

Nybbles & Bytes



www.neopc.org

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President's Message:

By Dick Rose

The foremost topic this month is the Election of Officers which is to take place at our September General Meeting, Wednesday, September 10th, 2008. I am extremely pleased that our Steering Committee has once again provided Officer potential, exactly as it should. The Nominating Committee has come up with the following Slate of Officers for consideration for the coming year.

Slate of Officers: President- Lee Gerber; 1st Vice President—Jim McIntyre; 2nd Vice President—George Sikula; 3rd Vice President—Lee Twitchell; Treasurer- Ed Singler; Secretary—Carol Romano; Member-at-Large—Mario Romano.

The Election will take place at 7:00 pm sharp—remember nominations can be made from the floor at that time as long as the nominee has agreed ahead of time to accept the nomination. In the event that there are no additional nominees a motion will be made for the Secretary to cast one vote in behalf of the whole.

Website/Forum Update

By Dick Rose

A few changes have taken place in the FORUM area—A new topic was introduced in the name of “Stuff is Happening” - Dave Vydra will include items of interest in the Computer industry—this category is open to the world in the interest of introducing NEOPC and specifically to our position in the User Community. Watch that area as you explore the FORUM.

The other “Members Only” categories of Fundamentals and Photography are extremely popular and all of you should make regular visits there to check it out. Keep in mind, as soon as you log in the first step should be to click on “Active Topics” in the menu at the top of the screen. This is how it works. Each time you login the Forum database keeps track of the date and time you were last logged in. Based on that—it collects all the topics and replies introduced since then and displays them to you. Since we have quite a bit of activity you might be over-whelmed if you try to find where you left off before. This is a great advantage—utilize this feature. Above all—if you have any questions that are gnawing at you - this is the place to ask for help. The new “Photography” category is being monitored by our long time friend, and resident expert, Mike Volker. He lives quite a distance from here and is unable to make many meetings, but this Forum concept brings him as close as your computer screen—don't hold back—ask away.



Through the Gates:

Enter to the Trove of Bills Treasures and Travails

A monthly column dedicated to revealing some of the unknown or lesser known features or foibles of the Microsoft line of products.

By David A. Vydra

And even more on. 64bit! Don't you just love these echo articles?

Hopefully, I won't repeat myself overly often when it comes to this subject. But, it has been quite some time since the last transition of this type. I am sure that the majority has pretty much forgotten the warts left over from that. This month it is just a matter of clearing up some loose ends. Yet, these are points to continually keep in mind. As the progression of the 64bit enabled system becomes ever increasing so will there be an increase of 64bit applications, enhancements and utilities. I guarantee that you will encounter 64bit versus 32bit options on many of the Microsoft download sites. Similar options should become commonplace in most other download arenas. Primarily, what we are looking at here is; the version type download request. Already, you are required to select a language version on many. Now, you will be asked to select the X64 or X86 version as well as the language for each where available. There are initially two options to select. These increase exponentially by two with each language option. At times, you may be presented with a dozen or more possible selections. It behooves you to look at and understand which one you want. X64 is for the 64bit OS and X86 for the 32bit OS. The language is en for either.

You are no doubt asking; what difference does it make? If I install the wrong one, will it mess up my system? Most likely, there will be no adverse effects. But, this is conditional. If the download is from Microsoft, there will be a problem installing. Depending on what the situation is, you will get a nag screen informing you of adverse action should you proceed. Or, you will simply be informed that the install cannot proceed because you are attempting to install an incompatible version. While an X86 version will install into a 64bit OS, an X64 version will not. If the language version is inappropriate, you should see a nag screen. Read and understand it. Let us say that you have downloaded an Australian version upgrade. Outwardly, there will be little difference. However, there is the likelihood that certain settings may be changed. You may not be able to watch DVD movies or photos on a CD because the country code has been changed. Or, you may see error boxes like this:

*Crikey! Internet Explorer has encountered a problem and must close.
Please tell Microsoft about this.*

(Continued on page 3)

(Continued from page 2)

Or, when you boot:

