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MINUTES: SCUG CLUB MEETING JAN 8, 2011

“Christmas in January,” as president
Neal Shipley termed it, got underway with a blessing by Verne Langley. Then the feasting began. Between members and their guests, there were 40-some people in attendance. And the food was plentiful and varied.

After everyone’s tummies were full the business meeting was called to order with approval of the minutes published in the newsletter. Myron gave a report on the state of the treasury for both November and December and both reports were approved.

On a question by one of the members present, Neal reported that it had been decided to go ahead and pay the regular rent for the hall even though we did not have a meeting in December.

One of the items in Myron’s report was a donation to the computer lab which will be put to good use later this month.

A mention was made of the **death of Francis Vargas’s daughter** and a card was passed around for the members present to sign.

Neal thanked Joe Fornero and Tom Cartwright for taking over the November meeting in his absence. He then proceeded to take nominations for officers to be voted on at the February meeting. Nominated for president was Joe Fornero, Betty Beatty for vice president, Myron to remain as treasurer and Angela as secretary. Also to be voted on will be several members-at-large for the board, Art Bendick, Kent **McNeill** and **Joe Schmitt**

Terry announced a new class to be held on Windows 7 because, as he said, most of the people who want to learn to operate a computer have Windows 7 and not an older version.

At the February meeting Art Bendick will present the program, which he normally would have done in January, related to whatever he has included in the DVD he usually loads up every year.

Neal said that although he will no longer be president, he will continue the raffles if the membership wants them. He then asked for a show of hands in favor or against continuing with the monthly raffles. An overwhelming majority of those present raised their hands in favor of continuing with the raffles, but it was suggested that maybe the number of items being raffled could be cut down.

Betty commented that Joe is doing a great job with the newsletter and everyone agreed with her.

Terry then reminded the members that the committee to revise the by-laws needs to get together to do so.

Glenda MacLennan took the floor then to announce that she will put together a bus trip to Orlando to visit **“Little Jerusalem.”** She will arrange all the transportation, overnight stays and insurance for the trip and, with advertising through churches in the area, maybe there would be as many as three buses going. Any profit from the trip would go to the club.

A motion was made to adjourn and Santa Joe took over for fun and games.

And fun and games it was with **Santa Joe’s presentation of music for us** oldsters. Everyone ended up with at least one gift from the two tables full of all sorts of items, from computer related to bottles of perfume.

Thank you again, Santa Joe.

Respectfully submitted by
Angela V. Rester, secretary

Club Information

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Joe Fornero



FEBRUARY NEWS

BOARD MEETING MINUTES FOR
JANUARY 11, 2010

Boy oh Boy, you try to be nice to the club by playing Santa Joe and the next thing you **know I'm nominated for President, again. I'm suppose** to go back to the North Pole for some much needed R & R.

Well I did it before and I guess **you didn't object to strongly**, but that was 5 years ago. So if you must and if you vote me in, **I'll serve a one year interim** term as President with Betty as my VP to take over in 2012. [Actually Betty says, **if** elected VP, she will see how 2011 goes before committing to anything for 2012.] We will be voting on new officers at the February meeting and nominations for all positions will be reopened, before the vote.

I think the club is in good shape and Neal has done an excellent job as President the last 3 years. If you agree be sure to thank him personally at our next meeting. If fact you should thank all the board members for their service.

The raffle's main prize this month will be a player that plugs directly into the power outlet in your car and can play **MP3's from a SD flash drive or** through a USB cord from another device.

Joe Fornero—Editor

The January board meeting was held at the home of president Neal Shipley with Joe Fornero, Myron Kliment, Art Bendick, Tom Cartwright, Terry MacLennan and Angela Rester also present.

Neal announced that Eric Arduini will be giving the program on March 12, he has a local computer repair business and we have left the program up to his discretion.

Terry brought up the subject of the by-laws revision and it was decided that the committee, which is composed of Art Bendick, Jim Wells, Joe Fornero, Joe Schmitt, Terry MacLennan, Tom Cartwright and John Miller will meet on Jan. 29 at the Whiteside Senior Center at 10AM if the majority of the members of the committee are available.

Neal was drafted as **the "mouse tech" for the** coming general meetings.

Volunteers are needed for program presentations. Just let someone on the board know if you are willing to do a program presentation.

Terry is working on a power point presentation on Windows 7 for the **March 6th "Hamfest" meeting at** Challand School. They will be providing us a table to promote our club and a couple free tickets.

