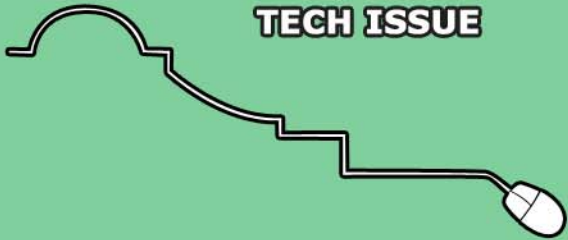


THE NEWS MAGAZINE OF THE ALAMO PC ORGANIZATION

# PC Alamode

**TECH ISSUE**

www.alamopc.org  
May 2008  
\$5.00



**What/Who Wins in 2008?**  
page 32

**Spring Clean Your Computer**  
page 39

**Vista - Customize Your Data Locations**  
page 45

**Online consumer help from the government**  
page 54



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Alamo PC Organization is a non-profit organization whose mission is to increase its members knowledge and effective use of personal computers through presentations, instructional programs, other membership services and access to the expertise of other members.



To register for a Class, Study Group or Sr. Comp classes call:

Registration number **210-736-0080**

If you **didn't receive your issue** of *PC Alamode* or have questions about your **membership** e-mail:

[membership@alamopc.org](mailto:membership@alamopc.org)

If you have questions about Alamo PC call:

Learning Center number **210-736-0700**

If you have comments about classes call

Linda Bianchi **210-561-2278**

If you have questions about advertising call

Joseph de Leon  
send e-mail to [editor@alamopc.org](mailto:editor@alamopc.org)

Please send change of address and other correspondence to:

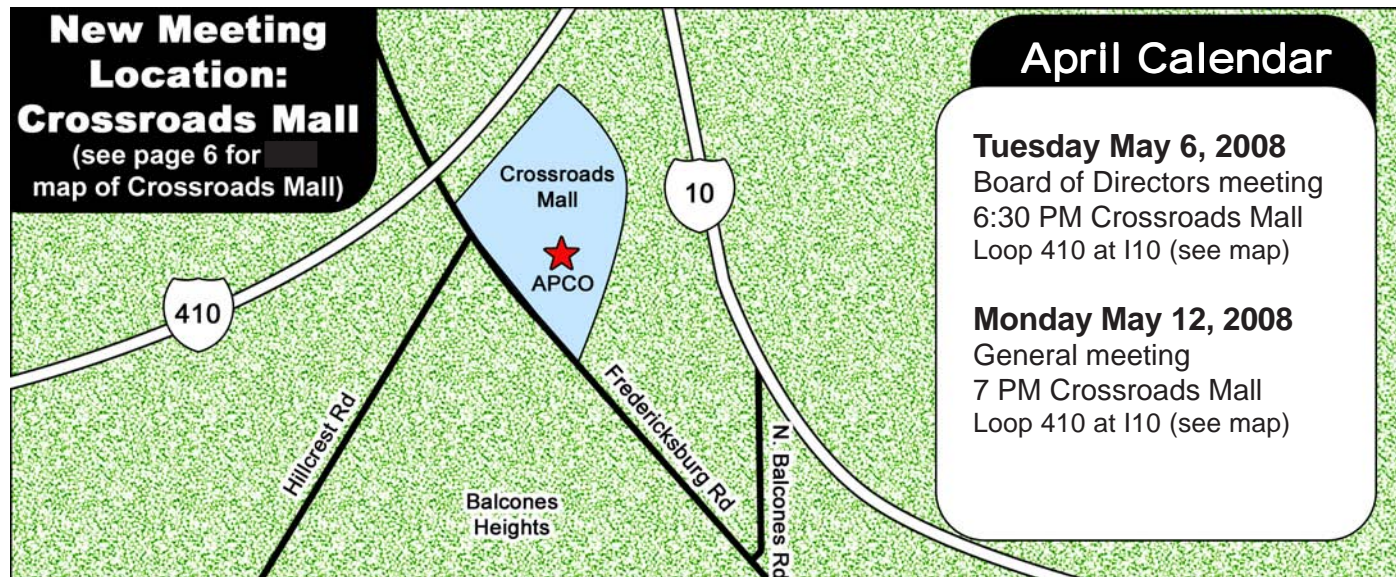
**Alamo PC Organization**  
**PO Box 65180**  
**San Antonio, TX 78265-5180**

## Meetings

**Monthly program meetings** are normally held the second Monday of the month. Meetings are held at the Crossroads Convention Center (across from the Learning Center) located in the lower level of Crossroads Mall, Loop 410 at the intersection with I-10 starting at 7:00PM. Open to all members and the public.

**The Board of Directors meets** normally on the Tuesday prior to the monthly General Meeting. The BoD meets at the Alamo PC Learning Center located in the lower level of Crossroads Mall, Loop 410 at the intersection with I-10 starting at 6:30PM. Any changes will be announced via the Voice Mail/Hot Line (736-0700) and on the Calendar of Events. Open to all members.

**New Meeting Location:**  
**Crossroads Mall**  
(see page 6 for map of Crossroads Mall)



## April Calendar

**Tuesday May 6, 2008**  
Board of Directors meeting  
6:30 PM Crossroads Mall  
Loop 410 at I10 (see map)

**Monday May 12, 2008**  
General meeting  
7 PM Crossroads Mall  
Loop 410 at I10 (see map)



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- Computer Crimes

# PC Alamode

## (501 (C) (3))

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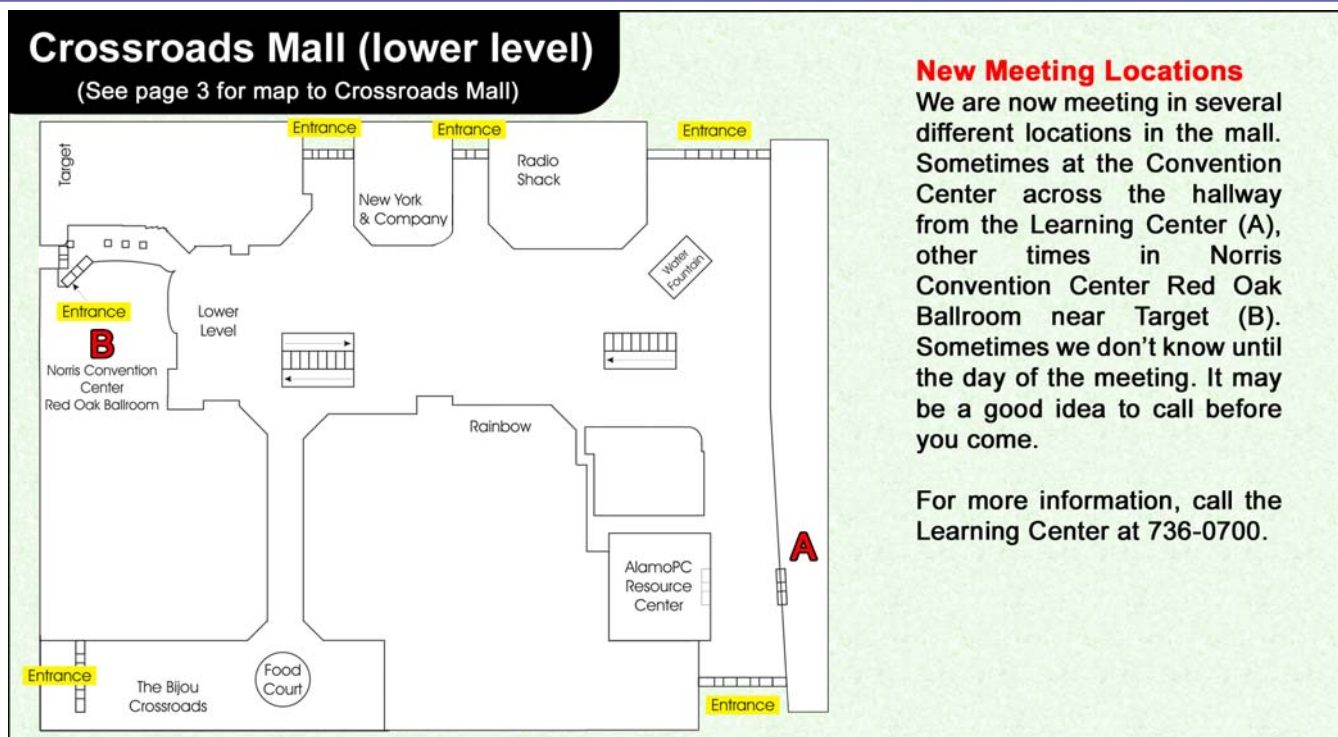
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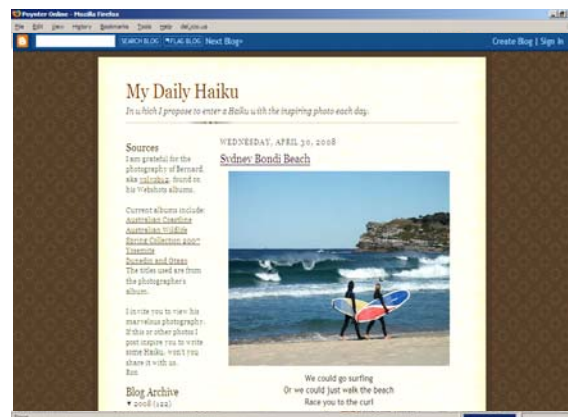
# PC Alamode Links List



## Wikipedia

<<http://en.wikipedia.org/>>

A wiki is a collection of web pages designed to enable anyone who accesses it to contribute or modify content. Read about virtually any topic or add your very own details.



## My Daily Haiku

<<http://myhaikutoday.blogspot.com/>>

Haikus and photos from around the world.



I hope everyone is enjoying the season. It may be hot, but it's fixing to get a lot hotter. Just like last year, forecasters are predicting a stronger than usual hurricane season. Let's hope they're wrong!

You'll notice some of the articles in this issue are bit on the technical side. While Alamo PC does help novice computer users make sense of that big fancy box with all the wires coming out of it, it's also a club for professionals and advanced enthusiasts.

Let me know what you'd like to see in the magazine and have a safe spring!

**Joseph de Leon, Editor**

<[editor@alamopc.org](mailto:editor@alamopc.org)>



**Joseph de Leon, Alamo PC**

Joseph has worked in the graphics industry for 9 years and teaches graphics and web classes at San Antonio College.

# President's Message

Bill Klutz

## "May" - May Day, Mother's Day, Armed Forces Day, Memorial Day

We have four things this month that should be of interest to most folks: 1st - Often called May Day, just might have more holidays than any other day of the year. It's a celebration of Spring. It's a day of political protests. It's a neo-pagan festival, a saint's feast day, and a day for organized labor (Labor Day in many countries). In many countries, it is also a national holiday; 11th - Mother's Day; 17th - Armed Forces Day: Simply a day to salute sharply to all of the men and women, in all branches of military service, who protect our country and each of us; 26th - Memorial Day (observed; 30th is day enacted): Today, it is celebrated at Arlington National Cemetery with a ceremony in which a small American flag is placed on each grave. Also, it is customary for the president or vice president to give a speech honoring the contributions of the dead, and also lay a wreath at the Tomb of the Unknown Soldier.

The April BOD meeting was cancelled, since four of six members were not able to be present (me and three others for health and family related issues).

Again, the monthly General Meeting did not have a scheduled corporate presenter. Since David Steward was to be hospitalized, and not available to do a replacement presentation, the General Meeting was also cancelled. A notice was placed on the home page of our web site, and an E-mail was sent to the E-Mail address on file for each member. (If you didn't receive it, perhaps your listed E-Mail is not current. Login and click on your name at top left; should allow any changes required.)


As we have reminded folks before, keep in mind the following extract from the APCUG, fourth Quarter 2007 issue of Reports, [an article from the Rancho Bernardo Community Computer Club (RBCCC), San Diego, CA]. AIn years past, marketing departments of software publishers and hardware manufacturers would send professional guest speakers with free samples to computer groups, hoping to reach potential customers. But when more competition caused a drop in prices for hardware and software, marketing budgets for free speakers and free samples also dropped. Now, education programs of local computer user groups need more help from volunteer speakers....

Currently (late April), David Steward has not indicated he has secured any presenter for our next General Meeting, although he should be continuing to work the problem. Hopefully, he will have an announcement soon. But, based on the foregoing reminder, and his apparent lack of success in recent months, we may have to rely on an in-house presenter once again. Since things can change, even at the last minute, check the website for messages about the General Meeting. On the day of the meeting, call the Learning Center for the latest information on location and presenter.

As in the past, I continue to ask current members to consider what this organization has to offer, what it has done for you, and what it can do for others. You are our best source of free advertising. Perhaps by thinking about it, you will be prompted to renew your membership and provide some much needed support, at various levels in the organization - marketing, advertising & sponsors, software for evaluation, general meeting set-up & tear-down, presenter, trade shows, Learning Center volunteer, a class teacher, etc. Please remember for this organization to survive WE must each continue to be a supportive member, through renewals and participation at some level (especially at the board level).

Since almost all of our new members are obtained from walk-in traffic at the Learning Center, I am once again asking that you consider some of the following items available to members and talk to other potential members about them: free class benefit - enroll in one or more of the classes; the "Wish List" - if a class you would like is not on the list, make it known to the people at the Learning Center so they can put it on the list of





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*Continued on page 9*



classes that people have requested; one membership for the family - entitles one family member to vote, but it entitles each family member, in the household, to enroll in free classes during, the time the membership is current; "The Dr. Is In" - Friday AM hands-on help with computer problems, at the Learning Center; monthly presentations about current issues in the computer hardware and software; etc.

We continue to review member requested classes to determine if and when a new area of study should be scheduled. If you have a suggestion, let the Director of Education know <education@alamopc.org>. That is how several classes have been started, including the ones in the next paragraph. Once it is determined that a class should be started, finding a teacher is usually a daunting task.

As stated previously, we have lost our teacher for the popular Digital Camera & Photography classes (four different levels, each repeated once during the year). We are desperately seeking one or more individuals for the classes, as personal issues may not allow the former teacher to return to the classroom until 2009.

During the past few months, we have also suffered the loss of volunteers who have been diligent in giving a few hours each week to be a part of the Learning Center ADesk Staff. @ This has been related to health issues and even the passing of some. Without someone present at the Learning Center, we may miss the opportunity to gain new members, that are desperately needed.

We are still trying to improve member retention, but are not as successful as we would like to be. Although new members have almost been sufficient to offset non-renewing members, the member number total continues to slowly decline. We want membership to "grow" through each member renewing and trying to encourage others to join. (Please remember that you can help someone to join through the online process. They don't have to come to the Learning Center.) If you do not choose to renew, send a comment or two as to "Why?" to membership@alamopc.org, with a copy to me (president@alamopc.org or privately wlklutzjr@juno.com). I appreciate all communications, especially those on how we can improve the Alamo PC Organization and increase member interest!

As, I have said before, the future of OUR organization will always rest in the hands of its members. Whether WE continue (or not) depends on OUR interest and involvement. But, it primarily depends on membership renewals and/or financial support. Without those, we will not be able to meet our financial obligations and 'business decisions' will have to be made that will affect everyone." With our past trend of fewer members each month, it may be sooner than later!

## May Program

Bill Klutz

Currently (late April), I have not been informed that our May General Meeting has a Corporate presenter scheduled. David Steward hopes he can secure one. Where the meeting will be held (Norris Conference center, across from our Learning Center, or in our Learning Center) will be determined by the presenter available and the anticipated attendance. Since things can change at the last minute, check the Alamo PC web site (www.alamopc.org) for information on presenter and meeting location, BUT on the meeting day please talk with one of the Learning Center desk personnel (210-736-0700/0080). Make plans now to come and bring some friends, as we hope to have an interesting presentation.

# Volunteer of the Month

## Donna Dudley



### Computer Buffet With Dr. Herb Goldstein



## VUNET FIND

One of Microsoft's big selling points with Windows Vista is its improved desktop search function. Of course, that doesn't help you much if you're running XP or an earlier incarnation of Windows. Enter Vunet Find, which searches all of the files on your hard drive the first time it loads, then periodically updates its index instead of performing a full hard drive search each time, like Windows Explorer does. That means you won't be tapping your fingers while waiting for results. [www.vunet.org/?id=19x6](http://www.vunet.org/?id=19x6)

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month. <reviewseditor@spcug.org>

## The Doctor is In



Each Friday from 9:00am until 12:00 noon

**Diagnose your software and hardware problems**

**Trouble shoot major applications**

**Run tests**

**Solve Operating System mysteries**

**For information call 736-0700**



**Owner must stay with computer during repairs**

### Volunteers Wanted

Call the Learning Center to volunteer to assist ongoing classes. For more info, call 736-0700.

### STUDY GROUPS

Call the Learning Center for schedule information 736-0700 or see page 59-63.

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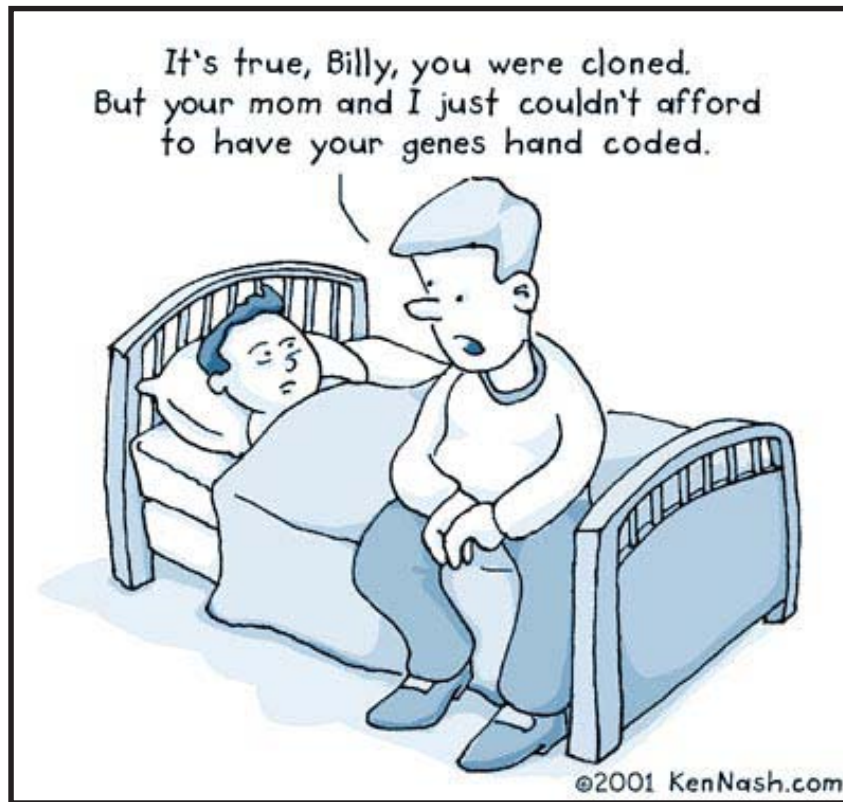
more info at <http://www.pcshows.com/>





# Funny Bytes

Ken Nash & Randy Glasbergen





## Vista Tips (Part 1)

**Shane Hicks, (certified certifiable)**

Shane uses a PC. E-mail him at <shane@vpwn.com.>

There are a lot of things you can do to make Vista work the way you want it to, from increasing productivity to improving security. The following is a list of Vista tips that I've collected over the last few months.

### 1. Improve Your Network Security

If you connect to wireless networks while away from the office, you need to be familiar with the two types of networks that Vista configures. They are known as PUBLIC and PRIVATE. Public networks are less secure, so Vista disables discovery of other devices when connected to one. But by default, Vista makes your network public. This will help prevent unwanted prying eyes from accessing your system at the coffee shop. However, you'll want to use private networking when you are behind your office router. Private networking enables Link Layer Topology Discovery, a new protocol that allows for a more comprehensive view of your office network. To enable private networking, go into the Network and Sharing Center, click Customize under your network, switch to Private, and click Next.

### 2. Change Your Boot Screen

The boot screen built into Windows doesn't do anything. Microsoft actually designed a built-in boot screen that replaces the animated start-up bar. To enable it, run MSConfig from the Start menu, and under the Boot tab, select No GUI Boot.

### 3. Improve Your Mobile Functionality

Windows can't take full advantage of your Windows Mobile devices functionality out of the box. The default Sync Center only manages media files, not your personal information. Before plugging your device in for the first time, go to the Download Center at <http://www.microsoft.com> and search the Mobile Devices category for the Windows Mobile Device Center, which provides support for syncing e-mail, calendar data, and contact info.

### 4. Let Vista Help You Find Your Router

To add encryption to your network, boost the speed, or control network access, you'll probably need to log on to your wireless router. This is done by accessing a built-in Web page on the device. This Web page uses a default IP address, such as 192.168.1.1, but can be hard to remember if you are working with different manufacturer's devices. To find which address your router uses, use Vista's Network and Sharing Center. First, click View full map at top right, then right-click your router or wireless access device, and select Go to Device Home Page.

### 5. Manage Your Media

If you've been downloading protected audio and video files from either Microsoft, Apple, or any other sources, you need to exercise caution when you upgrade your OS or move the files to a different computer. Your music will be tied to that old OS. For media purchased with Windows Media Player, you'll need to reauthorize those files. Apple's iTunes requires you to de-authorize the old PC (or OS) and authorize the computer (OS) your moving the files to. You can do this by signing in to the iTunes store. From the Store menu, select De-authorize Computer. After upgrading, reverse the process to re-enable access to your files. If you've authorized the maximum five PCs, select View My Account from that same menu, where you can "Clear all authorizations" once a year.

### 6. Extend Your Evaluation Period

If you've reached the end of your 30-day evaluation period of Windows Vista, but aren't sure your ready to activate it just yet,

## The Doctor is In



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**Diagnose your software and hardware problems**

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**Owner must stay with computer during repairs**

*Continued on page 14*

you can get another 30-days. Microsoft includes a software licensing manager in Vista that lets you extend the activation period. At the Start menu's search bar, simply type slmgr -rearm to get another 30 days. You can do this a maximum of three times before Microsoft blocks further extension periods.

## 7. Control the Aero Interface

Windows Vista's Aero interface can be cool, and is most likely the main reason you've upgraded to the OS. However, you might find some of the features annoying. You can manage your Aero features using the System Properties page. Right-click Computer and choose Properties. Click Advanced system settings. On the Advanced tab, click Settings in the Performance section. The Visual Effects field is where you can choose to Adjust for best appearance, Adjust for best performance, Let Windows choose, or make your own decisions.

## 8. Vista's Print Screen Options

You're most likely familiar with using the PrintScr key to capture screen shots. Vista has a better way of doing this. It's called the Snipping Tool and can be used to capture any object on your screen. Use the mouse to capture free-form shapes, rectangles, whole windows, or full screens. After you capture a snip, it's automatically copied to the markup window, where you can annotate, save, or share it. If you've clipped from an Internet Explorer window (not Firefox or Opera) and save the snip as an HTML file, the URL is automatically appended to your image.

## 9. Save Some Power

Windows XP went a long way towards helping laptop owners extend their battery life through power saving options. "Standby" left your computer running at low power; "hibernate" saved all memory to disk and then shut down your system. With Windows Vista, Microsoft's added an "away mode" and defaults to "sleep" rather than off. "Sleep" mode starts off like "standby" but saves memory like "hibernate." Then after 15-minutes, it shuts off.

