

# Q B I T S

Quad-Cities Computer Society

Newsletter for April 2010

Volume 28, number 3

[www.qcs.org](http://www.qcs.org)

Wednesday  
April 21, 2010\*  
7:00 PM

## RootsMagic!

with  
Bruce Buzbee



\*Note meeting  
Date Change

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The QCS thanks NBS  
the host of the [qcs.org](http://qcs.org) site

**Network  
Business Systems NBS  
[www.nbson.com](http://www.nbson.com)**

Views and opinions expressed by  
presenters do not necessarily reflect  
those of the Quad-Cities Computer  
Society.

**Monthly meetings are open to the  
general public.**

## QCS Review *Moving to Windows 7*

presented by Gene Barlow  
[www.ugr.com](http://www.ugr.com)

By Joe Durham



Gene visited us through the Internet via Skype for voice and video from St. George, Utah. We got a clear image of Gene and his computer screen through the able service of Jerry Heimburger who managed the reception here in the Quad Cities. Gene mentioned Windows 7 was released on October 22, 2010 and since then computers users worldwide have been deciding to purchase and use Windows 7 on their systems.

What is the best way to move from your current XP or Vista system to the new Microsoft OS? Gene mentioned several methods, but focused on the one that is the most sure way to make your move confidently.

Many people simply go out and buy a new computer with Windows 7 on it. Gene observed that this is fine far as it goes, but it is imperfect in that the manufacturer puts the OS on on partition by itself, so that if anything goes wrong there is no fall back position.

A better method is to use your present system in conjunction with an external hard drive and install multiple operating systems (OS) on separate partitions.

First back up your current computer completely with software like Acronis True Image 2010 to an external hard drive. This gives you a safety net during the transition.

Go to the Microsoft website and download the **Windows 7 Advisor** which will analyze your hardware and software for compatibility so that you can address these issues before you begin. [tinyurl.com/no4xb7](http://tinyurl.com/no4xb7)

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### QBITS

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The Quad-Cities Computer Society or QCS is an Iowa nonprofit organization for charitable, scientific, and educational purposes primarily to educate the public concerning the advantages and disadvantages of microcomputers and to publish a newsletter for distribution to members, area libraries and educational institutions. The QCS is recognized as a 501(c)(3) nonprofit charitable and educational organization by the IRS.

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Get all of your Application CDs and product keys in order as you will need to reinstall them along the way.

With Director Suite 10 you can manage your hard drive partitions. Now you need to resize your hard drive into new partitions. Gene recommended that you create a Data only partition. And also a new partition for your Windows 7 OS. I noted that Gene did this process in reverse order so that the Data partition is at the end of your hard drive. So you end up with

### (XP/or Vista) - Win7 - Data

as your three partitions. It is recommended that you make your Win7 partition equal to double your current XP or Vista partition.

The Data partition you create as a logical partition. The Win7 partition you create as a primary partition because it will contain an operating system. The type for both partitions is NTFS.

At this point you make a clean install of Windows 7 to the Win7 primary partition that you created. Install your applications and updates and then install the OS Selector program that comes with Acronis Disk Director 10.

When you reboot your computer you will be able to switch from either XP/Vista or Windows 7 at boot time. Your applications will be on both operating systems and your data will be accessed by either one from the Data partition.

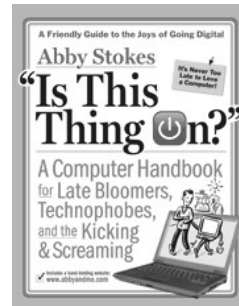
At the end of these steps your entry into the world of Windows 7 will be accomplished! You can also switch back and forth from XP/Vista or Windows 7 with ease.

There is one caveat with these items: Acronis Disk Director Suite is not as yet compatible with Windows 7. For the time being you

boot a standalone version of DDS as this will allow you to create the partitions you need outside of the OS.

Additionally the OS Selector software does not see the Windows 7 OS. However an Acronis employee has developed a manual way of adding Windows 7 to the OSS options. If you send Gene an email [gene@ugr.com](mailto:gene@ugr.com) he will send that information to you. Both software packages will be compatible soon with Windows 7.

