

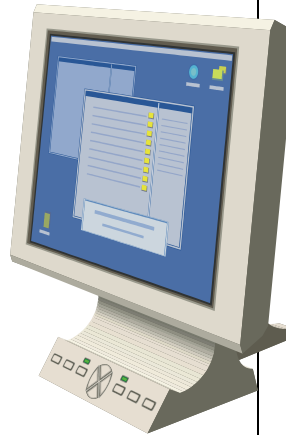
Broedel warns: Better safe than sorry!

Milt Broedel will be our presenter on Tuesday, October 2, 2007 at 6pm at the Whitesboro Senior High School Cafeteria. His topic is **Computer Security** and he'll update us in a number of important areas.

Milt will use a well-organized PowerPoint slide show to cover topics that will include:

- * Wireless security — more and more of us are using wireless connections, both in the home or at work . . . or at places like Panera's (wireless café).
- * Firewall — routers and networks require firewalls to prevent unwanted intrusion, especially with broadband connections continually "open".
- * Vista updating — for those who have moved, or are considering moving to the Vista operating system, new actions are necessary for your protection.
- * Adware, Spyware, and Spam — these destructive software invaders continue to plague our computers. What's the latest and best software solutions to these trouble-makers?

Milt Broedel is a most knowledgeable computer buff. He runs his own computer business, helping users to maintain or repair their equipment. He teaches courses in the use of software (Word, etc.) for area BOCES. Bob Schaffer knows Milt as they have classrooms just two doors away from each other at the BOCES Utica site. Milt has been a presenter at previous MVPCUG meetings and has been very well received.



Fasoldt schedules new workshops

Al's Technofile Workshops are set to begin in October, addressing issues many past class participants have suggested: housekeeping tips for your PC and Mac, bargain hunting for utility software, digital photography class, internet safety, and even a mighty leap into cracking the mysteries of MySpace.

All of the seminars are low-cost, with most costing only \$30 for a 2.5 hour session.

For further information email Al at nfasoldt@twcny.rr.com and ask to be put on the mailing list. If there is sufficient interest, Al will hold workshops in the Utica area.



Tuesday, October 2, 2007- 6PM at Whitesboro High School



explorer

The MVPCUG *EXPLORER* is published monthly from September through June by the Mohawk Valley Personal Computer User Group, Inc.(MVPCUG), PO Box 586, Marcy NY 13403-0586.

Opinions expressed herein are the writers and are not reflective of the MVPCUG, nor are they considered substantiated by inclusion in this newsletter. All articles are copyrighted by their respective authors but may be reprinted by other User Groups provided credit is given to the author and this publication.

The MVPCUG was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

OFFICERS and DIRECTORS

President

Jerry Finkelstein. 797-5296
. demetrius28 at adelphia.net

Vice President

Lisa Britt. ydaith at hotmail.com

Treasurer

Bill Gorrell. 853-3256
. lwgorrell at roadrunner.com

Secretary

John Hunter. jhunter1 at twcnny.rr.com

Directors-at-Large

Bob Schaffer ['07]. . . rdschaffer at roadrunner.com
Helen Russell ['08]. hrcnb at capital.net
Jim Pease ['09]. jamespease at yahoo.com

Our internet presence is at

<http://www.mvpcug.com>

Web Master

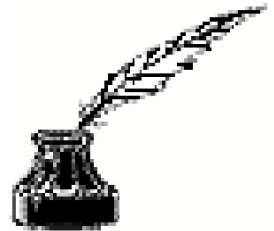
Lisa Britt. mvpcug@usadatanet.net

NEWSLETTER STAFF

Jerry Finkelstein. demetrius28 at adelphia.net
Donna Gorrell. dgorrell at roadrunner.com
John Hunter. jhunter1 at twcnny.rr.com
Bob Schaffer. rdschaffer at roadrunner.com

Meeting Agenda	
5:30.	Meet and Greet
6:00.	Business Meeting
6:30.	Program, Part 1
7:10.	Break
7:20.	Program, Part 2
8:00.	Drawing for Prizes
8:15.	Adjournment

Editorial notes . . .



