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The Outer Edge

The Friendly Computer Club Helping Make Computers Friendly. On the Web at [www.cipcug.org](http://www.cipcug.org)

Attendance at the  
February general meeting:  
**56 members and guests.**

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**COMMAND.COM**

By Jim Brown, President

*"Promoting the Harmony of Computer Education, and Camaraderie"*

March is the month supposedly of winds — “in like a lion and out as a lamb.” Winds may also signify change and unsettledness. I mention this because your board is having conversations with the Boys & Girls Club concerning the renewal of our rental contract. So far, things are going as well as expected although we have concerns on some items listed in the proposed contract. I ask all of you to take a bit of time and look around for alternative sites where we can hold our monthly meetings. We may need a back-up position if we cannot reach an amicable agreement with the current B&GC administration. Certainly there will be more information given at our March meeting. Our March meeting is Saturday, March 23, 2013.

*As a reminder of coming events-especially — at our April meeting:*

We are scheduling a computer tuneup for your PCs for the April meeting. The usual fee is \$15.

If a new member joins our computer group from January to April, we will offer the tuneup free of charge

We will update the new flash drives for \$2. If you wish to load your old CIPCUG flash drive with the new software, we will do it for \$5.



Brown

Our April raffle will feature a Nexus7 16-bit tablet. This is a beautiful bit of hardware and very useful. There will be other great items for this raffle. This should be fun and an opportunity to win nice items for just a few dollars.

The raffle ticket prices will be \$5 each or five tickets for \$20. This will be similar to the raffle at our 25<sup>th</sup> anniversary celebration last September.

We printed business cards for our computer group. The purpose is to give you something to give out to prospective future members. The card has all the information needed to inform and connect to our group. We anticipate that this will make it easier for all of us to give complete information to others. These business cards will be distributed at our March meeting and will be available at future meetings.

Have you participated in our club survey yet? Your board wants to hear

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**Coming computer tuneups are free for new members**

The computer tuneups at April’s meeting are \$15 for members but free for anyone who joins from January to the March meeting date. All the details are in a story on page 10. If you didn’t take any CIPCUG business cards at the last meeting (see Command.com on this page), take a few this month and give them to a computer-owning friend along with the information on the tuneups. Note, however, that reservations for a tuneup must be made on [cipcug.org](http://cipcug.org).

**Please complete the survey**

The CIPCUG survey is available on [cipcug.org](http://cipcug.org). The board needs to know your wants and interests to improve the group. We hope to start tabulating late this month, so please complete the survey as soon as possible.



CIPCUG NEWS AND EVENTS

# Have you used the F1 — Your Help Key feature?

**A**t the last meeting, Robert Provart asked me to remove his name from the F1 — Your Help Key feature that appears in most issues of TOE because he hasn't had any calls in some time. His comments make me wonder if the feature has outlived its usefulness. Michael Shalkey told me he gets calls for help but doesn't know if they're a result of the F1 listing or his regular appearances at every meeting. David Minkin said he has had some calls.

**Editor's corner**



**Weigle**

When we had regular computer shows in the county, people who looked through sample copies of TOE were surprised that there were people who'd offer help for free. The feature was a good selling point.

I'm interested in your use of the feature. Have you ever used it to get questions answered? If so, approximately how long ago did you use it (days, weeks, months, years)? If no one is using it, I'm sure I can find something to replace it, such as articles from other newsletters that are shared regularly through the Association of PC Users Groups (APCUG).

Please let me know what you think.

### We lose a member

Art Lewis reported a death notice (no obituary) in The Star for one of our members: "The Tuesday (Feb. 26) edition of the Ventura County Star reported the death February 22 of Barton Cook Wood, 90, Camarillo, electrical engineer. I suspect that this is Bart Wood, a long time member No. 46. If anyone knows his family, a card would be appropriate, and perhaps a mention in TOE."

Thanks, Art. We extend our sympathies to the Wood family.

## More on Command.com ...

*(Continued from page 1)*

your views and opinions. John Weigle and Toby Scott have devoted many hours to this project. You can find the survey on our Web site — [www.cipcug.org](http://www.cipcug.org). Please participate. While you are there, take a look at our club bylaws. We will have an election of officers — especially the office of president — in the spring.

Our April meeting should be fun-filled and informative.

Please send any suggestions to any board member. You can send to [board@cipcug.org](mailto:board@cipcug.org), [president@cipcug.org](mailto:president@cipcug.org) and so on for all board members.

Hope to see all of you at our April meeting.

PS. I have been asked to be the marshal of the April Fools Parade. I am not sure if this is an honor or what?

## Coming events

# Gene Barlow to present webinar in March pro-

### Programs

Gene Barlow will present a webinar on "Organize and Protect Your Hard Drive" at the March 23 meeting at the Camarillo Boys & Girls Club, 1500 Temple Ave. (Ponderosa Drive and Temple Avenue), Camarillo (see the map on the last page).

The doors will open at 8 a.m. and the program will start at 8:45 a.m. We expect to have the Internet and Connectivity SIG led by Toby Scott.

Barlow will start by describing the various options you have to better organize your hard drive to serve your needs. How you organize your hard drive can affect how protected your files are and how easy it is to use them. He will show how he organizes his hard drive and why he chose to do it that way. Then he will demonstrate Acronis Disk Director 11, which makes organizing a hard drive quick and easy.

Doing regular backups of a computer's hard drive is the most important thing a user can do to protect the content of a computer, Barlow said. He will describe a backup approach that will give users the best protection for their computers, he said. This will be

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### Door prizes

We have two types of raffle tickets: one for prizes offered by the presenter and one for club-provided prizes. The tickets for the presenter's prizes are free and limited to one per member.

The tickets for the club-provided prizes are \$1 each, \$5 for six tickets, \$10 for 13 tickets, \$15 for 20 tickets and \$20 for 27 tickets and are available to anyone. Those who can't stay until the drawing may sign their tickets and give the person selling the tickets a list of the prizes they would like in the order they'd pick them. Winners' prizes will be held until the next meeting.

### Consignment table

A consignment table is set up at every meeting. Anyone can buy, but only members can sell.

The club gets 10 percent of the sales price. Sold items must be picked up at the end of the day's meeting.

Any items not picked up will become the property of CIPCUG and will be subject to disposal at the club's discretion.

CIPCUG is not responsible in any way for items bought or sold at the table. Each item is sold as-is unless otherwise stated.

### Meeting, SIG notices

If you would like e-mail notices of regular meetings and SIGs, go to [www.cipcug.org](http://www.cipcug.org), where you'll find a link on the home page to sign up. The URL is [cipcug.org/listserv.cfm](http://cipcug.org/listserv.cfm).

**You will need your membership number, which is on the back cover of TOE, to complete the sign-up.**

## CIPCUG NEWS AND EVENTS

Internet SIG, Q&A**Downloading YouTube videos, new Java issues**

*Unless otherwise noted, Toby Scott answered the questions in the SIG and the regular Q&A, assisted by Michael Shalkey, who also handled the computer duties for the SIG but had to leave before the Q&A because of a prior commitment.*

**Internet and networking SIG****No social media SIG**

Toby Scott: We're having only one SIG today because the last one on social media and alternate devices had only a few people and no questions when Jessica tried to do a Q&A. We're interested in what you would like to have in the way of SIGs.

**Downloading YouTube videos**

Q: How can I download audio and video from YouTube? I used to have a

downloader, but it disappeared from my computer. I think I have a Firefox add-on for it.

A: Jessica: Look for a YouTube download add-on for the browser you use.

Toby: Use a Google search to find the Firefox add-ons. The search engine on the Firefox add-ons page is not very good.

Audience: There are several video download helpers for Firefox. One of them has an icon that looks like the icon for Chrome, and that's the one I use.

Jessica: I have a downloader on Chrome.

Toby: If you're geeky like I am, you can play the file in your browser and then go to your temporary Internet files, search for \*.swf, sort by date and check for the

latest download there and save it to a different folder. The file type depends on what program the person posting it used, but YouTube lists these formats as the ones it supports: .MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV and 3GPP. They'd like to go to HTML5, but that's a ways off.

Michael: A good downloader for Chrome is Chrome YouTube Downloader 2.6.5.

Jessica: I have FVD Downloader. (Its description on the Web says it does not support YouTube downloads. — Editor)

**Java issues**

Q: I can't do the Sunday New York Times crossword puzzle without Java

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**More on coming events ...**

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followed by a demonstration of Acronis True Image 2013.

