



THE BUSSLINE

(BUSSLINE is the term for the complex multi-functional circuitry on a computer motherboard, a PC's heart.)

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Newsletter of the Central Florida Computer Society, Inc. [Non-Profit, 501(c)3]

Mar. 2011

Running your XP programs under Windows 7

See important note about this week's meeting on page 18.

Microsoft had lots of complaints about hardware and software that could no longer be used after upgrading to Vista.

In order to address these issues, Microsoft created XP mode. It is a method of running programs on Windows 7 computer such that the program thinks it is running under XP without requiring a separate computer or an old copy of XP. of it as being like the "Truman Show" on your computer.

Join us Sunday afternoon March 20 to hear all about XP Mode in Windows 7 from expert Bruce Jacobs! 2:00 pm, Feb. 20, 2011

All Sunday CFCS meetings during Jan. Feb. and Mar. will be at the University Club of Winter Park. For details and maps, turn to page 24, or consult our website at cfc.org.

Also, earlier on the same day of each general meeting, the **Windows SIG*** meets. (*Special Interest Group) The WinSIG always gathers at 12:30 pm, just before the CFCS General Meeting. This month, Hewie is asking attendees to bring a topic (a program or hardware you use, etc.) and talk about it for 5 minutes.

If you use or plan to use Windows, these discussions, demonstrations, and Q&A sessions will be of immense value to you. Geared to intermediate level Windows users. Tips, tricks, and information on all versions of Windows are discussed. An e-newsletter is sent periodically with meeting information and links discussed at the meeting. You need not attend both meetings, but many members do. Non members

always welcome. Sign up for the free e-newsletter at cfc.org.

Special Interest Groups (SIGs)

The **iSIG** meets every third Monday at 7:00 pm at *Denny's on Lee Rd & I-4*. The iSIG meetings cover the products that use the iPhoneOS, which includes the iPhone, iPad, and iPod. This is a combined effort of the Central Florida Computer Society <http://www.cfc.org> and the Florida Macintosh Users Group <http://www.flmug.com>. Other groups are invited to participate. Attendees are consumers, developers, consultants, and publishers. The SIG leader is Sean Kane, Certified Apple Technical Coordinator, long-time Mac and iPhone user, and a technologist and consultant to Walt Disney Feature Animation Florida.

Please note that the iSIG meets at the Denny's on Lee Rd. The Tech-SIG and the Board of

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Directors meetings continue to meet at Denny's on 436 & Oxford Rd in Casselberry.

The ACCESS, MS OFFICE, and SECURITY SIGs meet conjointly on the second Wednesday of each month from 7 to 9 pm at the New Horizons Learning Center at 1221 Lee Rd. Arvin Meyer, a Microsoft MVP (Most Valuable Professional), (and current CFCS president), leads the SIG. <http://groups.yahoo.com/group/cfcs-access> This is a combination of three separate SIGs which now meet alternately for the duration of Arvin's presidency. They will resume separate meetings when he leaves office and/or publishes his upcoming book.

The GRAPHICS/PHOTO SIG meets on the third Wednesday of each month from 7 to 9 pm at the New Horizons Learning Center at 1221 Lee Rd. Robert Black, CFCS newsletter editor, is a former archaeological photographer and teacher. E-mail: graphic-sig@cfcs.org

This SIG concentrates on digital photography and any software or peripherals related to it. Whether you are a beginner or a pro, bring your stuff (gear & photos) to show off or ask questions so we can learn from each other!

The TECH DISCUSSION SIG meets on the fourth Tuesday of each month from 7 to 9 pm at the Casselberry Denny's at 436 and Oxford Rd.

This SIG is a non-structured, open conversational group for CFCS members, that has no specific topic or speaker, but is simply a round table discussion. It is not an advanced group, but a place for people to come and discuss various subjects, such as new products and technologies, hardware, software, web-related, etc. Bring in articles from magazines, newsletters, unusual problems/situations that have arisen, questions, etc. Also, new or ailing devices or notebook pc's are welcome, either for "show and tell" or discussion or demo of situations. E-mail: tech-sig@cfcs.org

SIGN UP FOR WEEKLY E-MAIL!

All meetings and speakers are subject to change, and late alterations are always possible. To keep completely on top of events, log on to CFCS.org and subscribe to our weekly e-mail update.

The Recycle Bin

by Stan Wallner,
President Emeritus, CFCS

by Stan Wallner, President Emeritus,
CFCS



This a separate, continuing monthly column. Check here regularly for updates and new infor. This a MOST important issue regarding our environment; and can't be over- emphasized! It is changing frequently, so keep reading! If you just have one or two items for any of the following places, contact me. If I know well in advance, I may agree to have you bring them to a meeting (especially out-of-towners, and I'll take them from there. I DO need to know in advance so there aren't too many items on any one day. AND, I do plan to do less of this now that there are more options.

Category "A" - For Monitors, Printers, Scanners that still work, and PC's that are repairable)

Missionary Computer Fellowship, 401 s
Magnolia Ave, Orlando, FL;
Phone: (407) 422- 9265.

This is a major organization doing refurbishing and rebuilding. It is associated with and located in the First United Methodist Church downtown. They are not completely religiously oriented. They do still send reconditioned PCs to missionaries all over the world, as well as poor villages in Africa, etc., but I do know that if an indigent person approached them, they might be able to get a free computer.

You'll find a Missionary Computer Fellowship 'Info And Needs Fact Sheet' elsewhere in this issue. I can tell you it is a large and interesting place; with about 20 volunteers, many retired Martin Marietta people coming in to refurbish and re-build PC's. One good feature - they wipe ALL hard drives, and reload Windows on them. They have about 3000 square feet for unloading, and various workbenches, with separate rooms for laptop work, monitor storage, and the holding room for the stuff they just can't use or make work, and that gets sent to a recycler for disposal.

What doesn't MCF need? Anything not listed in their Fact/Needs Sheet, below.

"MCF" Fact Sheet

What is MCF? MCF is a group of volunteers from many different churches who fix up old computers for missionaries, pastors, schools and other nonprofit organizations. Most are sent to Africa, Latin America and Haiti. Some are used by local groups, mostly for tutoring children.

What does MCF need?

1. Pentium II computers or faster. They don't have to work. We can fix them.
2. Monitors less than 10 years old. They need to work. We don't fix monitors.
3. Hewlett Packard printers and scanners. Only HP please.
4. Any Windows operating systems from Win 98 to XP.
5. Mice and keyboards. We're very short on mice right now.
6. Microsoft Office software.

What doesn't MCF need? Anything not listed above.

How do I contact MCF?

Call Jim Gibboney at 407-422-9265, to arrange a drop-off, but they are only there on Tuesday and Thursday, 9:00 - 11:30 and 12:30 to 4:30.

Southeastern Data, at 142 Park Road in Oviedo, FL 32765 (Off Alafaya Trail, just north of E. McCulloch Road); phone 407-971-4654

They've been very helpful in allowing CFCS members to drop off most recyclables with no service charge for quite some time; greatly appreciated! (There ARE places that do have fees to recycle all items - I am not going to include them in this column) Offers free recycling to CFCS members with the exception of CRT monitors, terminals, and some TVs. CRTs and terminals are \$3.00 each. TVs need to be evaluated, but most are free. It is best to call before you take items there to be sure you don't arrive at a bad time. Also, do let them know you are involved with CFCS. Southeastern Data is also a great place to pick up parts and accessories, and they accept trade ins against purchases. In some cases they will even outright purchase your components. Their hours are 8:00 am til 5:00 pm, Monday thru Friday, with other hours available by appointment.

