



PLATEAU PC USERS GROUP, INC GAZETTE



March 2011

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March 2011

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 17, Issue 3

This Month’s Meetings

**March 4 at 1 p.m.
At FFG Community Church
Photo Editing Workshop**

**March 19 at 10 a.m.
At 127 S. Senior Center
Investment SIG**

**March 21 at 3 p.m.
At 127 S. Senior Center
General Meeting**

**March 24 at 1 p.m.
At FFG Community Church
Photography Club**

Program

“Free Software Available on the Internet”.

There is an abundance of free software available. This software covers just about everything that you can think of: recipes, paint programs, weight loss, office type suites, security, inventory, etc. Should you use it? Is it any good? Will this software do what I want it to do? All of these questions will be discussed during the meeting. Carl Nordeen, Club President, will be the presenter.

Heads Up!

We return to the summer schedule in April. The meeting time moves to 6 pm on April 18.

Tip of The Month

Keyboard Shortcuts In Word

When your fingers are flying across the keyboard, isn’t it nice to just tap a few buttons to make something happen rather than having to stop, grab the mouse, and start clicking around? Learning keyboard shortcuts for various operations is wise, but you can also program your own. In Word 2003, click Tools and select Customize. When the dialog box appears, click the Tools tab, then check all the toolbars you want to edit. Click the Commands tab. Click on a toolbar button to change it; then click Modify Selection and type a name for the button, an ampersand, and the new shortcut letter in the Name box. Hit enter and close the dialog box.

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“FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members.

If you have something to give away, bring it in and put it on the FREE table. It's first come, first served. If you see something you want, help yourself.



Membership Dues and Expiration Dates

Membership dues are \$25 a year for a family, \$20 a year for an individual, and \$10 a year for a student 21 years of age or under. Your membership is valid for 12 months from the month you join (or renew your membership). Please pay your dues to the treasurer before the last day of your anniversary month. Anyone who is 30 days or more in arrears with membership dues cannot participate in the door prize drawings.

Corporate memberships are \$25 a year for the first two memberships and \$10 a year for each additional membership from the same company.

Our Club cannot exist without you, the members. Remember, you and your membership dues are important to keep the club functioning!

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves

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Investment Club	Bob Mohar	(931) 707-0434
Photography SIG	Jim Mansfield	(931) 484-6920

Up Coming Meeting

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on April 18, 2011 at 6:00 P. M. at
127 S. SENIOR CENTER

Program to be determined

Classes

Please send ideas for new classes to Alan Baker
(ambaker@citlink.net)

Cool Sites

<http://goo.gl/>

Try Google's new free service to shorten long URLs.
Go to this site and paste your long URL in the dialog
box and click the shorten button. It will give you a
short URL for the site. Sign up for the history service
and build a history of your short URLs.

Recent New Members:

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Investment Club

Meets the third Saturday of each month at 10 a.m. at the 127 S. Senior Center. The leader is Bob Mohar . Anyone interested should contact Bob at 707-0434”.

Pleasant Hill Group

The Pleasant Hill group meetings will be announced by the SIG Leader, Dick Riesz. Meetings are held in the Pleasant Hill Community House on Main Street across from the Pleasant Hill Post Office. All members are welcome and visitors from the Pleasant Hill area are especially encouraged to come.

Photography Club

The Photography Club, a PPCUG SIG, meets the fourth Thursday of each month at the Fairfield Glade Community Church at 1:00PM. Topics vary each month but we show and discuss member's photos each month. One or two "People's Choice" photos are submitted to the Glade Vista each month for publication. The SIG leader is Jim Mansfield.

A photo editing workshop is held at 1PM at the FFG Community church on the first Friday or each month.

PPCUG ISP

We wish to thank the following for providing ISP connections:

- Frontier for DSL at the 127 Senior Center and Fairfield Glade
- Multipro for dialup at Pleasant Hill

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the
Webmaster, Don Lewis
Webmaster@ppcuginc.com (931) 456-5352

New handheld computer that also phones (SmartPhone)

(Verizon Motorola Droid X – Android OS 2.2 Froyo)
By Merle Nicholson, Secretary, Tampa PCUG, Florida
January 2011 issue, Bits of Blue
www.tpcug.org
Merle (at) merlenicholson.com

OK – this is an article about an Android phone by a guy who is three times older than the demographic that normally buys these things.