In December we will be voting for our Board of Directors. Nominations will be taken at the meetings in October and November for officers and one director. The proposed slate will be published in the November issue of *Explorer*.

More on how to get along with WindowsXP—

By default XP has an annoying dialog box that pops up whenever a program crashes. It wants you to send a report to Microsoft. [These crashes happen more often than when I used Windows98]. To turn off error reporting right-click My Computer, then choose Properties and the Advanced tab. Click on the Error Reporting button at the bottom of the dialog box. You then can enable or disable error reporting.

Stay connected . . . to the MVPCUG
Mohawk Valley PC User Group, Inc.
\$25 for initial sign-up - \$20 for renewal

Name _____
 Address _____
 City _____ NY
 Zip _____ Phone _____
 E-mail _____

Please mail this application with a check payable to MVPCUG to
M V P C U G
PO Box 586
Marcy NY 13403-0586

Minutes of September 4, 2007
 — John Hunter, Secretary

*The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President **Jerry Finkelstein** called the meeting to order at 6:03 PM. There were 29 persons in attendance.*

BUSINESS MEETING

President **Jerry Finkelstein** welcomed back the members in attendance at the first meeting of our new year. Jerry called on Treasurer **Bill Gorrell** to present the treasurer’s report. Bill reported that for the period May 31, 2007 to August 31, 2007 we received income totaling \$444.35. During the same period, our expenses totaled \$862.67, or \$418.32 more than we received. Much of the expense occurred from a \$125 semiannual payment to St John’s Church and an annual liability insurance premium of \$453. Bill indicated that the Whitesboro Central School District requires this insurance from everyone who uses school facilities. Jerry also indicated that he would submit the insurance certificate to the school district and reserve the cafeteria for the upcoming school year.

During general questions, a question arose regarding the often discussed 50-50 raffle. President Jerry indicated that the board had discussed the issue and had voted against starting a 50-50 raffle. A number of members felt that all legal requirements could be met since the club would benefit from the sale of raffle tickets. Don Pianka moved that the Board of Directors again discuss the institution of a 50-50 raffle. The motion passed.

PROGRAM

At 6:30 p.m. the Ask the Gurus program began. Members asked questions regarding operating systems, software, hardware and Internet safety questions. With so few members in attendance at the Utica Maennerchor, questions ran out rather quickly and the program ended at 7:17 p.m.

DOOR PRIZES

[furnished with club funds]

- Pen. **Lisa Britt**
 - 15 8X DVD-R. **Don Pianka**
 - 4 X 6 photo paper. **Helen Russell**
 - CD Disks. **Fred Cole**
 - 8 X 10 photo paper. **Dave Askew**
- [donated by Jerry Finkelstein]**
- Office supplies. **Bill Gorrell**

*The meeting adjourned at 7:30 PM.
 John Hunter, secretary*



Backing up Outlook Express files
 — by Kim Komando

Q. Can you explain how to back up Outlook Express files and folders?

A. Sure. I assume you want to back up your Inbox, Sent Items, Deleted Items, etc. There’s a relatively easy—but inelegant—way to do it.

Outlook Express files end with dbx. So, you’ll get Inbox.dbx, Folders.dbx, Offline.dbx, etc. The trick is finding the dbx files.

A search in Windows Explorer probably won’t work. The search function is awful. Besides, Microsoft doesn’t like to expose system files. So we’ll just have to track ‘em down!

To do that, open Outlook Express. Click Tools | Options. Select the Maintenance tab. Click the Store Folder . . . button. You’ll get a little Window that says Store Location. A box within the windows contains the path to the dbx files. This is the inelegant part.

Here’s my path: C:\Documents and Settings\Kim\Local Settings\Application Data\Identities\{86757014-3806-4091-ADBB-3CD3F270ECE0}\Microsoft\Outlook Express.

