

# QBITS

Quad-Cities Computer Society

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## QCS Review Entertainment Expressions!

Home Theater Experts

EntertainmentExpressions.com

presented by:

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by Joe Durham

Recently our country has made the transition to the digital TV world. And with that technological revolution has come many changes. Virgil and Josh from Entertainment Expressions guided us through the multiple of options that now await our video and audio cravings. Virgil described the HDTV and home theater options. Josh explained the improvements in sound that are available to the customer today.

The TV world is now bracketed in four categories:

\* Viewing HDTV with analog converters.

\* Viewing HDTV with LCD screen technology.

\* Viewing HDTV with Plasma screen abilities.

\* Viewing HDTV with LED (Light Emitting Diode) screens.

TV broadcasting has not converted entirely to HDTV program-

ming. And the HDTV programming over the air is limited to the lower resolutions 720 DPI resolution. But overtime the industry, with improved HDMI connection standards, will eventually transition to the higher 1080 DPI standard. So what does this mean for the consumer and in particular the hardware available at Entertainment Expressions?

Virgil explained that for the over the air HD and Analog Converter to HD viewer, the HDTV world does present a wider array of stations. In our area 15 – 20 stations and sub-digital stations are available over the air. He brought an HDTV antenna that can be mounted on your set to improve the reception of these channels.

For the cable and satellite user the options are wider ranging. You can use a LCD HDTV, a Plasma HDTV, or a LED HDTV. Their service can help you navigate intelligently through these choices.

LED HDTV is the latest emerging form that is expensive and limited at the moment. Though it offers the potential to revolutionize the industry as it consumes 40% less power. Virgil offered the opinion that these set prices will eventually be lower as time goes by.

For the gaming person or the action movie aficionado, you would most likely need a HDTV that supports a high refresh rate and a high DPI setting. In this case the Plasma

screen HDTV is optimal, as the gas allows for a refresh rate that is up to three time the rate of HD LCD screens.

A general TV viewer will most likely select a HDTV LCD screen. Particularly if your TV room has many windows and much light. Plasma screens do not handle this contrast lighting well. Whereas the HDTV LCD screens do with their high contrast attributes.

The DVD industry is moving toward the Blue-Ray technological which displays 1080 DPI screen, surround sounds and internet interfaces. If you view these movies versions then a 1080 DPI HDTV in either LCD or Plasma would be advisable.

This many options may seem confusing and hard to digest. Virgil observed that it is their mission to help the customer sort this out. They have viewing rooms in-store whereby you can see this technology in action, and ask them questions that can answer your particular HDTV needs.

He did note that like all technological solutions you get what you pay for. For example the HDMI cables for these systems come in a wider range of pricing and within that range a wide range of quality

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.



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and options.

Nonetheless it is exciting to envision that the average consumer can now create a movie theater world with the right choices that fit their budget. Virgil said that TV technology is a fast changing world, whereas the innovations in the audio realm have been more slow and incremental.

Josh explained the sound options that can compliment one's choice of HDTV technology for the home. Our older TV sets were deep and as a result the speakers in these cabinets often were very good.

Today's HDTV are light, and slim, but in many cases come shipped with slim, ineffective speakers which can not reproduce the quality of sound that we would desire. Often the sound is muddled; hard to understand as a result.

Josh showcased a set of speakers created by Klipsch which incorporate a horn speaker in their system in addition to the standard speaker configuration. As a result the sound is clear, more defied and more accurately reproduces the original source.

He plays a few titles from a CD that demonstrated this very effect. The sound quality was indeed clear. The Klipsch speakers are high end in pricing.

They also had on display a speaker that use the vibration of a thin film to emit sound. As a result this particular model was a thin round cone.

Other options that he offered was a surround sound system with four speakers and a subwoofer. Two of the speakers are for the normal track. Two are for special effect sounds. The subwoofer is for those low sounding special effects. Another alternative is to use wireless

headphones. These can bring the quality of sound directly to your ears.

Computer technology enables sound systems to calibrate the individual 4 speakers in your room. You hook up a test mic and it sends out sound tones whereby it calibrates each speaker in the set.

As Virgil and Josh described the HDTV as an exciting and expanding one. Quite a different world from the old round black and white screen TV's of yesteryear. He said that they are committed to helping the customer setup, use and understand these new devices and options with return visits as required.