So I'm going to say "Facebook" here and now, the first and last time because I'd don't have a Facebook account; I haven't "friended" anyone, so I certainly don't care where they are. And I haven't gone hunting for dates for 47 years. Just so you know who I am.

I've replaced two pocket devices with one Android SmartPhone two weeks ago. I had a tiny wireless telephone that I used for, well, telephoning, and a five year old PDA – a Dell Axim x50v.

The old Dell is still functioning almost as well as it did when it was new. Its connectivity options are limited to wireless/b and Bluetooth. I used it mostly to sync with my Outlook calendar and contacts and keep family pictures to bore people with. The charging/sync connector is getting flaky, and I bought a new part to replace it, but the tiny soldering required put me off some and also prompted me to look elsewhere. Don't get me wrong, I can solder. NASA taught me how a lifetime ago. But this is tiny, close together and there are about twenty things to be soldered.

The phone I've had for two years has been just a telephone to me; it connects to a hands-free device I bought for the car, but it will also take pictures and do messaging, in which I had no interest. I discovered that the process to keep the camera from taking pictures of the inside of my pocket made it hard to take any kind of pictures at all and that Verizon was going to charge me to get them off my phone after I did take some. I have a good camera anyway.

Verizon is making it pretty easy to get a new phone and a data/mail plan to go along with it. But Amazon is doing it better by reducing the price of this model (Droid X) down to \$120, \$50 cheaper than buying direct from Verizon. That's after a \$30 credit accumulated at Verizon for having fulfilled my last 2-year contract. That's \$120, no tax, no shipping, no activation fee, plus, I later discovered that, because I went to Amazon through the TPCUG link, \$65 was credited to the TPCUG. I activated the phone with Verizon within a few minutes of delivery to my house but after the on-line activation failed. Apparently Amazon and Verizon work it all out because the Amazon price is reduced by Verizon's \$30, and Amazon checks while you wait online to verify the Verizon eligibility if you've told Amazon that you're an existing Verizon customer and have given the phone number you want to use.

OK, now about Android phones – or rather what I've learned so far. There seems to be a consensus that the latest version of the OS, version 2.2, is the best so far, and 2.2 apparently has some much-needed new features. Being a Google product – you guessed it – it had a lot of features imbedded in it that depend on Google. I'm not especially fond of going to one source for everything, but Google has not eliminated all your choices, and with time, I'm completely comfortable with it.

Email would be a good example. I'm using my own email server account for email, not my Gmail account. My mail is still managed on my home PC because I run a business and my Outlook is essential. My Outlook 2010 isn't just an email/contact list/calendar; it truly categorizes and manages that searchable client data going back several

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years. So the phone brings in all my incoming mail from my private server, and I can send replies or initiate new mail through my server.

The web-based Gmail/Contacts manages your contact list on your Android phone pretty much seamlessly.

I export files (calendar by broad date range and contacts one at a time) from Outlook and then log into my Google email account and import each of those files.

I really don't know if the data is on the phone or in the "cloud," but I've decided I don't care. The contacts and calendar data appear in my phone not instantly but within maybe an hour; I'm not sure.

So far no one has discovered my Gmail account and that's just fine. On the phone, I pretty much just read any incoming email that I'm especially interested in, reply if required and then just erase all the phone's email. There are programs (purchased and free) that improve the Outlook to Android transfer process, but I haven't yet seen any need to fully automate the exchange.

Here's a list of most of the functions and programs I'm actively using. Most are free and already installed. A few were free from the Android Market and just two were purchased.

Browser – The Internet browser is surprisingly good considering the screen size. It responds to 2-finger zoom and pan rapidly, so with a small amount of manipulation, you can see any part of even a large page in all detail. A very large number of websites have pages optimized for mobiles. Wikipedia is one excellent example.

Navigation – Google navigation is just amazing, and it's free, unlike the optional VZNavigator, which has a \$10 monthly fee from Verizon. Type in or speak a destination, and Google looks up and presents all the possibilities; select the one you want and the route is presented with voice directions as you drive. When you reach the destination, it presents a Google Street view. This really surprised me when I stopped and it showed a photo of the front of my house.

Maps – Google maps, satellite view and Street View, just like on the PC. Nothing seems to be missing.