## 10. Better Help

The Help and Support Center from Windows XP has gotten a great overhaul. Vista's Support Center not only provides built-in documentation, but can access the latest help info from the Internet. It also integrates with the remote assistance features. You can also type a word or phrase into the main search field and hit enter, accessing online support groups for useful links and other resources.

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# Windows XP Part XV

## Bill Beverley, Alamo PC

Bill is retired military and an intermediate computer enthusiast who has been an APCO member for seven years. He has contributed for the past six years.

### Backup Program

WinXP includes its own backup program. The backup utility is not installed by default by XP Home Edition. However, it is on the installation disc. To find the backup program, click Start, All Programs, Accessories, System Tools, Backup. The Backup or Restore Wizard will prompt you to read from or save to a backup file. Select "Back up files and settings." Click Next. If you want to back up everything, select "All information on this computer" and click Next. You'll be prompted for the location of the backup. If your external drive is connected, it should show up in the list. Otherwise, click the Browse button to help Windows find it. You can also enter a name for the backup and click Next. Then click Finish on the next screen. The backup may take a while so have some patience. The WinXP backup utility encodes all of your data into a single file. Should the file be lost or corrupted, you might lose your entire backup. If you have space to spare, make an alternate backup. You could copy and paste important files to your external hard drive. The My Documents folder is a good candidate for copying. Simple copies remain accessible without the aid of a backup or recovery program.

### Computer/Password Access

If a family member dies and his/her Internet Service Provider (ISP) won't allow you to access his email account, there are several ways to approach this problem. First, the password could be stored in the Web browser. If you have access to his computer, this is where you should start. Your deceased family member's computer could be password-protected. Windows includes a hidden Administrator account that can be used for problems with other accounts. You can access it by restarting the computer into safe mode. First, restart the computer. As it starts, repeatedly press the F8 key. Instead of the familiar Windows screen, you'll see a text-only Advanced Options Menu. Use the arrow keys to select Safe Mode, press Enter, and then select the Administrator account. By default on most computers, it requires no password. Once logged in, you can change the password of the account you normally use. To make the change, click Start, Run. In the box, type "control userpasswords2" (without the quotes) and click OK. Select your normal account name in the list and click the Reset Password button. You'll be prompted for a new password. You can restart the computer and use the new password on your normal account. If you're completely locked out of your computer, you'll need software. Such services include Login Recovery, FastCrack, and NT Password and Registry Editor. Each is free. They make use of boot disks that you can download to a floppy or burn to CD. Of course, you'll have to use some other computer to do the downloading. Once you've got access to your computer, set a new password through Windows. To do it, click Start, Control Panel. Double-click User Accounts and select your account and click "Change my password." You'll be prompted for a new password. You'll also have the opportunity to enter a password reminder. It should trigger your memory if you ever forget your password. But the reminder should not be descriptive enough to allow others to determine your password. To find passwords in Firefox, click Tools, Options. Open the Security section and click Show Passwords. You'll see a list of sites and user names. Click Show Passwords again to show saved passwords.

### Error Reports

WinXP Error Messages tell you the operating system halted a program that, had it been allowed to continue, might have crashed Windows. Microsoft insists it doesn't use the information to track you and the report could well help prevent such program failures in the future. However, there may be some security risks. Apparently tests by the U.S. Department of Energy Computer Incident Advisory Capability found that the "memory dump" sent to Microsoft sometimes contained information from the user's documents. Therefore a user might not want to forward a Windows Error Report Message to Microsoft with each major computer problem particularly if that one didn't crash your system. You can tell Windows ahead of time when it should and should not report such problems to Microsoft. In WinXP, select Start, Run, type sysdm.cpt and press Enter. Click the Advanced tab in the System Properties dialog box, and then choose the Error Reporting button that appears down on the lower right. You can disable all error reporting, or have errors reported for the OS only, for programs only, or for both. If you enable reporting, click the Choose Programs button to select the apps whose failures you wish to have reported to Microsoft. When you're done, click OK twice. Vista's error message doesn't ask about sending information. Instead, the OS just sends it, unless you instruct it not to do so beforehand. Select Start, and in the Start Searching box, type problem reports and solutions. Press Enter and click Change setting, Advanced settings. In the Advanced settings for problem reporting dialog box, you can turn reporting off, give other users permission to set this option for themselves, read Microsoft's privacy statement, and list programs whose errors should not be reported. Click OK twice and close the Problem Reports and Solutions applet once you've made your changes.

*Continued on page 16*

## Firewall

You typically do not need to purchase a third-party firewall program. Windows XP SP2 (Service Pack 2) has its own default firewall. You can access the built-in WinXP firewall by clicking Start, Control Panel, Security Center, and Windows Firewall. However, most security software will include a firewall, and multiple firewalls running simultaneously can cause communication problems. If you have no other security software or firewall running on your personal computer, be sure that the Windows Firewall is turned ON. If you are running other firewall software on your system, be sure that the default Windows Firewall is turned OFF.

## Folders

If those manila folder icons on the Desktop are too bland for your taste, you can change them. Right-click a folder, select Properties, and click the Change Icon button on the Shortcut tab. Scroll through the available default icons on your system or browse to other icons you've downloaded from the Internet. Highlight the new icon and click OK.

## Process Explorer

If your computer is running at a snail's pace, then short of tweaking MSConfig, defragging, and installing Ad-Aware or reinstalling or upgrading to Windows Vista, you can identify and remove memory processes which are the root cause of your performance problem. Download Process Explorer from [www.microsoft.com/technet/sysinternals/utilities/ProcessExplorer.mspx](http://www.microsoft.com/technet/sysinternals/utilities/ProcessExplorer.mspx) and unzip it. There is no installer for this program. Now focus on performance by right-clicking on any column header, then choose Select Columns, click on the Process Performance tab. Now place a check next to CPU Usage and CPU Time and click on the Process Memory tab and then place another check next to Virtual Size. Next you should click on any column heading to sort by that column. For example, if you click the Virtual Size header, you will see the most memory-consuming processes listed first. When you click the CPU header, you will see those processes that are using all of the processor power on your computer. At this point you can carefully review those processes which are precluding good performance. Once you have identified those memory consuming processes, search the Internet by process name. You want to ensure you don't delete a process which would cause your computer to crash.

## Save and Run

The primary difference between Save and Run when installing an application you've downloaded from the Internet is where the downloaded file is stored on your computer. When you select Save, you're given the option of selecting where to store the installation files. This method is useful if you ever need to reinstall the application or want to install it on multiple computers. You just need to select the location, and when the download is complete, double-click the installer to begin the installation procedure. In contrast, when you select Run, the application installation files are downloaded to a temporary folder, and the installation routine is started automatically. When the application has finished its installation routine these install files are left in your Temporary Internet Files folder. When you clear out Internet Explorer's temporary files, these are deleted like any cached content. The option you select doesn't make any difference in terms of security or faster installation, nor are the end results any different.

## Security for XP

1) Turn on Automatic Updates in Windows XP Automatic Updates is a Windows XP utility that allows your computer to download security updates from Microsoft automatically. Turning on Automatic Updates helps to secure your computer since you'll always have the latest critical security updates. 2) Turn on the Free Firewall in Windows XP If you have Service Pack 2 installed, you have a free firewall that you can use to protect your computer from attacks. However, you must turn the free firewall on. While the free firewall in Windows XP provides some protection. 3) Use Internet Explorer Wisely Internet Explorer 6 provides four zones for which you can establish separate security settings. By using the four zones, you'll reduce your chances of being the victim of an attack when you inadvertently visit a malicious Web site. 4) Use Anti-Virus Software Viruses can wreak havoc on your computer. Protect yourself by using antivirus software. There are many antivirus programs to choose from, but the About Guide to Antivirus Software provides a list of the Top 7 Antivirus Programs for Windows. 5) Use Spyware and Adware Software Spyware is software that allows companies to monitor what websites you visit or even access your computer. Adware is software that displays advertisements. Protect your computer by using Spyware and Adware software. 6) Be Careful What You Click On Often, attackers must entice you to open an email attachment or visit their Web site in order to attack your computer. If you open the attachment or visit their site, malicious code is executed on your computer. To protect your computer, be careful what you click on. 7) Use Limited Accounts to Better Secure Your Windows XP Computer It's harder for someone to attack your computer through the Internet if you're using a limited account. Learn why it's best to use limited accounts for daily use and how to create a limited account.

## Sound Recorder

If you have a microphone or a CD-ROM drive, you can make your own sound files that you can associate with a Windows event or even send with e-mail. Here's how you do it. Open the Sound Recorder and select New from the File menu. To begin recording, click the button with the big red dot. Next start the CD or start speaking into the microphone. Click on the button with the black square to stop recording, choose Save from the File menu, give your new file a name, and then click the Save button. To record from a microphone, you'll need a sound card because plugs into the microphone. You don't need a sound card to record from a CD-ROM drive, but a sound card and speakers are required if you want to hear a playback of what you've recorded.



## Obsessing about type

**Susan Ives, Alamo PC**

Susan Ives is a former president of Alamo PC. She archives these columns on her Web site, [www.susanives.com/](http://www.susanives.com/). If you visit, you can cut-and-paste the code instead of retyping it from the magazine – the ultimate in lazy Webmastering!

The Lazy Webmaster

ALAMODE COLUMNS

**A**lthough I am lazy in most things, I sometimes obsess about typesetting. I know, I know, we're not really setting type on the Web and because of the fluidity of the medium we will never get the precision that we get with printed text. However, there are things we can do that take a little more time but make our pages look better. More professional. More trustworthy.

We live in a town where many names and words use — or should use — the Spanish alphabet. Jalapeño. César Chávez. ¿Qué pasó? Including diacritical marks is important. It shows respect for the language and makes the words easier to pronounce. Mañana does not rhyme with banana and it's the tilde over the n that clues us onto this.

If you type your documents in MS Word, you can easily add the special characters and symbols from within the program. Go to the insert menu and select symbol. Highlight the symbol or special character that you want to use, then press the insert button, then OK. If you cut-and-paste a Word document into your HTML file (or save the Word file as HTML) the formatting should trot along with it.

Another way to get the special characters is to use the character map. The character map is hidden under Program Files – Accessories – System Tools – Character Map. Select the character you want to use, click on copy, then go into your word processing or HTML document and paste it in (Ctrl-V will paste.)

An alternative is to use ASCII codes or HTML formatting. Just type one or the other of these codes instead of the letter or symbol in your HTML document. Mañana would be typed: ma&ntilde;ana or ma&#209ana. If you need a grave accent rather than an acute, just substitute grave where it says acute in the chart:

Now, being lazy, I don't actually type these codes. The HTML editor I use, HomeSite, has a special character tab that creates the code for me. If you are too cheap to spring for HomeSite, Ace HTML is available free from [acehtml.com](http://acehtml.com). It has a similar feature.

Now here is my next bugbear. Punctuation.

It is more elegant to use opening and closing quotes. The quote key on the keyboard produces, by default, closing quotes. They look funky when used to open a quotation, don't they? MS Word senses whether you need opening or closing quotes and produces the correct one automatically. HTML doesn't.

Another punctuation refinement is dashes. They come in two flavors — en dashes and em dashes. En is the small dash that you would use as word divider. For example: cut-and-paste. 9 a.m.-noon. The em dash is bigger and is used to set off a parenthetical expression — like this one. If you want to get technical, an en dash is half the point

*Continued on page 18*

	ASCII	HTML
á	&#225;	or &aacute;
Á	&#193;	or &Aacute;
É	&#201;	or &Eacute;
é	&#233;	or &eacute;
Í	&#205;	or &Iacute;
í	&#237;	or &iacute;
Ñ	&#209;	or &Ntilde;
ñ	&#241;	or &ntilde;
Ó	&#211;	or &Oacute;
ó	&#243;	or &oacute;
ú	&#250;	or &uacute;

**Volunteer at the Alamo PC Learning Center**

**We need volunteers!**

**Call the Learning Center to volunteer to assist ongoing classes or help keep day-to-day tasks under control. Your computer user group can't function without volunteers.**

**Please call (210) 736-0700**



width of the font size and the em dash is the full width. I am typing this in 12 point; the en dash is 6 points and the em dash is 12 points. Here are the HTML codes:

I'm sure that you have deduced two things. First, these rules apply as much — if not more — to the printed page as they do to Web writing. Second, there are many more symbols than I have described here. Do you ever have a need for any of these?  
 ¢£©®±¼½¾÷

That's just a sampling of what's available. Not all symbols are available with all fonts. Many free display true type fonts won't even contain punctuation. But a full font set will have all this, and more.

For printed work, use the MS Word insert-symbol feature or the character map. For HTML there is a good guide.

Two final notes. HTML uses the greater-than and lesser-than signs as tags. If you use them straight from the keyboard they will not display on the screen and will mess up your code. Instead, use &lt; for lesser than < and &gt; for greater than >.

If you need superscript or subscripts, you use a tag. The tag for superscript is <SUP></SUP> which will render like this: 104. Subscript is <SUB></SUB> which will render like this: ABC3. The code puts it in the right place and makes it smaller. In MS Word, the super- and subscript are controlled from the Format-Font menu. The Word formatting, in this case will not transfer to HTML.

## Alamo PC Organization now offers members private or semi-private tutorials

- ⌨ Keyboarding/Typing
- ⌨ Basic Computer Skills
- ⌨ Microsoft Word

### *Rates for one student*

\$35 per hour  
\$300 for 10 hours

### *Rates for two or three students*

\$20 per student per hour  
\$150 per student for 10 hours

Enjoy private instruction on days and at hours that fit **your** schedule at our modern facility in Crossroads Mall.

Call or visit the Learning Center to register  
**(210) 736-0080**

## The Doctor is In



Each Friday from 9:00am until 12:00 noon

**Diagnose your software and hardware problems**

**Trouble shoot major applications**

**Run tests**

**Solve Operating System mysteries**

**For information call 736-0700**



Owner must  
stay with  
computer dur-  
ing repairs



## From the Deals Guy

### Bob (The Cheapskate) Click, Greater Orlando Computer Users Group

This column is written to make user group members aware of special offers or freebies I have found or arranged, and my comments should not be interpreted to encourage, or discourage, the purchase of any products, no matter how enthused I might sound. Bob (The Cheapskate) Click <Bobclick@mindspring.com>. Visit my Web site at <<http://www.dealsguy.com>> for past columns and some interesting articles.

I read an enlightening article about data center design; even the security was above and beyond what you and I would imagine. Read about new ideas for cheap cooling methods and an interesting concept for filling in the gap between the time the power goes out and your backup kicks in. Well into it, you will read about very tight security. A year ago, I gave you an article about a group of consultants hired to test the security of a company, and they made a joke of the entire building's security; and data security itself, in just a few minutes. I doubt their techniques would work in the facilities described in the article. Here is the Information Week URL: <<http://www.informationweek.com/news/showArticle.jhtml?articleID=206900660>>

#### \*Enjoyed The Show

I did manage to browse the Electronic House Expo for three hours of pure pleasure (I had to hurry). It was not a large show, but there was enough there to keep you fascinated. I saw mirrors that could change to a TV or monitor in an instant. That large mirror on the wall was hiding a TV screen that was able to shine right through it with a sharp picture. This one is interesting: <<http://www.ad-notam.com>>. Automation of your home was all over the show in many forms. There were many booths with distributors of automation components for all facets of the home or business, including Worthington, one of the most well known.

I was fascinated with some of the doorbell/intercom systems that include a wide-angle camera whose image could be displayed on a dedicated monitor, or appear on your TV to show who is there. Push a button on your remote to ask the nature of their visit and if it was a family member, or your beer-drinking buddy whose TV went out during a game; push a button on the remote to unlock the door. If it was your mother-in-law, you could tell her you weren't home. However, I didn't see an "eject" button on the remote for salesmen; leaving room for further development. I stood where I could easily reach the doorbell button and my entire upper body showed plainly on the screen. I don't remember if that one was Nutone <<http://www.nutone.com>> or another company. eKey was there again with biometric locks. Here are some URLs of interest: <<http://eholovision.com>>; <<http://www.eKeyusa.com>>; <<http://www.linearcorp.com>>; and <<http://www.litetouch.com>>.

Several companies were showing universal remote controls and touch screen systems. Most people would probably think of remote controlled lighting and thermostats, but there are plenty of other items that should be included.

Remote cameras around the property, a driveway gate, pool pump, alarms and maybe even devices to feed your pets; and that's only part of the list. I couldn't help notice that using a universal remote (similar to your TV remote) was not as easy as using a touch screen device because a touch screen icon often brought up a menu of other labeled icons for choices, but the button on the remote called for action, so you better get it right the first time. I read in Electronic House magazine <[http://www.electronichouse.com/article/smart\\_controls\\_for\\_a\\_complicated\\_home/](http://www.electronichouse.com/article/smart_controls_for_a_complicated_home/)>.

The EHX show included plenty of luxury audio products to enjoy from your easy chair, featuring great surround-sound. There was even a plush chair with the sound strategically located and controls at your fingertips. Solid Drive <<http://www.soliddrive.com>> was featuring a product that would make a speaker out of anything, and actually, the sound produced was great, (including good bass), from a large glass panel that also featured a large rectangular thin film fastened to it that allowed a projected TV picture to be shone through it clearly.

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## David's Essential Domains



### Website Hosting Starting at \$3.95/month!

Economy	Deluxe	Business
\$3.95/mo.	\$9.95/mo.	\$29.95/mo.
50MB storage	1GB storage	2GB storage
1 GB transfer	15 GB transfer	30 GB transfer
50 e-mails	unlimited e-mails	unlimited e-mails

#### Domain Names

.COMs starting at \$7.85!

FREE with every domain:

- FREE! Change of Registration
- FREE! Parked Page w/ Domain
- FREE! Domain Name Locking
- FREE! Status Alerts

#### Website Tonight

Click 'n build your site online, in minutes!

- Hosting is built in
- 5 Page Site - \$4.95/mo
- 10 Page Site - \$8.95/mo
- 20 Page Site - \$12.95/mo
- 100+ professional templates



#### SECURE SSL Certificates

Build trust, build confidence, and build your online business - with a Secure SSL Certificate!



#### TRAFFICBLAZER

Prepare your site so the search engines find it!

<http://www.davidsessentialdomains.com>

There were also products that would hide your TV, when it was not turned on, by showing art from your choice of artists inside a beautiful wooden frame, or could automatically cover it with tapestry: <<http://www.vutec.com>> <<http://www.tapestriesltd.com>> <<http://www.visionartgalleries.com>>

Two companies with central vacuum systems were there with impressive products; here is one; <<http://www.airkinglimited.com>>. There was a great little digital camera/camcorder being sold there that could publish your pictures or movies to the Web. One booth had a favorite of mine, a motorized drapery rod that could be programmed, or operated with a remote. I loved the motorized drapery rod we had for about ten years, but it finally bit the dust. It would take a lengthy article to describe that show adequately.

At the same time, other computer oriented shows were going on in nearby hotels, another over in Tampa, a Microsoft Show nearby and the prestigious Winter Park Art Festival. There are many computer oriented trade shows these days. Microsoft will be back here in June with the large Tech Ed Developers show and the IBM show in early April.

I have not tried the products below.

#### **\*How About An Add-on Toolbar!**

ALToolbar <<http://www.altools.com/ALTools/ALToolbar.aspx>> offers their latest toolbar. ALToolbar is a new add-on that extends Internet Explorer with its suite of tools. It improves many common Internet tasks, making them faster and easier.

- Search popular web sites FASTER.
- Visit favorite sites INSTANTLY.
- SECURELY store logins and bookmarks online.
- AUTOMATICALLY login to web sites.
- Navigate easier with MOUSE GESTURES.
- Capture full web page SCREENSHOTS.

There are other tools in ALToolbar to make online life easier and faster. This one is more than other toolbars that all duplicate each other's limited functionality. It's a real suite of Internet tools designed for faster and easier Internet usage by real people. ALToolbar, like other ALTools, is completely free. We only ask that you enjoy it enough to tell a friend.

Ryan Smyth

Chief ALTools Evangelist

ESTsoft

<<http://www.altools.net>>



Inside ALToolbar you'll get:

- |  |  |
|--|--|
| • <a href="#">ALPass Online - The Secure Online Password Manager</a> | • <a href="#">Better In-Page Find</a>          |
| • <a href="#">Anti-Phishing Protection</a>                           | • <a href="#">Online Bookmarks</a>             |
| • <a href="#">Mouse Gestures</a>                                     | • <a href="#">Superior Web Page Capture</a>    |
| • <a href="#">Faster &amp; Easier Internet Searching</a>             | • <a href="#">Internet Cleaner for Privacy</a> |
|  | • <a href="#">Flash Blocker</a>                |

#### **\*Need Some Tweaking?**

YL Software announced the availability of WinUtilities 6.1, the newest version of its system-tweaking suite that offers over 20 computer productivity tools. WinUtilities provides everything a user needs to remove junk data, and improve PC performance. The WinUtilities update offers users additional features as well as improvements on the technologies. For more information or to download a free trial, please visit <<http://www.ylcomputing.com/content/view/9/27/>>.

*Continued on page 21*



Two modules, Duplicate Files Finder and Registry Cleaner, are now able to export reports. Other advancements include an improved File Undelete Module for NTFS and FAT32 volume; an improved Plug-ins Editor for the History Cleaner module; improved compatibility for Windows Vista 32 bit and 64 bit systems, plus an improved Registry Cleaner.

Computers accumulate a great deal of junk files. Applications can add things we may not be aware of and you should get rid of these things, but you may not have to if you install WinUtilities. It includes such tools as Junk File Cleaner, Registry Cleaner, Memory Optimizer, System Information, Registry Backup, File Encryption, Safe Uninstaller, Duplicate File Finder, File Shredder, Data Recovery & File Undelete tools, etc. WinUtilities also includes an Internet Tracks Eraser, with Cookie Manager and Secure Deletion. The software is \$39.99, but we get a 30% discount. The following URLs are too lengthy for Word to make them a link. Copy & paste them to your browser or they won't work. They take you to a PayPal page to buy the product with 30% discount. I'll comment on not using Tiny URL next month.

WinUtilities 6.1 Personal License: <[https://www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&business=paypal%40ylcomputing%2ecom&item\\_name=WinUtilities\(Personal License\) Special Offer&item\\_number=7019-8-1&amount=28&no\\_shipping=2&no\\_note=1&currency\\_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8](https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=paypal%40ylcomputing%2ecom&item_name=WinUtilities(Personal%20License)%20Special%20Offer&item_number=7019-8-1&amount=28&no_shipping=2&no_note=1&currency_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8)>

WinUtilities 6.1 Family License: <[https://www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&business=paypal%40ylcomputing%2ecom&item\\_name=WinUtilities\(Family License\) Special Offer&item\\_number=7019-8-2&amount=49&no\\_shipping=2&no\\_note=1&currency\\_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8](https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=paypal%40ylcomputing%2ecom&item_name=WinUtilities(Family%20License)%20Special%20Offer&item_number=7019-8-2&amount=49&no_shipping=2&no_note=1&currency_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8)>

WinUtilities 6.1 Corporate License: <[https://www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&business=paypal%40ylcomputing%2ecom&item\\_name=WinUtilities\(Corporate License\) Special Offer&item\\_number=7019-8-3&amount=350&no\\_shipping=2&no\\_note=1&currency\\_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8](https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=paypal%40ylcomputing%2ecom&item_name=WinUtilities(Corporate%20License)%20Special%20Offer&item_number=7019-8-3&amount=350&no_shipping=2&no_note=1&currency_code=USD&lc=US&bn=PP-BuyNowBF&charset=UTF-8)>

WinUtilities Disk Cleaner helps get rid of temporary files and folders, cookies and browser history, duplicate files and links that are no longer valid. It locates zero-length files clogging up your file lists. The Registry Cleaner helps delete entries in the registry that no longer apply to your system. History Cleaner handles all those items you can delete from within the Internet Options dialog box in Control Panel, as well as your system's document history, log-on history, search history.