Many members were able to take advantage of the on site pricing of these software packages and free upgrades when the Windows 7 compatible versions are released. The QCS would like to thank Gene for his informative presentation. Our members continue to enjoy and benefit from his presentations to our club.



## Special Event Presentation & Book Signing!

April 29<sup>th</sup> 7:00 PM  
@ Tri-City Jewish Center

## IS THIS THING ON?

*"Abby Stokes uses her experience in the classroom . . . to give the feeling*

**QBITS**

that a friend is explaining it all to you." —The New York Daily News

*Is This Thing On?* is a reassuring, totally straightforward nuts-and-bolts guide that introduces late bloomers, technophobes, and the digitally challenged to all the wonders of using a computer. It helps you to select, buy, and set up a computer; how to sign up for e-mail and internet access, and how to use the world wide web. There's information on printers, scanners, wireless routers—and basic software, such as word processing programs.

Plus, *Is This Thing On?* delves into the online world to cover search engines, web navigation, information on online banking, shopping, travel planning, and dating. It covers security issues, "netiquette," instant messaging, and blogs, and there's an entire chapter devoted to digital photos—transferring them from camera to computer and sending them as attachments. Abby Stokes—who has a gift for taking the terrified by the hand and teaching old dogs new tricks—demystifies other digital devices: cell phones, iPods, and Blackberries.

#### **Watch PAULA SANDS LIVE!**

Abby Stokes will be interviewed by Paula on KWQC-TV 6, April 28<sup>th</sup> at 4:30 PM.2

#### **FREE Follow-up Classes**

"Basics for New Computer Users" are also being offered by the QCS at 7 PM on Thursdays May 6 & 13

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## **Digital SIG News**

### **"Digital Photography-- Just for Fun"**

Do you love photography?

## **QBITS**

Join Digital SIG on Wednesday, April 14th\* for a Power Point presentation from Connie Inskeep, a local amateur photographer and (winner of last year's local "World-wide Photo Walk") whose hobby is to capture visions of the world around us. She will talk about how to make your shots of ordinary subject exciting by using your imagination. Our area offers us unlimited photographic opportunities just waiting to be discovered. From the mundane to the exotic, photographs show us who we are and the beauty that surrounds us. There are no rules to what makes a good picture. It's all subjective. We will speak about what makes a good picture to us and how we can capture those moments for posterity. What are the challenges we face when trying to get that perfect shot? There is no sure fire answer because the variables are too vast, but we can make the best of what we have with the equipment at hand.

In May we will meet on a different day since TCJC will be closed. Instead of a usual meeting, I plan to do a Photo Walk at Ben Butterworth Parkway and I will discuss dates with those interested.



[gary.stanley.net/cyber\\_news.htm](http://gary.stanley.net/cyber_news.htm)

As previously mentioned all my computers are now Windows 7 machines, except for one, and I'll keep that on Windows XP so as to help customers that are still using that

system. Last month we remodeled the studio including new monitors. You can view a photo by clicking on the Stanley's Studio [gary.stanley.net/studio.htm](http://gary.stanley.net/studio.htm). Everyone asks, "Why so many monitors?" Well, the one on the left is Diane's. It's her connection to the outside world and where she spends hours playing spider solitaire. The next three are connected to one computer and where I spend a good part of my life and the last one on the right is a combo TV/monitor that is connected to the XP computer. The laptop usually only gets used when we are on the road or giving a seminar. Are multiple monitors for everyone? Certainly not, but if you spend a good amount of time computing you'll wonder how you ever got along with just one after experiencing this environment.

When people see so many monitors in my studio another frequently asked question is how to keep the screens clean. I explain that it only takes one click of my mouse, and of course that's when I get a funny look. After the click [tinyurl.com/2pzeegg](http://tinyurl.com/2pzeegg) I get smiles!

Windows 7 continues to perform flawlessly. I am very pleased with its features and performance, but will admit disappointment with Windows Live Mail. I have had it freeze up several times and a couple of times it won't let me delete some emails, giving me an "unknown error has occurred" message. Windows 7 does not include an email client so you have to choose one, download, install, and configure it. Windows Live Mail and Mozilla's Thunderbird are the most popular free email programs. Of course you can pay for Microsoft's Outlook, but it is used

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almost exclusively in the corporate world.

