



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. 9

September 12, 2009
Our Guest Speaker will be Toby Scott
He will show us the Nuts and Bolts of Networking



Cathy Villa

PRESIDENT'S MESSAGE

Summer is officially over now. School is back in session and before our heat spell hit, I detected a bit of Fall in the air. I hope everyone had a nice summer and are

ready for the winter. We sure need some rain this winter.

Our August meeting was really nice. David Harris gave us a history of computers. Most of us remembered the . It still amazes me that the first computers consisted of several large pieces of equipment and took up a whole room. We sure have come a long way. David's flash drives that can contain all your medical history sound like a great idea. I thought about buying one for my dad but he complains that he has too many things in his pockets already and I know he wouldn't wear it around his neck. I guess my husband and I should start thinking about getting one.

Toby Scott will be giving a step-by-step demonstration on Networking today. Don't miss out on this program.

I will be missing both the September and October meetings. Not that I will be gone a whole month but unfortunately on the two Saturdays our club meets. Sinc Wall and Dick Ellis will be taking over leading the meetings for me. I will see you in November.

August Q & A

Q: How do you find out the meaning of file extensions.

A: Google it. First find out what type of extension it is then type in the file extension to get the explanation.

Q; Can't play a VCR on my new HDTV.

A: No answer.

Q: Does anyone know about a commercial on TV that talks about a program that will allow you to get up to five computers on the Internet at the same time. (mobile WiFi).

A: You will need a subscription for that and it can be expensive

Q: Kim Komando, in one of her newsletters, recommended a free firewall from Comodo.com. However, I have a firewall through Microsoft itself; Do I need an additional firewall?

A: No you do not need two firewalls. However, if you want Comodo.com firewall, you should disconnect the Windows firewall first

Q: How do you get to Windows Firewall?

A: Click **Start, Settings, Control Panel, Windows Firewall.**

Q: Should I install a Windows Update when notified there is one?

Continued from page 1

A: Yes, especially if it is a critical update, like a security patch

Q: How do you change the language in Yahoo?

A: In the Yahoo address line type in **Tools. Search.Yahoo.com/language.**

(Regarding the language translation question, I tried what I thought was the answer given and it didn't work.)

Doris Chaison

FINALLY, ERROR MESSAGES THAT I ACTUALLY UNDERSTAND

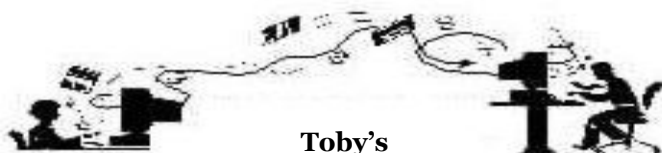


Marcie sent me a dozen of these things and I'll use one a month. Enjoy! Thanks Marcie!

Networking With Toby Scott

Toby Scott will introduce us to computer networking which allows two computers to be connected in a way that will allow them to share data and resources such as printers and scanners.

He will bring a router, two computers and a printer and demonstrate how to set up a home network and how to do backup from one computer to the other. This will be a real learning experience, don't miss out on it.



Toby's Networking Program

Increase / Decrease Desktop Icons

All of my desktop icons are way too big. Can I shrink them somehow?

You can change the size of the icons and the size of the text beneath them, and not just by choosing Large Icon or Small Icon. Just **right** click any where on the desktop, **click Properties**, and go to the **Appearance** tab, and **click Effects**.

The **Advanced** window will open. **Scroll** down to **Icon** and **Fonts**, then you'll be able to change those icon and caption sizes at will.

Make your changes, then click **OK**. You'll return to the **Display Properties** window. Click **Apply**. Your desktop screen will gray out for a few seconds, then you'll see the changes on your desktop. If you like what you see, click **OK**. If not, click on **Effects** again and make more changes.

For **VISTA**

Right Click any were on your **Desktop** and go to **Personalize** and click on "". Click on the **Windows Color and Appearance** and click on the **Advanced** button and you'll be able to make changes your icon size from here.