WinUtilities 6.1 runs under Windows Vista, XP, 2003 Server, 2000 and 98. Registered users get a fully functional product, a year of free upgrades and life-of-product technical support. Additional information, and a 30-day evaluation version is available from <<http://www.ylcomputing.com>>.

Postal address: 3831 Valley Center Dr. Suite 706-295 San Diego, California

### Visit the Alamo PC Learning Center

## Can you help teach?

We're looking for someone to teach one or more of the following classes:

**Digital Camera; Photo Editing; Movie Maker; Microsoft Digital Image 2006**  
Please call (210) 736-0700

### Volunteers Wanted

Call the Learning Center to volunteer to assist ongoing classes. For more info, call 736-0700.

### STUDY GROUPS

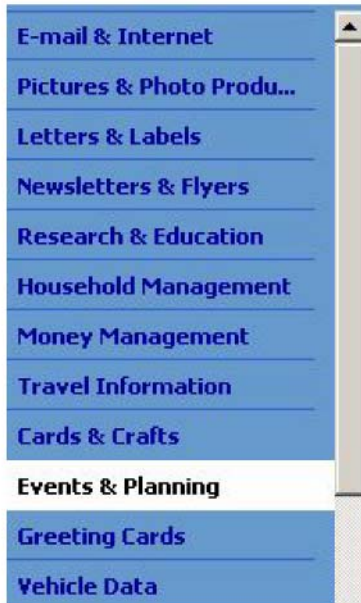
Call the Learning Center for schedule information 736-0700 or see page 59-63.

## PC 101

# Microsoft Works - Money Management

## Ron Ingraham, Space Coast PC User Group

Ron is a member of Space Coast PC Users Group. Instructions in this column were created on a Windows 98 system. E-mail Ron at <ringram728@earthlink.net>



Addresses  
Certificates  
Coach a Sports Team  
Event flyers  
Gift and card lists  
Manage Club and Group Activities  
Menus  
Organize a Fantasy Sports ...  
Plan a Family Reunion  
Plan a Party  
Plan a Vacation  
Prepare for the Holidays  
Start a Fundraiser  
Wedding and party planner

event flyers in an earlier article. The same is true of **Gift and Card Lists**.

I'll extract the list of items from the To Do list evoked by **Manage Club and Group Activities**.

Last month we pretty well wrapped up the discussion on Cards and Crafts. Next in line is Events & Planning. The function here is to use a variety of templates, tools and web sites to make event planning easy.

Works accesses a copy of your address book from Outlook Express. You have full capability to edit any of the entries directly from Works.

**Certificates** offers the same wizard as seen last month under **Cards and Crafts**.

**Coach a Sports Team** brings up a **My Works Project** screen with a comprehensive **To Do** list. Each of these items brings up a spreadsheet appropriate to the task. There are twelve, with an option to add more if needed. These include - Create team sign-up sheet - Create team roster- Record emergency contact information - and so on. If this area is of interest to you, click on the task and browse the various items.

I get the feeling of Deja vu all over again as I go over these tasks. Just as we had discussed **Addresses** under **Household Management**, so too did we cover

Keep club members database

Track club finances

Schedule club meeting events

Design club newsletter

Record club meeting agenda

Design club event flyer

Track contacts

Start club fundraiser

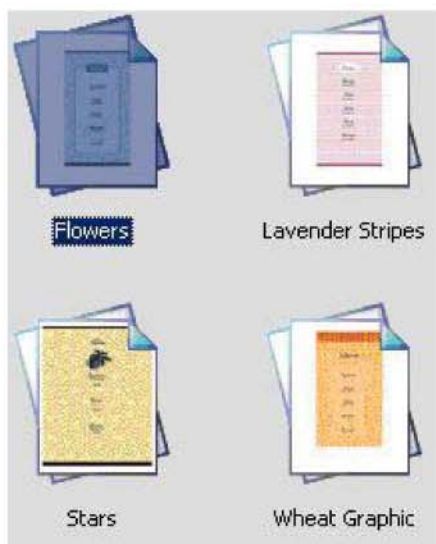
List prices for club merchandise

Share photos with club members online

Each of these items brings up a template suited to that task, spreadsheet, database, or word processor. **Start club fundraiser** opens a complete new project with its list of **To Do** items. **Share Photos with club members online** takes us back to MSN.com and the photo functions we discussed last month.

If you need to create and print a **Menu** for your event, here you'll find a wizard that offers the templates seen at the top of the next column.

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Clicking on any of these brings up a template which you may edit as needed.



I'm not sure I understand the purpose of **Organizing a Fantasy Sports Team**. The task lists are very similar to those seen under **Coaching a Sports Team**.

**Plan a Family Reunion** is another full project with the **To Do** list seen below,

Create save-the-date cards

Search for family history online

Build family tree

Record family member names and cor

Design family newsletter

Schedule reunion events

List food needed for reunion meal or

Track reunion budget

Find online directions to the reunion

Create invitations

Share photos with family online

The remainder of the events all bring up full projects complete with their appropriate **To Do** lists. I think you've seen enough of the various events to be able to browse the lists on your own.

Try out the various templates to be confident in your ability to use them. Fill them out and perhaps print some samples to see just what is offered.

Works is really the only program you need to manage most of the activities you may plan. Keep working with it on your own. The wizards and help files are quite complete and should guide you through most of the projects you select.





## Earth Probe

Computer Hysteria

### Berry Phillips, Computer Club of Oklahoma City

Barry is a member of the CCOKC and a regular writer for the CCOKC website and the eMonitor

The sound of rolling thunder and the fingers of lightening lit up the blood red sky which formed a strange tapestry for the dark, ominous, and towering black mountain in the foreground. Saucer like craft with flashing lights were flying into the summit of the black mountain and disappearing.

At the summit of the mountain was a large cave and inside a top secret landing strip. The various humanoid passengers departing from the saucer crafts were being greeted by metallic security robots with scanners checking their credentials, and then escorting them to teleporters that whisked them down into an auditorium deep inside the black mountain.

"It is time to call our meeting to order. Welcome members of the Inter Galactical Federation to the revealing of the findings of our Earth Probe that has completed its mission. You may recall that we elected not to contact the Earthlings previously because they had not evolved into a higher level of consciousness necessary for membership into the Federation. They continued to remain on the lower war level. While they were making considerable technological advances, their consciousness was not advancing at the same rate. Many of us speculated their civilization would be destroyed by nuclear war. Here is information being projected on our info screens overhead on the Earth Probe findings."

There is no life left on Earth! There was no evidence of a nuclear war!

There was evidence of obsolete computers and monitors all over earth! Our data bank suggests that as Earth computer sales continued to grow so did the obsolesce level of computers creating mountains and valleys all over the planet of obsolete computers and monitors.

E-Toxins and E-Waste were escalating to alarming proportions. Several organizations warned of the pending disaster. "Printed Circuit Boards contain heavy metals such as Antimony, Silver, Chromium, Zinc, Lead, Tin and Copper. According to some estimates there is hardly any other product for the sum of the environmental impacts of raw material, extraction, industrial, refining and production, use and disposal is so extensive as for printed circuit boards." CARE conference.

"in short, the product developers of electronic products are introducing chemicals on a scale which is totally incompatible with the scant knowledge of their environmental or biological characteristics." Mans Loonroth, Swedish Secretary of State.

Projections indicate that by 2006 well over 315 million computers will be obsolete in the United States alone. The following E-Toxins were released on Earth: "Cadmium compounds are classified as toxic with possible risk of irreversible effects on human health. Cadmium shows a danger of cumulative effects in the environment due to its acute and chronic toxicity. Mercury when inorganic spreads out in water, it is transformed into bottom sediments and accumulates in living organisms and concentrates through the food chain particularly via fish and can cause chronic damage to the brain.

Plastics used in electronic manufacturing is polyvinyl chloride (PVC) which creates more environmental and health hazards than most other type of plastic. While some computer companies are reducing or phasing out PVC, there is still a huge volume of PVC in computer junk. Brominated Flame Retardants are a class of chemicals commonly used in electronic products as a means for reducing flammability in computers. There have been various studies that suggest this class of chemicals may have toxic effects on humans." Silicon Valley Toxics Coalition.

"Thank you for your attendance. I hope you will take the lessons we have learned here tonight to your respective civilizations within the Inter Galactical Federation. Let us have a moment of silence upon departure for the destruction of the human race on Earth, victims of E-Toxins and E-Waste."



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# Information in digital photos

**Elizabeth B. Wright , Computer Club of Oklahoma City**

Elizabeth is a member of the CCOKC and a regular writer for the eMonitor

**H**ave you ever looked at the information saved with your digital photos? It can be very helpful and useful. However the fact it can be edited is one of the many reasons photos are suspect in the legal system, now more than ever.

On our recent vacation, after about two days of gleefully snapping pictures, my digital camera just quit working for no apparent reason. Because all the memory cards I had brought with me were brand specific, I went looking for a cheap replacement camera. Target turned out to have what I needed, although at a higher price than I really wanted to pay. But I figured I would just have to do without other souvenirs in order to do what I like best, take pictures. I inadvertently set the new camera for the wrong time, am/pm wise.

My pictures were in order, but the time and therefore sometimes the date were wrong by 12 hours. This is important because after downloading the pictures from all three cameras (my two and my husband's different brand camera), whenever I wanted to sort my pictures by date, it put them in a jumble if they were mixed with pictures that were correct. We often use more than one camera, so when it comes time to make folders for specific events, I might have some pictures with the correct information and some without it. Also, when I discovered the problem and reset the new camera, it further complicated the situation.

Therefore, when we got home, I began exploring various imaging programs to find one that could change the time and/or date for me with the least amount of aggravation. I finally settled on Photoshop Elements 4 as the program with the easiest to follow menus and options. It still took quite a lot of concentration to keep from making the wrong choices and getting things into a bigger mess.

Briefly, the steps were as follows:


1. I opened the program in the Organizer View, with the side bar open which showed the properties for a selected image. This is where you find the date/time stamp for the selected picture.
2. Although I chose to select multiple pictures at one time for date/time changing, an option not available in some of the other programs, I will refer to just one selected image at a time for this example.
3. Right click on the picture and choose "Adjust Date and Time" from the drop down menu.
4. When the dialog box opens, there are three choices. The third choice is "Shift by set number of hours (time zone adjust)". I used this because my pictures were off by 12 hours since I had accidentally set the camera for the wrong interval (pm/am). You may find that one of the other two options fits your needs better. They are: "Change to a specified date and time" and "Change to match file's date and time" (I don't understand the second one, but what else is new?)
5. After choosing option three, the next dialog box is titled "Time zone adjust" and lets you set the number of hours backward or forward that meets your needs. Naturally I chose the wrong direction after keying in 12 for the number of hours my pictures were off. So then I had to go back and readjust by 24 hours to get things back in order. But eventually it all worked and my pictures can now be viewed in the proper sequence when meshed with the ones from the other two cameras which have the correct date/time settings to begin with.

Hopefully you won't ever need to use this option, but if you do, work carefully so as not to mess things up too badly.

## Student Practice Lab

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## Excel-Fill in the Blank Forms-On Demand

**James D. Duncan , Computer Club of Oklahoma City**

James is a member of the CCOKC and an expert in Access and Excel.

Adding addresses to invoices is a simple task with vlookup function. First add the customer number and information you want on the invoice. A sample looks like this.

	A	B	C	D	E	F
1				Customer No.	Name	City
2				10	Name10	City10
3				20	Name20	City20
4				30	Name30	City30
5	Customer No.					
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Figure 1

This very simple function will save you a lot of time. And the accuracy is better also. Now lets input the function in b5. Select Insert and Functions.

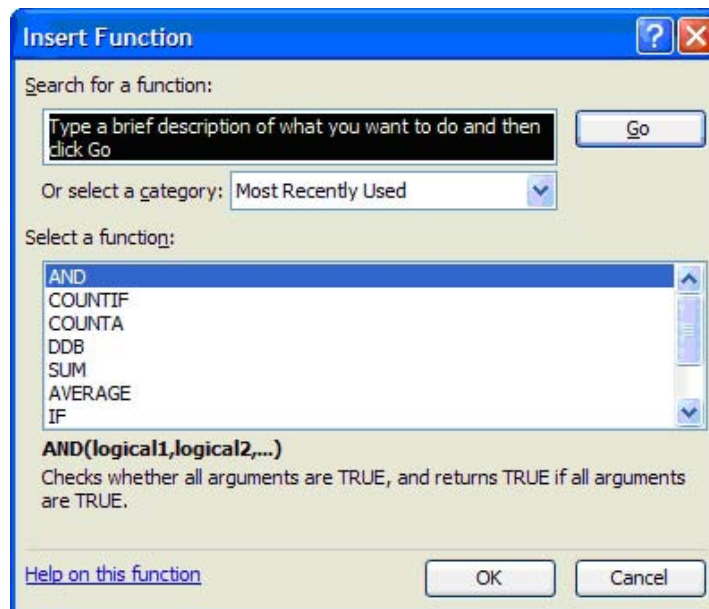


Figure 2



Key in lookup in the Search function. Choose the VLOOKUP and press OK.

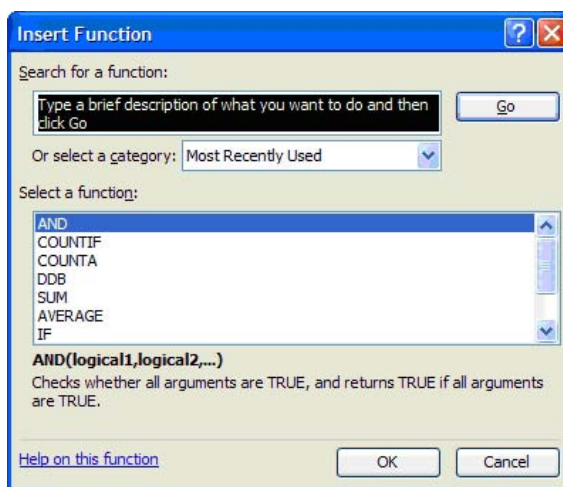


Figure 3

Fill in the function as shown.

Press ok and the customer name will be in that cell based on what the value you input in B5. Copy this to the next cell, change the column index from 2 to 3 and you have the city also.

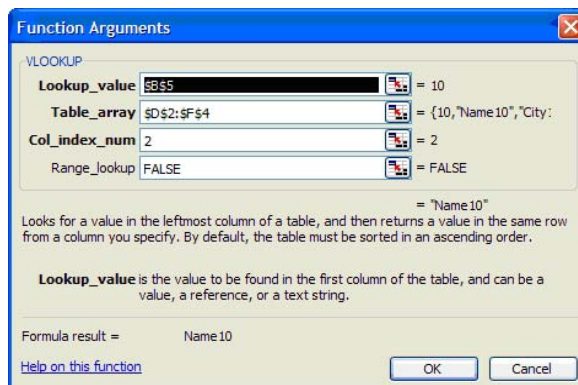


Figure 4

You can add data from the table by just changing the col\_index\_num to read that column. This could be used for many things. You can look up part numbers, descriptions, sizes and many others.

	A	B	C	D	E	F
1				Customer No.	Name	City
2				10	Name10	City10
3				20	Name20	City20
4				30	Name30	City30
5	Customer No.	10				
6	Name	Name10				
7	City	City10				
8						
9						
10						
11						
12						
13						
14						

Figure 5

Not a hard function to use once you have seen it done. Excel has many functions that will help you. When you have time, just look at the functions and see what you can use.



# Occupational health in the U.S.

## John R. Chait D.C. , Sarasota PC User Group

Dr. Chait is a practicing chiropractor in Sarasota and is the SPCUG ergonomic consultant. As an avid computer enthusiast, Dr. Chait knows first hand how important proper interaction between the user and their PC can be. He stresses this in his ergonomic tips column and his lectures. <drchait@hotmail.com> For more ergonomic tips, visit <<http://chaitchiropractic.com/links/Ergonomics/>>

There is no market shortage when it comes to exotic ergonomic devices. The following is just a small sample of what can be found on the Web. This top of the line Executive Chair is specially designed for reclining and full rocking capability.

It features a high back, as well as adjustable lumbar and cervical support, for complete customized fit. Ideal for executives, board rooms, professionals and those who spend prolonged time on the phone and in meetings. The adjustable Arm Supports enable a perfect arm height and width to suit your task. This feature relieves stress on your neck, shoulders and back. This Premium Executive Chair also features a foam seating surface to reduce seated pressure.

Other features include: Seat Height Adjustment, Seat Tilt, and a Tilt Lock Mechanism. A must for any hard working Executive.


Standard size is recommended for those under 5'-10". Tall size is recommended for those who are 5'-11" to 6'-3". Price: \$1,595.

### Classic Curved Arm Metal Recliner

This recliner provides the features and benefits of the Zero-Gravity position: Reduces pressure on your spine, relieves muscle tension, increases circulation, reduces stress on the heart, and provides unparalleled relaxation. This chair is a must for anyone looking for relief from back pain or wanting total relaxation.

*Continued on page 29*





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The contemporary look of curved arm with wood accent, and the sturdy metal base, make this a beautiful addition to your home or office.

Standard size is recommended for those below 5'-10". Tall size is recommended for those between 5'-11" and 6'-3". Price: \$1,095.

### Zero-Gravity Bed Wedge System

This unique bed wedge system uses the same Zero-Gravity principles of our BackSaver recliners.

A variety of comfortable and relaxing positions can be achieved by simply adjusting the two cushions. They are easily convertible, allowing you to sit upright or experience the Zero-Gravity position used by NASA astronauts during lift-off to reduce physical stress. This angle has even been shown to help those suffering from acid reflux.

The dual-density foam cushions are covered in plush terry fabric for soft, breathable comfort, and the back cushion has a built-in lumbar support. Price: \$169.00

Are these devices worth the price??? That depends on the amount of time you spend on your PC and how deep your pockets are. For the most part good ergonomic equipment can be found at your local office supply store. The equipment may not have many of the bells and whistles listed above, but can be purchased for a more reasonable price. Remember the most important thing is to pay attention to your posture and how you interact with your PC. Follow the ergonomic rules listed in previous articles or at our Website at: <http://www.spcug.org/reviews/jcindex.htm> to get the maximum benefit for the least amount of money.



### Computer Buffet With Dr. Herb Goldstein



## CHANGING DEFAULT MARGINS IN WORD

Word allows you to alter the page margins. You can do by clicking Page Setup from the File menu. The Margin tab allows you to change the margins and configure a few additional options. You can use the up and down arrows under the Margins heading to change the margins in your document.

After you have configured the new margin settings, you can click the Default button at the bottom of the dialog box. This will update the margin settings in the template from which the document is based.

Alternatively, you have the option of only changing the margins for specific text within a document. Select the appropriate text and then open the Page Setup dialog box. After you have altered the margin settings, use the drop down arrow under Apply to and click Selected text.

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month.  
<reviewseditor@spcug.org>





# Buying a mouse - more important than you might think

Practicing the Black Art

## Vinny La Bash , Sarasota PC User Group

Vinny (SPCUG President in 1996-97-98) is a retired IBM'er and teaches computer part time at the Sarasota Vocational Technical Institute. <labash@spcug.org>

The average computer user recognizes how important the mouse is to getting things done. Mice have been part of the compute scene for over twenty years and with rare exceptions are simple devices to operate and control. That doesn't mean that people who use them are necessarily familiar with all their features and functions. That's not as bad as it may sound. Most automobile drivers don't have a clue how the internal combustion engine inside their auto engines works. Yet they usually manage to drive from one place to another without incident.

Selecting a mouse is much simpler than choosing an automobile, but there are things you should know before laying out money for a device that if not properly designed, may result not only in poor computer performance, but may cause you injury.

The mouse may be the most common of the tracking technologies used in modern computers, but it is not the only one. There are trackballs, touch pads, and for ThinkPad users, track points. They all have their advantages and drawbacks. We will focus on the mouse.

Mechanical mice, those with the rolling balls on the underside, are obsolete. They have a tendency to gather debris on the underside, and require cleaning. Moving parts are their most serious weak spot because they will break down sooner than devices that rely on other technologies. Newer optical mice suffer no such defects. They generate a beam of light that combines with an optical sensor providing a screen pointer that is well suited for meticulous graphics or serious game playing. No moving parts mean less maintenance and lighter weight. Optical mice will work on any smooth surface; a mouse pad is unnecessary.



*Continued on page 31*

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Look for a mouse with a USB connection. It will probably be difficult to buy a mouse that does not have this type of connection today. Make sure it is compatible with USB 2. The mouse is not considered a high speed device so this caution may be unnecessary.

You may want a wireless mouse for no other reason than to reduce desktop clutter. There are many generic wireless mice on the market that will perform adequately, but doing this on the cheap comes with a price. You will have a mouse that requires AAA batteries. Save your pennies and get one with an integrated rechargeable battery. High end wireless mice include receivers that double as battery chargers, so your mouse will never suddenly expire in the middle of an important project.

Most rodents on the market today feature at least two buttons and a scroll wheel. The right button is used mainly for bringing up menus or lists of options. The left hand button activates functions or commands. The scroll wheel, as its name implies, is used to scroll up and down screens. Sometimes the wheel can function as a third button activating instructions. Advanced scroll wheel functions allow left to right scrolling which can be very useful in wide spreadsheets or large graphics. Used in conjunction with the keyboard, the scroll wheel can zoom in and out of some applications, and can be used to make text appear larger.

Mice do not come in a one-size-fits-all product. Enlightened companies such as Logitech manufacture mice that are specifically contoured to fit a wide variety of hand sizes. Logitech was among the very first companies to recognize that different sized people have different sized hands. Choose a mouse that is ergonomically designed to fit your individual hand size. This will go a long way to reduce the probability of developing carpal tunnel syndrome or some other crippling ailment.

A mouse is a simple device by computer standards, yet it seldom gets the attention it deserves. Take the time to find a good ergonomically designed mouse that suits the physical characteristics of your hand along with suitable options for your personal computing preferences. Productivity and good health are not mutually exclusive.

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# Tech Issue: OS, Vista and Tweaks



## 2007 What/Who Wins in 2008? Chaos

By Andy Marken, Marken Communicaitons,  
www.markencom.com, andy@markencom.com

The fun of analyzing the past 12 months is...it's easy! But forecasting 2008 requires separating dreams from reality...early adopters from mass market. For the early adopters the home entertainment network is here. The converged mobile content/communications device is here. Content when you want it, where you want it, how you want it is here.

