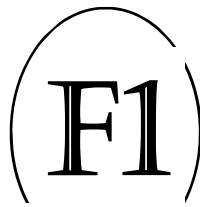


Beginners to Intermediate Users
Learning keeps the brain active



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. 8

August 8, 2009

**David Harris Presenting The History of Computers
Plus, Medical History Flash Drive which just might save your life!**



Cathy Villa

PRESIDENT'S MESSAGE

I sure hope every one is having a wonderful summer. Our weather has been so nice lately. This is just one of the reasons so many of us live here in Paradise.

I sure enjoyed the July meeting. Michael Shalkey talked to us about Windows 7. Every since so many people seemed to have problems with Vista, I was really dreading the time when I had to change operating systems. I guess the Macintosh (I know that is a bad word) commercials really worked on me. I feel much more comfortable knowing something about Windows 7. I think it does have a lot to offer us.

This month David Harris will be telling us about the History of Computers. One day many years ago when I wasn't feeling well, I spent the day watching a special about computers and their history. I was amazed. David will also be telling us about a flash drive that he is selling that can contain all our medical history. This would be invaluable if we are hurt away from home. We would have all our pertinent information on a flash drive that could be download to any facility.

JULY Q & A

Q: When I print my address book in Outlook Express it only prints about two addresses per page.

A: Go to File, Export, Address Book, give it a name, and either open it in Excel by the "comma separated values" option or in Google Open Office. You can get its free download, but don't use it if you have dial-up.

Q: Have you scanned slides into your computer? I bought a devise to do it.

A: It works great.

Q: What do you like about the Google Chrome browser?

A: SPEED.

Q: I can't use Firefox for my banking because my bank requires Active X and Firefox does not use Active X.

A: Use IE only for my banking but try to use Firefox for everything else.

Q: How dangerous is it to delete something in MS Config?

A: Don't try it unless you are knowledgeable. Google it first to see if you want to get rid of it. You can go back and recheck it if you decide it's something you want.

Q: If you want to print something from the web, will it print what you see?

Continued on page 2

Continued from page 1

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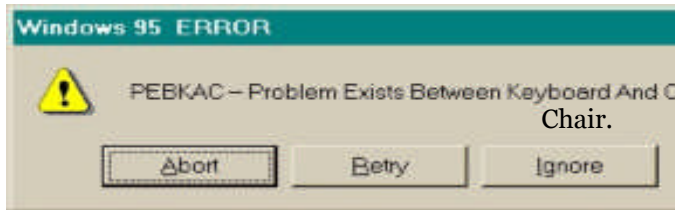
A: They are completely different. Better to highlight, cut, and paste to Word.

Q: I tried to view a manual for an item I was interested in buying and when the manual showed on my screen in Adobe Acrobat format there were gray boxes covering much of the text, so I was unable to read it.

A: If it was in the latest edition of Adobe Reader you wouldn't have the problem.

Marcie Malony

FINALLY, ERROR MESSAGES THAT I ACTUALLY UNDERSTAND



(My favorite one)

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

**August Program
David Harris**

David Harris gives us an abbreviated look at the history of personal computers and a more extensive look at a flash drive that might save your life.

The MedInfo911 EMR Flash Drive Unit is designed so its users can have important medical information with them at all times in a form that can be easily found and used by any medical professional. It comes with a wallet card alerting first responders to "look for my EMR USB flash drive on my wrist, neck or pocket." This is what may save your life. David will be selling these flash drives at the meeting.

**July Program Michael Shalkey
Win 7**

Michael started out the program showing us his "Net Book" computer. You can flip the monitor and write with a special pen directly on the screen and the WIN 7 program had no problem copying his lousy handwriting. A really neat little computer. The Win7 drivers will do a lot of things for you. The Net Book has low power usage, is much smaller, and lower priced—like \$250-\$400.

You bring up your files by writing file name and just like e-mail (first two or three letters will bring up your file.

Office 2000 is now the striped down version of Word Pad with no spell check. Change the font size by simply sliding down the list of fonts. Word Pad can open up .dox files but the default save is to .rtf.

Standard keyboard short cuts still work in WIN 7.

This one I didn't quite believe my notes, but if you have several programs up and working, you can shake the computer and on the screen, the other programs that were up disappeared leaving only the last one you were using.

Helen's Comments!

I have tried other computers with VISTA and I just can't find my way around in it. Maybe I haven't stayed with it long enough to drop breadcrumbs. I think I will like WIN 7. Unfortunately we have to wait until October for it surface. Hope my computer will keep working until then.

Helen Long

LEARNING WITH LEVY

If you've just recently switched over to Windows Vista, you may have a hard time reading the text size on most of the Web sites you visit, in your e-mail and so on. The good news is that we can fix that. Here's how it's done.

If you want to increase the size of your font in Vista, it's just a couple of clicks away! To do so, right click on your desktop and choose Personalize. Then in the left pane, click on the "Adjust font size (DPI)" link. After you do that, a warning may pop up asking for your permission to continue. Just click on the Continue button and move on. The reason you are asked if you want to continue is that you are changing something on your computer and Vista wants to make sure it really is OK with you).

Next, click on the option that says "Larger scale (120 DPI) — make text more readable."

When you're all finished, click OK. You should see an instant change, but you can check it out even further by opening up your Web browser and going to your favorite Web site. Or, try opening a document you've been working on. Either way, the font size will be much larger and you'll no longer have to strain your eyes to see what's written.