Facebook is a social networking revolution and today has over 400 million members! If it was a country it would be the third largest in the world. Google is now in on the act and at this time next year just may be "king of the hill." [tinyurl.com/y8nmr53](http://tinyurl.com/y8nmr53) With the younger generation email is almost a thing of the past and socializing in one spot with all your friends is the "in thing" to do. From all that I'm reading, people are saying that Google's Buzz will be the next hot thing on the net. Check it out and watch the video at [www.google.com/buzz](http://www.google.com/buzz).

Speaking of Facebook, is your profile an open invitation to crime? You must remember that everything you do and everything you put on the Internet is there forever. You might think your comments and photos are private on a social network such as Facebook but nothing is really private anymore. So how careful should you be? More from MSNBC. [tinyurl.com/y8woajj](http://tinyurl.com/y8woajj)

Is your operating system up to date? I continue to see customer's computers that have not had critical updates applied. Microsoft sends out updates once a month that are downloaded to your computer but don't get installed because your computer is turned off at the default time of 3 am. If you see a yellow exclamation point in your system tray, in the lower right corner of your screen, click on it then click the Install button. By not continually updating your system you are inviting many potential problems.

Occasionally, Microsoft will issue a Service Pack which is a conglomeration of patches and fixes to your operating system. Windows XP is up to Service Pack 3, Vista, Service

Pack 2, and Windows 7 has none so far. Check to see if you are current by right clicking on My Computer, then Properties. If you don't have the latest Service Pack then click on Start, Programs, Windows Updates, and download all critical updates.

Super Bowl 44 is now history, but some of those special commercials live on. Even though you may not drink beer, you have to admit that Budweiser has had some cute ones. Here's one [tinyurl.com/yesovf8](http://tinyurl.com/yesovf8) from six years ago that will put a smile on your face.

Who doesn't have a cell phone today? Even grade school kids have them, which at first thought maybe silly, but it adds a great deal of security to the family circle. I can't imagine life without mine, but picking out your next one may not be as easy as you think, especially with "smart phones." If you're thinking about a new car, you can test drive it before before you buy it, but not so with cell phones, which is sometimes frustrating. Tryphone.com [tinyurl.com/yzujoan](http://tinyurl.com/yzujoan) may have some help where you can interact with some of the latest and greatest!

There have been over 30 million iPhones sold and it is by far the most popular smart phone on the market today. One problem is that many people don't like the service from AT&T. Incidentally I am not one of those persons. Since I acquired the new 3G version I have been very happy with their coverage and service. It seems like the majority of iPhone owners would love to switch to Verizon and there has been a rumor that this could be possible later this year. However, even if the rumor is true, there are technical problems with this transfer. If this is your situation you may want the details from the Data Doc-

tors. [tinyurl.com/yah9o5r](http://tinyurl.com/yah9o5r)

I've mentioned many times before a keyboard short cut that will delete a mistake you made in almost any program. It's magic! Hold down the CTRL key and tap the Z key, and presto, the goof-up is gone. But what if you accidentally did it twice and undid something that you didn't want undid? CTRL-Y will redo your undo. Now that's a play on words.

Don't you just have to laugh at some of those fraudulent and ridiculous emails? Maybe the dumbest is the guy who is posing as a bank official in a foreign country telling you that you can claim millions of U.S. dollars just by replying to the message with your bank account number, pin number, social security number, etc. How dumb do you think we are? I suppose some people have fallen for it.

A lot of us have shredders in our office to destroy documents. With the present high rate of identity theft, it's a great idea to shred anything that contains any personal information. Well, that's one thing, but "The Monster Shredder" is another. This thing will tear up anything, and I mean anything! Watch it being built, then watch it in action! [tinyurl.com/49sj7t](http://tinyurl.com/49sj7t)

**I know how smart you think you are**, but let's find out the truth. Take this short quiz, [tinyurl.com/5aelc](http://tinyurl.com/5aelc) but be careful and think before you answer. If you haven't found the secret message yet, maybe you can score well on this little test, but it may surprise you!