Have fun with your new Desktop look!.

Cathy Villa

David Harris August Program

David gave us a very interesting perspective of the history of Computers from the very first computer by John Vincent Atanasoff and Clifford Berry ABC computer of 1937, followed by Hewlett Packard in 1939, ENIAC in 1943, IBM in 1951, Arpanet (first Internet) 1969 and on up through Bill Gates in 1981. It was interesting to hear all the names that have evolved through the years.

David then proceeded to fill us in on an interesting Flash Drive device that is designed to save your life by making your medical history immediately available in an emergency situation. You load your personal medical history on the Flash drive and you can wear it around your neck and heaven forbid, if you are in an accident your whole medical history is available to EMTs He made these drives available for \$20.

SUSAN VINCENT'S SHORTCUTS

CTRL + ALT + DEL (Press and hold all three keys to perform the function, in this case reboot the computer or open the close program window/

Task Manager window.

ALT + F4 keys closes open programs or turns off the computer.

ALT + TAB allows you to cycle thru open programs.

ALT + ESC cycles thru open programs.

ALT + the Underlined letter in menus opens that menu.

ALT + TAB Toggle (switch) between open windows.

More next month.

SMART COMPUTING

Special E-mail Button on Keyboard

Why does my special Keyboard Button for E-mail opens up Outlook Express instead of Thunderbird?

There are two potential problems here that need to be addressed. Start by checking whether Thunderbird is your default email client in Windows. To check in **Win XP, double-click Internet Options** in the Control Panel (**Classic View**) select the **Program Tab**. In the Email drop-down list, select **Mozilla Thunderbird**.

In **VISTA**, click **Start, Default Programs**, and **Set Program Access And Computer Default Programs**, and **Set Program Access And Computer Defaults**. Next, select **Custom radio button, expand the list**, and choose **Mozilla Thunderbird** in the **Choose a Default E-mail Program** section

If Thunderbird is currently your default email program you'll need to check the software that came with your keyboard. Generally, keyboards with special application keys include programs that allow you to set these keys to open specific applications. Make sure the email button is set to open **Thunderbird** and not specifically set to open Outlook Express. The exact process will differ depending on the keyboard and the keyboard software you are using.

SMART COMPUTING (Continued)

For someone who has recently purchased a new computer and would like to donate their old system to a local organization, is it possible to wipe the hard drive but leave the OS and applications intact? How can a person be sure that personal data has been removed?

You might think that when you delete a file from your hard drive that it is gone forever. But after you delete a file it goes into the Recycle Bin, it can often be restored using data recover software. Such software can be a life saver when you accidentally erase an important file, but if your hard drive falls into the wrong hands, data recovery software could put even your deleted personal information at risk.

If you plan to sell or donate your computer, the best way to protect sensitive data that's stored on the hard drive is to use a special program called a file shredder (also known as shredding software). File shredding software works by writing over files several times in specific patterns so that recovery software cannot reconstruct file data. There are many free shredding programs available, such as LSoft's Active @ KillDisk (www.killdisk.com) or Eraser (eraser.heidi.ie). KillDisk software lets you reformat your entire hard drive or wipe unused space, and Eraser lets you erase single files or folders and leave the OS and other applications intact. Keep in mind that writing over your files can be a lengthy process, so be sure to allot yourself plenty of time before you donate your computer.

AN OBSERVATION

What has happened to Norton Antivirus? I don't know but isn't it great! The 2006 program was an abomination says Toby, and the later versions were not much better, but the program was completely rewritten for 2009 and it is now a topnotch program.

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

Sept. Question of the Month

This is a new item we are introducing to the newsletter. A single problem that you can't find the solution to. Just drop me an e-mail and I'll post it in the newsletter and see if someone can come up with the answer at the meeting.

In my MS Programs the Word document has somehow embedded Word Perfect within it. Documents created end with the .doc Word file extension but when opened it says Word Perfect at the top. Others who do not have Word Perfect cannot open it. Help!