This lesson is copyright by Jeff Levy and reprinted with permission. All of his more than 400 lessons for both the PC and the Mac can be found on his Web site, jefflevy.com.

Jeff Levy on Computers" can be heard from 1 to 2 p.m. every Saturday and Sunday on KRLA, 870 AM. Jeff's show notes for every show are also at www.jefflevy.com. Click on the Show Notes picture on the opening page to access a wealth of information. And you can send Jeff questions for the show through the Web site at askjefflevy.com

SUSAN VINCENT'S SHORTCUTS

The WinKey is on left and right side of your keyboard with the Windows flag on it. Left side it is the 2nd button in, right side it is the 3rd button in on my computer.
(Helen)

- WinKey + E = Opens new **Explorer Window**.
Probably the hottest WinKey Shortcut.
- WinKey = Displays **Start Menu**
- WinKey + D = **Minimizes** all Windows and shows Desktop
- WinKey + D = **Opens** all Windows and take you right back to where you were.
- WinKey + F = Displays the **Find** all files box.
- WinKey + L = Locks your Windows XP Comp.
- WinKey + M = **Minimizes** all windows.
- WinKey + Shift + M = Restores all previously to how they were before you **Minimized** them .
- WinKey + R = Displays **Run** command.
- WinKey + F1 = Displays **Windows Help** menu.
- WinKey + Pause/Break = **Displays System Properties** dialog box.
- WinKey + Tab = Cycle through the buttons on the **Task Bar**.

More next month.

SMART COMPUTING MAGAZINE Backing up Outlook Files

There was an article in Feb. 2009 Smart Computing about baking up Outlook .PST files. Microsoft offers a free backup add-in titled Personal Folders Backup to automate the backup of the entire PST (Personal Storage Table) file. Just go to the www.microsoft.com/downloads, search for Personal Folders Backup, and download and install the utility. You can back-up your PST files and save that file to a different hard drive, or a flash drive, which is then backed up to another drive. If you have ever lost your address book due to a computer crash, you will certainly appreciate this neat little service.

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

POSTCARD VIRUS REVISITS!

Do not open any message with an attachment entitled 'POSTCARD FROM HALL-MARK,' regardless of who sent it to you. It is a virus which opens A POSTCARD IMAGE, which 'burns' the whole hard disc C of your computer.

This virus will be received from someone who has your e-mail address in his/her contact list. This is the reason why you need to send this e-mail to all your contacts. It is better to receive this message 25 times than to receive the virus and open it.

If you receive a mail called 'POSTCARD,' even though sent to you by a friend, do not open it! Shut down your computer immediately. This is the worst virus announced by CNN.

It has been classified by Microsoft as the most destructive virus ever. This virus was discovered by McAfee yesterday, and there is no repair yet for this kind of virus. This virus simply destroys the Zero Sector of the Hard Disc, where the vital information is kept.

Joann Briggs

(Editor's Comment) Thanks Joann, looks like this virus has returned again. Snopes does label it a Virus/Hoax and when in doubt, better to delete it than to open it.

SMART COMPUTING TIPS TASKBAR CHANGED SIZE

Somehow, the Taskbar on my Desktop became twice the height it is usually, and I can't figure out how to get it back to the standard height.?

Windows allows you to move the Taskbar to the top, bottom, left or right side. To change the size of the task bar simply click anywhere on the Taskbar and uncheck Lock The Task Bar if it is checked. To change the size of the Taskbar, hover your pointer over the edge of the Taskbar until the cursor turns into a vertical, double-pointed arrow. Click and drag the Taskbar up or down until it is the desired height.

SMART COMPUTING TIPS SENSITIVE DATA

Is it really possible for people to recover files that I have deleted even if I empty the recycle bin?

Data on magnetic media is never destroyed—it's only overwritten. This happens with data on your hard drive. A file is broken up and recorded on your hard drive. When you delete that file, the areas on the drive that held the file's pieces are marked "free" and can be reused, but the file's actual data remains until those "free" areas are overwritten with new data. Forensic data recovery tools can read the areas that hold data and see what's written there even if those areas are marked free. The files may be incomplete, but portions can potentially be recovered.

The best way to prevent the forensic recovery of sensitive data is to use a file-shredding utility to overwrite the hard drive's "free" space with multiple sets of random data. Tools such as File Shredder (www.fileshreder.org) are effective and free.

Editor's note: I believe the File Shredder is on both the CIPCUG Freeware CD and the Flash Drive. Helen.

RECYCLE BIN TOO FULL

Why does my system inform me that the folders I'm deleting are too big for the Recycle bin? Am I out of drive 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. The recycle bin is simply a small portion of 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 things out, but never empty the trash, the basket will overflow.

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**. In XP, select the **Global** tab and move maximum Size Of Recycle Bin slider. It's usually taken as a percentage of the drive capacity. Example: 10% of a 350 GB hard drive would be 35 GB Recycle Bin.

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
 06/20/09 – 07/20/09**

Balance 06/20/09	639.30
Income	
Refreshments	\$15.50
Donations	\$21.00
Membership	\$ 7.50
Expenses	
Juno	\$12.94
Supplies – Velcro	\$ 8.54
Supplies – Mike	\$119.57
Refreshments	\$ <u>10.00</u>
Balance 07/20/09	\$532.25

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
 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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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?