

Bearly



Big Bear, California

Bytes

Award Winning Bearly Bytes Newsletter

Next Meeting APR 7, 2011 - 5:30 @ The Big Bear Discovery Center

**~ NEW MEETING DAY ~
1ST THURSDAY EVERY MONTH**

Our meeting place is no longer available on Tuesday. However, we were able to obtain the **1st Thursday** of the month at the same time, for our monthly meeting. We hope this will work for our membership.

The Big Bear Computer Club is providing Pizza from the Red Baron. Don't Miss Out!

**Rosemary Lloyd Presenting
"The New Convertible"**

At the Discovery Center - 5:30 Thursday, April 7

Sometimes you want to touch. Sometimes you need to type. With the new touch-sensitive, Flash-capable Inspiron™ duo convertible tablet, you can do both in style.

- The innovative flip design lets you switch from touch to type in seconds.
- Listen to music, use as an alarm clock or view your photos with the Inspiron duo Audio Station².
- Read books³, watch movies and play games on the 10-inch high-definition (HD) display.

<http://www.dell.com/us/p/product-review/inspiron-duo.aspx?pr>
Dell Price \$549.99



I arise in the morning torn between a desire to improve the world and a desire to enjoy the world. This makes it hard to plan the day. ~ Elwyn Brooks White

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Helpline

The following members have generously offered to help you with your PC problems by phone or by email:

Windows Beginners Yomar Cleary
878-5622 ycleary@charter.net

Windows XP, Vista, 7 Rosemary Lloyd
584 9358 Rosemary@bigbearcc.org

MS Outlook Rosemary Lloyd
584 9358 Rosemary@bigbearcc.org

MS Excel Yomar Cleary
878 5622 ycleary@charter.net

MS Publisher Yomar Cleary
878 5622 ycleary@charter.net

Digital Photos Barbara Moore
585 7981 barbaramoorebbl@gmail.com

CD Burning Rosemary Lloyd
584 9358 rosemary@bigbearcc.org

Adobe Photoshop Rick Edwards
Photoshop Lightroom
547-0109 rick235@charter.net

The Computer Club provides training at the monthly meetings when there is no presenter. SIG groups are also available.

Beginners are welcome to attend the meetings on the 2nd Tuesday of the month at the Discovery Center, 5:30 pm. Bring a friend. First 2 visits are free!

Membership is \$25 and spouse \$5. All recurring membership dues are due in January.

Officers and Key Leaders

President.....Rosemary Lloyd
909.584.9358 rosemary@sugarloafpc.com

Vice President.....Yomar Cleary
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Treasurer.....Barbara Moore
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Refreshments Chair..... Sharon Teeter
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Parliamentarian.....David Philipson
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Historian.....Nancy Hinz
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Sunshine Chair.....Eileen Bryan
714.580.4784 eileenbrn6@yahoo.com

Name Tags—50/50.....Dorothy Sirk
909.585.3449 dorotheysirk@earthlink.com

The Small House Movement is here - and gaining more momentum every day.

[Tiny House Blog](#) - by Kent Griswold [Small House Style](#) - Web magazine dedicated to everything small house.

[Small House Society](#) - Dedicated to the promotion of smaller, more affordable, ecological housing alternatives.

President's Message - Rosemary Lloyd**General Meeting Minutes - Tina Nazarian**

Hello Everyone!

At our last meeting, we mentioned that Elaine Ten-nity of the *Hummingbird Project* is spear-heading a new training/learning center in Big Bear. The plan is trying to lift off the ground. There is a group of people from various organizations in the valley who are working on the project.

The Computer Club is part of this initial planning and implementation group. We do not yet know what shape the program will eventually take.

I think that having a location for computer training, polishing employment skills, etc. is fantastic.

The Big Bear Computer Club by-laws charge us, as a group, to contribute to the community. The learning center is a fine way to do that, I believe.

We will keep you posted on developments.

Also,

We are in the process of obtaining club sweatshirts with an embroidered BBCC logo on the front left side. You have an option of including your name on the front right side.