Seems like everyone has some kind of a video camera these days, even if it is built into your cell phone. You could spend the rest of your life watching videos on You

Tube, and there are some good ones out there. If you like dogs and someone who is original, then you'll love this one.

[tinyurl.com/yezlsya](http://tinyurl.com/yezlsya)

Okay, here's one that I'll bet you put in your browser favorites or in your link bar. You've probably played mini-golf

[tinyurl.com/kp8sr](http://tinyurl.com/kp8sr) a few times in your life, and now you can do it sitting in front of your monitor. Try it once and you'll be hooked, but watch out for hole 14!

I'm an adventurous person and love new challenges. One adventure I do often is riding our all terrain vehicle in the Arizona mountains.

We have traveled up and down many steep and rough trails, but this guy [tinyurl.com/ygrgu5d](http://tinyurl.com/ygrgu5d) tried something that I don't think I will be doing soon! Well, hold on a minute. Even though I flew airplanes for years as my occupation, I don't think I'll be doing this either!

[tinyurl.com/yhff2v4](http://tinyurl.com/yhff2v4) Stick with it through the telephone conversation with his mother, as he has a good message at the end, part of which is **"Life is just a bunch of experiences you have until you die."** If you want to spend a little more time, you can watch a 12 minute video [tinyurl.com/qyfa4c](http://tinyurl.com/qyfa4c) of what this man is all about and his upcoming challenge in Las Vegas. You won't believe it!

It seems that every day we go online and there's some new type of nagging Webannoyance to deal with. In a perfect world, we wouldn't have to worry about auto-playing video ads, leaping pay walls to read the news, fake emails phishing for our bank details, or Farmville spam from Facebook. Here are 15 of the most annoying things on the Internet, and how to

work around, ignore, improve or fix them. Details from PC World. [tinyurl.com/yf9z5lx](http://tinyurl.com/yf9z5lx)



## Word & Excel Tips from Tips.net

### Inserting the Total Number of Pages in Your Document

It is not unusual to put a page number in your headers or footers, if you choose to use headers and footers with your document. You can also, however, insert a field that indicates the total number of pages in a document. This can be used in a header or footer or directly within the text of your document. To insert the total number of pages in your document, follow these steps if you are using a version of Word prior to Word 2007:

1. Position the insertion point where you want the total number of pages to appear.

2. Choose Field from the Insert menu. You will see the Field dialog box.

3. In the Categories list, choose Document Information.

*The Field dialog box.*

4. In the Fields Names list, choose NumPages.

5. Click on OK.

The process of inserting a field is a bit different in Word 2007. Follow these steps:

1. Position the insertion point where you want the total number of pages to appear.

2. Make sure the Insert tab of the ribbon is selected.

3. In the Text group, click Quick

4. Parts. You'll see a drop-down menu.

4. Choose Field. Word displays the Field dialog box.

5. In the Categories drop-down list, choose Document Information.

6. In the Field Names list choose NumPages.

7. Click on OK to close the dialog box and insert your field.

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### Quickly Updating Values



*The Paste Special dialog box.*

Many people use Microsoft Excel to keep track of important information, such as price sheets or cost tables. This data is then used to help calculate proposals or to figure out how much should be charged to customers. It is not uncommon to need to update information in these tables on a periodic basis. For

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instance, your company may decide that it will increase all prices in the company by ten percent this year.

If you have rather large pricing tables, you may not know the best way to update the prices by the ten percent. Obviously you could make a secondary table and then base the information in that table on a formula, such as =B3 \* 1.1. This is actually more work than is necessary, however. Excel provides a much quicker way to update values in a table by a uniform amount. Simply follow these steps:

1. Select an empty cell, somewhere outside the range used by your pricing table.
  2. Enter the value 1.1 in the empty cell.
  3. With the cell selected, press **CTRL+C** to copy its contents to the Clipboard.
  4. Select the entire pricing table. You should not select any headers or non-numeric information in the table.
  5. Choose the Paste Special option from the Edit menu. Excel displays the Paste Special dialog box.
  6. In the Operation area of the dialog box, make sure you select the Multiply option.
  7. Click on OK.
  8. Select the cell where you entered the value in step 2.
  9. Press the **DELETE** key.
- If you are using Excel 2007, then the steps are slightly different:
1. Select an empty cell, somewhere outside the range used by your pricing table.
  2. Enter the value 1.1 in the empty cell.
  3. With the cell selected, press **CTRL+C** to copy its contents to the Clipboard.
  4. Select the entire pricing table. You should not select any headers or non-numeric information in the table.

