

Nybbles & Bytes



www.neopc.org

March 2011

Voice: 216-521-2907

Elaine Szaniszlo, Editor

March General Meeting

Wednesday, March 9, 2011

Westlake Porter Public Library

27333 Center Ridge Road, Westlake, OH

This month's subject is "New Features of Microsoft Windows 7" by Sean Meadows, a Microsoft Certified Technology Specialist at Advanced Computer Connections (ACC-Corp. of Norwalk, OH).

Sean's talk is an overview of all new features of Windows 7 operating system, and how they are used. He will take questions following his talk and also tips and more. Please join us for this program, especially if you plan to buy a new computer or upgrade to Windows 7. Come early at 6:30pm for the social, followed by NEOPC announcements at 7:00pm. The main program begins at 7:15pm.

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NEAT THINGS YOU CAN DO WITH A FLASH DRIVE

**By Vinny La Bash, Member and Regular Columnist,
Sarasota Personal Computer Users Group, Inc., FL**

By now you're probably tired of reading about how much better Windows 7 is than Vista. me too, so let's spend some time examining some of the things you can do with a flash drive other than mere data storage.

A USB flash drive consists of a flash memory data storage device integrated with a USB (Universal Serial Bus) interface. USB flash drives are easily removable, and much smaller than a floppy disk. They are rewritable, and usually weigh less than an ounce. There is a wide range of storage capacities with the most common being from 2 GB to 32 GB. Higher capacities up to 256 GB tend to be pricey.

One of the most useful things you can do with a flash drive is to run portable applications. Open Office, for example, is a free suite of programs that includes a word processor, spreadsheet, data manager, presentation tool, and drawing package. You can store the suite as a portable application, and run it on any computer that supports Windows. Firefox and Thunderbird are also available as mobile applications.

Having office applications, email, and an internet browser all pooled in a portable drive you can carry on a key chain is a powerful combination.

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EDIT DOCUMENT IN PRINT PREVIEW

Print preview displays a document as it will appear in printed form. It displays formatting, columns, pictures, auto-shapes, and even header and footer text, giving you a complete look at your document. You may have noticed that in print preview, the insertion point marker turns into the magnifier. Clicking with that marker zooms in and out, but you can't edit the document. That's a shame, you think, because it certainly would be helpful if you could edit a document in print preview, wouldn't it?

The truth is, you can edit a document in print preview. How you do so isn't obvious, but it is simple. To edit a document in print preview, click the magnifier icon on the print preview toolbar.



Doing so disables that tool and the insertion point marker reverts to the i-beam you're used to seeing in normal view. Now you can edit away! When you want to zoom, just click magnifier again. (In Word 2007, uncheck magnifier in the preview group on the print preview toolbar.) Any edits you make in print preview will become part of your document; word retains those edits when you return to normal view.

Viewing a document in print preview is convenient, but editing the document while in print preview can be even more convenient. Just remember to click the magnifier tool to toggle between the magnifier and the normal insertion point marker.

(From "Bearly Bytes," Big Bear Computer Club, Big Bear, CA)

TIPS FOR BETTER PHOTOGRAPHY

(in review)

At the February NEOPC general meeting, Todd Johnson gave an excellent program on Tips for Better Photography. If you would like to review his program, please visit the link below. It provides the PowerPoint presentation of what Todd gave to us. Thanks, Todd!

http://www.neopc.org/presenting_bbs.asp

QUESTION: CAN YOU GUESS HOW MUCH INFORMATION IS OUT THERE?

ANSWER:

Estimate that a paragraph is 1 kilobyte (K= about 1000 bytes) and a typed page is 2K, says California Institute of Technology computer and information scientist Roy Williams.

A small novel goes at 1 megabyte (M=1 million bytes), a high-resolution photo at 2 M, the complete works of Shakespeare at 5 M, a digital mammogram at 50 M, a CD-ROM at upward of 500 M.

A truckload of papers at 1 gigabyte (G= 1 billion bytes), a good collection of the works of Beethoven at 20 G.

A terabyte (T=1 Trillion bytes) encompasses all X-ray films in a large hospital; 10 T, the printed collection of the Library of Congress.

A petabyte (P) is 1000 T, 2 P covers all U.S. academic libraries; 200 P, all printed material. A megabyte is 1,000 P, and 5 P covers all the words ever spoken by humans. That's a lot of talking-though not always informative.

