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INSIDE THIS ISSUE:

BOARD MINUTES, PRESIDENT'S CORNER	2
INTERNET ODYSSEY PROGRAM	3-4
DISCOVERING WINDOWS -PART 4	5
CREATING A BUILDING BLOCK IN WORD	6
THE TIP CORNER	7-8
TIPS OF THE DAY	8-9
IS IT TIME FOR A NEW COMPUTER	9

MINUTES: SCUG CLUB MEETING NOVEMBER 12 , 2011

This month's meeting started with Art Bendick saying he didn't have anything drastic to report, and this was followed by a discussion on malware, and sites from which to download anti-malware programs.

Terry MacLennan warned about a false "Adobe" update which is actually a virus.

After the usual break for cookies, coffee and pop, president Joe Fornero reported that 42 boxes for the Christmas Child program were packed and thanked club members for their participation and also for the club donation of five boxes. He will conduct the Christmas program with lots of prizes and games. There will also be a potluck lunch, to which spouses and significant others are invited. The club will supply a meat and cheese tray, and attendees should bring a dish to pass.

Because of conflicts with other parties by both the Sterling and Dixon Senior Centers, our meeting has been moved ahead to the first Saturday, Dec. 3.

Joe read a card from Lois Langley, thanking the club members for the plant and card that Betty Beatty sent her in all our names.

The minutes for the October meeting were accepted as published and Myron Kliment read his treasurer's report, which also was accepted as read.

Terry gave a report on the happenings in the computer lab. He noted there will be no further classes

until March. Several donated computers have been updated and there may be a couple of them for sale after the Center staff decides whether or not they will need them.

Betty's birthday was the day after the meeting, so she was serenaded with a rendition of the Happy Birthday song and also received a card signed by all present.

It was also reported that from now on, when members pay their dues they will receive a form to fill out and submit with there payment. The form will include a tear off receipt. This will hopefully eliminate confusion as to who has paid, because Myron won't have to take time to write out a receipt for everyone.

A reminder was given that the potluck will start at noon, with Santa Joe's program to follow. There will be no raffle next month.

The meeting was adjourned and the raffle for prizes was held.

It was then time for Rebeca Chirinos, who gave a thoroughly interesting program on different browsers anyone can access and much more. (For additional information on program, see Betty's article on page 4)

Miss Chirinos has promised to come back if she has time next year.

Respectfully submitted by
Angela V. Rester, secretary

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Joe Fornero



Well Christmas is fast approaching and our December meeting is a week early. Santa Joe hasn't found time to work on his program between preparation for the items to go in the shoe boxes for Operation Christmas Child and delivering them to Dixon, getting out the monthly newsletters and of course the mandatory 3PM naptime. But not to worry! Since the simpler questions and not as complicated music quiz worked better last year, we will go with something very similar this year. But I know most of you memorize the location of the songs so I will use some different songs and artists. (As if we can remember what happened last week. what more a year ago.) It should be fun with lots of prizes. So be sure to invite your spouse or a friend and bring a dish to pass. We will be eating at noon.

Also remember we will be nominating officers and board members for next year. If you are interested let someone know, so they can nominate you.

Prez Joe

Remember that the Computer Lab will be closed during the business and the presentation time of our meetings, except to Lab personnel.

The November SCUG board meeting was held at Wendy's in Sterling on Thursday November 17, 2011. Board members present were Joe Fornero, Myron Kliment, Betty Beatty, Art Bendick, Terry MacLennan, Joe Schmitt and Kent McNeill.

Myron gave us the Treasury Report numbers from the November meeting. Myron noted that donations to both the cookie basket and raffle were generous. It all helps the club and is appreciated.

The board reviewed and approved the thank-you letter to be sent to Rebeca Chirinos. Board members expressed their enjoyment of Rebeca's November presentation.