Sweatshirt: \$26

Name: \$5

Color: Blue

See you.,

Rosemary Lloyd



Meet Your Board Member Tina Nazarian, Secretary

Hi, my name is Tina Nazarian and I am a 3rd generation Big Bear resident. I graduated from Big Bear High School in 1984 and have the distinct honor of being the second to last high school class to graduate from the "old high school", now known as the Big Bear Valley Middle School.

My first computer programming class was as a junior in high school on a good old Apple. After graduating, I went to Orange Coast Community College for two years and then joined the US Navy. The computer programming experiences continued with two more classes (machine languages) and it was during this period that I bought my first PC.

A broken knee during the Gulf War led to the end of my naval career, but allowed me the funds to complete my education at Cal State University, San Bernardino. I have an English Major with a double minor (Physical Education and History).

My work experience is mostly computer based: managing both Edelwiess Bookstore (in the Village) and my parent's construction company office and books. Currently I am managing the Bear Valley Senior Center for the Big Bear Valley Recreation and Park District.

I also volunteer in a number of organizations in the Bear Valley: CERT, Computer Club, Big Bear Valley Girl's Softball League (coach, umpire, and former Board Member), Bear Valley Youth Soccer League (coach), BBVRPD Youth Basketball (coach, gym manager, all-star coach, and time-keeper).

Staying Safe on Social Network Sites

The popularity of social networking sites continues to increase, especially among teenagers and young adults. The nature of these sites introduces security risks, so you should take certain precautions.

What are social networking sites?

Social networking sites, sometimes referred to as "friend-of-a-friend" sites, build upon the concept of traditional social networks where you are connected to new people through people you already know. The purpose of some networking sites may be purely social, allowing users to establish friendships or romantic relationships, while others may focus on establishing business connections.

Although the features of social networking sites differ, they all allow you to provide information about yourself and offer some type of communication mechanism (forums, chat rooms, email, instant messenger) that enables you to connect with other users. On some sites, you can browse for people based on certain criteria, while other sites require that you be "introduced" to new people through a connection you share. Many of the sites have communities or subgroups that may be based on a particular interest.

What security implications do these sites present?

Social networking sites rely on connections and communication, so they encourage you to provide a certain amount of personal information. When deciding how much information to reveal, people may not exercise the same amount of caution as they would when meeting someone in person because

- * the internet provides a sense of anonymity
- * the lack of physical interaction provides a false sense of security
- * they tailor the information for their friends to read, forgetting that others may see it
- * they want to offer insights to impress potential friends or associates

While the majority of people using these sites do not pose a threat, malicious people may be drawn to them because of the accessibility and amount of personal information that's available. The more information malicious people have about you, the easier it is for them to take advantage of you. Predators may form relationships online and then convince unsuspecting individuals to meet them in person. That could lead to a dangerous situation. The personal information can also be used to conduct a social engineering attack (see Avoiding Social Engineering and Phishing

Attacks for more information). Using information that you provide about your location, hobbies, interests, and friends, a malicious person could impersonate a trusted friend or convince you that they have the authority to access other personal or financial data.

Additionally, because of the popularity of these sites, attackers may use them to distribute malicious code. Sites that offer applications developed by third parties are particularly susceptible. Attackers may be able to create customized applications that appear to be innocent while infecting your computer or sharing your information without your knowledge.

How can you protect yourself?

* Limit the amount of personal information you post - Do not post information that would make you vulnerable, such as your address or information about your schedule or routine. If your connections post information about you, make sure the combined information is not more than you would be comfortable with strangers knowing. Also be considerate when posting information, including photos, about your connections.

* Remember that the internet is a public resource - Only post information you are comfortable with anyone seeing. This includes information and photos in your profile and in blogs and other forums.

Continued on pg. 5

Con't from pg. 4 Also, once you post information online, you can't retract it. Even if you remove the information from a site, saved or cached versions may still exist on other people's machines (see Guidelines for Publishing Information Online for more information).

* Be wary of strangers - The internet makes it easy for people to misrepresent their identities and motives (see Using Instant Messaging and Chat Rooms Safely for more information). Consider limiting the people who are allowed to contact you on these sites. If you interact with people you do not know, be cautious about the amount of information you reveal or agreeing to meet them in person.

