

explorer

Hidden Features of Windows 7



Al Fasoldt, technology columnist for The Post-Standard in Syracuse, will demo some of the hidden features of Windows 7 at the November meeting.


As always, he'll have a Q&A on computer topics after his demo.

Al Fasoldt has been writing a weekly newspaper column about computers, software and home electronics since 1983. His column, called Technofile, is published in the Syracuse Post-Standard on Sundays in Stars magazine and is available online at Al's personal Web site, technofileonline.com.

Al was a longtime host and commentator on the weekly TV show, Point 'n' Click and was cohost, with Mac expert Gene Wolf and TV producer Mark Yafchak, of Random Access, a radio call-in show on computers that spanned most of a decade on the Central New York airwaves.

Al's been a newspaper reporter, writer and editor since 1963. During the Vietnam War, he was Saigon Bureau Chief for Stars and Stripes, the daily newspaper published for American military personnel overseas, and was awarded the rare Joint Services Commendation Medal in 1967. He was wounded twice in Vietnam while covering battles.

Our annual Food and Toy drive will be held at the November and December meetings. Please bring non-perishable food items or new toys to the meeting.



You will be given one raffle ticket for items of food and one for items of toys, plus your regular membership ticket for a possible total of 3 tickets.

Dave Askew will collect the items at the November meeting.

Tuesday, November 3, 2009 - 6PM
Whitesboro High School cafeteria



explorer

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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.

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Meeting Agenda

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

Editorial notes . . .

The days are shorter, the temperatures are colder, and soon the snow will cover our corner of the world. Ah, winter. Love it or hate it, we can't avoid it. Please remember that if the school is closed due to weather conditions we will not be able to meet. Check the TV and radio stations as well as our web page for information on the day of the meeting.



Occasionally, email notices are sent out to all members so make sure that Bill has your email address. The last time he sent notices, seven emails were returned due to incorrect email addresses. Make sure your information is correct and up-to-date. In the October newsletter, Bill included a note to those whose email addresses failed.



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 _____
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Please mail this application with a check payable to MVPCUG to
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Minutes of October 6, 2009
— HRussell, Secretary

The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President **Jerry Finkelstein** called the meeting to order at 6:04 PM. There were 26 persons in attendance.

BUSINESS MEETING

Jerry started the meeting by announcing that there will be changes coming to the club’s website. Lisa Britt is working to make it more modern and user friendly. Jerry also asked the members to Email Lisa on just what changes that they would to have on the website.

Jerry then asked Bill to give a treasury report covering for the month of 9/01/09 to 9/30/09, to the attending members. Those that are interested in the full treasury report can check either with the secretary or Bill Gorrell.

Next Jerry cited that the club could certainly use articles from the members to be inserted into the newsletter. They can either be written and posted to the Editor or Emailed to editor@mvpcug.com. The articles can pertain anything that is computer related and of interest to the members. Jerry also said if there aren’t enough articles submitted than the club’s newsletter will have to be cut from eight pages to four. Lets not let this happen.

Nick Dudish told the members of the help that he received in retrieving back his forgotten password.

Patty Bruno showed a segment of the Today Show pertaining to Email scams. This was quite interesting showing how hackers have cunning ways to get into your computer and get victims to send money to the crooks. Just amazing and unbelievable how the thieves operate.

PROGRAM

For tonight’s program we were treated with three experts, Joe, Ryan and Jeremiah, from the local store of Best Buy. Their main topic consisted of Mp3 players. They described fully on how an Mp3 player works and what it does. This small device can be loaded with up to 1000 or more of your favorite songs. With proper accessories it can play on a docking system or in your car. This little device can give you many hours of pleasant enjoyment. The presenters answered many questions from the

members and they also gave each member a shopper’s guide “First Glimpse” magazine on all their electronic gadgets.

DOOR PRIZES

[furnished with club funds]

- Flash Drive 4gb. Jim Pease
- Photo Paper-8 ½ X11. Bo Wozniak
- 25 pk DVD-R. Don Pianka

[Donated by Que Publishing]

- Book- Complete Home Music. Joe Madeira
- Book- Photo Shop cs4. Hart Anway

[Donated by Best Buy]

- Geek T-shirts. Nelson Robinson, Patty Bruno,
. Ben Dreidel + Bill Gorrell
- Gift Cards. George Pupura, Fred Schmandt,
. Helen Russell, Don Jennings + Steve Gorrell

The meeting adjourned at 8:16 PM.