Car Locator – This is a small GPS program that lets you quickly set the location of your car and then find it later using a directional arrow as you walk with the distance in feet or meters. \$3.

Kindle – This is a Kindle book reader; there are versions available for many other devices including PC's. The library of digital books you own here are identical to your Kindle. If you stay connected on both, it tracks your last read page so you can switch devices and not lose your place. It's wonderfully readable. It's not a substitute for the Kindle if you own one, but it's handy and if you happen to own a mobile phone, there's no real need to buy a Kindle if you don't want to.

Email – Well, it's email. It's the mail that I get from my mail server. I do reply to email from the phone when I feel I have to, and since the voice-to-text feature works here as well, it's pretty easy.

Calendar – It's pretty good, completely integrated with Google Calendar.

Voicemail – Google voicemail takes your voicemail messages, translates them to text and places a message on your phone to read or play – your option.

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Music player – There's a sync app that detects when you're plugged into a PC and syncs your PC music to the device. There's also a DLNA app that plays media from a network with a media server. Otherwise it's a decent MP3/WMA player that also does videos.

Camera – An 8 Megapixel camera with face detection and panorama stitching. It has two fairly bright LEDs for flash and plenty of manual settings. Very good zooming, as you'd expect with 8MPixels to work with.

Camcorder – The camera also functions as a 720p HD video recorder. The device also has a mini HDMI port for playing to an external device such as a wide screen TV. It comes with a 16GB SDHC card.

Slideshow and picture management – naturally.

Password management I use the PC version of KeePassX, and I was delighted to find they make an Android version. Free.

Swype - I saved this for last. It's an alternative screen keyboard that allows you to enter a word by sliding a finger from letter to letter. It uses error-correcting algorithms to guess the word and presents alternatives. A world record was set on a touchscreen and Swype using a Samsung Galaxy S. The world record text message consists of 26 words and was typed in 25.94 seconds, which corresponds to a speed of 60 words per minute.

The few things I don't like It's a mystery to me that Android applications don't have an exit or close. Instead, they stay running until you either shut down each service manually or turn off the phone. I'd guess the up side to this is that everything launches very quickly. It's so fast in fact that you take it all for granted. I haven't found a disadvantage to this, although I've read complaints that it must be taking up cpu cycles and therefore must be draining the battery and contributing heat to global warming. I guess I doubt all that, but what I really don't understand is why I find apps such as Skype running when I've never used them. There are programs you can purchase to manage these, but it's also widely held that you'd live a calmer life if you just ignored it all. Finally I did read a built-in tutorial recommending that you turn the phone off once a day to clear out unused programs in memory.

Second, in spite of the claim of 220 hours of standby and 480 minutes of talk time, this thing eats battery. I'll admit I pretty much actively used it all one day for 10 hours and ran the battery down. I used it for phone calls very little. The display, when on, eats most of the battery, so a continuous charge is necessary if you're going to use it for navigation. There's an extended battery for \$50, which is way too much.



PC Cooling - Keep it Cool!

By Phil Sorrentino, President, Sarasota Personal Computer Users Group, Inc., FL
February 2011 issue, Sarasota PC Monitor
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Just like your car, your computer has to be cooled because it generates a lot of heat. Some of the computer's components produce large amounts of heat during operation, and this heat must be removed in order to keep these components within their safe operating temperatures. PC Cooling, then, is the process of removing the heat from the computer's components. Components which produce heat and are susceptible to performance loss and/or damage due to that heat include integrated circuits, such as the Central Processing Unit (CPU), graphics processors, chipsets, and memory. Hard drives also produce heat but typical air flow is usually adequate to keep them within their operating temperature. (Although some of the very fast drives (10,000 rpm), may need additional cooling.)

Most of the heat produced in a computer is generated by the power supply, the CPU and possibly the graphics processor. That's probably where you'll find the additional fans (beyond the normal chassis cooling fans). You might not think such a small electronic chip, the CPU, could generate so much heat, but many modern CPUs need a separate fan mounted on a heat-sink to remove all of the heat generated. Overheated parts generally exhibit a shorter maximum life-span and may give sporadic problems resulting in system freezes or crashes. PC Cooling is mainly done using heat sinks to increase the surface area which dissipates heat, fans to speed up the exchange of air heated by the computer parts for cooler ambient air, and in some cases soft cooling, or the throttling of the speed of some computer parts in order to decrease heat generation.

