Q_BITS

**Wednesday
August 11, 2010
7:00 PM**

VMWare

**Using Legacy Programs
In New Computers**

with

Dale Wells

www.computer-repair-center.com

This Month in $QBITS$ ....

The QCS thanks NBS
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**Network
Business Systems NBS www.nbson.com**

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QCS Review
Ubuntu for Dummies
presented by Jim Kristan
Open Office
presented by Joe Durham
by Melinda Missman
mamissman@msn.com
.

Ubuntu for Dummies

A presentation was given by Jim Kirsten on using Linux versus Windows. To begin understanding Linux, a Finnish man named Linus Torvalds created Linux as he wanted to do applications that Windows was not allowing him to do.

He passed this onto a friend to put on the internet for use with the exception that it wouldn't cost to use it, it could be changed by anyone, and shared with everyone. As a result there are many versions of Linux for use.

The Ubuntu site **www.ubuntu.com** for Linux is where you can get the free disc to use as a live CD. It can also be put on a thumb drive as well as with Window's computers side-by-side. It will operate in Windows 7, Vista, XP, Mac, and x86OSX. It takes less space to install than Windows and can operate on older versions of computers.

Abby Stokes

7:00 PM

August 26, 2010

Tri-City Jewish Center

Webinar: "3-Month Check-Up"   see page 10

QBITS

The QCS is a member of

There is a top 10 list with various versions of Linux with #11being Puppy which contains meager hardware and is good for a slower computer or a netbook. There are no viruses and it boots up quickly. It is compatible with the Windows program, Skype, your camera, and many applications such as gmail, foxfire, and chromian. There is a software center of things you can add. It also has 32 and 64 bit discs.

Open Office

The free Open Office was presented by Joe Durham and can be used with Windows, Mac, Gmail, or Linux. He has created an online reference list at: **ndu-pupplinux.blogspot.com**. It takes 660MB of hard drive to install. It has many applications; spreadsheets, documents, power point, and can be a PDF reader. Joe also uses it to create the *QBITS* Newsletter.

Docx files in Windows Live can be used at **www.live.com**. It is quite compatible to use just as you would Microsoft's Office. The site to get the free version of Open Office is at **www.openoffice.org** .

Gaming May Help Seniors Stay Strong

Researchers find that gaming offers seniors more than a recreational activity. Video games may have the potential to help seniors stay sharp and responsive.

A 2008 study followed 40 seniors who played the computer strategy game Rise of Nations over an eight-week period. Researchers measured the cognitive abilities of the players before and after game-play, and observed improved performance on memory, reasoning, and cognitive tests. There were specific improvements in "executive control processes" – planning, scheduling and multi-tasking.

Studies are also focusing on the Nintendo Wii, a gaming system that requires movement and is already used in many senior centers. One such study, conducted at a senior center in Florida, found that the Wii bowling game boosted players' heart rates by about 40 percent.

"There's a growing body of evidence that suggests playing video games can improve older adults' reflexes, memory and spatial abilities," said Jason Allaire, an associate professor of psychology at North Caroline State University. Allaire is part of a team that plans further research on how video games boost memory and thinking skills in seniors, through a grant from the National Science Foundation.

For more information about these studies and others research, visit **www.HealthDay.com.**

Reclaim Your Inbox Win the War Against Spam
by Seth Colaner

Remember back in the 1990s, when email spam became the bane of your computing existence? You probably figured, like most of us, that in a decade or so, spam would be a thing of the past. If we can put a man on the moon, we should be able to keep junk out of our email inboxes, right?

Well, it's 2010 and things haven't quite worked out that way. Instead

of licking spam once and for all, the unwanted messages and solicitations have become more frequent, and in many cases, more dangerous.

Myths & Realities Of Spam

Whenever you get a spam email, use your email program to mark it as spam.

Everyone defines email spam slightly differently, which can lead to some misconceptions about what it is and what it does. Generally though, spam can be broadly defined as any unwanted bulk email.

Not all spam is illegal. Many businesses use email marketing as a primary business tool, and there's nothing illegal about that, as long as they comply with the criteria set forth in the CAN-SPAM Act of 2003 (**tinyurl.com/61db88**). (In brief, the CAN-SPAM Act spells out what is illegal spam vs. what is legitimate mass email marketing.)