The QCS thanks Virgil and Josh for aiding our journey through this new found electronic world. Two lucky members received a copy of Rebit back up software and one member received a Staple gift card.

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## ***A Happier, Longer Life? Volunteer!***

By Sr. Dorothy Robinson, Editor,

Olympia Microcomputer  
Users Group, WA  
December 2010 *OMUG News*  
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Although there may be some situations where volunteering would not necessarily get you a longer, happier life (any veteran could fill you in on that), there are now studies showing that people who volunteer at least two hours a week do in fact receive health benefits from volunteering.

According to an article by Adam Voiland at <http://health.usnews.com>

a 2007 report which drew on the results of 30 studies said volunteering can indeed be good for your health. Voiland says the report indicates that “people who volunteer enjoy longer lives, higher functional ability, and lower rates of depression and heart disease.”

Volunteering keeps a person active and interested, as well as helping stay connected with other people.

Voiland quoted Steven Post, director of a research group at Case Western Reserve University that focuses on the “scientific study of altruism, compassion, and service,” as saying, “The helping impulse is very fundamental. When it is locked off we do not flourish.”

If we look around, there are friends, neighbors, and family who could use a helping hand now and then. There are also nonprofit organizations whose mission is to help people. You may belong to one. In fact, if you’re reading this newsletter, chances are you belong to The Olympia Microcomputer Users Group.

Any group needs leadership, and OMUG is no exception. All our officers and key members are volunteers, and if you talk to any of them, my guess is that you’ll find they enjoy taking an active part in our computer users group, keeping it alive to fulfill its mission.

OMUG’s purpose, according to our Bylaws, “shall be to provide a non-profit, educational, self-help organization for personal computer users; to cultivate cooperative relationships among computer users in our community; and to promote knowledgeable use of personal computer hardware and software.”

Think about why you joined OMUG, and why you keep

renewing your membership each year. Maybe you have computer expertise to offer and you enjoy helping others. Maybe you don’t know a lot about computers and are looking for help. Whatever your reason, computer expertise, or lack of it, is irrelevant to participating in leadership of our group. People with many different lives, leisure and work experiences have served as OMUG officers. You can, too

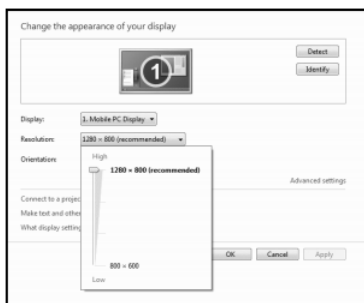
**(The QCS gratefully acknowledges all of the volunteers who help make our organization what it is! Join the corps! )**

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## **Discovering Windows 7 – Part 14**

By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington  
April 2011 issue, *the Data Line*  
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Do you have trouble seeing the text on your computer’s display? New computer displays come in a wide range of sizes. Twenty years ago an 800 pixel by 600 pixel display was considered to be pretty high resolution. Modern LCD displays are available in a number of sizes that can range from 1024 by 600 pixels to 1920 by 1080



pixels. By default Windows attempts to match your computer’s display setting to the number of pixels in the display to give you the sharpest image possible. Sometimes, particularly if you have a very large display, the text may look to small.

Sometimes, however, your display settings may get changed. If you attach a different display or a projector to your computer may change your settings. When you change back to your original display things may look “different” (icons in new locations and bigger or smaller, text larger or smaller).

Windows 7 makes it easy to check and change your display settings. Just click on the Windows Start button and then the Control Panel. Under Appearance and Personalization, click on Adjust screen resolution. This will produce a window like the one shown here which lets you change the appearance of your display. What we want to look at is the button next to Resolution. As shown, when you click on it a small window with slider appears which shows you the range of settings available to you.

Now that we’ve “conquered” the subject of video settings, let’s talk about file extensions. File extensions are a group of letters at the end of a file name that identifies the type of file for the programs in your computer. For example, if I had a picture on my computer it might be named cat.jpg. The name of the file is cat and the extension .jpg identifies it as a picture file for the Windows Photo Viewer program, as well as other programs that I might have for viewing pictures. Through the magic of Windows, you don’t

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have to specify a particular program to open or view a file. In our example, just double-clicking on `cat.jpg` will start the right program so I can see the picture of a cat.