Goodwill

I was just told they have recently changed their policy, and WILL now accept WORKING Monitors, Printers, Scanners, PC's, DVD, CD or Hard Drives at all of their locations, including the manned Trucks around town.

Salvation Army

Not sure; contacting them; stay tuned.

Vietnam Vets

Not sure; contacting them; stay tuned.

Category "B" - Scrap - For Monitors, Printers, Scanners that DON'T work, and PC's that are too old, and/or NOT repairable)

Best Buy Stores

New to us! All local stores; no need to contact them first. All items listed above; all at NO CHARGE, limited to three items per visit. **The only exceptions here are CRT Monitors or TV's.**

First, there is a maximum size of 32", and there will be a fee of \$10.00 each. However, they do immediately return the \$10.00 to you in the form of a Cash Card!

You can go to www.bestbuy.com/recycling for more info, or 'CALL - we're available 24/7' at 1-888-BEST BUY (1-888-237-8289)!

We will be adding to this list. There are additional places, and we want as many listed here as possible for our members' convenience! If you have suggestions or comments, send an email to presidentemeritus@cfcs.org.

Recycling Directory: <http://earth911.com/>

Earth911 is an accurate and comprehensive directory containing information for recycling over 240 different products that are free for consumers. There are over 127,000 locations and programs that people can search to find local recycling and disposal resources. Thanks to Mike Ungerman and Hewie

Poplock for sending this to me - includes County places, and Staples, many others, by ZIP - VERY thorough! (What is not mentioned on this site is that Staples CHARGES \$10 EACH for any PC, Printer, CRT or LCD , even Hard Drive! Only small items, such as mice and keyboards are free. So I'd say "caveat emptor " applies! Call or go first, as I did.

However, there are many, many other listings, sorted by ZIP - VERY thorough, so it is worth a look!

A Happier, Longer Life? Volunteer!

**By Sr. Dorothy Robinson, Editor,
Olympia Microcomputer Users Group,
WA**

**December 2010 OMUG News
www.oly mug.org / newsletter @
oly mug.org**

Although there may be some situations where volunteering would not necessarily get you a longer, happier life (any veteran could fill you in on that), there are now studies showing that people who volunteer at least two hours a week do in fact receive health benefits from volunteering.

According to an article by Adam Voiland at <http://health.usnews.com> a 2007 report which drew on the results of 30 studies said volunteering can indeed be good for your health. Voiland says the report indicates that "people who volunteer enjoy longer lives, higher functional ability, and lower rates of depression and heart disease."

Volunteering keeps a person active and interested, as well as helping stay connected with other people.

Voiland quoted Steven Post, director of a research group at Case Western Reserve University that focuses on the "scientific study of altruism, compassion, and service," as saying, "The helping impulse is very fundamental. When it is locked off we do not flourish."

If we look around, there are friends, neighbors, and

family who could use a helping hand now and then. There are also nonprofit organizations whose mission is to help people. You may belong to one. In fact, if you're reading this newsletter, chances are you belong to The Olympia Microcomputer Users Group.

Any group needs leadership, and OMUG is no exception. All our officers and key members are volunteers, and if you talk to any of them, my guess is that you'll find they enjoy taking an active part in our computer users group, keeping it alive to fulfill its mission.

OMUG's purpose, according to our Bylaws, "shall be to provide a non-profit, educational, self-help organization for personal computer users; to cultivate cooperative relationships among computer users in our community; and to promote knowledgeable use of personal computer hardware and software."

Think about why you joined OMUG, and why you keep renewing your membership each year. Maybe you have computer expertise to offer and you enjoy helping others. Maybe you don't know a lot about computers and are looking for help. Whatever your reason, computer expertise, or lack of it, is irrelevant to participating in leadership of our group. People with many different lives, leisure and work experiences have served as OMUG officers. You can, too.

An App – What it is and What it does

**By Sandy Berger, Compu-KISS
www.compukiss.com
Sandy (at) compukiss.com**

An app can be found on the iPhone and the iPad as well as many other smart phones and tablet PCs. In fact, Apple's introduction of the idea of apps in 2008 is what made smart phones and tablet PCs so popular. Up until that time, we were all used to full-blown programs like those that run on a computer. Most of these programs contain millions of lines of code, have numerous functions, and have menus that open up to reveal a multitude of choices.

(Continued on page 6)

THE CENTRAL FLORIDA COMPUTER SOCIETY is a charitable, scientific and educational, nonprofit organization, founded in 1976 and incorporated in 1982 to encourage interest in the operation and development of computers through meetings with free exchange of information and educational endeavors.

Newsletter: The CFCS Newsletter © 2008 is the official newsletter of the Central Florida Computer Society, Inc. It is published every month by CFCS for the purpose of keeping members and others informed of computer-related news and activities of the Society. Circulation: 25,000.

Mailing Address:

CFCS
204 Larkwood Dr., Suite 100
Sanford FL 32771

Membership: CFCS membership includes participation in the Society's activities and subscription to this Newsletter.

Annual Dues Schedule:

Individual	\$ 40
Extra family member	24
Student (Full time).....	24
Corporate membership.....	132*

*Includes free business card ad

Members are responsible for sending a change-of-address notification (including e-mail) to:
membership@cfcs.org.

Gifts to CFCS are welcome, and because of the Society's nonprofit tax status, are tax deductible.

Meetings: CFCS meets each month on the 3rd Sunday at 2:00 p.m. at the **Jackson Hewitt Training Center, 2221 Lee Rd. Winter Park, FL**. The Jan. Feb. and Mar. meetings are held at the **University Club of Winter Park**. Guests and the general public are invited to attend. Special Interest Groups (SIGs) within the Society meet regularly. See Special Interest Groups listings on pages 6 & 7.

CFCS Web site: www.cfcs.org

Editorial: Articles for publication in the CFCS Newsletter should be *emailed* to the Editor at: editor@cfcs.org. Please use Microsoft Word format, Times New Roman font, 12 point, if possible. The deadline for submitting articles is the first of each month.

Articles by authors other than directors of CFCS and the Newsletter staff do not necessarily reflect the policies or sanction of the Society. Unless otherwise indicated, articles in the CFCS Newsletter may be reprinted in newsletters of other nonprofit organizations, without permission, provided credit is given.

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Interested in making a difference?

Then volunteer with CFCS! The programs and benefits that members receive would not exist without members also volunteering. There are vacancies for a Program Chair/Coordinator, Education Chair and Advertising Chair. Please contact Stan Wallner, if you have any questions, comments, or suggestions. president@cfcs.org

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Full Page	\$200.00*	Quarter Page	\$75.00*
Half Page	125.00*	Business Card	25.00*

Advertising deadline: the first day of month of issue. Electronic copy is required.