5. With the Home tab of the ribbon displayed, click the down-arrow at the bottom of the Paste option (left side of the ribbon). Excel displays a drop-down list of pasting options.

6. Choose the Paste Special option from the drop-down list. Excel displays the Paste Special dialog box.

7. In the Operation area of the dialog box, make sure you select the Multiply option.

8. Click on OK.

9. Select the cell where you entered the value in step 2.

10. Press the **DELETE** key. That's it! All the values in your pricing table now show a ten percent increase from their previous values. 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>.

## **Neat Things You Can Do With A Flash Drive**

By Vinny La Bash,  
[vlabash@comcast.net](mailto:vlabash@comcast.net),  
Member and Regular  
Columnist, Sarasota  
Personal Computer Users  
Group, Inc., Florida  
[www.spcug.org](http://www.spcug.org)

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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. If you want more go to [www-portableapps.com](http://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 necessity 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](http://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 are 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 gigabytes, 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 let-

ters. 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

You will see a list of all your hard drives, partitions, optical drives, card reader drives, and flash drives. Identify the optical drive that contains the Windows 7 installation disk and the flash drive you're working with. For this example we'll assume the flash drive is disk #4, also designated as G and the optical drive is disk #2, also designated as D.

At the command prompt type:  
**Select Disk 4**  
**Run the following commands:**  
**Clean**  
**Create**  
**Primary**  
**Partition Select Partition 1**  
**Active Format FS=FAT32**  
**Assign**  
**Exit**

This series of commands erased extraneous material from the flash drive, created an active primary partition, and formatted it with the FAT32 file system. The next step is to copy the Windows 7 installation files to the flash drive.

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At the command prompt type:  
**Xcopy D:\*.\*/S/E/F G**

In this example D is the drive housing the Windows 7 installation disk and G is the USB flash drive. The command copies the installation files to the flash drive, and

when it finishes you have a bootable Windows 7 flash drive. The last thing you need to do to make this work is go into the BIOS and make the first bootable device the flash drive.

Carrying a flash drive around is obviously far more convenient than carrying a DVD, and has the additional advantage of being faster than a DVD. This procedure also works for Windows Vista, but why bother when Windows 7 is here?

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## *Abbot and Costello in the computer age*

You have to be old enough to remember Abbott and Costello, and too old to REALLY understand computers, to fully appreciate this. For those of us who sometimes get flustered by our computers, please read on... If Bud Abbott and Lou Costello were alive today, their infamous sketch, 'Who's on First?' might have turned out something like this:

**COSTELLO CALLS TO BUY A COMPUTER FROM ABBOTT ;**  
**ABBOTT:** *Super Duper computer store. Can I help you?*

**COSTELLO:** *Thanks I'm setting up an office in my den and I'm thinking about buying a computer.*

**ABBOTT:** *Mac?*

**COSTELLO:** *No, the name's Lou.*

**ABBOTT:** *Your computer?*

**COSTELLO:** *I don't own a computer. I want to buy one.*

**ABBOTT:** *Mac?*

**COSTELLO:** *I told you, my name's Lou.*

**ABBOTT:** *What about Windows?*

**COSTELLO:** *Why? Will it get stuffy in here?*

--continued next page--



**ABBOTT:** Do you want a computer with Windows?

**COSTELLO:** I don't know.. What will I see when I look at the windows?

**ABBOTT:** Wallpaper.

**COSTELLO:** Never mind the windows. I need a computer and software.

**ABBOTT:** Software for Windows?

**COSTELLO:** No. On the computer! I need something I can use to write proposals, track expenses and run my business.

What do you have?