I have a new laptop computer. It came with Microsoft Word 2010 on it. My old computer has Word 2003 on it. When you create a document with Word 2010, Word places a file extension of `.docx` on it. If you create a document using Word 2003 it has a file extension of `.doc`. Why? Because Microsoft changed something in the way it formats document file with Word 2010. Word 2010 can read `.doc` files created by Word 2003 but Word 2003 cannot read Word 2010 documents with a `.docx` file extension. For people like me that use Word 2003 on one computer and Word 2010 on another computer, it means that I can't read documents created on the new computer on my old computer. Fortunately Microsoft has provided a solution. It lets me save documents created with Word 2010 with the format used by Word 2003 (with a `.doc` file extension) so I work with the same document on both computers.

Now we get to Part 2 of my problem. By default Windows 7, as well as other versions of Windows, hides file extensions. This means that by just looking at the name of a docu-

ment, I can't tell if it was saved as a `.doc` or `.docx` file. In older versions of Windows there was a way to unhide file extensions. I did that years ago on my old computer, it was something to do with "folder options" but I no longer remember how I did it. It doesn't matter. I want to unhide file extensions on my computer with Windows 7. As it turns out, this is very easy.

Start by clicking on the Windows 7 Start Button. In the Search Box that appears above it, type "folder options." In the window that appears above the Search Box we'll see "Folder Options." We can also see that it is located in the Control Panel, but that isn't important right now. Just by double-clicking on "Folder Options" gets us to the Folder Options window. Which is what we want? If we click on the view tab (as shown in the illustration) we see a list of Advanced settings, including one that says "Hide extensions for known file types." Notice the check mark in the box next to it. Click on the box to uncheck it and click "OK" to unhide file extensions.

While we're here in the Folder Options window, notice that there are a lot of other options. I'll leave it to you to explore them. Just remember, if you mess things up, just click on the "Reset Folders" button to restore everything to the default settings.

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Technology with new capabilities and applications is constantly available. It can be difficult to stay focused on what will be most suitable for our requirements when we are constantly wowed by the latest innovations. Suppose you wish to read eBooks and listen to music. How many pieces of equipment will allow you to do this? Here are a few: computer, web book, a variety of phones, iPad, some mp3 players, some GPS devices and some eBook readers.

The cross application of many of these devices is amazing and sometimes confusing. In January we heard a presentation from the Stark County District Library about eBooks and eAudio books and were introduced to a variety of devices that can be used to check out these Books. The library has a links to lists of compatible and incompatible devices at <http://www.overdrive.com/Resources/DRC/Default.aspx>.

During the presentation, I became interested in the comparison between Apple's iPad and Barnes and Nobles Nookcolor. Both of them have one disadvantage when compared to other readers such as other Nook products, Sony, Kobo or Kindle: the screen is not E Ink or E Paper.

That means the battery is being drained when it is in use and that it will be more tiring to the eyes and perhaps impossible to read in bright light. However, Nookcolor lets you read books and a magazine in full color and works both in Wi-Fi and 3G networks. It has 8 Gig of internal memory, enough to hold 6,000 books, and is expandable to 32 Gig.

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## eBook Readers Compared

By Constance Brown, President, Canton/Alliance/Massillon User Group, Ohio  
February 2011 issue, *The Memory Map*



Over 2 million book titles are available, and it has internal support for Microsoft Word, Excel and PowerPoint.

Additional features include resizable text and graphics with Aliv-eTouch™, audio, Read to Me, Keep your last page, read between devices, LendMe™ technology, borrowing, and you can share updates on Social sites like Facebook® and Twitter®. It runs with the Android™ Operating System. The price tag is \$249. More information is available at [www.barnesandnoble.com/nook/index.asp](http://www.barnesandnoble.com/nook/index.asp). Here the comparison stops. Nookcolor was not designed for Internet browsing or communicating via email.

Apple's iPad comes with 16 Gig to 64 Gig of internal memory. Some iPads are Wi-Fi only and others are either 3G or Wi-Fi. The price tag varies from \$499-\$829. The iPad is much more than an eBook reader. It offers Internet access and applications. It is still awaiting an app to be released that will let the reader view eBooks full screen. You can page through websites, write an email, flick through photos, or watch a movie with just the touch of a finger. The 3G data plan is through ATT and starts at \$14.99 per month. It has many computer capabilities, especially when it comes to browsing the Internet and reading email.