* Be skeptical - Don't believe everything you read online. People may post false or misleading information about various topics, including their own identities. This is not necessarily done with malicious intent; it could be unintentional, an exaggeration, or a joke. Take appropriate precautions, though, and try to verify the authenticity of any information before taking any action.

* Evaluate your settings - Take advantage of a site's privacy settings. The default settings for some sites may allow anyone to see your profile, but you can customize your settings to restrict access to only certain people. There is still a risk that private information could be exposed despite these restrictions, so don't post anything that you wouldn't want the public to see. Sites may change their options periodically, so review your security and privacy settings regularly to make sure that your choices are still appropriate.

* Be wary of third-party applications - Third-party applications may provide entertainment or functionality, but use caution when deciding which applications to enable. Avoid applications that seem suspicious, and modify your settings to limit the amount of information the applications can access.

* Use strong passwords - Protect your account with passwords that cannot easily be guessed (see Choosing and Protecting Passwords for more information). If your password is compromised, someone else may be able to access your account and pretend to be you.

* Check privacy policies - Some sites may share information such as email addresses or user preferences with other companies. This may lead to an increase in spam (see Reducing Spam for more information). Also, try to locate the policy for handling referrals to make sure that you do not unintentionally sign your friends up for spam. Some sites will continue to send email messages to anyone you refer until they join.

* Keep software, particularly your web browser, up to date - Install software updates so that attackers cannot take advantage of known problems or vulnerabilities (see Understanding Patches for more information). Many operating systems offer automatic updates. If this option is available, you should enable it.

* Use and maintain anti-virus software - Anti-virus software helps protect your computer against known viruses, so you may be able to detect and remove the virus before it can do any damage (see Understanding Anti-Virus Software for more information). Because attackers are continually writing new viruses, it is important to keep your definitions up to date.

Children are especially susceptible to the threats that social networking sites present. Although many of these sites have age restrictions, children may misrepresent their ages so that they can join. By teaching children about internet safety, being aware of their online habits, and guiding them to appropriate sites, parents can make sure that the children become safe and responsible users (see Keeping Children Safe Online for more information).

Related information * Socializing Securely: Using Social Networking Services

Author: Mindi McDowell Produced 2006, 2009, 2011 by US-CERT, a government organization.

Note: This tip was previously published and is being re-distributed to increase awareness.

Terms of use <http://www.us-cert.gov/legal.html>

This document can also be found at <http://www.us-cert.gov/cas/tips/ST06-003.html>

APRIL

S	M	T	W	TH	F	SA
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 General Mtg. *** 26 Board Mtg.

Create Crawler Text in PowerPoint

Ever have a presentation to give and information you'd like the participants to know as they are coming into the room and settling down? Maybe along the lines of a welcome, your name, materials to pick up, whatever... What did you do?

Did you create a slide with a list of information and just leave it at that? If you've got a lot to tell them, that may be your best bet.

But what if you've got just a few things and you want to use some "flair" when you do it. A picture is nice, but a good animation can go a long way towards getting their attention. Use the Crawl In animation to create a ticker-like effect on your slides. Whatever the information, you can use this animation to get it to continuously scroll across your slide.

Think about it... who can resist reading a crawling line of text? —April @ WorldStart.com

For more on the how-to: <http://www.worldstart.com/create-crawler-text-in-powerpoint/>



Targeting the best deals in tech

www.techbargains.com
 web site devoted to helping users find the best technology products and the lowest price

MAY

S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

5 General Mtg. *** 24 Board Mtg.

COMPUTER LINKS

- 
- <http://twit.tv/twich/>
 - <http://www.dummies.com/>
 - <http://www.komando.com/>
 - <https://www.taxactonline.com/>
 - <http://www.openofficetips.com/>
 - <http://www.printwhatyoulike.com/>
 - <http://www.zhornsoftware.co.uk/stickies/>
 - <http://www.dummies.com/how-to/content/how-to-save-online-content-to-your-windows-7-computer.html>

Cash Flow – February 2011

Beginning Bank	\$3,096.08
Cash Received	0.00
Membership Dues	100.00
Donations: 50/50	15.50
Advertising	0.00
PayPal Discount	-2.52
Total Income	\$112.98
Cash Disbursed	0.00
Promotion	50.00
Due & Fees	0.00
Supplies	0.00
<i>Total paid out</i>	50.00
Ending balance in Bank	\$3,159.06

Internet Crime Complaint Center's (IC3) Scam Alerts

Romance Scammers Claiming Affiliation With The IC3

The IC3 has received several complaints regarding a romance scam originating via a dating website. Generally, in romance scams, the subject claims to be out of the country for a business trip and in need of money. The subject asks potential victims to wire funds for various reasons including paying for a hotel, returning to the states, or paying for a lawyer.