Use Windows Explorer to follow the path. The dbx files are in the Outlook Express folder. As I said, Microsoft really doesn’t want us messing with these files. So they may be hidden.

If you don’t see them, click Tools | Folder Options in Windows Explorer. Click View. Under Advanced Settings, select “Show hidden files and folders.” Deselect “Hide extensions for known file types.” Also deselect “Hide protected operating system files (Recommended).” Click Apply | OK.

If you have a regular backup routine, just include the dbx files. If you don’t, copy them to a flash drive, second hard drive or CD. Do not copy them to the hard drive on which they reside. Your biggest danger is a hard drive failure. If that were to happen, it would take the backup with it.

Are you unable to check your spelling in Outlook Express? It uses the spell checker in Microsoft Office or Works. If you don’t have them, you have to improvise. Outlook Express is a minimal program. If you need something better, check Eudora. ❖

Copyright 2005 WestStar TalkRadio Network. Subscribe to Kim Komando's free e-mail newsletters at:
www.komando.com

Word Processing Tips

— by Bob Schaffer

Word — 3 ways to insert an em dash when AutoFormat falls down on the job

(2000/2002/2003)

The em dash, according to contemporary “authorities” is an omnipresent feature in writing. You’ll see it in books, magazines, newspapers, and blogs. It’s virtually taken the place of parentheses (which can seem old-fashioned). It provides writers, for example, with an opportunity to interrupt their thought, to present an “aside,” or to suggest urgency.

Here are three examples:

- * This war in Iraq—just as was the case in Vietnam—is dividing the country.
- * I told her that she’d made a faux pas—not that it was so terrible, Pete—and she fell apart.
- * Please help us to raise the necessary funds—and we do need them now—so the children will get at least one square meal a day.

So get with it! Avoid those out-dated parentheses and employ the elegant em dash.

☺ ☺ ☺

Word’s default AutoFormat settings replaces two hyphens (--) with a wide or em dash (—). But if you want to insert one on the fly, or if you’ve disabled the AutoFormat option, you can easily enter an em dash using one of three methods:

1. Press **[Ctrl][Alt][-]** using the minus key on the numeric keyboard.
2. Press **[Alt] 0151**. This comes in handy when you don’t have a numeric keyboard, as is the case on some laptops.
3. Select **Insert | Symbol**, and on the **Special Characters** tab, select the **Em Dash** entry, click **Insert**, and click **Close**. This is the perfect method when you just can’t remember those shortcuts.

☺ ☺ ☺

If you’d rather set up a new shortcut key combination, you can do so in the **Symbol** dialog box. Go to **Insert | Symbol**. ❖

Don’t throw away that old computer!

Bob Schaffer wants your old computer. It will be refurbished and given to an immigrant or refugee who is learning English in Bob’s *English for Speakers of Other Languages* program. Call 853-5984 to donate. Thanks!

WordPerfect — Column Building

by Anne Steyer Phelps

Courtesy of *Smart Computing Magazine*

Click where you want the columns to begin. If you’re designing a newsletter, for example, you’ll probably want to click beneath the banner or title.

1. On the **Format** menu, choose **Columns** or click the **Columns** button on the toolbar—the one with three columns of blue lines—and choose **Format**.
2. When the **Columns** dialog box appears, choose the number of columns you’d like from the corresponding box.
3. Next, choose the style of column in the section marked **Type Of Column**—this is where those four options come in. Click on one to see a small preview.
4. Column width and spacing are a bit trickier. If



you’re unsure, you can leave the settings in the WordPerfect default and see how you like it. If you prefer to adjust them yourself, there are a few things you should know.

5. WordPerfect displays a width box for each column specified in the **Number Of Columns** field. You can adjust the width of each column individually. To change widths, click the **Width** box next to each column and either type a new value or use the box’s up or down arrows instead.
6. You’ll notice the **Fixed** box next to **Space** is always checked. In most cases, you’ll want uniform white spaces to make your document easy to read. To vary column separation, uncheck that box.
7. If you’ve chosen **Parallel** or **Parallel With Block Protect** as your column type, WordPerfect also allows you to specify the number of blank lines between rows. Click the up or down arrows in the **Extra Line Spacing In Parallel Columns** box to adjust this.
8. Then click **OK** to create the columns.