At the end of the meeting, Barlow will offer a free software product to all attendees to monitor the well-being of their hard drives. He backs up his customers with a special Starter Guide and extended technical support.

Barlow has worked with computers for 50 years in various technical, marketing, and management positions. He had a 34-year career with IBM and managed its User Group Support organization when the IBM PC was introduced in 1981. When he retired from IBM, he set up his own consulting firm, User Group Relations, to continue to represent various software companies to user groups.

Dates of coming meetings follow:

April 27  
May 25  
June 22  
July 27  
Aug. 24  
Sept. 28

Oct. 26

Nov. 16 (**third Saturday**)

Dec. 21 (**third Saturday**)

**SIGs**

The Special Interest Groups (SIGs) are sponsored by CIPCUG and led by volunteer club members. They are free to CIPCUG members.

Other than those presented during or just after the regular meeting, the SIGs run from 6:30 to 8:30 p.m. at Ventura County Computers, 2175 Goodyear Ave., Unit 117, Ventura; phone 289-3960. From the 101 Freeway, exit at Telephone, take Telephone south to McGrath, turn left and go one block. Turn right on Goodyear and right again into the second driveway. Unit 117 is the back, right corner of the building.

The pre-meeting SIGs are at 8:45 a.m. at the Boys & Girls Club. The after-meeting SIG when one occurs is at a location to be announced on the meeting day.

**The general schedule:**

Fourth Tuesday: Linux.

Fourth Saturday (or the regular meeting day): Internet and connectivity SIG (Toby Scott), 8:45 a.m. The location of Michael Shalkey's after-meeting SIG, on days there is one is announced at the meeting.

The March and April schedules:

**March**

**Saturday, March 23:** Pre-meeting SIGs on the Internet and connectivity at 8:45 a.m.

**Tuesday, March 26:** Linux SIG. Moderator: Bill Wayson. With luck, we will finally get Ubuntu installed on our refreshed CIPCUG PC. Of course, we will entertain any questions, comments, or anything else that interests you.

**April**

**Tuesday, April 23:** Linux SIG. Moderator: Bill Wayson. Topic TBA.

**Saturday, April 27:** Pre-meeting SIG on Internet and email at 8:45 a.m.

**Be sure to check the calendar on [cipcug.org](http://cipcug.org) for updates on event programs, dates and times.**

CIPCUG NEWS AND EVENTS

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being enabled. Is it safe yet?

A: No, and many in the tech community don't expect it to be for at least two years. But, as we've said before, if you have trusted sites that you must visit (such as some financial sites and others), disable Java in all your browsers except one, and then use that browser to visit **only** the trusted Java sites. Opera is a good choice for this unless you're already using it as your primary browser. Internet Explorer is not a good choice for the Java-enabled browser. Do not perform Google searches on the Java-enabled browser because you might be directed to some sites that have infected Java code.

Instructions to disable Java in popular browsers were printed in the February issue, which can be found at [cipcug.org](http://cipcug.org) in PDF format. The instructions are also available at a number of Web sites because of the severity of the issues caused by the Java problems. To disable Java in all browsers, you can go to Start > Control Panel > Java and uncheck the box "Enable Java in the browser." This method will not work if you want to enable Java in a *single* browser because it disables Java in *all* browsers.

Don't willy nilly go around the Internet with Java enabled. New dangers come up every day.

Q: Do sites tell you if they need Java?

A: Yes.

**Using groups in Live Mail**

Q: I'm using Live Mail in Windows 7 and developed a group of 10 people. It shows in the TO: line, but only three people get the message.

A: I'd delete the group and start over. I suspect that there's a strange character that you might not be able to see somewhere in the list of addresses.

Comment: When I hit the plus sign, only three addresses show up.

Audience comment (This comment is out of order but applies to this question): Put the group name in the BCC: rather than the TO: or CC: line. Then recipients see only their own address, not the addresses of everyone the message was sent to. Windows Live Mail shows all the addresses if you put them in TO: but does not if you put them in BCC: (this is true

**This month's topics**

**Internet SIG**

- No social media SIG
- Downloading YouTube videos
- Java issues
- Using groups in Live Mail
- Internet speed tests
- Copying files to seldom-used PC
- Java and Firefox
- Tiny URL dangers
- "Invalid data file"
- Deleting add-ons
- Monitor goes black

**Q&A session**

- iPod nano wipes out music
- Music in the car
- Deleting Gmail contacts
- Opera problem
- Screen recorder
- Flash drive programs
- Finding duplicate files
- Speaker hum
- Java
- Skype
- Secunia PSI
- Windows 8 and Office
- Compressed air

of most email programs — Editor). If your email provider insists on having an address in the TO: line, use your own. The "Reply all" function sends the reply to the names in the TO: and CC: lines but not those in the BCC: line.

**Internet speed tests**

Q: What's the best tool to check my Internet speed?

A: Speedtest.net, but it requires Java to be enabled. I think that's probably true of all the sites that perform speed tests. Speedtest.net gives you the most optimistic numbers, which is probably the reason it's the industry standard.

**Copying files to seldom-used PC**

Q: I have a Windows XP PC that I use infrequently, but sometimes I want to send a site link or other document to it. I have no security programs on it. Am I vulnerable if I sign it on to the Internet just to send something to it?

A: I'd use sharing and let the folder be shared with everyone. That will make the file available to every computer on your home network. If you're not going to the Internet, there is not much of a problem on the computer. Microsoft used to make Windows Home Server, which was the perfect tool for situations like this, but they stopped selling it.

Michael: If it's just one or two files, I'd copy them to a flash drive and "sneaker net" — walk over to the other computer — them to the other computer. This also gives you a backup of the files on the flash drive. If you have lots of files to copy to the other computer, you could

use Dropbox, Google Drive or a similar site.

I'd put some security program on the XP machine because it sounds like you do go on the Internet with it sometimes. Microsoft Security Essentials is free, gets good reviews and works on XP. I wouldn't use AVG.

The main thing is don't blindly click on links in emails or on Facebook. That's dangerous.

Q: I have some people who are computer wise and who I trust who send me links I want to open.

Michael: That's fine, but ask them to send more than just a link with no message or a very generic message. You want something personal enough to be sure it's really from the person you think it is and not from a hacked email account.

Toby: A little bit of intelligence goes a long way.

The key is not to blindly click on links. If the message is so generic it could have been sent to anyone ("check this out," "this is funny"), don't click on the link. Send an email to the person it's supposed to be from asking if that person really sent it. And when you do that, look at the address it's going to be sent to because if it's a spoofed message, the email address will be wrong.

You have to think before you click, period. Before you install Microsoft Security Essentials, be sure to uninstall any outdated security programs.

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### Java and Firefox

Q: For about three days, I was having Firefox crashes and got error messages about Java heap dump. I have Norton Anti-Virus. The problem stopped after a Java update.

A: There could have been a problem with the latest Java update. Oracle is doing updates almost weekly, and the problems aren't being fixed because they're in the core of the code. They can't fix the way the hackers get in to the program without rewriting the program, so they're blocking the ways people send code out as they're discovered.

Michael: It's like putting a screen door on a submarine and stacking more and more screen doors on the first one to keep the water out.

### Tiny URL dangers

Q: Can't Tiny URL links and similar shortened URLs be dangerous?

A: Michael: They're OK if you're sure who they're from.

Toby: I'd treat a Tiny URL link like any other link, but I'd trust it more than some really long one that I can't interpret. Bit.ly is a similar Web site that shortens URLs, and Google also has a URL shortener. All links are risky and you have to decide if they meet the smell test: Is the message from someone you know? Is it so generic that it could have been sent to anyone? Is the message related to something you mutually know about and a hacker probably would not? If it's hugely generic, don't click on it. But hackers don't generally use URL shorteners, so I would be slightly less suspicious of one.

### "Invalid data file"

Q: I'm getting an "invalid data file" message when I shut down.

A: Something in the background is trying to open or save a file that it can't find, that is marked read only or that is corrupted. Norton won't detect this kind of problem with a specific file. You need to figure out what program is putting up the message and work from there.

Q: WinZip keeps popping and starts to scan the computer. I stop the scan, and another message comes up and says I have lots of errors.

A: Michael: WinZip shouldn't need to

scan your computer. You're infected with something. It will probably give you a message that if you send us money we'll fix your computer. It's called "ransomware." It's very hard to find because it's purposely hidden.

Toby: Whatever it is, it's going to be difficult to get rid of. It's probably best to bring it into the shop.

### Deleting add-ons

Q: If I use a browser add-on, where does it go? Is it in the program files or the browser files?