Recently, the scammers have added a layer of supposed law enforcement involvement in an attempt to convince the victim the scam is legitimate. In one such IC3 complaint, the "investigator" says he is using his private e-mail because the IC3 database is under maintenance. To convince the victim to wire the requested funds, he claims to be assigned to the case and assures the victim that the subject has been "interrogated and investigated" and that he is a safe, "legit business man."

Other complainants reported having difficulty canceling their membership to the particular dating site, which reportedly offers a "3-day free membership" for their service. The membership is reportedly "automatically" renewed after the three days unless canceled. Complainants reported that the website renewed their membership and charged their credit card over \$59 despite the complainant's attempts to cancel the membership. Some complainants said the company did not answer their calls, e-mails, or voice mail messages, while others claimed the company admitted the "error" and offered them free service, but refused to refund the charges.

Phishing E-mail Claims "Your Federal Tax Payment Was Rejected"

In October 2010, articles were posted online warning consumers about phishing e-mails purportedly from the Electronic Federal Tax Payment System (EFTPS) claiming the recipient's federal tax payment was rejected. The IC3 has received over 150 complaints reporting this matter. Although different versions of this spam campaign exist, many complainants reported that the e-mails they received were titled "LAST NOTICE: Your Federal Tax Payment has been rejected." E-mails stated, "the problem is that system doesn't process your company ID on holidays and we moved your tax payment batch to a waiting list." Recipients were then directed to click on the link provided to obtain more details about their company's status and tax payment batch file. Some complainants reportedly use the electronic system to pay their estimated quarterly taxes, so the e-mail appeared relevant.

Other related phishing e-mails claimed, "the identification number used in the Company Identification Field is not valid." Recipients were directed to visit <http://eftps.gov/r21> and "check the information and refer to Code R21 to get details about your company payment in transaction contacts section."

A recent complaint filed with the IC3 reported the same type of phishing e-mail except this time, the e-mail directed the recipient to open an attachment contained in the e-mail. The e-mail was titled "Your Federal Tax Payment Notice." Like the others, it claimed, "the identification number used in the Company Identification Field is not valid." To entice the recipient to open the attachment, the e-mail stated, "check the attached information and refer to Code R21 to get details about your company payment in transaction contacts section."

Telephone Scam Offering Virus Removal Services To Gain Remote Access To Victims' Computers

The IC3 has received several complaints from victims who reported a telephone scam in which the caller purports to be an employee of a major online company, which develops, manufactures, and supports software along with other products and services. Victims reported that a caller with an Indian accent claimed their computers were infected with viruses. The caller advised the victims they were sending the viruses to others via the Internet, and instructed victims to go to websites such as <http://www.irssupport.net>, <http://www.go4support.org>, <http://www.teche4pc.com>, and <http://www.ammy.com>. When the victims navigated to one of the websites, they were further instructed to click on live support or live connect for assistance in removing the viruses. Some victims were instructed to download a program once they were on the <http://www.ammy.com> website. After the victim clicked on the link or downloaded the program, the caller gained control of the victim's computer. Victims watched as the caller explored personal files, pointing out files that were infected. Some victims reportedly believe the caller copied their files and obtained their personal information. In some cases, the caller tried to sell the victims' software. Many victims reported loud background noise during the call, indicating a possible boiler room-type operation. Some victims reported the scam to the online software company. The company has an alert on their website warning consumers about this matter.

For more information regarding online scams visit <http://www.ic3.gov/media/default.aspx> for current Public Service Announcements.

