QBITS

QCS Main Meeting Change for the month of July!

Because of the July 4th holiday our main meeting is CANCELLED!.
Make a note of it!
Also the following SIGs will not meet in July:
Beginners SIG
Digital SIG
*Please consult closely the QCS web site (**qcs.org**) for any changes occurring during the summer months as events warrant! Thanks.*

QCS Notice
Membership Dues
Expire June 30th!

Individual: $30 Family: $40
All membership dues expire June 30th. Since we will **NOT** have a general meeting in July due to the July 4th, holiday weekend, please plan ahead. Bring your dues to the SIG groups you attend in the month of July **OR** mail your dues to:
Quad Cities Computer Society
c/o Cheryl Heimburger
17209 Cedar Rd
East Moline IL 61244-9729

QCS Review
Peak Performance
presented by
Dr. Chris & Michelle Beckwith
Beckwith Chiropractic Neurology
beckwithchiropracticneurology.com
3440 38th Avenue
Moline, IL 61265
Ph: 309-764-4994

Dr. Beckwith came before our group to share his medical insight into the ways of helping us take care of our bodies in the workplace and at home. He is an Assistant Professor of Clinical Neurology. He is on the faculty of Palmer College as well. Michelle, mentioned that above and beyond Dr. Beckwith's many degrees is his care and compassion for the patients he serves.

He began with directions to our group to fill out a survey which helps to identify those areas of living that need improvement or solutions. The symptoms that we experience small and great are warning signs that our bodies give us. Dr. Beckwith then interlaced those responses to how we manage our nutrition, activity and workplace actions.

With a a brief survey of basic nutrition he mentioned that proteins, carbohydrates and fats need the correct proportions in order for us to functional efficiently and have a less stressful existence. With the example of our hand, he observed our palm area could represent the amount of protein in our meal: chicken for example. Our fingers would represent the amount of carbohydrates in that portion. And finally the tip of our thumb represents the amount of fat that should be present in that meal. He didn't mean that we should only eat one hand's worth, but several hands should always contain the same percentage among those food groups.

Dr. Beckwith also stated that the foods we eat are not as nutritionally substantial as they were 50 years ago, so it wise to use supplements to round our diet objectives. Caffeine is something that should not be part of our nutritional mix, it accentuates the highs and lows of food metabolism.

Using this foundation, Chris guided us through some basic and essential exercises that can help to relief that tension points in our daily and workplace settings. He emphasized first of all that we should always carry things close to our bodies and not reach out or above for objects. If we do, this position places much extra torque our backs were not designed to withstand. For example a 20 lb. box close to the body would generate

The QCS is a member of

apcug

approximately 40 lbs. of torque on lower back. If that same box was held outstretched in front of ourselves the same lower back torque could be 90 lbs. And finally if we reach over and down the torque increases substantially more and puts ourselves at unnecessary risk for injury.

At this portion of the program Dr. Beckwith called for audience participation with a few simple exercises to relieve the stress points while computing. Our shoulders, wrists and forearms were gently stretched and relaxed. Dr. Beckwith brought several brochures describing these procedures and many in the audience took them home. We all have done things from an unnatural position, and working too long at one time on computers and these examples are great helps, day to day.

Conventional wisdom always has said that it was wrong to cross your legs. New medical insight has discovered that this is not the case. Crossing your legs interacts with other muscle groups in your body. It is important that we change position regularly so that one side of the muscle group is not favored over another.

Dr. Chris Beckwith and Michelle Beckwith's presentation was an engaging, and informative exploration of the ways that we can improve our computing experience and also the lives that we lead each day. After the meeting they offered to schedule free consultation for those of our member who wanted to follow up on their ideas. The QCS would like to thank them both for their unique insight into this often unconsidered area of work.

Computers :)

....

Tech Support: What kind of computer do you have?
Customer: A white one.

....

Customer: Hi, this is Celine. I can't get my DVD out !!!
Tech Support: Have you tried pushing the button?
Customer: Yes, I'm sure it's really stuck.
Tech Support: That doesn't sound good; I'll make a note.
Customer: No, wait a minute, I hadn't inserted it yet. It's still on my desk . . . sorry. Thank you.

....

Tech Support: Click on the 'MY COMPUTER' icon on the left of the screen.
Customer: Your left or my left?

....