(This article "Information Age" was on page HA4 of The Plain Dealer on Wednesday, February 2, 2011. Submitted by Jim McIntyre.)

NEAT THINGS YOU CAN DO WITH A FLASH DRIVE

Continued from page 1

If you want more go to www.portableapps.com for an open source platform that works with iPods and portable hard drives in addition to flash drives. The platform is not only free, but it's a full function site. You are not limited to a trial period or a limited function subset. There is no sign-in requirement, and no need to provide even an email address. Go for it.

Everyone wants a faster system. With either Windows Vista or Windows 7, the built-in ReadyBoost feature can speed up your computer with a USB flash drive. ReadyBoost takes the storage space on a USB flash drive and converts it into an additional memory cache that supplements the main memory cache on your primary disk drive. It can do this because flash memory is faster than regular disk drives. It's faster because it has no moving parts, and you can get a noticeable improvement in response time. Implementing ReadyBoost is simplicity itself. Insert the USB flash drive into the USB slot on your computer and follow the configuration prompts.

If you work or live in an environment where other folks have physical access to your computer you can use your flash drive to lock everyone else out of your PC. There is no built-in utility like ReadyBoost for this, but you can download a free tool called Predator from www.brothersoft.com that provides this function. Predator uses a standard USB flash drive as an access control device.

After performing a short installation and configuration process, your flash disk becomes a key that will lock and unlock your PC. When you leave your PC remove the USB flash drive. This causes the screen to go blank while disabling the mouse and keyboard. When you ready to resume, put the flash drive back, and everything returns to normal. Move over, Mr. Bond, Predator is here.

All the preceding capabilities are very convenient, but how would you like to carry around a portable operating system? If you are willing to expend a little time and energy you can configure a USB flash drive to be a bootable Windows 7 drive. You will need a flash drive with a capacity of at least 8 GB, and of course a Windows 7 installation disk.

Start out by inserting your flash drive into its USB socket and inserting the Windows 7 installation disk in the optical drive. Please make a note of the drive letters. This is essential for successful installation. Preparing the flash drive is the next step. Click on the Start orb and type: Diskpart.

Pressing Enter opens a command window. (After typing a command at the command prompt always press Enter to execute the command.) At the prompt type: List Disk.

www.spcug.org vlabash (at) comcast.net
[This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).]

DEFINITION OF THE MONTH:

USB: Universal Serial Bus is an external bus standard that supports data transfer rates of 12 Mbps. A single USB port can be used to connect up to 127 peripheral devices, such as mice, modems, and keyboards. USB also supports Plug-and-Play installations.

Hi-Speed USB, USB 2.0 is an external bus that supports data rates up to 460Mbps. USB 2.0 is an extension of USB 1.1. USB 2.0 is fully compatible with USB 1.1 and uses the same cables and connections. A "super speed" USB 3.0 has recently become available.

UNDERSTANDING BLUETOOTH TECHNOLOGY

By Mindi McDowell and Matt Lytle
Big Bear Computer Club, Big Bear, CA

Many electronic devices are now incorporating Bluetooth technology to allow wireless communication with other Bluetooth devices. Before using Bluetooth, it is important to understand what it is, what security risks it presents, and how to protect yourself.

What is Bluetooth?

Bluetooth is a technology that allows devices to communicate with each other without cables or wires. It is an electronics "standard," which means that manufacturers that want to include this feature have to incorporate specific requirements into their electronic devices. These specifications ensure that the devices can recognize and interact with other devices that use the Bluetooth technology.

Many manufacturers are making devices using Bluetooth technology. These devices include mobile phones, computers, and personal digital assistants (PDAs). The Bluetooth technology relies on short-range radio frequency, and any device that

The technology is often used to allow two different types of devices to communicate with each other. For example, you may be able to operate your computer with a wireless keyboard, use a wireless headset to talk on your mobile phone, or add an appointment to your friend's PDA from your PDA.

What are some security concerns?

Depending upon how it is configured, Bluetooth technology can be fairly secure. You can take advantage of its use of key authentication. Unfortunately, many Bluetooth devices rely on short numeric PIN numbers instead of more secure passwords or passphrases. If someone can "discover" your Bluetooth device, he or she may be able to send you unsolicited messages or abuse your Bluetooth service, which could cause you to be charged extra fees. Worse, an attacker may be able to find a way to access or corrupt your data.