Helen Russell, secretary



In December we vote for officers and next year’s budget. The Board of Directors proposals are:

Proposed Slate of Officers - 2010

- President. Jerry Finkelstein
- Vice President. Lisa Britt
- Treasurer. Bill Gorrell
- Secretary. Helen Russell
- Director-at-large [2012]. Jim Pease
- Director-at-large [2010]. Donna Gorrell

Proposed Budget for 2010

Income	
Membership 90 @ \$20.	\$1800
Interest.	6
Fund balance.	294
Total Income.	\$2100
Expense	
Newsletter.	\$1400
Insurance.	325
Equip/Misc.	100
Program.	100
Office supplies/postage.	25
Door prizes.	150
Total Expense.	\$2100

Microsoft Office 2007 Tips

OFFICE 2007

Use the Floating Toolbar for Formatting

You can use a floating toolbar to quickly change document formatting in Office. When you use the mouse to select text that you want to change, a floating toolbar appears automatically, giving you easy access to basic formatting commands.

POWERPOINT

Turn Any 2-D Shape into a 3-D Object

Want to convert a flat shape in PowerPoint 2007 into a 3-D object? Here's how: With a slide open, click the Insert tab, and then select any shape from the Shapes ribbon. Alternately, select a shape you have created yourself. Click the slide's surface to add the shape to the slide. Right-click the shape, and then click Format Shape. Select a solid or gradient fill. This step is not required but will enhance the 3-D look of your object. Transform your shape into a 3-D object. You can add depth, bevel, contour, and surface type via the 3-D Format tab. Give perspective to your 3-D shape. Rotate the object via the 3-D Rotation tab.

EXCEL

Convert Text to Tables

Sometimes you may find different types of information within the same piece of text, where the only thing separating the information is a space. Excel makes it easy to redistribute this data by using different columns, and to display the data in a more digestible format.

1. Choose delimiters and column separators.
 - a. Select the cells containing the data that you want to separate.
 - b. On the Data ribbon, in the Data Tools section, click the Text to Columns button.
 - c. Select your preferred data type (that is, Delimited or Fixed width) from the options in the first step presented by the wizard.
 - d. In the second step of the wizard, select your preferred delimiters from the Delimiters options, or the column separator position from the Fixed width options.
2. Define the data format of your new columns.

- a. In the dialog box of the wizard's third step, select one column at a time and define its data format by clicking your preferred option under Column data format.
- b. Click the Finish button. The text chains will now be distributed into columns according to your chosen data format.

Showing Formulas in Excel Instead of Their Results

Sometimes in an Excel worksheet you want to display formulas instead of their results. Here's how: Click the Office button, and then click Excel Options at the bottom of the menu. Click Advanced, click Display options for this worksheet, click Show formulas in cells instead of their calculated results, and then click OK.

WORD

Removing Comments and Changes from a Document

Have you ever sent a Word document that contained comments or tracked changes that you didn't want visible? Document Inspector eliminates this worry. Click the Office icon, point to Prepare, and then click Inspect Document. By default, all check boxes are selected in Document Inspector. Clear the check box next to any items that you don't want Document Inspector to look for, and then click Inspect. Remove items not for publication. Document Inspector indicates what it finds in your document, so you can choose what you want to remove, and then confidently publish your document.

VISTA

Restore Previous Version of a Recent File

On occasion you make a mistake, and you want to revert to a previous version of a file you have been working on. After System Protection is configured, you can do so with Windows Vista. Right-click the file, and then select the version you want. Note: System Protection must be configured, and you must have sufficient disk space.

Add Folder to Quick Launch

When you find that you are repeatedly returning to and opening the same folder, you can add it to the Quick Launch bar. A handy one to add is the Saved Searches folder. Click Start. Click your user name. Drag the Saved Searches folder to the Quick Launch bar. ♦

Using My Computer to “Read”

—Kay Janowsky

I have always enjoyed reading, both for pleasure and for information. I read “hard copies,” but it is difficult to do other things while reading a book in hand. So, for years I got books on cassette tapes from the local library and listened to them while driving, doing household chores, sewing, exercising, etc., etc. Later CDs were in vogue, but they were difficult, because there is no way to mark your place when transitioning the CD between car and house. The night a couple years ago when Beverly Choltco-Devlin [Reference and Electronic Resources Consultant for the Mid-York Library System] talked to us at this club about downloading audio books from the library revolutionized my computer use to pursue my reading pleasure.

I purchased an MP3 player, a completely foreign gadget to me, and learned how to use the Mid York home page to hunt for books and download them. As you know, the MP3 player is the size of a Zippo cigarette lighter. It fits into my pocket, and the ear piece weighs nothing. Not only did I use Mid York to find books, but while in a small town in Onondaga County, I got a library card for the Syracuse system. Then Beverly told me to apply for a NYC library card, which I did using the computer, and now I download books from that huge system, which carries thousands of books for audio download. And, it’s all free! How sweet it is!



