THE AVMUG

Antelope Valley Micro-computer Users Group Newsletter
FEBRUARY 2006

"HAPPY VALENTINES DAY"

NEXT GENERAL MEETING

This meeting will be held on the 15th of February. It will start at 7:15 P.M. Sharp.

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Mynee & Moe Chatter Box
Presidents Corner
General information
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Club Application
Your name for free raffle ticket

"Mynee & Moe's Chatter Box"

Mynee: "Hey Moe !"

Moe: "What Mynee?

Mynee: "This month we get to play with computers and ask questions, maybe you can learn something, heh heh.

Moe: You think you know it all don't you? We will see who knows what at the meeting. I know we have some new people that have a lot of questions for our advanced people.

We are looking for some new members, guests etc: We almost had a guest speaker from the Corel Company this week. But because of our meeting on Thursday, he was not able to work us in to his time frame.

Moe: Wow! Mynee, that would have been great, to bad he had other plans for doing a talk at another club. Yea

we should be more flexible to get to hear these people. Change meeting dates etc: What do you think?

Mynee: Well it is not up to me to make that decision; we would have to have a vote from the group as a whole on that. But sounds like we missed a good presentation on the workings of Word Perfect and some other items.

Moe: Well let's talk about that at the meeting Ok.

Mynee: Alright let's do that. Oh one other thing, Just in case you did not pay your dues like you said you were last month, You need to do it ASAP, Did you pay yours Moe?

Moe: No I was lazy and did not do it I will pay them tonight. Mynee, what is this I heard that the Senior Center Computer Project was not going so well?

Mynee: Yeah we had a minor setback in the installation of the computers, something about room usage. Come to the meeting and let the board answer your questions,

I'm sure some one there will have the answers.

Moe: Ok Mynee, see you on Wednesday the 15th of February at the Senior Center, in Lancaster, CA.

The next months meeting on March 15th 2006

PRESIDENT'S CORNER

Have you ever wanted to know more about your computer? Have you ever felt lost when shopping for a new computer? If so, join us on Wednesday February 15 for our first workshop session since last fall! Ky Moffet will be leading one session, and discussing the various components that make up a computer. This will be especially useful if you are thinking about buying a new computer, and you want to know about all the important things they probably won't tell you at the computer store.

If you are not in a mood to study computer components, I will be leading the second break-out session

on digital photo editing. Last month, I discussed transferring your photos from your camera to your computer. This month I will discuss basic photo editing, and some of the useful software.

So, bring your questions, and maybe a friend or two and let's see if we can have some fun. See you there!

Kevin Hirschbuehler

"FYI"

We went to the senior center and had a talk with Nusun and our prospective new director.

They are trying to accommodate setting up our PC network after the tax folks are done. The staff does have a problem providing a computer space and waiting room for seniors needing tax help. After the January - April tax season, the tax service folks help seniors file for homeowner rebates, from August through September. Apparently a 2 year room agreement was recently signed, so trying to add a senior computer network would have a lower priority to the senior community. It is apparent that the

senior center isn't large enough to handle the increased needs of the community.

While visiting the Mayor Roberts(who is also on the Center Advisory Board-CAB) on another matter, I mentioned the difficulty AVMUG was having trying to establish a senior center computer network, due to lack available building space. I would be happy to see some portable classrooms set up since waiting for the county to add another level to the center building would not be practical. Now, as Einstein would say, we have created a vacuum condition in the universe, and we will see how that need will be filled.

It appears this challenge is a test of AVMUG perseverance. This 2004 service project is now at the level of city and county awareness. AVMUG has established the need for the network, offered to provide the computers and training, and is now recognized for its participation in community affairs. I am confident we will get the network established and give the program a chance to evolve for AVMUG and the community. By providing this service to the community, we may also ensure A.V.M.U.G.'s survival. It is getting harder to maintain membership without having some means for people to apply "on the spot", what they have learned. I continue to believe a computer network will be a win, win

situation for the community and AVMUG.

Our next milestone will probably be after April's tax season.

Thanks for your continued support.

Bob

Is your name in this newsletter? Claim your door prize ticket it is "free" It looks like this *name*

COMPUTER TIP # 1

Keep It Regular

You've probably heard over and over again the things you should do or actions you should take to keep your computer safe and secure. That's all great, but aren't all of those things a little hard to remember on a day to day or a month to month basis? Wouldn't it be nice to just have a list to print out to remind you when those things need to be done?

Well, wait no longer. Below is a list of some of the things I thought of that everyone should do on a regular basis. These are things I do to my own computer as well, because it's just that important!

Ok, to get started, one of the more obvious practices is that you should run an antivirus scan at least biweekly, if not every week. Now, I use the Norton antivirus software, but there are several options out there, with most of them working in a similar way. Most programs will allow you to set up a time for the scan to run, so you don't have to worry about running it manually each time. If you want it to run at 4:00 on Friday afternoon, it will just automatically do that for you, with no hassle. The antivirus programs also have certain boxes that you should keep checked in case of a problem. For example, in Norton, you can choose to have the Auto-Protect on all the time, as well as, have it start automatically every time Windows starts up. In Norton, you also have options to go through on how you would like an infected file to be taken care of. You can choose to have it repaired, have it quarantined if the repair failed or deny any access to the file itself. These are just a few of the choices you get along with an antivirus scan. Just take some time to browse through the Options with the antivirus software you use.

Along with the above tip, you should also run your Live Update scan regularly too, so you don't miss any of the updates the program has to offer. I, for one, run my live update each morning before I check my e-mail here at the office. It only takes a few minutes and it's just a simple way of ensuring

the computer is safe before all those junk e-mails come rollin' through.