The meeting was adjourned until February.

Respectfully submitted by
Angela V. Rester, secretary

NEWS FROM THE HELP DESK

COMPILED BY CHAD DENTON

Each month, we receive numerous technical support calls and email messages. Some computer problems are fairly common, and we find that many callers struggle to resolve the same issues. In this article, we cover some of the most common or timely tech support questions and provide our solution for each of them.

Q I recently upgraded to a laptop with Windows 7. Occasionally, when typing in a document, the cursor jumps around, and I end up inadvertently typing elsewhere in the document. What can I do to stop this?

A Most likely, your fingers are grazing your notebook's touchpad. When this happens, the cursor jumps to the location of your pointer. Many touchpad drivers have a setting that temporarily deactivates the touchpad when you type. Enabling this feature should help solve the problem.

On most systems, you can access your touchpad's settings by right-clicking the touchpad icon in the Windows System Tray and click Properties. Depending on your system, you may also find your touchpad's settings available in the Start menu. You'll have to look through the settings to find the appropriate option, as the exact location and wording will vary depending on the driver. If you don't see an appropriate option, you can check with your system manufacturer to see if an updated driver is available.

If you can't find an option to

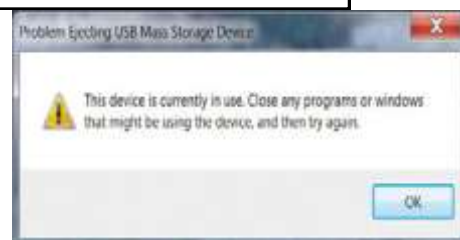
temporarily disable the touchpad when you type, you might be able to find a "Touch To Click" option. Disabling this option should fix the problem, but you'll no longer be able to tap your touchpad to left-click.

You'll have to use the mouse buttons above or below your touchpad instead.

Q When I try to eject my thumb drive by clicking the Safely Remove Hardware Icon in the Windows System Tray, I get a message that says the device is currently in use. How can I safely remove my thumb drive?

A It's always a good idea to "eject" any removable media before physically removing it. By "ejecting" the media before physically removing it, you're telling Windows not to access the drive and avoiding the risk of accidentally corrupting data. You generally eject media by right-clicking the Safely Remove Hardware And Eject Media icon in the Windows System Tray and clicking Eject. Usually, you receive a message saying it's safe to remove your media, but occasionally, you get a message stating that the device is in use and cannot be stopped. This usually happens when another program is accessing your thumb drive. In order to safely remove it, you need to shut down the application or process that is accessing the thumb drive.

Start by making sure that no files or folders on the thumb



drive are being displayed on the PC and close any that you find. For instance, you won't be able to eject the thumb drive if you have a Word document or picture file open on your system. If the drive is still busy, close all open applications. Some applications may create temporary or backup files and store them on your thumb drive. Just closing the file may not be enough to remove the backup file; you may have to close the application itself.

If you're still having problems, make sure that you don't have any software that is scanning the drive.

Antivirus or anti-malware applications, for instance, may scan removable drives, and any removable drive will not be able to be removed while the scan is being conducted.

Finally, you can always shut down the computer. The danger of data corruption comes when you suddenly remove the media while it's being accessed. By shutting down the computer, you're closing down all your applications, including any application that's accessing your thumb drive. This graceful shutdown should prevent any data damage. Once the computer has shut down, you can remove the media from the system.

Q When I start my computer, I hear a series of beeps, and Windows refuses to load. How can I fix my computer?

A When you first start your computer, it performs a quick hardware check. If a component isn't functioning correctly, your computer will make a series of beeps.

Unfortunately, beep codes aren't standardized, so you'll need to check your system manual to determine what these codes mean. If you don't have a hard copy of the manual, you'll need to use a working computer to access your manufacturer's Web site where you should be able to find an online version of the user guide. The test can catch a broad range of problems. In some instances, you may need to simply remove or replace RAM. In other cases, you may need a new motherboard or processor.

Q I have a computer with two SATA (Serial Advanced Technology Attachment) drives. One drive contains Windows XP, and I want to add Win7 to the second drive. Will I still be able to boot into WinXP with this setup? Is there anything else I should be concerned with?

A In order to dual boot between operating systems, you generally need two physical hard drives or one physical hard drive partitioned into multiple virtual drives. In this setup, there's already two separate drives (whether they are physical drives or virtual drives), so you're half-way there.