Tech Support: Hello. How may I help you?
Male Customer: Hi .. . . I can't print.
Tech Support: Would you click on 'START' for me and . .
Customer: Listen pal; don't start getting technical on me. I'm not Bill Gates!!!

....

Customer: Good afternoon, this is Martha. I can't print. Every time I try, it says . . . 'CAN'T FIND PRINTER'. I even lifted the printer and placed it in front of the monitor, but the computer still says it can't find it!!!

....

Customer: I have problems printing in red.
Tech Support: Do you have a color printer?
Customer: Aaaah . . . . thank you

Tech Support: What's on your monitor now, ma'am?

Customer: A teddy bear that my boyfriend bought for me at the 7-11 store.

....

Customer: My keyboard is not working anymore.

Tech Support: Are you sure your keyboard is plugged into the computer?

Customer: No. I can't get behind the computer.

Tech Support: Pick up your keyboard and take ten steps backwards.

Customer: Okay..

Tech Support: Did the keyboard come with you?

Customer: Yes.

Tech Support: That means the keyboard is not plugged in. Is there another keyboard?

Customer: Yes, there's another one here. Wait a moment please. . .. . Ah, that one does work. Thanks.

....

Tech Support: Your password is the small letter 'a' as in apple, a capital letter 'V' as in Victor, and the number '7'.

Customer: Is that '7' in capital letters?

....

Customer: I can't get on the Internet.

Tech Support: Are you absolutely sure you used the correct password?

Customer: Yes, I'm sure I saw my co-worker do it.

Tech Support: Can you tell me what the password was?

Customer: Five dots.

....

Tech Support: What anti-virus program do you use?

Customer: Netscape

Tech Support: That's not an anti-virus program.

Customer: Oh, sorry . . . Internet Explorer.

....

Customer: I have a huge problem! My friend has placed a screen saver on my computer . . . but, every time I move my mouse, it disappears.

....

Tech Support: How may I help you?

Customer: I'm writing my first email.

Tech Support: OK, and what seems to be the problem?

Customer: Well, I have the letter 'a' in the address, but how do I get the little circle around it.

....

A woman customer called the Canon help desk because she had a problem with her printer.

Tech Support: Are you running it under windows?

Customer: No, my desk is next to the door, but that is a good point. The man sitting next to me is by a window, and his printer is working fine!

....

.And last, but not least . . .

Tech Support: Okay Bob, press the control and escape keys at the same time. That brings up a task list in the middle of the screen. Now, type the letter 'P' to bring up the tgram Task Manager.

Customer: I don't have a 'P'.

Tech Support: On your keyboard, Bob.

Customer: What do you mean ?

Tech Support: 'P' . . . on your keyboard, Bob.

Customer: I AM NOT GOING TO DO THAT!!!

..

This ought to make you feel better about your computer skills!

Secrets to Safe Computing :

gary.stanley.net/secrets.htm

If you have an iPhone or an iPad, backing up is also important. All the stuff on your device is subject to suddenly disappear. It could occur when updating your operating system as happened to me last month. I plugged my iPhone into my computer and opened iTunes. It gave me a message that OS 4.3.3 was available for downloading and installation. I said "go for it." It downloaded and started to install, but partially finished it said that the installation failed and that I would have to do a restore. It would not restore and I had to take it to the Apple store. They returned it to me as if it were a new phone. (This was a reported Apple server error.) That's one step to the good, but how about all my contacts, email, messages, apps, music, and photos? That's where your back up comes into play. If you have not backed up here's how to do it. Plug your device into your computer, open iTunes. When your device appears on the left side of the page, right click on it and choose Back up. Now if something happens, like it did to me, do the same except when you right click choose Restore from Back Up, and you're

back in business.

Twitter photo integration rumored for the next iPhone & iPad operating system. The first week of June Apple shows off iOS 5 at its Worldwide Developers Conference, **tinyurl.com/3jz9o4y** and while much remains unknown about what will be included, a new report suggests Twitter is on the VIP list.