A: Add-ons are attached to the browser and will be in the browser set-up file. The add-ons are generally in the Applications Data folder in Windows Vista and 7, which is generally a hidden folder. The add-ons are attached to the browser. If you simply delete the files for them and don't do a proper removal, you can create a continuing error in the browser. Go to the add-on in the browser and click on remove to properly delete it.

### Monitor goes black

Q: On both my desktop and laptop, if I stop working for a while, the screen goes black.

A: Michael: Right mouse click on the desktop, click on Personalize, go to screen saver and change the power plan to adjust the time that the computer must be inactive to start the screen saver.

### Q&A session

#### iPod nano wipes out music

Toby Scott: Before we start the Q&A, I'm going to discuss a near disaster that we had at home when Jessica plugged an Apple iPod nano into her computer, which is synchronized with mine. She installed iTunes. With no warning, it started to automatically synchronize her iTunes, and the program eliminated 48 gigabytes of music from my computer. This included a lot of music that we had recorded at home, including hours of music recorded by Sofia Cosma, a prominent concert pianist and the mother of Toby's wife, and other music the family had recorded. I have a backup, but it took seven hours to restore the music, and I'm still not happy about what happened. Apple deleted things because they weren't bought at the iTunes store. Apple said

you didn't buy these from iTunes so they shouldn't be there. It went across the network and eliminated them from my computer.

Jessica: In my defense, the synchronizing started automatically when I plugged it in. I wasn't asked, and no option was offered to *not* synchronize or synchronize manually.

Toby: Apple wants to own everything in the world, and they don't want you to have anything you didn't buy from them.

Michael: I've had three friends who had problems with iTunes. I went to the Apple Store, and they said you're running Windows. Buy a Mac.

Andy Toth: Someone gave me an iPod, which is a pain to connect to Windows 7. I've had good experience Media Monkey, but it runs iTunes in the background. One of the other programs — at Floola.com — lets you put a little firewall up to protect your music.

(After the meeting, Andy sent the following information:

(Here's a link. [http://www.ehow.com/how\\_2049669\\_add-music-ipod-itunes.html](http://www.ehow.com/how_2049669_add-music-ipod-itunes.html))

(I got my ipod connected via MediaMonkey. There is also a plug-in for sale into Media Player; it is \$20. It has a weird spelling. Do a Google search for "ipod without itunes." — Editor)

Toby: Apple goes out on your home network and wipes out all the music. If I had backed my computer up to my wife's computer, my backup would have been eliminated. I don't share my flash drive. Apple doesn't play nice with anybody.

Michael: You probably think that when you buy music online, you're buying the song like you used to buy a record, tape or CD, but you're actually just buying a license to listen to the music.

Toby: Poddox, which is on the flash drive under audio tools, allows drag and drop synchronization. It can replace Microsoft's Media Player and iTunes. We'll add some players to the update of the CIPCUG flash drive.

Andy Toth: It does require iTunes in the background.

Michael: Poddox does not require iTunes. MediaMonkey does.

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Toby: The well-designed VLC media player, also on the flash drive, works without iTunes and is, I believe, the most downloaded media player.

Jessica: Another thing about Apple is that it plays only its own file types. It does play MP3s.

(A Web search after the meeting turned up many complaints about iTunes synchronization during the past several years, although most of them concerned music being wiped off the iPod rather than the computers. Apparently, the activity has been known for several years, and one of the responses on an Internet help board said if the questioner had read the manual he'd have known what was going to happen. About.com contains these instructions to turn off automatic synchronization:

“1. Before you plug the iPhone or iPod into the computer, go to iTunes.

“2. On a Mac, go to the iTunes menu -> Preferences -> Devices.

“On a PC, go to Edit -> Settings -> Devices

“3. In the pop up window, look for the icon or tab that says Devices. Choose it.

“4. Just below the box, you'll see a checkbox reading 'Prevent iPods, iPhones, and iPads from syncing automatically.'

“5. Check it and click OK at the bottom of the window.

“Auto-sync is now turned off and you're safe to plug your iPod or iPhone into the computer.”

(I do not have iTunes so have no way to confirm that this works. It's included here for your information. — Editor)

### Music in the car

Q: I bought a song and copied it to a disc, but it won't play in the car.

A: It's probably a format issue. Most car players don't play MP3 files.

Jessica: A lot of the newer cars have players that do play MP3 files.

Toby: They might play MP3 files off an MP3 player but not off a CD.

### Deleting Gmail contacts

Q: How do I eliminate an old address from my Gmail account?

A: In Gmail, click on the Gmail logo

in the upper left of the home page, go to Contacts > More and delete the address you've highlighted. There's also an option to delete all contacts, which you probably won't want to do.

### Opera problem

Q: I updated Opera, and when I pull up my AOL email account it displays for a few seconds and then stacks up in the left column and becomes unreadable.

A: I'm guessing on this, but try enabling Java on the browser and see if that helps. It's possible that AOL is using Java in its email program. I don't think Opera would have changed any settings with an update that would cause that problem.

### Screen recorder

Q: Is there a free screen recorder to capture both audio and video for Windows 7?

A: VirtualDub on the flash drive is highly recommended. I haven't used it, but it gets good reviews.

Michael: Cam Studio is also good. It's open source freeware and can be found at <http://camstudio.org>.

### Flash drive programs

Toby: If any of you have favorite freeware programs that you think should be on the flash drive, please let me know. We can add them; we already have several to add to the first update we do. If everything goes as planned, we'll have updates available at the next meeting — and I'll remember to bring the remaining flash drives that I had planned to bring today.

### Finding duplicate files

Q: Is there a good duplicate files finder?

A: Duplicate File Finder (<http://www.auslogics.com/en/software/duplicate-file-finder>) and one other one I don't remember the name of.

Audience: You can do it in DOS.

Toby: The DOS search will find files with identical names, but it doesn't examine the checksums to be sure the files are identical. The ones I'm thinking of do.

### Speaker hum

Q: My computer speakers are emitting a 60 gigahertz hum.

A: You might have to get new speakers, but before you do that, try a new connecting wire, which is often the problem.

If that doesn't work, try jiggling the wire and, if you can, turning the plug over in case the ground is wrong.

### Java

Q: You've been saying to disable Java, but earlier you told someone to turn it on. I keep getting update notices. Should I allow them?

A: Definitely allow the updates. They are attempts to fix serious security problems.

Let's review the issue: The general recommendation is to turn Java off because it has security holes that can't be easily fixed, but some sites, including some financial ones, still require it. If you visit such sites, my advice is to enable Java in a secondary browser. As noted in the SIG, Opera is a good choice for this *unless* you use it as your primary browser. Then use that Java-enabled browser to visit the trusted sites that require Java. Do not use it for general Web surfing or even Web searches. If you go to a site that you don't know is safe that says you need Java, leave it. Again, don't make the Java-enabled browser your primary browser.

Q: My latest Java update did not show the usual information on the version.

A: I'd go to [java.com](http://java.com) and download from there just in case the one you received is not valid. I don't know of any hacks of Java itself, but there's no reason to take any chances. As you install, watch the screen carefully because one of them will offer to install the Ask toolbar, and the default is “agree.” Ask is questionable at best; it installs the toolbar and changes your home page. Then Ask lists only sites that have paid them. If you accidentally install it, uninstall it from “Add or remove programs.” Such actions are making lots of people unhappy with Oracle, and some techies are calling it greedy and sleazy, a term they seldom use for big companies.

I'm wagering that two years from now we won't be using Java. There will be an open source substitute for it.

Oracle has sold OpenOffice, which came with its purchase of Sun, to the Apache Foundation for \$1 because so many people who were unhappy about

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## CIPCUG NEWS AND EVENTS

Program: CIPCUG flash drive**Opera, SyncBack, VLC are demonstrated****By John Weigle***jweigle@vcnet.com*

**T**oby Scott continued his presentation on software on the CIPCUG flash drive at February's meeting, covering Opera, a Web browser; SyncBack, a backup program; and, in less detail, VLC, a media player.

**Opera**

Scott uses Firefox as his main browser because he likes the way it can be personalized with add-ons and because it can keep multiple pages open with no problems. But if he just wants to take a quick look at a site, he uses Opera as a second browser because it opens faster than Firefox.

Opera creates a Speed Dial page that opens when a user opens a new tab. Opera offers its own suggestions, but users can add their own favorites and

delete other pages at any time. Users can make the Speed Dial page or any other page their home page.

The default Speed Dial set-up is nine sites, but the Opera Help file says users can add as many sites as they want, although the page thumbnails get smaller with each addition. Users can also have up to nine pages open automatically when the browser is opened.