Note that the most important thing in choosing an MP3 player for reading books is to get one that has book mark capability. I have found it somewhat difficult to find them. Usually the MP3 player will automatically start at the place you closed it down, but if you have charged it (which you do using the computer), it does not automatically find where you left off, and you have to use your “book mark” or else spend a long time trying to find your place, which is not easy on an MP3 player, to say the least.

The Digital Audio page on the Mid York web site has a link for the list of compatible devices which you can find by clicking on “Supported Devices” in the top right corner of the page. If that doesn’t work for you, go to <http://www.overdrive.com/resources/drc/> for the

same result. Under the name of the player, click to open more information. Then check the features under “functionality” to see if that device supports book-marking. I would not consider a player that does not. Diane Norton, who is the Mid York Coordinator for myaudio2go, highly recommends the Creative Zen players. They are my favorite, too.

In order to utilize their audio books, Mid York requires the free download of Overdrive Media. This software is very easy to use, and allows the transfer of the audio book to your player in WMA format. Their web site walks you through the entire audio book experience, step by step. If anyone has questions or needs help with this, please feel free to email me. [Editor’s note: Kay’s email address will be furnished upon request.]

I also use the computer to browse Mid York for titles or authors I am interested in, and request them. Using my library card number, I can check to see if my books are due, renew them, or keep track of books on my request list. ♦

Times are tough and money is tight, but we hope you can open your pocket books and hearts in order to help make the holidays happier for someone less fortunate.

Please bring non-perishable food items and new toys to the November and December meetings.



We offer extra door prize tickets. Please give all you can to support the Food Bank and Toys for Tots.



Sites to Visit on the 'Net

— by John Hunter

Bibliophiles Rejoice!

To date, book lovers have been subjected to a slowly decreasing number of sources for reviews of newly published books. Since many newspapers have reduced or eliminated weekly book reviews, the serious reader now suffers a lack of book resources when compared to what was available as recently as five years ago. For those suffering from a lack of literary information, The Huffington Post now comes to the rescue. Go to huffingtonpost.com/books and a colorful book review web page pops up. Huffington Post teamed up with an editor at New York Review of Books, Amy Hertz, to offer the serious reader a cornucopia of literary resources.

The web page is a hodge-podge of reviews, blogs, publishing news and gossip as well as convenient links to other HP blogs and stories. The page also provides video on demand if you have broadband, and provides frustration if you don't.

One of the reviews featured on my visit presented Matthew M. Aid's **The Secret Sentry: The Untold History of the National Security Agency**. Apparently, the government is building a gigantic information repository in the Utah desert. Once completed, the site will provide a home for every bit of information the National Security Agency and other federal agencies have acquired about all of us. This information includes, telephone calls, emails sent and received, data trails, web searches, parking receipts, and other "digital pocket litter." Once completed, however, the site will fill immediately with information already obtained.

According to reviewer James Bamford, another NSA information site is planned for San Antonio and will be about the size of the Alamodome. Author Aid's resume lists employment by the Air Force branch of the NSA, imprisonment for unauthorized use of classified information and a hearty dislike of all things secret.

Now, Author Aid obtains his information using the National Archives. Aid starts with Pearl Harbor with the buildup of crypto analysis and follows into the cold war. From the cold war to September 11 the book documents the increase in information sought, retrieved and stored. This book posts a very scary thesis: Maybe Big Brother is already here. If so, you

can read all about it on the Huffington Post Book site.

Bookie Notes

Another site for the bibliophile is buythecover.com. This site is a blog site that argues that book cover design is a "promise that the books itself either keeps . . . or breaks." In other words, you **will** be able to judge a book by its cover, pardon the cliché. This blog provides analysis of the visual design excitement provided coupled with the title of the book as the two represent the contents of the book itself.

At my visit, the site rated a number of book covers. One of the books, "Why Jesus Christ Would Never, Ever Vote Republican: A Political Overview," rated an 8 of 10 for the title and a 7 of 10 for the design, a photo of the southern end of a north facing elephant.

A second book cover analysis elicited more praise: "The Boy Who Harnessed The Wind" by William Kamkwamba. The cover reviewer gives 10 of 10 for the title and 10 of 10 for the design for four reasons. One, the cover surprises; two, the cover entertains; three, the cover promises great things inside, four, that the book shakes our preconceptions and introduces us to a whole new world.

This site may be more entertaining than the book covers it analyzes.

Kid Games

Do you have a school kid who is easily bored? Need a diversion for the grandchild you're babysitting? Relax. Click on printablemazes.net and you may download all the free mazes your kid wants to tackle. The homepage lists types of mazes that range from simple mazes, easy mazes to difficult and hard mazes. Click on the difficulty of your choice and you will get a printable pdf file with 10 mazes. You may also download free crossword games, word puzzle games and puzzles.