Marcie Malony

IMPORTANT

David Harris sold his flash drives at the club meeting last month. He gave one to a club member who did not have their checkbook with them and they promised to mail a check to David. If you have forgotten to do so, his address is: Medinfo911, Po Box 911, Somis CA 93066.

CHANGING DEFAULT SETTINGS IN WINDOWS WORD

Jim Burke explained this to us in last month's Early Morning Workshop. I tried to listen and write at the same time. When I finally got around to reading my scribbles, I had 9 lines that didn't mean anything to me. In desperation I sent those 9 lines to Jim and ask him if he could build a story around them. He panicked and suggested that I do what he normally tells people to do. Very Simple: **Google-change font defaults in MS Office**. It will refer you to the multitude of versions of MS Office, and you choose the version you have. Now doesn't that sound simple?

He also reminded me that we also discussed changing the default in the printer to always print grey scale (or black & white) This is done in **Printer, Properties**, and click **Apply**.

As you can see, I still urgently need some help in transcribing the programs for the newsletter.

Sharing Some of CIPCUG'S Q & A Deleting Program Installation files

Q: When I install a new program, can I delete the installation files when the installation is finished?

A: Yes, but if you have to reinstall the program for any reason, you'll have to download the file again. I have a Download file that I copy to a CD or DVD, depending on the size, each year so I always have the installation program if I need it. It's cheap insurance for me, and all I have to know is the year I installed the program. Don't forget you'll also need any activation codes and serial numbers so be sure to keep copies of those.

AVG no room in the vault message

Q: This is an AVG question. With a new computer, I ran AVG, and there was a message that I had a virus, but it could not be quarantined as there was no room in the vault. As far as I could see there was plenty room on the hard drive.

A: When you go into AVG, and I do not use it so I do not know exactly what the steps are, but you can go into view the detected viruses in the vault and delete them. If that does not work, you have two potential causes — something is wrong with your AVG program or it has been disabled by a virus. We do get some computers in with AVG and with viruses, which is kind of surprising because at one time, they were as good as any program on the planet. In any event, for whatever reason, it is not beyond the realm of possibilities that you have a virus. Certainly, I would do an uninstall, and reinstall to see if that will work. If it will not, you probably have a virus that AVG will not get rid of it, and you will have to get some other program.

ANOTHER WAY TO MAKE A WEB PAGE EASIER TO READ

For Web page with dark background and dark text, mark all the text by using CTRL-A, as if you're going to copy it. That highlights the text in blue and should make it easier to read. (Thanks to www.worldstart.com for this idea. You can subscribe to daily and weekly e-mailed tips here, if you don't mind the ads that come along with them. There is lots of good information on this sight.

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
Wanda Cochee-LeBlanc

George Koerlin
Marcie Malony
Sinclair Wall
Cathy Villa

VBPCUG Financial Report

07/20/09 – 08/20/09

Balance 07/20/09	\$532.25
Income	
Refreshments	11.78
Donations	9.00
Ink Cartridges	12.40
Expenses	
Juno	12.94
Refreshments	<u>6.00</u>
Balance 08/20/09	\$546.49



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.//



VBPCUG INFORMATION

- President Cathy Villa 644-4753 cvilla2153@aol.com
- Vice President Dick Ellis 485-2035 gmaellis@verizon.net
- Secretary Marcie Malony 648-1368 mjmalony@juno.com
- Membership Audrey Barnden 647-4473 Audrey_barnden@yahoo.com
- Treasurer Cathy Villa 644-4753 cvilla2153@aol.com
- Founder Joann Briggs _____
- Editor - Helen Long helen@cipcug.org 642-6521 Subject: VBPCUG
- Computer Technician Jim Burke 485-2803 jimburke110@verizon.net
- Program Chairman Sinclair Wall 648-6626 walls6811@sbcglobal.net
- Refreshments Pauline Wells 647-1894 pw30@sbcgloval.net

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 and coffee at break time.

HAVE YOU RUN YOUR ANTI-SPYWARE PROGRAM LATELY ?

Workshop Co-ordinator Need A Volunteer

**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?