

*Big Bear Computer Club*

Volume 12

**Bearly**



Big Bear, California

**Bytes**



*Award Winning Bearly Bytes Newsletter*

**Next Meeting OCT 12, 2010 at 5:30 @ The Discovery Center**

**Would you be interested in workshops?...**

...that deal with web based computing? Are you curious about social networks like Facebook, Twitter or LinkedIn?

How about buying and selling on eBay or Craig's List? What is Microsoft's Windows Live (online photo storage, Office 2010 online and more)?

Have you heard of Yahoo Groups? (There are thousands of them, covering nearly all interests, hobbies, hardware, electronics, vehicles, etc.)

Of course, there is much more...

If you want to attend a workshop on any of these or some other subject, please contact me.

Thanks.

Rosemary Lloyd

[Rosemary@BigBearCC.org](mailto:Rosemary@BigBearCC.org)

909.584.9358

*Dare to be imperfect and one day there will tug at your sleeve a soul-mate.*

*~Robert Brault*

*Don't judge each day by the harvest you reap, but by the seeds that you plant.*

*~Robert Louis Stevenson*



<http://www.makeuseof.com/>

<http://www.computerfreetips.com/>

<http://www.qualityinks.com/>

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

**MS Outlook** Rosemary Lloyd  
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**MS Excel** Yomar Cleary  
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**Digital Photos** Barbara Moore  
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**CD Burning** Rosemary Lloyd  
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**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. Beginners are welcome 2nd Tuesday of the month at the Discovery Center at 5:30 pm. Bring a friend. Yearly dues are only \$25, spouse is \$5. First 2 visits are free!**

## Officers and Key Leaders

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## President's Message

Rosemary Lloyd



Hello Everyone

We are still basking in the warmth of Summer as I write. Big Bear is such a beautiful place...

I know that many of you are Smart Computing Magazine subscribers (as I am). A few days ago, I found a fine article on the Anatomy of a Motherboard. If you are curious about what the brain and the heart of a computer looks like, check out the article at [SmartComputing.com](http://SmartComputing.com). (If you don't have a login, ask me.)

The graphics that go with the article are excellent. It is a picture of an actual current motherboard. All of the parts are labeled.

So, if you want a lesson on the components that make up a motherboard and what they look like, this is great. Even if you never look inside your desktop, it is good to have an idea of what is under the hood. If nothing else, a little knowledge can help take some of the scary mystery out. Enjoy.

See you soon!

Thanks.

Rosemary Lloyd

## And remember—keep your passwords secret

The strongest of passwords won't protect you if others can readily access it. Have you ever seen someone's password written on a sticky note taped to their monitor? This is a bit like taping your car keys to the windshield—you can easily find your keys, but so can anyone else. Here are a few tips on safeguarding your passwords:

- Don't respond to any email that asks for your password or asks you to verify your password by sending it in. Reputable companies don't use email to ask their customers for this information.

When using public computers such as in airport lounges, internet cafes, and libraries, don't access any sites that require a password. In these insecure locations, hackers can easily capture everything you type using key logging devices.

The old advice was to never write down your passwords, but with today's reality, you can end up with dozens of different passwords—and it's better to use multiple passwords than to just use the one or two passwords that you can memorize. So it's OK to write down your passwords: just be sure to keep the list in a secure place that others can't access, such as a locked drawer or a safe deposit box.

## Make any security questions strong,

Automated password resetting is a process that lets you reset your password if you ever forget your current one; it's typically implemented by you setting up one or more security questions that you have to answer in order to gain access to your account. But if these questions are too simple, someone else may be able to easily guess the answers.

## Eco-friendly Tips for Your Computer - Iolo Technologies

### Keeping your PC Green

These days, many of us are looking for ways to conserve energy, both to help the environment and to save some cash: buying energy-efficient light bulbs and appliances, adjusting the thermostat, and trying to "reduce, reuse and recycle" where we can.

But we may be overlooking one thing that can be a huge energy drain, increasing our monthly utility bills and needlessly filling up landfills—our computers.

According to the Environmental Protection Agency (EPA) and the Western Sustainability and Pollution Prevention Network (WSPPN), Americans:

- Generate more than five billion pounds of computer waste. (EPA)
- Dump 82 percent of computers in landfills instead of recycling them; in 2007 alone, more than 40 million computers were dumped. (EPA)

On average, discard their PC after only 30 months of use. (WSPPN)

Here are some easy steps you can take to keep your PC green and energy-efficient: you can help protect the environment and save yourself some money at the same time.