That said, international laws vary, and many spammers launch their messages from outside the United States, so in many cases U.S. law doesn't apply anyway. Furthermore, most spammers don't really care much about illegality, and they're notoriously hard to locate and prosecute, so whether a spam message is illegal is almost a moot point anyway.

It's important to realize that there are different types of spam; there's a big difference between junk email, which is usually something you (knowingly or not) signed up to receive, and the serious stuff that professional spammers send you in order to either verify your email address so they can sell it to someone else or deliver a Trojan horse or other malware.

The former may simply be a newsletter or update from an online service you signed up for or an email list for your favorite clothing store. Think of these as the junk you get in your regular mail-catalogs, brochures, and the like. You may not want them, but they're not malicious, and you can always just unsubscribe from the mailing list to stop them. However, the latter is the really nasty stuff; the messages you should never open.

For as much spam as we all receive on a daily basis, you would think that nobody is blocking anything. However, ISPs (Internet service providers) have spent and continue to spend incredible amounts of time, energy, and money working to combat spam. Frankly, they've been pretty successful when you consider that it's estimated that up to 95% of all email is spam. That means that unless only five out of every 100 emails you receive is legit, the service providers are doing their jobs.

Even so, we still see far too much spam cluttering our inboxes, and although the spam assault is far from abating, there are many ways you can combat it.

A Few Simple Precautions

Often, spam is easy to recognize, especially when it's from an unfamiliar email address, has lots of misspelled words, has text that doesn't make sense, and contains a link to a Web site.

According to Michael 0' Reirdan, chairman of MAA WG (Messaging Anti-abuse working Group; **www.maawg.org**), "Common sense is the No. I strategy [for combating spam]." He suggests that if you get an email that you think is spam, you should not even open it. Instead, delete it, or even better, report it as spam.

Simply opening a spam message can alert the sender that your email address is valid. O'Reirdan continues, "Opening the spam itself depends on whether it then returns back a return receipt. Were you ever to open it up in Web mail, then there's a chance that you could actually let someone know that you've opened that spam." Not every spammer does this, but it's easy enough to set up a read receipt or embed a Web beacon that lets them know that you opened the email. Once they know your email address is active, they'll sell your address to other spammers, ensuring that you'll receive even more spam.

Another way spammers can validate your email address is if you try to unsubscribe from the email list or if you download any images. Some email programs will automatically block images embedded in emails; if you want to see the images, you have to right-click within the email and download them. While that extra step may be annoying on occasion, it's very valuable regarding spam-downloading those images is a dead giveaway that your email address is valid.

Under no circumstances should you ever open an attachment or click a link in an email that looks suspicious. Even if the sender is someone you know, his or her computer may have been compromised and is being controlled by a bot. For example, it's one thing if your buddy sends you a few photos from the Fourth of July party you both went to, but your suspicions should be aroused if he sends you a request to send him money because he's

trapped in London and lost his wallet. (Hint: The latter is all but guaranteed to be a spammer employing a phishing tactic. It would be kind of you to alert your friend that his email address has probably been compromised.)

Most email services let you easily add a particular sender to a blocked list and report the spammer.

When you do receive an email you believe to be spam, flag it as spam or junk. This action should keep it and any other messages from that sender out of your inbox. Additionally, report the email as spam. It may not help block that particular spammer right away, but, O'Reirdan says, "Although people don't really see an immediate result from [reporting spam), ISPs have systems which, to some extent, are augmented by users-intelligent users using their brains. [They're] becoming additional scanners basically, and saying 'This is a piece of spam. '" In other words, your contribution may be miniscule in and of itself, but if everyone takes an extra moment to report spam, it helps ISPs block those unwanted messages in the long run.

In the short term, the easiest thing to do to avoid a particular spammer is to block the address. This is called a blacklist or blocked list, and it will block that address permanently. It's easy to add a sender to such a list; often, you can right-click the message and choose the appropriate action from the pop-up menu. It may be as simple as Block Sender, or you may need to create a rule for that email address.

You can also report the spammer to the Federal Trade Commission; just forward the message to **spam@uce.gov** being sure to include the full header. You don't need to add a note to the email; just send it along. While you're at it, to report abuse of any kind, you can contact your ISP or email provider directly. Usually the email address is something such as **abuse@[serviceprovidername].com**.