All ad copy and correspondence should be sent by email to: advertising@cfcs.org

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Editions: Full Page	\$1200*	Quarter Page	\$450
Half Page	750	Business Card	150

*Does not include Back Page; please inquire if interested

**CFCS is associated with both
International & Florida User Group Associations:**



In contrast, an app is a little mini program that has one basic function. It is an expression in simplicity. A good app does only one thing and it does it very quickly and easily. There are no nested menus and there are very few choices to make. One similarity between a full-blown program and an app is that both can be started by an icon that you choose by using a mouse or by pressing your finger on the screen.

One of the best things about apps are that they are easy to use. The true beauty of the apps, however lies in their variety. There are hundreds of thousands of apps, but you don't have to use them all. You can choose only the ones you want. A computer program may be able to handle 100 different functions. Even if you only want to use one of those functions, you still have to install the entire program. Apps are different. You only install the ones you need.


MEMBERSHIP RENEWAL

Membership renewal e-mail letters will be mailed from: ***membership@cfcs.org*** to members at their e-mail address of record the month before their membership expires. Then, letters will be snail mailed to members for whom no e-mail address is in the membership database and those members whose e-mail was returned to ***membership@cfcs.org*** for any of many possible reasons: no account, account inactive, mail box over limit, spam filter intervention, etc. Please help us by adding this address to your contacts list and setting your spam filter to let our message get to your inbox. We do not share your e-mail address with others (We hate that too!), but it is necessary for full participation in the Society, including receiving your newsletter.

Members will be requested to renew their membership by paying dues on time.

If you do not receive a renewal letter, lose it or have questions about your dues and or membership status, please inquire at the sign-in table or send an e-mail to: ***membership@cfcs.org***.

Membership Cards: A new membership card with an expiration date for the next year will be distributed at the meeting following your renewal. The cards will be laminated and include a bar code which represents the member ID number. Members are requested to present their membership card for bar code scanning at the membership table to reduce the check-in time and make recording of attendance data easier. Cards will be mailed to those members who request same by e-mail to: ***membership@cfcs.org***

New Member & Visitor Orientation: Please listen for an announcement, at the beginning of the meeting for a time and location. 

However, like computer programs, apps are specific to an operating system. For example, a program that is created for the Mac will not run on a PC. An app that was created for the iPhone will not work on an Android phone. Each operating system has their own App Store or Marketplace where you can download apps. Many apps are free. Many are under \$2.

Right now there is a large selection of apps for the Apple iPhone and iPad at the iTunes App Store. BlackBerry, Google (Android), Microsoft, Nokia, and Samsung all offer apps through their own app storefronts.

If you have never used a smart phone or a tablet PC that uses apps, you will be amazed by the sheer number and variety of apps. Apple has over 300,000 apps in their App Store. Google has more than 200,000 in their marketplace.

Because of the wide variety of apps, it is difficult to talk about them all, but let me give you a quick idea of what an app can do. Using an app, you can express your artist abilities, play the piano, or visit with your Facebook friends. You can turn your phone into a level to get that picture straight, or turn it into a light saber and become a savior of the universe. There are apps to let you play games, find recipes, read news, get stock quotes, follow sports, shop, and compare prices. There are apps that help you relax, time the seeping of your tea, identify any song, tune your guitar, and even match the color of any object to a paint color.

Yes, there is an app that will help you do almost anything. And people are using these apps in numbers that seem almost unimaginable. The Apple app store opened on July 10, 2008 and they have already had over 10,000,000,000 downloads. The wild popularity of apps will entrench that word in the technical dictionaries for many years to come.



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Best iPad Apps, The Guide for Discriminating Downloaders

**By Peter Meyers, O'Reilly Media Inc.
Review: by Gregory West, Member of
the Computer Operators of Marysville
and Port Huron, MI, and Sarnia Com-
puter User Group, Canada
prospector16 @ gmail.com**

Everyone now owns an iPad. Well maybe not everyone, however the number of sales are far reaching into the millions. If you look at a graph depicting the sales of Apple's iPad you will see a line that looks like the path of the Space Shuttle taking off. The iPad has taken off with a huge explosion of sales. There is a good reason: Apps.

Apple announces the iPad has "thousands of apps...available in every category", which is mind numbing to say the least. How does one sift through such numbers to find the top notch apps and not get stuck with one that, well let's just say stuck with an app that is not the best? How does one find the best of the best in iPad apps?

Well you need to look no further. Peter Meyers' book offers the easy solution to such a complex issue of sorting through thousands of iPad apps to make sense, with precise reviews on each one.

Meyers says that "this book helps do some serious chaff snuffing" in that he has gone through the thousands of apps to bring us the best. The book is sequenced with seven color coded chapters, making referencing easy. Each chapter takes us to a new use for the iPad: At Work - At Leisure - Creative Corner - At Play - At Home - Out and About - For Your Health. Browsing through these chapters is fun to see what you can really do with your iPad.

For instance, in Chapter 6, "Out and About", you will find numerous apps that cover "Finding (and booking) a Restaurant", "Finding Cheap Airfares", to "Driving Instructions in Your Car". For the more se-

rious users you can get one for your "Health" such as: "Portable First Aid Reference", "Dieting and Weight Loss", and even "Bird Watching". Games were not left behind, not at all. Meyers offers Chapter 4: "At Play". Here you get to read about the best apps for "Arcade Games", "Puzzles", "Racing", "Combat" and many more.

Each App review page lists the price, the version, and short synopsis about the App. The review page also includes a graphic and an explanation of how it works. From reading sheet music to drawing to gaming to buying online, Meyers book has it all covered and then some.

**Best iPad Apps
The Guide for Discriminating Downloaders
by Peter Meyers
Published by O'Reilly Media Inc.
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USA: \$21.99 / CDA: \$25.99
oreilly.com**

Gregory West is a Mac Computer Instructor at Lambton College, Ontario. He is also a crew member for TVCogeco. In his spare time he runs a free computer "drop-in" centre that assists people who want to learn about technology. <http://goo.gl/1oKGW>
For more tips visit his Blog: <http://gregorywest.wordpress.com>

Dick's Clicks

**By Dick Ramette, President, Computer
Club of Green Valley, AZ
February 2011 issue, Green Bytes
<http://ccgv.apcug.org>
Rwramette (at) mindspring.com**

"Sam" likes being technophobic. He grew up happily without PCs, cell phones, and credit cards, and is amused by those who flaunt their myriad electronic devices. He quotes Clifford Stoll: "Why is it drug addicts and computer aficionados are both called users?" But, in reality, there is no such thing as a "nonuser," because of how computers permeate most aspects of modern society.

Sam's not impressed with how stores use computers to scan price codes, manage inventories, and arrange for shipping. He's uninformed about how modern medicine is highly digitized, from storing personal records to advanced diagnostic tools, as are all bank accounts, newspapers, magazine subscriptions, telephones and public library accounts. Travel relies on the computers of hotels, restaurants, cruise ships and airlines, and all newer cars are governed by built-in computers. The USPS and the phone system could not function well without computers, nor could law enforcement and fire fighters. Even the aerobics machines in GVR fitness rooms are computerized.

At the other extreme from Sam are the true technophiles, like the few elites in CCGV, whose computer expertise dwarfs that of the typical user. Nothing will do except the latest version of hardware and software. Some golfers are even using GPS devices to plot strategy during a round.