**ABBOTT:** Office.

**COSTELLO:** Yeah, for my office.

Can you recommend anything?

**ABBOTT:** I just did. **COSTELLO:** You just did what?

**ABBOTT:** Recommend something.

**COSTELLO:** You recommended something? **ABBOTT:** Yes.

**COSTELLO:** For my office?

**ABBOTT:** Yes.

**COSTELLO:** OK, what did you recommend for my office?

**ABBOTT:** Office.

**COSTELLO:** Yes, for my office!

**ABBOTT:** I recommend Office with Windows.

**COSTELLO:** I already have an office with windows! OK, let's just say I'm sitting at my computer and I want to type a proposal. What do I need?

**ABBOTT:** Word.

**COSTELLO:** What word?

**ABBOTT:** Word in Office.

**COSTELLO:** The only word in office is office.

**ABBOTT:** The Word in Office for Windows.

**COSTELLO:** Which word in office for windows?

**ABBOTT:** The Word you get when you click the blue 'W'.

**COSTELLO:** I'm going to click your blue 'w' if you don't start with

some straight answers. What about financial bookkeeping? You have anything I can track my money with?

**ABBOTT:** Money.

**COSTELLO:** That's right. What do you have?

**ABBOTT:** Money.

**COSTELLO:** I need money to track my money?

**ABBOTT:** It comes bundled with your computer.

**COSTELLO:** What's bundled with my computer?

**ABBOTT:** Money.

**COSTELLO:** Money comes with my computer?

**ABBOTT:** Yes. No extra charge.

**COSTELLO:** I get a bundle of money with my computer? How much?

**ABBOTT:** One copy. **COSTELLO:** Isn't it illegal to copy money?

**ABBOTT:** Microsoft gave us a license to copy Money.

**COSTELLO:** They can give you a license to copy money?

**ABBOTT:** Why not? **THEY OWN IT! (A few days later)**

**ABBOTT:** Super Duper computer store. Can I help you?

**COSTELLO:** How do I turn my computer off?

**ABBOTT:** Click on 'START'.....

From the January 2010 issue of Communicator – Newsletter of the Computer Operators of Marysville and Port Huron.

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## Quick Tips

by Don Brown  
Claremont Senior Computer Club  
[www.cscclub.org](http://www.cscclub.org)

### Quick Tip 094-2010 Keyboard Thru Web

## Pages

Most web pages have a lot of information but you only see what is on your monitor unless you scroll down the page using the scroll bar on the side of the page or by using the wheel on your mouse.

TIP: Press the Spacebar to move down through a Web site one page at a time. By holding down the Shift key and then pressing the Spacebar you reverse the process and move back toward the top page, one screen at a time.

NOTE: If you open more than one Web page at a time, pressing your Backspace key will step you back through the pages you have open, and holding down the Shift key and pressing the Backspace Key will move you forward through the open Web pages again.

## Quick Tip 081-2009 Clipboard Viewer

Have you ever wanted to see what is on your clipboard?

This handy feature used to be on the start menu of former operating systems but was over looked on XP. Here's how you get it back.

TIP: Right Click on a blank area of the desktop. On the menu that appears click New and on the sub menu click on Shortcut. A Create Shortcut window will open. In the box type or copy and paste in the following:

```
%windir%\System32\clipbrd.exe.
```

Click Next to continue. In the next window type a name for your shortcut i.e.: Clipboard. Click on Finish and your shortcut will be on the desktop.

Click on it and you will see what is on your clipboard.

NOTE: This does not work on Vista or Windows 7 (See Below)

## QBITS



For Vista or Windows 7 you must install a third party program. You can download a free program from the following site:

<http://tinyurl.com/yesuwha>

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## **Broadsides**

February 2010,  
*The Space Coast PC Journal*  
By Ron Broadhurst,  
Member of the Space Coast  
PC Users Group, Inc., Florida  
[www.scpcug.com](http://www.scpcug.com)  
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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).

Dear friends,

These ideas are compiled from years of accumulations from various magazines, books, on-line sites and my own personal experience. I claim neither originality nor ownership to any of its contents. My only intent is to share the various "tips, "tricks" & "hints" in hopes of helping & maybe enhancing your computing experiences. They are all intended for anyone who uses a PC. It is for beginners as well as advanced users.