"For your occasional browser, it works really, really well," Scott said.

A member of the audience suggested that Opera could be the Java-enabled browser, and the pages needing Java could be the ones on the Speed Dial page. Another person asked how to delete a site from the Speed Dial page, and Scott said to right click on the thumbnail and chose the Delete option from the dropdown menu. Other options are to edit the entry, reload the page, and reload the page after specific time passes.

Similar features are available in Chrome and Firefox with add-ons, he said.

Another person asked if bookmarks can be imported, and the answer is that they can by going to File > Import and Export and picking the browser you want to import from (the choices are Opera, Internet Explorer, Firefox and Konqueror. Scott suggested that those who are going to use Opera as the Java-enabled browser might not want to import all their bookmarks, however.

Opera also has add-ons available, and they can be obtained from the Tools > Extensions menu.

Scott said he wouldn't use Opera to visit hundreds of sites in a day, but it's perfect for visiting just a few sites in a day.

Asked if it's possible to direct email links to specific browsers, Scott said no.

*(Continued on page 9)*

**More on Q&A ...**

*(Continued from page 7)*

working with Oracle abandoned OpenOffice for LibreOffice. I think Java might go the same route.

**Skype**

Q: Skype has been asking me to let it run a system check and update. I denied the access. I don't know what to do with it.

A: There are several things about Skype. You might have noticed that Microsoft Messenger has disappeared. Microsoft replaced it with Skype Chat because it wants you to use Skype as both the phone and IM software. Skype is positioned to become the chat engine of choice. By default, it starts when Windows opens and runs in the background all the time. You can change that and can also open only the messenger function on startup. If you run it in the background all the time, be sure to keep it updated. You don't want any programs that run all the time and connect to the Internet to be

outdated because of security issues. Hackers used to be teenagers who just wanted bragging rights or the ability to post a "gotcha" message, but now most of them are part of organized crime in the Eastern block and the hackers have far more nefarious goals.

**Secunia PSI**

Q: How good is Secunia PSI to alert you to needed updates?

A: It's OK, but it will nag you on programs that don't go online.

Q: So are you saying to stay away from Skype?

A: No, it's one of the best programs developed in the past several years, but it does a lot and is highly vulnerable to attacks, so you have to keep it updated.

Comment: I use Skype all the time for my grandchildren on the East Coast.

A friend in Arizona told me that when she gets email in Outlook if the people are on Skype she gets an information box with the sender's Skype information.

A: Michael: I don't think it's related to the version of Windows but to the version of Outlook being used.

Toby: If you use Windows RT, there's a single contact list for Skype, Windows Live Mail and chat and other programs that need contacts.

**Windows 8 and Office**

Q: I downloaded Windows 8 but have not installed it. If I install it, will the Office I'm using on Windows 7 work in it?

A: Yes.

**Compressed air**

When Craig announced that one of the raffle prizes was compressed air, Toby asked if it was specifically for electronics, and Craig said yes.

Toby said there are two types of compressed air, with one having an oil propellant. Oil will conduct electricity, and if you spray it on your mother board you can short the board out. Be sure that any compressed air you buy is labeled as being for electronics.

## CIPCUG NEWS AND EVENTS

*(Continued from page 8)*

Some email programs offer users a Send to option that might work for that. The only other option is to copy the link and paste it into the browser.

To disable Java in Opera go to Tools > Advanced > Plug-ins.

### SyncBack

Before showing SyncBack, Scott reviewed the two types of backups.

One is the so-called “bare metal” or full system backup, which copies everything on the drive, including the operating system, programs and documents. This kind of backup can be performed easily with a backup tool built into Windows 7 and 8 (Control Panel > Backup and Restore). This is the kind of backup you want to have available if your hard drive fails because once the full backup is placed on the new drive, everything is in the same condition it was when the backup was made. To restore the drive from such a backup, start to install Windows from the original CD or DVD and wait for the “restore from backup” option. It’s better if you burn a restore disc on a CD.

People using XP or Vista probably won’t need this kind of backup because they’ll want to upgrade to a later version of Windows, Scott said, noting that Microsoft will end all support for XP next year, which means that if hackers find new security weaknesses, no patches will be issued. Those who think that’s a ridiculous policy need to remember that Microsoft is supporting XP, Vista and Windows 7 and 8. XP is 13 years old, which is a long time for computer operating systems. Apple, on the other hand, is supporting just one version of its OS.

The other type of backup copies only files that the user selects — usually data files. SyncBack, which comes in both free and paid versions, is an excellent tool for this kind of backup, Scott said.

“You can back up any data that you want to,” he said.

Users create a profile in which they select what folders and subfolders to back up. For demonstration purposes, Scott picked My Documents and all its subfolders, but users can back up just music and pictures files if they want to. After choosing what to back up, users select the des-

tinuation to store the backed up files.

Users can schedule backups with the Windows scheduler, but to do that, they must have a login password because the scheduler requires it. Users can also choose to overwrite files, skip files or save several versions of files if they want to.

They also choose what to do if a file is no longer present on the source drive: delete the file from the backup or keep it. Keeping the file in the backup allows for restoration of files that were accidentally deleted, Scott said.

Users can back up to any device that has the capacity to hold the material being backed up. This can be determined by running a simulated backup after setting up the profile to be sure the settings are correct and the size of the backup, he said. If users move a file on the source drive, the default is to copy the file to its new location in the backup and also leave it in the original location so users will have two copies.

Windows Backup can do a file backup, but it puts all the files in a giant zip-like file, so they can be restored only with the restore function. SyncBack stores files just as they are on the original computer and allows users to restore single files easily.

SyncBack “does a really good job” of making backups and not duplicating files, he said.

Asked how backups can be verified, Scott said to move a file on the source computer to a different location and ask the backup program to restore that file. If a file can be restored from deep in the backup, the backup, is OK, he said.

Installing a new version of SyncBack does not erase settings from the previous installation, he said. The new version pulls the settings from the old version.

To change various options, go to Decisions > Files. In Expert > When > Periodically, users can tell the program how often to do backups in the background.

Asked if the Windows backup program backs up all partitions on the source drive, Scott said the default is supposed to be for all partitions but added that it’s best to check what it says it will do after setting up the profile.

### VLC

The presentation on VLC was less detailed than the other two because the latest version had a revamped interface that Scott had not expected. To set up a playlist, click Media > Open File and navigate to your media. Select what you want to play/have on your playlist. The selection(s) start playing immediately. Once you have all the media you want on the playlist, click on the Playlist icon at the bottom and then click on Media, Save Playlist to File. Navigate to where you want to save your playlists, give it a name and save.

If you have only one playlist, it will play automatically when you start VLC. If you have more than one playlist, you select the one you want to play from the Media > Open Recent Media dialog. In the old version, you could select playlists from the playlist menu, but it either was removed or isn’t working correctly.

VLC plays all types of media files — music, audio, and even ISOs (image files of a CD, DVD or BD) — and lets users create and name playlists.

“Once you get it set up, it has every option known to man,” Scott said, including the ability to convert files to new formats. Music in playlists can be played in random order with the hot key R, or from the Playlist interface, select the Random icon at the bottom.

“It has a tremendous amount of tools,” Scott said, but users have to get in and play with it to learn all the features. Simply playing media is easy, he added.

An online Wiki (<http://wiki.videolan.org>) offers many pages of help files and other information that tells how to do anything you’ve ever thought of and some you haven’t, Scott said.

Scott said he uses the paid version of Winamp — the free version has lots of nag screens — but if he was starting over he’d use VLC.

A member of the audience said he keeps his music files in My Music but also sees references to them in libraries and asked how the two fit together. The items in libraries are simply shortcuts to the original music file, Scott said, and if you move the files, they won’t play if you click on a library shortcut.

## CIPCUG NEWS AND EVENTS

## New members eligible for free computer tuneup

The next computer tuneup will be offered at the April meeting with a special twist to attract new members. Any nonmembers who register for the event on [cipcug.org](http://cipcug.org) and join CIPCUG from January to the April meeting will get the tuneup for free. The price for members is \$15.

Staff members from Ventura County Computers will check computers for obvious problems, fix the simple ones and make recommendations to solve more serious problems, such as the need for new hardware, reinstallation of Windows and major malware infections.

There will be a limited number of spots available because the tuneups must be completed during the meeting.