William A Treadwell, PhD - Book Reviewer

I joined the Big Bear Valley Computer Club around two years ago. Married for 28 years, Carol and I have lived (full-time) in Big Bear for the past 12 years. Eight of those most recent years I have been on the Board of Directors with the Friends of the Moonridge Zoo working to grow the organization away from kitchen table operations.

The Friends of the Moonridge Zoo is a 501(c)(3) nonprofit organization that provides support services for the Moonridge Animal Park, which is county owned, and is managed by the Big Bear Valley Recreation and Park District.

Jumping back to when I was in my twenties, I worked 25 plus years with Opinion Research of California, Incorporated. I started as a statistical analysis and grew into being one of four partners and a project director doing marketing research across a wide variety of industries. I worked on over 1300 research projects. I had a Master in Psychology at the time.

I also started Computer Enterprises, as a sole proprietor business, starting about 8 years into my tenure with Opinion Research of California, working them both conjointly from the same offices in Long Beach, California. I still have limited involvement with both business structures.

In the mid-1990s I went back to college and earned a PhD in the school of Policy, Planning and Development at USC. This added another track of business ventures among large organizations consulting in the evaluation and re-engineering of major business processes by integrating electronic document management and work flow systems into their operations.

I also worked as a consultant with Avacom, Inc., a premier business partner with IBM

Review of The Droid Pocket Guide

BOOK REVIEW by Bill Treadwell
Big Bear Computer Club
February 8, 2011

*O'Grady, Jason D. (2010) The Droid Pocket Guide. Peachpit Press
Berkeley, CA.*

ISBN-13 978-0-321-71193-9



With today's fast paced changes in technology and ever evolving software applications (or in mobile language – apps), it is rather impossible for a book to go through the normal publishing process and be current when it is released. The world has already moved on to another realm.

On the book's cover it is stated, "Covers the Motorola and HTC Droid mobile phones." You open the book and read "The book covers two Droid handsets on the market as of February 2010: The Droid (Motorola) and the Droid Eris (HTC)."

I purchased my Droid Incredible (HTC) in November 2010. The match between the book's storyline of "how to," and "how my" mobile phone works is mixed bag of revelations -- well the book is still accurate, oh mind phone is working that app in a different manner.

Since the Droid mobile phone is open source (by the way Android is the name of the operating system, which is Google software product using java source code), any wireless carrier and phone producer can create their own interface. So if you are looking for continuity across wireless carriers and phone manufacturers, Droid centric mobile phones will not be your answer.

However, what are common features across all droid product lines are the basic phone, email, texting, music, camera pictures/video and web browsing apps, though the apps interfaces will vary. The Droid Pocket Guide does cover these apps in detail with step by step instructions. From the book I was able to get a feel for how apps generally worked and then experimented on my mobile. My experience was using the Droid Pocket Guide was not WYSIWG.

The Droid Pocket Guide does thoroughly cover the basics. That's a guide's purpose. It is not a detailed manual. Striking a balance and leaning to the new learner, the book succeeds. You are provided an understanding of the Droid mobile phone and Google's Android operating system and the Android market of apps. Between the table of contents and the index you can readily find an answer to your question.

Free Software Links

Rosemary Lloyd Presentation - March 8, 2011 General Meeting

Software	Purpose	Web Site
Araneae	Web Site Text Editor	http://www.ornj.net/araneae/
Audacity	Sound Editor	http://audacity.sourceforge.net/
CutePDF Writer	PDF Creator - Printer	http://www.cutepdf.com/Products/CutePDF/writer.asp
FileZilla	FTP Client - Upload Web Files	http://filezilla-project.org/
Firefox	Web Browser	http://www.mozilla.com/en-US/firefox/personal.html
Foxit	PDF Reader	http://www.foxitsoftware.com/pdf/reader/reader3.php
Gimp	Photo Editing	http://www.gimp.org/
Google Chrome	Web Browser	http://www.google.com/chrome/intl/en/landing_chrome.html?hl=en
GRC - Shields Up	Internet Security Checkup	http://www.grc.com/intro.htm
Keepass	Secure Password Manager	http://keepass.info/
Microsoft Windows 7 Upgrade Advisor	Determine if PC is ready to run Win 7	http://windows.microsoft.com/en-US/windows/downloads/upgrade-advisor
Open Office	Productivity Suite	http://www.openoffice.org/
Peter's Online Typing Course	Learn to Type	http://www.typing-lessons.org/
RocketDock	Application Launcher Bar	http://rocketdock.com/
Security Essentials	Anti-Virus	http://www.microsoft.com/security_essentials/
SyncToy	Synchronize files between locations	http://www.microsoft.com/downloads/details.aspx?familyid=c26efa36-98e0-4ee9-a7c5-98d0592d8c52&displaylang=en
Thunderbird	Email Client	http://www.mozillamessaging.com/en-US/thunderbird/
Virtual PC 2007 (For Windows XP)	Run more than one OS per computer	http://www.microsoft.com/downloads/details.aspx?FamilyId=04D26402-3199-48A3-AFA2-2DC0B40A73B6&displaylang=en
Windows Virtual PC (For Windows 7 Pro or Ultimate)	Run more than one OS per computer	http://www.microsoft.com/windows/virtual-pc/