If dual booting between different versions of Windows, always install the newest OS (operating system) first. The newer version of Windows will scan the system for older versions and set up a boot loader that will let you choose which version you want to boot at startup.

One note of caution: It's generally a good idea to reformat the hard drive on which you'll install Windows. This will erase any existing data, so make sure you back up any data on the drive.

Q When I try to save a file from Gmail to My Documents, I get an error message saying I need to activate cookies. What does this mean, and how I do activate cookies?

A Cookies are very small files that can be used to store a variety of information. For instance, Gmail Cookies may contain session information that Gmail can use to automatically log you in the next time you visit from the same PC. Although cookies generally make life online easier, they can also be used, mainly by online marketers, to track your Internet habits.

If you decide you want to enable cookies, you'll need to do so in whatever browser you're using. In Internet Explorer, cookies are controlled by Internet Explorer's Privacy Settings. Click Tools, open Internet Options, and click the Privacy tab. If you don't want to adjust all your Privacy settings, click Advanced and place a check next to Override Automatic Cookie Handling. Select Accept under First Party Cookies. You may wish to select Block under Third Party Cookies (this is a good way to prevent online mar-

keters from monitoring you too



closely). Finally, you can place a check next to Always Allow Session Cookies if you want to allow cookies that automatically log you in to sites.

In Firefox, Click Options in the Tools menu and click Privacy. In the drop-down menu under History, select Use Custom Settings For History. Make sure there's a check next to Accept Cookies From Sites. If you want, you can remove the check next to Accept Third-Party Cookies.

Firefox screen shot:

Finally, in Google Chrome, click the wrench icon and select Options. Click the Under The Hood Tab and then click the Content Settings button. Make sure to select Allow Local Data To Be Set. Again, you can select Block All Third-Party Cookies Without Exception to block third party cookies.

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What a terrible name! Often confused with Internet Explorer, this file manipulator is one of the most useful and used programs on my computer. I often talk with **people who don't know** what this program is. They have never used it, and I am curious as to how they can accomplish anything with their computer without familiarity with this powerful utility.

Here's what it does:

Windows, as with most operating systems, is based upon a file structure where each program, picture, song or document is stored in a named file in some memory device, e.g., a hard drive, CD, DVD or flash drive. Groups of similar files are stored in named folders. Windows Explorer is a file manipulator allowing you to find, copy, move, save, launch, and a variety of other operations on individual and groups of files.

A quick way to launch it is to right click on the Start button and select Explore from the sub-menu. A

better way in XP is to place an Icon for Windows Explorer on your desktop. To do this, first locate the program: Start/All programs/Accessories/Windows Explorer; then right click it and in the drop-down menu select **"Send to/desktop (create shortcut)"**.

I don't like the Icon view; I prefer the Details view with no Icons and more information. The Details view allows you to sort the filenames by alpha ascending (A to Z) by clicking on the Name in the gray title bar. Clicking Name a second time will sort the file name alpha descending (Z to A). Sorting by Size, Type (file extension), or Date Modified is done the same way. Under Tools/Folder Options/View tab, be sure to uncheck **"Hide extensions for known file types"** and check **"Show hidden files and folders."** Then click the **"Apply to all folders"** button to set all views to the same settings. Windows 7 recognized the importance of this program and keeps it on the taskbar for easy launch. It is a yellow file folder Icon, third from the left Start button.

An easier application of Windows Explorer is to bring up two copies, re-sized and located so you can see both side by side. Then you can easily Move or Copy files between the two windows using d-d (drag and drop). By default files d-d to the same drive are Moved; files d-d to different drives are Copied. Holding down the left mouse button during the d-d allows you to select either option. To add new folders or subfolders use the menu File/New/Folder command.

A good site to visit to learn many more features of Windows Explorer is: <http://www.toejumper.net/speed5/winex5.htm>

Familiarize yourself with this powerful program so you can control your computer, and not have your computer control you!