For the mass market...it's an awkward transitional period.

2007's Time Magazine's Person of the year was ... You. The yous of the world are connected and have the choice of an almost limitless variety of online content – written, photo, music, video.

Personal content is gaining momentum. The long tail of entertainment is moving more rapidly than Chris Anderson envisioned when he wrote his first book.

The entertainment shift is making micromarket segmentation more important to manufacturers and suppliers.

Consumer advocacy/protection groups historically viewed Microsoft as the big evil one located in Redmond, WA but with tentacles around the globe. Ironically, we don't view the kind, fun-loving kids of Google in the same manner even though they touch almost everyone on the earth in one way or another multiple times...every day.

They've helped us get over concerns of privacy. In just a few minutes you can find out almost anything/everything you want to know about any company, any individual. Get over it !

To help even more they are going to make a move to build out the communications infrastructure and they'll begin offering location tracking "services" all just to help...you!

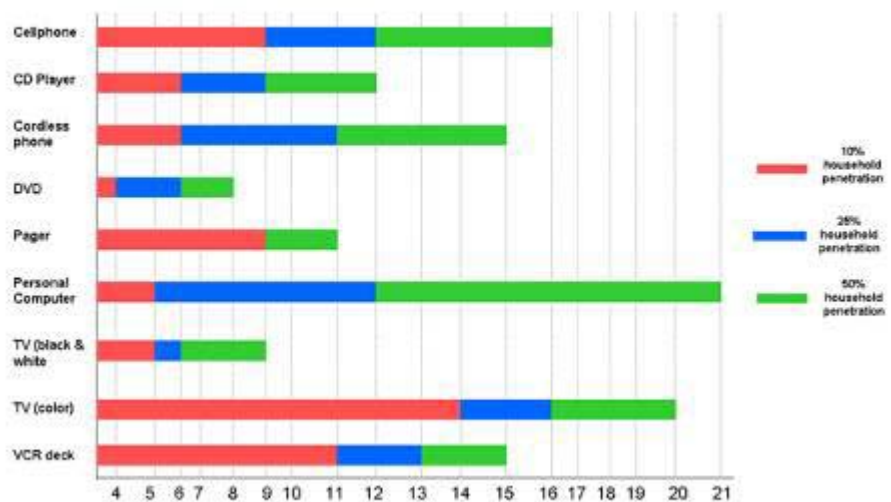
But how can you consider any of the Googliters activities/efforts could ever be used for evil when they have vowed they will do everything in their power to regreen the planet?

### Jostling for Their Futures

While mobile device convergence got off to a rocky start this past year as bandwidth providers, content owners, portal services and manufacturers tried to determine exactly how they were going to get their unfair share of the consumer's dollar.

This could be a long, bloody battle because it will determine the shape and future for each segment well into the 22nd century.

**Years for Consumer Electronic Devices to Reach U.S. Penetration**



Source: CEA

*Continued on page 33*



The initial devices in an awkward manner let you use them to place/receive calls, watch TV/video, listen to music, track your location and handle your IM/email communications they moving target first generation products. We will see three to four generations of new products in 2008 as producers focus on key issues:

- Significant improvements in ease of use
- Flexibility in allowing users to customize applications to suit themselves
- Managing the bloating storage issues

With the explosion of content on the iNet we're seeing a dramatic increase in the demand for higher bandwidth.

Legacy applications like email and simple web browsing required relatively little bandwidth.

The three-minute call was easily handled by landline and thru-the-air phone services. But add the expectations of flawless HighDef and future Ultra HD content and video on demand and we will be faced with two options that only the bandwidth providers want to consider:

- Dramatic investment in bandwidth infrastructure (higher rates to pay for the expansion)
- Tiered services and payment schemes to support managed QoS service provisions
- Year of Storage
- Because of the glut and demand for content, Time Magazine's person of the year for 2008 will undoubtedly be...Storage !
- Storage for the home.
- Storage for the mobile device.
- Storage for the personal stuff.

While everyone still has closets, drawers, storage sites stashed with dusty analog content; the cost and work of bringing it into the digital era is more than anyone wants to contemplate.

But today's stuff is a different matter!

The new product, new technology buzz of solutions for the home is just beginning this year and it will have a ways to go before it reaches mass market. A few manufacturers like HP are delivering first generation home network storage solutions that kinda work with and for the customer rather than in their own engineered manner.

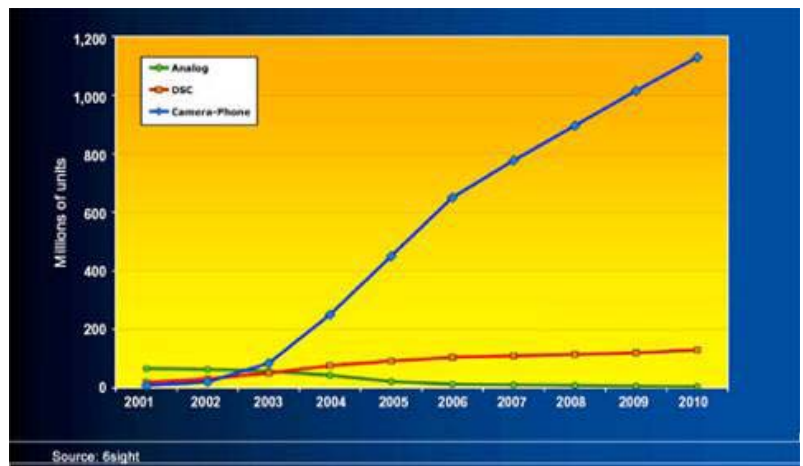
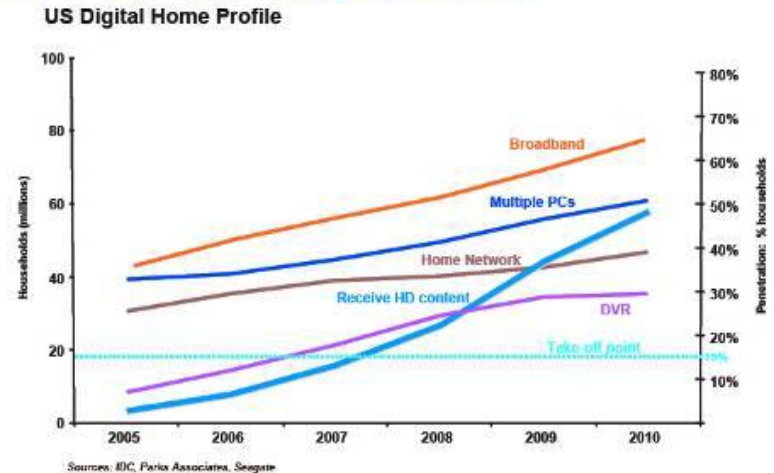
True, you can:

- Network them
- Move content from one system to another
- Back up the stuff locally and remotely

But none of it is yet easy, natural which is required for mass market implementation. The industry over the next several years will be focusing on:

- Increasingly delivering on the promises of UPnP

## Rich Content, Multiple Devices



*Continued on page 34*

- Providing self-diagnostic, self-healing storage devices
- Delivering more intelligence on deterring when content needs to be moved from one system to the home storage device and when the content needs to be archived/protected offsite

That's a heavy workload and will still require evolutionary consumer adoption until we reach a point where use is just too easy, too logical, too economic not to use.

In the meantime, 2008 - 2010 will be a great period for storage device, media, solution providers – hard drive, flash, optical.

#### Graphic 7

People will still be comfortable in storing and sharing digital files on blank media. CD media sales have been flat to slightly down this past year. DVD media sales have probably reached their peak. Once we see more BD/HD DVD burners hit homes/offices we'll see the recordable media format sales increase because it is a logical extension, an evolutionary step in storage for consumers.

A DVD burner – which stores content on both CD and DVD – lasts five plus years before it needs to be replaced. That replacement price today is well under \$50 today. The media costs virtually nothing. People “know” their content is archived.

While the save-and-sneakernet product market will remain stable, the hard drive/flash market will grow significantly this coming year.

#### Home Storage

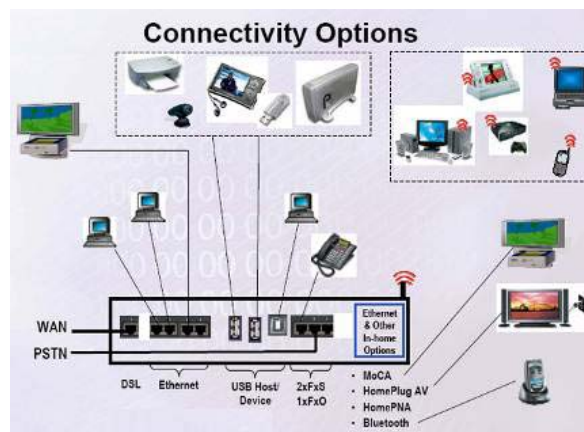
By the end of 2008, 1TB/2TB home servers will become normal.

250GB storage in notebook and desktop systems will become standard.

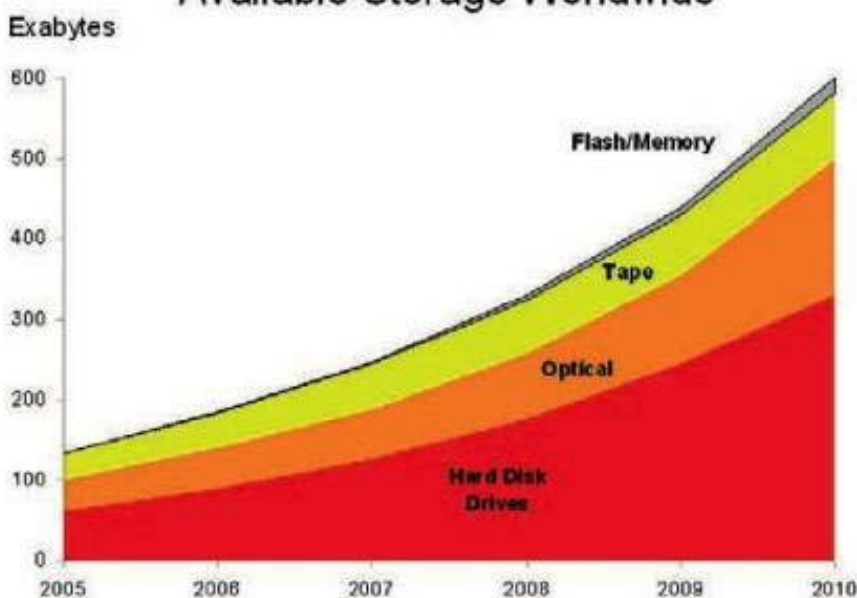
80GB mobile devices will be “expected” as we use them to carry our music, photos, video, web shows, TV fare.

The biggest winner in this HD space will be the one who does more than just offers higher capacity, cheaper bit buckets.

The edge will go to the producer who can deliver diagnostic and health maintenance intelligence, not the one who can simply squeeze more data on a single platter.



### Available Storage Worldwide



*Continued on page 35*

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## Mobile Play

Flash technology which is working to find a home in lighter, more power efficient notebooks will be a niche solution in 2008. Advertised and wished for performance probably won't be achieved for 2-3 technology generations. Even with the early adopters SSD units in notebooks will be a "bragging rights" niche product until at least 2009.

But there is still an almost insatiable demand for flash based solutions.

In the coming year, "everyone" will have a couple of 8-12GB USB drives, 4-5 8-16 SD cards for their cameras, a couple of 16-24GB cards for their camcorder and 3-4 4-8GB cards for their cellphone.

Of all of the storage applications, we believe the mobile phone usage will be the most exciting and the most aggressive.

Now that the cellular services of Americas have come to realize they are service providers, not device sellers we should see a rapid succession of new mobile phones both here and abroad that will make life on-the-go easier and more satisfying.

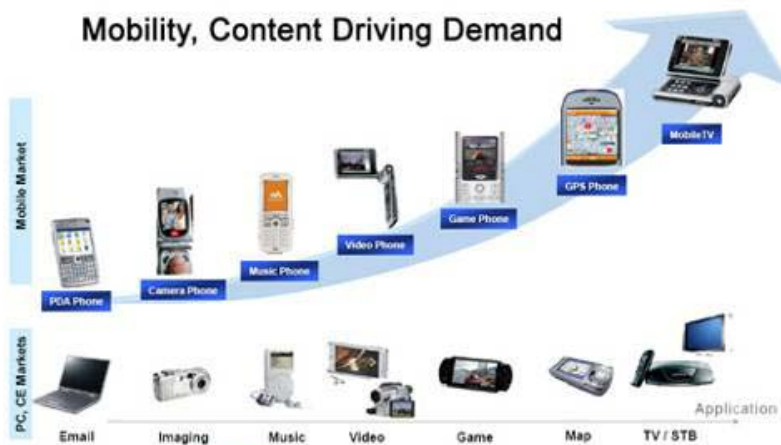
It's also more logical for the phone producers.

If you scan the BOM (bill of materials) of a 4GB cellphone with 5MP camera and 2-3 in screen, one of the most expensive components has got to be ...storage.

Remove storage from the equation, offering the consumer with "virtual storage" options and other software-ready features like music/video download, GPS, 3D screen and suddenly you have an economic device you can enjoy for years...yeah right!

Handset manufacturers will be delivering a more feature-rich, more economic and more flexible device to the manufacturer and will place the onus to deliver low-cost, rugged capacity where it belongs...at the flash producers' front door.

At home and away the demand is going to be connected to/using your content in new and different ways. Simplifying the process and making it cheaper, more reliable, more flexible is going to make it easier to kiss fixed providers goodbye ...like the cable guy!



## Computer Buffet With Dr. Herb Goldstein



### CRAWLER WEATHER

This tool provides current weather conditions for cities that you specify. Temperatures, severe weather, precipitation, aviation weather, and marine forecasts are available for the continental U.S. A Health & Outdoors feature gives you UV index data for the continental U.S., plus links to Web sites offering air quality, pollen, and snow information. Other features link to Web sites that provide travel booking and traffic information.

Note, however, that most information provided is limited to the U.S. only. [www.crawler.com/products/](http://www.crawler.com/products/)

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month. [<reviewseditor@spcug.org>](mailto:reviewseditor@spcug.org)



## Computer Buffet

With Dr. Herb Goldstein



### MICROSOFT DROPS DIGITAL IMAGE SUITE

What is DIS, you might ask. Well, that's part of the problem. Although it was a decent little photo organizing/editing program, Microsoft's Digital Image Suite never gained widespread popularity. Now DIS stands for DIScontinued, as Microsoft announced recently that they will no longer make the software since many of its functions are now included in the operating system. If you use DIS, though, don't despair. The product will still be supported through April 30, 2010 and you can even still buy it while supplies last.

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month. <reviewseditor@spcug.org>

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# Using Imaging Software For Backup

by **Brian K. Lewis, Ph.D.**, Member of the Sarasota Personal Computer Users Group, Inc., FL, [www.spcug.org](http://www.spcug.org), [bwsail@yahoo.com](mailto:bwsail@yahoo.com)

**T**here are many hard drive backup programs on the market that tell you that they can make an "image" of your hard drive. This allows you to restore your programs and data in case of a hard drive crash. They also will transfer everything on your hard drive to a new drive. Among these backup programs are well-known names such as Symantec Ghost, Acronis True Image, R-Drive Image, Image for Windows, Paragon Drive Backup and a host of free imaging applications. In terms of making a complete backup of your hard drive (operating system, applications and data), they are very successful. However, what happens when your hard drive crashes or you decide you want a new computer? Will these applications solve the problem of restoring your applications and data quickly and easily? Let's look at the generic methods they use for these situations.

Basically each of these programs makes a "bit-map" copy of your hard drive that is usually compressed and may be encrypted. This, I'm sure, is a statement that needs some explanation. First, the words "bit-map." Everything stored on your hard drive is encoded in the binary computer language. This language is composed of 1's and 0's only. This limitation is imposed by the electromagnetic character of hard drives as well as the "pits and hills" of optical media. So a "bit" is one character, a one or a zero. A computer word is a "byte" which is composed of eight "bits." The imaging software is examining every bit on your hard drive and copying it to the backup media. In order to save space, the bit-map is compressed before it is written to the backup site. The method of compression varies with the software used. Sometimes, the compressed file may be written in a proprietary format that can be read only by the specific application that originated the backup. In other words, Ghost's image file can't be read by any program other than Ghost.

So now we have a bit-map image of our hard drive on whatever we chose for the backup media. In my case I use external hard drives. If I were to store the backup on a partition of my original drive and that drive failed - I would lose the backup. So store it somewhere else if you ever expect to need it.

What does this image file contain? It has the entire contents of your hard drive. That means operating system files, including the Windows Registry, all of your software applications and all of your data. It also has all of the hardware driver information that Windows needs that relates to your hardware. That includes drivers for your motherboard and processor, network card, USB ports, printers, scanners, video cams, etc. This is a very important point, especially if you want to clone your drive to a new computer. More about that later.

Since an image file contains a complete copy of your hard drive it can be very useful in restoring individual files. It can also be used to restore an entire hard drive in case of a drive failure. There are several methods available for this process. Some image file programs allow you to create a bootable disk (floppy or CD-ROM). When the computer is booted from this disk, it will install the image file program and can then be used to restore all the files on the backup. This includes the operating system files. In other cases you have to first install the operating system and then the image file program before you can restore the rest of the files. In both cases, it is not necessary to reactivate Windows as changing the hard drive is not enough of a change to cause Windows to demand that you go through reactivation.

*Continued on page 38*



Imaging  
software

Microsoft instituted a copy protection process called "activation" with the release of Windows XP. This has been continued with Vista. The activation of Windows plays a very important role in any situation where hardware changes are made to your computer.

If you have a brand name system that you did not have to activate it only means that the manufacturer pre-activated it for you. In the activation process, a small file is placed on your hard drive, and sent to Microsoft, that contains the information related to these ten items:

Display Adapter

SCSI Adapter

IDE Adapter (effectively the motherboard)

Network Adapter (NIC) and its MAC Address

RAM Amount Range (i.e., 0-64mb, 64-128mb, etc.)

Processor Type

Processor Serial Number

Hard Drive Device

Hard Drive Volume Serial Number (VSN)

CD-ROM / CD-RW / DVD-ROM

This file contains a number based on the identification of the first item in every category. The file also contains the complete product key for your Windows installation. Every time your computer boots, this hardware is checked to determine if any changes have occurred. You can make changes to your hardware. However, "substantial" changes will result in a notice that you have to reactivate Windows.

The XPinfo software, whose name is shown at the top of Figure 1, can read your activation file and compare it to the reported hardware. The report for my computer shows that none of the hardware has changed since the last activation. Also, in the figure you will notice that there are eight checked items out of ten. Should the figure drop below seven unchanged or never installed items, Windows would have to be reactivated. The interesting point is that the NIC or internet card carries three votes. Changing this card to a motherboard with a built-in NIC might put you on the way to reactivating Windows.

Suppose that you decide to move your hard drive to a new computer or you want to "clone" your old drive to a new drive in a new computer. Your hardware will have made a substantial change and it will be necessary for you reactivate Windows. But that is not the only catch in this situation. If you restore the entire image file to the new computer or simply clone the hard drive, the Windows Registry from your old computer will not have the correct hardware information. It may or may not boot. If it does boot you will receive warning after warning that files are missing. There will also be requests for driver disks for the new hardware. So when you move to a new computer, the only files in your image backup that can be used without difficulty are the data files. Even the applications that were running successfully on your old computer will really have to be reinstalled on the new computer. This is because the Registry not only stores hardware information, it also has all the information on the location of all files required to run your applications. Although you might think that the .exe file is all that is needed to run an application, you would be surprised at the number of subsidiary files that are required. Sometime, do a search of your computer for files with a .dll suffix. These are the library files that are required by applications running under Windows. These files are also shared by many different applications at the same time. There are hundreds of library files on any Windows computer. They make up a large part of the more than 2 GB of files in the Windows folder.

As long as you use the image file backup to restore files or hard drives in your original computer, it will work beautifully. The problems arise when you want to upgrade to a new system. Then, the image file is less useful.

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# The Computer Corner – Spring Clean Your Computer

By Joe Shipley, Treasurer, Phoenix PCUG, Arizona,  
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While you're cleaning everything else around your home and office at this time of year, don't forget to clean your computer. There is truth to the saying, "A clean computer is a happy computer."

With the time we spend creating and working on our systems, we should do all we can to keep them running smoothly and give them long, healthy lives. So here are some things we can all do to prolong the lives of our systems. As a cautionary note: backup all your important items before doing any maintenance on your system. If you don't feel comfortable opening your system or editing the Registry, then don't do it! But what I intend to discuss here is not rocket science. These items are the same ones I perform when I clean my clients' systems.

## Blow the Dust Out!

Dust is your computer's enemy! So get rid of it. The electronic components in a system generate heat. Heat is bad for a system. The more dust in a machine, the hotter it will run. When motherboard components get overheated, they "take a powder" and just shut themselves off until they can cool down. By keeping the insides clean your system will run cooler, thus letting it run longer.

Most generic systems have 4 to 6 screws that hold the case cover on. If you have a Dell, HP, Compaq, Gateway or other major brand system, look in the owner's manual or online to find out how to open your case. By removing the sides of the computer you'll gain access to its guts which is where the cleaning can be done. I use a small hand-held vacuum to suck up the dust balls. I use the crevice tool, that's not the one with the brush. You can also use canned air or air from a compressor to blow the dirt out. Be careful not to bump or touch any components on the motherboard while cleaning. Keeping one hand on the metal case while you clean should discharge any static electricity that might have built up.

With the vacuum, don't forget to suck out the dust that has accumulated in the power supply. There are usually vents on the side opposite the circular fan. I vacuum out from both the fan-side and the vent side. Note: if you are blowing rather than vacuuming, don't blow air into the floppy drive or cdrom/dvd units. Unless they are filthy and already don't work, you don't want to risk getting dust on the optics inside. And remember, blowing air into a computer really just moves the dust from the computer to somewhere else! I suggest you do it outside, if possible.

If you have a mouse that has a ball, think about getting a mouse that uses laser light instead. But if you want to clean the mouse, open it up, wash the ball with warm, soapy water, and gently scrape the gunk off the three rollers inside. Your mouse will act like new after a good cleaning.

*Continued on page 41*



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**Computer Buffet***With Dr. Herb Goldstein***GETBYMAIL**

With GetByMail, you can stay at home and have access to your office computer and vice versa simply through your e-mail accounts. You can get remote directory listings and tree view, download/upload files and directories, perform change dir, make dir, rename and delete operations, capture remote computer desktop screens, run remote applications, shut down, reboot, and log off the remote computer. During download/upload operations files and directories are automatically compressed and split into small pieces to assure reliable transmission.

GetByMail supports command line interpreter for some commands sent to remote PC from any e-mail client or Web mail application. It is an excellent solution if you want to share files with people who do not have access to FTP, P2P, or are behind firewalls. Web mail (POP3/IMAP/SMTP) and MS Exchange Server e-mail configurations are supported. GetByMail supports SSL connections over POP3/IMAP/SMTP protocols and is compatible with Gmail service.

