

Nybbles & Bytes

October 2010



www.neopc.org

Voice: 216-521-2907

Elaine Szaniszlo, Editor

OCTOBER GENERAL BUSINESS MEETING

Wednesday, October 13, 2010– 6:30 pm
Westlake Porter Public Library
27333 Center Ridge Road

The subject of this month's meeting is OverDrive, a leading digital media lending service provided through the Porter Public Library. A Cleveland-based company, OverDrive's system is used by many other local public libraries. You are able to download items to your computer, iPod, iPhone, Zune, Android, Sony Reader and thousands of other mobile devices.

Come and learn how useful this free service will be for you. The meeting opens at 6:30 pm with refreshments, and the program begins at 7:15 pm. Please join us for a stimulating evening on the latest technology.



October is Cybersecurity Awareness Month. Cybersecurity is our shared responsibility. Everyone has the potential to make a difference and educate others. You can raise awareness within your school, your workplace, your community – or all three.

The National Cyber Security Alliance (NCSA) has developed a series of Get Involved sheets to provide suggestions on how you can participate in cybersecurity education. No matter what your role is, you can have an impact. Check out the links below to see what you can do. The Get Involved sheets are also available as PDFs and Word documents for easy distribution.

<http://www.staysafeonline.org/content/get-involved-1>

<http://www.staysafeonline.org/>

(See article on page 2 for tips on how to be more “cybersecure.”)

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ELECTION OF OFFICERS 2010-2011

At the September NEOPC general meeting, those in attendance approved the renewal of the elected officers for the coming year. We thank you all for continuing to lead our organization. Please see the roster of officers on page 6 of this newsletter.

WEB BROWSERS

At the September 2010 Club meeting, the topic of Web Browsers was presented by Dennis Lewis. The review of the top five browsers included Microsoft Internet Explorer, Mozilla Firefox, Opera, Apple Safari and Google's Chrome. Users are encouraged to install and use any of the browsers noted to enhance security, improve web search speed, reduce demand on your computer's processor, utilize a simplified user interface or simply see what else is out there in the world of The Internet software.

As is recommended with computer operating systems and security software, an updated web browser is also a necessity. All of the products reviewed in the presentation have automatic notices of new versions and streamlined update procedures.

Helpful References Available

Slides from the presentation are available at <http://www.condohome.net/neopc3/>. Especially useful are the Resources and References sections at the end of the presentation. Presentation viewers may click on the web browser icons on the pages that have text on the left and a large browser specific icon on the right to be taken to the browser publisher's information site. Additional information on the product is available, including links to download the software for review on your own computer.

Which One to Choose?

The selection of a web browser is similar to that of a car, high fidelity loudspeaker or even a bottle of wine. While there may be technical reasons for a particular selection, the final decision is often a matter of taste. And as is true with the examples above, one may have two or more "best choices" for differing situations.

Article contributed by Dennis Lewis

HOW TO BE MORE 'CYBERSECURE'

- From National Cyber Security Alliance (NCSA)

1. Think security. If you are not sure about a program, do not open or install it.
2. If asked to download a file, and you are not sure what it does, do not download it.
3. Get an anti-spyware program, keep it updated, and use it.
4. Do not open e-mails from people you don't know.
5. Do not open attachments if you are not positive you know what they are.
6. If an e-mail offers something too good to be true, it probably is a scam.
7. Use anti-virus software; update it at least once a day or more.
8. Patch your computer's operating system (all vendors have updates).
9. Patch your applications (Word, games, mail programs, etc.).
10. Be smart; know what services run on your computer, and what ports are open.
11. Stay away from peer-to-peer sharing software programs.
12. Think! Computer Security is about what you do as well as what you don't do.
- 13.. If your computer has a Trojan or worm, you can try to fix it BUT it probably has more than one Trojan or worm. It's better to rebuild if you want to be truly secure.
14. Wipe out the hard drive when disposing of computers with utilities such as Active KillDisk (Free) WipeDisk, or BCwipe.
15. Think before you click.

CHECK OUT THESE WEBSITES

Car care myths—

http://autos.yahoo.com/articles/autos_content_landing_pages/1138/reality-check-on-car-care-myths/

Space station sightings

Type in the city you want and the results will show the space station sighting there for 7 days. **IMPORTANT:** Check out "Sighting Help" for detailed information on how to interpret the data. <http://spaceflight.nasa.gov/realdata/sightings/index.html>

FORUM TIPS - Active Topics

by Dick Rose

This column will contain "Hints and Tips" for the enjoyment of the NEOPC FORUM, which is available only to all active members. We encourage you to become comfortable with all aspects of this benefit of belonging to our club. Naturally you have to LOGIN to benefit from our feature. The login is the same as needed for the website. Since this and the website are two different packages, separate logins are required. However, we have set both to accept the same member login/password.