*By Wil Wakely, President,
Seniors Computer Group,
California
Bits & Bytes, June 2010 Issue
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Because Excel is built to handle numbers rather than words, formatting text in your worksheets can get a little frustrating. When your text is wider than the column **it's in, you run into strange truncations of the words.** When your text sits on the left side of columns while numbers **sit on the right, it just doesn't look right. If you're running into these and other text problems, use this month's tricks to get the look you need.**

Wrap Text

The text issue that probably gives Excel users the most headaches arises when you try to fit a lengthy piece of text into a cell. One solution is simply going to the top of the window and dragging the right column border to make it wider. That can lead to its own untidy look, though. What if some of the labels in a column listing corporate divisions are **as short as "Tax" and others have names such as "Regional Sales-Pacific Rim/China Division"?** **If you drag the column wide enough to handle the longest labels, you get lots of empty real estate on the shorter labels.** A better solution is leaving the column width at a more average size and setting text to wrap into multiple lines. Click the column title at the top of the **window (such as "C") and click the Wrap Text button on the Ribbon's Home tab. Now every cell in the column will automatically wrap the text to**

a new line if one line of text exceeds the column width. **Sometimes this still doesn't make all your text visible.** That means you probably have a row height issue. Excel may be preventing the cell from growing taller to handle wrapped text. **To ensure you don't run into this,** click the cell (or column of cells) you want to adjust, click the **Ribbon's Home tab, and click the Format button in the Cells section.** Select AutoFit Row Height to make Excel expand the cell to handle however many rows of text are necessary.

Align Text

Excel automatically places numbers on the right side of cells and text on the left. Sometimes **that's a handy setup, making it easy to scan a list and spot different kinds of information.** **But when you'd rather see everything neatly lined up, use the Home tab's alignment buttons.** You can align text to the right, left, or center. (The latter being especially useful for making column headings more attractive.) And, of course, remember that you can use the alignment tools on numbers, too.

If you've adjusted cells' heights, you may want to adjust the text's vertical alignment for a better look, too. You'll find those options on the Home tab right above the horizontal alignment buttons.

In rare cases, you actually may want text to run at an angle. Short column labels, for example, sometimes work well at a 45-degree angle. To add an angle to

a cell's text, including setting it to read vertically, use the Orientation button on the Home tab in the Alignment section.

Merge Cells

Here's a common dilemma: At the top of the worksheet, you create a label that applies to several columns. How do you make this clear by stretching the label across all the columns? Dragging the **label's cell any wider won't help, because you'll widen all the cells below the label, too.** The secret is to merge the label cell with those adjacent to it. Use the **Merge & Center button in the Home tab's Alignment section.**

Highlight the cells you want to merge (they can be adjacent either horizontally, as in our example described above, or vertically) and click the Merge & Center button. **Now you'll have one large cell with the text located in its center. If you'd rather place the text on a side of the cell, click the cell and use the Alignment buttons as described previously.**

Even though this large cell now straddles, say, three other columns, you can still adjust the widths of those columns individually. Your merged cell will grow and shrink so that it always fills the same space as the columns it covers.

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If you acquired a new desktop or laptop computer for Christmas, you won't find Microsoft Works anymore. It has been replaced with [Office Starter 2010](#), which includes Word and Excel. Since it is free you will notice some advertising but that's really not a big deal. Your computer should also have preloaded a full trial version of Office 2010 which you can use for 60 days and then you will be asked to purchase it. If you don't want to use Office Starter or pay the high price for the full version of Office, an alternative is Oracle's [Open Office](#) which is an entire office suite and is free.

Here's a tip from last January's Cyber News. On rare occasions you might find yourself not being able to connect to the Internet. Here's the tip: Unplug your cable modem (the power cord) for 20 seconds. If you're running a router unplug it too. Plug them both back in and wait until all the lights are lit, then try your browser or mail program again. Nine out of ten times this will fix the problem and save you from calling tech support.

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Emails To Look Out For: If you get an email urging you to update your eBay, PayPal, or bank account information, chances are it's false. An easy way to tell in Outlook is to hover your mouse pointer over the hyperlink in the message. If the URL reads something like "[www.paypal.com](#)" in the message, but some other address such as "[www.validationcgi.org](#)" shows up in the floating box next to the pointer as you hover, you can be pretty certain you should delete the email. Phishing emails attempt to get you to provide personal information by mimicking emails from legitimate companies. Most companies will never ask you to verify account information with an email, so beware any such correspondence.

GOOGL It: When you are looking for something in an unfamiliar area, it can be a real pain to figure out where things are. But if you send a text message to GOOGL (46645) with a search query, such as "Pizzerias, Omaha," you'll get a free text message right back from the search company, with the answer to your query. You

can also use this service to define words (for example "define zenith") and more.

- **Flash Drive Benefits:** If you're like many laptop users, you take your computer everywhere. Portable computing means that your storage devices will undoubtedly absorb more abuse from bumps and scrapes than those left behind on a desktop PC. Some storage technologies aren't well-suited for the road—hard drives can break if they suffer a hard blow, and CDs and DVDs are easy to scratch to the point that you can't read them. That's where USB flash memory drives often shine. These drives are small enough to fit on a keychain, and they come in tough plastic cases that make them very difficult to damage.