☺ ☺ ☺

To discontinue columns, click where you want them to end and:

1. Choose **Columns** from the **Format** menu.
2. In the **Columns** dialog box, click **Discontinue**.

☺ ☺ ☺

To delete a column click the top-left corner of the column. In the **Columns** dialog box click **Discontinue**. ❖

Importing audiobooks into iTunes — by Kim Komando

Q. I bought a couple Harry Potter audiobooks on CD. I imported them into iTunes, but they don't show up in the Audiobooks section. They're in the Music section. Can I transfer them into the Audiobooks section of iTunes and my iPod? I don't want to rip the CDs again—there were about 40!

A. iTunes handles audiobooks differently than music files. It is possible to import books on CD into iTunes.

But unless you tweak some settings, they will be treated like music files. For iTunes to recognize an audiobook, it must meet different requirements. It must have a lower bitrate and a different file extension.

I'll get to your existing files in a moment. But first, I'll explain how to create audiobooks from CDs.

First, change the import settings in iTunes. Click Edit | Preferences and open the Advanced tab. Click Importing. The files must be imported using the AAC encoder.

Next, click the dropdown box labeled Setting. Select Custom. For bitrate, select 64kbps or lower. If the bitrate exceeds 64kbps, iTunes won't recognize the file as an audiobook. I also suggest that you select "Optimize for voice." Click OK.

Also, on the Importing tab, find On CD Insert. Set that to Ask to Import CD. Click OK.

Insert a CD into your computer. When you insert the CD, iTunes should display its tracks. Dismiss any prompts. To make things easier, join the tracks together before importing. That way, you won't have a million files for each book. Instead, you'll have a file [or two] per CD.

Select the tracks you'd like to join. Click Advanced | Join CD Tracks. Click the Import CD button.

Now, find the file in iTunes. Right-click the file and select Get Info. You can fill in the information about the file. For example, you can list J.K. Rowling as the artist and Harry Potter and the Deathly Hallows as the title.

You will also want to add the disc number. For example, you should put 01/17 for the first disc. That way it will sort correctly in iTunes and on your iPod.

Now, you need to find the file in Windows

Explorer. Right-click the track in iTunes and select Show in Windows Explorer.

Once you find the track in Windows Explorer, you must change the file extension. iTunes uses the M4A extension for music files. Change that to M4B so it will be treated as an audiobook.

Simply right-click the track in Windows Explorer and select Rename. Change the extension. You'll receive a warning that the file might not open correctly. Dismiss the warning.

If you can't see the extensions, change the folder options. Click Tools | Folder Options. [Click Organize | Folder and Search Options, if you're using Vista]. Open the View tab and deselect "Hide extensions for known file types." Click OK. You'll see the file extensions for all files.

Now, go back to iTunes and find the track in the Music library. Right-click it and select Delete. Click OK to delete the track from iTunes. iTunes will ask if you want to remove the file from your computer. Click No.

Return to Windows Explorer. Find the file and drag it into the iTunes library. The file will be imported into the Audiobooks section. It will function like an audiobook purchased from iTunes or Audible.

So, let's get to your problem. You've imported the files, but they're in the Music section. You're right; there are a lot of CDs in the Harry Potter audiobooks. I don't blame you for not wanting to rip them again. But you'll probably need to change the files' bitrate before you can re-import them.

You can use BonkEnc to do this. This handy little program converts music files to different formats. But you can use it to change the bitrate of your files.

In BonkEnc, click File | Add | Audio files. Select your file(s) and click Open.

Next, you'll need to set up the correct options. Click Options | General settings. On the Encoder tab, select FAAC MP4/AAC Encoder.

Click Configure encoder. On the Quality tab, enter 64kbps for the bitrate and click OK. Specify the output folder and filename pattern for your converted files. Click OK.