White iPhone 4 vs. Black iPhone 4: Do they have different cameras? With the popularity of digital photography increasing everyday, cell phone cameras are important to lots of people. The iPhone 4 has been touted as taking excellent photos, but now there seems to be a question as to whether the black or the white one takes the best shot. Details from PCWorld. **tinyurl.com/694gwhq**

Six things that could block your Wi-Fi, and how to fix them. Does your wireless network seem slow? There are different reasons why this can happen. If your router is a 2.4GHZ model, interference can be caused by cordless phones, baby monitors, and the like. Here are other reasons and the fixes from PC World. **tinyurl.com/69bublm**

It has come to our attention that some people are not receiving our Cyber News monthly email. This is because most ISPs have tightened security and some of our emails end up in the spam dump. You may not get them at all or you may find it sitting in your Junk Mail Box. Please be aware that the email is just a courtesy to let you know that the newest edition has been posted. If you bookmark this page, you will always have access to it. A way to insure that you get our email is to put my email address, **gary@stanley.net** in your address book.

Last month Microsoft purchased Skype for a whooping 8.5 billion! Yes, that's spelled with a B, and it was paid for in cold hard cash. As you probably know Skype, with the help of a web cam, let's you visually see the person you're talking to on the Internet. You're probably wondering how a company like that could be worth so much. Here's an explanation that will offer some answers. **tinyurl.com/5syhu5o**

Eight ways to protect your Facebook privacy. As Facebook becomes the window to the Web for its more than 500 million users, the security of the social network has never been a hotter topic. While it can be hard to make a Facebook account completely hack-proof, you can do a lot. Here are eight Facebook settings that you can check now. Details from USA Today. **tinyurl.com/5v67sst**

Facebook users can set up a vanity address so you can easily tell your friends how to get to your page. If you haven't done this your Facebook address will be: Facebook.com/profile.php?id=xxxxxxxxxxxxxx. Instead, you can have it look like this: **Facebook.com/GaryRStanley**, of course substituting your name. Go here **www.facebook.com/username/** to set up your exclusive address.

For those of you using Firefox as your browser, which includes yours truly, the new 5.0 version is scheduled to be released on or about June 21st. The new browser will include over 1,000 fixes and improvements over previous versions.

Are you in the market to purchase a new laptop? Laptops can make more sense over a desktop for lots of reasons, and of course one of them being portability. It's great for traveling or from office to home. Big screens are a temptation but I have found smaller is better because of size and weight. Here are 7 tips for buying a laptop. **tinyurl.com/3kua3gs**

Recently HP recalled about 162,000 laptop batteries. In the last 12 months there have been reports of overheated and ruptured batteries resulting in burns, smoke inhalation, and property damage. See if your laptop is affected. **tinyurl.com/3qrllok**

You could spend weeks watching YouTube videos. Somehow I got to doing that the other day and watched Johnny Carson, Jonathan Winters, Robin Williams, Carol Burnett, and the list goes on. Don't think anyone will ever replace Carson. One video would to lead to another, and another. Remember the Dean Martin Show? Here he is, cigarette in hand, having fun with a young Goldie Hawn. **tinyurl.com/3eead6** Don't start clicking on others now or you might spend hours!

Easy and Fast Way to Update or Install Free Software

by Ira Wilsker
iwilsker@sbcglobal.net

WEBSITES:
ninite.com
ninite.com/linux
allmyapps.com
tinyurl.com/6arhffk

A regular reader of this column suggested that I write about a free

service that can automatically install and update the most popular freeware programs available. She recommended Ninite, but I was also familiar with a competitive service from AllMyApps. While both have comprehensive listings of free software, AllMyApps also includes links to some commercial software applications, so I would have to give the edge to Ninite when it comes to the mass installation of free software.

San Francisco based Ninite (ninite.com) offers about 85 of the most widely used free Windows programs which can be selectively installed without any intervention by the user once the programs have been selected from the Ninite list. To implement the Ninite service, the user simply checks the software titles desired, and downloads the small installer that automates the install process. The automated installer installs all of the selected programs without any intervention; there is no "next" to click, and questionable optional items, such as toolbars, are automatically refused during the installation process. The freeware files downloaded and installed by Ninite are always up to date with the latest versions available. What is especially helpful and useful is that the single installer which is downloaded remembers which programs were selected, and rerunning the installer which was originally downloaded will automatically check for the latest versions and updates, and install them; there is no need to re-download a new installer unless additional programs are selected, or previously selected programs are no longer desired. The Ninite installer can identify the operating system of the computer, and intelligently install

32 or 64-bit versions as appropriate. Since most of the freeware programs are multilingual, the programs offer a selection of languages during the install process; Ninite will identify the chosen language on the computer, and install the software with the correct language option.