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by Don Haag

There is a very old saying, "There are BOLD pilots and there are OLD pilots but there are very few OLD-BOLD pilots"

I'm now inclined, from a personal perspective, to strongly agree.

First off I would consider myself, although with limited experience (less than 200 hours of pilot time) to be in that first category.

Although I do have some 10 to 15 hours of LINK (a forerunner of flight simulator) trainer time which entirely depended on blind flying via instrument usage it was my only experience in the use of tools required for hazardous flying conditions which I now feel was the main cause of pilot demise in the Army Air Corps.

Let me elaborate. Under normal flight conditions, especially in smaller aircraft, a pilot may easily fly using unacceptable maneuvers one of which is to change the rate of descent by tipping the aircraft to one side and slipping sideways in a somewhat controlled stall. During primary flight training it was my custom to do just that even though on at least one of the training planes that I flew was a two position flap system. Being a BOLD, or maybe just a LAZY, pilot I never even ventured to use that tool. Not even considering the possibility there might

be a good reason for this added feature. When the time came for flying a larger basic trainer it was, along with prop pitch / radio usage / more instrumentation / (not having previously looked around for other aircraft enough) it became just one of many now needed exercises that in total was overwhelming at least in my, **at that time, check pilot's** opinion.

Probably the final straw may have been when as I touched down the basic trainer in a fine three point landing I was looking towards the tail of our airplane.

Anyway, as I was going through the lessons of Flight SimX, lesson 7, to be exact, the flying of a sailplane towards the end of the flight that the only sensible method of reducing altitude required the use of FLAPS. My only other recourse in getting the aircraft down was to either dip down via over speed which I was notified a dangerous thing to do or circle around until I removed the aircraft from, in this case, unwanted upward inducing thermals. I have as yet, by the way, mastered the proper FLAP method of increasing descent but will keep on trying till I am successful.

P.S. As a sequel to this, after returning from the Quad Cities to DC trip on a Boeing 737 Series 800 jet, I was happy to find, also on the same program that this aircraft was also on its list.

So "taking the bull by the horns," I again tried simulating the trip to DC. This time I was a little more fortunate although I somehow detoured via Canada and then arriving at Dulles International I landed pretty hard but after passing through a few trees did come to a stop but not quite on the runway proper.

My next try will be the return trip back to the Quad Cities at night to see how well I might do.

In regards to the trip, I've never flown much over 10,000 feet before my previous experiences having been in the 'ancient' type prop driven variety.

Did others note in the local news that small radio control plane flyers were having trouble in getting permission to fly again at the complex out on West LeFevre? I noted that one leading in the process of continuing the hobby was a pilot who at one time at a computer club meeting at Essex Computer did a presentation for us using an older FS program. Maybe we could get him to again do a presentation. I, for one, found it quite interesting.