The Federal Trade Commission **(www.ftc.gov)** has educational resources for those looking to cut down on spam.

Of course, sometimes we make it a little too easy for spammers to find our email addresses. We post them all over the Internet on social networking sites, blogs, mailing lists, directories, and elsewhere. If it's out there, the spammers will find it. You can solve this problem in large part by not posting your email address anywhere and opting out of those directories and lists.

Some people try to be clever and spell out their email address instead of displaying it whole. For example, if an email address is myemail@domain name.com, you might display it as •• myemail [at] domainname [dot] com"; however, this is only marginally effective, as good spammers can still recognize that text as an email address and piece it back together.

Another way to keep spam out of your inbox and stay safe online is to use a "public" email address as well as a private one. The private address is the one that you would use for communicating with family and friends as well as for secure transactions such as bank statements and ecommerce. Use the public address for less important communication, such as receiving email updates from a mailing list. This way, your private email address is far less prone to be spammed or compromised.

No More Games: Going Nuclear

Spam filters such as MailWasher **(www.mailwasher.net)** provide additional protection against spam.

Defending yourself from spam by taking common sense precautions is smart, and being proactive about reporting abuses is important. However, you can take the fight against spam to the next level with software tools.

One method is to use spam filtering software such as MailWasher **(www.mailwasher.net)**. MailWasher offers a variety of helpful features, including letting you preview emails, sender addresses, and attachments before they are downloaded to your computer and the ability to "teach" the program which emails are unwanted. The standard program is free, and the Pro version is $39.95.

Other similar tools include BullGuard Spam-filter (free; **www.bullguard.com)**. which bases some of its filtering on collective user reporting, and Spamihilator (free; **www.spamihilator.com).** Some spam blockers, such as ApproveMail ($4.95 per month or $44.95 per year;\ **www.approvemail.com),** require human interaction on the sender's part to verify that they aren't a bot.

You're Not Alone

Whenever you get frustrated about spam, remember that you're not the only one who wants to fight back. Everyone from you and your neighbor to email providers and ISPs to the federal government is gunning for spammers; even tech companies who are competitors or bitter rivals routinely work together on ways to combat spam and malware.

Sites such as Spamhaus (**www.spamhaus.org)** track and report on spammers and aid law enforcement in nabbing the ne'er-do-wells. The government provides educational resources to help you protect yourself from spam (tinyurl.com/ 24243b6), and, of course, the judicial branch prosecutes criminal spam cases. Other educational resources are available from groups such as MAA WG (**www.maawg.org)** and even Microsoft (**tinyurl.com/ybbwnzw**).

So don't despair if you feel crushed by spam-there are a number of avenues available to help go after spammers and myriad ways you can ward off the salty onslaught of spam.

Indenting Cell Contents

Microsoft Excel allows you to format the contents of a cell in a myriad of ways. One of the formatting options you can apply is to indent the contents of a cell by a certain amount. This is similar to indenting done in a word processor, such as Microsoft Word, except that the indenting is specified in a number of characters, not in a linear distance such as inches or points.

To set the indent to be used in a cell, follow these steps:

1. Select the cells you want to format.

2. Display the Format Cells dialog box. (In Excel 2007 display the Home tab of the ribbon and click the small icon at the lower-right corner of the Number group. In older versions of Excel choose Cells from the Format menu.)

3. Make sure the Alignment tab is select

The Alignment tab of the Format Cells dialog box.
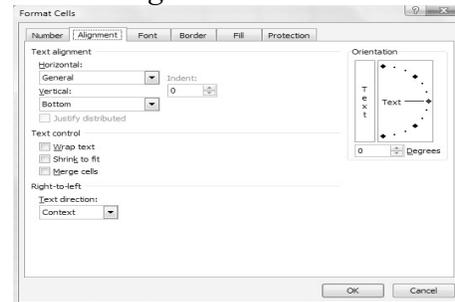
4. In the Horizontal drop-down list, choose Left (Indent). If you are using Excel 2002 or a later version, you can also choose Right (Indent).

5. Using the Indent control, specify the number of characters by which the cell contents should be indented from either the left or right side of the cell. You can pick any whole number between 0 and 15.