I'm more in the common mainstream, I guess. My two computers do enrich my life on a daily basis. My son in Wisconsin sent me an email with a video of wild turkeys near his property, and I was able to inform him, thanks to Google, that a group of turkeys is called a gang, a posse, or a rafter. See: <http://www.thealmightyguru.com/Pointless/AnimalGroups.html>.

I enjoy the Astronomy Picture of the Day, my favorite comics (those not included in the AZ Star, like Judge Parker), opinions on NYTimes and Huffington Post, and I sample the thousands of reader comments. I play Wordscraper with a daughter and a grandson, but do nothing else with Facebook. I download the NYT crossword, check movie reviews on <http://www.imdb.com>, look at political cartoons on <http://www.washingtonpost.com>, and note obituaries on <http://www.gvnews.com>. All my Pima Library reserves are by computer. I have links to the menus of my favorite restaurants.

I use Open Office spreadsheet to keep statistics for the GVR Shuffleboard Club, and I manage my photo collection with Windows Explorer and Photoshop Elements. I'd hate to do without email.

I'm content with Wordpad for writing things, including this column. I still write useful little programs using the antiquated QBasic. I measure

my walks by GPS. But I ignore Skype, Picasa, Windows 7 and online banking, though I do order stuff from ☐ HYPERLINK "<http://www.amazon.com>" ☐ <http://www.amazon.com> ☐.

With my new BFF, the iPod touch, I play the Scramble word game, listen to music, take photos and go online. I marvel that such technology can be bundled in such a small package: it holds my lifetime music collection and my lifetime photo collection. And, as we heard at the CCGV meeting in January, the Apple iPad is even more amazing, now with 300,000 apps.

This month I bought a Blu-Ray DVD player and a 50" plasma TV, and I'm astonished by all the functions that were not available on my 22-year-old Sony, including wireless access to all the photos on my computer, and free streaming of Netflix movies. The old Sony still works, so make an offer.

And yet—and yet—I know that many among us, like Sam, are living happy and rich, productive lives at a more leisurely pace, without the comfort of a personal computer. Recently an AP story told of a NY mother who "unplugged" her kids for six months, with clearly beneficial effects on grades and use of spare time. Kinda like the way we all were three or four decades ago. I imagine them having coffee with friends, hanging out at the library, reading books, writing hand-written letters, enjoying family phone calls, pursuing all sorts of personal hobbies, blissfully unaware of all the richness of living in a computer-dominated world. And they don't send \$600/year to an ISP. Should I pity them in their technical austerity? Or should they pity me, for embracing the Church of Google?

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Call 888-282-1040 for information.

Quotes of the month:

"Computers make it easier to do a lot of things, but most of the things they make it easier to do don't need to be done."

Andy Rooney

"There is a computer disease that anybody who works with computers knows about. It's a very serious disease and it interferes completely with the work. The trouble with computers is that you 'play' with them!"

Richard P. Feynman

"No one ever said on their deathbed, 'Gee, I wish I had spent more time alone with my computer'."

Danielle Berry



Digital Asset Management Software

By Mike Morris, Editor, Front Range PC Users Group, CO

February 2011 issue, k-Byte™ newsletter

<http://www.frpcug.org>

twriterext (at) gmail.com

What is interesting to me is that many of today's digital imaging software applications offer both image editing and what is called "Digital Asset Management" (DAM) capabilities.

In the not-so-distant past, the only image software choice was what image editor to use (Photoshop or something else). But with the "explosion" of digital camera use, keeping track of all the images (and protecting intellectual property rights) has clearly become a significant issue. While this is certainly an issue especially for professional photographers, with digital cameras, even the most casual photographer will soon find hundreds, if not thousands of photos

on their computer.

Perhaps you are thinking, as you read this, that you don't need image management of any kind, because your digital camera provides all the necessary information.

Actually, that is NOT the case. The camera provides information about camera settings (including date and time of the photo). But not included in that data is information such as the event (e.g., parent's 50th wedding anniversary), or the names of the people in the photo. Yes, you may have an excellent memory, but your children and grandchildren probably won't remember or know the names of all the people in the photos of those special events (I can verify that from personal experience).

That is why image management software is so helpful—it allows you to capture that information. You have a wide range of software choices for this application:



DigiKam (<http://www.digikam.org/>), an image management application claimed to be designed by photographers, and is open source and therefore free. This application offers both DAM and image editing capabilities (which are significant, although not equivalent to the editing features of Photoshop or GIMP). For Windows users, you can download the Windows version from download (<http://bit.ly/hWfFrt>).

DigitalPro (<http://bit.ly/faHwgJ>), also claimed to be designed by photographers, and is proprietary (\$179). This application is primarily for image management (and primarily for professional or advanced amateur photographers), not image editing.

Bibble Labs (<http://bibblelabs.com/>) Pro (and Lite). This proprietary application (\$199.95) offers both editing and DAM features. One major claim on their website is that this application is faster than any other. For a list of editing tools this application provides, connect to features (<http://bit.ly/82JzsV>).

Adobe CS3 (and later) applications. The Adobe

Bridge program is bundled with the CSx (the latest release is CS5) series of Adobe products. In my case, I received it when I purchased Adobe InDesign CS3. Adobe Bridge brings DAM features to the Adobe products, all of which, as I am sure you know, are very expensive applications (full retail price for Photoshop CS5 is \$699). They are, however, designed for professional/business use, originally commercial printing, but now expanded into electronic publishing as well. The Adobe products (Photoshop, Illustrator, InDesign among others), despite the many competitors, are still considered industry "standards." For more information on these products, connect to Adobe (<http://www.adobe.com>).

Adobe Lightroom. From Wikipedia (<http://bit.ly/3wnGqF>) is this description: Lightroom is an application "...designed to assist professional photographers in managing thousands of digital images and doing post production work. It is not a file browser like Adobe Bridge, but rather an image management application database which helps in viewing, editing, and managing digital photos, the same way photographers used to do in the non-digital world." Connect to Lightroom (<http://adobe.ly/6dBIz>) for a list of features. Full retail price is \$299.



For the casual computer user/casual photographer, there is Google Picasa (<http://picasa.google.com/>).

It offers simple image organizing features and a few simple editing features. It is free, and "automatic." After you download and install the program, it will, when you first launch it, catalog virtually all the images (with a few minor exceptions) on your computer.

Most, if not all major camera makers provide some software with their cameras that include some basic image organization and image editing features.

There are many other choices, some of which you can find in the Wikipedia comparisons at: image viewers (<http://bit.ly/asWUi>), image organizers (<http://bit.ly/CNnwr>), and graphics editors (<http://bit.ly/10xtOU>).

I ended up with Adobe Bridge "by default." Since I

make no claim to being a professional photographer, or even (yet) a knowledgeable amateur, I would very probably have picked a free application (such as DigiKam) for “Digital Asset Management” if I didn’t already have Bridge.

For me, Picasa does not have enough features. However, I expect it will be sufficient for many digital camera users.

I have not tried to compare in detail either editing features or DAM capabilities of these programs. I have, however, scanned through the DigiKam manual (<http://bit.ly/hZaFX9>). My conclusion is that if you download and install DigiKam and GIMP, you will have a very powerful, very feature-rich set of image editing and image management tools.

Thanks to FRPCUG member Bert Broekstra for his comments on DigiKam, and for finding the DigiKam PDF manual link.