One example of this type of activity is "bluesnarfing," which refers to attackers using a Bluetooth connection to steal information off of your Bluetooth device. Also, viruses or other malicious code can take advantage of Bluetooth technology to infect other devices. If you are infected, your data may be corrupted, compromised, stolen, or lost.

You should also be aware of attempts to convince you to send information to someone you do not trust over a Bluetooth connection.

How can you protect yourself?

- ◆ Disable Bluetooth when you are not using it Unless you are actively transferring information from one device to another, disable the technology to prevent unauthorized people from accessing it.
- ◆ Use Bluetooth in "hidden" mode When you do have Bluetooth enabled, make sure it is "hidden," not "discoverable." The hidden mode prevents other Bluetooth devices from recognizing your device. This does not prevent you from using your Bluetooth devices together. You can "pair" devices so that they can find each other even if they are in hidden mode. Although the devices (for example, a mobile phone and a headset) will need to be in discoverable mode to initially locate each other, once they are "paired" they will always recognize each other without needing to rediscover the connection.
- ◆ Be careful where you use Bluetooth Be aware of your environment when pairing devices or operating in discoverable mode. For example, if you are in a public wireless "hotspot," there is a greater risk that someone else may be able to intercept the connection than if you are in your home or your car.

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NEW TECHNOLOGY CONCERNS

Here is something to think about with all our new technology. Pass this on to your friends.

GPS

A family have had their car broken into while at a football game. Things stolen from the car included a garage door remote control and a GPS. When they got home, they found their house ransacked and everything worth anything stolen. The thieves used the GPS to guide them to the house and the remote control to open the garage door. The thieves knew the owners were at the football game and knew what time the game was scheduled to finish.

Something to consider if you have a GPS - don't put your home address in it. Put a nearby address (like a store or gas station) so you can still find your way home if you need to.

MOBILE PHONES

A person's handbag was stolen which contained her cell phone, credit cards and wallet. When she called her husband from another phone telling him what had happened, the husband said "I received your text saying you forgot our Pin number and I've replied." When they rushed down to the bank, they found their money was already withdrawn. The thief used the stolen cell phone to text the husband in the contact list to get the pin.

Moral of the lesson: Do not use your relationship to name the people in your contact list. Avoid using names like Home, Honey, Hubby, Sweetheart, Dad, Mom, etc...And very importantly, when sensitive info is being "asked for" through texts, CONFIRM by calling back.

Also, when you're being "texted" by friends or family to meet them somewhere, be sure to call back to confirm that the message came from them. If you don't reach them, be very careful about going places to meet "family and friends" who texted you.

Article submitted by Jim McIntyre

CHECK YOUR PASSWORD STRENGTH ONLINE

Using a password to protect access to your Windows and various Web site accounts is important. But not all passwords are created equal. If a password is too short, contains dictionary words (or a proper name, such as Joseph), or doesn't use a mix of numbers and uppercase and lowercase letters, it may not offer the protection you think it does.

With Microsoft's online password checker (tinyurl.com/lyxv33), you can check the strength of a password you use or are planning to use. As you type in your password (which isn't transmitted across the Internet), it's rated weak, medium, strong, or best, based on the length and the characters used. The site also provides tips on Internet safety, including how to create strong passwords that are easy to remember.

SOME INTERESTING WEBSITES

Interactive ways to compare your country to another. <http://www.ifitweremyhome.com/>

Make Your Own Handwriting Font

Digital communication is convenient, but it isn't very personal. You don't get the same feeling as you do a handwritten letter. Well, you can have the best of both worlds.

It is possible to create your own font. You can even use your handwriting. Fortunately, what has been difficult is now made simple by the aptly named MyScriptFont. www.myscriptfont.com

Check out your zip code. You will not believe the information you will find there!

<http://zipskinny.com/>

WINDOWS EXPLORER

By Wil Wakely, President, Seniors Computer Group, California Bits & Bytes
www.scg.org/wilw (at) adnc.com

Note: A word about distinguishing between the Windows Explorer and Microsoft Internet Explorer. The Windows Explorer is the system tool that helps you examine and access your entire computer; files; directories; drives; desktop, etc. In contrast, Microsoft Internet Explorer is the browser you can use to surf the Web.