Peachpit



User Group Program Member

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For All Your Computer Needs
Jim Applebury
909 584-1733



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stationers**

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About Bearly Bytes

Bearly Bytes, past winner of SWUGC & APCUG Newsletter contests, is the official publication of the Big Bear Computer Club. Views expressed in Bearly Bytes are those of the authors and do not necessarily reflect the opinions of Big Bear Computer Club. Other computer user groups are welcome to reprint our articles as long as they give credit to the author and Bearly Bytes, Big Bear Computer Club.

Submissions: All BBCC members are encouraged to send letters, articles, questions, and comments to Bearly Bytes for inclusion in future issues. Submit as plain text in the body of an email and attach any graphics as JPEG or GIF format. *Send to Yomar Cleary*

Better Copy & Paste

Copy and paste is the best innovation in computers since the microchip! Ok, that's a bit of an exaggeration. But it is difficult to overestimate the value of copy and paste.

I think I use this handy feature at least 100 times a day. It's such a productivity booster. But as great as it is, it could still use some improvements.

It would be so much easier if your computer remembered what you've previously copied. Thankfully there's *ClipCube*. It keeps track of everything you've copied.

Now you can re-paste anything you've previously copied. It's great for keeping track of Websites, too. You can copy the link to the site. When you need to revisit the site, you can find the exact address in *ClipCube*.

ClipCube is a portable application. You don't have to install it to use it. But it may be marked as a virus by your security software. Don't worry. It's safe to use. We'll give you the tools you need to succeed!

Cost: Free Systems: Windows XP, Windows Vista, and Windows 7 <http://www.clipcube.wikispaces.com>

Source: Komando.com

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WHO VIEWS OUR BEARLY BYTES NEWSLETTER?

The Big Bear Computer Club's newsletter, Bearly Bytes gets widespread visibility. Not only is it posted on our website www.bigbearcc.org, it is emailed to our 100+ membership - both active in inactive. It is estimated that our newsletter is seen by approximately 600 viewers.

Bearly Bytes goes out to various other Computer User Group Clubs in the Southern California area. The newsletter is also sent out to our advertisers - both local internet advertisers and out of State advertisers.

How The Internet Works

In today's world, it's all about the internet. The web's place in our daily lives is undeniable. We can now access the Internet from our home computers, office, laptops and our cell phones. But even with this close intimacy many people still aren't entirely sure what the Internet is and how it really works.

We aim to change that with MakeUseOf's latest PDF guide, "How The Internet Works." This guide, by Taty Sena, explores the hardware, software and organizations that power the modern Internet. You'll learn about everything from the history of the Internet to the organizations that make it possible today. If you read MakeUseOf, you probably use the Internet every day, so educate yourself. Like all MakeUseOf manuals, this is completely free.

DOWNLOAD How The Internet Works <http://www.makeuseof.com/tag/download-internet-works/>



Free Replacement for Microsoft Office

Chances are you've paid for Microsoft Office at some point. You may even have paid for multiple copies and upgrades.

You should know there are free alternatives available. Some work just as well as Microsoft's productivity suite.

LibreOffice is one of these alternatives. It offers six programs, most of which you'll find instantly familiar.