6. Click on OK.

Inserting a Non-Breaking Hyphen

When Microsoft Word calculates line length and wraps text to the next line, it tries to wrap (or *break*)

the line at a space or a hyphen—a dash. Sometimes, however, you may not want Word to break a line at a dash. For instance, dashes are used in telephone numbers, and you might not want a line to break in the middle of a telephone number.

The answer is to use non-breaking hyphens instead of regular dashes when you don't want Word to break a line at the hyphen. To do this, hold down the Cᴛʀʟ and Sʜɪꜰᴛ keys as you type the dash (this is the same as typing Cᴛʀʟ and an underscore). Word will then not break the line at that point.

You can also insert a non-breaking hyphen by following these steps:

1. Choose Symbol from the Insert menu or, in Word 2007, display the Insert tab of the ribbon, click Symbol in the Symbols group, and finally click More Symbols. This displays the Insert Symbol dialog box.

2. Click on the Special Characters tab.

3. Highlight the Nonbreaking Hyphen character.

4. Click on Insert.

5. Close the dialog box by clicking on Cancel.

Should You Defrag a Flash Drive?

You should never defrag a flash drive. Does that surprise you? First, a little about hard drives. The files you have stored on your hard drive are usually saved in several little

pieces, often in groups of 512 bytes. Now, those chunks of data are usually never placed next to each other or even remotely close to each other. Therefore, your files are generally spread out all over your hard drive, which is why de-fragging is so important. Defragging simply helps speed up your system when you need to open a certain file.

That's why it's so vital that you defrag on a regular basis (at lease once a month.) The whole defrag process is done through a read/write head that rearranges your files and places them back together for you. so your computer doesn't have to work as hard to find what you're looking for.

On the other hand, flash drives do not have a read/write head, so if you were to defrag one, you wouldn't get any extra performance benefits from it whatsoever. Basic-ally, without a read/write head, flash drives don't have to work any harder to find your files. Your files can be laid out in any order, and your flash drive will be will still be just as fast. A

Another reason why you should never defrag a flash drive is be-cause flash memory wears out over time. Basically, the more you write (saving files, etc.) to your flash drive, the shorter its lifespan will be. And since defragging is a huge write process, every time you do it, you're adding thousands of extra writes to your device thatjust aren't necessary. So, if you've been con-tinuously defragging your flash drives, you should stop. lf you want your flash drive to last you a long while, simply stop the defrags. You won't get any benefit from it and you'll just end up with a broken down flash drive for no reason at all. Go and defrag your hard drive instead!

Reprinted from the July 2010 issue of *Bearly Bytes* the newsletter of the Big Bear Computer Club

SIG News

The **Microsoft Office SIG** will **NOT** meet in August.

The **Genealogy SIG** will **NOT** meet in August.

The **Digital SIG** will **NOT** meet in August

Be sure and make note of these changes. Also, the web site will be updated as changes are made. Check it before heading off to a SIG. **www.qcs.org**

Make Firefox Even Better

By Steve Bass, Publisher and Self-appointed Chief Content Officer, *TechBite* **www.techbite.com / stevebass@techbite.com**

I know many of you still stubbornly use Internet Explorer. I used to, as well. But Firefox, with all its lovely add-ons and tweaks, is just more fun to use.

Let's start with a something you might not know about: Firefox's hidden visual tab switching tweak. Right now, you can use Ctrl-Tab to cycle through Firefox's tabs. But if you're using Firefox 3.6, the current revision, this tweak will give you a visual look at the tabs, just like using Alt-Tab in Windows.

Firefox has a hidden feature: Visual tab switching

Turning on the feature takes two steps:

1. Go to Firefox's address bar, type *about:config*, and hit Enter. (Didn't know about this, eh?)

2. Type *browser.ctrlTab.previews* into the Filter field. When it appears, double-click it. (The value will change to true.)

Five Handy Firefox Add-ons

Here are five add-ons I've recently used; they're easy to install and don't take much time to figure out how to use. Pay attention to the version of Firefox you have installed (*Help, About Mozilla Firefox)* to make sure the add-on is compatible with it.

1. Tired of squinting at sites with tiny fonts or weird background colors? Experiment with **NoSquint** to override a site's font and image sizes as well as change its foreground and background colors. If you **urandom.ca/nosquint/** like the results, tell NoSquint to remember the settings for your return visit to the specific site.