Those who sign up for a tuneup will need to take the computer and the power assembly for laptops. Also, if you have a

## Minutes of the February board of directors meeting

By Diane Mortensen-Henderson

CIPCUG Board of Directors held its monthly meeting on Feb. 16, 2013. Members in attendance were John Weigle, Andy Toth, Craig Ladd, Art Lewis, Helen Long, and Toby Scott. Absent were Diane Mortensen-Henderson and Jim Brown

In Jim's absence, the meeting was called to order by Craig Ladd.



Mortensen-Henderson

**Treasurer's report:** Art passed out copies of the January 2013 treasurer's report, which is published elsewhere in TOE.

**Future Programs:** Craig announced that he is setting up a Webinar for the March 23 meeting. Using Skype, it will be a presentation by Gene Barlow. Craig once again thanked Toby and Michael for their second presentation on additional freeware programs. Board members agreed that at April's meeting we'll have a large

purchase item, such as a Nexus, as a door prize. Tickets will be set at \$5 each or five tickets for \$20.

**Computer tuneup:** CIPCUG's famous tuneup session is now set for April 27, 2013. This will be a fundraising event for the club. Members will be charged \$15. A proposed incentive for anyone who buys a CIPCUG membership on or before the day of the tuneup will receive a free computer tuneup. A flier could be made up publicizing the membership/tuneup special and distributed locally.

**CIPCUG survey:** Toby announced that he had received approximately 20 responses from CIPCUG's website. He will

(Continued on page 12)

## Treasurer's report for January 2013

By Art Lewis  
[treasurer@cipcug.org](mailto:treasurer@cipcug.org)

1-1-13 through  
1-31-13



Lewis

### Category Description

#### INFLOWS

Coffee Income	14.00
Donation	7.00
Membership Income	
Renewals	540.00
TOTAL Membership Income	540.00
Publication sales	39.99
Raffle	156.00

**TOTAL INFLOWS 756.99**

#### OUTFLOWS

Corporate Expenses	38.87
Raffle Prizes	103.77
Rent Paid	240.00
TOE	505.43

**TOTAL OUTFLOWS 1,048.07**

**OVERALL TOTAL -281.08**

Unrestricted Funds	4,570.69
Restricted Funds	0.00
<b>Bank Balance 1-31-13</b>	<b>4,570.69</b>
Year to Date Income	5,522.09
Year to Date Expense	5,755.36
Net Year to Date	-233.27

## Corrected summary for December 2012 treasurer's report

Unrestricted Funds	4,851.77
Restricted Funds	0.00
<b>Bank Balance 12-31-12</b>	<b>4,851.77</b>
Year to Date Income	4,765.10
Year to Date Expense	4,717.29
Net Year to Date	47.81

CIPCUG NEWS AND EVENTS

Membership report:

**Is it time to renew?**

**By Ken Church**

email address: [membership@cipcug.org](mailto:membership@cipcug.org)

Welcome –

New members: Much appreciated



**CHURCH**

Attendance at the February 2013 general meeting:  
56 members and guests (who signed in)

Total membership: 175

**MEMBER RENEWAL INFORMATION**

\$30 for single membership,  
\$35 for two or more family membership.

**NEW MEMBER INFORMATION**

\$40 first year for single membership,  
\$55 first year for two or more family membership in same household.

Please send your payment to:

**CIPCUG MEMBERSHIP  
P.O. BOX 51354  
OXNARD, CA 93031-1354**

Or bring your payment to the sign-in table for the March 23, 2013, meeting.

**January 2013 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
0926	Curry	Rick	201301
1217	Donohue	Joseph	201301

**February 2013 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
1168	Brown	James	201302
1129	Escobedo	Ray	201302
1063	Field	Dwayne	201302
1063 A	Field	Sharon	201302
1219	Hernandez	Rafael	201302
0843	Isaman	Harry	201302
0566	Meeker	Kirsten	201302
0565	Meeker	Mary	201302
0656 T	Mori	Ken	201302
1083	Stoutz	Hank	201302
1140	Wayson	Bill	201302

**March 2013 renewals payment due:**

Mbr#	Last Name	First Name	Pd to Dt
0544	Beardshear	Paul	201303
0054 T	Erickson	Elden	201303
0917	Johnson	Barbara	201303
1220	Johnson	Vic	201303
0138	Lakes	Arline	201303
0137	Lakes	George	201303
0425	Ledner, MD	Bob	201303
1050	Wennerholm	Ernest	201303
1051	Wennerholm	Naomi	201303
0771	Zuromski	Alexandra	201303

**2013 contributors to The Outer Edge**

*Your name can appear here, too. Share your knowledge with other members by sending an article, letters or computer tips to [editor@cipcug.org](mailto:editor@cipcug.org).*

**CIPCUG MEMBERS**

Ken Church  
Art Lewis  
Helen Long  
Diane Mortensen-Henderson  
Dick Maybach

Tony Pizza  
Toby Scott  
Michael Shalkey  
Rick Smith  
Jim Thornton  
Bill Wayson  
John Weigle

APCUG  
Jim Ceray  
Nancy DeMarte  
Nancy Preffitt

## GENERAL NEWS AND COMMENTARY

# Transferring really large files

By Bill Wayson

[bwayson@gmail.com](mailto:bwayson@gmail.com)

In the Pleistocene era of personal computing, transferring files between computers was simple. Copy them to a floppy disk, use sneaker-net (aka walk) to transfer the disk to the



destination PC, and copy them from the disk. Much the same technique is used today — only the transfer medium has changed, becoming USB thumb drives or optical discs. Still, transferring files may be challenging: they may be too big for the media. DVDs can hold anywhere from 4.7

to 9.4 GB, and many USB thumb drives have a file size limit of about 4 GB imposed by the file system. If you must transfer a really huge file, a different solution is required. This month we will look at alternatives for transferring large (and small) files.

The easiest way to transfer files is through a network. Files of any size can be handled, and you may not even need to go to the destination computer. If you are able to create shares between the two computers, this may be an option. Linux shares can be created using applications

like NFS (Network File System) and Samba. Samba is preferred when the other computer is a Windows PC since it creates Windows-compatible shares. Windows-to-Windows transfers are easily done using Windows shares. Depending on the situation, either the location of the source files or the destination needs to be under the share. Once created, though, the transfer is most easily accomplished using the PC's file manager and its familiar file manipulation capabilities such as copy-and-paste and drag-and-drop.

If folder shares are not an option, the next method to try is an established transfer protocol such as FTP, SFTP, or SCP. The only requirements are that the remote PC run an appropriate service, the local PC has an appropriate client, and you have access to the local PC with the proper rights to access the service on the remote.

FTP (File Transfer Protocol) works but is insecure. Minimal effort and knowledge is required to learn the password, so few, if any, Linux distributions install an FTP server by default. Most of them do install an SFTP (Secure FTP) service and clients. SFTP is secure because the entire transfer session, from logon to logoff, is encrypted. Both SFTP and SCP (Secure CoPy) clients connect with SFTP services. They differ in that SFTP works interactively until you close the session, whereas SCP only copies files listed in the command line. Using SFTP is more convenient in many desktop environments which support it within their file managers. Once connected, the remote system looks like another folder, and copying files is handled through familiar mouse operations. A Windows package with client programs that I like and use frequently is PuTTY ([www.chiark.greenend.org.uk/~sgtatham/putty/](http://www.chiark.greenend.org.uk/~sgtatham/putty/)). It will give you SFTP and SCP clients, as well as others. Windows users will need to search the Internet to find an appropriate service. And don't forget to configure any firewalls to allow the protocol.

Another network option is to use one

of the cloud-based storage services. Copy your files from the source PC up to the cloud, then copy them back down to the destination PC. This ought to be pretty simple, and there is no requirement that the two PCs be able to talk to each other. This method does have its own issues to consider. Cloud storage services usually require some sort of registration. You may also be uncomfortable having your files sitting on someone else's computer. Free cloud storage services exist, but they often limit the total amount of storage available, some of which may already be used. Adding additional storage capacity results in ongoing charges. The users of both PCs must be able to access the same cloud storage area, which may require one user revealing their login ID and password to the other (who may then have access to other files). But, in the right circumstances, such as a single user with multiple PCs, this is a viable option.

If a network-based transfer solution will not work for your circumstances, then you must use an intermediary medium. You can try to compress the file down to a workable size. File compression works well on many file types, such as text documents and spreadsheets. However, compression works less well on file types that are already compressed by the very nature of the file type. Multimedia files, in particular, such as MP3 audio files and jpeg pictures are already stored in a compressed format, so compressing them again results in very little size reduction. And your huge file is likely to be a multimedia file, such as a movie. But when file compression reduces the file size significantly, it is a good option.

