

Nybbles & Bytes



www.neopc.org

December 2010

Voice: 216-521-2907

Elaine Szaniszlo, Editor

December General Meeting

Wednesday, December 8, 2010

Westlake Porter Public Library

27333 Center Ridge Road

“Digital Photography” by Todd Johnson, who is Digital Manager at Design Photography, Inc.

By popular request, Todd returns this year to give his program on “Tips and Tricks for Better Photography.” Included in his talk are:

1. Tips for better picture taking.
2. Ways to have your old photos and negatives converted to digital files.
3. Good practices for archiving your photos, and all files for that matter, to prevent loss.

Please join us for this meeting which will be truly enlightening and helpful, especially for holiday picture-taking.

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DO YOU GOOGLE?

How did we ever get along without google.com? But when you enter a query in Google’s search field, do you get the results you expect? If not, this may be because you’re not using the best search terms. Google Guide (www.googleguide.com) is a reference and tutorial site that categorizes Google features for novice users, experts, and even teens. You can access the individual sections by clicking the appropriate links on the main page, such as Favorites, Understanding Results, or Search Tools, or click the guide that fits your experience level. From here you can read articles dedicated to the anatomy of a query input in order to learn how to interpret the query, use an advanced search form, or insert special characters.



We wish
each of you a
happy holiday
season.

FORUM TIPS - Active Topics

by Dick Rose

I have activated the Yahoo Group in our name, "neopc_club", for the purpose of introducing NEOPC to the general public. The messages which appear in the archives of that Yahoo Group are now visible to public view.

To accentuate our very popular FORUM, I have piped the messages which appear in the FUNDAMENTALS category to that Yahoo Group. It would be fortunate if all of you, who normally have questions that you keep under your hat until meeting time, would form topics for our FORUM and we can show off the "smarts" we have among our membership.

Since I have "gone public" with the Yahoo Group a new feature opens up which you might like to try. That is "RSS" (Really Simple Syndication). If you go to:

http://tech.groups.yahoo.com/group/neopc_club/

View under our NEOPC logo you will see the orange "RSS" symbol. Click on that and you will be offered the ability to subscribe to our Forum activity via your Internet Browser. Having done so, open your browser and view "Favorites" / "Feeds" - you should see the link to our Yahoo site message activity.

If you are not already subscribers to our "neopc_club Yahoo Group" I suggest you do so and become familiar with this concept. The URL above will guide you to the ability to "Sign up" and "Join" our Group.

SOME TALK ABOUT E-MAIL

E-mail - Is my e-mail program safe?

E-mail is normally safe. The danger is in clicking one link in the message or opening a photo or video attachment. Be sure that your anti-virus and antimalware tools are up-to-date and active when you access your e-mail.

There is one tip that all users should consider. Many email programs open a preview window when you access e-mail. There is a potential for the preview to permit a dangerous entry.

By disabling the Preview, the user has the opportunity to see who has sent the message and determine whether they wish to open it.

Scareware - What should I do when I get a warning?

Be aware of any message that pops up on your screen with a warning like "Your computer may be at risk - or infected!! Click here for a free scan."

While some of these are just harmful pranks, **DO NOT EVER CLICK ON THE LINK**. Often the act of clicking on the "FreeScan" will infect your PC with a virus, Trojan Horse or other malware.

The worst case scenario is the resulting inability to reboot your system except in Safe Mode. (Sometimes even that is not possible.) You may need professional assistance to clear up the resulting damage to your system.

DEFINITION OF THE MONTH:

pdf: File extension for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems, or an alternative reader such as Foxit Reader.

YOU KNOW 'COPY AND PASTE' -- MEET THEIR COUSIN, FORMAT PAINTER

By Nancy DeMarte – Sarasota PC Users Group –
www.spcug.org

When you begin to use the programs that are part of Microsoft Office, it is easy to overlook some of the tools which could make your life easier. I found that to be the case with Format Painter, a command which appears in several versions of Office programs, yet is greatly underused. Once you know what it can do and how easy it is to use, you will wonder why you never got to know it before.

In Word 2007, Format Painter is located on the Home tab in the Clipboard group. In Word 2003, it's on the Standard toolbar (It looks like a paint brush). It provides a quick way to copy formats from one place to another in the Office programs: Word, Excel, PowerPoint, Publisher, even Access. It doesn't change any content like its cousins, Cut, Copy, and Paste, but it can reproduce even the most complex formats in seconds.