2. I've experimented with **SwiftTab**s for a few weeks. It lets you use the F-keys to go to the next or previous open tab. It's a keeper -- and especially useful for those of us with Function keys along the side the keyboard. (Careful, the site has a name sure to offend.) **tinyurl.com/3746xsx**
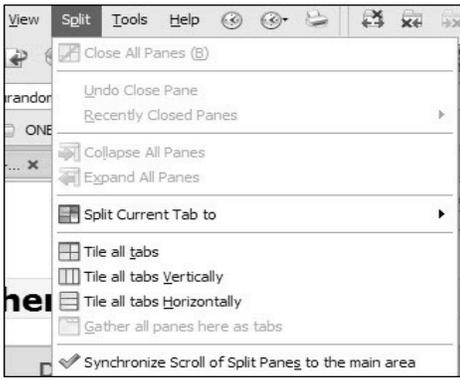
3. I like the idea behind **Fox Splitter,** an add-on that rearranges tabs as separate windows. The problem is I had trouble adjusting to splitting off tabs and keeping track of what went where. You might like it, and it's easy enough to install and uninstall, so give it a try. **tinyurl.com/24n3ct**

Rearrange Firefox's windows with Fox Splitter.

1. Not all of Firefox's icons are easy to recognize; **Menu Icons Plus** gives me a nicer array of choices. I'm using it with XP, but Vista and Win7 may give you problems. **tinyurl.com/34op9fx**

2. You know about Firefox's built-in Find features. **Find All** highlights every occurrence of the word, shows it in a separate window, and lets you click to go to the word. (See the screens below for instructions.) *Très cool, no*? **tinyurl.com/cc7apq**
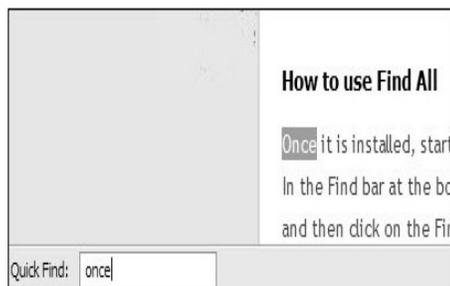
Start Typing and Firefox starts a search.
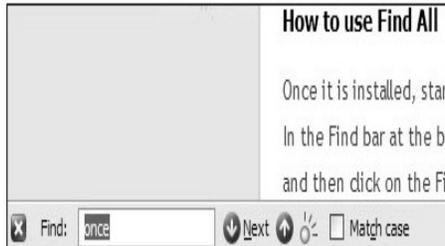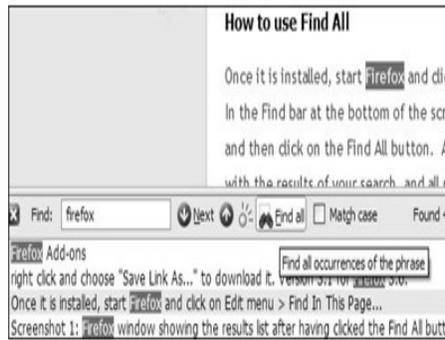
Click Ctrl-F to expand Firefox's Find feature.

Now use Find All: It does tons more than Firefox's default Find feature.

Steve Bass is the publisher and self-appointed Chief Content Officer at TechBite; he continues to experience the cool feeling of having his own newsletter. Send him your feedback at TechBite **stevebass@techbite.com** To sign up for *TechBite's* free Steve Bass Technology newsletter, head for our signup page. **www.techbite.com/**

Steve's also the author of *PC Annoyances, 2nd Edition: How to Fix the Most Annoying Things About Your Personal Computer*, available on Amazon. It covers XP, but not Vista. If you haven't purchased your copy today, don't wait, supplies always seem to be limited...

Windows Explorer
By Wil Wakely, President, Seniors Computer Group, California
Bits & Bytes, June 2010 Issue
***www.scg.org /
wilw@adnc.com***

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

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

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

I don't like the Icon view; I prefer the Details view with no Icons and more information. The Details view allows you to sort the filenames by alpha ascending (A to Z) by clicking on the Name in the gray title bar. Clicking Name a second time will sort the file name alpha descending (Z to A). Sorting by Size, Type (file extension), or Date Modified is done the same way. Under

Tools/Folder Options/View tab, be sure to uncheck "Hide extensions for known file types" and check "Show hidden files and folders." Then click the "Apply to all folders" button to set all views to the same settings. Windows 7 recognized the importance of this program and keeps it on the taskbar for easy launch. It is a yellow file folder Icon, third from the left Start button.