It is not necessary to create an account on the Ninite website, and no signup is required to make full use of the services. For business and other commercial users with a large number of computers to maintain, Ninite offers a "Pro" version for a mere 20 cents per computer per month, which will transparently maintain the free programs on the covered computers, but the Pro version is not necessary for home users who use the free installer.

The Ninite website at ninite.com is very intuitive and easy to use; the page is divided up into categories of free software, and all the user needs to do is check the box adjacent to the selected programs, and then download the customized installer at the bottom of the page. The downloaded installer does all of the work with no intervention required of the user. The categories of free software available on the Ninite website are Web Browsers, Messaging, Media, Runtimes, Imaging, Documents, Security, File Sharing, Other, Utilities, Compression and Developer Tools; each category contains from two to fifteen programs, all selectable by check box.

For those who would like to try or use multiple internet browsers, Ninite offers Google's Chrome, Firefox, Apple's Safari and Opera. As with all Ninite categories, any one, any combination, or all can be automatically downloaded and installed

with the Ninite installer. As stated earlier, that same installer can be rerun to automate the update process, insuring that the user is getting the latest updates and versions available. Similar Ninite service is available for all of the other categories listed. Many people use a variety of messaging, and Ninite can selectively install any or all of several messaging products including Skype (Internet Telephone), Windows Live Messenger, Pidgin (supports multiple instant messaging clients), Digsby (supports multiple instant messaging clients), Google Talk, Thunderbird Email Reader, AIM (AOL Instant Messenger) and the Yahoo! IM Client. The media category includes 15 media utilities, including iTunes, Hulu (internet TV), VLC (most widely used video and audio player which plays almost all known formats), Winamp, and QuickTime.

Ninite can help to keep the popular "runtimes" (programs used to run other programs) up to date on the users' computer, and include such runtimes as Java, Flash, Silverlight, and .Net. Anyone who may need to view or edit digital images in a variety of formats can select Microsoft's Paint.NET, Google's Picasa, GIMP, IrfanView (my personal favorite that can also play all video and audio files with the "AllPlugIns" option) and a variety of other image editors and viewers. People often find that they need a multiplicity of document utilities in order to open, view or edit a variety of documents, and Ninite obliges by offering a wide assortment of document software. Among the selection are a trial version of Microsoft Office 2007,

OpenOffice (reads and writes almost all office documents, including Microsoft office), LibreOffice (my choice that can (read and write almost all office documents, including Microsoft office), and several PDF writers that can create PDF documents from almost any program that can print files.

Readers of this column may be aware that I am tenacious about security, and have layered security on all of my computers. The selection of free security software included on Ninite are among the most popular available, and includes Microsoft Security essentials, Avast, AVG, MalwareBytes (on every computer that I use), Ad-Aware, Spybot Search and Destroy, and SuperAntispyware (my favorite and on every computer that I use). Users who are engaged in file sharing (a possibly dangerous online activity) may find that uTorrent and eMule will serve them well. The "Other" category on Ninite includes several miscellaneous but useful free utilities including Dropbox (online backup and file sync utility), Evernote (online notes), Google Earth, password managers, file search utilities, and the Mozy online backup service. Ninite offers 16 assorted utilities, including the very popular CCleaner (disk cleaner with additional utilities), Defraggler (hard drive defragmenting), Recuva (file undelete and recovery), Revo Uninstaller, Glary System Utilities (comprehensive computer maintenance tools) ninite.com/linux and several other useful utilities.

While recent versions of Windows can handle the common "zip" compressed file format, there are many other compression formats in wide use that Windows cannot nat-

ively process. Ninite offers 7-Zip (a popular free compression/decompression utility that can handle almost all compression formats), and a trial version of the commercial WinZip. Other useful free utilities available in the Ninite "Developer Tools" category are programming tools, FileZilla (FTP client), Notepad++ (text editor that can open and edit many file formats), and some other utilities.

Ninite is not just for Windows, as it has a similar listing of 17 free programs for those using the Linux operating system, at ninite.com/linux. Just like the Windows version, checking the boxes and downloading the installer simplifies and automates the software installation process for Linux users.