First a little thermodynamics review. A heat-sink is an object that moves heat from an object that it is trying to cool, to a lesser hot area or object. It absorbs heat from an object, and transfers that heat to another object or the surrounding air. In the computer, a heat-sink, usually made of aluminum, is placed in direct contact with the CPU chip. A thermal grease is used to help the heat transfer from the CPU chip to the heat-sink. The heat is then typically transferred to the ambient air (the lesser hot area). The heat sink helps cool the CPU by transferring heat from the CPU, at a relatively high temperature, to the ambient air, at a relatively lower temperature. This transfer of heat keeps the CPU from overheating and possibly shutting down. The most common design for a heat-sink is a piece of metal with many fins. The large surface area due to the fins results in the rapid transfer of heat to the surrounding, cooler air. A fan improves the transfer of heat from the heat-sink to the air by moving cooler air between the fins. This is how the combined heat-sink and fan work to cool down the CPU chip.



Now all that may seem a bit academic, but the point is that the components inside the PC must be cooled. You know how good you feel when you turn on a fan on a hot day. The heat-sinks and the fans are necessary for your computer to continue operating. So, if your fans stop or your heat-sinks stop being effective, your computer will eventually stop operating. If a fan stops it is usually easily noticed either by seeing it stopped when the computer is on or the lack of air flowing or the lack of the sound of the fan motor. It's the heat-sinks operation that is hard to determine. The best way to discern the operation of the heat-sink is to look at it. (Yes, that means removing the cover.) It

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should be nice and shiny and new looking, and not covered with dust or animal hair. Dust covering the heat-sink will impede its ability to transfer heat to the air, even if the fan is moving the air over the dust laden heat-sink.

A visual check of the cleanliness of the heat-sinks every 3 to 6 months is advisable. (Maybe even more often if your computer is in a dusty environment, {like in the corner of a room on a rug, and/or you have furry pets in the area.}) Make sure you unplug the computer before you do this. While you are in there checking, take a can of “dust remover”, which is like compressed air, and blow out all of the dust you can see, especially around the CPU heat-sink. Also, make sure all of the inlets and exhaust holes in the case are free from dust and debris so that the normal air flow will not be disturbed. That can of “dust remover” is your best defense against dust buildup both on the heat-sink surfaces, and around the air holes. (Keep a can of dust remover close at hand and give a package of them to your computer owning friends during the holiday season.) Follow the directions on the can. Be especially careful not to hold the can on an angle or upside down, as doing so may force out a flammable freezing liquid. (Note that it is normal to feel the bottom of the can getting cold while the can is blowing air.) If you blow out the dust every 3 to 6 months, your computer should run nice and cool for many years, and you’ll be spared some very strange and possibly aggravating problems.

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Oracle and the Future of OpenOffice.org

By Geof Goodrum, President, Washington Area Computer User Group, VA

December 2010 issue, The Cursor

www.wacug.org

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Oracle Corporation, a technology company best known for its flagship commercial relational database management software, is alienating the Open Source community it once embraced. In 2008, Sun Microsystems acquired MySQL AB, the company that developed and provided commercial support for the highly popular relational database management system (RDBMS) software, MySQL, which is available in both Open Source and commercial license versions. MySQL is very popular (estimated at over eleven million installations) as backend software used by web sites world-wide, comprising part of the “LAMP” (Linux, Apache, MySQL, PERL/PHP/Python) software stack.

Sun Microsystems is perhaps best known for the Java programming language used to develop software that can run on a wide variety of computer platforms. The Open Source community has been pushing for the release of control over the Java language specification to the community since at least 2004. In 2006, Sun released Java software components under the GNU General Public License, but continued to release “non-free” executable versions.

Sun Microsystems also sponsored the OpenOffice.org community project, which developed and distributed a free, Open Source productivity suite comparable to Microsoft Office and built upon code from the commercial StarOffice product, previously acquired by Sun.

In 2010, Oracle Corporation completed acquisition of Sun Microsystems, including MySQL, Java, and OpenOf-

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file.org. During the acquisition, the MySQL community expressed concerns that Oracle would discontinue support for MySQL as it competed with Oracle's commercial RDBMS products. While this has not happened, Oracle recently doubled MySQL support service costs.