Active Topics

This command located on the top center MENU is a must for our experienced FORUM users. When you select this by clicking on it you will be taken to a page which is most useful. This step should be the very first taken after you sign-in. Note that on the left you will see under our logo: "Active Topics"; "NEOPC Forum : Active Topics" (the path to where you are in the feature); and "Show Topics" with a drop down menu window (appearing in that window will be the date since last signed in).

First Time Users

For those of you who are in for the first time you will see an immense number of topics below. However, after that you will see the last date you were in appearing (since the software remembers your last time in) and only a few, if any, topics below which were entered since that last date. Look at that date window again, note that there is a typical small down-arrow on the right end of that window. Click on that and you will see that you can select any time period you wish and view the activity since whatever you select.

How Topics Are Arranged

You will see all the TOPICs entered since the date and time last in. Each one is an underlined subject (hyperlinked) that will lead you to the

actual topic (message) when you click on it. After viewing the topics and the linked replies below each, you can revert back to the next selection by clicking on "Active Topics" in the top MENU. Remember when viewing any TOPIC you have the ability to "reply" by clicking on the button so marked just above the text you are viewing. A "REPLY" can be selected for entry either pertaining to the original topic or to the sub-reply by selecting the appropriate "reply" button.

Threading

This is an expression pertaining to linking replies to an original and it is important that you keep this in mind when you decide to either "reply" to a given subject or if you want to enter a totally "new topic" - that is when you select the "New Topic" button.

Logout

Remember, when finished with a session, it is important to select "Logout" to quit. Remember too, after logging out you can always go back to the Website by clicking on the NEOPC logo in the upper left corner of the FORUM screen.

HOW TO..... CREAT A STRONG PASSWORD

Use these suggestions to create a strong password.

Steps (Example)

- ◆ Start with a phrase (My favorite food to eat at lunch is pizza)
- ◆ Shorten the phrase to the first letter of each word (mfftealip)
- ◆ Capitalize several of the letters (mfFteAliP)
- ◆ Add your age or some other easy to remember number between two of the letters (mfFte24AliP)
- ◆ Increase length by adding punctuation and/or symbols (mfF#te24!AliP)
- ◆ Write down your password where no one else can see it.

(Suggestions courtesy of *Smart Computing*, March 2010)

Before Sending an Email

By *Hewie Poplock*

Central Florida Computer Society

I get a lot of email.! I am sure that most of you do, too. I have some suggestions for you and for you to pass on to your friends and family.

On average, 51.1% of readers spend less than two seconds looking at your email, according to a blog from a company that tracked over four million email opens. Of course they were tracking advertising campaigns, but every email that you send should be just as important to you and to your recipients.

How to prepare your email

I have unscientifically found that most people trash your mail if there is no subject. If there are several topics in the email, you will be lucky if they notice or remember one of them. If the important stuff in the message is below the first paragraph and especially if they have to scroll to see it, it probably will not get read at all.

Who sent the email?

If the message is in all caps or all lower case, it may not get read or may be blocked by a security program. If there is no way to tell who sent the message, it may not get read. Who the heck is bigfoot1000@****.com? Sign your message and use your full name. I know more than one person named Mary and more than one person named Mike. If you mention that you read an article or saw some information, give a link and make it a link. Most email programs will interpret a complete URL as a link (<http://www.hewie.net>, but not just the domain (hewie.net). Give credit to the original author. When I see a tip and the article says, "I did...", I expect it to be you and not Kim Komando!

Jokes?

Don't forward a lot of jokes. Your friends don't really want them and most don't think all of

them are that funny either. Sending one once in a while is nice, but it is Spam if you send several. If you find a link where you see a lot of jokes, forward the link, not the jokes.

Use BCC (can't say that enough)

If you send a message to several people, use the BCC so that your address book doesn't become someone's Spam list. If you are replying or forwarding a message, clean it up. You should remove the >>> in the message or other indicators that the message has been forwarded a bunch of times. If it contains an ad, delete the ad. If you care enough about the topic and the recipient, take the time to make the message presentable and readable.

In summary (and a few more items):

- ◆ Keep the message to one subject
- ◆ Include a Subject and keep to it, if in a thread
- ◆ Change the Subject if the thread changes
- ◆ Try to keep your message to one paragraph or one screen
- ◆ Separate paragraphs with a blank line
- ◆ Keep the main thought at the top
- ◆ Use as good English as you are able. Use upper and lower case and punctuation.
- ◆ Sign your message with your name. In most cases use your full name
- ◆ Include links and use the full link
- ◆ Clean up replies and forwards
- ◆ Keep the jokes at a minimum. If you find a good source, send the link.
- ◆ Be sure to use the BCC for addresses if sending to a list of people
- ◆ Delete ads and repeated info in replies and forwards
- ◆ Look at your message before you send it. Do want a message like this?