When it comes to comparing eBook readers that use E ink and E paper, it is a bit more difficult to make a selection. The Kindle is great, but doesn't allow for you to check out eBooks from the library at this time. Kobo from Borders does not allow you to listen to EAudio and requires that books be loaded from a computer. Sony and

Nook have their own trade-offs with weight, bulkiness, and a screen that is sometimes difficult to read in sunlight in the case of the Sony. So if an E Reader is in your future, you will have to select what best meets your needs. Having an eReader certainly beats having to carry heavy, bulky books through the airport in order to satiate your reading appetite as you wait for your next flight!

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## **Powermat**

By George Harding, Treasurer,  
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March 2011 issue, TCS eJournal  
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You probably carry at least one portable device, a mobile phone. To keep it charged, you need a charger for a home outlet or one for the car. When you travel, either locally or away from home, you must remember to carry one or both of these chargers. It's cumbersome, but that's the price of a mobile device.

Or maybe not! Powermat has a solution for any of your mobile devices, and it doesn't require a charging cord. How do they do this? You charge a Powermat unit, then carry it with you wherever you might be.

Just set your mobile device on one of the panels of the Powermat and your device is charged wirelessly by induction. What does that mean? You don't need to know. It just works.

I received a Powermat for evaluation. It is a small 3" X 3" tri-fold device. It unfolds into three connected panels, two of which are charging panels. The third section is the

storage battery that allows the device to be used wirelessly.

You first charge the Powermat with a wall outlet. Then fit your mobile phone or other device with a receiver tailored for your specific type of device. Then simply place the mobile device on the Powermat. You'll hear a beep to indicate that connection is made and that your mobile device is charging. Another beep sounds when your device is removed.

The tri-fold Powermat I received is one of several styles available. Some are smaller, some come with a Power Cube, a unit that connects to your mobile device and is what is placed on the Powermat.

I tried out my wife's Blackberry on the Powermat. The unit comes with a Power Cube which you connect to the Blackberry, then place it on the Powermat to charge. The Power Cube is about one and a half inches square and has a white, smooth surface.

One corner of it has a wire attached with a connector with adaptable heads for almost any receptacle available today.

The wire fits neatly into a groove around the edge of the Power Cube when not in use. I also received a receiver for my iPhone. A receiver is a shell into which the iPhone fits. It has a compatible plug in its base and a unit on its back similar in function to a Power in function to a Power Cube. Once the iPhone is in the receiver, you need only place it on the Powermat to charge it.

Powermat announced at CES an agreement that will provide wireless charging capabilities in airports, through the installation of Powermat units in terminal seating.

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Airports are difficult environments in which to obtain recharges. This solution will benefit the many travelers with mobile devices that need charging in an airport. In addition, Powermat will be working with GM to incorporate in their cars, starting with the Chevy Volt, a charging solution for most mobile devices, without the use of wires.

About: Powermat  
Vendor: Powermat  
[www.powermat.com](http://www.powermat.com)

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## ***The Wild Side of Photography***

By Clara Harold, Member,  
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March 2011 issue, *TCS eJournal*  
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This book's twenty chapters are written by 11 different photographers. They hail from around the world and show great imagination and creativity.

1. Landscape Blurs – Alain Briot. Notes on process and approach. Alain talks about the equipment that he uses, picking the right scene with the right colors and the quality of light that will make a beautiful blurred photo. He writes about picking the correct lenses and processing your photo in Lightroom 2 and Photoshop CS4.

2. Landscape Blurs, part 2 – Alain Briot. Image processing Workflow. The photos of the workflow he used in Lightroom 2 are well done. He talks about the Black Point Adjustment Curve which was very helpful in editing pictures with great res-

ults. The instructions on how to use the High Pass Filter, Smudge Tool, Shadows, Highlights and Vibrance adjustments and what they do are very good.

3. Show Time – Gerhard Rossbach. A mini photo studio in your notebook computer. This is a great idea that I have used and really like the results. Pick a picture to show on the screen of your laptop. Use two LED lamps that plug into a USB port. Cover the keyboard with something that has a smooth finish. I took pictures of flowers and jewelry. It is such a great idea.

4. Near and Far – Cyrill Harnischmacher. Using telephoto and macro lenses as telescopes and microscopes. Cyrill explains how to build with eye pieces, adapters, and customized lens caps and even how to adapt a compact camera into a homemade telescope. Use some old camera equipment to experiment with.