An orange rectangular box containing the text:

G'day Mate!
You are signed in as:
Enter Your Password:

Seriously though, you will not have any problem if you download the correct version initially. If you don't, the biggest problem will be that you will have to do the correct download which just means you will have to spend additional time. Thus far, only a few vendors have developed 64bit versions of their applications. This number will continue to grow over time. Just be alert and select the correct download as these choices become available. We won't know until after the fact if there will be problems should you select wrong. Not every vendor application will be fine tuned to prevent installation errors. Or, at least provide warnings during installation. Remember, X64 is for the 64bit OS and X86 for the 32bit OS. The language is en for either.

The Olympics on Your PC!

During the past Olympics, NBC streamed many of the events for viewing on your computer. I hope you took the opportunity to check out some of the events. If you did, what you were able to see was a monumental event. The entirety of available events were streamed online using Microsoft's Silverlight. If you tried to view them and balked at the need to download and install the Silverlight plug-in, you missed quite a deal. If you have not heard of it, Silverlight is the Microsoft answer to Adobe Flash. If you do not visit the Microsoft site very often then it is likely you have not been asked to install Silverlight. But, during the last year or so, Microsoft has revamped many areas of their site. Not all pages use Silverlight. However, for those that do, your experience will be enhanced by allowing the install. Due to the recent spate of emails that lured unsuspecting souls into attempting to download the Adobe Flash plug-in it is only a matter of time before we see an attempt to do this with Silverlight. To forestall this, I would recommend installing Silverlight toot sweet. There is a link at Microsoft.com. Or, you may use this one: <http://www.microsoft.com/silverlight/resources/install.aspx?v=2.0>.

At the same time, make sure that your Adobe Flash Player is also up to date. Visit the Adobe web site for a link. The email problem has been a wake up call to many. Always ignore any suggestion that you need an update of any kind from an unknown web site. For that matter, do not use a link for updates except if they are on the providers' site to which you have inserted your own address. As the operator, the onus is on you to be aware of what you have and to protect yourself.

20 tips and tricks for enhancing your Vista experience. (Some work with XP as well.)

1. If you hate the look of Aero, click Start/Control Panel/Themes and you can choose a non-Aero theme, such as Windows Classic.
2. Windows Vista's installer can detect serial-ATA (SATA) drives without the need to provide a driver diskette. Don't bother creating a diskette for your SATA drives before you install Vista.
3. Double-click a window's title bar to make it go full screen. Editing in little windows on the screen is a

(Continued on page 4)

(Continued from page 3)

- hassle and requires unnecessary scrolling.
4. If, for some reason, the Vista installation gets interrupted due to an unintentional shutdown or reboot, start the computer without booting the Vista DVD. Windows Vista's installer should pick up where it left off. If it doesn't, then restart the installation over from scratch.
 5. When you perform a search with Vista's new, instant search feature, you can save the search in a special folder. This powerful feature allows you to create a virtual folder which, by default, is saved in your \\Searches\ folder. Every time you open such a folder, the search results are updated.
 6. In Windows Vista, you can add additional clocks to the system tray. Click the clock, and then click Date and Time Settings. Click the Additional Clocks tab. You can add one or two additional clocks to the tray and select their time zones.
 7. Those little double arrows appear in many locations throughout the user experience. You'll see them on the Quick Launch bar, the notification area, ends of toolbars and more. They simply indicate that either more data is available but it's currently hidden from view, or all data is currently displayed but it can be hidden or reduced in size. In some cases, the double arrows are a toggle between minimum and expanded views; other times, the double arrows display the hidden items when clicked but return to their previous display after you make a selection or click somewhere else
 8. You can save your progress in most of the games included with Windows Vista – even the carry-overs from earlier versions of Windows.
 9. You can create XML documents, which are more secure than regular text files or even word processor docs. Just create a document in a word processor, print it via the options menu, and select the XML printer.
 10. In Windows Mail, you can reply to an e-mail with Ctrl+R. Forward one with Ctrl+F. Send a message you've just written by pressing Ctrl+Enter. Send and receive all mail with Ctrl+M.
 11. If you upgrade your graphics card in preparation for Windows Vista, be sure to get a new card with as much local memory as possible. Since Windows Vista renders everything – even the desktop and windows them-selves – as 3D surfaces, local 3D memory greatly improves performance...sometimes even more than a more powerful GPU.
 12. When using the Help system, it's usually advantageous to include Microsoft's online database in your search. The online/offline status of your search is located on the bottom right of the Help window. You can click it to toggle.
 13. To get to the desktop (minimize all open windows), press the Windows key and M at the same time. To reverse the effect, press Shift+Windows+M. This is a real time-saver. If you prefer the mouse, click the Show Desktop button in the Quick Launch bar; it does the same thing
 14. Do you use the icon in the upper left corner of system and application windows? A quick double-click closes the window (instead of a single click on the X at the upper right). Though Microsoft left the icon out in Vista, the function remains.
 15. In Microsoft Windows Explorer, details view, you can use column headers (Name, Size, and so on) to sort files. Savvy users may right-click on a column head to remove items or add some – say, Dimensions for images. There are around 45 such columns available in Windows XP. Windows Vista has well over 250,