Another media-based solution is to eliminate the file size issue completely by reformatting the media to a file system that supports huge file sizes. Windows users can reformat their USB keys using NTFS. If the source computer is a Windows PC, I see little downside to this. However, some operating systems, notably the Apple Macintosh, cannot directly write to an NTFS drive without additional

*(Continued on page 13)*

## More on board minutes ...

*(Continued from page 10)*

send the responses to Craig for his review.

**Attendance:** It was noted that in spite of the change in schedule, from meeting on the third Saturday in February instead of the regular fourth Saturday, 61 members attended today's meeting. CIP-CUG's business cards were set out for members to take and distribute to individuals who may be interested in attending club meetings.

There being no further business to discuss, the meeting was adjourned.

## GENERAL NEWS AND COMMENTARY

# Take control of your fonts

By Nancy DeMarte  
 Regular Columnist (Office Talk),  
 Sarasota PCUG, Florida  
 January 2013 issue, *The Monitor*  
[www.spcug.org](http://www.spcug.org)  
 ndemarte (at) Verizon.net

**Y**ou know you're becoming a real techie when you start to question standard (default) settings on your computer. This fact is true when considering fonts, which means text and other characters of a certain style. Windows operating systems come with dozens of fonts; Microsoft Office adds even more with its installation. For years the default font in Office was *Times New Roman* in Word and *Arial* in the other Office programs. When the default fonts changed with Office 2007, many users didn't care for the new look but accepted it grudgingly. Perhaps they didn't realize they could set another font as their default. They may not have known that they could also download and install other fonts from the Internet. This article explains how to take

control of your fonts and use them in creative ways.

## The background

In the early days of computing, text characters had unnatural, jagged edges. Fortunately, the look and variety of fonts have improved dramatically. TrueType font format was designed by Apple in 1991, and Open Type, jointly developed by Microsoft and Adobe, appeared in 1997. Clear Type greatly improved the clarity of text on flat screens and laptops. Today most text appears smooth and clear, even at very small sizes and in many alphabets, such as Latin, Greek, and Japanese, and Arabic.

## Finding your fonts

Fonts are stored in the Fonts control panel of Windows. (Type "fonts" in the Start menu search box or click the Start button > Control Panel > Fonts.) Thumbnails of the fonts currently available on your computer are grouped alphabetically. The fonts that are installed depend on the languages which are enabled. My font list, for example, shows only

English fonts. Double-clicking a font thumbnail reveals the font in the sentence, "The quick brown fox jumps over the lazy dog," followed by the numbers "1234567890" repeated in different sizes. Fonts are organized by families, which include various sizes and styles like regular, italic, condensed, and narrow.

Windows 7 added 48 new fonts to the list, many in lesser known languages. Office includes custom fonts with each new release. If you purchased Office 2007 or 2010, you noticed right away the new default fonts: *Cambria* for headings and *Calibri* for the body of a document. According to Microsoft, the most popular five fonts in their products are *Gill Sans*, *Calibri*, *Arial*, *Curlz MT*, and *Times New Roman*.

## Changing the default font

With little effort, you can change the font that is standard in an Office program. On the Home tab in Word 2007 or 2010, click the small arrow in the bottom right corner of the Font group to open the Font

(Continued on page 14)

## More on Penguin's lair ...

(Continued from page 12)

work. Users of Linux can easily reformat their portable media to one of the ext file systems, all of which support enormous file sizes. Most recommend that USB thumb drives use the ext2 file system since it reduces the number of writes to the media, prolonging its life. Linux-to-Linux transfers can be completed easily using this method. Work is required on Macintosh and Windows computers, however, to install third-party software which will allow them to read from and write to ext file systems.

If none of the solutions above meet your needs, then one of your few remaining options is to split the file into manageable chunks. Linux and Macintosh users can run the "split" utility to easily split a file into the necessary number of parts, each of which will be no larger than

a user-specified size. Each chunk can be transferred using portable media to the remote computer, and then easily reassembled back to the original file. Just remember to reassemble the parts in the proper order. Windows users will need to do some searching on the Internet for file-splitting utilities.

Transferring files between computers is usually a simple process. If the file is too large, however, the process requires some reflection on the particular situation, such as where the computers are, who will use them, the file type, and such. One or more solutions exist for almost all possible situations. Some require, at most, one-time setup work. It may be worthwhile, though, to put work into the setup if it results in a simple transfer process.

If you find yourself needing to trans-

fer huge files, or if you just want to be prepared to do so, spend some time considering your situation and don't be afraid of the setup work. You will probably end up with a new tool on your PC that can make your ongoing computing life simpler.

If you have questions or would like to learn more about Linux and FOSS, come to the March CIPCUG Linux SIG meeting at 6:30 p.m. Tuesday the 26th at Ventura County Computers in Ventura. Again, with luck, we will finally get Ubuntu installed on our refreshed CIPCUG PC. Of course, we will entertain any questions, comments, or anything else that interests you.

If there is something you would like the Lair or Linux SIG to cover, drop me a line at [bwayson@gmail.com](mailto:bwayson@gmail.com). Until next month, happy computing.

GENERAL NEWS AND COMMENTARY

(Continued from page 13)

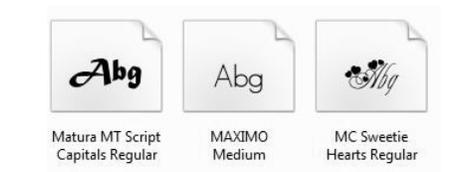
dialog box. Select a font name, style, and size, and then click, "Set as Default" > OK.

Getting a new font from the Internet

You can also search the Internet to find new fonts, some offered for a price and some free. These can be downloaded and installed to the Fonts control panel, where they will be available to any program on your computer which uses text. My new fonts can be used not only in MS Office programs, but also in Photoshop Elements and PrintMaster, as well as others where text is needed.

I wanted to send a homemade Valentine greeting card to my daughter using a font that had that theme. Searching with Google offered me many websites that had free custom fonts for download. I knew that any free download has the possibility of containing bugs or malware. So I researched a bit more and decided to focus on three of the many reputable free font sites: [1001freefonts.com](http://1001freefonts.com),

[dafont.com](http://dafont.com), and [fontspace.com](http://fontspace.com). I searched the Valentine category in [dafont.com](http://dafont.com), found a font I liked, clicked the Download button and then the Save button twice, which scanned the setup file for viruses and saved it in my Downloads folder. Then I opened my Downloads folder (Start > Nancy > Downloads), opened the new font setup file, and clicked Install. The process was automatic and quick. I closed all open windows, opened Word, and scrolled down the font list to my new font, called *MC Sweetie Hearts*. Using it, I designed a simple greeting card, which I printed and mailed.



CAUTIONS: If you create a product with a downloaded custom font and send it digitally, such as an email attachment, the person won't be able to view the font

I if he doesn't also have it installed. Instead, the text will revert back to the default font of the program that opens the attachment. If you want to delete a font from my computer, locate it in the Font control panel, right click it, and click Delete. A warning: deletions are permanent.

Using fonts creatively

Exploring the fonts on your computer is fun and will probably make you want to make better use of them. For instance, open a word-processing program like Word and scroll down the font name list on the Home tab to the three fonts called Wingdings. They are "Dingbats" — that is, fonts where text characters have been replaced by pictures and symbols. You can't use Wingdings to write a contract, but you might find an occasion to include a telephone, pair of scissors or arrow in the body of a letter.

Even if you don't download any new fonts or include Wingdings in your docu-

(Continued on page 15)

**Ventura County Computers**  
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**(805) 289-3960**  
2175 Goodyear Ave. #117 Ventura 93003

Would someone please explain to me why anyone in their right mind would choose Windows 8 when you have Windows 7. It's like jumping out of a perfectly good airplane.

Rick, I gave you Microsoft's talking points. All you have to do is toe the company line to start selling new PCs with the world's most advanced OS. Get with the program!

As everybody knows I'm always right about everything and there's nothing I'm not knowledgeable about. And I know this, Rick, you're wrong about Windows 8 and if you have 2 hours I'll tell you why.