5. Camera Obscura – Tobias Pohl. Analog and Digital Pinhole Cameras. After sharing some of the history about the pinhole camera he gives information on how to build one as well as suggestions on how to correct some of the problems you might encounter. He suggests [www.pinhole.cz](http://www.pinhole.cz).

6. Graffiti Made of Light – Niklas Plessing. Light Writing with LED Lamps. Niklas writes about equipment and sources of light for getting great shots. He goes into great detail about camera settings so you can be sure to capture a good photo. There are 6 websites listed for more information on light writing and equipment.

7. Kite Aerial Photography – I have never flown a kite, so I don't think I will try this one. They describe the different kinds of kites,

everything you will need to get started, plus a long list of websites on the subject.

8. Selective Focus – Cyrill Harnischmacher. Build Your Own Tilt/Shift Lens. This chapter is how to modify an old camera. The directions for all the technical work are listed. There are some pictures of some very interesting results from the makeover.

9. Color, blur, and Verve – Anett Boettcher. Close-up Photography Revisited. The author likes to experiment with camera lenses to keep his work intriguing; he experiments with color on the computer so the viewer will want to take a second look. There are very nice examples of his work.

10. Diver Down – Kai Wallasch. A look at the fascinating world of underwater photography. There is a lot of good information about equipment and how to use it. For the more practical photographer he shows how to build a periscope.

11. Night Sights – Michael Diechtierow. Using flash creatively in the dark. First you need a camera that is capable of long shutter speeds and high ISO settings. He goes into great detail on using light and various flash techniques, with some great pictures as examples of his work.

12. The Sun, the Moon, and the Stars – Cyrill Harnischmacher. Simple ways to shoot spectacular astrophotos. He explains about using the top hat method to avoid camera shake, focusing, the right place and the right time. A list of exposure settings is provided along with f stops and how to build your own sun filter. If you are planning on taking night pictures this book would be of great benefit.

13. Klip-Klap – Tobias Pohl. Getting started with stereoscopic photography. Design drawings are available in the book to build your own attachment to use on your tripod. This gives you a very artsy effect.

14. The Flatbed Camera – Gotfried Huettemann. Taking photos with scanners. There are directions on how to get great photos of small objects without a camera. Information is given on how to set up the scanner and how to block out the light.

15. What Do You Print On? – Michael Benecke. Printing images on unconventional materials. He gives a lot of information about different printers and explains the many different types of paper. It is amazing the incredible variety of papers that can be found on the web. For a little fun, you can print on edible paper, apply it to a wafer and frame it!

16. Gotcha! – Cyrill Harnischmacher. High-Speed photography using a photoelectric shutter release. This chapter has information on how to take very high speed photos of water splashing and eggs breaking, the equipment that is needed and what settings to use.

17. Soft-Focus Lens – Mike Hagen. Create a Lensbaby Effect with Vaseline. To take pictures with a selective focus using what you have at home, try a little Vaseline. You can try horizontal, radial, partial, diagonal or circular smears. Use your imagination. When it's time to clean your filter, use a little rubbing alcohol on a soft rag.

18. Little Planets – Christian Bloch. Seriously twisted panoramas. This technique needs some special equipment. An HDRI book by the author is available at [www.hdri-handbook.com](http://www.hdri-handbook.com). You

may also consider Mastering Digital Panoramic Photography by Harold Woeste, see the site <http://oreilly.com/catalog/9781933952451>. The photos featured in the book are outstanding.

19. Light Changes Everything – Martin Krolop. Using Dedicated Flash Professionally. Here's information on all types of flash units that can be used, from in-camera flash to accessory units that allow photographers to enhance their subjects anywhere. He gives advice on both indoor and outdoor shooting.

20. A View From Above – Mike Hagen. Aerial photography with a telescoping monopod. Want to raise your camera 20 feet into the air. Information on how to construct your own telescoping monopod is in the chapter. He gives a list of what you need and how to use it for a very low price. Use the self timer and you're in for some great pictures.

21. Camera Hacking – Berthold Daum. Activating hidden functionality in Canon Consumer Digicams. He explains how to bring up a lot of hidden information that is in your camera.

This book will help you be more creative and take your photography to a higher level. There is something for all ages and ability levels. I recommend this for every photographer's library.