With a fine, free, service like Ninite, it is easy for any PC or Linux user to have the most popular free software programs on his computer, and keep them updated. Thanks Ninite!

The Seventh Son of Windows

Desktop Gadgets
By Lee Reynolds, Contributing Editor, Boca Raton Computer Society, FL
April 2011 issue, Boca Bits
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Introduction

Windows Vista introduced a new feature called the Sidebar, which was a narrow section of your Desktop where you could have small applications running called Gadgets. These Gadgets could be moved out of the Sidebar and anchored somewhere else on your

Desktop, if you wished, but still the Sidebar application had to be running.

In Windows 7, there is no longer any Sidebar, but Desktop Gadgets are still present, and you set them up in a new Control Panel applet of the same name. (In Windows Vista, the Sidebar was on by default, whereas in Windows 7 there is no Sidebar and any Gadgets you want must be configured in Control Panel.)

Windows 7 Gadgets

The Gadgets present in Windows 7 are the same as those provided by Vista, with an additional one that is connected to Windows Media Center. These Gadgets are mini-applications designed to use web technology so as to provide real-time access to information of one type or another available through the internet. The built-in Gadgets are these:

* a Calendar application which shows the month, day, year, and day of week. If you click it, you will see the entire month
* a Clock which can be configured to show one of 8 different clock faces and any time zone
* a CPU meter which shows two analog style dials measuring current memory usage and CPU utilization
* a Currency converter
a Headline Feed of RSS feeds that you are subscribed to via Internet Explorer
* a Media Center gadget that shows a revolving set of links to various parts of Windows Media Center
* a Weather gadget which can be configured for any location in the world
* a Stocks gadget for tracking

stocks

  * a Picture Puzzle where you slide tiles around against a timer a Slide Show gadget for showing the photos you configure for it

Other Gadgets

There are many other Gadgets that can be downloaded from the internet and installed, if you so desire...

Windows 7 Gadget Options

If you click on the Show Desktop area of the Taskbar in Windows 7 (a narrow rectangular area on the extreme right end), then you will see the Desktop with its Gadgets (if any.) In Windows Vista, when you clicked on the Show Desktop icon of the Quick Launch Bar, the Gadgets were not visible.

Gadgets can be shown on your Desktop in Windows 7 even if you are not on line with an internet connection, but they will in this case feature a time stamp which shows how out of date the associated data is. Some of the Gadgets, e.g., the Calendar, can be toggled between various sizes. Some of them have Touch capabilities for those users who have a touch screen attached to their PC.

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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www.tapcug.org

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 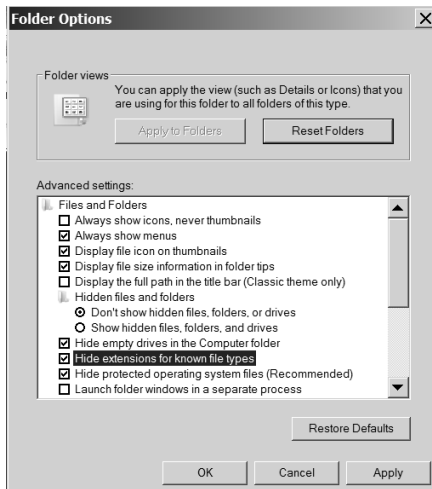is cat and the extension . jpg identifies it as a picture file for the Windows Photo Viewer program, as well as other programs that I might have for viewing pictures. Through the magic of Windows, you don't have to specify a particular program to open or view a file. In our example, just double clicking 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 document, 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" nut 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. This 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 un-hide 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 re-member, if you mess things up, just click on the "Reset Folders" button to restore everything to the default settings.

Microsoft Wireless Mobile Mouse 3500

Reviewed by Steve Costello, President/Editor, Boca Raton Computer Society, Inc., Florida
April 2011 issue, *Boca Bits*
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Introduction

I was in Office Depot in February just doing my usual wandering through the aisles, after my regular check up with the doctor a couple of doors down. I spotted the Microsoft Wireless Mobile Mouse 3500 on sale for $17.99, instead of the regular $29.99. (I have seen it online since then for as low as $15.00, but with shipping it would still be more than I paid).

Size

This has a very long name, but it is really a small laptop sized mouse, which is OK for me, because that is what I was looking for.