(Continued on page 5)

(Continued from page 4)

- covering a multitude of metadata.
16. In Word, Excel and many other applications, Ctrl+F6 is the key that switches between open windows within the same app. No need to click on the Window menu in the application and choose the document in question. Just cycle through them with Ctrl+F6.
 17. Discover and use right-click shortcuts whenever possible. For example, in Windows Mail, you can easily copy the name and e-mail address of someone from the Address Book and paste them into an e-mail. People are always asking me for e-mail addresses of mutual friends or colleagues. I click on a person's entry in the Address Book and press Ctrl+C (for copy); then I switch back to the e-mail I'm writing and press Ctrl+V (paste). Then I press Ctrl+Enter, and the e-mail is sent.
 18. In Internet Explorer, use the F11 toggle to go full screen. This gets all the other junk off the screen. Also, use the Search panel to do your Web searches (opened by clicking the magnifying glass search toolbar button). You can easily check search results without having to use the Back button. And speaking of the Back button, don't bother moving the mouse up there to click Back. Just press Alt+left arrow. The left- and right-arrow buttons with Alt are the same as the Back and Forward buttons. And, of course, there is the Backspace key for moving back.
 19. If you've become used to surfing your Program Menu to get to applications, you'll be in for a shock when you first use Microsoft Windows Vista. The new Program Menu shows you only recently used applications and requires extra clicks to navigate to submenus. This can be very frustrating but, thankfully, the Search box Microsoft has added to the Start menu is a great replacement – as long as you're an accurate typist. As quickly as you can type, it returns intelligent results in apps, files, even e-mail messages.
 20. Change between applications by pressing Alt+Tab. Aiming for an application's little button on the taskbar is a hassle. You'll get tendonitis doing that all day. If you're using the Aero interface, you can also use Flip 3D to change between applications by pressing Windows+Tab.

Drag and Drop Editing in Microsoft Word

Drag-and-drop editing helps you to move text from one location in a document to another by using only the mouse, without using the Clipboard. You simply highlight the text you want to move and use the mouse to drag the text to a new location. When you release the mouse button, the text is cut from its original location and pasted to the new location. If you hold down the Ctrl key while dragging text, you can copy the text, instead of moving it, to the new location. In other words, the text is not deleted from its original location.

- ◆ You can drag and drop text between two open documents, which is easier if both documents are visible onscreen. To ensure that both documents are visible, on the menu bar, use Window /Arrange All and commence dragging. To drag text from one open document to another without rearranging your windows, try this technique:
 - ◆ Select the text you want to drag to another document.
 - ◆ Press and hold the mouse button (left).
 - ◆ While still holding down the mouse button, press Alt+Tab to switch to the document you want to drop the text into. Note: You may have to press Alt+Tab more than once to switch to the right document.
 - ◆ While still holding down the mouse button, drag the text to the location where you want to drop it.