### Turn off your monitor

A monitor uses a lot of energy, more than you may realize—it accounts for roughly a third of the electrical usage of your entire computer.

Configure your monitor's sleep feature to automatically power down when you're away from the computer (look for "Power Options" in the Control Panel). This sleep mode still uses some energy, so at the end of the day or if you'll be away from your computer for awhile, turn off the monitor.

**NOTE:** You also may want to consider lowering the brightness of your monitor; the brighter your display, the more energy it uses. And there may be an added bonus: some people have reported that a dimmer display reduces eye strain.

### Turn off your screensaver

Screensavers were originally designed to protect older monochromatic monitors, a type of monitor that's rarely seen anymore. Newer monitors, such as those that use LCD or LED technology, don't need screensavers at all.

Animated screensavers can be fun but they consume as much energy as a monitor in use, not to mention wasting CPU and memory power and unnecessarily heating up your PC, which in turn requires more fan power to keep it cool: it's a domino effect that all adds up to a needless drain of energy.

Turn off the screensaver. According to the Environmental Protection Agency (EPA), turning off the screensaver can save you from \$25 to \$75 a year on energy costs. This may not seem like a lot, but think of it a different way: it's like getting a \$50 check for your birthday every year just by turning off something you don't need—your screensaver.

### Use energy-saving modes

Many people leave their computers powered on around-the-clock—often, this is to avoid a lengthy boot-up process, but sometimes we want to leave our PCs on so we can access them remotely or so that automated maintenance processes can run.

**TIP:** If you find yourself frustrated with how long it takes your computer to boot up, it may be time to clean it out: your PC's startup process can easily become clogged with a lot of programs you don't really need.

[Read more about how you can speed up your PC's start-up time.](#)

One way to combine energy conservation with the convenience of an "always-on" PC is to enable standby or hibernate mode (also one of the "Power Options" in Windows). With these energy-saving modes, you can set your PC to 'sleep' after it's been idle a certain amount of time, and the computer will only 'wake up' when you return or when it's running maintenance tasks.

So what's the difference between standby and hibernate?

Continued on Page 5

Continued from Page 4

- **Standby:** With standby mode, your PC uses very little power; some is still used, but the power to items such as your monitor and hard drive is cut. When you come back to your PC, you'll be up and running quickly, but your computer will be using more energy than the hibernate mode.
- **Hibernate:** With hibernate mode, your PC is not using any power at all. Of the two, this mode definitely saves the most energy, but the time it takes for everything to power up will be a bit longer.

**TIP:** An always-on PC not only uses energy; it can also take a big hit on performance. This is because a PC that's always "powered on" saves data into memory, and when your PC is low on memory, everything suffers.

To avoid this memory overload, restart your computer every few days and defragment the memory about once a month. Defragmentation reclaims valuable memory and improves PC efficiency, stability, and speed: performance goes up, energy usage goes down. [Read more about how memory defragmentation improves performance.](#)

### Keep your PC tuned

For any of your appliances, proper maintenance reduces waste, and the same holds true for computers. Much like a car, a properly tuned computer can run more efficiently: a lean PC uses less electricity and performs much better.

Over time, PCs get bloated and inefficient: settings become outdated as you add and remove programs, clutter is left behind from web surfing, resource-hogging startup commands are needlessly running. This PC detritus that builds up through daily use acts like "friction" on your computer—and the end result is that everything your computer does requires more effort, takes more time, generates more heat, and wastes more power.

**TIP:** The common problems that can overtax your computer's resources and waste energy can be easily resolved with a good PC tune-up software program. [Read more about how PC tune-ups can reverse performance problems.](#)

And an added benefit: by keeping your current PC in good running condition, you'll also be able to hold on to it longer, saving you the costly expense of a new computer.

### Recycle your old PC

Eventually the day will come when you're ready to say goodbye to your old computer. When that happens, rather than throwing your PC away and adding to the world's growing waste problem, why not recycle it? Research by the EPA found that in 2007 only 15% of discarded computers were recycled. And many of the computers that ended up in landfills could have benefited our community by being donated to charities, schools, or other non-profit groups. —lolo Technologies

If you're not sure where you can recycle or donate your computer, the non-profit organization TechSoup provides a list of recycling and refurbishing centers that accept computer donations: [www.techsoup.org/recycle/donate](http://www.techsoup.org/recycle/donate); just enter your zip code and you can find all the centers near you.

**NOTE:** Before you give your computer away, it's critical that you *securely* delete all your personal information. Just deleting files, or even formatting the drive, isn't enough—someone using easily available software can still recover the files. ([Read more about why deleting files doesn't permanently erase them.](#)) To securely delete your information, use data wiping software, which uses overwrite technologies that prevent data from being recovered.