The board discussed preparations for the December Christmas Party. It will occur on Saturday December 3rd (the first Saturday of the month). It will be a potluck and we will start eating at NOON. The club will provide a meat and cheese tray, a variety of breads and condiments for sandwiches. The club will also provide paper plates, napkins and plastic utensils. Everyone is asked to bring a dish to pass. Members may bring a spouse or friend. Santa Joe will be providing the entertainment as usual. There will be games and lots of prizes.

Terry filled us in on a project the WCSC Computer Lab has been busy with. They are refurbishing computers that have been donated to the senior center. These working computers will be given to people in need wanting a computer. They also have some donated laptop computers that they are refurbishing. These refurbished laptops will be sold to

raise money for the WCSC. We will be nominating officers in December and January with the election in January.

SCUG dues will due in January and members can pay them in December too. Joe is creating a form for all members to fill out when they pay their dues. The form will include a tear-off receipt. The form will assure that we have up-to-date member information and will also help in processing the dues.

The club is considering ideas for future programs. Art will be doing January's program. He will be creating a DVD with lots of FREE programs for the members to experiment with. Copies of the disc will be for sale at the January meeting at a reasonable price. If anyone has an idea for a program they could give in 2012 or would like to recommend someone from the community to give a program please contact Joe or a board member.

The meeting was adjourned on a motion by Betty Beatty and seconded by Myron Kliment.

Respectfully submitted
in the absence of
Secretary Angela V. Rester,
by Betty Beatty

By Betty Beatty

Rebeca Chirinos graciously accepted our invitation to do a program for our club. And what a program it was. The room was packed and all members present listened attentively to her every word. She had a lot to tell us. Rebeca created two Zootool pages for her SCUG program, displaying thumbnails of the web sites she shared with us and a few more. You can find it at <http://zootool.com/user/rebeca/type:all/pack:2011:%20an%20internet%20odyssey/>. You will find 29 entries on these two pages. The pages also include some useful websites that weren't mentioned so be sure to visit Rebeca's Zootool pages for **2011: Internet Odyssey** at the above link.

She began with a movie that showcases how sophisticated modern browsers have become. By a simple movement of the mouse the strip becomes animated and the story comes to life – it looked very 3D. However it only works correctly with computers that have Internet Explorer 9 installed – which only works with Vista and Windows 7. You can find the movie at: <http://www.nevermindthebullets.com>.

Rebeca spoke about alternatives to Internet Explorer and Safari (part of Mac OS and also available for Windows computers). She mentioned Opera (<http://www.opera.com/>) and Opera extensions (<https://addons.opera.com/en/addons/extensions/>), Firefox (<http://www.mozilla.org/en-US/firefox/>)

and Firefox extensions: <https://addons.mozilla.org/en-US/firefox/>, and Google Chrome (<http://www.google.com/chrome>) and Chrome extensions and apps (<https://chrome.google.com/webstore>). These are the major five browsers. They each have various strengths and weaknesses and it's fun to experiment with these to see which one or ones you like the best.

In this article I will discuss a few of the things she showed us that I am testing out.

One of the first things she showed us was **Zootool** (<http://zootool.com>). It is a visual bookmarking service created by a young German startup company. Think of Zootool as a zoo for your favorite images, videos, documents and links. Put them in your "zoo" so you can come back and visit them again and you can also share them with your friends via Email, Facebook Twitter or Tumblr. You do this by creating an account (free) and installing the Zootool browser extension by dragging the lasso tool/bookmarklet to your browser toolbar. It works with Google Chrome, Opera, Safari and Firefox (but not Internet Explorer). Using this lasso tool/bookmarklet you can easily pick the parts of a web page you want to put in your zoo – maybe just an image or a paragraph, or you

can select the whole page. It lists all the items you've captured as thumbnails along with their web addresses giving you visual bookmarks. You can organize the items in your zoo by putting them in different "packs," these "packs" representing different collections. It works great. The FREE version contains ads but Rebeca says they are not very distracting. Ads can be disabled in the paid version; the paid version also has more features than the free version. Rebeca's Zootool page is a good example of what one can do with this useful tool.

