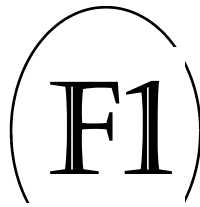


Beginners to Intermediate Users
Learning keeps the brain active



Friends Helping Friends
Expertise comes Incrementally



Helen Long
Wanda Cochee
Editors

INFORMER



An informal, helpful Newsletter of the
Ventura PC Users Group
Web: <http://www.cipcug.org/vbpcug>

Volume 16 No. 12

FEBRUARY 4, 2012
David Holifield
Evernote

PRESIDENTS MESSAGE

January Q & A

There are a couple of important reminders this month. First, I'd like to emphasize that our meeting has been changed to the first Saturday in February, due to a mix-up in the scheduling at Cypress Place. Mark your calendars NOW, before you forget to change it. That will be for February only, then we'll return to our normal second Saturday routine. Our speaker will be David Holifield on Evernote, a free app that works with computers and phones. It's always good to learn what is out there. Next, a reminder about dues. For only \$15 a year our dues are a real bargain. For that you get the newsletter, 11 fabulous programs on different topics and workshops, a chance to ask questions on problems you're having, and a lunch that is provided in December.

After Toby Scott's presentation last month, we plan on checking into a new Windows 7 computer this year. Our XP is getting old and has some problems.

I've heard several mention they'd like some individual help, so I have prepared a list of the non-professional sources I've heard of that are either free or low in cost. I'll have that list on the membership table for you to look at if you're interested, or you can call me, 648-1368, and we can discuss one that might meet your needs. Additionally, if you know of a good source, let me know and I'll add it to the list.

We are still in need of a secretary this year, or at least some one to take notes on the Q&A. Thanks so much to Kay Abbott for volunteering to take the January Q&A! More thanks to Joanne Baca for filling in with refreshments for Pauline Wells, who was ill.

Marcie Malony, President

(Editors Comment: Katherine Abbott very bravely volunteered to take notes on the Q & A. The club's tape recorder was not functioning correctly, so she had to write the notes by hand. Believe me, this is very difficult to do because questions and answers are coming faster than we can sometimes keep up with them. Katherine asked that we check her answers. Marcie and I did the best we could but neither of us are experts. We hope that our tape recorder is working this month and that should help out considerably. We do need a volunteer to step up to the plate and help us out.)

Q: What is meant by a pop up that says my Virtual Memory is low? It suggests doing a scan.

A: Virtual Memory is not Real RAM (Random Actual Memory.) Computers have a certain amount of RAM, a cache of reserve memory. Electronic Memory is temporary (transient) but if saved to hard drive, it becomes part of the Virtual RAM. Since your computer was able to correct itself, there's no problem.

Q: I'm unable to type (text) when my computer freezes. I tried rebooting several times, but the keyboard is still frozen.

A: Electronic Memory is broken to the keyboard. Suggest getting a new keyboard, as they are relatively inexpensive, while computer technician repair bills are costly. Several kinds of keyboards of keyboards are available; choose carefully.

Continued on page 3

WANDA'S CORNER

It has been 45 days since my surgery and I am out of my cast and now wearing a brace. I can now sign my name and work some on the keyboard on my computer.

Using Google, I have researched what has happened to others, and some have even had a special device that is on the outside of the skin, looking as if it is bolted onto the arm, it is called an 'external fixator' The internet can be so informative, and sometimes — scary.

Did you ever think that you have in your own book, perhaps an article, a photo, a recipe – that you wanted the world to see? The publishing world has been one of exclusion – and at that, it is also expensive. Now the internet has offered solutions.

Julie Hanna

Julia is someone I 'met' online – she is an artist. She has given me permission to write about her experiences. I am also including her words. Her work caught my eye. Later, I read of her attempts to pub-lish. She went on to write the following in Examiner.com:

Julie Hanna, in article, Budget Crafting dated Jan.1,2012,has to say about the matter: Web sites such as Zazzle or RedBubble. Not everyone can afford to promote their artwork at a brick-and-mortar art galleries in this economy, so using your framed artwork to start an online gallery is just another way to get your name out there. All types of artists ranging from painters who are using social networking sites to promote their own work these days, and this can be a budget friendly way for people who want to maintain more control over the creative process. Framing your own artwork is a budget friendly way to fill the walls of your home with illustrations you enjoy. Turning the walls of your home into a personal gallery is a creative way

to share your pieces with family and friends, who might even want to buy some of your works. You can also give them a painting or a drawing as a gift, which is another way I have saved money over the years. You can take pictures of your artwork to promote your online art gallery on (permission granted to use on Jan.4,2012)

Due, in part, to her influences, I offered a gift of photos to my Good Samaritan, to my Surgeon and to the area where the “casting crew” does their work.