USB Nano Transceiver

The USB Nano transceiver only sticks out about a centimeter from the USB slot on the laptop, making it possible to leave in the laptop all the time, which I do so the mouse is always ready to go.

If for some reason you don't want to leave the Nano transceiver in all the time, there is a slot in the bottom of the mouse where it can be stored.

Either way you need to keep it where it will not be lost, as it is so small.

Supported Operating Systems

Microsoft Windows 7
Microsoft Windows Vista
Microsoft Windows XP SP2
Apple MacOS X10.2.

Power

It is powered by one AA alkaline battery, which should last about eight months according to the paperwork. This should be extended, if you use the on/off switch on the bottom of the mouse to power it off completely between uses, especially if you do not use your laptop all the time.

Conclusion

I have only been using this for about a month, at the time of this review, and found that it lived up to my expectations. Everything just worked when I unpacked it, installed the battery, and plugged the Nano transceiver into my Vista laptop.

Author Bio

Grandfather, South Florida user group enthusiast, blogger, participant of creative writing prompt blogs, still working full-time, and love to read almost anything.

Aircraft Unbound !

By the time this newsletter is

issued the Quad City Airshow will have come and gone. Here is a snapshot of the assembly of aircraft at the Edwares Air Force base!: **tinyurl.com/ykf9hc2**

While Wandering the Web

By Dave Gerber, APCUG Director
(dgerber@apcug.net)
Obtained from APCUG with the author's permission of the author (see e-mail address above).

Free Templates for Printing Labels and Business Cards in an Instant

autofillPDF-Labels 1.0 is a site that's got tons of free, fillable PDF label templates for U.S. letter-size label sheets. Fill your information in one field and watch as your information automatically fills all label fields within that sheet! All you need to do is download and open up a template, fill a label field, and hit the Tab button on your keyboard! Print your labels in an instant. The site offers a complete collection of basic formatting templates for address, shipping, mailing, and CD labels as well as file folder, round, name badge, business card, and all popular Avery label sizes are available
among many more choices! PDF is an ISO International Standard: ISO 32000-1. PDF Reader Required.

Four types of auto fill basic formatting templates for labels and business cards are available:

1. Autofill all label cells with the same information in seconds.
2. For Shipping/Mailing labels,

autofill information for FROM and TO — excellent for multiple shipments to one address.
3. For Shipping/Mailing labels, autofill information for FROM & insert manually different information
for TO.
4. Autofill image insert and text for popular size labels and business cards.
Also, there are templates for manually inserting different information into each label cell. Check it out!
http://www.worldlabel.com/Pages/autofillpdf-labels.ht
http://tinyurl.com/56wnwk

THIS AND THAT

By Elizabeth B. Wright
Computer Club of Oklahoma City

Who Is In Charge

Like all despots, Windows wants to keep you ignorant of how things are managed. There are little hints that someone or some-thing besides yourself is manipulating your programs and data.
Specifically, ADMINISTRATOR PRIVILEGES. What in the world is that all about?
In a nutshell, MS has determined that you are too stupid to be in charge of your own computer. It has created the Administrator profile to "help" you keep your machine safe from other people. But all it has really managed to accomplish is to prevent you from being able to EASILY control what will and will not be accessible to users, including yourself. Thus causing you to have to pay for technical support.
Unfortunately, I am not a Microsoft licensed guru, so I can't really instruct you in the steps/methods for taking charge of this unwieldy Win-

dows utility. But I can give you the somewhat questionable benefit of my own experience.
Large data files have always been a problem. Documents and ordinary spreadsheets usually don''t contain very many bytes, but some programs produce larger files than others. With all the fancy options in the high end software, the file size can actually become fairly large. But the real culprits are graphics. Over the last few years, since the advent of digital cameras, many of us have placed many images on our computers. Digital images often take up enormous amounts of disk space. For my part, I set my camera at the highest image size possible. The result is multiple images, all of many megabytes. When these are downloaded to the computer, the result is data overload. It isn't hard to fill up a relatively small hard disk (these days that would be about 250G), especially if the disk has been partitioned.
Now for my problem: On my machine the second hard disk , Drive D:\, was originally partitioned into two sections. At some point this rather slipped my mind. (Do I hear Microsoft chuckling?) Thinking the second part of the D:\ drive, drive F:\, was probably quite small, I completely forgot it was there. Oh yes, it showed up in Explore (that's what "they" call the file directory now, not to be confused with Internet Explorer, thank you very much Microsoft). But I just didn't pay any attention to it. As it turned out, it was approximately one-half of the 250G hard drive, more than enough space to hold my graphics files. But not remembering this fact, I checked out the second partition on my primary C:\ drive and found it