Drop it in the Box: Dropbox, what it is, how it works

**By Jo Grazide, Leader, Word Processing
Workshop, Brookdale Computer Users
Group, New Jersey**

February 2011 Issue, Bug Bytes

<http://bcug.com>

[gio520 \(at\) gmail.com](mailto:gio520@gmail.com)

What is Dropbox?

Suppose you were able to save work without using a flash drive, a disk (CD or DVD-R or RW), or an external drive, or even email, and move files between your laptop and desktop? For many years, I, like so many of us, had developed methods and procedures to upload, download, and save documents, music and pictures to a storage device, only to have to rely on memory to locate it afterwards. Another irritating problem for me, especially when I was working, was to identify the “latest” version, so that an older file would not overwrite my work during a “Save As.”

Enter Dropbox, a useful application that eliminates

lots of work and uncertainty.

Dropbox is a free download that offers protection and convenience and is easy to use. There is basically no learning involved. You should, however, be familiar with Drag & Drop and Move vs. Copy. Why not give Dropbox a try and see whether this is for you.

I first heard of Dropbox during a meeting of my camera club. Some members seemed happy with it; there were no negative comments, leading me to investigate. Having a way to store photography files without worrying about loss or corruption seemed an ideal solution to the problem of travel pictures. I got to test this, when I maxed out the Dropbox folder at around 2 GB during a vacation in Boston. There are two ways to increase your storage capacity – you can purchase the program on a monthly or yearly basis, or you can have friends join the service and be rewarded a few more MB’s up to a whopping 8 GB.



Get the App

To acquire Dropbox, you need to go to the website at www.dropbox.com. The download is quick and easy. Just run it, and follow the instructions. There are six initial steps:

1. Take the tour
2. Install Dropbox
3. Put files in your Dropbox folder
4. Install Dropbox on other computers
5. Share a folder with friends or colleagues
6. Invite friends to join

It is necessary to install the program on all computers that you will be using. The setup is done on the website, and the instructions are easy.

In my case, this is my laptop and my desktop. As I move around with the laptop, to meetings or anywhere I use it, I’m able to save files as they are created, directly into the Dropbox folder, which sits in the system tray area. By clicking on its icon, Dropbox will provide easy and helpful commands.



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Thank you for you Support

In addition, I know that once I reach home, altered files will be available and updated on my desktop machine. They can be dragged into their proper locations on the storage drives. This has been extremely useful. Instead of dealing with two documents, a newer version and an older version, there is only one synchronized version.

Another nice aspect is that I don't have to worry about misplacing storage disks or flash drives, which does happen. I also would think that it lessens stress, as there is nothing to lose!

On the Website

There is plenty of information on the Dropbox website. There are videos and explanations of the synching process. Basically, anything that is put into the local folder is also recorded on the Internet. You can also access your files and upload them directly onto the Dropbox server.

It can be compared to using GoogleDocs or Windows Live Mesh. Collaboration, by the way, is possi-

ble. I haven't delved into this, because I simply need a way to move data between computers. If you want to learn more, you need to visit the Dropbox website and study this feature.

The Dropbox website has five tabs:

- "Get Started" walks you through several chores before you can earn some extra space. This is simple and easy to understand.

- "Files" is the online list of your current Dropbox inhabitants, their sizes and the dates they were modified. You can sort each column by clicking on its heading. There are buttons here that let you do even more. A basic knowledge of file management is all you need to comprehend this part of the application.

- "Events" is a listing of various edits, deletions, and other information about your files.

- "Sharing" allows you to create a new folder to share, or share an existing folder. By following the prompts, you can identify who you want to share the folder with. In my case, I began typing my husband's email address, and it was prefilled for me. This

would make it easier for multiple shares in a business or committee setting. Perhaps our next Board meeting minutes will appear in a Dropbox folder! I also found that once the shared folder appeared in my local Dropbox folder, I could rename it and manage it locally. A refresh caused the change to appear on the website immediately. I like this type of efficiency. There is no lag time, and information can be relayed quickly between computers.

➤ Finally, "Help" is all the rest. It seems that the Dropbox website is complete; you can spend much time learning about it. I would suggest that you jump in and try out the program; you can learn by doing as well.

There are a couple of things I would warn you about as a new user. If you simply drag and drop the file back and forth, it copies the file. You may want to right-drag and choose move to ensure you have the latest version of your work or photograph. Also, having a comfort level with storage online to some extent, and not adding things like your Social Security number or banking information, goes without saying. Aside from that, there are no problems I can see with using this reliably.

One Last Thing

I do have one favor to ask you if you do join Dropbox; please use the link! It will enable both of us to get some extra space, a great reward and well deserved!

The link to join on my behalf is <http://db.tt/sHvgWQp>. I promise I will not waste that space!!!!

System Requirements

Hardware: At least 512MB of RAM; free space on your computer equal to your Dropbox storage quota.

Software:

- Windows: Windows 2003, Windows XP, Windows Vista, and Windows 7 (32 and 64-bit).
- Mac OS X: Tiger (10.4) or later.
- Linux: Ubuntu 7.10+ and Fedora Core 9+.
- Also iPhone iOS 3.1, Android 1.5 and Blackberry 4.5.

Pricing: Up to 2 gigabytes of free storage space; DropBox 50, up to 50GB storage for \$9.99/month or \$99/year; Dropbox 100, up to 100GB storage for

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For more information: <https://www.dropbox.com/plansproducts/desktop>



eBooks

**By Wil Wakely, President, Seniors
Computer Group, CA
February 2011 issue, Bits and Bytes,
The Official Electronic Newsletter of
the SCG www.SCGsd.org
[wilw\(at\)adnc.com](mailto:wilw(at)adnc.com)**

It took a long time for e-books to arrive on the scene, but now they are here in a swarm, offering many styles, file formats and displays. In a few years, when standards are established, this confusing variety will disappear. Currently, the major players are Kindle by Amazon, Nook by Barnes & Noble, Sony eReader, and a lot of fledglings trying to get their foot in the door.

The concept of the e-book is great: a portable electronic book containing hundreds of titles; low cost books in digital format so no paper printing is required; variable type font selection for ease of reading; immediate downloads for impulse purchases; access to the Web for blogs, magazines and newspapers; audio text-to-speech for when your eyes are tired. And I know of other advantages besides these. Recently, there has been a price war and Amazon and others have slashed prices drastically. I predict that Walmart will have an e-book for \$39.95 in the not too distant future. The e-book concept has been around for years; I recall promoting the idea 25 years ago, but at that time the technology was not yet available to make it practical. What was missing was an inexpensive low cost display; cheap large memory; a fast computer chip; and a small, lightweight, powerful battery. None of these existed at that time, but now they are here and the concept has been actualized.

Several types of displays are now available: Kindle uses a black/white display called e-ink. It is low power for long battery life and reflective so sunlight doesn't fade it; in fact, it is viewed best in bright light. The downside is that a book light is required to read in bed without disturbing your bed partner.

The Nook is a color display using liquid crystals, which is poor in bright light and a battery power hog. However, it is color and can be viewed in the dark, the darker the better.