For example, let's say you have created a long document with headings and sub-headings. You want to give it a little pizzazz by changing the sub-headings to a different font, font color, and size from the rest of the document. All you have to do is make your format changes manually to the first sub-heading and use Format Painter to replicate those changes on all the others.

Another instance where Format Painter is a lifesaver is when you are creating a document or outline where certain lines are indented. Occasionally, you will find that the amount of indentation becomes inconsistent as you work your way through the document. Rather than



dragging the indentation marks on the ruler to the correct positions, you can use Format Painter to copy the exact indentation from the last correct area to any others that need to be fixed.

This tool works with text formats, like fonts, italics, and font colors. It also works with paragraph formatting, such as indents, alignment, bulleting, and line spacing. And it is available in all the popular Office Programs. When creating a custom PowerPoint presentation, for example, Format Painter can help overcome the challenge of keeping your custom headings formatted the same on all slides. Excel users can copy formatting from one cell to another with Format, which is Excel's name for Format Painter.

It also works with certain graphics in some Office programs. In Word, you might want to include an auto shape like a large arrow on the cover of a brochure for emphasis. You might have resized it, added a border, and filled it with a custom color. Format Painter can reproduce that format on another arrow on the back page with very few clicks.

Here's how it works. It is best if you follow the advice from the professionals and type the entire document before formatting it. Then, once you get an item – word, phrase, or paragraph -- manually formatted the way you want it, select it. Then click the Format Painter icon once, which turns the cursor into a paint brush. Scroll to the item you want to change and select it. Immediately it changes to match the format of the original item. If you have more

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5 THINGS YOU NEVER KNEW YOUR CELL PHONE COULD DO (Or can it?)

[Editor's Note: This article has gone around the internet quite a bit. I myself have been guilty of passing on the information without checking. After researching this subject recently, I find this article is not entirely (if not at all) true. The paragraphs in bold and italics are comments from snopes.com]

There are a few things that can be done in times of grave emergencies. Your mobile phone can actually be a life saver or an emergency tool for survival. See below.

FIRST **Emergency** - The Emergency Number worldwide for Mobile is 112. If you find yourself out of the coverage area of your mobile network and there is an Emergency, dial 112 and the mobile will search any existing network to establish the emergency number for you, and interestingly, this number 112 can be dialed even if the keypad is locked.

Not quite. Throughout most of Europe and a few countries outside of the EU, dialing 112 will connect users to local emergency services. However, the number won't work in North America, or most of Asia and Africa. Many, but not all, cell phone models will allow special emergency numbers to be dialed even if the phone lacks a SIM card or the keypad is locked.

SECOND **Have you locked your keys in the car?**

- Does your car have remote keyless entry? This may come in handy someday. Good reason to own a cell phone: If you lock your keys in the car and the spare keys are at home, call someone at home on their cell phone from your cell phone. Hold your cell phone about a foot from your car door and have the person at your home press the unlock button, holding it near the mobile phone on their end. Your car will unlock. Saves someone from having to drive your keys to you. Distance is no object. You could be hundreds of miles away, and if you can

reach someone who has the other 'remote' for your car, you can unlock the doors (or the trunk).

False. Cell phones and remote keyless entry systems work on entirely different radio frequencies. Therefore, cell phones are incapable of re-transmitting the signal from a remote key to unlock a car door.

THIRD **Hidden Battery Power** - Imagine your cell battery is very low. To activate, press the keys *3370#. Your cell phone will restart with this reserve and the instrument will show a 50% increase in battery. This reserve will get charged when you charge your cell phone next time.

*False. On some Nokia phones, users can punch in special codes and toggle between speech codec modes to 1) enhance voice transmission quality at the cost of diminished battery performance, or 2) enhance battery performance by decreasing voice quality. Apparently, some users have misconstrued the latter as "tapping into reserve battery power." On that score the email is doubly erroneous because *3370# is the code for enhancing voice quality, so using it actually decreases battery life!*

FOURTH **How to disable a STOLEN mobile phone** - To check your mobile phone's serial number, key in the following digits on your phone: *#06#. A 15-digit code will appear on the screen. This number is unique to your handset. Write it down and keep it somewhere safe. If your phone gets stolen, you can phone your service provider and give them this code. They will then be able to block your handset so even if the thief changes the SIM card, your phone will be totally useless. You probably won't get your phone back, but at least you know that whoever stole it can't use/sell it either. If everybody does this, there would be no point in people stealing mobile phones.

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WHAT CAN I DO TO MAKE MY COMPUTER EASIER TO USE?