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month. <reviewseditor@spcug.org>



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You can also vacuum your keyboard. You'd be amazed at how much junk you'll find if you just turn it over and shake it up a bit. I have even gone so far as to wash the keyboard to get rid of spilled soda. An hour or two in the Phoenix sun and the keyboard is ready to go!

### Cleaning the Software

Before running software cleaners such as Ad-aware, Spybot Search & Destroy and a good antivirus program (I like the free AVG), it makes sense to delete unneeded files and programs. Might as well not clean any more than you have to! This might be the time to use System Restore to create a Restore Point before you eliminate something you shouldn't. Better safe than sorry.

In the Documents and Settings area, look for the Local Settings folder for each user. If you can't find it, you may need to turn on the "Show Hidden Files and Folders" option on your system. To do this, open up Explorer, from the menu bar at the top go to Tools-Folder Options-View-Show Hidden Files and Folders.

Under Local Settings, I delete everything in the Temp folder. I also delete everything in the Temporary Internet Files folder also. Once that's done, I go to the Windows folder, and delete everything in the TEMP folder. Caution: some of you create your own Temp folders into which you may put things you might not want to delete. Check that out before doing a mass deletion.

### Open the Registry

Again, if you're not comfortable editing the Registry, don't. You can back up the Registry (entirely or just specific keys) before proceeding. I mention this item in order to delete the "Compress Old Files" key before proceeding to the next step. You can either search for this key using the Find feature, or go to: HKEY\_Local\_Machine\Software\Microsoft\Windows\CurrentVersion\Explorer\VolumeCaches.

The second key down should be the CompressOldFiles key, if it hasn't already been removed. If it's there, RIGHT click on it and delete it. You don't need it. Close the Registry and proceed.

### Clean Up Drive

To clean up your drive further, go to My Computer. For each hard drive, RIGHT click on the drive, left click on Properties, and then click on Disk Cleanup. If you didn't remove the CompressOldFiles key earlier, it may take a long time before the system responds. If you did, shortly you'll see files which may be deleted from your system so you can recover space. After cleaning these up you may see an increase in available disk space.

### Clean Up Internet Explorer and Firefox

One of the easiest things you can do to keep your computer clean is to get rid of Temporary Internet Files that are stored on your computer. Here's how to do this for immediate relief:

#### Internet Explorer - delete Temporary Internet Files:

1. Open Internet Explorer.
2. Select the Tools menu.
3. Select Internet Options.
4. Select the General tab.
5. In the Temporary Internet Files section, click the Delete Files button.
6. Do not check the clear Offline Content box. Click Ok.
7. Click Ok to close the Tools window.

#### FireFox (Mozilla) - clear browser cache

1. Open FireFox (Mozilla).
2. Click the Tools menu.
3. Click Options.
4. Click Privacy.
5. Click the Clear button for Cache.

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ing repairs

*Continued on page 42*



If you use Internet Explorer, go to Tools-Internet Options-Advanced and almost at the end, put a check mark in the box that says “Empty Temporary Internet Files folder when Browser is closed” and IE will automatically delete the files when you close the browser.

### Add/Remove Programs

In the Control Panel, you can add and remove programs you no longer need or use. If you are not sure, Google the program in question and then decide. You might want to opt to leave in any program you are not sure about. But if you still have games or programs you have not used in years, toolbars you don’t want or need, or other items of no significance to you, clear them out. As I’ve said before, Google first, then if you’re still not sure, leave them in. Often programs will have their own Uninstall feature. If you decide to remove a program, first go to Start-Programs and find the menu item of the program you want to delete. If it is there, check to see if there is an Uninstall menu choice and if so, I’d start with that before using the Add/Remove programs feature.

### Spybot Search & Destroy and Ad-Aware

These are two FREE programs that do a great job cleaning up malware, spies, and other things that slow your system down. You can find them on the Internet at [www.download.com](http://www.download.com), or just Google them. After installing them, make sure you use the update feature before doing a scan. These programs are updated almost daily, so it pays to take advantage of the latest updates.

### Get Rid of the Language Bar

Control Panel, Regional Settings, Languages, Details, Languages, Uncheck the “Show Language Bar” box to get rid of the Language Bar at the bottom of your screen. If you use the Language Bar, by all means don’t get rid of it.

### Keep Your Antivirus Updated!

Whichever AV program you use, if it is not updated you’re not getting full protection! Security suites slow systems down! I don’t use them. Google “AVG Free” to get a free antivirus that does a good job, and then configure it to have it updated and run it daily.

### Task Manager

Quite often slow performance is directly related to the programs that are running. RIGHT click on the Taskbar to open and look at duplicate program entries under Processes – click on the title of the Processes tab to sort alphabetically. If you see multiple instances of the same program running, for example, outlook.exe, odds are you’re having some kind of problem. If you’re not sure about what a process is, Google it to find out or leave it alone. If you click on the CPU tab twice, you’ll see which programs are using the most memory. Find the memory hogs, check them at Google, and then begin to end processes you don’t need. If a process is critical, Windows won’t let you close it.

### MSCONFIG

Go to Start – Run and type in “msconfig” (don’t type the quotes) and click on “OK” and look in the Startup and Services areas to check to see what programs might not need to start. If you know they are not needed, uncheck them. If you have a problem after restarting, then re-check them. If you’re uncertain . . . Google the file names and learn about them.

### Defrag Your System Regularly

Go to <http://www.auslogics.com/en/software> to find free software to defrag your hard drives. I recommend defragging at least monthly to keep your system running smoothly. This is a nice program, FREE, and it’s pleasant to watch. Keeping your hard drives defragmented will add life to your system and speed up performance when saving and retrieving files.

The suggestions above are based upon a system running Windows XP Pro. With Vista things may be in different places. The operation should be very similar, however, so doing a search in the Help & Support area may provide the answers you’re looking for.

For a PowerPoint slide presentation with screen shots of locations referred to in this article, please visit <http://www.phoenixpcug.org/articles> and look for the link.

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# Windows XP

## Power Management

by Lynn Page, Editor, Crystal River Users Group, Florida,  
www.crug.com, newsletter@crug.com

If you use a laptop you know the problem of running down the battery before you finish up. But configuring power management can also reduce electrical usage on your desktop computer.

### Power Options

By using Power Options, you can reduce the power consumption of your computer devices or the entire system. Choose a Windows power scheme or create your own. You can even adjust the individual settings in a power scheme.

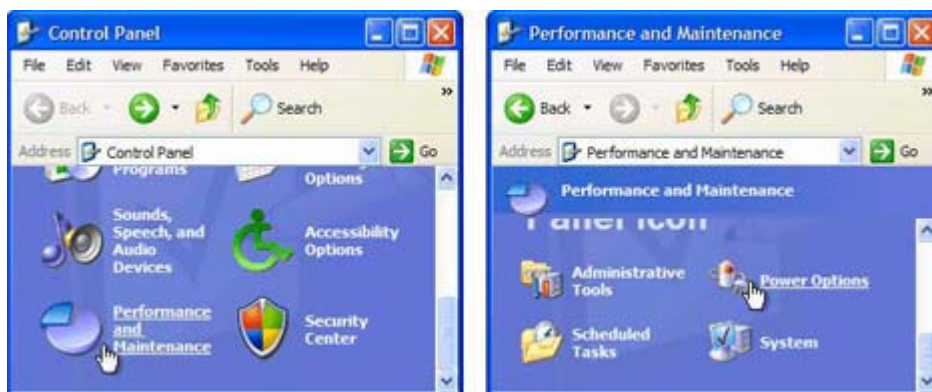
Turn off your monitor and hard disks automatically to save power.

Put the computer on standby when idle. While on standby, the system switches to a low-power state where devices, like the monitor and hard disks, turn off and the computer uses less power. When you use the computer again, it comes out of standby quickly, and your desktop is restored exactly as you left it. Standby doesn't save to disk, so a power failure while on Standby can cause loss of unsaved data.

Put your computer in hibernation. The hibernate feature saves everything in memory on disk, turns off the monitor and hard disk, and then turns off the computer. When restarted the computer restores the desktop as you left it. It takes longer for the computer to come out of hibernation than out of standby.

### Configure Power Management

To configure power management log on as an administrator, open Control Panel from the Start menu and click Performance and Maintenance. Then click Power Options in the Performance and Maintenance box.



In the Power Options Properties dialog box, select the Power Schemes tab. A power Power Options Properties Graphic scheme is a predefined collection of power options. Select the power scheme that most closely matches how you use your computer in the Power schemes drop down menu. The power settings change depending on the power scheme chosen.

The power options available depend on the specific hardware in your computer system. Preset time settings appear in the Turn off monitor and Turn off hard disks lists on the Power Schemes tab. Change these settings by clicking the arrow and clicking the desired time.

After tailoring a power scheme click Save As and type a name to save your personal scheme.

*Continued on page 44*

## Standby

To automatically put the computer on standby set the time settings displayed in System standby. To turn off your monitor before your computer goes on standby, select a time in Turn off monitor. To turn off your hard disk before your computer goes on standby, select a time in Turn off hard disks.

If you're using a laptop computer, you can specify one setting for battery power and a different one for AC power.

On the Advanced tab, you can adjust how the power buttons function. With a laptop/notebook computer, you have settings for closing the lid of the computer and pressing the sleep button. To manually put your computer on standby on the Advanced tab, under When I press the power button on my computer, click Standby. If you are using a portable computer, click Standby under When I close the lid of my portable computer.

## Hibernation

Hibernation is a state in which the computer shuts down to save power but first saves everything in memory on the hard disk. When restarted computer, the desktop is restored.

To automatically put your computer into hibernation select the Hibernate tab, select the Enable hibernate support check box, and click Apply. Then on the Power Schemes tab select a time period in System hibernates.

To manually put your computer into hibernation on the Hibernate tab select the Enable hibernate support check box. Click Start, and then Turn Off Computer. In the Turn Off Computer dialog box, click Hibernate.

## Laptop Low Battery Warning

Set Power Options to for a warning alarm when the level of battery reserve power falls below the levels defined as low or critical. You can easily change the battery level at which the alarm or message is activated.

To set a warning alarm select the Alarms tab in Power Options. Specify the settings in Low battery alarm and Critical battery alarm by dragging the sliders. Then click Alarm Action to select the type of alarm notification.



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# Hasta la Vista - Customize Your Data Locations

by **Lee Reynolds**, a member of the Broward Personal Computer Association, Florida, [www.bpca.com](http://www.bpca.com),  
[LeeTutor@earthlink.net](mailto:LeeTutor@earthlink.net)

I'm told the literal meaning of "hasta la vista" in Spanish is "until the seeing." Or maybe a more adequate translation is "see you later". But in this column, I'm using that phrase to invite you to take a look at Microsoft's latest version of Windows: Vista. If you take a look at the new Vista Start Menu, one change from Windows XP you will see is that there is a link at the top of it which is your account name. If you click on that, you will open up a Windows Explorer window, which shows all your user folders, such as:

Documents, Music, Pictures, Desktop, Favorites, Etc..

In Details view, this is handy since one column shows the Folder path for each of these.

Most of the folders will be on your boot drive (normally, C:) in this path:

C:\Users\<AccountName>, where <AccountName>, of course, is your account name.

There are several entries in this list which have the little "shortcut" arrow in their icons, for example:

Application Data, Cookies, Local Settings, My Documents, Recent, Send To, Start Menu, Templates

If you click on any of these shortcuts, except Recent, you will immediately be presented with an error message: "<folder path> is not accessible Access is denied", then you have to click the OK button to dismiss the message.

All of those shortcuts are there for compatibility reasons, in order for the system to be able to access certain locations that were used in Windows XP. The actual path of each of those locations has changed in Windows Vista. For example, the folder that was accessed in this way in Windows XP C:\Documents and Settings\<AccountName>\My Documents is now here in Vista:

C:\Users\<AccountName>\Documents.

## Backup and Partitioning

I like to backup my entire system periodically with a drive image program from Acronis called True Image. However, I also like to try and keep most of my data separate from the program files and windows system files making up the boot drive.

I took advantage of the built-in drive partitioning software of Vista (more about this in another article), in order to create several other partitions on my C: drive, and one of these is reserved for storing the contents of such folders as Documents, Favorites, Music, and Pictures. (I did something similar for an old computer using Windows XP.)

This not only reduces the size of the backup image of my boot drive, it also makes it much easier to backup my rapidly changing data to CD-RWs or DVD-RWs. In Windows XP, in order to move the data locations to another partition, I was forced, in some cases, to edit the registry. In Windows Vista, this is no longer necessary.

There is a Windows user interface to change folder locations of your user account profile. Just right click on your Documents folder, for example: Select Properties from the context menu, and then you will see a new tab in the folder properties windows called Location. Click on that tab, and you will now see this message: You can change where files in this folder are stored to another place on this hard drive, another drive, or even another computer on your network.

All you have to do is type in the new location, and click OK. You will then be presented with a message, asking if you want to move all of the files from the old location to the new location, and recommending that you do so, or else you will see two of the designated folders in your profile.



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# Moving on to Vista

by **Neil Stahfest**, Librarian, Tacoma Area PC User Group,  
Washington, [www.tapcug.org](http://www.tapcug.org), [ncstahfest@msn.com](mailto:ncstahfest@msn.com)

As most PC users know, after you've used your computer for a while the data on your hard drive starts to get fragmented. This affects your computer's performance and causes programs to run more slowly. With Windows XP, as well as all previous versions, you had three ways to defragment your hard drive. You could do it manually (click Start --> All Programs --> Accessories --> System Tools --> Disk Defragmenter). You could do it manually (click Start --> All Programs --> Accessories --> System Tools --> Disk Cleanup). Or you could create a scheduled task to do it for you automatically (click Start --> All Programs --> Accessories --> System Tools --> Scheduled Task and then click on "Add Scheduled Task" and follow the wizard instructions).

Windows Vista automatically defragments your hard disk for you. Not only does it defragment your hard disk, but it does it in background mode. This allows you to do other things on your computer while the defragmenting program is being run. The downside of this is that programs will run more slowly while the defragmenting process goes on. On the other hand, because automatic defragmenting runs fairly frequently it should not take too long to complete.

Of course you still have the ability to defragment manually. Right-click on the "Computer" icon on your desktop and select properties. In the window that appears, click on "Performance" (lower left corner), then "Advanced Tools" (upper left corner) and then "Open Disk Defragmenter". Notice that at this point you have the options of scheduling when the defragmenter runs or running it immediately. At this point Vista will defragment ALL hard drives that it finds on your computer. Previous versions of Windows allow you to select which hard drive to defragment. Windows Vista SP1 (when it is released) is supposed to add this capability to Windows Vista.

While we are on the topic of computer performance, let's go back to the "Performance Information and Tools" screen (right click on the "Computer" icon, click on "Properties" and click on "Performance" in the lower left corner of the screen). Note that this screen provides you with some general information about the performance of your computer. It numerically scores processor, memory, graphics and hard disk performance. You'll find links on this screen that explain what the numbers mean and how to improve your computer's performance. Many of the suggestions do not require changes to your hardware but recommend changes to the programs that you run or do not run.

On the upper left side of the "Performance Information and Tools" screen you'll find a number of tasks which control how your computer performs. If your PC is a laptop, click on "Adjust power settings". On the new screen, examine the "Power Plan". The decision you make here effects the length of time that your laptop will run between battery charges and its speed. Most laptops come configured to balance performance against battery endurance. There are many options available. If you normally operate your laptop plugged into an external power source, you'll want to change the setting to maximize performance.

Before we leave the "Performance Information and Tools" screen, you should also look at "Adjust visual effects" (in the upper left corner under "Tasks"). When you click on this item you'll see three tabs. We are only going to address the "Visual effects" tab for now. The first button, "Let Windows choose what is best for my computer" is probably selected. This gives you the maximized "eye candy" on your computer but may have a negative effect on performance when resource intensive programs are running (i.e. Video editors). Notice that you have additional choices to "Adjust for best appearance" and "Adjust for best performance" as well as a "Custom" button that lets you choose what features to turn on and off. If your computer performance appears to be sluggish, try selecting "Best performance".



# Windows Calendar

by **Lynn Page**, Editor, Crystal River Users Group,  
Florida, [www.crug.com](http://www.crug.com), [newsletter@crug.com](mailto:newsletter@crug.com)

**W**indows Calendar, built into Windows Vista, helps you plan your activities and coordinate your plans with those of others. With Windows calendar you can set up multiple calendars and view a single or multiple calendars at a time. This makes it easy to compare the calendars and look for conflicts in scheduling.

I personally use the calendar in Outlook for my scheduling but if you don't have Office the Windows Calendar is a great planning tool. It is especially useful if you need to handle a variety of different schedules. Set up a calendar for everyone in the family or group. Then use Windows Calendar to integrate them to compare daily activities. I quickly set up the three calendars for display in this combined view.

## Appointments

With Windows Calendar, you can create appointments and set up an alert to remind you when the appointment is approaching. Set Windows Calendar to alert you minutes, hours, or days ahead of time. I set my reminders in Outlook for 2 days notice.

If you attend regular meetings, like the CRUG membership meeting, set up recurring appointments. In Windows Calendar create one appointment and then have the calendar set up a series of similar appointments at the selected intervals.

## Tasks

Windows Calendar includes a personal task list. For each task, describe what is required, set a completion deadline, choose a priority ranking, and then track of your progress right in the calendar. You can set reminders like those for appointments. As a task is completed, simply check it off the list.

## Sharing Calendars

With Windows Calendar, you can set up individual calendars for multiple people. This makes it easy for people using the same computer to coordinate their personal schedules. They can quickly compare information from any or all of the calendars, side-by-side in a single view. Each person can manage their own schedule and view the others' calendars, selectively or all at once.

## Set Up a Calendar

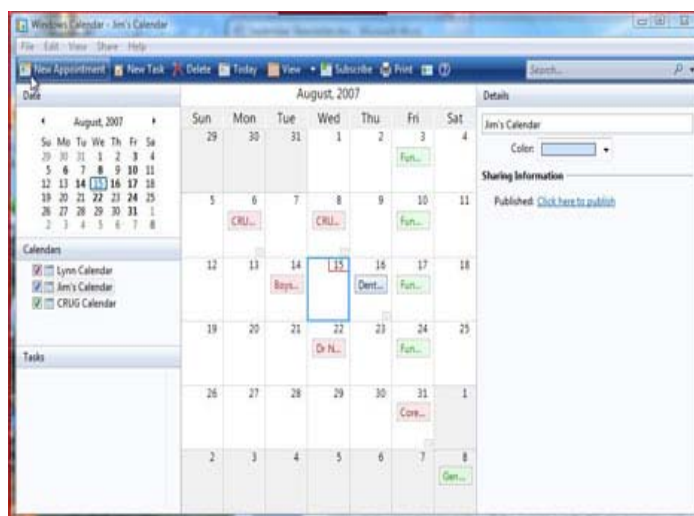
To set up a calendar in Windows Vista click Start and type Calendar in the Start Search box. In the results, click Windows Calendar under Programs to select it. A calendar opens with the name assigned to the computer. You can generate this calendar or in the File drop down menu select New Calendar and start fresh.

In the new calendar type in a name in the Calendars task pane and click Enter. This calendar and any others appear in the Calendars task pane. Clicking to add checks in the boxes next to the calendar lets you see those selected together. In the Details pane, select a color to help identify each calendar.

## Add Appointments and Tasks

Once the calendars are set up you can add appointments and tasks. Click New Appointment or New Task on the toolbar and add the information.

You can even publish your calendar to your web site and send invitations and appointments by email.





# Tweak Your PC to Keep It Running Fast, Feeling Good and Looking Young!

By Lou Torraca, President MOAA Computer User Group,  
HI, [www.the-tug.org](http://www.the-tug.org), [Af06hi@gmail.com](mailto:Af06hi@gmail.com)

Last week, I was explaining to a friend that I am a quick launch toolbar aficionado {:-) What the heck is that he asked. I said I was just referring to the fact I use it instead of the desktop to keep all my shortcuts, actually, lots of shortcuts, at least on my main PC. As we continued to talk about this I found myself explaining a lot of stuff I have done with my PCs and notebook in the past 6 or 8 years! An obvious question came up: "where do you come up with these things?"

At that point I explained I call these "things...tweaks" and they come from dozens and dozens of places including many newsletters, also some regular blogs, newspapers, radio shows, other PC users I talk with and of course, the real biggie, MICROSOFT! Yup, their knowledge base contains millions of tips, solutions and you guessed it...TWEAKS! Our conversation ended with a suggestion that I put some "tweaks" in my column, so what follows are some that I like.

But first, a reminder, whenever you decide to play, experiment, alter, or as I say, "tweak" an otherwise functioning computer, either do a backup first, or at least, set a restore point you can return to if what you do doesn't work out for you. If you don't know how to do that, click on start and then help and support and then choose index and type in system restore.

At the end of this list, I have a couple speed tweaks which I advise should only be used by advanced users, and you will also see I advise again to backup or set a restore point. With that in mind, here is my list.



The area that sits between the start button and the tray (with the clock), on the bottom of your screen, is called the Taskbar.

I think one of the best additions you can make to your Taskbar is the Quick Launch Toolbar. Quick Launch gives you fast access to Internet Explorer and Outlook Express, and it includes a Show Desktop icon. It's really easy to open your Quick Launch Toolbar.

*Continued on page 49*

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Durand C. "Randy" Waters

Right-click the Taskbar, click on Toolbars, and choose Quick Launch. The Quick Launch Toolbar now appears on your Taskbar right next to your Start button. You'll find the Quick Launch Toolbar very useful and to move all the icons you have on your desktop, just drag and drop them on the QL taskbar. You can play around with it and also expand it if need be. After you drag an icon there, you can delete it off your desktop so you have a neat looking space where I put different pictures every week or so. To be really neat, I hide the whole thing so it automatically disappears until I Point at it with my mouse. Right click on start, properties, taskbar and check auto hide.

If you can copy or move things to a folder, keeping information on your computer more organized is easier. Here is how to add copy or move to a folder to Windows Explorer. Open Windows Explorer (not Internet Explorer) by clicking on Start and then on My Documents. Next, click on an empty area of the standard button bar, the one that starts with the Back button. Last, click on customize. In the available toolbar buttons: list, click on copy to and then click on add to add it to the current toolbar buttons list. Click on Close to complete the customization work. Now the next time you click on a file or folder, the Move to and Copy to folder buttons will appear.

