



Helen Long
Editor

INFORMER



An informal, helpful newsletter of the
Ventura PC Users Group
Web: www.cipcug.org/vbpcug email: vbpcug@yahoo.com

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October 10, 2009

Toby Scott

Will Demonstrate Setting Up A Home Network System



Cathy Villa

PRESIDENT'S MESSAGE

I hope everyone is surviving the heat. As I am writing this, the fire in Fillmore is still burning. That means ash is flying every where. Both my husband and I have asthma so it is not really good for us or any one in our condition. Take care and try to stay indoors.

I am sorry to have missed last month's meeting because learning how to burn CDs and DVDs is something I really need to work on. All the reports I heard indicated that Tanner did an excellent job.

In October we will have Toby Scott back with us discussing Networking. Once again I will not be at the meeting and am sorry to have to miss this one also. I need lots of help on this subject. Toby is a great presenter and we always learn good things from him. So you don't want to miss this.

Jim Burke will continue with the Workshop which starts at 9:15.

I will be happy to see you all at the November meeting. Don't miss October because it sure sounds like a very interesting subject.

September Q & A

Q: When I right click on the desktop task bar, what does "Lock task bar" do?

A: It keeps the task bar as is.

Q: How do I put the Internet Explorer icon on the task bar?

A: Click on the icon, hold it down, and drag to the tray.

Q: When I'm on the web I sometimes get an "unknown zone...protected zone off" message. Is that important?

A: I've ignored that message and nothing happens. You might Google for an answer.

Q: I get a pop-up message that wants me to check my hardware. Is there a danger in this?

A: Hewlett Packard sometimes does this. See if it was sent by them.

Q: How can I get the most relevant sites when I Google?

A: Ask.com says they understand the questions better than Google. Use quotation marks so that all words desired are connected in that order. You can also use a +.

Q: How can I unfreeze the monitor?

A: Try **Control + Alt + Delete** and click **End Program**. If all else fails, hold in the power button. When it starts again, let it run the scan.

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Q: When the computer is set to update at a certain time, does it have to be on?

A: Yes. If it isn't, it will send your update the next time you turn your computer on.

Q: I get a message "Important Action Required - uninstall AT&T Yahoo and download new." Necessary?

A: Do it.

Q: I get a message telling me to download IE 8. Is this really necessary?

A: It's a good idea.

Q: Is there any limit on how long to leave the computer on?

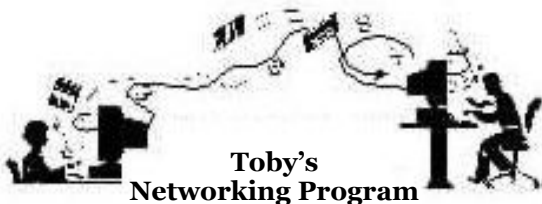
A: Not really anymore. There are two schools of thought on this, however. If it starts getting slow, reboot it.

Marcie Malony

October Program COMPUTER NETWORKING

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 to the other. This will be a real learning experience, don't miss out on it.



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!

Burning CD's Tanner Burke

Tanner showed us how to copy to CD's using the equipment already in our computers. Welcome to the CD writing Wizard.

There are different types of CD Burning. With the CDRW you can burn a CD, and later add more data to that same CD by indicating **Leave Open** at the closure.

For music CD's use the iTunes settings to transfer to the CD.

After files have been added click write these files to CD. A drop down Wizard will appear and you type a name for your CD in the highlighted area and click next. Now your CD will burn automatically.

Another drop down menu will come up and you indicate what type of CD you want to burn. You select the first option Open a Writable CD folder.

A third window will open where you simply drag and drop the files you want to burn onto the blank space in the window.

It is basically as simple as that.

In November, Tanner will show us how to burn CD's with a specific program called Nero. Don't miss it!

SUSAN VINCENT'S SHORTCUTS

This is the last in Susan Vincent's Shortcuts. This has been a valuable help to our club. The last three issues of the newsletter have covered:

July = CTRL + Keys

Aug = WINKEY + Keys

Sep = Alt + Keys

Our final listing will be the Function Keys in Windows.

F1 In Windows at the Desktop, tap the F1 Key and notice that it opens the **Windows Help**. On some systems you may need to hold down the **WinKey** (with the Windows logo) and tap the **F1 Key** at the same time.

Close the **Help Window** and open **Word**. Notice that it opens a **Word Help Window**. If you want to see the **Windows Help** while you are in a program such as Word, press the **Windows Key** (again, the one with the Win Logo) and tap **F1** at the same time.

F2 Return to the Desktop, **Right Click** on a new folder and name it **Test**. Then tap **F2** and to rename it **Sample**. Press **Enter** or click outside the name box to finalize the name change. This is quicker than right clicking on a file and then selecting rename.

F3 At the Desktop, tap **F3** and notice that it opens the **Find Files** Window. Close. **Open My Computer** and tap **F3** that it opens the **Find Files** Window from this location too. Close. Then open up the C drive and tap **F3**. Notice that it opens the **Find Files** Window from this location. Close. **Open Word** and top **F3**. Notice it will **NOT** work inside the word program since it is a Windows Function.