Another web site for free games is printablegames.org. This site provides a plethora of printable activities that include: word scramble games, hidden objects games, math worksheets from algebra to trigonometry. This site takes care, however, since it is a gateway to other sites that provide the gaming activities. A click on word games and I found myself at gamehouse.com, a site that provides Scrabble, twisted text 2, word zen, and bookworm adventures-fractured fairytales. The site rates each game. Happy gaming. Don't forget to bring toys and food to the next meeting. You may win a great gift.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that you can use XP mode in Windows 7? It's an embedded Virtual PC with a full copy of Windows XP. A great way to move to Windows 7 without giving up full Windows XP compatibility.

. . . that using AppLocker makes application whitelisting possible? You can use to enhance or even replace your anti-virus software, ensuring that only the software you want to run will run.

. . . that you should do a clean install of Windows 7, even on a Vista machine. It may be more work, but will give a more trouble free operation than upgrading.

. . . that there are new Tools? Within Control Panel is a single Troubleshooting link that leads you to all of your diagnostic tools on the system. Additional tools are not installed by default. Select the "View all" link in the top left-hand corner to see which troubleshooting packs are local and which are online. If you find a tool that you don't have, you can download it.

. . . that the snipping tool is even easier to use in Windows 7? Launch the tool, then drag and drop any part of your screen. The tool will snip the selection. You can save it as a graphic file.

. . . that the Windows key is great for shortcuts on the taskbar? You can select the Windows key and a number to correspond to items on your taskbar. So, if IE is the 3rd icon on your taskbar, you can press the Windows key and the number 3 to launch or open IE.

. . . that you can remove Apps? Some applications have been moved from Windows to become an optional download, other apps, such as IE8, Media Player, Media Center and DVD Maker are still included. In earlier Windows versions, especially when it came to IE, the applications were tied into the OS. In Windows 7 you can easily remove them if desired. Go to the Program and Features applet in Control Panel and select the "Turn Windows features on or off" link in the top left-hand corner. You can select the checkbox of the features you want to lose or add for your system.

See more tips at: <http://tinyurl.com/yd2nda2> ◆

Byting Remarks — Jerry Finkelstein

I remember Ed.

I knew him as a member of our PC Group back in the days when we had lots of SIGs, workshops and hands-on classes and big companies like Microsoft sent speakers and lots of door prizes to our main meetings. Those were the days when the SIGs were well attended by members new to the PC and hadn't the foggiest notion of how to work the operating system, make sense of its interactive features, or surf the Net. But the more knowledgeable were there too, always eager to share their information with the others and to learn more than they thought they knew. Both beginner and more advanced questions were entertained at the Q & A SIG, a SIG that outlasted all the others.

Ed knew the basics of the PC, but there he was an eager member of the Basic Sig. He'd pick up all bits of information and try them out at home. He made a lot of personal use of the Net, communicated heavily via email. Of course, he was a frequent visitor to the Net SIG. Certain websites were his favorites and he shared them with us. Always personable, he participated in the demonstration of our club's long held motto, *members helping members*.

Members certainly helped Ed, at the SIGs and the meetings. They also helped him in a more personal way. It seemed at times that gremlins were living in his computer. Not viruses, gremlins. At times his PC wouldn't work. He couldn't access his beloved Net. Something went wrong with his email. Or It was something else. George would be over to his house, cleaning up one thing or another. Or Lisa, she too helped out. And Bill, too, on more than one occasion, was at his house analyzing this, testing that and finally, fixing the darn thing. In time, when Ed wasn't physically well, he couldn't get himself to the meetings. In the spirit of members helping members, Club members volunteered to give him lifts to the SIGs and meetings. Help was always on the way. That's the way it was and that's the way it is with our Club.

Well, Ed's gone now. He passed away a few weeks ago, a gentle man who was a strong member of the Club. Some of the "old guys" are still with us, a very welcome group. And a hardy welcome to the new men and women on the block. There have been some changes, and there will be changes still. Get to our website, new stuff is happening. Let us know what you think of it, become part of the happening. New members are always welcome, newcomers to the PC as well as the more experienced. ◆

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Windows 7
 Tuesday ♦ November 3, 2009 ♦ 6:00 PM ♦ Whitesboro High School



what's.com/ing				November 2009		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CHANGE YOUR CLOCK CHANGE YOUR BATTERY	2	3 Monthly General Meeting 6:00 PM Whitesboro HS	4	5	6	7
8	9	10 Board of Directors Meeting 6:30 PM	11 Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 	27	28
29	30	31	Nov 1 - Daylight saving time ends Nov 3 - Election Day - VOTE Nov 10 1775 - US Marine Corps established Nov 26 - Thanksgiving Day			