Buzzle.com (Intelligent live on the Web)

StumbledUpon.com This is a website that is informative and also entertaining. to say I was directed to www.funbazaar.com and there was a photo of Niagara Falls – completely frozen! (this rarely occurs.) Along with other incredible Photographs of History, such as the First Photograph in History in 1826. The next category was an Awesome Collection of Vegetable Carvings.

Ever wonder how something works? Guess what? Go to www.howStuffWorks.com.

This is a very informative site that is worth exploring if you need to do something, and just know that it can be done – by you. In this time of belt tightening, do it yourself is more and more, a choice and a necessity.

SPREADSHEETS NEXT MONTH

OK – THAT'S IT – BY FOR NOW

WANDA

CONTINUED FROM PAGE 1

January Q & A

Q: When attempting to print our newsletter, from the web site, the computer locks up and does not allow me to print.

A: The following is recommended: Open your browser (Internet Explorer, Firefox, Chrome) to the Web site, open the newsletter to view it, go to 'File', Save As, give it a name and save it on the Desktop (or somewhere that you will remember), Download. Now go to your Desktop and double click on the file. It will open it up in Adobe Reader. You will be able to print it in Adobe Reader. Click on File, Print.

Note: Windows 7 users may need to hit the Alt key to view the File menu above.

Q: 'BING' has become my Home Page. How can I remove it and go back to my default Home Page?

A: On the Internet, go to Tools/ Internet Options on the drop-down menu/"type what you want as your home page" then you select "Use Current" or "Use Default"? then "Enter"

Q: On the tool bar there is an icon that says I can "Safely remove USB drive (drives G,H & I)

A: Let's say you have a flash drive inserted that you want to remove, if you remove it without clicking that icon and waiting until it tell you it is safe to remove, not all the information you thought you were saving may be on it because it saves in segments. So, to be sure, always check the icon, then the drive that your flash drive is on and wait until it says it is safe to remove. Wait a few seconds as it may take time to recognize the command.

Q: An e-mail letter I forwarded recently went through as little boxes and was unreadable. Next, I tried resending by Copying and Pasting the message, but it was received again garbled.

Finally, I retyped the message and it went through fine.

A: HTML or Plain Text is/are methods of sending graphics. Best way if that happens is to cut & paste into Word, Save As, name it, and send as an attachment.

Q: Is there a way to find 'Ambrosia for Printing envelopes with postal codes'?"

A: Go to Google, enter key words 'Postal printing, "Ambrosia".

**Volunteer -
Katherine Abbott**

David Holifield Evenote

David Holifield is our guest speaker this month. He will enlighten us with Evernote. Creator of a multi platform note taking application for mobile devices. This is something new to me so I don't have a clue what to tell you. David was our speaker last April when he showed us all the information on **GMAIL**. All I can say is come and be surprised and learn with the rest of us!.

WORK SHOP

The Workshop will be a continuation on Firefox Home Page and its functions, esp. "History". We started this last month but did not finish it.

SOME TIPS FROM CIPCUG Q & A

Q: I have a Dell laptop with some keys missing. How do I get replacements?

A: Toby: You can buy keys, but you want to be very careful about it. It's better to just replace the keyboard.

Michael: Most people don't want single keys on a laptop. You are better off to buy a new key-board and install it. The problem with replacing single keys is that those keys failed for a reason, and if you replace them, all the others will be ready to fail for the same reason. It's cheaper and more logical to replace the entire keyboard. Buy a new keyboard from Dell (or on eBay if you are brave).

Q: I haven't been able to change the text size in Firefox.

A: Control + makes the text bigger and Control - makes it smaller. Control 0 takes it back to the original size. If it doesn't work it means you are looking at a graphic on the page designer didn't design the page properly.

Michael: The scroll wheel on the mouse also works (Control and the scroll wheel.)

Jan Program Win 7

One of the neatest things about WIN 7 is how you can “pin” your favorite programs that you use most frequently to the task bar so they are not sloshed all over the desk top, but are listed in the task bar. You can put them in alpha order or which ever you use the most. Just bring up your programs and right click, and look for “**pin it**” to task bar” and voila, it will be on the task bar. If you put something down there and decide you don’t want it down there, right click on it in the task bar and look for “**unpin**” it and it will go back to the list of programs.

It is easy to see what programs are open because there is a colored frame around it. The color of the frame depends on the color used in creating the icon. But you can definitely close all your programs down before you close your computer down. If you forget to look, the computer will show you which programs are still running and you can close them down.

The Snipping Tool

The Snipping Tool Accessory (**Start All Programs Accessories Snipping Tool**) enables you to quickly capture a portion of the text and graphics you have displayed onscreen. After you use the accessory to capture a snippet (usually from a favorite website), you can then save it as a graphics file, copy it into the Window Clipboard for pasting into a document, or even send it to someone as an email attachment.

To snip a portion of a Web Page, open the page in the the Internet Explorer 8 or in Fire-fox, then launch the **Snipping Tool** from the **Windows Start menu**. When you first open the Snipping Tool, Windows 7 dims its desktop and opens the accessory in a small dialog box.