Tell your friends and family

If it is hard to tell your family or friends about some of the best practices for sending an email, send a copy of this article.

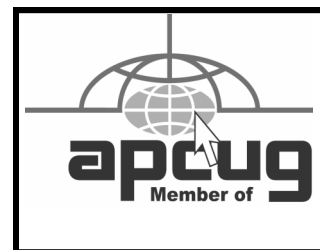
Article contributed by Elaine Szaniszlo

COMING EVENTS—OCTOBER 2010

Date	Event
12-Oct	Northeast Ohio PC Club ***MORNING Fundamentals Special Interest Group*** (SIG). Fairview Park Senior Center 9:30 - 11:30am. Fundamentals of computer use - OPEN FORUM - Any and all topics discussed - Bring a question, bring a topic - Guests always welcome - Always coffee. Always free and open to the public. Second Tuesday of the month.
13-Oct	Northeast Ohio PC Club (NEOPC) General Meeting held at Westlake Porter Public Library - 27333 Center Ridge Rd., Westlake, OH. Agenda: 6:30pm - Social (Pastries & Beverages); 7:00pm - Club announcements; 7:15pm - Main program "Westlake Porter Public Library / Overdrive System" by Dan Stasiewski / Overdrive Inc. Dan will discuss the free eBook, audiobook, music and video downloads at Westlake Porter Public Library.
16-Oct	CAGG Computer Genealogy Meeting . . . WHAT: Computer Assisted Genealogy Group-Cleveland Area Meeting . . . WHEN: Saturday, October 16, 2010 – Doors open at 9 a.m.; meeting 9:30 a.m. with general program/speaker. Breakout sessions for the major genealogy software programs start at 11 a.m.; brown bag lunch; computer fundamentals from 1-2 p.m. . . . WHERE: Fairview Park Regional Library, 21255 Lorain Road, Fairview Park OH . . . PROGRAM: . . . Morning Session: Preservation of Electronic Data with Roger Marble . . . Afternoon Session: Get the Most Out of Mailing Lists with Jean Hoffman . . . Contact: Bill Frank, CAGG President, (440) 734-2021 or visit our web site at www.rootsweb.com/~ohcagg/ . Guests always welcome.
18-Oct	COMPUTER & MICROSOFT STUDY GROUP meeting have not been scheduled for this month. Keep watching for future meetings! If you need additional information, contact Eve Sachs, Special Interest Group Leader, E-Mail: eveneopc@wowway.com .
20-Oct	Ladies Only Special Interest Group meeting at Westlake Porter Public Library from 2:00 pm to 3:30 pm. The Library is located at 27333 Center Ridge Road, Westlake, Ohio. All ladies are invited, whether or not members of Northeast Ohio PC Club (NEOPC). Come with your questions and/or comments about software you have.
26-Oct	Northeast Ohio PC Club ***EVENING Fundamentals Special Interest Group*** (SIG). NO MEETINGS UNTIL FURTHER NOTICE
27-Oct	NEOPC / CAGG Computer Class Orientation meeting, October 27th, 10:00 am, Fairview Park Senior Center. Anyone of senior age can enjoy these FREE classes conducted by volunteers of NEOPC and CAGG. You or your family members who qualify must attend one of these Orientation Meetings to establish your interest and to be included in class invitations. Merely show-up to get started.

General Meeting Program Schedule

<u>Date</u>	<u>2010 Programs</u>
October 13	"Westlake Porter Public Library / Overdrive System" by Dan Stasiewski / Overdrive. Dan will discuss the Free E-book, Audiobook, Music and Video downloads at Westlake Porter Public Library.
November 10	"How to Use Quicken" by Ian Abbott. Ian's talk includes using Quicken for banking, investments records and Federal Income Taxes and more..
December 08	"Digital Photography" by Todd Johnson. Todd's talk includes "Tips and Tricks" on taking better pictures.
	<u>2011 Proposed Programs</u>
January 12	"2010 Income Tax Updates" by Ian Abbott. Ian's talk will help in preparing Income Taxes.
February 09	"The Highlights of the 2011 CES Show in Las Vegas by Tom Jones.



2010-2011 Board of Directors (Elected Officers)

President: Lee Gerber	440-333-4435	leegerber@wowway.com
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