An easier application of Windows Explorer is to bring up two copies, resized and located so you can see both side by side. Then you can easily Move or Copy files between the two windows using d-d (drag and drop). By default files d-d to the same drive are Moved; files d-d to different drives are Copied. Holding down the left mouse button during the d-d allows you to select either option. To add new folders or sub-folders use the menu File/New/Folder command.

A good site to visit to learn many more features of Windows Explorer is **www.toejumper.net/speed5/winex5.htm**. Familiarize yourself with this powerful program so you can control your computer, and not have your computer control you!

Best Windows Shortcuts

By Vinny La Bash,
Regular Columnist of the Sarasota Personal Computer Users Group, Inc.
Sarasota PC Monitor, May 2010 Issue
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One of the better qualities of a good operating system like Windows is that there is almost always more than one way to do something. There are items you can select from a file menu, use a shortcut or execute some kind of keystroke combination to carry out an action.

There are some things you do almost every time you use your computer. The six following shortcuts all use a similar series of keystrokes. If you don't know about these shortcuts you probably haven't been using computers for very long, and you don't know what you're missing.

It doesn't matter whether you're working with music files, photos, videos, documents, spreadsheets or portions of a document. Simply highlight what you want with your mouse, hold down the **Ctrl** key, then press and release the indicated key. Don't forget to release the Ctrl key when you're done.

● For example, to copy a file, some text or any object: Highlight or select the item with your mouse and then hold the **Ctrl** button down, press the **C** key and release. **Ctrl+C**

● To paste the copied item or items: **Ctrl+V** (P was already taken for Print)

● Sometimes you want to move an object from one location to another: **Ctrl+X**

● Select everything on a screen or in a folder: **Ctrl+A**

● Print something: **Ctrl+P** (This is why you can't use this combination to paste).

● Oops, I shouldn't have done that: **Ctrl+Z** (Undoes your mistakes)

Now that we've covered the basics, we can move on to some good stuff. Microsoft introduced something called the Windows key when it announced Windows 95 back in the Stone Age. Also known as the Super key, Windows logo key, the WinKey, the Start key, and sometimes the Flag key, it has been with us ever since. Tapping the Windows key opens or closes the Start menu. If that were all it did there would be nothing else to say. There are several dozen shortcuts that you can easily use with the Windows key in combination with other keys to call up common functions. Here are a few of them:

● Win+D: Shows the Desktop
● Win+F: Opens the search function
● Win+L: Locks the Desktop and lets you switch users
● Win+M: Minimizes all open windows
● Win+R: Opens the Run box so you can type DOS like commands
● Win+P: Very useful with multiple monitors or an external projector
● Win+Spacebar: All open windows become transparent so you can see through to the desktop.

There are many others, but these are probably the ones most computer users would invoke most of the time.

Microsoft sometimes does something really terrific, but for whatever reason doesn't tell anyone about it. The company has created an alternate control panel which blows away any tool I've previously seen. Why the company keeps it a secret is beyond me. To create this tool you will need to create a folder, name it, put in a period, and type something called a Globally Unique Identifier (GUID). A GUID is a special type of identifier used in software applications to provide a unique reference number. The value is represented as a 32 character hexadecimal character

string. All you need to be concerned with is to type it accurately. Let Microsoft's engineers worry about the details.

You can create the folder anywhere, but the most logical place for it is on the Desktop. Make sure you're on the desktop and all windows are closed or minimized.

1) Right-click on an empty area of the desktop and choose New/Folder.

2) Name the folder. It doesn't matter what you call it, the magic is performed by the GUID.

3) After the folder name, type a period.

4) After the period type the GUID**{ED7BA470-8E54-465E-825C-99712043E01C}** (No spaces are allowed). Press Enter

Open the folder and you have complete control over Windows 7. You might need several hours to count how many things you can do without having to hunt through layers of screens to access an important, but obscure function.

Internet Tech Advice Managing [and deleting] all those web browser toolbars

By Sandy Rand, President, Brookdale Computer Users Group, New Jersey
June 2010 Issue, BUG Bytes
www.bcug.com
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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.