AUTOMATICALLY SELECTING WORDS IN WORD

When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

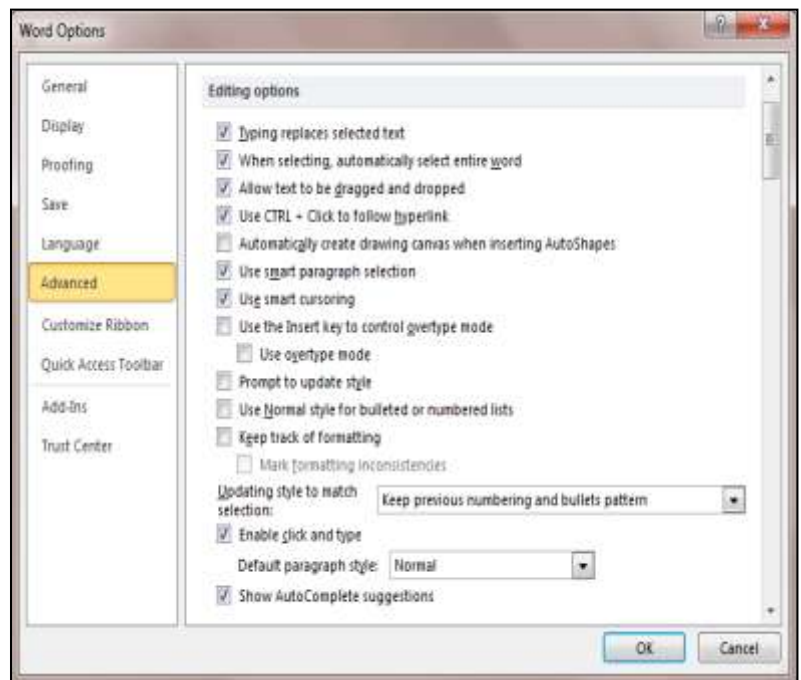
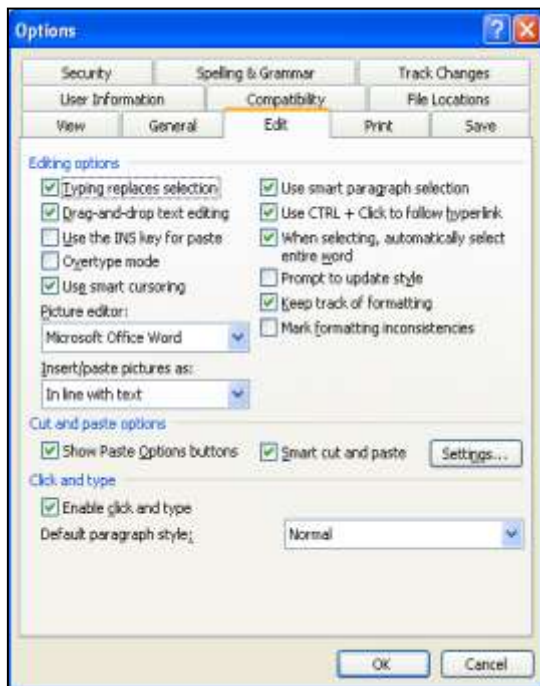
If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected.
3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK. (See left figure.)

You can follow these steps if you are using Word 2007 or Word 2010:

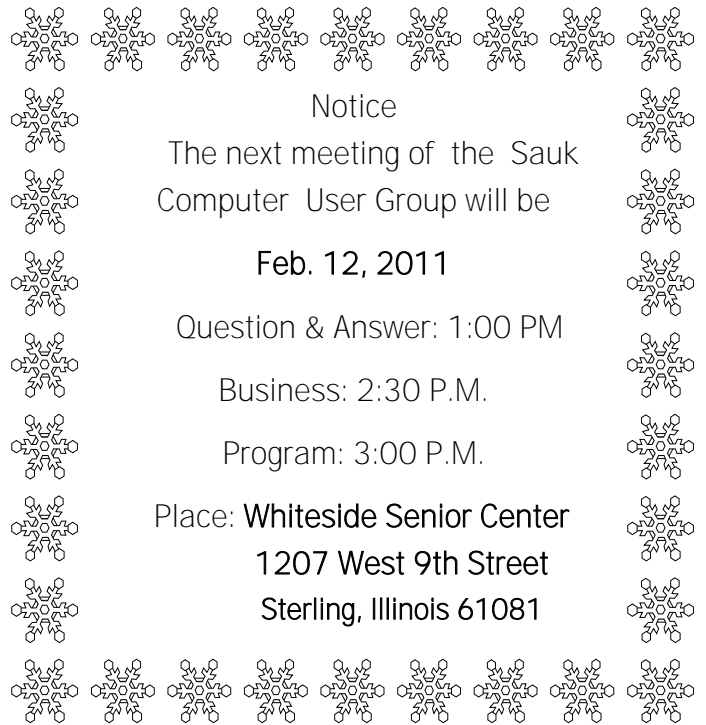
1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)
2. Click Advanced at the left side of the screen.
3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK. (See right figure.)

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online at <http://excel.tips.net>.



Sauk Computer User Group
User Helping User
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Sterling, IL 61081

There will be a Question & Answer
Session starting at 1PM.
Bring any questions you have about
your computer or problems you may
be having. It will be conducted by:
Neal Shipley & Art Bendick



Notice
The next meeting of the Sauk
Computer User Group will be
Feb. 12, 2011
Question & Answer: 1:00 PM
Business: 2:30 P.M.
Program: 3:00 P.M.
Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

ART BENDICK, ONE OF THE CLUB'S GURUS, IS PUTTING TOGETHER A DVD OF MANY USEFUL FREE APPS. SO FOR OUR FEBRUARY PROGRAM, ART WILL SHOW US WHAT HE HAS COME UP WITH AND DEMONSTRATE SOME OF THESE USEFUL PROGRAMS.