Qualcomm has developed a color display called Mirasol that uses interference colors like butterfly wings or oil-on-water; it also uses very little power for long battery life. Like the Kindle, it is reflective for viewing in bright light. Although holding great promise, it is not yet on the market, but is due later this year in some e-book. Every day hundreds more books become available in digital format. Google claims to be converting almost every book in print to digital format, and they have the resources to do it. Amazon and Barnes & Noble offer huge book selections on their Web sites. Surprisingly, Amazon sold more digital books last year than printed ones.

A major problem is the plethora of file formats that are too numerous to describe here.

For more info go to: <http://bit.ly/fznE77> In time, these will boil down to just a few standard file formats. In the meantime, there are free conversion programs which will allow you to read almost any file format on your e-book, regardless of the model.

If you are an avid reader, I would recommend that you consider an e-book. It will save you money in the long run on the cost of books (NY Times Best Sellers, \$9.99 and many free ones), Plus, all the neat features make it a joy to use.

Mac vs PC - How Do You Decide?

By Abby Stokes, Author, *Is This Thing On?*

**www.abbyandme.com
[abbystokes\(at\)yahoo.com](mailto:abbystokes(at)yahoo.com)**

I'm regularly asked "Should I buy a Mac or a PC?" It's a battle not unlike the Hatfields vs the McCoys. For those of you that don't know the difference, a Mac/Apple (the name is interchangeable) is one manufacturer of both laptop and desktop computers. The inside (operating system or the brain) and the

outside (hardware or what you touch) are both designed by Apple. A PC is every other manufacturer of the outside of a laptop or desktop computer (HP, Sony, Dell, etc.) with the operating system manufactured by Microsoft.

The answer to the question "Should I buy a Mac or a PC?" is a question: "Who will you call for help on Sunday afternoon when something goes wrong with your computer?" Your computer lifeline needs to understand the kind of computer you have. So, if your computer lifeline is your neighbor, your daughter, or your friend next door purchase a PC or Mac according to what they use. You don't need to buy the exact model they have, but you'll want to buy a computer that they understand and can help you with.

Let's call a spade a spade. I've been teaching computers for 17 years and I can say with complete confidence that NO COMPUTER is "user-friendly." That is just damn good marketing. That doesn't mean you can't learn to use a computer, whether it is a PC or a Mac, but there's very little about any computer that is intuitive or friendly. Once you understand some of the techniques necessary to operate it, the computer becomes more intuitive in the same way that driving a car becomes intuitive, but it isn't any thanks to some of the design choices. Who was the genius that put the Caps Lock key so close to the Shift key? What is the logic of clicking Start to turn off the computer? I could go on... The upside is, like a car, the computer can bring you to wonderful places making it worth the effort to learn how to operate it. And, like a car, you don't need to understand the nit-picky gritty of how it works in order to work it.

It's true that a Mac is less vulnerable to viruses. That is a definite plus. And it can be argued that the inside of a Mac may have been or still is better, lushier, or more advanced than a PC, but you and I won't ever notice the difference. If you're a graphic designer, a Mac is probably a better idea. For us, the average user, both a Mac and a PC will equally meet our needs with e-mail, word-processing, and the Internet. If you're comfortable with whichever kind of computer you already have, there's no reason to succumb to pressure because someone you know LOVES their Mac or PC. Will they be there to help you with a computer question or problem?

If you decide to change from PC to Mac or vice versa, you can make the transition with same patience required with a new spouse. They'll be good days and bad days and eventually you'll hit a comfort level with all the changes. A different operating system does require that you purchase all new software which can be pricey. Research the cost of whatever software you have on your existing computer before you make the change.

No matter the pressure or hard sell that comes your way, your computer choice is YOURS to make. Hold fast to what suits your needs, wallet, and comfort level. Tell them I said so!

*For more on Mac vs PC visit Chapter 6 (p. 47) in *Is This Thing On?* A Computer Handbook for Late Bloomers, Technophobes, and the Kicking & Screaming*

Microsoft program stores all types of data

By John Weigle, Editor, Channel Islands PCUG, California

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www.cipcug.org

[jweigle \(at\) vcnet.com](mailto:jweigle@vcnet.com)

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.

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 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.

Feb. Door Prize winners Andy Davis and Michelle Merrit.



Your Computer's Health – The “Oh Oh” Moment, Part 2

By Art Gresham, Editor, Under the Computer Hood User Group, CA
February 2011 issue, UCHUG Drive Light

www.uchug.org

[1editor101 \(at\) uchug.org](mailto:1editor101@uchug.org)

Oops. Darn, What The....? You know the feeling. Yesterday everything was fine. Today you are wondering what happened overnight. What can you do if your computer seems to have suddenly gotten sick? Perhaps it was caused by that neat new application, or game, you installed yesterday, or maybe something got installed when you visited that website that promised to speed your computer's internet access, but when you opened the page it ran a moment and then seemed to hang up with no sense that it really did what was expected. Maybe you should not have installed that app/game/utility because it was some kind of rogue or worthless program, or worse, and you are now stuck with a sick system.

Don't you wish you could go back in time to last weekend when everything seemed to be running fine? Well, you can. Probably.

If you are running a Microsoft Windows ME, XP, Vista or 7 then the System Restore is available to offer you protection for many of these kinds of illness, and might be worth checking to see if you can regain your computer's health.

System Restore allows you to roll back most system files, registry keys, and installed programs, the DLL Cache folder, local user profiles, and more. When installed, and not disabled (more about that later) you may manually create a restore point, or use one of the automatically created points. And it does this without affecting your personal files, or data such as e-mail, documents, or photos. We will discuss full backups that include your data in a future article.

Also note that in Vista and later versions it has been improved and now uses “Shadow Copy” Technology with even more backup capabilities.

So where do you look to see if you have any restore points? You should do this today to be sure it is not disabled. Open System Restore by clicking the Start button, clicking All Programs, clicking Accessories, clicking System Tools, and then clicking System Restore. Be sure to select “Restore my computer to an earlier time,” then click Next.

You will see a calendar of the current month, and several of the dates should be marked in Bold. These dates have restore points available, and some may have more than one as shown below. You may have multiple restore points for several reasons.

Wikipedia lists the Restore points that are created:

- When software is installed using the Windows Installer, Package Installer or other installers which are aware of System Restore.[note]
- When Windows Update installs new updates to Windows.
- When the user installs a driver that is not digitally signed by Windows Hardware Quality Labs.
- Every 24 hours of computer use (10 hours in Windows Me), or every 24 hours of calendar time, whichever happens first. This setting is configurable

through the registry or using the deployment tools. Such a restore point is known as a system checkpoint. System Restore requires Task Scheduler to create system checkpoints. Moreover, system checkpoints are only created if the system is idle for a certain amount of time.

- When the operating system starts after being off for more than 24 hours.
- When the user requests it. On Windows Vista, shadow copies created during File Backup and Complete PC Backup can also be used as restore points. Older restore points are deleted as per the configured space constraint on a First In, First Out basis. [Wikipedia] To begin a restore simply click on the date you want, and then click Next a couple times. Your system will restart and hopefully you have healed the patient.

If you do not see any restore points, you might want to check that the process is not disabled. To do this in XP you can right click My Computer, open the Properties, and click on the System Restore Tab. There you will see a checkbox where you can "Turn off System Restore on all drives. Be sure that is unchecked. For Win 7 see the FAQ How do I turn System Restore on or off?