Rick Smith, MCP  
Toby Scott, MCP  
[www.vcccomputers.com](http://www.vcccomputers.com)

**Ventura County Computers**  
Fast Friendly Humorous Service... Most of the time

GENERAL NEWS AND COMMENTARY

# Connecting things to your computer: the USB port

By Jim Cerny

Director, Sarasota PCUG, Florida

December 2012 issue, Sarasota PC Monitor

www.spcug.org

jimcerny123 (at) gmail.com

**P**rinters, cameras, flash drives — is there any limit to what you can connect to your computer? Today we want to look at how to connect all those wonderful devices to your laptop or desktop. Almost all such connections (that are not wireless connections) are through a “USB” port cable. USB stands for Universal Service Bus, and, just as a city bus can carry all kinds of people, a USB connection can connect almost anything. The purpose of this article is to provide you with the information you need to connect things using the USB connection port. All computers have at least two and maybe three or more USB ports. They are rectangular “holes” in your computer, approximately one-half inch wide by 3/16 inch thick. Any device you purchase which can connect to your computer will probably come with a connection cable with one end being a USB port connector. The other end of the cable will probably have a different shape, which plugs into the device you are connecting (camera, printer, mouse, etc.). Here is how you connect something to your computer using this port:

1. Using the connection cable, plug your device into your computer’s USB port. (The USB plug does have a “right side up,” so if it doesn’t fit one way, turn it over).

That’s it. There is no second step. Oh — maybe you have to turn on the device you are connecting.

Yes, it’s simple, but I think it is helpful to know a little of what is going on and how to best use your USB ports on your computer. For example, did you know you can have as many

*(Continued on page 16)*

## More on fonts ...

*(Continued from page 14)*

ments, you can still use fonts creatively. Paying attention to how professionals use text in magazines and web pages can give you ideas for creative font use. For example, you can select the first letter of the first word in a paragraph and make it a different font in a larger size for a dramatic effect. While it isn’t a good idea to use too many fonts in one document, combining a couple gives interest to the text. You can make your fonts work for you.

### Members’ classified ads

Classified ads are free to members. Each ad is limited to 105 characters, including spaces and to one ad per member per month. Copy has to be to John Weigle, editor of TOE (editor@cipcug.org), within the week after the regular meeting. Otherwise, the ad is held to the following month.

#### Free

#### For sale

I have the following Free/For Sale (contribution to CIPCUG):

One SHARP UX-300 FAX machine with Handset

Manual (.pdf) http://pdf.textfiles.com/manuals/FAXMACHINES/Sharp%20UX300%20Plain%20Paper%20Fax%20Machine.pdf — David Minkin

I have the following For Sale (contribution to CIPCUG):  
2 each Microsoft Mouse, \$2 each  
Internet Scrolling Mouse (COMP USA), \$2  
Video Selector Switch (5 inputs/2 outputs), \$5 — David Minkin

#### Wanted

#### Other categories as needed

The Outer Edge is printed and prepared for mailing by:

Bob Weisensee  
Production Supervisor



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## GENERAL NEWS AND COMMENTARY

# Interesting sites to visit on the Internet

**By Nancy Preffitt**

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December 2012 issue, The ICON  
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## No time to read

If you find it difficult to set aside time to read a good book, this site is for you. Daily Lit offers a "novel" solution! It emails chapters of a selected book to you every day thus allowing you to read in smaller increments. Just browse the database for a book you want to read, enter your email address, and click subscribe. Choose from best-selling and award-winning titles, literary fiction and romance to language learning and science fiction. The site also features forums, where you can discuss your favorite books and authors.

[http:// www.dailylit.com/](http://www.dailylit.com/)

## An old game in a new technology

Remember Yahtzee? You can now play on your PC. It's a single-person game in this version. You can even download it as a portable app and store it on a thumb drive. It's a geeky site — as are most open source sites — but it's easy to download and enjoy without a hassle.

<http://www.openyahtzee.org>

## Medication interaction

It seems that the older we get, the more prescriptions we have. Your doctor or pharmacist may give you basic instructions (or not), but if you have an odd ache or rash or something, what should you do? The Physicians' Desk Reference is what doctors use, and you can get it online to acquire more information about drug reactions and interactions, etc. Check it out at <http://www.pdr.net>. There's a site just for consumers which

may be more understandable at <http://www.drugs.com/pdr/>

## Amazing old photos

These photographs were taken from color slides found at the Library of Congress. They're dated from 1939-1943. The colors are so bright and clear it's hard to imagine they're so old. I enjoyed the old vehicles, fashions and social habits, too. <http://extras.denverpost.com/archive/captured.asp>

## Trying to pick a good movie?

Make sure it's one you'll like by visiting Rotten Tomatoes first. It takes a look at dozens of films now playing at theaters, and collects reviews from major critics. It also lets readers rank the movies, which might provide the best indication of the movie's quality. <http://www.rottentomatoes.com/movie/in-theaters/>

## More on USB ports ...

*(Continued from page 15)*

USB ports as you need? If you have three USB ports and they all are used and you have a fourth device to connect, what do you do? You go to a store to buy a USB multiplier (or "splitter") that connects to one USB port and provides four more ports! Believe it or not, you can connect over 100 different devices through one USB port.

So what basically happens when you connect something to a USB port? Well, the computer, all on its own (please make sure the device you are connecting is turned on), identifies the device and establishes the communication code or language it must use to work with the device. If the computer does not have this code in its memory it will go to the Internet and get it. So it is usually a good idea to be connected to the Internet when plugging in something new to your computer. Pretty neat, huh?

If you are connecting some kind of memory device, such as an external disk drive or a flash drive, there will be an exchange of data to and from the device while you are using it. You can save files

to the device and you can change or delete files already on the device. The only danger here is what if you disconnect the device (i.e. unplug it) while it is receiving information from the computer? The file could be incomplete — a file error. So, the idea is to make sure that the device is done transferring data before you disconnect it. Here's how to safely disconnect a memory device:

In Windows, when you connect a memory device to your computer you will see a new icon in your SYSTRAY — those little icons by your clock on the right end of your taskbar. The icon will look like a USB cable connector plug and a green circle with a white checkmark in it (in Windows 7). It will be tiny, so look closely. (If you don't see it, click on the little arrow to the left of these icons to reveal the icons that didn't fit into this area). Whenever you connect a new memory device to your computer, Windows assigns it a drive letter. Most computers have the main "C" drive and a CD/DVD drive assigned the letter "D." When you connect another memory device to your computer it would then be assigned

the letter "E." When you are ready to disconnect your device, click on this icon. You will then see a list of all the memory devices connected to your computer (most of the time it will be only one device). Click on the specific device on the list to tell the computer you are through using it. You should then see a message displayed that says it is safe to remove the device. It is just a little extra step to make sure you are not unplugging a device while it is in use. Another way is to simply turn off the device before you disconnect it.

There are other connection ports (i.e. "holes") in your computer where you can plug things in, like the ISDN connector, monitor, keyboard, mouse, and other cables. Make sure you are plugging your USB plug into a USB port — match the shape carefully! Remember, there IS a "right side up" on the plug too, so if it does not go in one way, turn it over and try again. Never force a plug into a port!

USB ports have made connecting many devices very easy. So go ahead and buy that camera or jump drive and plug it in!

## GENERAL NEWS AND COMMENTARY

Keyboard shortcuts — 2

# Microsoft offers different ways to do things

By Jim Thornton  
jasthorn@gmail.com

All of the Microsoft Windows computer programs include many keyboard shortcuts.

**F keys**

Here are the keyboard shortcuts for the F keys on your keyboard:

F1 = Help.

F2 = Renames icons, files, and folders.

F3 = Searches for files when your desktop is displayed.

F4 = Opens a selected drive in Windows Explorer.

F5 = Refreshes current display.

F6 = Moves your cursor to a different Windows Explorer panel.

F8 = Reboots your computer into the Safe Mode.

F10 = File menu bar is displayed.

As you can see, F7 and F9 are missing. There are several other shortcuts using the F keys with another key:

F1+WINKEY = Help.

F4+ALT = Closes the current program.

F4+CTRL = Closes the Multiple Document Interface window.

F6+ALT = Switches between several open windows of the same program.

F10+SHIFT = Opens shortcut menu.

**Alt keys**

The next group of shortcut keys is using your ALT key with another key:

ALT+CTRL+DEL = Opens Task Manager.

ALT+DOWN ARROW = Opens a drop down list box.

ALT+ENTER = Opens properties of a selected icon or program.

ALT+ESC = Switches between open applications.

ALT+F4 = Quits an open program.

ALT+F6 = Switches between multiple windows in the same program.

ALT+PRINT SCREEN = Prints only the selected screen area.

ALT+SHIFT+TAB = Reverse the direction of ALT+TAB.

ALT+SPACE = Displays the window's System menu.

ALT+TAB = Switch between open programs.

ALT+- = (alt+hyphen) Displays Multiple Document Interface.