About: The Wild Side of Photography

Author: Various

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## 7 Little Word Annoyances and Their Easy Fixes

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., FL

March 2011 issue,

*Sarasota PC Monitor*

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Below is a collection of frustrating things that can happen when using Microsoft Word. These annoyances can occur in any version of Word although most are geared to Word 2007 and 2010. In Word 2003, the fix-it steps may be different.

**Annoyance 1** -- You accidentally press the Caps Lock key on your keyboard before typing a paragraph. When you finish, you find everything in capital letters.

**The Fix:** Rather than retyping the whole paragraph, highlight the text, then click the "Change Case" button (Aa), located on the Home tab in the Font group. Click "Sentence case" to transform your paragraph into normal sentences.

**Annoyance 2** -- You create a party invitation with a light blue background (Page Layout tab - Page Color). But when you print it, the background is white.

**The Fix:** Office has set Word to not print full page background colors, probably to save users from wasting ink. You can, however, make the colored background print. Click the Office button, then Word Options -- Display. Put a check mark next to "Print background

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colors and images," then click OK. Until you remove this checkmark, all colored backgrounds will print.

**Annoyance 3** -- You're working on a document where you've set the text size to be a fairly small 10 points. But you find that the text is too small to view comfortably while you're typing.

**The Fix:** Drag the Zoom slider located in the bottom right corner of the Word window to the right to enlarge the screen view of the text. When printed, the text will be 10 points no matter how big it appears on the screen.

**Annoyance 4** -- You find that the spaces between lines of text in your document are wider than you want.

**The Fix:** If all the spaces are wider than expected, you can change the line spacing for the whole document at once. On the Home tab, in the Editing group, click Select -- All to highlight all the text. Next click the Line Spacing button in the Paragraph group and select 1.0 for single-spacing or one of the other choices.

Note: Word will not remove extra space after paragraphs when you choose a line spacing size. To remove extra space after a paragraph, select the paragraph before the extra space, click the Line Spacing button and choose "Remove Space After Paragraph." A more permanent way to create no extra space between paragraphs is to open the Paragraph group dialog box launcher (small diagonal arrow) on the Home tab and put a checkmark in front of "Don't add space between paragraphs of the same style."

**Annoyance 5** -- Every time you

type an email or web address into a document, it turns into a clickable hyperlink with underlined blue text, even if that isn't your intention.

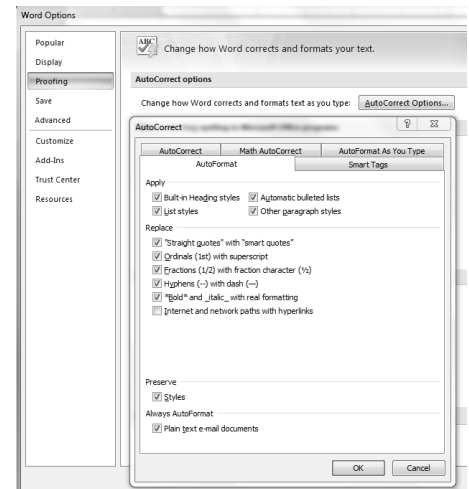
**The Fix:** The quickest fix is to right click the address and select "Remove Hyperlink." But this is only a one time remedy. To remove this action permanently, click the Windows button, then this sequence: Word Options -- Proofing -- AutoCorrect Options -- AutoFormat As You Type. Remove the checkmark next to "Internet and Network paths with hyperlinks" and click OK.

**Annoyance 6** -- You find that as you type, distracting wavy red and green lines show up under words and phrases.

**The Fix:** Word is set to check spelling (red lines) and grammar (green lines) as you type. This is another Proofing option which comes enabled from the factory. To turn off one or both of these features, go to Word Options (Office button - Word Options) and click Proofing. Remove the checkmarks next to "Mark grammar errors as you type" and "Check spelling as you type." You can always check spelling and grammar after your document is complete by clicking Spelling & Grammar at the left end of the Review tab.

Several of these fixes involve the settings found in the Options area of the Office 2007 menu (File menu in 2010). Options are available for all the Office programs (Word Options, Excel Options, Access Options, etc.) These default settings were determined by interviews with thousands of people who use Office regularly in the workplace. If you find that the factory settings are causing you more trouble than help,

changing them is a simple task. All Office users should take a personal tour of the Options menus, which resemble this Word Options window with the AutoCorrect box open:



**Annoyance 7** -- You often save documents to the same folder which is buried within other folders in My Documents. It takes several clicks to find this folder each time you want to open or save a document to it. **Fix 1:** You can find almost any folder on your Windows Vista or 7 computer by typing its name into the Start Menu search box just above the Start button. Often it takes only a letter or two before the folder appears in the search results. On the downside, you have to do this each time you want to open the folder.

