



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. 11

November 14, 2009

Tanner Burke  
Burning CD's with Nero



Cathy Villa

## PRESIDENT'S MESSAGE

After having missed two meetings in a row and I am glad now to be coming to the November meeting. Wow, can you believe that November is here. What happened to the rest of 2009? This will be our last real meeting because we have our Christmas party in December. It is good that Tanner Burke will be back again to finish up with burning CDs since I missed the first one he did. Maybe I will learn how to do this. Marcie Malony will be presenting our workshop at 9:15. You won't want to miss this one. She will be talking about "Getting Acquainted with the Spreadsheet - It's Uses and Operations." I guess I am going to have get up early and drag myself there to see this. I am spreadsheet illiterate. The whole morning looks like it will be a great one. Be sure not to miss this. See you there.

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### Just a Reminder

Many of our club members have received help from [www.smartcomputing.com](http://www.smartcomputing.com). You must sign up for assistance, but Doris Chaison has used them many times very successfully. Try it! You may like it!

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## October Q&A

**Question of the month:** Word Perfect has embedded itself in Word. It has a Word .doc extension, but when opened it indicates it was created in Word Perfect. Others are unable to open it. How can I change it?

**A:** Go to Internet Explorer, Tools, Folder Options, File Types, change the .doc source.

**Q:** What is the meaning of extensions (letters after the dot)?

**A:** It is a way of telling the computer how to open a file.

**Q:** I frequently get "Not responding" or "encountered a problem. Must close" when on the web. Is this a server or computer problem?

**A:** Run your virus and anti-spyware programs. Spybot 1.6.1.2 is currently the best spyware program. Internet Explorer is telling you that some add-on of theirs has crashed. 95% of the problems go away with Firefox.

**Q:** I have to use IE for my banking because DirectX is needed and Firefox does not use DirectX.

**A:** Due to hackers ability to get into IE, the banks are not allowing banking to be done through Firefox, which doesn't use DirectX. In Firefox, go to File, New Tab. A tab saying "untitled" will come up. Type the URL (address)of the website you want into the address bar.

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Then when you close Firefox and it asks you "Do you want Firefox to save your tabs for the next time it starts", click on Save and Quit.

**Q:** What is Active X?

**A:** Internet Explorer always has Active X. It is one of its downfalls. (Note: a more complete answer can be obtained by Googling "Active X" purpose.)

**Q:** What is its counterpart in Firefox?

**A:** Java Script

**Q:** Why do I get a message in IE that says I must download Active X to view?

**A:** That's for videos. Viruses could be imbedded in it and it needs to check first, which is what Active X will do.

**Q:** Does that mean you shouldn't download for U-Tube?

**A:** I *strongly* suggest that if you're using U-Tube, use it in Firefox.

**Q:** Is Norton good for spy ware?

**A:** It is not effective for spy ware. Norton 2010 is probably the best, but don't get the suite. If you have 2009 version, go to the site and get a free 2010. Anyone can get a free 90-day free trial. Spybot 1.6.2 will co-exist with Norton, but do not install its TeaTimer tool. It is a resource hog.

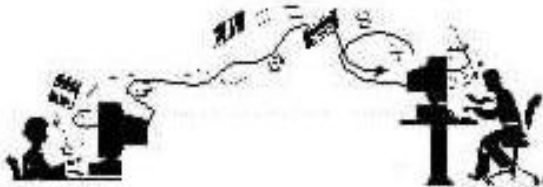
**Q:** What causes the green triangle in the upper left corner of some Excel cells?

**A:** It is because numbers are in cells formatted as text. It does not affect negatively the operation.

**Q:** When I'm in Firefox I get a pop-up that says the firewall is not open, but it really is. Why?

**A:** Something is turning it off and on. It could be malware or a corruption.

**Marcie Malony**



## NOVEMBER PROGRAM

**By Tanner Burke**

CD burning with Nero Express. Tanner will be covering the following: Using **Nero Express CD/DVD** for burning CD's.