References:

http://en.wikipedia.org/wiki/System_Restore
<http://windows.microsoft.com/en-US/windows-vista/What-is-System-Restore>
<http://windows.microsoft.com/en-US/windows-vista/What-types-of-files-does-System-Restore-change>

Important note about this week's meeting: This weekend is the Winter Park Arts Festival at the other end of Park Ave. Our meeting place, The University Club of WP, has someone who charges for parking in the UCWP Parking lot. Those people have been advised that anyone who merely says "I am here for the CFCS Meeting" will not be charged, and will be permitted to park free! Please do not misuse this.

Word Templates Can Simplify Your Life

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., FL
January 2011 issue, Sarasota PC Monitor
www.spcug.org
[ndemarte \(at\) Verizon.net](mailto:ndemarte@Verizon.net)



Templates have been a feature of Microsoft Word since the early versions. These pre-formatted documents are offered as time-savers to users who need a quick business letter, resume, agenda, or other document. Each template includes placeholders with instructions for what should be typed there, such as "recipient name." The user fills in the required information and the document is complete.

I was never a fan of templates. They were too restrictive; I am the do-it-myself type. There was never the right kind of document for my task among the limited choices. And if I could remember to save the template as a document, I was never exactly sure where it was being saved on my computer. With the greatly enhanced improvements to templates in Word 2007 and 2010, I have changed my mind. The template choices now have been expanded to include hundreds of document types, and they are much easier to find and save. Word 2007/2010 users can even edit templates or create their own templates from personal documents.

Using a Template

Word 2007 provides templates from two sources: installed within the Word program and online at the Microsoft website. To view the installed templates, click the Office button (or File button in Word 2010), then New, and then Installed Templates. Here you will find thirty letters, fax cover pages, resumes, and agendas formatted with the new themes of Word 2007. Click one to see its preview, and then click "Create new," which opens it as a document, leaving the original template intact in its original location.

After replacing the placeholder text with your own, save this document to a folder of your choice. Often the placeholder body text includes tips for changing the formatting using the new style and theme galleries in Word 2007.

The online templates offer an impressive number and variety of document types. Accessing these couldn't be simpler. Click the Office button, then New. Under the heading Microsoft Office Online in the left column, select the category of template you want. Besides the standard letters and resumes, you will find interesting new categories such as calendars, greeting cards, and stationery, which are colorful and professionally formatted. To use the category "Lists" as an example, under the subheading Home are various shopping lists, emergency contacts list, and a travel checklist, to name a few. Other types of lists include Medical (family medical history, medicines and vitamins, etc.) and Menus (illustrated templates for menus to celebrate all kinds of occasions). Merely reading through the forty categories of online templates should inspire anyone to try some.

Once you have chosen a specific template from the online selections, click it to see the preview. Some of these templates have been created by Microsoft; others have been submitted by users. In the preview window you will see the template's rating (1 – 5 stars) based on user feedback, the file size and estimated download time. If it is a user-created template, it will include license agreement and terms of use links, although these templates have been thoroughly screened. To get an online template, click Download. Almost immediately the template will appear on your screen as a document, with the template stored in My Templates (Office button – New – My Templates) for future use.

An interesting feature of online templates is that many of them contain usable content rather than just formatting suggestions. For example, under the Letters category, the "Apology for Poor Service" letter is an actual apology which could be sent by a business in response to a complaint from a customer. Another letter from the travel letters subheading is "Complaint about Lost Luggage." For those of us who want to write this letter, but aren't sure how to word it, this template could save the day.

Customizing a Template

Of course, anything in a template can be modified, even the template itself. To edit an installed template, bring it up in the preview window. Next to "Create new," select Template instead of Document so that it opens as a template. To edit an online template, download it first, and then save it as a template file type (.dotx). Now you can delete placeholders and replace them with text that will not change, such as your name and address. You can change the font or font size or any other formatting aspect of the template. When done, save it as a template file type with a name that clearly identifies it, such as "Median letter template revised" and be sure it gets stored with other templates in the My Templates folder. In the "Save As" dialog box, choose "Templates" as the saving location. You can always delete templates from the My Templates folder the same way you delete any file.

Create a Template with the Hidden Tab

I have often wished I could create a template from a document that I use regularly. It's easy with Word 2007. To do this, you will need to reveal a hidden tab on the Ribbon: the Developer tab. Click the Office button, then Word Options. Put a check mark next to "Show Developer tab in the ribbon" and click OK.

First open or create a document that you wish to be the basis for a template. For illustration, let's say it is a meeting agenda. Decide which areas of the template will change in subsequent uses, such as the date or agenda items. In the Developer tab, you can add a Date Picker from the Controls group. It's the second icon in the bottom row. This will add a drop down calendar to the template from which to choose a date and gives options for formatting the date. To add a placeholder for a text item, the Controls group includes a Rich Text command (Aa) which will add a placeholder. You can then use the Properties command to add text which describes what should be typed there, such as "Agenda Item 1." Save your creation as a template (.dotx or .dot) in My Templates as described above. It will be readily available when you need it.

Templates can help us do a variety of tasks with Word without the tedium of creating all our docu-

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ments from scratch. Explore the template choices, and you will surely find some that meet your needs.

Tor, Anonymity On-line

By Dick Maybach
n2nd (at) charter.net

Tor protects your privacy when you are on-line in two ways: (1) it prevents other users of the network you use to reach the Internet (for example a public Wi-Fi hotspot) from seeing the data you exchange and with whom you communicate and (2) it hides your identity from those with whom you communicate. For most of us, item (1) is more important. For example, when we use a Wi-Fi hotspot to access the Internet, every byte we send and every one we receive is accessible to all its other users. One defense would be to add a separate defensive tool for every offensive one, which is the approach taken to foil Windows viruses. The result will surely be the same – an ever-increasing kit of defensive programs to counter the never-ending supply of offensive programs. A much sounder approach is to run *Tor*, which defends against all such attacks; as a result you need install only one tool. Item (2) is probably less important to you; it prevents sites you visit from knowing who you are or what other sites you've visited. We are seeing ever more intrusions into our privacy by governments and businesses, and Tor was developed to help us preserve our privacy, safety, and dignity in the face of this. Although Tor is legal in all countries, you can do illegal things using it. In this way, it's similar to the gas pedal on your car, which is essential if you want to go someplace, but must be used with restraint to avoid awkward and expensive discussions with the law.

Tor hides not only what you say, but also who you say it to. You could use it to communicate back home from a location where disclosing your country of origin or religion might expose you to unpleasantness or risk. This feature also allows you to circumvent restrictions that your ISP has placed on the Web sites you visit. It's used by individuals, businesses, activists, reporters, the military, and law enforcement for investigations and to protect themselves, their

organizations, and those with whom they communicate. Using it, you can surf the Web, exchange e-mail, use instant messaging, and transfer files. However, please don't just install it and assume you're safe. You need to change some of your habits, and reconfigure your software. Tor by itself is *NOT* all you need to maintain your anonymity.

Tor consists of two parts – a public, secure virtual private network (VPN) and the software to access it. The software is free and available for Windows, Mac OS X, Linux, and some smart phones at <http://www.torproject.org/>. Most PC and Mac users will want the *Tor Browser Bundle*, which includes the Firefox browser. (For reasons you can read on the Tor Web site, neither Internet Explorer nor Safari is suitable for secure browsing.) The Tor VPN is distributed and accessible worldwide, is free, and is provided and maintained by volunteers. Because the network consists of thousands of independent Web sites, it's quite robust; there is no single point of failure.