adequate for my purpose. That's when the trouble began. Utilizing the "move" option for changing files from one location to another, I "moved" all of my graphic files to the second partition on my primary hard drive, drive E:\. This operation physically copied all the selected folders from the D:\ drive to the E:\ partition on the primary hard disk, and then physically deleted all of them from the D:\drive. However, some of the folders did not seem to disappear from the D:\ drive. So being naïve, I simply tried to delete them. But Big Brother popped up and told me I did not have access to these files, flashing some cryptic message about Administrator rights. Well, I own the computer and honestly thought the "Administrator" mantle was draped around my shoulders. Going online with Google, I found a reference to a similar problem. At least someone out there knew what I was talking about.

Of course I emailed my CCOKC gurus, Randy Mulanax and Bill

James. With the information from these sources I went to the MS "globe" symbol in the lower left corner of the screen, clicked on it and chose the "switch user" option in the menu next to the "shut down" option. This menu is accessed by clicking on the nearly invisible down arrow next to "shut down." Next I switched to the "Administrator" account and again logged onto the computer. Still nothing happened when I tried to delete the offending folders. Well, long story short, somewhere, someone mentioned turning the computer off and restarting it. Yes folks, this time a honored, hoary old technique oncegain worked. Actually when the computer was restarted the folders had already disappeared. All of this probably makes sense to the Geeks and Nerds (ITs as some of them are now known) out there, but I'll bet even some of them have forgotten

Now I won't guarantee that this is the finite way to solve an Administrator problem, but it does serve as an example of just how frustrating all this advanced technology is for most of us. Oh yes, in the end I somehow now have both "user" accounts on my opening screen. I can choose "Administrator" or "(my User Name)". And the only programs that show up when logged in as "Administrator" are the few that I installed originally. Those programs plus everything else, and there are a lot of progams, show up when I log on using my User Name.   Sooooo........*When in Doubt, don't pout, call your Tech.*

From the June 2011 issue of the eMonitor, newsletter of the Computer Club of Oklahoma City

Membership Corner

Any New Members joining and Members renewing in the month of July **2011,** your dues are
Individual : $ 30.00
Family: $ 40.00

The QCS board has changed dues payments :

Dues are annual and due on July 1st.

**Anyone
who joins in January or after
Individual will pay $15
Family will pay $20**

Name   _____

Company   _____

Address   _____

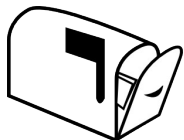City   _____

State, Zip +4   _____

Home Phone   _____

Cell Phone   _____

Email   _____

Referred by   _____

S	Mon	Tue	Wed	Thu	F	S
					1	2
3	4	5	6	7	8	9
	NO! NO! NO! **MEETING!** **NO !!!** **BEGINNERS** **SIG**		**Please note! :** *In the month of* **JULY** **ALL SIG** **MEETINGS** **WILL BE HELD AT** **LIBRARY** **Butterworth Center**			
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	5:30 PM Genealogy SIG Len Stevens 563-359-9672 **judylenstevens@msn.com** **7:00 PM** Internet SIG Ted Huberts 309-792-9470 **slowhand54@sbcglobal.net**			**QCS Officers** President Judi McDowell **julee89@gmail.com** Secretary Diana Wolf **theqcs.sec@mchsi.com**		
24	25	26	27	28	29	30
	Digital SIG **NO MEETING!!!** 309-787-2239 **wazz123@gmail.com** **7:00 PM** Windows SIG Larry Stone 309-787-5574 **lstone512@mchsi.com**		**6:00 PM** *QCS Board Meeting* Orchid Room Butterworth Center 2nd Floor Judi McDowell 309-314-1780 **julee89@gmail.com**	Vice-President Nancy Polios **npolios@gmail.com** Treasurer Cheryl Heimberger **cheimbur@gmaill.com**		

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

This Month in *QBITS* ....

Because of the July 4th HOLIDAY our main meeting is CANCELLED!.