The next item I decided to explore was **Evernote** (<http://evernote.com>), the note-taking service. Evernote is a California based company. As of July 2011 it had 11 million users. From the Evernote homepage I clicked on the Download Now button and downloaded and installed the software. I did have to set up an account online too – this is for use of the online portion of the product. Evernote works with Windows and Internet Explorer and automatically installs a web clipping tool in Internet Explorer. It puts a standalone program on your computer. You can "type" notes into the Evernote program interface and store them there in your computer. I opened a web site and selected some text. I found the "Add to Evernote 4" tool

under the Tools Menu in IE. I clicked this and my highlighted text was put into the Evernote program on my computer. By pressing the sync icon the note was also put onto the online Evernote page which I can view from any computer online. It also put an "Add to Evernote 4" in my Outlook mail program toolbar so I can easily add notes from emails to it. Notes can be sorted into folders, tagged, annotated, edited, given comments, etc. The user interface is very intuitive and user friendly. Notes can include pictures and photographs too. Evernote is available for free; the free version is supported by advertising. There is also a paid version with more features; advertising can be disabled on the paid version. Both versions have limits to the amount of notes one can store.

Instapaper (<http://www.instapaper.com>) is a simple tool to save web pages for reading later. I was amazed at how simple this was to set up. Just go to the web site and give them your email address and a password and click the Create account button. At which time you are taken to your Instapaper page where you are told to drag the "Read Later" bookmarklet to your bookmarks toolbar. Then, the next time you're on a page that you want to read later, just click that "Read Later" bookmarklet and it will be added to your Instapaper reading list. One can add folders to organize your articles. That's all there is to it. According to info on this site

this is a one person operation. Marco Arment created it. The site contains a very helpful FAQ page. This service is free on the web, there is an iPhone/iPad app for sale, advertisements on the site, and one can support the site by subscribing for \$1/month with the option to hide advertisements. I am impressed by this service.

And the last one we will look at is KeePass (<http://keepass.info>). Rebeca didn't have time to show us this one but it is on her Zootool page and she did mention it to me in a follow-up email. KeePass is a FREE, open source, light-weight and easy-to-use password manager. KeyPass has so many features I cannot go into detail about all of them because it would fill up many pages so I will just mention a few of them. You can install KeePass on your computer or you can put it on a USB stick and run it on Windows systems without installation. KeePass offers Strong Security via Advanced Encryption. The program stores your passwords in a highly encrypted database. It offers Multiple User Keys – one can use one master password for the complete database or one can use key files that you carry on a USB stick to access the password database. Or you can use a combination of these two methods. You can export or print the password list. The list of features goes on and on – you get the idea. The download page offers two editions – both are FREE: Classic and Professional. The site includes an Edition Comparison Table to find the version that is right for you. I

downloaded and installed the program from their web site and KeePass opened on my computer upon completion. I immediately clicked on the Help menu to see how to proceed and their Help information opened online. I chose the First Steps Tutorial from the menu on the left. This led me through creating a new database, adding an entry, using entries, saving the database and more. A very user friendly dialog box pops up to enter your password information in. KeePass gives you groups/categories that you can select from to enter your passwords into (General, Windows, Networks, Internet, eMail, and Homebanking). You can also create new groups/categories. I entered my first password into the KeePass database. To use the information I can right-click on the entry and several options appear. I can copy and paste the username and password from the database. I can drag and drop the fields into other windows. One can also open the URL from within the data base – just right-click on it and chose Open. Be sure and SAVE your database – click on the SAVE icon on the toolbar or File>Save. That's it. Now all I have to do is enter about another 100 plus password entries and I am set.