Enjoy and use as you will.

### **DEFRAGMENTATION EXPLAINED**

Fragmentation is caused by -creating and deleting files and folders, installing new software, and downloading files from the Internet. Computers do not necessarily save an entire file or folder in a single space on a disk; they're saved in the first available space. After a large portion of a disk has been used, most of the subsequent

files and folders are saved in pieces across the volume.

When you delete files or folders, the empty spaces left behind are filled in randomly as you store new ones. This is how fragmentation occurs. The more fragmented the volume is, the slower the computer's file input and output performance will be, and there will be a significant degradation in performance.

Defragmentation is the process of rewriting non-contiguous parts of a file to contiguous sectors on a disk for the purpose of increasing data access and retrieval speeds. Because FAT and NTFS disks can deteriorate and become badly fragmented over time, defragmentation is vital for optimal system performance.

In June 1999 the ABR Corporation of Irvine, California, performed a fragmentation analysis and found that, out of 100 corporate offices that were not using a defragmenter, 50 percent of the respondents had server files with 2,000 to 10,000 fragments. In all cases the results were the same: Servers and workstations experienced a significant degradation in performance.

### **CAN'T USE THE XP THEME**

The most probable reason for this is that the Themes service isn't running. If it's not running, XP reverts to the classic style. Do this:

1. Click Start | Run and type `services.msc` to open the Services console.

2. In the right pane, find the Themes service and Click the Start Service button.

If that doesn't work, try this: right click My Computer | Properties. In the System Properties dialog box,

click the Advanced tab. Under Performance, click Settings.

Click the Visual Effects tab. Select "Use Visual Styles on Windows and Buttons" in the Custom box.

### **HOW TO SET XP TO DISPLAY THE SHUTDOWN MENU WHEN YOU PRESS THE POWER BUTTON**

By default, when you press your computer's power button, the system shuts down. That can be a problem if it sometimes gets pressed accidentally. You can configure XP to instead display the shutdown menu, giving you the option to choose whether to shut down, restart, etc. Here's how:

1. Right click an empty spot on the desktop
2. Select Properties
3. In the display properties dialog box, click the Screen Saver tab
4. Near the bottom of the dialog box, click the Power button
5. In the Power Options Properties dialog box, click the Advanced tab
6. At the bottom of the page, under "When I press the power button on my computer," select "Ask me what to do."

### **FIX VIRTUAL MEMORY**

You receive the following error message.....Your system is low on virtual memory. To ensure that Windows runs properly, increase the size of your virtual memory paging file.

1. Click Start, right-click My Computer, and then click Properties.

2. In the System Properties dialog box, click the Advanced tab.

3. In the Performance pane, click Settings.

--continued next page--

4. In the Performance Options dialog box, click the Advanced tab.

5. In the Virtual memory pane, click Change.

6. Change the Initial size value and the Maximum size value to a higher value, click Set, and then click OK.

Click OK to close the Performance Options dialog box, and then click OK to close the System Properties dialog box.

## HOW TO REMOVE SP3

There are a couple of ways to do it. The easiest is to use the Add/Remove Programs item in Control Panel, but if that doesn't work, try this:

1. Click Start | Run
2. Type : `c:\windows\Nt-ServicePackUninstall\spuninst.exe`
3. Click OK

4. This should start the Service Pack 3 Removal Wizard, which walks you through the steps of uninstalling the SP

If these methods don't work, first restart the computer and then use System Restore to roll back to a restore point that was prior to the time you installed the service pack (this will also undo any other changes that you've made since that time).

## Does Danger Lurk in TinyURL?

by Pim Borman  
SW Indiana PC Users Group, Inc.  
November 2008

TinyURL and SnipURL are online utilities that let you convert

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those endlessly long Internet addresses to a more manageable size.