### Buy green

If you're in the market for a new PC, do some research before you buy: many computer manufacturers, including [Dell](#), HP, Acer, and others, now offer "green" models that use less energy, have more reusable/rechargeable components, or use recycled material.

And your best bet may be to choose a laptop over a desktop. In order to optimize battery usage, most laptops have energy-efficient features built-in: a laptop can use up to 50% less electricity than a desktop machine.

**TIP:** If you only use your computer at home, you could consider setting up your laptop like a desktop, with a "full size" monitor, mouse, and keyboard attached.

# SEPTEMBER

SU	MO	T	W	T	F	S
		14				
		28				

# OCTOBER

5	MO	T	W	T	F	SA
		12				
		26				

14 General Meeting  
28 Board Meeting

12 General Meeting  
26 Board Meeting

### Disable Windows 7 Startup Sound

Let me put it to you this way: You know you pressed the power button on your computer, you know Windows is starting up, but does that necessarily mean you need an annoying sing-song chime to indicate that your machine has booted?

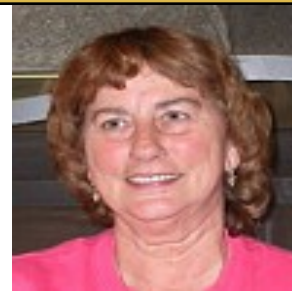
No, it doesn't. So let's learn how to make Windows 7 silent upon Startup!

Press **Start**, and in the Search Box type **mmsys.cpl**. Now press **Enter**.

The sound dialog window should open up. Click the **Sounds** tab.

At the bottom you'll see a checkbox that says "**Play Windows Startup Sound**". Un-check it, and press **OK**.

Now Windows will keep its yapper shut when it boots up! If you want the sound back, just follow these steps and re-check the box!



### Cash Flow – August, 2010

<b>Beginning Bank</b>	<b>2827.63</b>
Cash Received	75.00
Membership Dues	25.00
Fundraising: Equipment	30.00
Donations: 50/50	20.00
<b>Total Income</b>	<b>75.00</b>
Cash Disbursed	253.60
Promotion	253.60
<b>Total paid out</b>	<b>253.60</b>
<b>Ending balance in Bank</b>	<b>2649.03</b>



[www.techbargains.com](http://www.techbargains.com)

web site devoted to helping users find the best technology products and the lowest price

## Avoiding Copyright Infringement-U.S. Copyright Office

Although copyright may seem to be a purely legal issue, using unauthorized files could have security implications. To avoid prosecution and minimize the risks to your computer, make sure you have permission to use any copyrighted information, and only download authorized files.

### How does copyright infringement apply to the internet?

Copyright infringement occurs when you use or distribute information without permission from the person or organization that owns the legal rights to the information. Including an image or cartoon on your website or in a document, illegally downloading music, and pirating software are all common copyright violations. While these activities may seem harmless, they could have serious legal and security implications.

### How do you know if you have permission to use something?

If you find something on a website that you would like to use (e.g., a document, a chart, an application), search for information about permissions to use, download, redistribute, or reproduce. Most websites have a "terms of use" page that explains how you are allowed to use information from the site (see US-CERT's terms of use for an example). You can often find a link to this page in the site's contact information or privacy policy, or at the bottom of the page that contains the information you are interested in using.

There may be restrictions based on the purpose, method, and audience. You may also have to adhere to specific conditions about how much information you are allowed to use or how the information is presented and attributed. If you can't locate the terms of use, or if it seems unclear, contact the individual or organization that holds the copyright to ask permission.

### What consequences could you face?

\* Prosecution - When you illegally download, reproduce, or distribute information, you risk legal action. Penalties may range from warnings and mandatory removal of all references to costly fines. Depending on the severity of the crime, jail time may also be a possibility. To offset their own court costs and the money they feel they lose because of pirated software, vendors may increase the prices of their products.

\* Infection - Attackers could take advantage of sites or networks that offer unauthorized downloads (music, movies, software, etc.) by including code into the files that would infect your computer once it was installed (see Understanding Hidden Threats: Corrupted Software Files and Understanding Hidden Threats: Rootkits and Botnets for more information). Because you wouldn't know the source or identity of the infection (or maybe that it was even there), you might not be able to easily identify or remove it. Pirated software with hidden Trojan horses is often advertised as discounted software in spam email messages.

See ***Why is Cyber Security a Problem?*** and ***Reducing Spam*** for more information.

