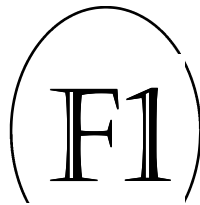


Beginners to Intermediate Users
Learning keeps the brain active



Friends Helping Friends
Expertise comes Incrementally



Helen Long
Wanda Cochee
Editors

INFORMER

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



(Continued on
Volume 16 No. 4

APRIL 9, 2011

David Holifield
EMAIL

PRESIDENT'S MESSAGE

Changes are in store for our little club. Cypress Place is moving us from the Assisted Living section to the lounge in the Independent Living back section. There are several reasons for this, but mainly because that section will be better able to take advantage of our club. To get there, you can either access it (1) from Victoria by cutting through the KinderKare parking lot to the back parking lot of Cypress Place, or (2) by going the usual way (Telephone Rd., left at Cypress Place), but instead of parking in the front parking lot, continue on the driveway to the back parking lot. When you enter the building from that back lot, take the elevator to the third floor. You will then be facing the comfortable lounge when the elevator doors open. Thanks to Sinc and Dick for moving our equipment. Hope to see you there April 9!

For those of you who didn't make it to the February meeting, you missed a great one. Dick Harris gave an information-packed hour of useful maintenance information.

Also, the club was invited to participate in Cypress Place's annual "Seniors GoneWired" day on March 23rd. Our club had a table, staffed by our board members Elsie & Sinc Wall, Helen Long, Joann Baca, Pauline Wells, and Dick Ellis, to hand out fliers and explain the advantages of our club to interested individuals. From all reports it was a huge success and we received new contacts as well. What a great way to spread the word!

Marcie Malony

March Q&A

Can't print and no sound.

Reinstall the printer software using the CD that came with it. For sound, go to Control Panel > Sounds and Audio Devices (XP) or Hardware and Sound (7), look up the audio device name, then Google the name and the word driver to download and install the software needed to allow sound.

Best way to print an email?

There is almost always a small "Print" option within the email itself. Look for a small picture of a printer or Ctrl + F "Print" if you cannot find it.

Windows 7: My computer freezes when trying to print images: "Adobe Flash Player has crashed".

If it is the Flash player, then you cannot easily print images from that, as what you're viewing is not a picture but rather a type of interactive video.

I removed Adobe, but there are now messages about new installation. Is this normal?

Every time you try to open a .pdf file, the computer will associate that type of file with Adobe Reader as that's the mainstream program which uses .pdfs.

How do you download .wmv files?

This process is the same as any other file: "Save As" from the File Menu and select an appropriate location to place it. .wmv is a Windows Media file, but that shouldn't be a problem because it comes with all Microsoft operating systems.

Tyler Hanawalt

WANDA’S CORNER

Key Words

How tenuous : Life, Liberty , and the pursuit of Happiness . Just a reminder.

Some time back, at one of our meetings, some of us received flash drives that had space to store medical information; medical sign with 911 on it.

Did you enter your data? Have you updated it. Is it on your key chain?

We might all consider doing so. Or Obtaining.

A few days ago, on the three day weekend, my sister in law’s mother was in a restaurant. When she got up to leave she missed her step, fell and had to be taken by ambulance to a local small town clinic out in the Hi Desert. She had a fractured hip; she had to have surgery. She was on oxygen following the surgery and was not able to be removed. She had a DNR on file, however, not readily available to medical staff. And, one more time, her personal info was not with her. Her other children come from various cities/ states and tried to explain her wishes. To no avail.

Her heart was also noted to be having difficulty. She was stabilized and then the surgery was performed (after 24 hours). When the mention of removing life support was brought up by the family, the Surgeon was upset at this notion; he had just performed hours of surgery to repair her hip; he was offended, at the thought that his work would be for naught.

She could not speak, only mouth words past the apparatus in her. It took her adult children and family, the better part of four days to fulfill her wishes that no heroic measures be taken. My Sister in Law had to go to her mother’s home to go through her files for a copy of the DNR paper, (of course, the last paper, in the last file...)

PERHAPS IF HER MEDICAL INFORMATION WAS ON A FLASH DRIVE ,ON HER KEY CHAIN THINGS MIGHT HAVE BEEN EASIER.

How is she now? She is now in a hospice, and is resting comfortably.