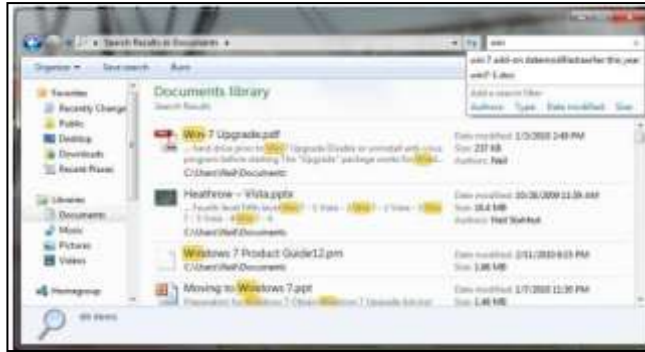
I have just given some very brief sketches of these handy tools. These programs are capable of much more than I have mentioned. But it's a start and I encourage you to also try some of the very useful tools Rebeca showed us.

Discovering Windows 7 - Part 4

By Neil Stahfest

This month we're going to look at my favorite new Windows 7 features, file search and libraries. I confess, I used Windows 7 like Windows Vista for almost two months before I became aware of these features. If you've used previous versions of Windows, one of the first things you will notice in Windows 7 is that there is no "Search" function listed on the Start menu. Instead, when you click on the Start button, a search box appears directly above the Start button, the normal Start Menu items above it. In addition, any time you open an Explorer window, a search box appears in the upper right-hand corner.

Libraries are a new Windows 7 feature. They make it easier to find things by keeping track of similar files, no matter where you store them. By default, Windows 7 has four libraries: Documents, Pictures, Videos and Music (the Videos library doesn't appear on the Start Menu but we'll address that at another time). To find a document, I can click on the "Start" button and then "Documents." This opens a window which shows my Documents library as shown below.

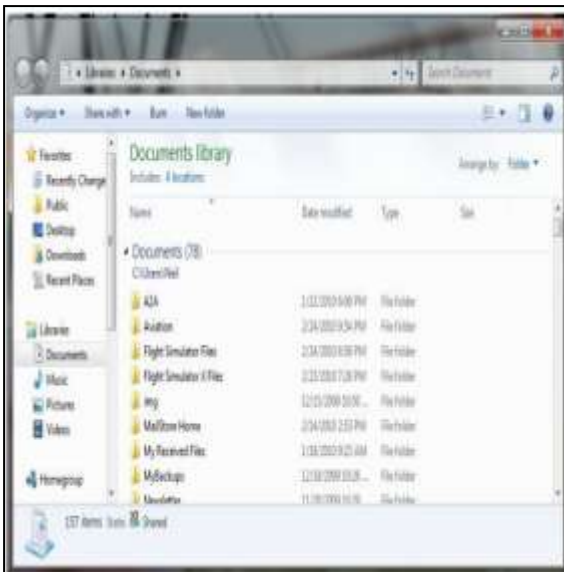


As I type more letters, the search is refined and fewer names appear as the search criteria is refined. Note that the letter or word that I have typed appears highlighted in the list of files. I also have the option of adding search filters to restrict my search to a range of dates, file size, etc. In my example we see that a number of files match my brief search criteria, "win." I could click on each of these files to see which one I want but Windows 7 gives us an easier way. I can point and click once on a file to highlight it, and then click on the "Preview" button in the upper right corner of the search window to see what's inside of the file without actually opening it.

You can change where a library saves files and the order that it searches them. Just click the "Start" button and then one of the library names, such as "Pictures." In the library window, above the file list and next to "Includes," click on "Locations." A new window will open, in this

example called "Picture Library Locations." From here you can select/click on buttons to add or remove folders. Digital cameras often include image editing and storing software when you purchase them. Many times this software creates new folders to store the pictures from your camera. This "Add" button allows you to include your camera's pictures folder in the Windows 7 library so that they are easily searchable. In addition, if you right-click on a library folder, you can set it as the default folder, where all new related files will be added. You can also change the order in which the listed folders are searched.