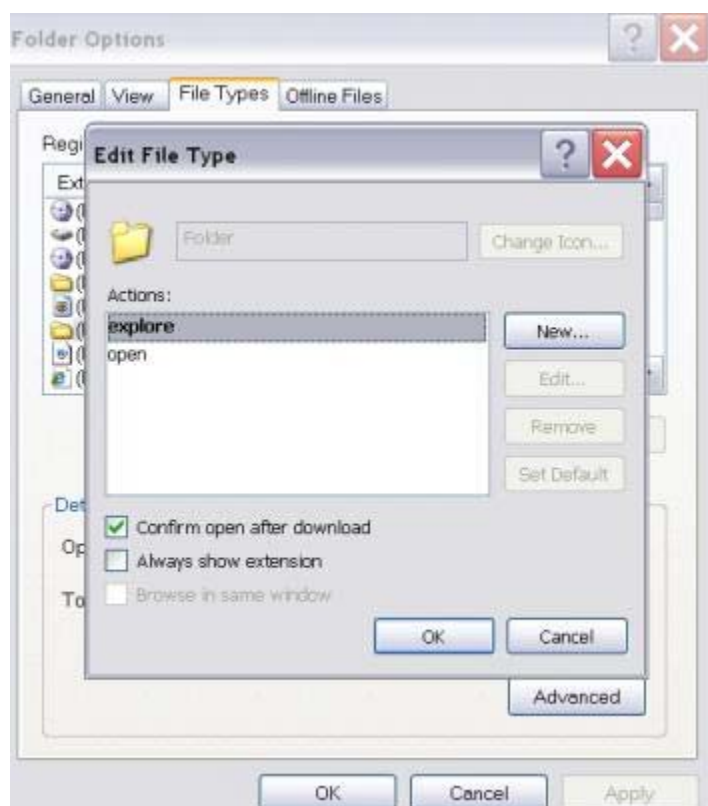
If you ever have the need to copy both files and folders to a CD, as in backing up your important information, here's an easy way to do it. Click on Start, and then click on My Computer. Now right-click on your hard drive (usually drive c:) and click on Explore. Now you have a complete list of the files and folders on that drive. Click on any file or folder, and then, while holding down the Ctrl key, click on any other file or folder you wish to copy to a CD/DVD. When you have finished, click on edit, copy to folder. From the list provided click on the CD/DVD R/W (Read/Write) drive you want to send your selection to, and then click Copy at the bottom of that small window. This will result in a folder with those items waiting to be copied. Put in a CD/DVD and click on write these files to CD to the left.

Windows XP has several utilities programs that manage various aspects of XP. You can run any of these utilities by using them as "run" commands. Click on Start, and then click on Run. In the Open: box, type one of these shortcuts and press the Enter key or click OK. control Opens Control Panel clipbrd Opens Clipboard Viewer notepad Opens simple text editor wordpad Opens Word-like text editor compmgmt.msc Computer management devmgmt.msc Device manager diskmgmt.msc Disk management dfg.msc Disk defrag eventvwr.msc Event viewer fsmgmt.msc Shared folders gpedit.msc Group policies lusrmgr.msc Local users and group perfmon.msc Performance monitor rsop.msc Resultant set of policies secpol.msc Local security settings services.msc Services. (Run shows up when you have classic menu selected.)

I use My Computer, which shows me all of the drives on my computer, like the floppy drive (A:), the Hard Drive (C:), and others that include DVD and CD drives and removable drives, all the time. Having My Computer show a menu of it's items as your mouse pointer touches the My Computer link on the start menu is a quick way to get to what you want. To set this up, right-click on the start button, and then click on properties. Click on the customize button and then open the advanced tab. In the start menu items window, scroll down to my computer, and click next to display as a menu. Now click on OK, and again on OK. (This one is the opposite of the one above in that you need to select start menu instead of classic.)

That little area to the right at the bottom of your desktop can get pretty crowded. One way to get more space is to do away with the clock. You can eliminate the clock by right clicking on any blank section of the Task bar, and then clicking on Properties. On the Taskbar tab, click on the checkmark next to "Show the clock" and finally click OK. You can also check the hide inactive icons box to gain a bit more space.

When you click on Start and open My Computer, you have to right-click on a drive and then click Explore to get the "Explore" view of that drive. If you simply double-click on that drive, you get the drive's contents. The Explore view is better because you can work with folders in the left pane and folder contents in the right pane.



*Continued on page 50*

To have My Computer open the contents of a drive in the Explore view, from within My Computer click on Tools and then on Folder Options. Open the File Types tab and then click on (NONE) Folder, to highlight it. Now click on the Advanced button, make sure Explore is highlighted, and then click the Set Default button. Click OK, and then click Close.

Now when you open a drive in My Computer it will display in the Explore mode.

Your my documents folder in windows XP holds, by default, your documents, the My Pictures folder and the My Music folder. For most of us, the My Documents folder holds everything you use most.

To make the contents of that folder invisible to nosy folks, do this: Click on Start and right-click on My Documents. Now click on Properties, and then open the General tab. Click in the box next to Hidden in the attributes section and click ok. Now click on Apply, Select "Apply changes to this folder, subfolders and files," and click ok.

This is not encryption, it just makes it harder for a casual user to open your private folders. When you want to view all files again, just reverse the process.

Speeding up your PC is always something most of us think about and the following tweaks are intended to do just that for your XP Pro operating system, but beware, these are intended for advanced users and involve using the registry...not recommended for the faint at heart! Before even considering them, do a registry backup- Here's how:

Modification of Windows Registry files, which contain settings and other information Windows needs to operate with is risky if you don't take care. Make a mistake here can cause your PC to stop working. So it makes perfect sense to make a back-up copy of your registry files before you attempt any modifications. Create a batch file to back up your Registry, and then automate the process with an icon on your Desktop.

Click on Start, Run, and then type NOTEPAD. Click OK or press the Enter key. Now you have Notepad open to a blank page. Type "Regedit /E C:\AAAA" (without the quotes) and press the Enter key. Now click on File on the menu bar at the top of the Notepad window, and then click on Save As. In the Save As window, click in the box next to File Name: and type c:\windows\system32\REGBACKUP.BAT. Now click on the down arrow to the right of the Save as type: box and select All

*Continued on page 51*



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Files. Click on the Save button, and close Notepad. To create a shortcut to the registry backup, right-click on the Desktop, click on New and then on Shortcut. At the cursor type `c:\WINDOWS\SYSTEM32\REGBACKUP.BAT` and click on Next. Now type: Registry Backup and click on Finish.

If you want to change the icon for your new shortcut, right-click on it and click Preferences. Click on the Change Icon button, click Ok when the Change Icon window opens, and then double-click on the icon you want to use. Click OK

Another way to be sure you are safe is to backup your complete computer using either True Image (my favorite) or Ghost...both of which completely copy an image of your entire computer. Also, do a system restore point (see the help menu for how to) this may be the quickest way to go back to where you were if you have problems, but if not, the True Image or Ghost backup will do the trick.

Here's a way to make XP even faster, by making sure that Operating System functions stay in memory (RAM), because memory is much faster than your hard disk. Try this: Click on Start, on Run, and then type REGEDIT and click OK or press the Enter. The word REGEDIT is not case-sensitive. Now double-click on HKEY\_LOCAL\_MACHINE. Drill down by opening System\CurrentControlSet\Control\Session Manager\Memory Management. Right-click on the DisablePagingExecutive entry located in the right pane (side) of your screen and select Modify. In the Edit DWORD Value dialog box, type the number "1" (without the quotes) in the Value data field. Click OK and then close the Registry Editor. Finally, make sure you don't have any open programs, and restart your computer so that the change you made can take effect.

Lastly, it seems that our Windows XP computers just get bogged down with stuff we don't want or use. One way to get more performance out of your computer is to disable the "last access/update" feature. The NTFS file system in Windows XP maintains last access/update details for each file and directory on your computer's hard drive. This information is useful sometimes but for most of us, this may not be of much use most of the time. This process takes a lot of resources from your computer, so it may make sense to disable it. Once you have done that, you'll still have access to last modified information for files and folders. Here's what you need to do. Click on Start, Run, and at the prompt type REGEDIT and press the Enter key. Now click to open HKEY\_LOCAL\_MACHINE, and then drill down by clicking on SYSTEM and then on CurrentControlSet, Control and finally on FileSystem. On the right side of the Regedit screen, look for the data key "NtfsDisableLastAccessUpdate."

Double-click on that key and then just set its value to 1. Click OK to save the change and then close the Registry Windows. The next time you boot-up, this change will take place and give you a bit more performance from your Windows XP computer. That's it so...

Not really, but after all that it is probably time to relax and forget the PC for awhile, so be careful out there while you enjoy all the fun things to do with your new toys and on the 'net.

Aloha, Lou



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# Open Source Software – Mostly Free to Use and Modify

## WEBSITES:

[http://en.wikipedia.org/wiki/Open-source\\_software](http://en.wikipedia.org/wiki/Open-source_software)

<http://mashable.com/2007/09/23/open-source>

<http://openoffice.org>

<http://www.mozilla.com/en-US/thunderbird>

Wikipedia defines Open Source Software as, "... computer software which source code is available under a license (or arrangement such as the public domain) that meets the Open source definition. This permits users to use, change, and improve the software, and to redistribute it in modified or unmodified form. It is often developed in a public, collaborative manner." Open Source software has been around in its current context since 1998, and hundreds of titles are available for almost any computing need. As a general rule, Open Source software is free to use, modify, and redistribute as the user sees fit. For this reason it has evolved from products that only a geek could love to software that it widely used in corporate, academic, and home environments. Some Open Source software, such as the comprehensive and free office suite, Open Office, has in some places taken a substantial market share from its pricey commercial competitors with hundreds of millions of users. Much of the Open Source software is now in the mainstream, and is no longer in the exclusive realm of nerds.

Open Source software should be seriously considered as an alternative to commercial software. One website that lists almost 500 categorized Open Source products is online at [mashable.com/2007/09/23/open-source](http://mashable.com/2007/09/23/open-source). This website contains a wealth of resources that are mostly free for the taking. All businesses, and many households, need some type of accounting software, and Open Source is a viable choice. Some of the accounting programs listed provide budgeting help, personal finance assistance, point of sale (POS) applications that work with barcode readers, inventory control, and other fiscal functions.

Many businesses are now dependant on "Customer Relationship Management" software, known in the industry as CRM. About 20 CRM titles are listed on the [mashable.com](http://mashable.com) site listed above. Generally, these titles allow for the recording and utilizing of customer data. One product intended for charitable or religious use, is listed as "CiviCRM - The world's first downloadable constituent relationship management system; fund raising software that allows users to manage information about donors, volunteers, etc." CRM software generally allows for the creation and maintenance of mailing lists, client tracking, project management, and other customer related information.

Many of us would like the opportunity to customize what we see on our Windows desktops, and not be forced to utilize what Bill Gates provides us. Open Source obliges by providing about a dozen "Desktop Environments and Shell Replacements". Some of the functionality added to Windows by these programs includes enhancements like minimizing windows to floating icons, freeing the taskbar, controlling wallpaper and icons, real-time wallpaper ef-

## Accounting

The screenshot shows a web-based accounting application. On the left is a sidebar menu with options like 'Accounts', 'Bank account', 'Car loan', 'Change', 'Savings capital', 'House loan', 'Scheduler', 'Payees', 'Categories', 'Budgetary lines', and 'Reports'. The main area displays a table of transactions for a 'Bank account' with a total balance of -113197.14. The table has columns for Cheq., Date, Payee, C, Credit, Debit, and Balance. Below the table is a 'Transaction form' for a specific entry.

Cheq.	Date	Payee	C	Credit	Debit	Balance
	10/15/02	Ahmed Donsaha-Saplass		12.00		3577.86
	10/22/02	Tchang Padmaing Tchang S		14.50		3563.36
	10/29/02	Ahmed Donsaha-Saplass		.00(TUD)		3379.93
	12/10/02	Hennette Dumans			147.25	3232.68
	12/10/02	Alimentation : Epicene			78.47	
	12/10/02	Alimentation : Confiserie			27.00	
	12/10/02	Alimentation : Boulangerie			11.78	
	12/10/02	Alimentation : Bar			30.00	
	12/10/02	Crédit Btoire			127.48	3105.20
	12/10/02	DAB Orlay-Caupain			50.00	3055.20
	12/10/02	Lepain Sylvestre			1.12(FRF)	3055.03
	01/03/03	Ahmed Donsaha-Saplass		.00(TUD)		1855.03

Transaction form: 12/10/02, Hennette Dumans, 11.78, credit. Last statement: 23/12/200...

**Adaptive Planning Express** - An open source solution enabling medium sized companies to automate budgeting and forecasting by moving beyond traditional applications like Excel.

**Buddi** - A simple budgeting program for users with no financial background.

**CheckItOut** - A Ruby on Rails application to manage personal money accounts.

**FrontAccounting** - A professional web-based accounting system for ERP chain; written in PHP with use of MySQL.

**GFP** - A free java based personal finance manager with the ability to run on any operating system.

*Continued on page 53*



fects, and other customizable functions. For those who like to tinker with Windows, these desktop environments and shell replacements can be a lot of fun to play with.

One computing function that almost all of us deal with on a daily basis is email. While the industry leader, Microsoft's Outlook Express is free (bundled with Internet Explorer), and its commercial big brother Outlook is commonly bundled with Microsoft Office, there are some excellent alternatives in Open Source software. One of the most popular Open Source email clients is Mozilla's Thunderbird, which is a very full featured email client with millions of users. Thunderbird can be downloaded (free) from [www.mozilla.com/en-US/thunderbird](http://www.mozilla.com/en-US/thunderbird). Thunderbird has much of the look and feel of Outlook, but provides many advanced features not available in Outlook. Thunderbird is compatible with almost all email services, and is easy and quick to configure. Thunderbird generally provides better security than Outlook, and includes some protection from phishing (identity theft) scams. Spam email is the bane of email, and Thunderbird offers active spam filtering which routes suspicious email to a junk mail folder for quick review and deletion, if desired. It is also a universal email client in that it can run on Windows, Mac OS-X, and Linux, and is currently available in over 30 languages. Thunderbird would be a great alternative for those who want to get away from Microsoft products. Thunderbird, as popular as it is, is not the only Open Source email client listed; there are about a dozen email clients listed. The selection is good, and the price can not be beat.

Another computing function that many of us partake in is ripping music, and converting it to formats that can be utilized by our portable music players. Some of us edit videos, such as the ones we take with our camcorders. The Open Source website at [mashable.com/2007/09/23/open-source](http://mashable.com/2007/09/23/open-source) lists over three dozen ripping, music editing, and video editing utilities. Formats supported by some of these Open Source utilities include MP3, MPEG, MPEG1, MPEG2, DivX, WAV and several other formats. Some of the software will edit and repair damaged audio and video files, while others allow for the conversion of DVDs to other video formats. There is an impressive selection of audio and video utilities available as Open Source, and they are worthy of consideration. Once media is available in digital formats, some means of playing it may be necessary, and this website lists several dozen media players.

Another popular computing task is file sharing and "FTP" (File Transfer Protocol), and there are about three dozen free utilities listed. While some are for traditional file swapping, others allow for the remote access and synchronization of computers.

Many of us are artistic and graphically inclined, but the major commercial graphics design programs are often expensive. Open Source can come to the rescue with about 40 titles to choose from, allowing for an excellent selection. Some Open Source graphics utilities are simple photo editors, while others include 2D and 3D animation. Other Open Source utilities provide sophisticated webpage authoring tools where a novice can produce a professional appearing webpage.

Adobe's PDF (Portable Document Format) has become the de-facto standard for saving and distributing documents in "What you see is what you get" (WYSIWYG) format. While Adobe Acrobat (writer) is an expensive utility, there are about a dozen Open Source programs that can perform a similar task for free.

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## Graphics-Design & Modeling Tools



**Ajax Image Editor** - Open source image editor using PHP.

**ArgoUML** - ArgoUML is a popular open source UML modeling tool compatible with any Java platform.

**Avidemux** - A simple video editor with support for DVD/DivX conversion and editing.

**Blender** - 3D animation and modeling suite with various tools for modeling.

**Bluefish** - A powerful editor for programmers and web designers enabling them to write websites, scripts and programming code.

**BRL-CAD** - An open source CAD system centered on constructive solid geometry (CSG) modelling.

**Cinelerra** - A professional open source video editing tool with features for capturing, editing and compositing.

A lot of busy individuals need a "PIM" (Personal Information Manager) to keep track of their personal information, appointments, calendars, address books, to-do lists, and other daily mundane tasks. About a dozen "Personal Information and Task Managers" are available as Open Source, which may provide some help in controlling our often hectic lives.

There are several other categories of Open Source software listed, including project managers, reporting tools, RSS (news) feeds, system utilities, office suites, office programs, and web browsers such as Firefox. Open Source is here to stay and may be a key player in the future of software. It is definitely worthy of a serious look and consideration.



# Online Consumer Help from the Federal Government

By **Ira Wilsker**, APCUG Director; Columnist, The Examiner, Beaumont, TX; Radio & TV Show Host, [Iwilsker@apcug.net](mailto:Iwilsker@apcug.net)

President Bush has requested that all federal agencies make it easier for consumers (the general public) to locate and utilize information on federal websites. In some cases a variety of federal agencies have pooled their resources and information, and compiled the data in easy to use websites that represent several agencies in one place. Some of these integrated federal websites are [consumer.gov](http://consumer.gov), [recalls.gov](http://recalls.gov), and [usa.gov](http://usa.gov).

[Consumer.gov](http://consumer.gov) is probably the premier federal website for comprehensive consumer information. The tabs across the top of the page lead directly to such consumer topics as food, product safety, health, home & community, money, transportation, children, careers & education, and technology. The perimeter of the page contains icons and links which directly connect to specific government services.

One of the icons links to "OnGuardOnline" which says, "OnGuardOnline.gov provides practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information." There is another link for "Consumer Sentinel" which contains comprehensive information on fighting and preventing fraud and identity theft.

One link that I have personally used and strongly recommend leads to the "National Do Not Call Registry" ([donotcall.gov](http://donotcall.gov)) where you can enter your home and cell phone numbers, and prohibit most telemarketers from calling. After activation, if a telemarketer does call, there is a link to enter a complaint, which may lead to a substantial fine against the telemarketer.

You have probably seen a TV commercial hawking free credit reports, but the fine print and disclaimer advises that the credit report is only free with a paid subscription to a credit monitoring service. It just so happens that congress has required that all Americans are entitled to a genuinely free credit report once a year, without the strings or necessity of paying for a credit monitoring service. This free service is overseen by the Federal Trade Commission ([ftc.gov](http://ftc.gov)), and linked to the [consumer.gov](http://consumer.gov) website, or can be reached directly at [www.annualcreditreport.com](http://www.annualcreditreport.com).

Many of us have had concerns about our children's safety while online, and [consumer.gov](http://consumer.gov) has a linked resource for that purpose as well. The FTC has created an online child safety website "Kidz Privacy" which is a childish looking website that will appeal to kids of all ages. On this site are resources for kids, adults, the media, and teachers.

We are all faced with higher prices at the gas pump, and we generally do not like it. There are scammers out there promoting a variety of miracle products to dramatically improve our gas mileage, but there are also several legitimate tasks we can undertake to save gas. [Consumer.gov](http://consumer.gov) obliges with an icon linked to a FTC website "Saving Money at the Pump". This is a cute, interactive website with several tips that we may find useful and money saving.

There is a pandemic of identity theft taking place which is costing our society tens of billions of dollars per year, with millions of victims of identity theft annually. [Consumer.gov](http://consumer.gov) has a link to the central repository of identity theft prevention and informa-

## WEBSITES:

<http://www.consumer.gov>

<http://www.recalls.gov>

<http://www.usa.gov>

<http://www.ready.gov>

<http://www.annualcreditreport.com>

<http://www.ftc.gov/idtheft>

<http://www.consumer.gov/military>



*Continued on page 55*

tion services, which is administered by the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft). On this site is a link to report identity theft, steps to follow if a victim, information on preventing theft, and other useful resources.

Many of us are inundated with prescreened credit card offers, and invitations to purchase insurance. For those who want to reduce or end this unsolicited and often unwanted mail, there is a link to "Prescreened Credit Offers". On this site is information on how these prescreened offers work, and how to stop them. For those who want to stop these prescreened offers, the FTC says, "Call toll-free 1-888-5-OPTOUT (1-888-567-8688) or visit [www.optoutprescreen.com](http://www.optoutprescreen.com) for details." That website and phone number are operated by the three major consumer credit reporting agencies, and they will ask for personal information, but promise that it will be treated confidentially.

Hardly a day goes by where we do not hear on the news about some consumer product or food item being recalled for a safety or health reason. Occasionally we also hear about massive automobile recalls to correct some safety deficiency. There is an icon and link on this site to a centralized database on recalls which is continuously updated. This connects to a site [recalls.gov](http://recalls.gov), which is a joint venture of several government agencies that are involved in consumer recalls. Categories of recalled products include consumer products, motor vehicles, boats, food, medicines, cosmetics, and environmental products. What I find especially useful and informative on this website is the list of "Recent Recalls". There are six small windows on the recent recalls page that list the latest recalls from the Consumer Product Safety Commission, Food and Drug Administration (FDA), National Highway Traffic Safety Administration, Environmental Protection Agency (EPA), Department of Agriculture (USDA), and the Coast Guard. Personally, I check this site regularly, and sometimes find that I have a recalled product in my house.

Some of the other useful links on the Consumer.gov website are to specialized websites such as [ready.gov](http://ready.gov) and [usa.gov](http://usa.gov). Ready.gov is a website sponsored by the Department of Homeland Security (DHS) that has resources about home and personal safety in a variety of threatening scenarios. Also included on this DHS website is information for businesses continuity, and child safety during disasters. USA.gov is the central clearing house for all federal agencies. It uses a simple menu hierarchy that eases the location of desired information. Topics are comprehensive, and include such helpful items as government benefits and grants, money and taxes, consumer guides, and many other topics. This site can be a good starting point for someone looking for something to do on the internet,

Military personnel and families may find the link to "Military Sentinel" a very useful resource. According to the website, [www.consumer.gov/military](http://www.consumer.gov/military), "Military Sentinel is a project of the Federal Trade Commission and the Department of Defense to identify and target consumer protection issues that affect members of the United States Armed Forces and their families." Included on this website is information on specific identity theft problems faced by military families, financial scams against military personnel, and other military specific information.

Other links on Consumer.gov are to the "Consumer Action Handbook", [www.consumeraction.gov](http://www.consumeraction.gov), and information that the disabled may find helpful at [www.disabilityinfo.gov](http://www.disabilityinfo.gov).

The website at Consumer.gov is a goldmine of consumer information that is free for the taking. I suggest that everyone should periodically visit this website and review any informational resources that may be of personal interest and benefit.


Your Online Resource for Recalls

Consumer Products
Motor Vehicles
Boats
Food
Medicine
Cosmetics
Environmental Products

**Recent Recalls**

**Search for Recalls**

**Sign Up for E-Mail**

**Información en Español**

**USA.gov**  
Department of Homeland Security

**NHTSA**  
National Highway Traffic Safety Administration

**FDA**  
Food and Drug Administration

**USDA**  
Department of Agriculture

**"Americans demand top-quality service from the private sector. They should get the same top-quality service from their government." -- President George W. Bush**


President Bush has asked all federal agencies to streamline communications with the public and improve interagency information sharing in order to enhance public security.

Therefore, to provide better service in alerting the American people to unsafe, hazardous or defective products, six federal agencies with vastly different jurisdictions have joined together to create [www.recalls.gov](http://www.recalls.gov)—a "one stop shop" for U.S. Government recalls.

Follow the tabs to obtain the latest recall information, to report a dangerous product, or to learn important safety tips.