ALT+\_ = (alt+underline) Opens the menu.

ALT+ALT = Displays the properties of a file.

ALT+underlined letter in dialog box = Moves corresponding item.

Left ALT+left SHIFT+NUM LOCK = Toggles mouse keys on and off.

Left ALT+left SHIFT+PRINT SCREEN = Toggles high contrast on and off.

**Shift keys**

The next group of shortcut keys is your SHIFT key:

SHIFT = when inserting a CD-ROM bypasses the automatic run feature.

SHIFT (five times) = Toggles sticky keys on and off.

SHIFT+CLOSE BUTTON = Closes the current folder and all related folders.

SHIFT+CTRL+ESC = Opens Windows Task Manager.

SHIFT+DELETE = Deletes a selected item and doesn't place the deleted item into your Recycle Bin.

SHIFT+F10 = Displays a shortcut or context menu.

SHIFT+NUM LOCK+ALT = Toggles mouse keys on and off.

SHIFT+PRINT SCREEN+ALT = Toggles high contrast on and off.

SHIFT+right click = Displays a shortcut menu.

SHIFT+SHIFT = Runs an alternate default command.

SHIFT+TAB = Moves back to previous dialog box.

SHIFT+WINDOWS LOGO+M = Unminimize all selected items.

**Windows keys**

And now the last group of shortcut keys is using your Windows LOGO key, which is your Windows key:

LOGO = Start menu.

LOGO+A = starts Accessibility Options.

LOGO+C = Open Control Panel.

LOGO+D = Minimizes all open windows and displays.

LOGO+E = Windows Explorer.

LOGO+F = Files or folders.

LOGO+I = Opens Mouse Properties dialog box.

LOGO+K = Open Keyboard Properties dialog box.

LOGO+L = Log off Windows.

LOGO+M = Minimizes all.

LOGO+P = Starts printer manager.

LOGO+R = Runs dialog box.

LOGO+S = Toggles CAPS LOCK on and off.

LOGO+V = Starts Clipboard.

LOGO+BREAK = System properties dialog box is displayed.

LOGO+CTRL+F = Find computer.

LOGO+CTRL+TAB = Moves focus from Start to the Quick Launch toolbar.

LOGO+F1 = Help.

LOGO+SHIFT+M = Undoes the minimizing of all.

LOGO+SPACEBAR = Displays a list of Microsoft IntelliType shortcut keys.

LOGO+TAB = Cycle through taskbar buttons.

As you can see B, G, H, J, N, O, Q, T, U, W, X, Y, and X are missing.

**General information**

In my previous article on keyboard shortcuts, I identified the Microsoft webpage <http://support.microsoft.com/kb/126449>, which provides a listing of numerous Windows key combinations.

And don't be concerned that not all of these shortcut keys are working on your computer. I have less than half of these keys that are working on my Windows 7 computer.

GENERAL NEWS, COMMENTARY



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If you would like to volunteer to help others, please send your contact information and programs you're willing to help on to editor@cipcug.org.

# F1—Your Help Key

*(Revised Sept. 7, 2008)*

## COMMUNICATIONS/INTERNET (GENERAL)

World Wide Web DM

## DATABASES

Access BR

## E-MAIL

Outlook MS  
Outlook Express BR, DM  
Thunderbird MS

## GRAPHICS PROGRAMS

IrfanView MS  
Paint Shop Pro DM  
Photo Shop Elements BR  
Print Shop BR

## SPREADSHEETS

Microsoft Excel DM

## WORD PROCESSING

Microsoft Word DM  
WordPerfect DM

## WINDOWS

Windows 98, 95 DM, MS (98)  
Windows 2000 BDV  
Windows XP DM

.....

## WEB HELP SITES (Updated 3-5-13)

- DSL reports: [www.dslreports.com](http://www.dslreports.com)
- Steve Gibson: [www.grc.com](http://www.grc.com)
- Kim Komando: [www.komando.com](http://www.komando.com)
- Leo Laporte: [www.leoville.com](http://www.leoville.com); [techguylabs.com/](http://techguylabs.com/) (among others)
- Jeff Levy: [www.jefflevy.com](http://www.jefflevy.com)
- Linux distributions: [www.DistroWatch.com](http://www.DistroWatch.com)
- Microsoft: [www.microsoft.com](http://www.microsoft.com)
- OnGuard Online: [www.onguardonline.gov](http://www.onguardonline.gov)
- PCMag: [www.pcmag.com](http://www.pcmag.com)
- PC Pitstop: [www.pcpitstop.com](http://www.pcpitstop.com)
- PC World: [www.pcworld.com](http://www.pcworld.com)
- Recalled products: [www.recalls.gov](http://www.recalls.gov)
- SANS Institute — Computer Security Education and Information Security Training: [www.sans.org](http://www.sans.org)
- Spyware Warrior: [www.spywarewarrior.com](http://www.spywarewarrior.com)
- User Group Relations (Gene Barlow): [www.ugr.com](http://www.ugr.com)
- Ventura County Computers (Rick and Toby's shop): [www.vccomputers.com](http://www.vccomputers.com)
- Virus Bulletin: [www.virusbtn.com/index](http://www.virusbtn.com/index)
- Windows Secrets: [www.windowssecrets.com](http://www.windowssecrets.com)
- Windows The Official Magazine (UK): [www.officialwindowsmagazine.com/](http://www.officialwindowsmagazine.com/)

If you have a favorite help site on the Web, please forward it, so we can expand the section. If you find a link that doesn't work, please tell us that, too.



# Why join Channel Islands PC Users Group (CIPCUG)?

Every month, members of the Channel Islands PC Users Group have access to:

- ◆ The Outer Edge newsletter, which includes a list of members willing to help other members.
  - ◆ The general meeting, featuring a question-and-answer session and program on new software or hardware.
  - ◆ Special Interest Groups — special meetings held monthly.
  - ◆ Door prizes and raffle at the regular meeting.
- Other benefits include:
- ◆ Special user group discounts on

books and software.

- ◆ A flash drive containing many useful freeware programs.
  - ◆ A chance to make friends with people who have similar interests.
  - ◆ The ability to put your knowledge to good use by helping other members.
- The whole concept of user groups is members helping members.

Please clip the coupon below and send with payment to CIPCUG-Membership, P.O. Box 51354, Oxnard, CA 93031-1354.

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### Dues for new members

- Individual member, \$40.
- Family membership (same address), \$55.
- Renewals are \$30 and \$35 per year respectively.
- TOE subscription only (in the U.S.), \$20.

### CIPCUG E-MAIL ADDRESS

Members who would like to have an email address through CIPCUG in the form of YourName@cipcug.org may obtain one for \$20 per year.

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State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

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E-mail address: \_\_\_\_\_

User level: Novice \_\_\_\_; Intermediate \_\_\_\_;

Advanced \_\_\_\_

Can you help the club as a volunteer? If so, what would you be interested in working on? Please list on separate sheet. If necessary.

For CIPCUG use:

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Member # \_\_\_\_\_

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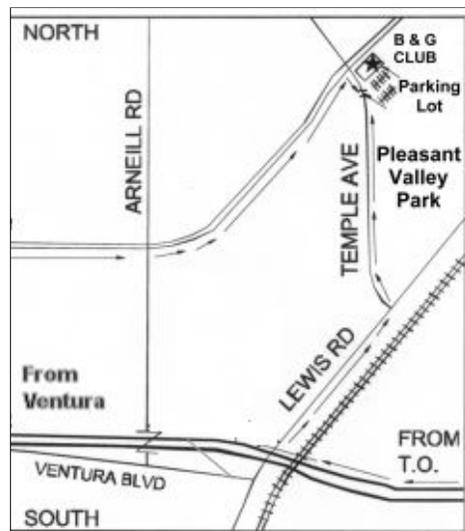
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## Update wording DUES REMINDER

If the code above your  
name is 2013 MARCH,  
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## March 2013 meeting of the Channel Islands PC Users Group

The map shows  
the easiest route  
to the Boys &  
Girls Club, but if  
you prefer, you  
can take the  
Carmen Drive  
offramp to  
Ponderosa Drive,  
which leads to  
Temple Avenue.



**Saturday morning, March 23, at the Boys  
& Girls Club, 1500 Temple Ave.  
(Ponderosa Drive and Temple Avenue),  
Camarillo.**

### Meeting schedule:

8:00 a.m.	Doors open
8:30	SIG (Probably just the connectivity and email SIG)
9:30	Business meeting
10:00	Q&A
10:30	Break
	Program (Webinar by Gene Barlow)
11:00	Drawing