What a terrible name! Often confused with Internet Explorer, this file manipulator is one of the most useful and used programs on my computer. I often talk with people who don't know what this program is. They have never used it, and I am curious as to how they can accomplish anything with their computer without familiarity with this powerful utility.

Here's what it does: Windows, as with most operating systems, is based upon a file structure where each program, picture, song or document is stored in named file in some memory device, e.g., a hard drive, CD, DVD or flash drive. Groups of similar files are stored in named folders. Windows Explorer is a file manipulator, allowing you to find, copy, move, save, launch, and a variety of other operations on individual and groups of files.

A quick way to launch it is to right click on the Start button and select Explore from the sub-menu. A better way in XP is to place an Icon for Windows Explorer on your desktop. To do this, first locate the program: Start/All programs/Accessories/Windows Explorer; then right click it and in the drop-down menu select "Send to/desktop (create shortcut)".

I don't like the Icon view; I prefer the Details view with no Icons and more information.

The Details view allows you to sort the filenames by alpha ascending (A to Z) by clicking on the Name in the gray title bar. Clicking Name a second time will sort the file name alpha descending (Z to A). Sorting by Size, Type (file extension), or Date Modified is done the same way. Under Tools/Folder/Options/View tab, be sure to uncheck "Hide extensions for known file types" and check "Show hidden files and folders." Then click the "Apply to all folders" button to set all views to the same settings.

Windows 7 recognizes the importance of this program and keeps it on the taskbar for easy launch. It is a yellow file folder Icon, third from the left Start button. An easier application of Windows Explorer into brings up two copies, resized and located so you can see both side by side. Then you can easily Move or Copy files between the two windows using d-d (drag and drop). By default files d-d to the same drive are Moved; files d-d to different drives are Copied. Holding down the left mouse button during the d-d allows you to select either option. To add new folders or sub-folders use the menu File/New/Folder command. A good site to visit to learn many more feature of Windows Explorer is: <http://www.toejumper.net/speed5/winex5.htm>.

Familiarize yourself with these powerful programs. You can control your computer, and not have your computer control you!

Happy St. Patrick's Day...



EASY 10 CONTEST NO. 5

starts 2/10 thru 3/9 (noon)

LOGIN TO THE [FORUM](#) TO BE A WINNER
RULES HAVE CHANGED:

To be a winner you have to Log In to our FORUM. No further action is necessary. *It's that simple.*

The prize will be 10 dollars monthly and the winner will be announced at the General Meeting at the Porter Library. You need not be present at the meeting to win. The prize will be mailed to the winner.

One "Login" per member will be considered in a sequence number drawn at the meeting. That number will be matched to a list of members who logged in during the period. What could be easier?

Remember, you have to login at least one time during each contest period to be included in the eligible list.

ARE YOU CYBERSMART?

An excellent article on home wireless security:

<http://www.onguardonline.gov/topics/wireless-security.aspx>

Feeling up for a challenge? Then test your cyber smarts with one — or all — of these interactive quizzes on everything from spam and spyware to phishing and file-sharing. Want to grab the games and add them to your site or blog? Click the game you want to play, hit "Grab It" and cut and paste the code into your site.

<http://www.onguardonline.gov/games/overview.aspx>

(Information submitted by "A. Nonny Mouse")

BLUETOOTH TECHNOLOGY

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- ◆ Evaluate your security settings Most devices offer a variety of features that you can tailor to meet your needs and requirements. However, enabling certain features may leave you more vulnerable to being attacked, so disable any unnecessary features or Bluetooth connections. Examine your settings, particularly the security settings, and select options that meet your needs without putting you at risk.