You may have noticed in the step above, in addition to selecting one of my default libraries, one of the options was to create a new library. Can you see how you might use this? Suppose you had a folder for Genealogy records. You could select that folder and create a Genealogy library. Similarly, you could select a folder which appears in your Pictures library that contains Genealogy related



I could look for the document I want by opening folders but Windows 7 gives us an easier way. In the upper right corner of the library window is a search box. As I start to type the name of the document I'm looking for in the box, the list in the main window changes to reflect names that contain the letters or words that I have typed.



By now I think you're starting to see the value of libraries to find files. But suppose you have folders that are not in one of your libraries? For instance, I have folders of pictures stored on an external hard drive. All I have to do is click on the "Start" button, click on "Computer" and go to the icon for my external hard drive. After I click to open the hard drive, I select the folder containing my pictures and right-click. In the window that appears I select "Include in library." Among the library choices that appear I select the "Pictures." Now the pictures on my external hard drive are included in my "Pictures" library and any search of the Pictures library will include them.

related pictures and add it to your Genealogy library. Now you can access the Genealogy pictures through either your Pictures or Genealogy library. As you can see, libraries are a very powerful and useful tool. They provide an easy way to find the files you use most frequently without imposing a rigid organization structure. Next time we'll look at more ways you can find files and how to create new libraries.

By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington March 2010 issue, the *Data Line* NCStahfest (at) msn.com www.tapcug.org

Create a Building Block in Word 2007 or 2010

By Nancy DeMarte

Page 6

If you create many documents in Word, you may find that you often include portions of text with similar content or format. For example, when preparing to submit SPCUG classes each month to the Monitor, I always include a list of the details: dates, day, time, location, instructor, and instructor's email address. As I learned more about Word 2007, I realized I could set up a skeleton format for these class postings and save it as a "building block" (aka Quick Part) in Word. When I needed to prepare a new class posting, all I had to do was insert this building block into a document after the class description and enter the specific details, saving me the hassle of recreating the format.

New in Word 2007, building blocks are related to templates except they are bits of text, rather than a whole document. For user convenience, a complete set of pre-formatted building blocks is listed on the Insert tab in the Text group under "Quick Parts." Click the Building Block organizer to find pre-formatted text boxes, headers and footers, cover pages, page numbers, and more. Many of these building block galleries are also available under their own icons throughout Word. The Building Block organizer, however, includes all the categories in one place. You can insert any one of these blocks into a document or template by opening the document, placing the cursor where the block belongs, clicking the Insert tab, then Quick Parts, Building Block organizer, and the building block you want. If that sequence seems too cumbersome, you can add the Building block organizer to the Quick Access menu. Right click the organizer title and select "Add to Quick Access toolbar."

Creating your own building blocks is easy and can save you lots of repetitive typing. The first step is to create a piece of formatted content. Let's use the example of a logo

which could be used in a letterhead, business card, and other documents. Since building blocks may contain many types of content, such as lines, images, drawings, and tables, as well as text, I created one using a table with text and a piece of clip art from the Word program. Here's how it looks:



My next step was **saving the building block**. I selected the logo, clicked the Insert tab, then Quick Parts, and chose "Save selection to Quick Parts gallery." This action opened the "Create New Building Block" dialog box, where I gave my block a Name, *OTS logo*. In the Gallery area, I left it labeled 'Quick Parts' because it didn't fit into any of the existing galleries. Under Category, I created a new one called *Nancy*, which let me group all my custom building blocks together for easier access. I skipped Description, although if I had added one, it would have become the Screen Tip for the block. I left the Save In and Options boxes as they were and clicked OK to save my changes.

Now it was time to try **adding my new building block to a document**. I opened a blank document and double-clicked about half way down the page to position the cursor there. Then I clicked the Quick Parts icon on the Insert tab, which showed previews of my last three custom building blocks. I clicked *OTS logo* and it appeared in the document where my cursor had been. Had the block not been visible as a preview, I would have clicked Building Block organizer and scrolled to Quick Parts under the Gallery column to locate it.