Consumer Products | Motor Vehicles | Boats | Food | Medicine | Cosmetics | Environmental Products



U.S. Army
U.S. Marines
U.S. Navy
U.S. Air Force
FTC

FILE COMPLAINT

**'Active Duty' Alerts Help Protect Military Personnel from Identity Theft**  
[\[TXT\]](#) [\[PDF\]](#)

**New Department of Defense's "Financial Readiness Campaign" Partner Web Site**

The new site, [www.militarymoney.com](http://www.militarymoney.com), was created to highlight specific financial issues and challenge affecting service members and their families. The site includes the Military Money Minute, a new daily 60 second spot on the Armed Forces Radio Network, delivering savvy advice on issues from military tax breaks to financial scams and more.

**FTC Announces Complaint Referral Program with Credit Bureaus**

**Financial Literacy**

**Welcome to Military Sentinel**

**Military Sentinel** is a project of the Federal Trade Commission and the Department of Defense to identify and target consumer protection issues that affect members of the United States Armed Forces and their families.

To file a consumer complaint, click on your service seal. This will link you to the consumer complaint forms.

**Military Sentinel** also provides a gateway to consumer education materials covering a wide range of consumer protection issues, from auto leasing, to identity theft, to work-at-home scams.

To view consumer education material and find out more about the Federal Trade Commission, click on the Federal Trade Commission seal.

**Military Sentinel** allows members of the United States Armed Forces to enter consumer complaints directly into a database that is immediately accessible by over 500 law enforcement organizations throughout the United States, Canada, and Australia. These law enforcement agencies use this complaint data to target cases for prosecution and other enforcement measures. The information from **Military Sentinel** can also be used by members of the JAG staff and others in the Department of Defense to help protect armed service members and their families from consumer protection related issues.



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- \* Window XP computer
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- \* 40 GB hard drive
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- \* Sound: stereo out, mic input, internal speaker
- \* Software included: Nero CD burning, Drivers, Windows XP, full Office suite (Open Office)
- \* Unlimited expansion via USB and firewire

**UPGRADES**

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Install your own OS	subtract \$50

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## Computer Buffet

With Dr. Herb Goldstein



### AUTOHOTKEY

This is a script driven automation utility that enables you to automate almost any task on your PC by running applications or documents and/or sending keystrokes and mouse clicks.

The program supports many advanced functionalities that allow you to create complex tasks with flow control, math commands, variables and expressions, file functions, message boxes and much more. [www.autohotkey.com](http://www.autohotkey.com)

Dr. Herb Goldstein is SPCUG's Software Evaluation Chairman and Review Editor for the Sarasota PC Monitor. Herb is an avid researcher on all things computer and passes on his acquired knowledge each month. <reviewseditor@spcug.org>

Visit the Alamo PC Learning Center

## Media Center

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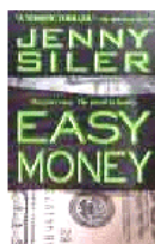
Call the Learning Center at 736-0700



# Computer Crimes

Susan Ives, Alamo PC

**Easy Money**  
Jenny Siler,  
Paperback, St  
Martins, 2000,  
\$6.99 353 pages



Raised by a drug runner dad in Key West, Allie Kerry will courier anything, anywhere, any time. The easy money is a pickup outside of Seattle. Just a computer disk. No sweat, right? Wrong. The hot hidden data on the list ties a massacre during the Vietnam War to a drug running scheme in the present day. People will kill to keep it secret and the lure of easy money turns into hard bargain for Allie.

This was Siler's first novel - she's since published another and has a hardback due out in September. She has proved to be a lyrical writer with a feel for plot and a compelling, hardboiled heroine. The computer disk, although a bit player, had a

unique twist. The hidden data was concealed in a computer game and was revealed only when the game was won. Don't expect to see Allie's computer buddy in a sequel - he's toast.

**Burn Factor**  
Kyle Mills, Hardback,  
Harper Collins, 2001,  
384 pages, \$25.00

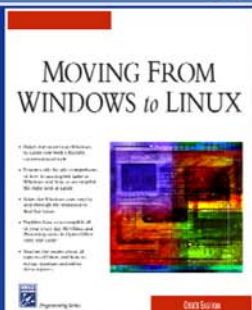


Young computer programmer Quinn Barry takes a low-level job at the FBI in hopes of worming her way into an agent assignment. A false positive match on an old DNA database that she is tweaking frustrates her. When she keeps niggling at what she considers a minor coding error she is banished to the boonies. Her reputation and professional pride on the line, Quinn sticks her nose into the middle of a high-level cover-up involving a serial killer and a secret revival of the star wars missile defense system.

All the best computer stuff is in the beginning of the book, when Quinn pulls an all-nighter and triumphantly ferrets out a few lines of hidden code that cause the search engine to reject a particular DNA sequence. The picture of a smart programmer worrying the code like a dog with a bone is a sweet one and challenges our naïve faith in the integrity of data. Mills is a competent young thriller writer with a substantial following; I find his characters a bit thin and his plots improbable, but there's plenty of action to keep you turning the pages.

*Susan Ives, past president of Alamo PC, claims that computers are a mystery to her. Remember the Alibi Bookstore at 8055 West Ave. #101, San Antonio, TX (at the corner of West Ave. and Lockhill-Selma), (210) 344-7776, tries its darndest to keep the recommended books in stock.*

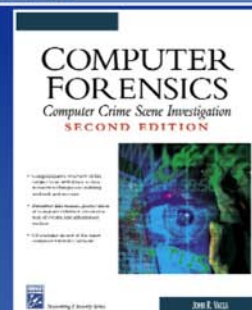
## COMPUTER BOOKS THAT DELIVER



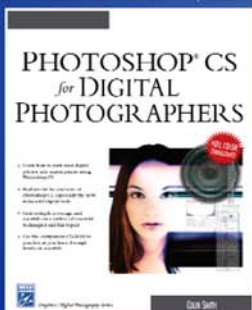
1-58450-280-0 \$44.95



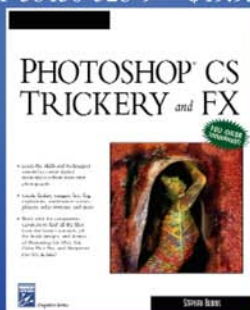
1-58450-328-9 \$49.95



1-58450-389-0 \$49.95



1-58450-321-1 \$39.95



1-58450-297-5 \$39.95



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# MAY 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b> Student's Practice Lab 9:00 A.M. - Noon High Growth Stock Investing 6:30 - 8:30 P.M. (ar)	<b>2</b> Small Business Server 2003 8 - 10 A.M., *PRR* Computer Diagnostic Clinic Dr. Is In 9:00 A.M. - Noon Photoshop New Fancy Lessons 1 - 5 P.M., class 1 of 5 *PRR* 1 - 5 P.M., class 2 of 5 *PRR* PC Alamode Magazine & Acrobat-PDF reader 7 - 9 P.M.	<b>3</b> MCSE Study Group (Adv) 8:30 A.M. - Noon *PRR* Photoshop Advanced Class 1 - 5 P.M., class 1 of 5 *PRR* C++ 2:30 - 4:30 P.M.
<b>4</b>	<b>5</b> Genealogy 7 - 9 P.M.	<b>6</b> BOD 6:30 - 9:30 P.M. Alamo Coders (DotNET - Web Development Technology 7 - 9 P.M.	<b>7</b>	<b>8</b> Student Practice Lab 9:00 A.M. - Noon	<b>9</b> Computer Diagnostic Clinic Dr. Is In 9:00 A.M. - Noon Photoshop New Fancy Lessons 1 - 5 P.M., class 2 of 5 *PRR*	<b>10</b> MCSE Study Group (Adv) 8:30 A.M. - Noon *PRR* Photoshop Advanced Class 1 - 5 P.M., class 2 of 5 *PRR*
<b>11</b> Mother's Day.	<b>12</b> General Meeting @ Crossroads 7 - 9 P.M.	<b>13</b> Windows XP 1:30 - 3:30 A.M., class 1 of 6 *PRR*	<b>14</b> Power Internet 10 A.M. - Noon Introduction to Windows 10 A.M. - Noon, class 1 of 6 *PRR* Microsoft PowerPoint 7 - 9 P.M., class 1 of 2 *PRR*	<b>15</b> Student Practice Lab 9:00 A.M. - Noon	<b>16</b> Computer Diagnostic Clinic Dr. Is In 9:00 A.M. - Noon Photoshop New Fancy Lessons 1 - 5 P.M., class 3 of 5 *PRR*	<b>17</b> MCSE Study Group (Adv) 8:30 A.M. - Noon *PRR* Photoshop Advanced Class 1 - 5 P.M., class 3 of 5 *PRR* C++ 2:30 - 4:30 P.M.
<b>18</b>	<b>19</b> CorelDRAW X3 6 - 8 P.M. (this month only)	<b>20</b> Windows XP 1:30 - 3:30 P.M., class 2 of 6 *PRR*	<b>21</b> Introduction to Windows 10 A.M. - Noon, class 2 of 6 *PRR* Introduction to Microsoft Vista 1 - 3 P.M., *PRR* IBD / Vector Beat 6 - 8 P.M. Microsoft PowerPoint 7 - 9 P.M., class 2 of 2 *PRR*	<b>22</b> Student Practice Lab 9:00 A.M. - Noon	<b>23</b> Computer Diagnostic Clinic Dr. Is In 9:00 A.M. - Noon Photoshop New Fancy Lessons 1 - 5 P.M., class 4 of 5 *PRR*	<b>24</b> MCSE Study Group (Adv) 8:30 A.M. - Noon *PRR* Photoshop Advanced Class 1 - 5 P.M., class 4 of 5 *PRR* Learning Center Desk Staff Meeting 1 - 3 P.M.
<b>25</b>	<b>26</b> Memorial Day (Let's remember those who fought & died for our freedoms.) CorelDRAW X3 6 - 8 P.M. (move to 3rd Monday, this month only)	<b>27</b> Windows XP 1:30 - 3:30 P.M., class 3 of 6 *PRR*	<b>28</b> Introduction to Windows 10 A.M. - Noon, class 3 of 6 *PRR* Introduction to Microsoft Vista 1 - 3 P.M., *PRR* (ar) WordPerfect 7 - 9 P.M.	<b>29</b> Student Practice Lab 9:00 A.M. - Noon	<b>30</b> Computer Diagnostic Clinic Dr. Is In 9:00 A.M. - Noon (Cancelled) Photoshop Special Effects Class 1 - 5 P.M., class 5 of 5 *PRR*	<b>31</b> Photoshop Advanced Class 1 - 5 P.M., class 5 of 5 *PRR*
						PRR = Pre-Registration Required

# ALAMOPC ORGANIZATION

# The Learning Center

## Alamo PC Organization classes and study groups

### COMPUTER CLINIC

#### The Doctor Is In

Each Friday morning, volunteer "Computer Doctors" share their time at the Computer Learning Center to handle technical hardware and software questions and solve problems. They attempt to fix problems on site. If the problem is beyond their means, the member is referred to one of the repair shops that advertise with Alamo PC. The repair shop does charge. We do the work at the Learning Center as a member-to-member benefit, with donations requested.

#### What to bring with you:

- Your Alamo PC membership card
- Your computer and all connecting cables, cords, software drivers or programs related to the problem area. You do not need to bring your monitor, mouse, or keyboard unless you are having a specific problem with those items. Make sure you have the keycode for all of your software.

- If you are having problems with your scanner, printer, or something that hooks up to your computer

**When:** Every Friday 9 am to noon

**Where:** Alamo PC Organization Computer Learning Center

**Prerequisites:** Bring your hardware and all connecting cables, cords, software drivers or programs related to the problem area

**Tuition fee:** Donations for this service are requested, the funds are used to purchase testing and other equipment to use at the Dr Is In sessions.

**Technical Rating:** ★

### STUDY GROUPS

#### Student Practice Lab

A specific time period for students taking Alamo PC Courses to use Computer Lab One (Classroom One) to practice their class assignments. Students may also make up missed class days, if the instructor has provided the course material to the individual. The Practice Lab is monitored and the instructors will help when possible.

The Practice Lab is for Class Work Only. Those abusing the system will be asked to leave. Seating is limited and on a first come, first serve basis. If necessary a time limit will be imposed.

**Lab Instructors:** Joe Gentry, Sarah Thomas

**When:** Thursday mornings, except Holidays, 9 am to Noon.

**Where:** Computer Learning Center

**Pre-registration:** No

**Technical Rating:** ★

#### C/C ++ Study Group

Please note we are currently a study group and no longer a Class. C/C++ Study Group Our group consists of 3 to 6 regular members who meet twice a month to discuss their plans and progress on development of software for experimental use. We do not plan to offer C or C++ courses in this study group. To join the study group, get acquainted with some of its members and consider preparing a brief presentation of your planned or current efforts.

##### Contact:

Bruce McAlexander

<mcalexb@satx.rr.com> 680-0231

Murry Adams

<mnadams@texas.net> 696-0047

Carl Deneke

<cdeneke@Texas.net> 496-6397

**When:** First and Third Saturday, 2:30 pm

**Where:** Learning Center.

**Pre-registration:** No

**Technical Rating:** ★★ - ★★★

#### Genealogy Study Group

For everyone interested in using their computer for genealogy. We will discuss currently available genealogy software, their pros and cons and meeting participants views as to best software to use for both beginners and advanced genealogists.

**Contact:** Jim Collier

<jcinqury@earthlink.net> 710-5660

**When:** First Monday, 7-9 pm

**Where:** Learning Center.

**Pre-registration:** No

**Technical Rating:** ★ - ★★

#### HGSI Study Group

The premise of the HGS Investor SIG is, "Knowledge becomes stronger when passed on to others." We have created an environment for continuing education and open discussion between well informed members and guest speakers in matters of using Fundamental and Technical Analysis for the buying and selling of equities.

**Contact:** Maynard Burstein

<maynardb@juno.com> 735-3288

**When:** 1st Thursday, 6:30-8:30pm

**Where:** Contact Maynard for location

**Pre-registration:** Call Maynard

**Technical Rating:** ★ - ★★★

#### IBD / Vector Vest Study Group

The group determines current market direction and applies Investors Business Daily and Vector Vest methodologies to make a profit.

**Contact:** Kim Murphy

**When:** 3rd Wed., 6-8pm

**Where:** Learning Center

**Pre-registration:** No

**Technical Rating:** ★ - ★★★

#### MCSE Advanced Study Group

The MCSE Advanced SIG, affectionately known as 'The Geeks', is currently studying Microsoft Dynamics CRM (Customer Relationship Manager) version 3.0 ([www.Microsoft.com/CRM](http://www.Microsoft.com/CRM)). The group will prepare for the three CRM certification exams. The study group is lead by Microsoft MVPs (Most Valuable Professional) in CRM, Larry Lentz There are only 15 MVPs for CRM in the world. More information on the Microsoft MVP program can be found at [www.Microsoft.com/MVP](http://www.Microsoft.com/MVP). The group has recently completed its study for the CRM 3.0 Applications exam and are now starting study for the CRM 3.0 Customization exam. The group meets every Saturday morning from 8:30 until noon. Space is limited and the subject matter is very advanced. Therefore membership is restricted. Please contact Larry Lentz before attempting to attend.

**Contact:** Larry Lentz, MCSE on NT & W2K, MCDBA, MCSA:Messaging  
<Larry@LentzComputer.Net>

**When:** Every Saturday, 8:30-noon

**Where:** Contact Larry

**Pre-registration:** Yes - contact Larry

**Technical Rating:** ★★★★★

### Technical Content Ratings

★ For the beginner, no experience necessary and no prerequisite.

★★ Assumes some basic familiarity with the subject but is not a technical course.

★★★ Assumes that the student is somewhat familiar with the subject and will discuss.

★★★★ Assumes that the student is competent in the material and will be technical.

### Volunteers Wanted

Call the Learning Center to volunteer to assist ongoing classes. For more info, call 736-0700.



## STUDY GROUPS (cont.)

### Small Business Server Study Group

The Alamo PC Small Business Server Special Interest Group, APCO SBS SIG, held its November meeting, Friday November 3rd, at the Alamo PC Learning Center in San Antonio, Texas. Naturally we started off with our traditional Taco Talk with tacos supplied by Albert Obar. Our main attraction was Peter Gallagher, Microsoft Small Business Server Support from the Las Colinas (DFW) regional office. Peter explained many things including how to configure e-mail enabled Public Folders to save attachments to SharePoint document libraries. Apparently one has to do it a bit differently in SBS than in a non-SBS SharePoint server. He also explained how to set up a Site-to-Site VPN using ISA on SBS. Apparently that also needs a little extra TLC in SBS due to the ISA being on the Domain Controller. All in all, Peter spent about 2 hours imparting his vast knowledge on the group. Afterwards the group adjourned to Mamacitas Mexican restaurant for lunch where we continued to pelt poor Peter with questions. Peter has promised to come down again, hopefully in February. For more information, please contact group chair, Larry Lentz at [Larry@LentzComputer.net](mailto:Larry@LentzComputer.net), or visit the group web site at <http://www.LentzComputer.net/SBS>.

### Power Internet Study Group

Current Internet users can learn more. Each month a different Internet application will be discussed, such as 64 bit computers, SATA HDD technology, e-mail, browser use, MS Outlook, and virus protection in communications. This is a good place to share interests and insights about your experiences on the World Wide Web.

**Contact:** John Woody  
<[jwoody@texas.net](mailto:jwoody@texas.net)>  
210-494-5684

**When:** 2nd Wednesday, 10am-noon

**Where:** Learning Center

**Preregistration:** No

**Technical Rating:** ★★

### WordPerfect Evening Study Group

We demonstrate projects and features of the latest version of WordPerfect. We also like to work on real life situations with our members who have questions.

**Contact:** Cynthia Thompson  
210-655-1058

**When:** 4th Wednesday, 7-9pm

**Where:** Call Cynthia for directions

**Pre-registration:** Yes - Call Cynthia

**Technical Rating:** ★ - ★★★

## CLASSES

Alamo PC offers Free and Fee-Based classes. Classes showing a \$ next to the title indicate that either a Registration Fee or a Tuition Fee will be required.

### Student Practice Lab

A specific time period for students taking Alamo PC Courses to use Computer Lab One (Classroom One) to practice their class assignments. Students may also make up missed class days, if the instructor has provided the course material to the individual. The Practice Lab is monitored and the instructors will help when possible.

The Practice Lab is for Class Work Only. Those abusing the system will be asked to leave.

Seating is limited and on a first come, first serve basis. If necessary a time limit will be imposed.

**Lab Instructors:** Joe Gentry, Sarah Thomas

**When:** Thursday mornings, except Holidays, 9 am to Noon.

**Where:** Computer Learning Center

**Pre-registration:** No

**Technical Rating:** ★

**The next three free or low-cost classes provide instruction on the basics of using a computer, the Windows Operating System, and how to use Adobe Acrobat to obtain your PC Alamo online magazine. The successful completion of the Windows XP class (or classes) would then enable those students to take the other classes offered by Alamo PC.**

### Introduction To Windows - \$

The Introduction To Windows class is designed for people who do not have a computer yet or have just obtained one and don't know how to "turn it on". Students will learn about the parts of the computer, acquire keyboard and mouse skills, and some word processing. Instruction proceeds at a slower pace than most computer courses and time is allotted for "hands on" practice. Taking the next course, Windows XP, will still be necessary for students who want to be productive with their computers. Internet and Email will NOT be covered in this course.

**Instructors:** Andy Roca, Donna Dudley

**When:** Six sessions, Wed.; 10 a.m. to noon

Set 1) Jan 9, 16, 23, 30, Feb 6, 13

Set 2) Mar 5, 12, 19, 26, April 2, 9

Set 3) May 14, 21, 28, Jun 4, 11, 18

Set 4) Aug 13, 20, 27, Sept 3, 10, 17

Set 5) Oct 8, 15, 22, 29, Nov 5, 12

**Fees:** Registration fee is \$10.00

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Learning Center

**Technical Rating:** ★

### Windows XP - \$

Our Windows XP course reviews the fundamentals of using a computer, and provides instruction on using the Microsoft Windows XP operating system. In this class you will learn how to: Open, Close, Save, Delete, Copy, and Move files; work with Files and Folders; customize your Desktop Layout; and to Resize and Move program windows. You will also be introduced to several "free" programs already on your computer, including: Wordpad - for basic word processing; Paint - for basic graphics work; Computer Solitaire and other games; and a Calculator.

**Prerequisites:** Students should have completed the Introduction To Windows course or have the equivalent knowledge.

Choice of two class days Tue. or Sat. Choose one set

**Instructors:** Audrey Henkin, Ed Henkin

**When:** 6 sessions, Tue. 1:30 to 3:30 p.m.

Set 1) Jan 8, 15, 22, 29, Feb 5, 12

Set 2) Mar 18, 25, Apr 1, 8, 15, 22

Set 3) May 13, 20, 27, Jun 3, 10, 17

Set 4) Oct 7, 14, 21, 28, Nov 4, 11

OR

**Instructor:** Don Robinson

**When:** 6 sessions, Wed. 1 to 3 p.m.

Set 1) Jan 9, 16, 23, 30, Feb 6, 13

Set 2) Mar 19, 26, Apr 2, 9, 16, 23

Set 3) July 9, 16, 23, 30, Aug 6, 13

Set 4) Oct 8, 15, 22, 29, Nov 5, 12

**Fees:** Registration fee is \$10.00

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Computer Learning Center

**Technical Rating:** ★

### Introducing Vista

This course is an overview of the Vista operating system that is the replacement of Windows XP. Students will be able to see what Vista looks like but is NOT hands on. The training will be more of a visual demonstration and discussion of the major differences between the two operating systems from a user's point of view. The course includes what Vista is, the various versions available, hardware requirements, pros's and con's of converting and new functionality. The main focus will be demonstrating how to accomplish the user basics (navigating, menus, control panel, files and folders) in Vista versus Windows XP.

**Instructors:** Don Robinson

Choose one set

**When:** 2 weeks, Wed., 1 pm to 3 pm

Set 1) May 21, 28

Set 2) Sept 17, 24

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Computer Learning Center

**Technical Rating:** ★

### Adobe Acrobat - PDF Class

How to download, install, and use Adobe Acrobat Reader. How to view the PC Alamode magazine online or download it to your computer or a CD. Students who want to download the magazine to a CD in class should bring a blank CD-RW (a read / writeable or recordable CD)

**Instructor:** Steve Tech  
stephentechnjr@yahoo.com

**When:** first Fri. of the month, 7 pm to 9 pm

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Computer Learning Center

**Technical Rating:** ★

### APCO Retro (Antique Computer Users Group)

We're initially only going to meet on-line, through the mailing list I've established using Yahoo! Groups. Membership is limited to Alamo PC members, but anyone can join the list by sending a message to <apcoretro-subscribe@yahoogroups.com>." Or, if you're reading the electronic version of the PC Alamode where this text appears, you can join APCO Retro simply by going to <<http://groups.yahoo.com/group/apcoretro/join>>

**Contact:** Shane Hicks

<[shane@absolutepowercomputing.com](mailto:shane@absolutepowercomputing.com)>

**When:** Anytime

**Where:** Cyberspace

**Pre-registration:** Must sign-up on

<[APCORETRO@yahoogroups.com](mailto:APCORETRO@yahoogroups.com)>

**Technical Rating:** ★ - ★★★★★

### CorelDRAW I Class

This basic class discusses basic tools and effects, concentrating on fills, blends, envelopes and other special effects for the next few months.