Audio CD's

Data CD's

Copying CD's

Playable picture CD's (CD's with pictures playable on a DVD player.)

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## TOBY SCOTT

### BUILDING A HOME NETWORK

The first thing Toby showed us was the Router, which acts as a traffic director for your computer. It admits outsiders (with permission) into your computer, it sends incoming traffic to which ever computer is requesting it, or it will connect with your printer to print a document. It will allow you to back up data from Computer A to Computer B, and vice versa from Computer B to Computer A. When you want to go out to the web, it will send you to the Internet to browse or search.

The Router has 4 connectors bunched together plus 1 solo connector to your modem (router or cable). Use wired with at least one computer and wireless with the others.

When you are ready and have the router plugged in, but not connected to anything, plug the wire that is currently going to your computer (or another router) and plug it into the solo connector on your router. Plug one of your computers into one of the 4 bunched outlets in the router using the wire that came with the router. If you have both Vista and XP, plug in the Vista computer to start, even if you plan on having the XP computer plugged in normally.

If you have AT&T be sure to write down your username and password. They will have been saved on the computer you are using, so you may need to dig around in the papers AT&T sent you when you ordered DSL.

When you are ready and have the router plugged in, but not connected to anything, plug the wire that is currently going to your computer (or

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or another router) and plug it into the solo connector on your router. Plug one of your computers into one of the 4 bunched outlets in the router using the wire that came with the router. If you have both Vista and XP, plug in the Vista computer to start, even if you plan on having the XP computer plugged in normally.

Most of the better router come with a CD. Put the CD in your computer and follow the prompts to get started. You will need your username and password for AT&T DSL at this point. Hopefully, the install disk detects everything OK and you are up and running in a few minutes. If not, you'll need to do some manual configuration for your router. Look at the documentation that came with the router (it may be on a CD). You need to know the default IP address of the router (usually 192.168.1.1), default user name and default password. They will all be in the documentation. Then, open Firefox or Internet Explorer and enter the IP address of the router in the address bar at the top of the router. You'll be prompted for user name and password. Enter the ones you found in the documentation.

If you have **AT&T DSL**, your connection type should be **PPPoE**, otherwise it should be **DHCP** (Get an IP address automatically). Most of the routers will have a status page. Look at the data there. Does it show a **WAL IP** address of **0.0.0.0** (meaning it couldn't find an IP) or real numbers. If it is all zeros, click on **Release** and click on **Renew**. Did this help? If you are on **Verizon DSL** and cannot get a connection, call their tech support and tell them you've installed a new router and ask for assistance. For other routers, call the router manufacturer for help. It is usually much faster and more satisfactory.

Once the router is working, set up wireless. Click on **Wireless** on the router. Change the **SSID** to something you'll recognize, leave the rest of the main page alone. Click on **Security** and select **WPA (PKIP or Preshared Key)** and enter a long password phrase. You can use punctuation, numbers, and spaces. Make it hard to guess. but

easy to remember. If you had to memorize a line in a play in the 3rd grade, that's perfect.

Once you have an Internet connection, you'll want to set up a home network. In **Vista**, go to **Control Panel, Network and Sharing Center**, click on **Customize** at the top right and tell it this is a private network at home. If you need to connect to **XP** machines, change the name of the network name. **XP** uses **MSHOME** by default while **Vista** uses **WORKGROUP**. They need to be the same. Then turn on **Network Discovery, File Sharing, Public Folder Sharing** (check Anyone with Network Access can open files), Printer Sharing and Media Sharing.

In **XP**, open **Control Panel**, click **Network and Internet Connections, Setup or Change Your Home or Small Office Network**. Follow the prompts. If you have multiple **XP machines**, allow it to make a **setup disk** on the first **XP machine**. Save the setup to a floppy or flash drive.