Finally, Click Encode | Start encoding. Once the encoding is done, change the file extension. Then import the files into iTunes using the steps above. ❖

Sites to Visit on the 'Net

— by John Hunter

Books For Grownups

AARP has teamed up with **Publishers Weekly** to identify books that mature readers will love to read. Click on aarpmagazine.org/books and see what **PW** recommends for adults who **must** read books regularly.

On the date of my visit, *Boomsday* by Christopher Buckley filled the lead. In the face of 77 million about-to- retire baby-boomers, unwise tax cuts and soaring federal deficits, Buckley proposes a solution worthy of Jonathan Swift to keep social security solvent: a tax-incentivized mass suicide of 65 and 70-year-old boomers. For those who loved “A Modest Proposal,” this satire may satisfy an incipient blood urge.

Conveniently, the homepage provides a link to Barnes and Noble should you wish to purchase your own copy. Also provided is a Q & A interview with the author, a social security chat room to allow you to compare crazy solutions for keeping social security solvent and a link to an AARP brochure titled “Nine Ways to Keep Social Security Solvent.”

Click on another book link and get the current monthly suggestions broken down by fiction and non-fiction categories. The current fiction recommendation is *Circling My Mother* by Mary Gordon. Another book with an interesting title is *Alone in the Kitchen with an Eggplant: Confessions of Cooking for One and Dining Alone* edited by Jenni Ferrari-Adler. Read on.

Keeping Kids Safe Online

The popularity of My Space, Facebook, YouTube and other social online networking sites pose risks for young people who face identity theft, sexual predators and unwise postings that may come back to haunt them. For example, prospective employers now routinely check these sites to see what postings individuals have made or postings that have been made by others in their name.

To combat these threats, the US Postal Service has teamed up with the National Center for Missing & Exploited Children. The 2SMRT4U.com web site provides kids with a “Type Smart. Post wisely, message” of practical tips to stay out of trouble. Type in the URL and the homepage provides tips for young and unwary web browsers that help eliminate predators and cyberbullies.

Typical advice urges young people to avoid posting names, addresses and cell phone numbers; avoid posting social plans, activities or sexually provocative photos. This seems simple, intuitive advice, but young kids don’t think about these things when they should. It helps to be careful and aware.

Election 2008

Even though adults approach the coming election season with trepidation, many teachers believe that elections produce teachable moments. Aaah!

The retiree’s best friend, **C-Span**, has provided materials free for the asking for teachers in grades 6-12 to use to boost interest and involvement in the political process. C-SpanClassroom.org provides discussion questions, downloadable video clips and other materials to spark interest in the upcoming election campaigns. In addition, C-Span also provides touring school bus visits that can be requested by teachers. Click on Campaign2008Bus.org to request a visit or check out the bus schedule.

Sorry, Wrong Number

Problem. You need to find phone numbers without breaking your bank by calling 411. Solution.

Www.free411.com. The web site provides business and personal telephone numbers free of charge. Just type in the business name and city and state and up comes the number. You can also find a personal number just as easily. Just click on Find a Person and type the name, city and state and up pops the number if the number is not unlisted. So, lower your cell phone bills and call 1-800-FREE-411 or use the URL.

This last tip came from **Smart Computing Magazine**. I’m not so smart. I just read widely.

Life and Death

You had a two-year subscription to a magazine that suddenly died. And you got a subscription to ESPN to complete the subscription even though you hate sports. How can you avoid surprises like this one? Easy. Just click on magazinedeathpool.com. The anonymous scribe at this site predicts which magazines will be the next to go. The current candidate is Time-Warner’s **Business 2.0**. Another recent casualty is reported to be **Family Money**.