You then use the white-cross mouse pointer that appears on the screen to drag an outline around the area of the Web page you want to capture. After you release the mouse button, Windows reopens the **Snipping Tool** win-dow, this time containing the text and graphics you selected in the Web page. You can then use the **Snipping Tools** buttons or menus to save the image in a file, copy it to the clipboard, or send it in an email.

The one thing Toby didn’t mention was the quick change text. Text in Emails and Web Pages are often too small for older eyes to read. In Win 7 you just hold down the **CTRL** key and pound on the + key a couple of times. Occasionally this doesn’t work but don’t fight it, just try it every time and enjoy it when it does work. Otherwise, get your nose up next to the screen with a magnifying glass.

My tape recorder has died on me and so I had to take this write-up from my “Dummies” book. So unfortunately I do not have all Toby's valuable words, but after using it for a year, I have decided it is a pretty smooth operating system. I haven't kicked it out the door yet.

Helen Long

STUDENT HELP

Students from the Regional Occupational Program's computer repair and maintenance and networking classes at Ventura High School are available to help you with your computer issues. Whether it is hardware (computer issues themselves) or software (how do I do that? help me with a virus issue) these young people can be of assistance. Unlike the big companies, the cost is small and the help is huge! Please contact instructor Velma Lomax for more details. Just call (805)216-0363 and if she's not available, leave a message. Someone will get right back to you!

Marcie Malony

**BACK UP, BACK UP, BACK UP — AND THEN TEST
THE BACKUP TO BE SURE IT WORKED!**

Contributors to Newsletter

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.

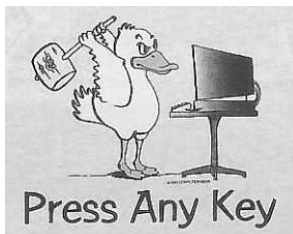
Cathy seems to be the only person contributing interesting articles. Surely some of you have had the pleasure of an "aha" so that's the way you do it. Please share those moments. Maybe it will help someone else with the same problem.

Newsletter Contributors

- | | |
|----------------------|------------------|
| Anngret Riley | Helen Long |
| Wanda Cochee-LeBlanc | Marcie Malony |
| Dick Ellis | Sinclair Wall |
| George Koerlin | Katherine Abbott |

**VBPCUG Financial Report
Jan 01 2012 / Jan 24 2012**

Forwarded Balance	\$1100.71
Income:	
Membership dues	+ \$78.00
Refreshments	+ \$11.00
Expenses:	
Re-embursement	
Dick Ellis	- \$37.70
Balance as of Jan 20	\$1152.01



Editors Comments

Check out the club's Web Site to reach an officer. <http://cipcug.org/vbpcug/index.html>. This will bring you directly to the VBPCUG Club's Web Page. You need only to click on Officers header under the logo and this will bring you to the list of officers. Just scan through the list for the officer you want and click on it and your email program will bring up an email form wiith their address already written in. All you need to do is to type and send your message. It is very simple way to contact us with your valuable ideas or suggestions. This club runs on volunteerism but without your input we do not know what you want. Please communicate with us.

**VBPCUG Meeting Place
Cypress Place Independent Living
1202 Cypress Point Lane
Membership Information**

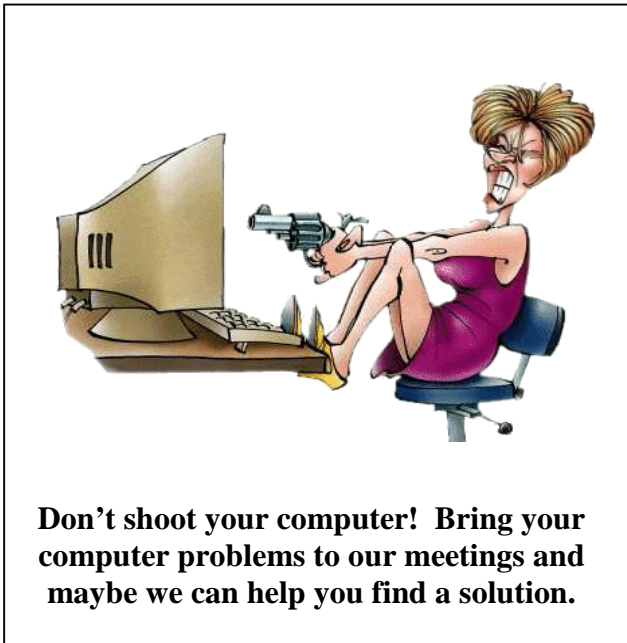
Membership dues are \$15.00 single, \$18.00 per year family. Membership terms are from January 1st. Dues will be prorated at the rate of @1.25 per month.

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 Cypress Place Independent Living, 1202 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.



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 ?

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VBPCUG MEMBERSHIP NEW & RE-NEW 2012-2013

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?