**Contact:** Steve Tech

<[stephentechnjr@yahoo.com](mailto:stephentechnjr@yahoo.com)>

210-675-2880

**When:** 4th Monday, 6-8pm

**Where:** Learning Center

**Pre-registration:** No

**Technical Rating:** ★★

### Digital Camera & Photography Class

Digital Cameras have become an integral part of our computerized lifestyle. They come in all shapes and sizes; some are simple, some not. Yet many of us look at this wonderful tool and think, "Now what is that doohicky for?" Sometimes learning to use our digital cameras can be a confusing and frustrating experience and the manual may even make it worse. Then when you do figure out how to use the camera, the photo never seems to come out quite right. Learn how to use your digital camera, plus all the tips and tricks to get better pictures when you take them. This class will include field trips to interesting local spots to learn photography techniques. Topics of discussion may include understanding your camera manual, camera optics, composition, tips, choosing the right camera, lighting, how to take night shots, silhouettes, portraits, action shots, and close ups.

**Instructor:** need instructor

**When:** to be announced

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Computer Learning Center

**Technical Rating:** ★ - ★★

### Digital Photo Editing Classes \$

A series of Photo Editing Classes ranging from basic to advanced skills The Microsoft Digital Imaging 2006 software is not required for these classes but it would be helpful to have on your home computer. Students will need recordable CD's or Flash / Thumb drives to be able to save their class work.

#### Intro to Digital Photo Editing \$

Remedial computer work as it relates to the use of Image 2006. Any computer skills that will be essential for success in Image 2006. We will learn how to place files into the work area. How to control the work area. We will learn the use of the essential photo editing tools such as; color balance, sharpening focus, removing red eye, crop, straighten photo, etc.

**Prerequisites:** Students should have completed the Windows XP course or have the equivalent knowledge.

**Instructor:** needs instructor

**When:** to be announced

**Fees:** registration fee \$10

**Where:** Learning Center

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★

### Digital Photo Editing \$

Students will learn the basics of digital photo editing using Microsoft Digital Imaging 2006 and if time permits, extra tips and tricks about matting and framing plus interesting uses for your photos. The photo editing basics used in this class can be applied to almost any photo editing program.

**Prerequisites:** Students should have completed the Windows XP course or have the equivalent knowledge.

**Instructor:** needs instructor

**When:** to be announced

**Fees:** registration fee \$10

**Where:** Learning Center

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★

### Advanced Digital Photo Editing \$

This class is for the student who is very serious about digital editing. It involves the manipulation of photos whether they are new or old. We learn to use the tools to do everything from making greeting cards to photo refinishing.

**Prerequisites:** Students must have completed either the Introduction to Digital Photo Editing Class or the Digital Photo Editing Class or completed one of Joe Davis' prior Digital Photo Editing classes

**Instructor:** needs instructor

**When:** to be announced

**Fees:** registration fee \$10

**Where:** Learning Center

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★

### Technical Content Ratings

- ★ For the beginner, no experience necessary and no prerequisite.
- ★★ Assumes some basic familiarity with the subject but is not a technical course.
- ★★★ Assumes that the student is somewhat familiar with the subject and will discuss.
- ★★★★ Assumes that the student is competent in the material and will be technical.

Visit the Alamo PC Learning Center

## Can you help teach?

We're looking for someone to teach one or more of the following classes:

**Digital Camera; Photo Editing; Movie Maker; Microsoft Digital Image 2006**

Please call (210) 736-0700

## Photoshop Classes for use with Photoshop 7, CS, CS2 - \$

Photoshop CS2 Classes are open to any Alamo PC member who has Photoshop 7, CS, or CS2. They must have one of these software programs on their home computers. All students are provided a CD with images we will use in the classes plus written lessons to go by and practice at home. Texts will be recommended for those who want to purchase their own as reference.

**Prerequisites:** 1) Students need to have completed the Windows XP course or have the equivalent knowledge to be able to function properly and progress in these graphics programs. 2) Students need the Software for Photoshop 7 or Photoshop CS or Photoshop CS 2 on their home computers to join these graphics instruction classes.

**Please Note:** All students requesting fee based classes will be placed on a standby list for that class until the fee is received. Please continue to register in advance for the classes.

### Beginners Photoshop

This course includes Lessons on Tools and Palettes, Adobe Bridge, Resolution, Cropping, Tonal Range, Color Cast, Restoring Images, Colorizing, Cloning Layers, Channels, Extract, Gradients, Camera Raw, Vanishing Point, PDF Presentations

**When:** (9 sessions) June Fridays 6, 13, 20, 27 and Sat. June 28; July Fridays July 11, 18, 25 and Saturday July 26, 1 pm to 5 pm.

**Tuition Fee:** \$90 for new students \$50 for returning students

### Intermediate Photoshop

Lessons on Typographic Designs, Paths and Shapes, Clipping Groups, Layer Sets, Adjustment Layers, Liquify Filter, Actions Palette, Layer Styles, Adjustment Layers, Contact Sheets, Picture Package, Text Along Path, Creating Links

**When:** Fridays, March 7, 14, 21, 28, April 4, from 1 pm to 5 pm

OR

Saturdays, March 1, 8, 15, 22, 29, from 1 pm to 5 pm

OR

Fridays, August 1, 8, 15, 22, 29, from 1 pm to 5 pm

**Tuition Fee:** \$25 for the course

### Advanced Photoshop

Lessons on Rollovers, Animations, Warp Tool, Image Adjustments, Creating Curled Edges, Lighting Effects, Creating Patterns, Photo Restorations, Photo Edits

**When:** Fridays and Saturdays, April 5, 11, 12, 18, 19 from 1 pm to 5 pm

OR

Saturdays, May 3, 10, 17, 24, 31, from 1 pm to 5 pm

OR

Fridays September 5, 12, 19, 26 and Saturday Sept. 27, from 1 pm to 5 pm

**Tuition Fee:** \$25 for the course

### New Fancy Photoshop Class

Lessons on Custom Brushes, Stamping, Painting, Design Techniques, Creating Background Papers, Template Designs, Photomerge, Creating Kaleidoscopes, Hangovers, Frameups

**When:** Fridays, May 2, 9, 16, 23, 30, from 1 pm to 5 pm

OR

Fridays, October 3, 10, 17, 24, 31, from 1 pm to 5 pm

**Tuition Fee:** \$25 for the course

### Photoshop Holiday Lessons

Holiday lessons using all of the procedures in CS2 (or possibly a Playing Cards class instead)

**When:** Fridays, 1 to 5 pm, dates for 2008 to be announced

**Tuition Fee:** \$25 for the course

**Instructor:** All classed above taught by Beverly Bihn, assisted by Jane Montgomery

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Learning Center

**Technical Rating:** ★★-★★★

### Photoshop Calendar Class

Holiday lessons using all of the procedures in CS2 (or possibly a Playing Cards class instead)

**When:** Fridays, 1 to 5 pm, dates for 2008 to be announced

**Tuition Fee:** \$25 for the course

**Instructor:** Jane Montgomery

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Where:** Learning Center

**Technical Rating:** ★★-★★★

### Microsoft Excel

This class is intended for people who want to do significant projects or develop skills for the workplace. As such it moves at fairly brisk pace and includes homework assignments. Students will become familiar with Excel basic functionality, menus, toolbars, icons and shortcut keys. Learn how to create, format, save and print an Excel spreadsheet.

**Prerequisites:** Students must have completed the Windows XP course or have the equivalent knowledge. It is also best if the student is familiar with another software package such as Microsoft Word.

**When:** 1 p.m. - 3 p.m.; Thursdays April 3, 10, 17, 24

**Where:** Learning Center

**Instructor:** Cheng Yuan

**Pre-registration:** Yes, Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★★

## Home Page Jumpstart

This is a general introduction to developing your own Internet web page. It is not a course on HTML. Includes a 20+ page manual, training disk, and a walk through the development process.

**Contact:** Susan Ives

<suives@texas.net> 210-694-4582

**When:** ONE session. Class does not meet each month, please check the calendar or call the Learning Center to confirm meeting dates and time. 210-736-0080

**Where:** Learning Center

**Pre-registration:** No

**Technical Rating:** ★ - ★★

## HTML and Beyond Class

Learn how to design, build and manage your own web site using HTML. Students should attend the Home Page Jumpstart Class and have familiarity with the Windows Operating System. The Six (to Eight if needed) Session class will begin a new cycle each March and September.

**Contact:** Mike Bianchi

<webmaster@alamopc.org>

**When:** Six Sessions, Sundays; 2 pm to 6 pm Classes are held in March and September

**Where:** Learning Center

**Prerequisite:** Students should have familiarity with the Windows OS.

**Pre-registration:** yes, e-mail Mike at <webmaster@alamopc.org>

**Technical Rating:** ★★

## Volunteers Wanted

Call the Learning Center to volunteer to assist ongoing classes. For more info, call 736-0700.

## Technical Content Ratings

- ★ For the beginner, no experience necessary and no prerequisite.
- ★★ Assumes some basic familiarity with the subject but is not a technical course.
- ★★★ Assumes that the student is somewhat familiar with the subject and will discuss.
- ★★★★ Assumes that the student is competent in the material and will be technical.



## Internet And E-Mail - \$

The Internet and E-mail course will cover basic techniques needed to effectively and enjoyably "surf the net." Students will learn how to find information on the net, download files, applications and graphics, and how to purchase items from "e-commerce" sites. Depending on student interest, the class will learn about important Internet issues like privacy, credit card security, and information reliability. Depending on time constraints, students may also cover more advanced topics like using the Internet for long distance communication, "Web Cams," and enjoying "streaming" audio and video.

**Prerequisites:** Students must have completed the Windows XP course or have the equivalent knowledge.

**When:** 6 weeks, Tuesdays, 10 a.m. to noon  
Set 1) Jan 8, 15, 22, 29, Feb 5, 12  
Set 2) Mar 18, 25, Apr 1, 8, 15, 22  
Set 3) July 8, 15, 22, 29, Aug 5, 12  
Set 4) Oct 7, 14, 21, 28, Nov 4, 11

**Instructor:** Don Robinson

**Fees:** Registration fee is \$10.00

**Where:** Learning Center

**Pre-registration:** YES call 210-736-0080

**Technical Rating:** ★

## Alamo Coders Class

This is a class on using the DotNetNuke portal software for hosting your website and for those interested in developing Windows and Web applications using Microsoft's .NET. This portal is a service available to Alamo PC members. The class will discuss the portal framework and configuration of a DNN site. We will also setup web pages, insert modules on the pages, modify and edit the look of the pages as well as the data in the pages. Modules will include Calendar, Announcements, Forums, Blogs, Contacts, Links, Surveys and HTML. We will use development modules and applications for the DNN Portal using VB.NET and C# as a basis for demonstrating .Net development. Guest speakers occasionally present new technology and development tools available for .Net Developers. Door prizes (books, software, shirts, etc.) are distributed at most meetings.

**Contact:** Joe Brazell 345-2207

**When:** 2nd Tuesday, 7 - 9 pm

**Where:** Learning Center

**Pre-registration:** no

**Technical Rating:** ★

## Power Point class

Microsoft's PowerPoint presentation program is the defacto standard for making presentations to a large audience. This class will show students how to create a PowerPoint presentation, how to add graphics and photos, business graphs, and sound clips. We will also learn how to use special transitions and animations in presenting your slide show to an audience.

**Prerequisite:** Students must have completed the Windows XP course or have the equivalent knowledge.

**Contact:** Learning Center 736-0700

**When:** No class in July. Two sessions, 2nd and 3rd Wed. 7-9 pm of Odd numbered months

**Instructor:** Wade Forrester

**Where:** Learning Center

**Pre-registration:** Yes - Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★

## Movie Maker

A fun class learning to use the Movie Maker program included with Windows XP, to create slide shows with voice, music, text, and special effects. It is a very simple program, yet will do fades, wipes, special effects, sound, and moving text, etc.

**Contact:** need instructor

**When:** to be announced

**Where:** Learning Center

**Prerequisite:** Students must have completed the Windows XP course or have the equivalent knowledge.

**Pre-registration:** YES Call Learning Center at 210-736-0080

**Technical Rating:** ★ - ★★

## Microsoft Word

Students will become familiar with and understand Word's basic functionality. The course outline is as follows:  
Wk 1: Opening the application, selecting a template, and saving documents  
Wk 2: Formatting, Using Bullets and Numbered Lists

Wk 3: Headers, Footers, Pagination  
Wk 4: Developing, Inserting, and Tables

**Prerequisites:** Students must have completed the Windows XP course or have the equivalent knowledge.

**When:** 4 sessions, 6:30 to 8:00 pm, question session afterwards; Tues. March 4, 11, 18, 25

**Instructor:** Belinda Ramirez

**Where:** Learning Center

**Pre-registration:** Yes, call Learning Center at 736-0080

**Technical Rating** ★ - ★★

## Private or Semi-Private Tutorials - \$

Develop your skills at your own pace and at a time that fits your schedule. Introductory private tutorials for one, two, or three students. Choose from:

- Microsoft Word
- Microsoft Excel
- Basic Computer Skills, or
- Keyboarding/Typing

**Contact:** Learning Center (210) 736-0080 or 736-0700

**When:** Days and hours are arranged between the student(s) and teacher.

**Where:** Learning Center

**Fees:** 1 student: \$35 per hour, 10 hours for \$300. 2 or 3 students: per student—\$20 per hour, 10 hours for \$150

**Pre-registration:** Yes—call or visit the Learning Center

**Technical Rating:** ★

## Student Practice Lab

A specific time period for students taking Alamo PC Courses to use Computer Lab One (Classroom One) to practice their class assignments. Students may also make up missed class days, if the instructor has provided the course material to the individual. The Practice Lab is monitored and the instructors will help when possible. The Practice Lab is for Class Work Only. Those abusing the system will be asked to leave. Seating is limited and on a first come, first serve basis. If necessary a time limit will be imposed.

**Lab Instructors:** Joe Gentry, Sarah Thomas

**When:** Thursday mornings, except Holidays, 9 am to Noon.

**Where:** Computer Learning Center

**Pre-registration:** No

## Technical Content Ratings

- ★ For the beginner, no experience necessary and no prerequisite.
- ★★ Assumes some basic familiarity with the subject but is not a technical course.
- ★★★ Assumes that the student is somewhat familiar with the subject and will discuss.
- ★★★★ Assumes that the student is competent in the material and will be technical.

# Help Numbers

Can you help a new member with a new computer? Are you proficient in software not listed? Can you help with a title currently showing only one volunteer? Call Linda Bianchi at 226-2460 or email her at <education@alamopc.org>.

**1** Look down the list for the software program you need help with; note the number in front of the title.

**2** Then look down the list to the right for the corresponding number for the person who may be able to help you.

Please observe the times given by the volunteers name to call for phone help.

## Step One

1 Computers for Beginners

2 Windows 98

3 Windows XP

### Microsoft Office

4 Word

5 Excel

6 PowerPoint

7 Publisher

8 WinFax Pro

### Corel Office

9 WordPerfect

10 CorelDraw

11 Quattro Pro

12 Paint Shop Pro

### Photoshop

13 Adobe Photoshop

### Internet and E-mail

14 Internet Basics / ISP Connection

15 Web Page Development

16 Internet Explorer

17 MS Outlook Express

18 Opera

19 Mozilla

20 Dreamweaver

21 .Net

22 Flash

23 RoadRunner

### Open Office

24 OpenOffice

### Financial

25 Quick Books

26 Quicken

### Auction Online

27 eBay

### Genealogy

28 Family Origins for Windows

29 Genealogy

### Communications / Management

30 Time&Chaos

31 Act

32 Goldmine

### Data Base

33 Access

34 AlphaFour

35 dBase

36 Paradox

37 MySQL

### Networking

38 Networking

### Other

39 Hardware / Setting Up A New PC

40 Maintenance and Security

41 Home Help

## Step Two

Expertise	Name	Phone	Availability	E-mail
(1, 5, 6, 3, 12, 23, 26, 38, 41)	John Bolton	658-3060	6pm-9pm M-F	
(1, 3, 14)	Joe Barth	696-5783	7pm-9pm Tu, Th, Sat	jbarth@swbell.net
(2, 3, 4, 16, 17, 23, 29, 38, 39, 40, 41)	Bruce Cramer	865-2933	9am-3pm M-F, Sat	service@pcpro4u.com
(3, 5)	Bill Eastridge	223-8743	10am-6pm M-F, Sat, Sun	
(4, 15, 17, 33)	Bill Hudson	490-6513	7pm-10 pm M-F, Sat, Sun	bhudson3@satx.rr.com
(4, 9, 14, 27 )	William Hudson	824-6910	3pm-8pm M-F, Sat	rwsh@earthlink.net
(19, 24, 30, 37)	Chris Montgomery	490-2415	7pm-9pm M-F / noon-6pm Sat, Sun	
(3, 16, 17)	Ted Ressler			catechist@gmail.com
(1, 3, 14, 16, 17, 40)	Don Robinson	497-3737	9am-5pm M-F, Sat, Sun	dl7266@swbell.net
(10)	Stephen Tech, Jr	675-2880	5:30pm-9pm M - F	stephentechjr@yahoo.com
(9)	Cynthia Thompson	655-1058	7pm-9pm M-F / 10am-4pm Sat, Sun	cynthom@satx.rr.com
(4)	Christel Villarreal			christel.villarreal@gmail.com

If you are unable to find help in the list above, consider contacting the desk staff volunteers at the Alamo PC Computer Learning Center. 736-0700 or 736-0080. 10am - 4pm M-F, Sat Remember these volunteers are all levels of expertise and some may not be able to answer your questions, but may be able to find someone who can.

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## Classified Ads

E-mail your ad to the Editor, PC Alamode at: [editor@alamopc.org](mailto:editor@alamopc.org). Copy deadline is 10th of month preceeding publication. Classified ads are free to members of Alamo PC.

**For Sale** Windows XP Professional disk. New and unopened. Discount. Contact Carl Marmion at 494-6797

**For Sale** 3 Camera Bags - Universal Style 5" wide X 9" long X 6" deep, Sony DSC F828 case with shoulder strap Lowepro Micro 100 Trekker. All in good condition. Contact Bob Ramert [rpramert@sbcglobal.net](mailto:rpramert@sbcglobal.net).

**Wanted** Classified ads from members of Alamo PC. It costs nothing and it's a good way to sell or buy any computer-related item.



100% gray cotton golf shirts with pocket and embroidered full-color **Alamo PC logo**  
Available at the Learning Center in a wide variety of sizes.

**\$20.00**

Call the Learning Center at **736-0700**



# Alamo PC Organization has your Number!

Your membership number entitles you to a full year of membership privileges. Established in 1983, this non-profit, all-volunteer organization is dedicated to helping members keep up with trends and technologies.

## Monthly Meetings

Every month you can attend a presentation meeting, which is open to our 2,500 members. Local and national companies provide the first glimpses of new products and discounts on existing products. There are also drawings for FREE hardware and software.

## Award-Winning Magazine

When you join Alamo PC, you'll receive its award-winning magazine, *PC Alamode*, each month. You'll learn of group activities and you'll enjoy the reviews of new products from your fellow members. Regular columnists will give you insight to this fast-paced, dynamic industry. As a member, you can sell your outgrown stuff in our FREE Classified ads section.

## Special Interest Groups and Classes

Alamo PC offers more than 30 Study Groups and classes on specific software programs for beginners to expert. These small groups typically meet once a month in one of our two hands-on computer labs or classrooms and provide an opportunity to get answers in an informal setting. There are groups for word processing, Web design, graphics and programming and even study groups to help you get Microsoft Certified. You can attend as many SIGs as you'd like and, as you become experienced, even lead one!



## Internet ([www.alamopc.org](http://www.alamopc.org))

Alamo PC is on the Internet, and more importantly, Alamo PC can help you get on the Internet too. If you're already on the Internet, attending one of Alamo PC's Internet SIGs will help you to become a savvy Internet surfer.

## Alamo PC SeniorComp

Are you age 45 or older and not into computers or the Internet yet? Let us help. Contact Alamo PC today and sign up for the very next class. Classes are hands-on at a pace to match your learning style.

## Expert Help

Deadlocked with a computer problem or question? Get access to personal help from expert Alamo PC members. Just call! If you need someone to diagnose hardware and software problems, try "THE DOCTOR IS IN," a free clinic where members bring in their computers and allow our experts to help diagnose and often fix many PC ailments.

## APPLY FOR YOUR NUMBER -- JOIN NOW!

To join, return the application below or sign up online at [www.alamopc.org](http://www.alamopc.org). Your \$45 dues covers your entire family!e. You may use your credit card or send your personal check. If you need more information, call (210) 736-0700. Shortly after joining, you'll receive a membership card entitling you to all rights and privileges and discounts. **JOIN TODAY!**

**GIFT MEMBERSHIPS NOW AVAILABLE: Call 210-736-0700 for details.**



### Membership Application -- Apply for your number today!

PLEASE ANSWER ALL QUESTIONS. This information will be kept in confidence - it will be used for planning purposes only

FIRST: \_\_\_\_\_ MI \_\_\_\_\_ LAST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE H: \_\_\_\_\_ W: \_\_\_\_\_ FAX: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please accept my membership for: ☐ 1 year - \$45 ☐ 2 Years - \$85 ☐ 3 Years - \$125 ☐ New Member ☐ Renewal

Method of payment: ☐ Check ☐ VISA ☐ MasterCard ☐ American Express

Credit Card # \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_

Make checks payable to Alamo PC Organization and mail to: **Alamo PC, PO Box 65180, San Antonio, TX 78265-5180**

**IMPORTANT** ☐ I do not authorize Alamo PC Organization to release my name address and phone to selected vendors

PCA JAN05

# Alamo PC Organization, Inc.

## *Renew Now!*

Isn't it about time for you to consider all the benefits of membership with Alamo PC? Renew your membership before the year is over!

For more information call the Learning Center at  
210.736.0700



## **Consider A Matching Donation, or a Donation To Alamo PC Organization**

Increasing members knowledge and effective use of personal computers, and providing other membership services and access to the expertise of other members, does not happen without an associated monthly expense. In recent months, although member dues and ads have offset the majority of the required monthly expense, and cost-saving measures are constantly being reviewed, the total amount of monthly funds generated has been less than the monthly expense. The shortfall has had to come from reserve funds, which have been severely depleted. We would like to offer everyone the opportunity to help rebuild the reserve fund.

If your employer has a "Matching Donation" program, please consider that you can double a donation amount by participating. All donations are tax deductible and can be dropped off at the Alamo PC Learning Center in Crossroads Mall (near the underground parking entrance, accessed from Fredericksburg Road) or mailed to **Alamo PC Organization, PO Box 65180, San Antonio, TX, 78265-5180**. Checks, Money Orders, etc., should be made payable to Alamo PC Organization and identified as "Donation."

On-line donations can be made at <<https://training.alamopc.org/donations>>. If you do not have on-line access, credit card donations can be made by mail if you legibly provide the following information on a piece of paper: Full Name, Address, City, State, Zip, Phone Number (to verify you want your card charged), Name of Card, Card Number, Card Expiration Date, Donation Amount, and your usual Signature. Please help us keep our membership dues low, meet our monthly expenses and rebuild the reserve fund.