How does Tor work? When you access the Internet with it, you first communicate with a *Tor Directory Server* over an encrypted link (one with a URL beginning https://). Here, you obtain a list of available *Tor Nodes*. The Tor software on your computer selects at least three of these; call them Node 1, Node 2, and Node 3. It then sets up a secure link to Node 1, which forwards your traffic to Node 2, which forwards it to Node 3. All these links are secure, and only Node 3 can decrypt your packets. Finally Node 3 sends your packets to your desired end site. Note that if the end site is secure (indicated by a URL beginning with https://), even Node 3 can't read your data. Packets coming to you follow the reverse path, Node 3 encrypts them in such a way that only you can do the decryption. As far as the end site knows, it is communicating with Node 3; it has no way of finding your computer's URL. An observer on your local network knows only the URL of the Tor Directory Server and Node 1; he can't find the location of the end site or read any of your packets. Only Node 1 knows your location, and only Node 3 knows that of the end site. Note that Node 3 can also see the data you exchange, unless you're using end-to-end encryption, i.e., talking to a site with a URL beginning https://.

When you install Tor, you will also install the Tor-

button add-on for Firefox, which allows you to turn Tor anonymous browsing on and off. Turning Tor on changes some of Firefox's operation.

- None of the cookies you acquired during normal browsing will be available. This is because cookies can tell the site you are communicating with a lot about you and which sites you've visited. As a result, you will have to reenter passwords where they are required. These cookies will return when you toggle Tor off.
- Some sites will be displayed in a foreign language. Since they don't know where you are, they assume you are located in the same country as Node 3. See the Tor site for work-arounds.

You will see moderate delays while surfing the Web.

There are at least three intermediate sites on the path to your final destination, and several layers of encryption are involved. While the delays are noticeable, I haven't found them to be obnoxious, and I consider it a good trade-off to achieve better security.

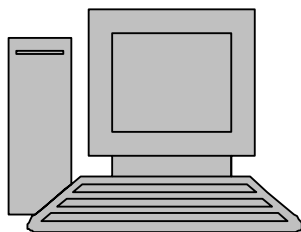
Many users need only browser access to the Internet when away from home, since through it they can also exchange e-mail and transfer files. (I've found that the FireFTP add-on is convenient for the latter, but see the Tor site for instructions on how to configure it and follow these exactly.) If you want to use secure instant messaging, use *Pidgin*, which Windows and OS X users can obtain by installing the *Tor IM Bundle*, available on the Web site. (Pidgin is in most Linux repositories.) You can't use Tor for file sharing, i.e., us-

ing BitTorrent; instead use the I2P network, <http://www.i2p2.de/>. See the Tor site for how to configure other Internet access programs, including some that provide access to your home computer. However, if you really need access to files on your home computer, it would be better to transfer them to your laptop or to a cloud service before you go. Otherwise, a power transient or other failure could disable your computer until you return home to restore it.

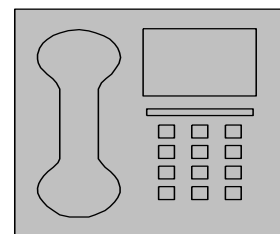
Accessing the Internet away from home without Tor

Below: Gene Barlow extolls the benefits of Acronis Backup at our January meeting. He looked surprised when a questioner asked if backup was really necessary.





HelpLine



HelpLine is a **free** service to members of CFCS only. The following volunteers have offered to field questions by **phone or via e-mail** with software and hardware problems listed below. Please be considerate of the volunteer you are calling.

As a **free** service, you should not be asked to pay for help or be solicited for products or services. If anything to the contrary occurs, please contact the HelpLine coordinator immediately. Their names will be removed from the list.

Additional volunteers are needed in some existing categories and for new categories. If you are interested, please contact the HelpLine coordinator at e-mail: helpline@cfcs.org

Please Note - This is a service for CFCS MEMBERS ONLY

HelpLine Listings

Digital Photography & Video

Ken Larrabee 407 365-2660 anytime
KLarrabee@cfl.rr.com

DOS

Stan Wallner 407-862-2669 5 pm-7 pm
smwallner@yahoo.com

Kris Hestad 321-459-2755
kris.hestad@surfdogs.com

Hardware

Ken Larrabee 407-365-2660 anytime

Stan Wallner 407-862-2669 5 pm-7 pm
smwallner@yahoo.com

MS ACCESS

Arvin Meyer, MVP 407-327-3810 7 pm - 9 pm
Access-sig@cfcs.org

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Doug Gabbard (e-mail only)
Dougga@gmail.com

Security

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vp-adm@cfcs.org

Networking - Home or Office

Doug Gabbard e-mail only
Dougga@gmail.com

SQL-Server

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vp-adm@cfcs.org

Windows

Hewie Poplock 407-362-7824 5 pm-7 pm
hewie@hewie.net

Kris Hestad 321-459-2755
kris.hestad@surfdogs.com

WinZip

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~ March 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 7pm CFCS BoD, Denny's Cassel- berry	3	4	5
6	7	8	9 Access, Office, Security SIGs: New Horizons	10	11	12
13	14	15	16 7pm Photo/ Video SIG New Horizons, Lee Rd.	17	18	19
20 12:30 pm Windows SIG 2 pm General Meeting	21 Phone SIG, Lee Rd. Denny's, 7 pm	22 7pm Tech SIG Denny's, Casselberry	23	24	25	26
27	28	29	30	31	Notes: Don't forget that the General Meeting on March 20 is at The University Club of Winter Park. See the map on page 24.	

~ April 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Don't forget that the General Meeting on April 17 is back at the Jackson Hewitt offices on Lee Rd. See April's BUSSLINE or cfcs.org for directions.					1 Newspaper Copy deadline	2
3	4	5	6 CFCS BoD Denny's Casselberry 7 pm	7	8	9
10	11	12	13 Access, Office, Security SIGs: New Horizons, Lee Rd. 7 pm	14	15	16
17 12:30 pm Windows SIG 2pm General Meeting	18 iPhone SIG, Lee Rd. Denny's, 7 pm	19	20 Photo/Video SIG New Horizons, Lee Rd. 7 pm	21	22	23
24	25	26 Tech SIG Denny's, Casselberry 7 pm	27	28	29	30

DIRECTIONS TO MONTHLY MEETING

Sunday, January 17th at 2pm
University Club of Winter Park
841 N Park Avenue
Winter Park, FL, 32789

- **From I-4, Take exit 88, EAST on FL-423/Lee Rd;**
- go 1.3 mi
- Turn right, SOUTH, onto N Orlando Ave (17/92); go 0.1 mi
- Take the 1st left onto W Webster Ave; go 0.8 miles
- Turn left, into Parking Lot of Univ Club of WP, just before the traffic light at Park Ave. Park there, (on the grass is OK)
- Use the Side Entrance into the Club – take the ramp in the middle of the building to the double solid doors, NOT the main entrance at the front.

- Once inside, turn left, and follow the signs to the Meeting Room.



Use the side entrance shown above.