For example there's Writer, which is a Word clone. Then there's Calc, which is a spreadsheet like Excel. And there's also Impress, a presentation program similar to PowerPoint.

There's also a drawing program, a database program and an equation program. All of these combined make for an excellent replacement to pricier suites.

And LibreOffice is compatible with the most popular formats. It can read .DOC from Word, .XLS from Excel and a lot of other formats as well.

If you've used OpenOffice, the names of these programs will sound familiar. That's because LibreOffice is based on code for OpenOffice.



A Quick Way to the C:

OK, I know there are several ways to view the contents of your hard drive (normally drive C), but here's one I stumbled upon the other day, that I thought was kinda cool.

First, hit your Windows Key and the letter R (**Win+R**). (The Windows key is located between the **Alt** & **Ctrl** keys).

You should now have the **Run** dialog box sitting in front of you. Now, type **C:**

Hit **Enter** and you should get a window with a list of all the stuff on your **C:** drive.

Andrew @ WorldStart.com



Want a list of every software and hardware installed on your computer? This program will give you a file with a list, that you can save and/or print out for free. http://www.belarc.com/free_download.html

TIPS ON AVOIDING FRAUDULENT CHARITABLE CONTRIBUTION SCHEMES

Intelligence Note Internet Crime Complaint Center (IC3) March 11, 2011

Recently several natural disasters, including tornadoes, floods, and earthquakes, have devastated lives and property. In the wake of these events that have caused emotional distress and great monetary loss to numerous victims, individuals across the nation often feel a desire to help these victims, frequently through monetary donations.

These disasters prompt individuals with criminal intent to solicit contributions purportedly for a charitable organization or a good cause. Therefore, before making a donation of any kind, consumers should adhere to certain guidelines, to include the following:

- Do not respond to unsolicited (SPAM) e-mail.
- Be skeptical of individuals representing themselves as officials soliciting via e-mail for donations.
- Do not click on links contained within an unsolicited e-mail.
- Be cautious of e-mail claiming to contain pictures in attached files, as the files may contain viruses. Only open attachments from known senders.
- To ensure contributions are received and used for intended purposes, make contributions directly to known organizations rather than relying on others to make the donation on your behalf.
- Validate the legitimacy of the organization by directly accessing the recognized charity or aid organization's website rather than following an alleged link to the site.
- Attempt to verify the legitimacy of the non-profit status of the organization by using various Internet-based resources, which also may assist in confirming the actual existence of the organization.
- Do not provide personal or financial information to anyone who solicits contributions: providing such information may compromise your identity and make you vulnerable to identity theft.

To obtain more information on charitable contribution schemes and other types of online schemes, visit www.LooksTooGoodToBeTrue.com.

If you believe you have been a victim of a charity related scheme, contact the National Center for Disaster Fraud by telephone at (866) 720-5721, or by fax at (225) 334-4707, or by e-mail at disaster@leo.gov.¹ You can also report suspicious e-mail solicitations or fraudulent websites to the Internet Crime Complaint Center at www.IC3.gov.

¹ National Center for Disaster Fraud (NCDF) was originally established by the Department of Justice to investigate, prosecute, and deter fraud in the wake of Hurricane Katrina. Its mission has expanded to include suspected fraud from any natural or man-made disaster. More than 20 federal agencies, including the FBI, participate in the NCDF, allowing it to act as a centralized clearinghouse of information related to relief fraud.