**Fix 2:** A way to make any folder immediately available is to add it to the Favorites section of the navigation pane. This pane appears on the left side of any explorer window where you are viewing, opening or saving files and folders. To make a folder a Favorite, start by creating or opening a file, like a document, and click Save As, which opens the Save As dialog



box. This reveals the navigation pane on the left, showing a list of possible places to save the file. Navigate to the folder you want to make a favorite so that it is the last item in the history bar across the top. Then right click the word Favorites in the left pane. From the drop down menu, click "Add current location to Favorites." Your special folder will now appear in the Favorites list. It will also appear in the Favorites list of the other MS Office programs on your computer, such as Excel and PowerPoint. To remove a folder from Favorites, right click the folder and select Remove.

Using a computer should be fun as well as useful. Take a few minutes to think what your personal computer annoyances are and try to find fixes for them. Customizing your programs makes using the computer much more enjoyable and efficient.

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## *Word / Excel Tips* *Printing Odd or Even Pages*

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. This is easy to do in Word by following these steps:

1. Press Ctrl+P. Word displays the Print dialog box.
2. Adjust the printing settings as desired.
3. Using the Print drop-down list at the bottom of the dialog box, choose either Odd Pages or Even Pages, as desired. (Make sure you

use the Print drop-down list, not the Print What drop-down list.)

4. Click on OK. Your document is printed.

The above steps work great in any version of Word up through Word 2007. If you are using Word 2010, then the Print dialog box was done away with. You should follow these steps, instead:

1. Press Ctrl+P. Word displays the File tab of the ribbon, with printing options visible in the tab.

2. Adjust the printing settings as desired.

3. Using the first drop-down list under the Settings heading, choose Only Print Odd Pages or Only Print Even Pages, as desired.

4. Click on Print. Your document is printed.

### **Displaying a Hidden First Column**

Excel makes it easy to hide and unhide columns. What isn't so easy is displaying a hidden column if that column is the left-most column in the worksheet. For instance, if you hide column A, Excel will dutifully follow out your instructions. If you later want to unhide column A, the solution isn't so obvious.

To unhide the left-most columns of a worksheet when they are hidden, follow these steps:

1. Press **F5**. Excel displays the Go To dialog box.

2. In the Reference field at the bottom of the dialog box, enter A1.

3. Click on OK. Cell A1 is now selected, even though you cannot see it on the screen.

4. Unhide the column. (In Excel 2007 or Excel 2010, display the Home tab of the ribbon and click Format | Hide & Unhide | Unhide

Columns. In older versions of Excel choose Format | Column | Unhide.)

Another way to display the first column is to click on the header for column B, and then drag the mouse to the left. If you release the mouse button when the pointer is over the gray block that marks the intersection of the row and column headers (the blank gray block just above the row headers), then column B and everything to its left, including the hidden column A, are selected. You can then unhide the column.

A third method is even niftier, provided you have a good eye and a steady mouse pointer. If you move your mouse pointer into the column header area, and then slowly move it to the left, you notice that it turns into a double-headed arrow with a blank spot in the middle as you position the pointer over the small area immediately to the left of the column B header. This double-headed arrow is a bit difficult to describe; it looks most closely like the double-headed arrow that appears when you position the pointer over the dividing line between column headers. It is different, however, because instead of a black line dividing the double arrows, there are two black lines with a gap between them.

When your mouse pointer changes to this special double-headed arrow, all you have to do is right-click and choose Unhide. Your previously missing column A magically reappears.

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--continued on next page--

# A Little Humor

A young engineer was leaving the office at 5:45 when he found the CEO standing in front of a shredder with a piece of paper in his had.

“Listen,” said the CEO, “this is a very sensitive and important document, and my secretary is not here. Can you make this thing work?”

“Certainly,” said the young engineer. He turned on the machine, inserted the paper, and pressed the start button.

“Excellent, excellent!” said the CEO as his paper disappeared inside the machine, “I just need one copy.”

Lesson: Never, never, ever assume that your boss knows what he's doing.