For a more caustic comment on the magazine industry, go to **f- - -dcompany.com**. This site broadens the view to include dot.com companies and other possibly failing businesses. If you see your company on this site, it’s permissible to panic.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that you can print a list of Bookmarks from Firefox? Open up Firefox's Bookmark Manager - Bookmarks | Organize Bookmarks. Hold down the CTRL key, browse through the listings to find each of the URL's you need. Click on each needed one in turn, still holding down the CTRL key. They don't need to be consecutive. When you have selected all the ones you need, right click your mouse and select Copy from the context menu. The list has now been copied to your Clipboard. From there you can paste it into Notepad, MS Word, etc. If you want to copy all of your saved Bookmarks, just use File | Export and create a HTML file to print out or copy to a disk.

. . . that in the event your mouse stops working there are keystrokes to use for just about every mouse function? You probably know about copy [Ctrl+C], paste [Ctrl+V], cut [Ctrl+X], and undo [Ctrl+ Z], but there are many more. Some typists prefer using the keystrokes instead of reaching for a mouse. Microsoft has a full list of shortcut keystrokes at: <http://support.microsoft.com/kd/301583>

Other information:

* Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.

* Some of the Terminal Services client shortcuts that are similar to the shortcuts in Remote Desktop Sharing are not available when you use Remote Assistance in Windows XP Home Edition.

* Some of the other Microsoft Knowledge Base articles that have similar information as this article are: [\[http://support.microsoft.com/kb/126449/\]](http://support.microsoft.com/kb/126449/) Keyboard shortcuts for Windows and [\[http://support.microsoft.com/kb/255090/\]](http://support.microsoft.com/kb/255090/) Keystroke navigation in Windows 2000 Help

*Refer to Help for the most current information regarding keyboard navigation and visit the following Microsoft Accessibility Web site for additional information that relates to keyboard shortcuts and keyboard navigation in Windows and other Microsoft products: <http://www.microsoft.com/enable> ❖

Byting Remarks — Jerry Finkelstein

What an eventful computer summer we had. Lots of interesting, good and, yes, terrible things happened. I wonder what is yet to come in the weeks we have left before the colors of Fall become its own natural event that throws all things of summer into ancient history. Well, while summer is still here and memory still serves us, this was the time of the iPhone. It arrived with great fanfare, the reviews, however, were underwhelming. Still, Apple, Inc. sold its millionth iPhone less than three months after the device's debut. iTunes came front and center this summer, killing off much of the CD business; there were writings about the death throes of the DVD.

PC Magazine ran an article shrugging off the Blu-Ray-HD DVD format wars with "Who cares." The author concludes that most people will never buy high definition movies on disc. Broadband and download are the way to go, movies on discs are being moved off center stage. There are movies on demand, there are loads of free movies on demand, Netflix is just one service that is now offering movie downloads. Watching an HD movie will soon involve "nothing more than point and click."

One of the highlights of the summer was the Harry Potter event. I don't mean the amazing literary blockbuster that was unleashed on the world at the end of July. I mean the photograph of every single page of the 7th and final installment of the Potter book that was circulated on the Web before the official publication date. The millions of fans of the book were already angry over the appearances of reviews of the book before the magic hour of publication.

Apparently, anything can be had on the Net. There are all sorts of hard/software available for you to do your spying, stealing or whatever you want to call it, and get it on the Net. This summer there were reviews on pen scanners, nifty little bitty things that you can use to scan a book, private papers, whatever, and what you get is fully editable typed text. A USB cable is all you need to get it to work with your computer. These pen scanners are available now. The price is lite. They are still in their early stages, but improvements in quality are bound to come.

The Net has become intricately involved in computer use. This past summer has made it abundantly clear: computers and the Net are making for radical changes in the way we live. Latest reports note, however, that we are a long way off from living in a digital home where we can connect all our electronic/PC devices and controlling all our media through a single remote control. Still, changes are coming, some are already here. Your dream house is no longer the permanent fixture found only at the World's Fair, it's just a couple of blocks away. ❖

explorer

Milt Broedel on Computer Security
 Tuesday ★ Oct 2, 2007 ★ 6 PM Whitesboro High School



what's.coming				October 2007		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM Whitesboro HS	3	4	5	6
7	8	9 Board of Director's Mtg 6:30 PM	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 	HAPPY HALLOWEEN		