### References

\* U.S. Copyright Office - <<http://www.copyright.gov/>>

\* Copyright on the Internet - <<http://www.fplc.edu/tfield/copynet.htm>>



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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

### Welcome to TV.com

Welcome to TV.com, a place where you can find TV online! You can watch your favorite television programs online, connect with other fans of the shows you love, and get the latest TV news! Navigation is pretty easy; just click Shows along the menu at the top to find your favorite TV shows. Or you can use the search field and just type in the name of what you're looking for and then click the `s e a r c h b u t t o n .`

To connect with the community check out the Forums section. There you'll find community announcements, favorite blogs, and the most recent `p o s t s i n t h e f o r u m s .`

If you're looking for News, Listings, Photos, or People then you'll need to click More on the navigation strip. Those sections will then show up on a drop down menu and you can click into them from there.

To get the most out of the site it is recommended that you register. Registration allows you to write reviews, guides, and more. Just click the Join link in the top right corner of the site, fill out the form or use Facebook to Fconnect and login.

This is a neat way to stay in the loop about what's going on – on the television! <http://www.tv.com/>

By permission: <http://www.worldstart.com/>

The Paper Clip

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## ***Internet Tech Advice: Managing [and deleting] All Those Web Browser Toolbars***

*By Sandy Rand, President, Brookdale Computer Users Group, New Jersey*



Did you ever notice that your Internet Explorer has toolbars from such companies as Google, Yahoo, Ask.com, WebSearch, MSN, The Weather Channel, etc? The list of these toolbars goes on and on. When I work on my client's computers, sometimes I see five or six toolbars on the same browser window. The toolbars are actually taking up a third of the space. Most of the time, the client doesn't use them and has no idea how they got there. Once in a great while, I find someone who actually uses one of these bars.

The annoying part of it is that most of the time, they sneak on. These toolbars are mostly marketing. Somebody is getting paid to get you to use them. So, how do they get on your computer? The usual scenario is that you have downloaded a free program and done a Standard Install. The way to control what's happening is to do a Custom Install. With the Custom Install you step through several screens that give you choices. With free software, most of the time one of these screens will ask for permission to install a toolbar, change your home page or change your default browser. All you have to do is remove the checkmarks or choose no.

Sometimes when downloading programs, you'll get a choice between running the installation from the web site and saving the installation file to your hard drive. You should always choose to save the file and do the install from your PC. Otherwise, you may not have an opportunity to choose the Custom Install. Also, it's good to have the install file just in case you have to run the installation twice.

If you're actually using one of these toolbars, you should still get rid of the ones you don't use. There are two approaches. In Internet Explorer, just right click in the menu area. The menu that comes up will list all toolbars installed on your PC. The active ones will have a checkmark in the menu. Just click on the check marked item and the toolbar will close. Use this method if you might want to use the bar later.

If you're sure you'll never use it (which is most of the time), go to Control Panel, Add Remove Programs and uninstall the toolbar program. It's that simple.

There are quite a few free programs that are worthwhile and the software companies can't stay in business if they can't monetize it somehow. The toolbars are one way they do it. Still, for the future, you'll have better control if you always do Custom Installs.

## Deleting a Hyperlink

Part of Microsoft Excel's compatibility with the Web is to allow you to define hyperlinks in your workbooks. There may come a time when you no longer need a particular hyperlink. Fortunately, deleting a hyperlink in Excel is very easy to do. All you need to do is follow these steps:

1. Right-click on the hyperlink. Excel displays a Context menu.
2. Choose the Hyperlink option from the Context menu. Excel displays a submenu.
3. Choose Remove Hyperlink from the submenu. Excel dutifully removes the hyperlink.

You should note that in some versions of Excel (such as Excel 2003 and Excel 2007) there is a Remove Hyperlink option directly on the Context menu displayed in step 1. If this is the case, consider yourself fortunate—you can directly remove the hyperlink without the extra steps.

Don't make the mistake of thinking that you can get rid of a hyperlink simply by clearing a cell (moving to the cell and pressing **DEL**). You can do this in the newer versions of Excel, but you cannot in the older versions. If you do this, the hyperlink text is gone, but the hyperlink itself is still lurking in the background. If you type some information in the cell again, you will notice it is underlined, indicating it is still a hyperlink. The reason for this is because Excel considers the hyperlink to be a format of the cell. Pressing **DEL** only clears the contents of the cell, not its format.

You can use other editing techniques to get rid of a hyperlink however, provided those techniques result in getting rid of formatting or overwriting the formatting.

*Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.*

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<p align="center"><b>Word Tip</b></p> <p align="center">By Rosemary Lloyd</p>	<p align="center"><b>Excel Tip</b></p> <p align="center">By Yomar Cleary</p>	<p align="center"><b>Windows Tip</b></p> <p align="center">By Eileen Bryan</p>
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### Changing the Startup Directory

When you first install Word, the working directory is set to a default directory, which is normally "My Documents." You may want to change the default location to match your working habits. You can quickly change the default startup directory by following these steps:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Click on the File Locations tab. Make sure the Documents file type is selected, then click on the Modify button. Word displays a dialog box in which you can browse and select directories.
3. Select the directory you want used as the startup directory for your documents.
4. Click on the OK button.
5. Click on the Close button.
6. Exit and restart Word.

*WordTips* is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (136) applies to the following Microsoft Word versions: 97 | 2000 | 2002 | 2003.

You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here:

[http://wordribbon.tips.net/Pages/T007721\\_Changing\\_the\\_Startup\\_Directory.html](http://wordribbon.tips.net/Pages/T007721_Changing_the_Startup_Directory.html)

More tips can be found at:  
<http://www.word.tips.net>

### Dividing an Excel Worksheet Window Into Panes

If you work with Excel tables, particularly ones that are quite large, you know it can be confusing to remember what each column is for.

To overcome this problem, divide the current worksheet window into panes. (Use the pane divider--the small bar just above the vertical scrollbar at the upper-right corner of the screen.) Each pane will give you a view of different parts of your document. In the top pane, display the headings for your table. You may want to make the pane small so there is more room to work in the other pane.

For instance, you may only want to display a row or two in the top pane. In the bottom pane, do your table work. In this way you will always be able to see your column headings.

Summary: How to keep your heading visible while working on the lower rows of the Excel spreadsheet. (This tip works with Microsoft Excel 97, Excel 2000, Excel 2002, and Excel 2003.) More tips at <http://www.excel.tips.net/>

### Windows 7 Search Options

If you're a Windows 7 user, then you've probably noticed how awesome the Search Box is.

You can find just about anything by typing a name into the box; be it files, programs, commands, etc, but did you know there are ways to customize your search?

Click **Start**.

Then in the **Search Box** type **Folder Options**.

Now click on the **Search Tab**.

From here, you can set options on what to search for, how to search and what to include during your search.

Fidget around in here until you're satisfied, but remember that you can always restore the default search settings by clicking the **Restore Defaults** button at the bottom of the window.

By permission:

<http://www.worldstart.com/>

### This Month's Door Prize Winners



Left to right: **Patty Hughes** — 1.5 Digital Photo Frame with magnet  
**Rita Campbell** — Free PC Tune up  
**Steve Nunez** — Photo Key Ring Kit  
**Judy Moody** — \$20 (50/50 fundraiser)



Looking for another way to say it? Need a synonym? Need it quick?

Well, here's a little treat for you... Next time you need a quick word, try a right-click.

Yep, that's all it will take. Just **right-click over the word** for which you need the synonym. (You don't have to select the word - just right-click over it and you'll get the same result.)

At the bottom of the menu that pops open, you'll find **Synonyms**. When you choose it, a list of possibilities will open.

**Select something from the list** or if that's still not "hitting the spot," choose **Thesaurus** from the bottom to quickly start that feature. Now, that's what you call a quick word switch!

By permission:

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# BIG BEAR COMPUTER CLUB, INC.

## Membership Application

New                                       Renewal                                       Update Information

Full Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Family Member(s) Associates \$5/year  
 Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Operating System(s)

DEMOGRAPHICS
<input type="checkbox"/> Student
<input type="checkbox"/> Working Adult
<input type="checkbox"/> Business
<input type="checkbox"/> Retired

Windows 7    Windows/Vista    Windows/XP    Apple/MAC    LINUX    OTHER \_\_\_\_\_

Programs	Beginner	Intermediate	Advanced	Instructor
MS Office				
Digital Imaging				
Desktop Publishing				
Web Design				

Other Interests: \_\_\_\_\_  
 Yes, call me. I would like to make new friends

### Membership Benefits

Monthly Meeting with:  
 Presentation and demonstra-  
 tion of popular hardware  
 and software; RAM (Q &  
 A) Sessions; Tech news and  
 Virus Alerts  
 Member Software Raffle  
 50/50 Drawing  
 Bearly Bytes -- Our award-  
 winning monthly newsletter  
 mailed to you first class.  
 Club Website:

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For information and directions phone  
 Rosemary Lloyd, President 584-9358



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