## Membership Corner

Any New Members joining and Members renewing in the month of **May 2011**, your dues are  
 Individual : \$ 5.00  
 Family: \$ 6.00

All Memberships expire June 30th  
**New Members** Pay Prorated Dues  
 According to following chart:

Join In	Dues	
	Individual	Family
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

### Officers 2010-2011

#### Elected Officers

President	Judi McDowell	(309) 314-1780	julee89@gmail.com
Vice President	Nancy Polios	(309) 755-4926	npolios@gmail.com
Secretary	Diana Wolf	(309) 797-5413	theqcs.sec@mchsi.com
Treasurer	Cheryl Heimburger	(309) 496-9435	cheimbur@hotmail.com
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	Vicki Wassenhove	(309) 787-2239	wazz123@gmail.com
Director Past President	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com

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Beginners	Jim Kristan	(309) 755-8277	jmkris@gmail.com
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QBits	Joe Durham	(309) 764-5570	joseph85_us@yahoo.com
Windows	Larry Stone	(309) 797-5574	lstone521@mchsi.com

#### Appointed Officers

Membership Director	Susan Peterson	(309) 721-7048	felspaw@sbcglobal.net
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Mailing	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com

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Cell Phone \_\_\_\_\_

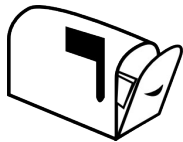
Email \_\_\_\_\_

Referred by \_\_\_\_\_

## QCS Meeting Dates – May 2011

S	Mon	Tue	Wed	Thu	Fri	S				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>				
	<p style="text-align: center;"><b>5:30 PM</b>                      Beginners SIG                      Jim Kristan                      309-755-8277                      jmkris@gmail.com</p> <p style="text-align: center;"><b>7:00 PM</b>  <b>Communication &amp;                      Emerging Technology</b>  <b>Dr. Snowball</b>  <b>Augustana College</b></p>		<p><b>Please note! :</b>  <b>FROM MAY 3RD THRU</b>  <b>JUNE &amp; JULY</b></p> <p><b>ALL SIG EVENTS &amp;                      MAIN MEETINGS</b>  <b>WILL BE HELD AT</b>  <b>LIBRARY</b>  <b>Butterworth Center</b></p>							
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>				
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>				
	<p style="text-align: center;"><b>5:30 PM</b>                      Genealogy SIG                      Len Stevens                      563-359-9672                      judylenstevens@msn.com</p> <p style="text-align: center;"><b>7:00 PM</b>                      Internet SIG                      Ted Huberts                      309-792-9470                      slowhand54@sbcglobal.net</p>									
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>				
	<p style="text-align: center;"><b>5:30 PM</b>                      Digital SIG                      Vicki Wassenhove                      309-787-2239                      wazz123@gmail.com</p> <p style="text-align: center;"><b>7:00 PM</b>                      Windows SIG                      Larry Stone                      309-787-5574                      lstone512@mchsi.com</p>		<p style="text-align: center;"><b>6:00 PM</b>  <i>QCS Board Meeting</i>                      Orchid Room                      Butterworth Center                      2<sup>nd</sup> Floor                      Judi McDowell                      309-314-1780                      julee89@gmail.com</p>							
<b>29</b>	<b>30</b>	<b>31</b>								
			<p><b>QCS Officers</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">                     President                      Judi McDowell                      julee89@gmail.com                 </td> <td style="width: 50%; text-align: center;">                     Vice President                      Nancy Polios                      npolios@gmail.com                 </td> </tr> <tr> <td style="text-align: center;">                     Secretary                      Diana Wolf                      theqcs.sec@mchsi.com                 </td> <td style="text-align: center;">                     Treasurer                      Cheryl Heimberger                      cheimbur@hotmail.com                 </td> </tr> </table>		President Judi McDowell julee89@gmail.com	Vice President Nancy Polios npolios@gmail.com	Secretary Diana Wolf theqcs.sec@mchsi.com	Treasurer Cheryl Heimberger cheimbur@hotmail.com		
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**Monday**  
**May 2, 2011**  
**7:00 PM**

**Communication with  
Emerging Technology**  
**Email and Ediquette**  
**Dr. Snowball**  
**Augustana College**  
**Butterworth**  
**Education Center**  
**7<sup>th</sup> Street and 12<sup>th</sup> Avenue**  
**Moline !**