Next I decided to **change the font in the logo** heading. I knew that any building block can be modified in a docu-

ment without changing the version stored in the Building Block organizer. I changed the font of *OTS logo* from Goudy Stout to Bodoni MT black. As an experiment, I saved the modified version to the Quick Parts gallery with the same name and properties as the first version to see if it would overwrite the original. I was surprised to find that it did not. I ended up with two different versions with the same name. I decided it is necessary either to delete a first version before saving a second or give the second version a different name. Finally, since the logo block was only for illustration purposes, I decided to delete it. I simply opened the Building Block organizer, scrolled to and selected *OTS logo*, and clicked Delete.

My own collection of custom building blocks includes a footer which includes my name, page number and current date; a copyright sign with my name; the SPCUG class detail list; and a personal logo I use as a letterhead. I do, however, often select from the galleries of pre-formatted building blocks located on almost every tab of Word 2007; for example, watermarks on the Page Layout tab, cover pages and text boxes on the Insert tab, or Table of Contents and Bibliographies on the References tab. More building blocks are available at www.office.microsoft.com.

The more I customize my Word 2007 program, the easier tasks become. Creating custom Building Blocks is one more way to make Word 2007/10 my own.

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The Tip corner

By Bill Sheff

Rename Multiple Files at Once

Did you ever have a bunch of files, folders or pictures with similar names like DSC_12234? They are so uninformative. So I used to open Picasa and do a batch rename... it worked. But here is a simpler way without opening up another program. Highlight all the files/folder in question. Right-click, choose Rename and call it something that best describes them. For example, Family Picnic. Quick as a flash they are renamed to a uniform more meaningful name. The only thing I don't like is that the sequential numbers are put in parenthesis while Picasa allows you to set the numbering convention. Either way you get rid of files called File1, File2, etc.

Reformat a flash drive

I think this is a tip that is not really needed, however there might be some of you who are wondering if you have the capability of reformatting a flash drive. Well you do, and here is a reason you might want to. Lots of flash drives are formatted in FAT32. Today we know that a more space saving method is the format NTFS. So to pump up the drive to save a few more files you would want to change to the NTFS format. Actually, a flash drive can be reformatted the same way as any other drive.

As we know, when you plug in a flash drive your computer automatically assigns it a drive name and it looks like any other hard drive, so just go to "Computer," right-click on the drive, and then click on "format." You then have some options. File type should be NTFS (or FAT32 if available). You can then assign a name to the drive, and finally you can decide if you want full or quick format. The full format will take a lot of time and actually refor-

mat the whole drive. The quick format just erases the File Index. It does not change any bytes on the drive. Then just click on "Start." When done the "format will say complete."

Now, here are a couple of caveats you should be aware of. If the flash drive came with certain programs, such as security or maintenance programs you might want to copy them to your hard drive during the format and copy them back over after the format is finished. A format destroys all data (or at least hides it from normal viewing).

Also, there is some thought that reformatting will reduce the life of your flash drive. Does it? By how much? Hard to quantify, and even harder to decide if that actually does reduce the life of your drive. I really wouldn't worry about that.

Storing important files

While on the subject, which is better for storing an important file? Your computer hard drive? External drives? Or optical media such as CDs and DVDs? Where to store precious pictures or personal data is a serious question. How long will a disk or drive last? Will it fail? Will the medium become obsolete? (Anybody still remember floppy disks?) To answer this question, first we need to look at some of the qualities and limitations which the most commonly available storage formats present.

Storage Format: Hard Disk Drives

Pros: Large storage capacity for the price / Typically good lifespan.
Cons: Susceptible to malfunction due to mechanical failures and physical impact.