It can be frustrating to hunt through several programs and commands to find out how to change minor settings and perform simple tasks in Windows. To help solve this problem, Windows offers the Ease Of Access Center. Here you can access common tools in a central location, including visual display optimization, mouse and keyboard settings, and reading and typing settings. The Ease of Access Center for Vista/Win7 is found in the Control Panel. WinXP offers many of the same options found in the Accessibility Options (also found in the Control Panel).

FORMAT PAINTER

(Continued from page 3)

than one item you want to change, double click the Format Painter and use it on as many items as you need to. It will remain active until you click its icon to turn it off.

Some quick tricks:

- If you want to copy text formatting, select a portion of a paragraph. If you want to copy paragraph formatting, select the whole paragraph plus the paragraph mark.
- Make a mistake? Use Undo.
- Want all formatting done for you? In Word, choose one of the Templates (or Themes in Word 2007).

Format Painter is only one of several commands that even beginners can learn to use to save time and frustration when using Office programs. Other tools will be featured in future articles.

HOW TO.....USE THE PRINT SCREEN KEY

There are two ways to capture screen shots using the PRINT SCREEN key. If you want to capture everything on the screen, hold down CTRL-PRINT SCREEN. If you want to capture a single window, select the application window you need to capture and hold down ALT-PRINT SCREEN. That way, you don't need to crop out anything.

CELL PHONES

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*Not exactly. On some cell phone models, but not all, pressing *#06# will cause the phone's 15-digit International Mobile Equipment Identity to be displayed. Some service providers, but not all, can use that information to deactivate the handset. In any case, it isn't necessary to supply an IMEI number to cancel your cellular account in the event of theft; simply call your provider, give them the appropriate account information, and tell them the phone was stolen.*

FIFTH Free Directory Service for Cells - Cell phone companies are charging us \$1.00 to \$1.75 or more for 411 information calls when they don't have to. Most of us do not carry a telephone directory in our vehicle, which makes this situation even more of a problem. When you need to use the 411 information option, simply dial: (800)FREE411, or (800) 373-3411 without incurring any charge at all. Program this into your cell phone now.

Basically true, though cell phone users may still incur a charge for minutes used, depending on the specifics of their plan.

COMING EVENTS—DECEMBER 2010

12/01	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 A.
12/08	Northeast Ohio PC Club (NEOPC) General Meeting held at Westlake Porter Library-27333 Center Ridge Rd., Westlake, OH. Agenda: 7:00pm-Social (Pastries & Beverages); 7:15pm-Main Program "Digital Photography" by Todd Johnson. Todd's talk includes "Tips and Tricks for Better Photography."
12/14	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 free and open to the public. Second Tuesday of the month.
12/25	MERRY CHRISTMAS TO ALL
12/28	Northeast Ohio PC Club ***EVENING Fundamentals Special Interest Group*** (SIG). NO MEETINGS UNTIL FURTHER NOTICE
JANUARY 2011	
01/01	HAPPY NEW YEAR!
01/04	Senior Center Class - 10:00 am - "601 - File Management" - 20769 Lorain Rd. - Class auditing by visitors is acceptable.
01/05	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 A.

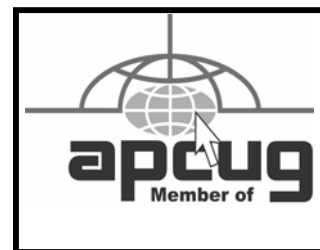
DON'T FORGET!!!

EASY 10" contest - LOGIN TO BE A WINNER !!! . . . NEOPC members only:

Contest #2 - 11/11 thru 12/8 (noon) - When you LOGIN to the "Contest" page on our website to view the rules you are automatically entered into the contest. No further action is necessary. Do look around though while you are there.

GENERAL MEETING PROGRAM SCHEDULE

<u>Date</u>	<u>2010 Programs</u>
December 08	"Digital Photography" by Todd Johnson. Todd's talk includes "Tips and Tricks for Better Photography."
	<u>2011 Programs</u>
January 12	"2010 Income Tax Updates" by Ian Abbott. Ian's talk will help us in preparing Income Taxes.
	<u>2011 Proposed Programs</u>
February 09	"The Highlights of the 2011 CES Show in Las Vegas" by Tom Jones.
March 09	"Microsoft Windows 7" by Deneo Ruttino / ACC of Norwalk
April 13	"Q & A" with Lee Gerber and Dennis Lewis.
May 11	"Computer Backup" by Dennis Lewis.
June 08	"Comparison of Computer Processors" by Tony Kurkov.



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