In August 2010, Oracle sued Google over its implementation of Java in the Linux-based Android operating system, claiming infringement on seven patents. This move alienated the Java developer community.

In September, a core group of over 30 leading contributors to the OpenOffice.org project formed The Document Foundation with support from organizations including Red Hat, Novell, Google, Open Source Initiative, Canonical, and the Free Software Foundation. The Document Foundation's primary purpose is to support the community development of LibreOffice, a productivity suite built upon the OpenOffice.org source code. This move was in response to ongoing concerns about Oracle's governance and development process for the OpenOffice.org project, including Oracle's reluctance to accept patches to the software. The Document Foundation's stated mission is to:

facilitate the evolution of the OpenOffice.org Community into a new open, independent, and meritocratic organizational structure within the next few months. An independent Foundation is a better match to the values of our contributors, users, and supporters, and will enable a more effective, efficient, transparent, and inclusive Community. We will protect past investments by building on the solid achievements of our first decade, encourage wide participation in the Community, and co-ordinate activity across the Community.

Oracle responded to the formation of The Document Foundation by insisting that members step down from their positions on the OpenOffice.org project as it created a conflict of interest. As a result, it appears that community developers are migrating from OpenOffice.org to work on LibreOffice.

At this point, it appears that Oracle has squandered whatever credibility it had with the Open Source (MySQL, Java, OpenOffice.org) developer community, and the future of the original OpenOffice.org project is very questionable.

However, expect to see rapid development and improved software quality for LibreOffice under The Document Foundation.

Microsoft program stores all types of data

By John Weigle, Editor, Channel Islands PCUG, California

January 2011 issue, The Outer Edge

www.cipcug.org

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Microsoft's OneNote was one of the subjects discussed by Toby Scott, Channel Islands PCUG Technical Advisor, at their December 2010 program in December.

OneNote has been compared to a three-ring binder as a place to store all types of information in a searchable form. But it's far more useful than just a binder full of paper, as Scott showed in the demonstration.

OneNote first appeared in the Microsoft Office suite in 2003, but not in all versions, he said. It was in most of the versions of Office 2007 and is in all of the 2010 versions, including Home and Student. It is also available as a stand-alone purchase for about \$75.

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OneNote is the perfect place to store “a tremendous amount of random stuff” in notebooks that can all be examined with a single search, Scott said. Each notebook can have tabs to further divide the information.

Notebooks are listed on the left, and the tabs for a notebook run across the top of the program. Pages can also have sub-pages.

“I probably have 10,000 notes of one kind or another I’d like to be able to get to and some of them I can’t find anymore,” Scott said. OneNote becomes a central depository for this kind of information, he said.

A notebook could cover plans for a trip, he said. When the trip is over and you don’t need it anymore, you can delete it with a right click.

The program is quite flexible, he said, because “you can enter data into OneNote almost any way you can get information into a computer.” You can cut and paste information, import Word and Excel documents and copy and paste text from an image (for example, a screen shot). Text in an image is searchable.

OneNote wants to tie into SkyDrive, Microsoft’s “to the clouds,” he said. It gives you 25 Gig of storage but you cannot store files larger than 50 Meg. Stored items can be personal (private) or shared. Users who put information in a shared folder are immediately asked if they want to send e-mails to notify people that the information is there. Anyone can see the shared files, but they can be password-protected to limit access, he said.

It’s also possible to copy entire Web sites, and, while the format of the page does not remain, all links remain live. Those who put data in a shared file can give users permission to edit it, but they, not those who visit the shared folder, have the power to limit and grant access permissions.

The cloud version of Office, which includes Word, Excel, PowerPoint and OneNote, can be used from SkyDrive.

Information entered in OneNote is saved immediately so users don’t have to remember to save before closing the program.

A search in OneNote looks through all notebooks, lists where the term is found and highlights it in the opened notebook.

Hundreds, if not thousands, of templates are available for OneNote users, including ones for home, school and business. But, Scott noted, “Not all free template downloads are useful.”

Text can be saved from many pictures, such as a screen shot of a DOS box, and copied to another spot in OneNote. A search will find the information in the image whether you’ve copied it out to text or not (the highlight was hard to see on the DOS screen shot, however). This does not work on heavily artistic graphics, like the CIPCUG logo on the society’s Web page, however. “There are limits on what you can pick up,” he said.