Edit Document in Print Preview

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

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

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

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

Reprinted from the *Bearly Bytes* the newsletter of the Big Bear Computer Club

Three Month Check-Up
by Abby Stokes

All who attended the presentation in April, "Is This Thing On?" by Abby Stokes are encourages to join us at the the Tri-City Jewish Center on Thursday, August 26th at 7:00 PM. Abby will join us via Skype to answer any questions you may have. Abby along with us at the Quad Cities Computer Society are interested to know the progress you have made since her appearance here. Abby will also give a short presentation about Online Safety and Identity Theft. Be sure and join us for an informative evening.

Desktop Icons. For years I've seen people's computer screens filled with dozens of program icons. I don't know how they keep track of them all. Most are never used and some of them are unknown. Maybe it's time you did some icon house cleaning. Delete those that are unused by right clicking and choosing delete. Remember you're not deleting the program, just a shortcut to it. For those rarely used applications use the Start button and then click on Programs, rather than putting an icon on your desktop.

To read more, go to **gary.stanley.net** and click on Cyber News on the left hand side of the page. To receive email notification of the latest issue, scroll down the page and register your email address. Each month he sends out a link to the current newsletter. You can also read older issues of Cyber News by going to the bottom of the page and do a search or click on the month you would like to read.
Here is the site for Gary Stanley's newsletter.
http://gary.stanley.net/cyber_news.htm

QCS Meeting Dates – August 2010

S	Mon	Tue	Wed	Thu	F	S
1	2	3	4	5	6	7
	7:00 PM Microsoft Office SIG ***NO MEETING!*** 309-314-1780 jmcdowell@mshsi.com		6:30 PM QCS Board Meeting Judi McDowell 309-314-1780 julee89@gmail.com			
8	9	10	11	12	13	14
	7:00 PM Internet SIG Ted Huberts 309-792-9470 slowhand54@sbcglobal.net		5:45 PM "Beginner" SIG **7:00 PM** **VMWare with** **Dale Wells**			
15	16	17	18	19	20	21
	7:00 PM Genealogy SIG ***NO MEETING!*** 563-359-9672 judylenstevens@msn.com		7:00 PM Digital * SIG **NO MEETING!** 309-787-2239 vwazz@hotmail.com			
22	23	24	25	26	27	28
	7:00 PM Windows SiG Larry Stone 309-787-5574 lstone512@mchsi.com			7:00 PM **Abby Stokes** Tri-City Jewish Center Webinar **Three Month** **Check-UP**		
29	30	31				

| Notes:	All meetings held at	QCS Officers	
"Begiiner" SIG Meets at Tri-City Jewish Center before QCS program Begiiner's SIG leader Jim Kristan 309-755-8277 jmkirs@gmail.com	Trii-City Jewish Center 2715 30th Rock Island, IL 61201 Always call to verify meeting time, location and topic All QCS meetings are Handicapped	President Judi McDowell julee89@gmail.com Secretary Diana Wolf theqcs.sec@mchsi.com	Vice President Harry Galley hdgalley@qconline.com Treasurer Cheryl Heimberger cheimbur@hotmail.com

Quad Cities Computer Society
Tri-City Jewish Center
2715 30th Street
Rock Island, IL 61201-5545
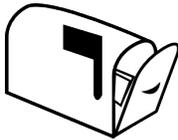
Moving? Send an
address change to
felspaw@sbcglobal.net

Name: _____

Company _____

Address: _____

City: _____

State,ZIP+4_____

Home Phone:

_____

Work Phone:

_____

Email: _____

Referred by:_____

Membership Level
New Renewal

Full Time Student: $20 ___   ___

Individual: $30 ___   ___

Family: $40 ___   ___

All Memberships expire June 30th

New Members Pay Prorated Dues

According to following chart:

Join In	Dues	
Month	Individual	Family
Jul	30.00	40.00
Aug	27.50	36.00
Sep	25.00	33.00
Oct	22.50	30.00
Nov	20.00	26.00
Dec	17.50	23.00
Jan	15.00	20.00
Feb	12.50	16.00
Mar	10.00	13.00
Apr	7.50	10.00
May	5.00	6.00
Jun	2.50	3.00