F4 While in Word, press the **Alt Key** and the **F4 Key** at the same time to close the Window that is currently active. This works well to close Internet Explorer pop-up windows. Open up **Internet Explorer**. Tap the **F4 Key** and notice that the Address Bar is selected so you can type the address of the Web Page.

F5 Close Internet Explorer and open Word. Tap **F5** to activate the **Find and Replace** and **Go To** Window. **F5** also acts as a **Refresh** button in Internet Explorer.

F7 While in Word, tap the **F7 Key**. Notice that it is used for **spell checking**, both in **Word** and **e-mail**. It does not have any function in Windows.

F10 While in Word, tap the **F10 Key**. Notice it activates the **menu bar**. Use the **arrow** keys to move around the **menus**. Now press **Shift plus the F10 Key**. Notice it activates a different **shortcut menu** (the same as right click).

F11 Open Internet Explorer. Tap **F11** to open the window to full view and to make all the toolbars disappear so you can see more information on the page. Tap **F11 Key** again to toggle back to your normal page size.

THE WINDOWS KEY

Hold the **Windows Key** while tapping in the letter **E**. It will open the Windows Explorer Window.

Tap the **Windows Key**, it will open the **Start Menu** (the same as clicking on the Start Button.)

The **F9** and **F12 Keys** do not have any function in Windows, however they may be used in some programs. The **F8 Key** is used only during the computer's start up process to start the system in Safe Mode. (Use with the assistance of a technician for troubleshooting.)

This completes the series provided by Susan Vincent for our Short-Cuts Program presented at our May 9, 2009 Meeting. Blessings on you Susan, and hurry back!

**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

Marcie did not get an answer to her problem last month, so I am leaving it in to be sure we get an answer for her this month

AUG. SMART COMPUTING

Q: Windows XP recently notified me that there were seven updates available for my computer, so I chose to download them. After they were installed however, some of my programs wouldn't work correctly. I uninstalled all seven of the updates, and my programs worked. When I rebooted my computer, Windows started to automatically download the updates, even though I don't want them. How do I pass on the update?

A: You can choose which updates you install on your computer by changing the settings in your System Properties Menu. (You'll find these options on the Automatic Updates tab in WinXP. One option is to choose Download Updates For Me, But Let Me Choose when to Install Them, which automatically downloads any updates that are needed but asks permission before installing them.

The Notify Me But Don't Automatically Download Or Install Them option simply searches for updates and alerts you when updates are available; you must manually download and install them. This allows you to install updates one at a time, making it easier to determine which update could be causing the problem. Microsoft's Support page

(support.microsoft.com) offers additional information about Automatic Updates configurations in the Knowledge Base.

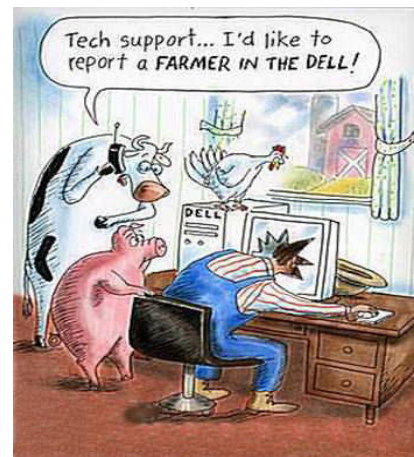
Q: My Computer frequently freezes up when I am running two or more programs. There are no error messages but I can't get the computer to unfreeze, no matter how long I wait.

In order to restart the computer, I have to press the Power Button for several seconds. What can I do to unfreeze my computer?

A: If your computer frequently freezes, try the following suggestions. First, run your antispyware program and remove any potential threats. This will ensure your computer is free of any malware that may be slowing down your computer.

Next, defragment the hard drive by going to Start, All programs, Accessories, and System Tools and choosing Disk Defragmenter. Defragmenting will organize your files and speed up processes. Freezing may also be caused by overheating. Unplug your computer and move it to a well ventilated area.

Use a can of compressed air to blow dust from the fans and fan grills and off of the components. If none of these suggestions do the trick, you may need to upgrade your computers memory. Memory is used to store temporary information that the computer needs to run an application, and if there's not enough, your computer may be sluggish.



Submitted by Joann Briggs

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.

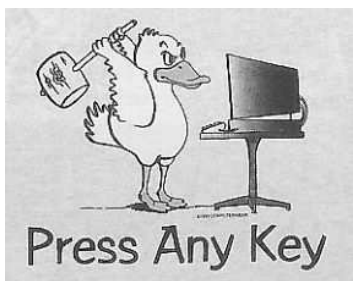
Cathy seems to be the only person contributing interesting articles. Surely some of you have had the pleasure of an "aha" so that's the way you do it. Please share those moments. Maybe it will help someone else with the same problem.

Audrey Barnden
Joann Briggs
Doris Chaison
Wanda Cochee-LeBlanc

George Koerlin
Marcie Malony
Sinclair Wall
Cathy Villa

**VBPCUG Financial Report
08/20/09 – 09/20/09**

Balance 08/20/09	546.49
Income	
Donations) 10.00
Sold donated new ink cartridges)
Expenses	
Juno	<u>17.94</u>
Balance 09/20/09	538.55



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.

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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.

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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.//



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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 ?

**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?