Now, plug any other computers into the router, or hook them up wireless. There should be an icon in the **System Tray** (extreme lower right corner of your screen) with a picture of a computer screen with radio waves coming out of it. **Right mouse click** and **View Available Wireless Networks (XP)** or **Connect to a Network (Vista / Windows 7)**. You should be able to recognize your router if you changed the name from the manufacturer's name to one you recognize. **When prompted for a password, you should be prepared.**

Once connected, **run the XP network install file** put on **floppy or flash drive** and you should be able to see all the computers on the network, **save files** from your **Documents file** to the **public folder** on the other computer(s) and **share printers**. All the computers will have access to the Internet.

What could be better?

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**BACK UP, BACK UP, BACK UP ... AND THEN TEST  
THE BACKUP TO BE SURE IT WORKED!  
IT IS ONLY A MATTER OF TIME!**

**LEARNING WITH LEVY  
ADD/REMOVE/CUSTOMIZE START  
MENU ITEMS -  
GET DETAILED INFORMATION  
ABOUT YOUR COMPUTER SYSTEM**

The Windows XP Start menu has a look and feel quite different from any previous version of Windows. By default, XP displays a shaded row of options on the Start menu's right side.

Included in those option icons are My Computer, My Documents, My Music, My Pictures, Favorites and more. You can remove the ones you don't use, and put them back again at a later time. You can also change some options to display a pop-out menu, and back again to the way it was.

Here's how to do it all.

**Right-click** on the **Start** button or anywhere on the Start menu and **select Properties**. On the **Start**

**Menu** tab **click** on the **Customize** button. **Click** on the **Advanced** tab. You'll see a list under **Start menu** items. Several of the items on the list can be customized. Each of them has three options that instruct XP to display the item as a Link, as a Menu, or not to display the item. **Click next** to an option to **select** it. **Click OK** and again on **OK** to finish. You can always go back and select any of the three options.

To study details about your computer and the version of Windows installed on it, **click** on **Start** and then on **Run**. In the **Open:** box type "**msinfo32**" (without the quotes) and **click OK**. Windows will then display the System Information window where you can really take a "**walk about**" view of your system. **Click** on the **red X** in the upper-right corner of that window to close it.

*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](http://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](http://www.jefflevy.com). Click on the Show Notes picture on the opening page to access a wealth of information.*

**Early Morning Workshop  
With Marcie Malony**

Our Workshop for November will be "**Getting Acquainted with the Spreadsheets** - It's Uses and Operations".

I have several examples of their uses on the computer and two handouts: a list for trying the various features and one of hints and suggestions. They can interact with questions as I go along.

I am really lacking in this field, so I will be there for sure. Helen

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**SMART COMPUTING**

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.

If your computer frequently freezes, try the following suggestions. First, run your **antispysware** 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**. (In **Vista**, go to the **Control Panel, click System And Maintenance**, and choose **Defragment Your Hard Drive** in the **Administrative Tools section**.) 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 computer's 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.

Learn more about upgrading your computer's memory by reading the article "Upgrade Your PC's Memory" found on page 48 of the June 2009 Issue.

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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.

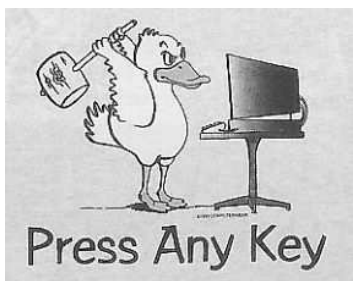
Cathy seems to be the only person contributing interesting articles. Surely some of you have had the pleasure of an "aha" so that's the way you do it. Please share those moments. Maybe it will help someone else with the same problem.

**Contributors 2008-2009**

Audrey Barnden	George Koerlin
Joann Briggs	Marcie Malony
Doris Chaison	Sinclair Wall
Wanda Cochee-LeBlanc	Cathy Villa

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

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



**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**

**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.**

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**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.//**



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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?