PS:

Tattoo: One daughter is a nurse working in nursing homes, She has her wishes in the form of a tattoo, on her breast, The image of a Heart with the letters DNR in the middle. (If it were me, I would spell out the words “do not resuscitate” along with four arrows, pointed inward, at each corner.

By The Way. The family learned that the hospice had a special area to house family members from out of town at the low cost of \$30 per night. So, if you are ever in such a situation, it does help to “Just Ask”, You never know what is available.

My Friend sent this to me and I have registered.

NATIONAL DO NOT CALL LIST

Remember: Cell Phone Numbers Go Public This Month. Reminder: All Cell Phone Numbers are being released to telemarketing companies and you will start to receive sales calls. You will be charged for these calls. To prevent this, call this number from your Cell Phone: 888-382-1222.

It will take only a minute and protects your number for Five (5) years. Help others by passing this along.

<https://www.donotcall.gov/default.aspx>

From Doug Slaton’s column Spokane, Washington.

It is about typing..or as kids keyboarding.:

Hi Wanda,

What's the 1 thing you can do to make your computer go faster?

Drum roll please...learn how to type.

Seriously the fastest machine is only as fast as its slowest link; in this case the person at the keyboard.

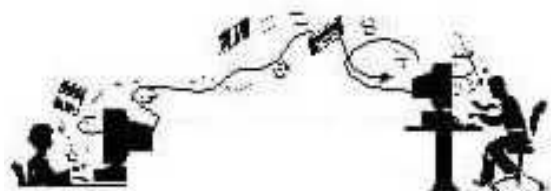
If you already type and want to get faster or to learn how to type go here:

<http://clicks.aweber.com/y/ct/?>

[l=P1snV&m=1pYQZHs1om8dQ9&b=ykAkvr77nb_Sv6Y6d6mmQ](http://clicks.aweber.com/y/ct/?l=P1snV&m=1pYQZHs1om8dQ9&b=ykAkvr77nb_Sv6Y6d6mmQ)

That’s all Folks,

Next Month: Book marks, external hard drives and last, but not least, Pirates of the world.



David Harris
March Program

What ever computer you have, whether it is XP, Vista, or Win 7 , you need to perform certain tasks that will help extend the longevity of your computer. Your first step is to back up all of your data. If your actual hard drive dies, it would cost you at least \$400 to get the data off of it. If you have a DVD writer, or a flash drive, data, your pictures, your address book, etc. These are things that cannot be replaced and you have spent a lot of time creating it, so by all means, back it up and save it.

To restore, you open the **Start** menu, **Programs**, **Accessories**, and finally **System Restore**. When you get that it will show you the dates, any date that is in heavy bold print you can restore to.

Heat is the worst enemy of a computer. If you have a lap-top, it needs a fan that goes under the lap top.

Check your air flow, heat is the enemy of the computer. If you are using a lap-top computer, make sure you have one of those fans under it. Make sure there is enough room for air to circulate around your computer.

There is a program called SPECKY which is a free download and is similar to Bel Arc, when you install it and start your computer it will tell you about your computer and will give you the temperature inside your computer.

Most of you are running XP with SP3 and those are slow computers because you don't have enough memory. Today, even with SP3 you need at least a GB of ram.

David indicated that people do not physically clean their computers. You clean the bathroom, you clean the kitchen, you clean the car and the garage, you **NEED** to clean your computer. For the new monitor screens, use eye glass cleaner, it's the best thing to use. Just use warm water on a damp cloth to clean the case. Use rubbing alcohol on the mouse and keyboard.

You need to clean the inside of the computer at least once a year. Turn off your computer and discharge yourself by touching the computer before you open your computer. As you look at the front of the computer the **left** hand side is the side (as you look at the front of the computer) that you can remove the 2 screws that **hold** the panel to get to the guts of your computer. You can use compressed air not a vacuum cleaner or water to blow out the dust. If you have never done it for 3- 4 years, you will be surprised at how thick the dust is.

The Mother Board - it's what every thing sits on. You've got a CPU (Central Processing Unit), it's the brains of your PC and is always hot. The Video card may have a fan on it. There is also a Power Supply unit and a front fan and a case fan.

Cleaning Lap Tops - you really can't get very deep inside them. You can turn them over and spray clean the exhaust fan. There are one or two tiny screws on the bottom, you can only open up a small area but you can see the two fans, clean them out.