OneNote also defeats attempts to make copying a Web page impossible, Scott noted. In Vista and Windows 7, you can use the clipping tool to mark the portion of the Web page you want and paste it into OneNote, where it’s instantly searchable.

Scott also showed a notebook for work where he stores information on problems that are repetitive but don’t come up often enough so fixing them becomes automatic. He stores fix-it information in the notebook and can then search

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for words matching the problem. He can store registry fixes and similar information, keeping the links live all the time.

Another use, he said, is to gather pricing information from a variety of websites for airline tickets and so on, paste it into OneNote and compare all the data in one place. OneNote also adds a “Pasted from ...” tag with information you paste from a website.

OneNote does not pick up CSS formatting and the background images on a Web page so it won’t display the information the way you see it on the Web page. Information can also be copied from a PDF file, he said.

Spreadsheets imported from websites are readable, but they don’t necessarily import in a spreadsheet format. Scott said that if he wants material from a spreadsheet to be imported into a different spreadsheet, he copies the material into Note Tab Pro. He then does a search for two spaces and replaces them with a tab. He then pastes that material into a spreadsheet, and Excel uses the tabs to create new columns.

Discovering Windows 7 – Part 13

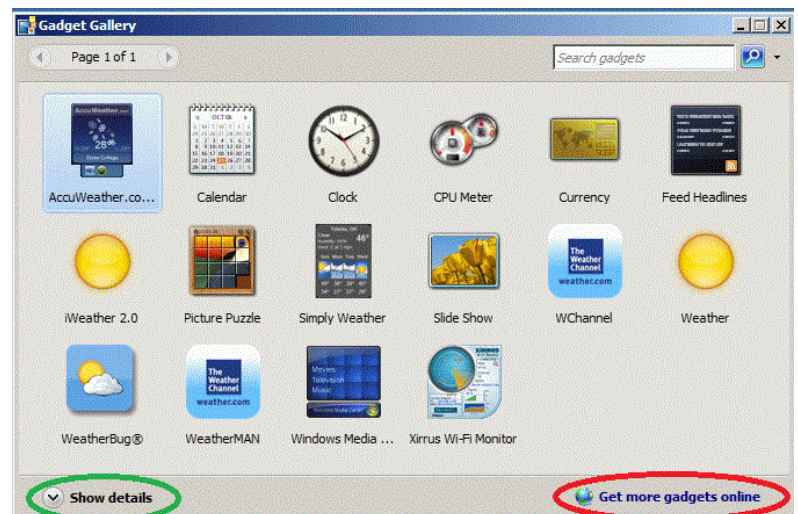
By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington
February 2011 issue, the Data Line
NCStahfest (at) msn.com
www.tapcug.org

Do your desktop icons look large and consume a lot of your computer’s desktop real estate? The chances are that if they were smaller they would be less obtrusive. Of course the downside of having smaller icons is that you get more space to have more icons which can make your desktop look more complicated (sort of like making space on a real life desk to add more piles of stuff). Anyway, try reducing the size of your icons, it’s easy.

Start by right-clicking on an empty area on your desktop. Next, click on “View” in the window that appears. Now select a smaller icon size and you’re done. If you don’t like the results you can always go back to the old size. Note that there are other things that you can do from the icon menu. You can select auto arrange (not my favorite because I like to control which icon goes where) or you can turn off desktop icons altogether. As you can see, you can also control how icons are sorted and screen resolution as well as gadgets from this menu.

Windows 7 Gadgets are customizable programs that display information such as weather, time, currency conversions and news. Gadgets were first introduced with Windows Vista in the Windows Sidebar. In Windows 7, the Sidebar is gone and you can place gadgets anywhere on your desktop.

Personally, I didn’t like the Sidebar in Windows Vista; it used up part of my desktop space, so I didn’t use gadgets. On the other hand, I like to check the weather



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when I turn on my computer in the morning. A weather gadget is a convenient way to do that. Windows 7 lets me leave my Weather gadget in an out of the way corner of my desktop, where it doesn't get in the way of other things.