<p align="center">Word Tip <i>By Rosemary Lloyd</i></p>	<p align="center">Excel Tip <i>By Yomar Cleary</i></p>	<p align="center">PowerPoint <i>By Eileen Bryan</i></p>
<p align="center">Automatic Scrolling</p> <p>Mice, in the PC world, are now designed with a special little wheel or lever between the two buttons. The purpose of the wheel or lever is to scroll through a long document. If you don't have such a mouse, you can still get the benefits of automatic scrolling through an undocumented Word command.</p> <p>Simply follow these steps:</p> <p>Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 click the File tab of the ribbon and then click Options).</p> <p>At the left side of the dialog box click Customize (Word 2007) or Customize Quick Access Toolbar (Word 2010).</p> <ul style="list-style-type: none"> • Use the Choose Commands From drop-down list to choose All Commands. • In the list of available commands at the left side of the dialog box, select the AutoScroll command. • Click Add. Word moves the command to the right side of the dialog box. • Click OK. <p>To use your new command, click on the command on the Quick Access Toolbar. The mouse pointer will change. Move the mouse pointer up or down making the document scroll in that direction. The distance you move the mouse pointer up or down controls the speed at which scrolling occurs. To exit the scrolling mode, press the Esc key or click the mouse button. http://word.tips.net</p> <p>WordTips is your source for cost-effective Microsoft Word training.</p>	<p align="center">Quickly copy a source column's width when copying data.</p> <p>Takeaway: Copying data from one Excel column to another means an additional task; you must adjust the target column's width. Fortunately, there's an easy way to do so using Paste Special.</p> <p>When you copy data from one column to another, you probably adjust the target column's width to accommodate the new values. If you do so by checking the source column's width and then setting the target column's width to match—STOP! You're working too hard!</p> <p>Here's a quick and easy way to copy a source column's width to a target column.</p> <ul style="list-style-type: none"> • First copy the data using any method you like, probably Ctrl +C and Ctrl+V • After pasting the data, right-click the new range • Choose Paste Special from the resulting context menu • In the Paste section, click the Column Widths option. • 2003 users must then click Ok <p>Excel will automatically update the target column's column width to match the source columns in just three quick clicks!</p> <p align="center">~~~~~</p> <p align="center">Text For Free</p> <p align="center">http://www.komando.com/tips/index.aspx?486&utm_medium=nl&utm_source=totd&utm_content=2011-03-23-article-1&utm_campaign=title-a</p> <p>IE 9 Now Available—Compare Browsers</p> <p align="center">http://windows.microsoft.com/en-US/internet-explorer/products/ie-9/compare-browsers</p>	<p align="center">A New Line, Skip the Bullet</p> <p>PowerPoint bullets are great for lists, but there are times when you just want to move to a new line and skip the bullet all together. To do so, just place your cursor at the end of any line and press [Shift][Enter]</p> <p>This inserts a soft return, or a return that moves your cursor to the next line, but doesn't start a new paragraph. Careful though, any paragraph style you apply to the line above is applied to the soft return line as well.</p> <p><i>For Microsoft PowerPoint, Publisher, and Word 2007 —New Horizons eTips</i></p> <p align="center">~~~~~</p> <p align="center">Turn Off Hyperlinks</p> <p>When you enter a Web address or a LAN server address of a file into an Excel cell, it automatically converts to a hyperlink when you leave the cell. This is part of the "Web-aware behavior" of Excel, first introduced in Excel 2000.</p> <p>You can turn off this activation so that your URLs remain as regular text.</p> <ul style="list-style-type: none"> • Click the Office button and then click Excel Options. Excel displays the Excel Options dialog box. • Click Proofing at the left of the dialog box. • Click the AutoCorrect Options button. Excel displays the AutoCorrect dialog box. • Make sure the AutoFormat As You Type tab is selected. Clear the Internet and Network Paths with Hyperlinks check box. • Click OK

**MARCH 8, 2011
GENERAL MEMBERSHIP MEETING
"FREE SOFTWARE LINKS"
A PRESENTATION BY ROSEMARY LLOYD**



Presenter, Rosemary Lloyd



Some Visitors & Members Attending



This Month's Door Prize Winners

- Dorothy Sirk --T-Shirt
- 50/50 winner -- John Bryan
- Andrew Campbell --The Digital Photography Companion
- Rosemary Lloyd -- Multi-purpose Ream of Paper
- Hand Sanitizers -- Odie Odekirk

**UPDATE ON
MARY ANN & JOHN BOONE**

Both Mary Ann and John are sharing a room at the Heritage Gardens Nursing Center in Loma Linda. They are doing well attending daily physical therapy.

According to Mary Ann's doctor she cannot put weight on her feet for another four weeks. MaryAnn said how much they appreciate cards and get well wishes.

You can send well wishes to Mary Ann and John to:

Heritage Gardens
25271 Barton Rd.,
Loma Linda, CA 92354

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