(Continued on page 6)

(Continued from page 5)

- ◆ Release the mouse button to drop the text.

By golly, it works!

Enable or disable this feature via Tools --> Options. Select the Edit tab and then uncheck the Drag-and-Drop Text Editing check box or check it to use the feature.

Uncover Windows built-in image resizing utility.

If you've ever had to resize a group of digital picture files, you've likely launched your image editing program and then resized each image individually – this is an extremely time-consuming task. Windows XP has a built-in image resizing utility buried inside the Send Pictures via E-Mail dialog box that can quickly and easily resize a large group of digital picture files at once. Forget searching for a batch editor. Follow these steps:

- Press [Windows] E to launch Windows Explorer.
Make sure the Tasks pane is visible. (The Folders button acts like a toggle switch. If the Tree pane is showing, clicking the Folders button will display the Tasks pane. Click the Folders button if the Tree pane is showing.)
- Copy all the photos you want to resize from different folders to a group in a new folder.
- Open the folder containing the group of digital pictures you want to resize.
- Select the group.
- Under the File and Folder Task list, select the E-Mail the Selected Items command.
- When you see the Send Pictures via E-Mail dialog box, click the Show More Options link to expand the dialog box.
- Select a radio button next to one of the available sizes and click OK. A new mail message window containing the resized digital pictures as attachments will appear.
- Pull down the File menu, select the Save Attachments command, and save all the attachments to a different folder.
- Close the mail message window and click No in the Save Changes dialog box.

Portions of this column may have been garnered from several publicly available sources, verified and edited for content. Where an article is used in its entirety without editing, the author and source are acknowledged.

NEOPC & CAGG Volunteer Class Effort



By Bill Frank & Dick Rose

It is about time for us to take a little credit and toot our horns for the continued effort a number of us have put forth in the educational training of our members and seniors of our community. As you should know by now Elaine Szaniszló has been conducting her “Ladies Only” classes at the Porter Library for a number of years. Bill and I, along with Jim McIntyre, Rich Kolofer, Dave Vydra, Lou Loesch, and Bob Minnich are now in our eighth year of teaching at the Fairview Park Senior Center. Our tally so far is 825 Seniors, having spent 6531 class hours, to date. We conduct a series of 18 different classes on varied topics.

Any of you who are 55 or older can participate in our classes after having pre-qualified and subscribed to the classes of choice as determined in an “Orientation Class” which we conduct once a month for prospective new enrollees. Come to the Orientation if interested.

We can’t overlook our own Lee Gerber and his contribution to the educating us all in the twice monthly Fundamentals Workshops. See the schedule calendar below:

Here is our September class Calendar:

Day	Week	Month	Year	Event Lists	Tasks		
 September 2008  Printable View							
Add Event - Add Task							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 36	31 [Add]	1 [Add]	2 [Add]	3 [Add] 10a 101 - Beginners	4 [Add]	[Add] 5	6 [Add]
Week 37	7 [Add]	8 [Add] 10a 601 - File Mgmt.	9 [Add] 9:30a Computer Fundamentals	10 [Add] 10a 102 - Computer Games 6:30p NEOPC General Meeting	11 [Add]	[Add] 12	13 [Add]
Week 38	14 [Add]	15 [Add] 10a 202 - Email #2 6:30p Greater Cleveland Genealogy Society	16 [Add] 10a 701 - Spr. Shts. #1	17 [Add] 10a TRACERS	18 [Add]	[Add] 19	20 [Add] 9:30a Computer Assisted Genealogy Group
Week 39	21 [Add] 2p Brooklyn Genealogy Club	22 [Add] 10a 301 - Letters #1	23 [Add] 10a 203 - Email #3 7p FUNDamentals Special Interest Group	24 [Add] 10a 702 - Spr. Shts. #2	25 [Add] 10a ORIENTATION - Computer Class Scheduling	[Add] 26	27 [Add]
Week 40	28 [Add]	29 [Add] 10a 201 - Email #1	30 [Add] 10a 302 - Letters #2	1 [Add]	2 [Add]	[Add] 3	4 [Add]

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