BY JOHN MCPHERSON

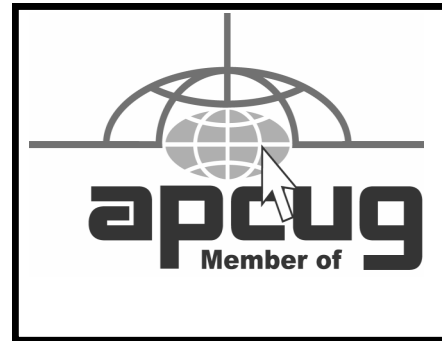
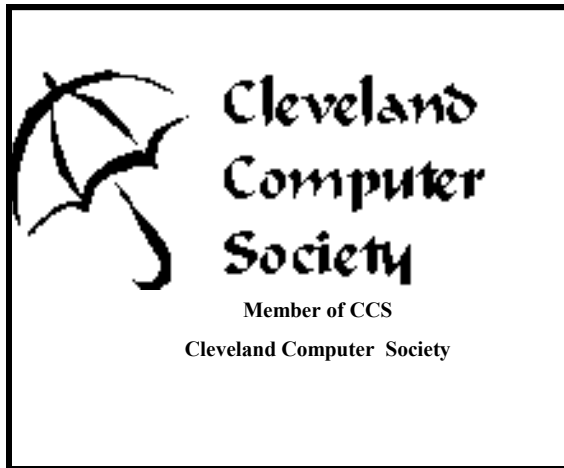


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COMING EVENTS—MARCH 2011

3/1	Senior Center Class - 10:00 am - "302 - Wordpad #2" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
03/02	Facebook SIG Meeting! For anyone who wants to learn about using Facebook. Meeting the first Wednesday of the month 10am to 11:30am at the Fairview Park Branch of the Cuyahoga County Public Library downstairs in meeting room B. This month's topic is finding and interacting with friends on facebook. Bring any questions you have relating to facebook. The library's Weather/Emergency Closing Information Line (216)749-9549
3/7	Senior Center Closed
03/08	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.
03/09	Northeast Ohio PC Club (NEOPC) General Meeting held at Westlake Porter Public Library 27333 Center Ridge Rd., Westlake Ohio. Agenda: 6:30pm - 7:00pm Social (pastries and beverages); 7pm -7:15pm Club announcements; 7:15pm-8:30pm Main Prgram " New Features of Microsoft Windows 7" by Sean Meadows /ACC-Corp. of Norwalk, Ohio.
3/14	Senior Center Class - 10:00 am - "203 - Email #3" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
3/15	Senior Center Class - 10:00 am - "301 - Wordpad #1" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
03/16	Ladies Only Special Interest Group meeting at Westlake Porter Public Library from 2:00 pm to 3:30 pm. . All ladies are invited, whether or not members of Northeast Ohio PC Club (NEOPC). Come and join our group! Everyone learns something.
3/21	Senior Center Class - 10:00 am - "401 - Interent Browsing #1" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
3/22	Senior Center Class - 10:00 am - "601 - File Management" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
3/23	Senior Center Class - 10:00 am - "Orientation" - This is where it all starts, if you wish to participate in any classes you must first come to this event - no invitation - just come to 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.

Coming Events continued on page 11



NEOPC MEMBERSHIP APPLICATION

(Expiration 12 months from date of enrollment)

Name _____

Spouse _____

Address _____

City/State/ZIP _____

Voice phone: _____

E-Mail) _____

Sponsor (optional) _____

Please tell us a little about yourself:

Operating System You Have:

Windows 7 Windows Vista

Windows XP Other

Mail this application with your check for \$25 to:

**NEOPC
P.O. Box 16802
Cleveland, OH 44116**

For more information, please call 216-521-2907

Your Skill Level:				
Programs	Beginner	Intermediate	Advanced	Instructor
MS Office				
Digital Imaging				
Digital Publishing				
Web Design				
Other				

General Meeting Program Schedule

March 09	"New Features of Microsoft Windows 7" by Sean Meadows / ACC of Norwalk.
April 13	"Q & A" with Lee Gerber and Dennis Lewis.
May 11	"Computer Backup" by Dennis Lewis.
June 08	"Digital Photography" by Mike Volker. Mike's talk is on Adobe PhotoShop Elements and how to file pictures.
July 13	"Comparison of Computer Processors" by Tony Kurkov.
August 10	"Email Etiquette" by Janet Anderson.
	<u>Proposed Programs</u>
September 14	"Q & A" with Lee Gerber and Dennis Lewis.
October 12	"E-books and Audiobooks Update" by Dennis Weaver Westlake Public Library

COMING EVENTS—MARCH 2011 *(continued from page 9)*

3/28	Senior Center Class - 10:00 am - "302 - Wordpad #2" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.
3/29	Senior Center Class - 10:00 am - "101 - Beginners" - 20769 Lorain Rd. - A joint community effort of NEOPC & CAGG members.

2010-2011 BOARD OF DIRECTORS (ELECTED OFFICERS)

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