Inside your computer (desktop or laptop) is probably the safest place to store your hard drive (s,) but doing so will not guarantee a trouble free experience. Why? There are just too many moving parts.

Inside the hard drive case are discs which spin as a mechanical arm which moves back and forth above the disc surface, reading and writing data to and from the platters beneath. While this method of data storage has worked for many, many years, there has always been one unavoidable fault which leads to inevitable failure of a hard drive...the aforementioned mechanical parts. As with any device which relies on constant and precise mechanical movement to run, hard drive parts eventually fail, usually taking your data to the grave with them. Due to the precision with which they operate, hard impacts may also cause a hard drive to read or write data in error, and possibly fail altogether as well. Despite these shortcomings, most hard drives have a life expectancy of at least 3-5 years, with many reportedly living a healthy life at 10+ years of age.

Storage Format: Optical Media (CD-R / DVD-R)

Pros: Inexpensive, portable
Cons: Inconsistent lifespan, temperamental storage requirements, data lost over time due to degradation

Optical media are quite handy for short term storage of data. However, they remain a less than desirable choice for long term and mission critical data archival. The reason is simple:

everyday optical media degrades quickly and easily. Although many manufacturers claim their optical media will last for 30 years or more under perfect conditions, their actual lifespan with normal use and storage is typically closer to a few years (at most) than a few decades. There are many different factors which conspire against the lifespan of CD-R's and DVD-R's; sub-par dyes (the reflective portion of a disc where data is written) which degrade much sooner than rated, exposure to heat, cold, or sunlight which also degrade said dyes, and weak or wrongly calibrated optical disc burners which fail to write data as intended. All of these factors make every day optical media formats a less than favorable storage choice; ok for short term data storage, but definitely not the choice for long term backup of important information.

Storage Format: Flash Drives

Pros: Durability, Versatility

Cons: Debatable life span, higher price per gigabyte

The last decade has given rise to the newest consumer storage devices in this comparison: solid state flash (aka thumb) drives. Unlike the aforementioned storage mediums, flash drives use no moving parts or temperate dyes to store data, relying instead on electrical pulses to write data to a static storage chip. This method of storage allows for much higher shock resistance and durability, as well as smaller form factors and increased portability, than what is traditionally offered in a hard drive or CD/DVD.

The downside to this fantastic usability is a generally higher

price per mega/gigabyte [i.e. for the price of a 32GB flash drive, you could purchase a larger portable hard drive with a terabyte (1000 gigabytes) of storage]. The life expectancy of flash drives is also up for debate, as the solid state memory used to store your data does wear out the more times you write to it. Good quality flash drives from well known, trusted manufacturers are typically agreed to have a life span of a few years or more, making the flash drive a good choice for your everyday data storage needs.

By now you're probably thinking to yourself "should I use any of these formats to store my data?" The answer is yes: use all of them. If you want to sleep soundly at night without worrying about your irreplaceable pictures, videos, documents, etc., regularly backup your important data on at least two sources; creating duplicates which will allow you to retrieve your important information should any one backup fail completely. And keep in mind, as newer methods arrive, such as Blu-ray disks or bubble memory or cheaper solid state drives, the older methods such as CDs and DVDs start fading away. As I asked earlier, "Remember the floppy drives?" I gave away hundreds of 5 ¼ floppies, and still have hundreds of 3 ½ drives. Anybody still have a drive to run them on??

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Word: Change Save Format

By default, Word 2010 saves to the DOCX format. If you regularly save documents to a different format (such as DOC, the format used by older versions of Word), you can make that format the default. Click the File tab and then click Options. Click the Save tab and then click the drop-down menu next to Save Files In This Format. Finally, click the OK button.