You can clean the **laptop** monitor with the eye glass cleaner, it's the best thing to use. He indicated Cosco has buckets of

eye glass fluid, just take a small spritzer bottle and they will fill it for you for \$1.

You need to clean up the data on your hard drive. Run **CHECKDISK** it takes a couple of hours, but it will fix your errors, and clean up the bad spots on your hard drive, and you should do this before you **DEFRAG**. Start Right Click hard drive properties on the right, open up tools - that says **CHECKDISK**. It will automatically fix file errors and scan for bad spots. It will tell you that it can't be done now, you have to schedule it. When you turn your computer completely off, and turn it back on you will have a blue or black screen that will have 5 stages, and will proceed to **CHECKDISK**.

How do you speed up a computer? Remove un-necessary icons. Start by removing some of the un-necessary Icons in the systray (the lower right hand corner of the task bar. In XP you hit **Start - Run** and type **msconfig** and hit **enter**. In Vista or Win7 hit **Start** and a box will open up and you type in msconfig and a panel will open that says **msconfig** at ttop. Once you open it up you go to **Set Up**. It will show you a lengthy list that everything is checked because every company that puts something on your computer thinks their program is important enough that it must be listed. Not true! Your anti-virus and spyware are the only ones that you actually need. He spent quite a bit of time on the phone with India to install a Norton Antivirus program and it completely took over his computer. David told him that the program is overkill, it checks every thing going in and out. He recommended that he remove the Norton Suite. Go to **Control Panel in XP** and **ADD/REMOVE** programs and remove the program. It doesn't remove all if it, you then need to go to Google and pick up Norton Removal Tool and it will get the rest of the Norton Suite out. An then David recommended Microsoft Security Essentials is a wonderful Anti-Virus Program.

System Tool is a Virus if you have it download **Spyware Doctor** and it will remove the program and the virus.

The next job you need to perform is to **DEFRAG** your computer. At the moment all of your data is sprinkled all over your computer, and is one of the main reasons a computer slows down. The newer computers, Vista and WIN7 automatically DeFRAGS your computer once a week.. . If you have a new computer, it probably comes with 250 GB hard drive. David suggests you partition the hard drive down to about 80 GB. Your will be hard pressed to fill up an 80 GB hard drive.

To get to **DEFRAG Start—all Programs— accessories—system tools**. When you get the **DEFRAG** screen, the screen at the top will tell you the estimated disk space used before **DEFRAG** and at the bottom of the screen it will indicate what you disk coverage will be after you **DEFRAG**.

Continued on page 4

Continued from page 3

David ended the program with a tip about passwords. Use something that is simple that you won't have any trouble remembering. He uses his first 2 initials and his house number, or use the first initials of each of your children and your house number. For banking he uses the same thing, but he had a capitol B for Bank of America, or a capitol letter of what ever bank he is using. Makes it very simple

If you are using Gmail, HotMail, or AOL, your mail is NOT in your computer. It is stored on the computer of whichever company you are using. You never have to worry about losing your email if you hard drive dies. If you are visiting some one you can bring up your email account on their computer.

He strongly recommends Gmail, it is a good program. Google Mail is free, and you will never have to change your email address again even if you change your service provider. If you go from Verizon, Road-Runner to ATT, you never have to change your email again.

Helen Long

Windows Official Magazine Spring 2011

Free Microsoft Templates

www.office.microsoft.com/en-gb/templates

Need some inspiration for, or a helping hand with, your next Office document? Just visit the templates section of the Office Website (see the link above), where you'll find a mind-boggling number of useful options. They're divided up into dozens of categories, which cover all of the major Office applications, and can be accessed through each of the individual Office programs when you create a new document.

WORLDWIDE TELESCOPE

www.worldwidetelescope.org

Enjoy the best imagery from the world's ground-and-space-based telescopes, including Hubble. Look out for the Guided Tours tab—a great place to get started.

APRIL PROGRAM EMAIL David Holifield

Steve Penhanhoat was to be our speaker but he will be unable to join us. David Holifield is this month's speaker on Gmail. Mr. Holifield is the founder of Inter Fuel which creates Web Sites. He has been in the computer business for 20 years. Email a subject that hasn't been touched on for a long time and something that I'm sure most or all of us spend a lot of time doing. David Harris recommended GMAIL at his presentation last month. Be sure and bring all your Email questions.