You may have had some gadgets on your desktop when you purchased your computer, maybe not. In any case, you can reach the Desktop Gadget Gallery pretty easily. Just click on "Start," click on "All Programs" and then "Desktop Gadget Gallery." You'll see something like this. As you can see I've experimented with a number of different weather gadgets. If you click on "Show details" (circled in green) you'll see a short description of the gadget. To add one of these gadgets to your desktop, just click on it and drag it to your desktop, or alternately you can double-click on it. Once the gadget is on your desktop, click and drag it to the location you want. If you right-click on a gadget, you see a menu of options. These options will vary with each gadget but usually include resizing, opacity and closing the gadget.

Suppose you don't see a gadget for what you want? Just left-click on the lower right corner of the Gadget Gallery window where it says "Get more gadgets online" (circled in red). This will take you to a Microsoft site that literally has thousands of free gadgets available for download. The web site has a search feature that will let you search for gadgets by topic.

Many of us save various files to our Desktop. This often produces a messy desktop loaded with document, image and video icons. One gadget that you may find useful is called "Magic Folder." All you have to do is drag the file icons to the Magic Folder icon. Based on the file extension of the icon (such as .DOC for documents and .JPG for images) the files will be moved to your Windows 7 library folders. Thus documents will go to your Documents folder, images to your Pictures folder, audio files to your Music folder and video files to your Video folder. Right-clicking on the Magic Folder icon will show you a number of options including adding folders to it, adding controls to move files with non-standard file extensions to the proper folders and changing the appearance of the Magic Folder icon.



Download the Magic Folder gadget from <http://bit.ly/7Y5ZL>

Windows Lab

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Déjà vu All Over Again

Yes, I'm writing the same article again. Why you ask? It's because we don't seem to learn from our past mistakes. I'm writing with six computers around me infected with various forms of Viruses, Trojans, and Malware. If your computer is running really slow, or suddenly you can't connect to the Internet, or you get popups saying you have viruses which can be removed if you send money, then you need to read this article. With the expansion of social networking, web surfing, malicious emails, and free music download sites, there are any number of places for the attacks to take place. So what can you do? Well here is what you need:

Security Software- no matter what you do online, you need protection. Most commercial security software covers antivirus, firewall, parental controls, and antispyware. These programs can usually be installed on up to 3 computers, and have a small fee to add additional licenses. You can also go the free route. Many Internet Providers such

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as AT&T, Cox, and Eatel provide free security software. Go to your provider's webpage and any free software should be listed. There are also free antivirus programs such as AntiVir, Avast, and AVG. My favorite place to get these programs is at: www.filehippo.com

Filehippo offers the latest versions which are easy to find. If you try to get the free version from the company's website, it's usually buried deep and hard to find.

Antispyware- the security suites and Antivirus programs now have built in antispyware. One program is not enough; you need to be proactive. My favorite program is MalwareBytes which is one of the best spyware and malware cleaners I have used. You can download it at Filehippo. I suggest that you install it, update it, and run it every couple of days. Other good programs are Spybot Search and Destroy, Ad-Aware, and SuperAntiSpyware.

Remember one rule though; you can install multiple antiSpyware programs but you can only have one antivirus program running.

Firewalls- these programs protect you from being attacked via your Internet connection. From Windows XP on, there has been a firewall built into the operating system, but it was weak at best. Newer versions of Windows are better, but there are still weaknesses. You can also get firewalls at Filehippo. You will have to train a good Firewall to let it know what you want it to allow in and out. This can tell you if there is some malware on your computer that wants to phone home.

The main thing you need to do is get adequate protection and make sure you keep it up-to-date. If your security software is out of date, it won't protect you. You must be suspicious of any email, and careful about what links you click on the Internet. If it looks too good to be true, it probably is.



avast! antivirus



AVG



April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 1PM Photo Editing Workshop	2
3	4	5	6	7	8	9
10	11	12	13 2 pm Board Mtg	14	15	16 10 am Investment SIG
17	18 6 pm Q & A Session Followed by General Mtg	19	20	21	22	23
24	25	26	27	28 1 pm Photography Club Mtg	29	30

PLATEAU PC USERS GROUP, INC.

APPLICATION FOR MEMBERSHIP

Return this application, with check for annual dues (\$25 family, \$20 individual, \$10 student membership) payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557.

Date

Last Name First Name Family Members (if family membership)

Address: City State Zip Code Phone Number

E-Mail address

I have used PCs since (year): I have belonged to a Computer Club before. Yes No

I have knowledge in the following areas and would be willing to share my knowledge with club members:
