to move it. somewhere some where else in document.
- CTRL + V = To paste a selection.
- CTRL + Z = Undo the last command.
- CTRL + Y = Redo the last command.
- CTRL + A = Select all in a list or text.
- CTRL + B = Make text selection **BOLD**.
- CTRL + I = Make text selection *Italic*.
- CTRL + U = Make text selection Underlined.
- CTRL + E = Center text.
- CTRL + R = Right justify text.
- CTRL + L = Left justify text.
- CTRL + 1 = Single space text.
- CTRL + 2 = Double space text.
- CTRL + Minus Sign = — (Be sure to use the minus in the number pad at right.)
- CTRL + **Enter** will add the <http://> and the **.com** in your Internet address bar. Just type in the domain name, then press the CTRL key at the same time as the Enter key. Voila! You have the complete URL, saving you a zillion keystrokes per year. (Tip: use **SHIFT + Enter** to enter **.net** Domain.

More next month.

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

What's With Win "7" ?

Now, because I've been running a lot of info on Windows 7 a few questions are bound to spring up. How much does it cost? Will my old programs work with it, etc. However, the biggest query that fills my inbox is always With so many different versions of Windows throughout Microsoft's course, where's the sense? We had Windows 3.0, 3.1, 95, 98 (revisions A and B), 2000, ME, XP, Vista and that's not even counting Windows NT, and the Mobile iterations! I probably even forgot a version or two in there somewhere!

Point is, that the numbers don't match up. So why exactly does MS see fit to name it "7"?

Here's what tech writer Ed Bott has to say about this:

Windows 3.0 and 3.1 (and Windows for Workgroups 3.11) from the early 1990s used the version numbers as part of their name. The first releases of Windows NT, also from that era, followed suit, with Windows NT 3.1 and 3.5.

Windows 95 was technically version 4.0. Windows NT 4.0, which was released exactly a year after Windows 95, adopted the Windows 95 interface. Windows 98 was version 4.10.1998 and Windows 98 Second Edition was 4.10.2222A. The much-maligned Windows Me was 4.90.3000.

Windows 2000 was the first release in the version 5 family. It was followed by Windows XP, which was version 5.1. Service packs are identified by build numbers, but service packs do not affect the version number.

Windows Vista was Windows 6.0. Because the next release of Windows is going to be based on the same kernel as Windows Vista, it should have the version number 6.1. Indeed, every screenshot of Windows 7 that has been in public view so far has had a build number of 6.1.xxxx. This numbering is almost certain to remain in the final product. If the major version number changed to 7.0, many applications written for Windows Vista would fail to install or run properly, simply because of version checking

In summation, there is no good reason to call it Windows 7 at all! Bott goes on to predict that Microsoft will probably go back to their old "no numbers" naming convention for the next version, but who wants to even think about that right now?

~Andrew

Submitted by Cathy Villa

JUNE SMART COMPUTING QUICK TIPS

How do I stop Internet Explorer from automatically completing entries for me? Isn't that a security issue?

AutoComplete can certainly be a convenience, but the future will work for anyone that has access to your computer. If Windows remembers logon details for sensitive Web sites (such as your online banking site), it's possible for other users to imply **AutoComplete** and gain access to your resources without even having to guess passwords or usernames. One way to protect yourself from unauthorized users is to select "**NO**" if the Web sites ask to remember logon details.

Another Safeguard is to disable the AutoComplete feature to Internet Explorer. To do so, launch **Internet Explorer**, click **Tools**, select **Internet Options**, select the **Content** tab, and click the **Settings** button in the **AutoComplete** area. **Uncheck** the **User Name And Passwords On Forms and Prompt Me to Save Passwords** check boxes and click **OK** to save those changes. This should prevent IE from completing logon details.

**** JIM BURKE ****

Early morning Workshop will demonstrate how to change your default settings for Fonts and Margines. We got tangled up in it last month and he has researched it for us and will go into this problem in detail. Come early if you have ever wanted to change your default settings.

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
 George Koerlin
 Wanda Cochee-LeBlanc

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
 05/20/09 – 06/20/09**

Balance 05/20/09	\$637.24
Income	
Refreshments	\$15.00
Expenses	
Juno	\$12.94
Balance 06/20/09	\$639.30

HAVE YOU RUN YOUR ANTI-SPYWARE PROGRAM LATELY ?

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**

Many of our club members have received help from www.smartcomputing.com-sign up for assistance.

**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 | |

Workshop Co-ordinator Need A Volunteer

<u>Initials</u>	<u>Name</u>	<u>Phone No.</u>
JB	Joann Briggs	659-1466
WL	Warren Lewis	647-3698

Refreshments Pauline Wells	647-1894 pw30@sbcgloval.net
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**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?