RIBBON HERO

www.officelabs.com/ribbonhero

The ribbon interface was a great step forward for Office 2007 and 2010, but if you want to get the most of it, install Ribbon Hero. It monitors what you do in Office and makes suggestions as to which features you should learn about that could help you do your work more efficiently. It also helps you learn about the Ribbon interface using games and tasks that can be played with your friends and colleagues.

MICROSOFT OFFICE COMPATIBILITY PACK

www.supportmicrosoft.com/kb/923505

This tool enables users of Office 2000, XP and 2003 to open, edit, and save documents in the new 2007 format in Word, Excel, and PowerPoint. Install it and the functionality is immediately available in Office's File Open and Save as dialogue boxes.

PPTPLEX

www.officelabs.com/projects/pptplex/pages/default.aspx

This tool enables you to zoom into and out of your Power Point slides, as well as jump between non-sequential ones. Once it's installed, launch Power Point and view the video tutorial to find out how to use it.

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

Contributors to Newsletter 2010/2011

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.

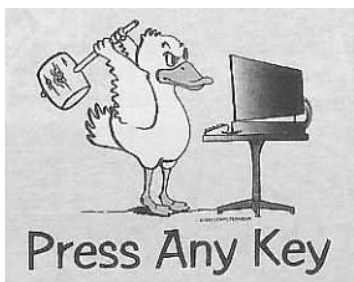
Cathy seems to be the only person contributing interesting articles. Surely some of you have had the pleasure of an "aha" so that's the way you do it. Please share those moments. Maybe it will help someone else with the same problem.

Newsletter Contributors

Audrey Barnden	George Koerlin
Doris Chaison	Marcie Malony
Wanda Cochee-LeBlanc	Tanner Hanawalt
Dick Ellis	Sinclair Wall
	Cathy Villa

**VBPCUG Financial Report
2/21/2011 – 3/20/11**

Balance 2/21/11	770.24
Income	
Membership	+ 156.00
Refreshments	+ 11.75
Expenses	
Batteries	- 7.03
Copies	- <u>4.33</u>
Balance 3/20/11	926.63



Editors Comments

I've had Win 7 for 3 months now, and I still am mumbling and grumbling. Will I ever learn the "secrets" of this program? I got so mad I called Toby and said I wanted my XP back and he said "too late now". So I am still at the mumbling and grumbling stage. Toby had set me up with Live Mail, and I cursed that thing every day. He finally got me Thunderbird (a part of Fire Fox Browser and I really do love that. At least something is working well for me. They don't even have a Win 7 manual!

**VBPCUG Meeting Place
Cypress Place Independent Living
1220 Cypress Point Lane
Membership Information**

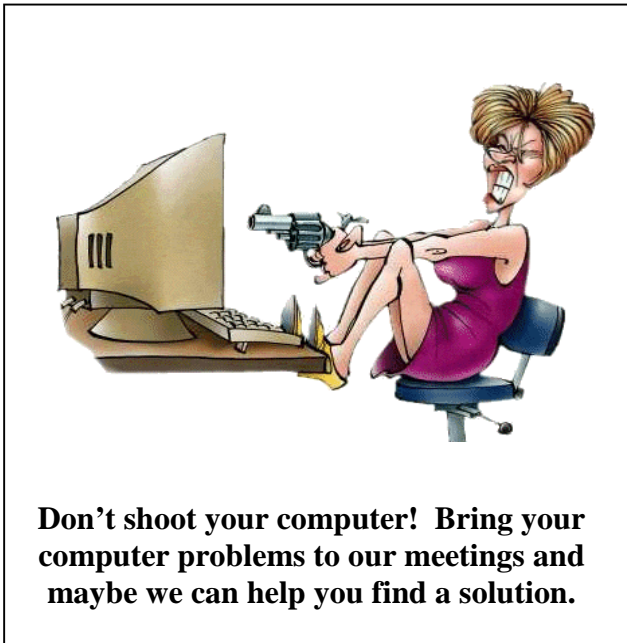
Membership dues are \$15.00 single, \$18.00 per year family. Membership terms are from January 1st. Dues will be prorated at the rate of @1.25 per month.

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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 Cypress Place Assisted Living, 1200 Cypress Point Lane. Work shops start at 9:15, Q & A at 10:00 A.M., and Program 11:00 until 12:00 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 2011-2012

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?