As I mentioned in an earlier column (Cyber Bytes, July-August 2008) some of my vacation pictures are stored at [http://picasaweb.google.com/swipcug/WestVirginiaVacationJune2008?](http://picasaweb.google.com/swipcug/WestVirginiaVacationJune2008?authkey=kovCoYRBoaY)

[authkey=kovCoYRBoaY](http://picasaweb.google.com/swipcug/WestVirginiaVacationJune2008?authkey=kovCoYRBoaY) that I simplified to <http://snipurl.com/pimspix> for the convenience of friends and relatives who might like to see them.

Recently there have been reports about a warning by ZoneAlarm that TinyURL has been a source of spyware. Actually, TinyURL is not knowingly distributing spyware,

but malicious sites can hide their URL behind a TinyURL shortcut.

TinyURL has a preview option on its Web site that you can use to preview the actual URL before you load it. If you activate this feature TinyURL puts a cookie on your computer that does the trick.

Alternately, you can preview the URL by inserting 'preview' before the tinyurl phrase, as shown below. SnipURL does not seem to have a similar feature.

(Based on an article by Linda Gonse in Nibbles & Bits, October 2008, newsletter of the Orange County IBM PC Users Group, <http://tinyurl.com/5gp74a> or <http://preview.tinyurl.com/5gp74a>)

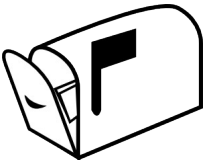
## QCS Meeting Dates – April 2010

S	Mon	Tue	Wed	Thu	F	S
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	7:00 PM Microsoft Office * SIG <b>NO MEETING!</b> 309-314-1780 jmcowell@mshsi.com		6:00 PM QCS Board Dinner Meeting Judi McDowell 309-314-1780 jmcowell@mchsi.com			
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	7:00 PM Internet * SIG Ted Huberts 309-792-9470 slowhand54@sbcglobal.net		7:00 PM Digital Media SIG* <b>Connie Inskeep</b> <b>Photographer</b> 309-787-239 vwazz@hotmail.com			
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	7:00 PM Genealogy * SIG Len Stevens 563-359-9672 judylenstevens@msn.com		5:45 PM Beginner's SIG <b>7:00 PM</b> <b>Main Meeting</b> <b>Roots Magic!</b> <b>Bruce Buzbee</b>			
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
	7:00 PM Windows * SiG Larry Stone 309-787-5574 lstone512@mchsi.com		4:30 PM <b>KWQC-TV</b> <b>Channel 6</b> <b>Paula Sands</b> <b>Abby Stoke</b> Interview	7:00 PM <b>“Demystifying</b> <b>Computers”</b> <b>Abby Stoke</b> Tri-City Jewish Center		

<p><b>Notes:</b></p> <p><b>Beginner's SIG Meets</b> at Tri-City Jewish Center <b>before QCS program</b> Beginner's SIG leader Jim Kristan 309-755-8277 jm kirs@gmail.com</p>	<p><b>All meetings held at</b> Trii-City Jew ish Center 2715 30th Rock Island, IL 61201 meeting time, location and topic <b>All QCS meetings are</b> <b>Handicapped</b> <b>Accessible</b></p>	<p><b>QCS Officers</b></p> <p>President Judi McDow ell jmcowell@mchsi.com</p> <p>Secretary Diana Wolf theqcs.sec@mchsi.com</p>	<p>Vice President Harry Galley hdgalley@qconline.com</p> <p>Treasurer Cheryl Heimberger cheimbur@hotmail.com</p>
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<b>Remote SIG Meetings with SharedView &amp; Skype denoted by 7:00 PM *</b>
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Quad Cities Computer Society  
 Tri-City Jewish Center  
 2715 30<sup>th</sup> Street  
 Rock Island, IL 61201



Moving? Send an address change to **felspaw@sbcglobal.net**

Name:	_____		
Company:	_____		
Address:	_____		
City:	_____		
State, ZIP+4:	_____		
Home Phone:	_____		
Work Phone:	_____		
Email:	_____		
Referred by:	_____		
<b>Membership Level</b>			
		New	Renewal
Full Time Student:	\$20	_____	_____
Individual	\$30	_____	_____
Family:	\$40	_____	_____

Wednesday  
**A 21, 2010\***  
 7:00 PM

***RootsMagic!***  
 with  
 Bruce Buzbee

\*Note Meeting Date Change