Turn Off Auto Formatting

If you've ever created a numbered or bulleted list in Microsoft Word, you know that Word automatically makes formatting changes once it senses a pattern in your list. However, the auto-formatted text can become tedious to change when you want to begin a sentence with a number or bullet point without beginning a new list. If you want to turn off auto formatting in Word 2003, click the Tools menu, select AutoCorrect Options, choose the AutoFormat As You Type tab; remove the checkmarks from the Automatic Bulleted Lists and Automatic Numbered Lists, and click Apply. In Word 2007, click the Office button, Word Options, and Proofing; click the AutoCorrect Options button; select the AutoFormat As You Type button; remove the checkmarks from the Automatic Bulleted Lists and Automatic Numbered Lists, click OK, and click OK again.

(Continued on page 9)

No matter what kind of computer you have, it is likely you will eventually need to replace it. The personal computer seems to have become an essential part of our everyday lives, providing information, communications, entertainment, education and organization. Computers can assist in all aspects of our financial lives, from searching for prospective employers on the web, creating a resume, managing your pay through online banking, tracking your finances and filing your income tax returns, to creating a will to pass your remaining wealth to the next generation.

It seems the personal computer is something most people can't do without. Yet our computers do break or wear out eventually. Regular maintenance and careful use can extend their useful lives, and user groups are great places to learn about ways to keep your computer running longer and get support for computer problems. Even when perfectly maintained, however, the advance of technology has a way of quickly making your old computer seem slow, inadequate and behind the times. At some point, it may be best to put the old machine out to pasture and get a more powerful, capable and reliable model.

I've been thinking about new computers for a while, and my thoughts on the matter might be of help to others whose

situations are similar. I recognize the benefits of the latest technology and highest performance, but I am generally thrifty and want to get the best value for my computing dollar. I like the latest and greatest, but I'm usually not considered an "early adopter," especially if the technology is expensive and unproven. I don't have extreme computing needs like gamers do; I don't need the computer equivalent of a Ferrari, but am happy with a reliable though slightly sporty sedan. I've never bought the latest or most powerful computer available, because those typically carry a premium price. Rather than buying on the cutting edge, I prefer the middle of the blade, where economies of scale and the competition of many vendors has brought the price down a bit. I try to keep my computers running as long as I can to get the most value out of their purchase, but if I didn't pay quite so much in the first place, I feel less resistance to replacing for newer technology after a few years. I've never actually had a computer fail (that could not be easily repaired), but I have gone through a string of machines replaced due to eventual poor performance or feature envy.

By Greg Skalka, President, Under the Computer Hood User Group, CA
October 2011 issue, Drive Light
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Case Toggling

This is a function in Microsoft Word that you've been thinking about for a while; the ability to toggle through lower and upper cases. How often have you needed to capitalize a letter in a word or capitalized a letter by accident? Just highlight the letters or words in question and press SHIFT-F3. The case of the letters will alternate between all lowercase, capitalizing the first letter of each word, and all uppercase.

Lightning Fast Lines

A horizontal line spanning the width of a Word document can be helping in illustrating a clean break in a thought. AutoCorrect creates a number of different lines according to three characters you can type. If you type three consecutive hyphens, underscores, or equal signs and press enter, Word creates a line, bold line, or double line, respectively.

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There will be a no Question &
Answer Session due to Christmas
Party.



Notice

The next meeting of the Sauk
Computer User Group will be

December 3rd, 2011

Christmas Potluck: 12:00 PM

Business: 1:30 P.M.

Program: 2:00 P.M.

Place: Whiteside Senior Center
1207 West 9th Street
Sterling, Illinois 61081

OUR DECEMBER MEETING WILL BEGIN AT NOON ON DECEMBER 3RD. IT'S OUR ANNUAL CHRISTMAS PARTY SO WE WILL BE HAVING A POTLUCK LUNCH. PLEASE BRING A DISH TO PASS. INVITE YOUR SPOUSE OR A FRIEND . SANTA JOE WILL BE THERE SO WE ALL CAN EXPECT TO HAVE LOTS OF FUN. WE WILL ALSO BE NOMINATING OFFICERS.