Next, another smart thing to have on your computer is an adware/spyware program. This isn't as serious as viral protection, but it is very important. Programs such as Spycatcher or Acronis are good starts to this protection option. There are also programs such as SpyBot or AdAware out there to help keep you safe. You should also consider getting some sort of a firewall program like ZoneAlarm.

Now, on to some more! There are several things you can do to your computer to clean up space. For one, you should run a disk cleanup pretty regularly to make sure nothing is eating away your space. To do this, click on the icon on your desktop and look for the Right-click on that and choose C: My Computer drive. Properties. This will bring up a pie chart of how much space is being used and how much you have left. It has all kinds of information there for you regarding your disk space, so you can check and make sure you have the appropriate amount of disk space left. You just click on the Disk Cleanup button and let it run. You may be amazed at how much stuff that will remove from your computer. *Bob Lion* It may all be unnecessary stuff that you didn't even know was infested on your PC! I had a problem with this awhile back. It may have been something some of you have faced before too. I kept getting a little pop up box down in the

bottom right hand corner of my screen that said something like "You are running on an extreme low amount of disk space. Please remove items, etc." I didn't understand, because all I had on my laptop were some school files and things like that. There was nothing major and definitely nothing that could take up that much space. I went to the Disk Cleanup spot several times and no matter how much stuff was removed from my computer, the warning bubble kept popping up. I finally found out that I was somehow using around 48 GB of space and I only have 52.3!!!!!! I was just floored. There was no way I was using that much space. So, I took my PC to a friend and he was able to get all the unnecessary files off and now I'm only using 7.37 GB and I have 44.9 GB of space left. What a change, huh? There was some sort of program that was multiplying itself and it was just eating up all of my space. So anyway, the moral of the story is to check your disk space regularly to make sure something like this isn't getting ahold of all your space.

Another thing you can do to clean up some space is go through your Add/Remove programs (Start, Control Panel) and clean up some of the unwanted items in there. There always seems to be some sort of program or attachment that you don't need, so you might as well get rid of it and use the space for something else, right? The Add/Remove list also tells you when you last used a program, so it's easy to

tell if you should get rid of it or not. If you haven't used it in the last month or so, I say,"Get it outta there!"

You should also go through all your files (I know, that may take awhile) and clean some stuff out of those too. I know there's several things on my computer that I don't need any more, like school papers I had written or some pictures or music files. That sort of stuff is safe to delete off your computer, if you're sure you're never going to need it again. It will just free up some space for you and help your computer run smoothly. You don't have to go do this weekly or anything, but every two or three months may not be a bad idea. You can also help your PC by deleting old e-mails completely off your system. If you're never going to read them again, then why waste the space? Getting rid of all of those forwards you get and things like that will help your e-mail program and your system work better. Make sure you delete them from your deleted folder as well, not just from your inbox.

There are just a couple more things you can do to keep your computer safe, secure and running smooth! If you surf the Internet a lot, clean out your Web browser history often and delete your cookies and files. This task is simple. Just go to any Internet browser, click on Tools, Internet Options and under Temporary Internet Files, click Delete Cookies and Delete Files. Then under History, click on Clear History. This gets

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rid of the history of all the Web pages you've visited and all that comes with those. It's a good idea to do this every so often.

You can also clear up **unused icons** on your desktop. I know I used to have tons of icons sitting on my desktop that I never used. I never knew how annoying it was until I cleaned mine up and now I just have one row of icons and that's it. I can see that picture of my dogs that I have as my wallpaper much better now! You can put all of these unused icons into their own folder or you can just delete them for good. That's up to you! Either way, it's a good thing to do.

One last thing! It's also a good idea to empty out your **Recycle Bin** when you get a chance. After you've deleted all this stuff from your PC, you'll want to make sure it's gone permanently by deleting it out of your Recycle Bin too. Just find the **Recycle Bin** icon on your desktop and right-click on it and choose **Empty Recycle Bin**. It will throw away all that junk for you!

Well, there ya go. There are just a few practices you can do to keep your PC up and running well! You don't want it bogged down with all that junk, so help it out and clean it up! It will serve you better too!,

Erin: (tips came from worldstarts Steves computer tips.

Name My Tune

I can't stand to have a song stuck in my head! Especially if all I have is just the tune and not the lyrics, or if I can only remember a few of the words to a song. That makes it really hard to do a lyric search to find it, but I need not fear that ever again because I've found Name My Tune, and I can get other people to help me out.

Sing – this is the section where you can put your song out there to get named. What do you need? Well you need a microphone, that's it. Choose your microphone from the drop down list, then click next. Record your tune and click next again. Now you need to choose the genre, era, enter your e-mail address and then click submit. Then people can start identifying your tune.

Listen – this is the section that lets you listen to tunes and identify them. This is the flip side to the sing section, of course! To start, select a genre and an era and click Search. You can search through the "any" category to get a complete random selection. To listen, click playback and if you know the name of the tune, click the Name This Tune button underneath the player. If you don't know it, you can move ahead

to the next tune by clicking the next tune button.

Help – if you've had trouble in any of these sections, you can head over to the help section, which will walk you through it step by step, and probably answer what ever questions arise.

Are you ready to name those tunes? Well, get out there and start listening! Only you can put someone else's mind at rest by naming their tune. Have fun!

http://www.namemytune.com/

~ Amanda: Taken from the worldstart computer tips by steve. (Amanda's cool site)

Mujibar was trying to get a job. The Personnel Manager said, "Mujibar, you have passed all the tests, except one. Unless you pass it you cannot qualify for this job." Mujibar said, "I am ready." The manager said, "Make a sentence using the words yellow, pink and green." Mujibar thought for a few minutes and said, "Mister manager, I am ready." The manager said, "Go ahead."

Mujibar said, "The telephone goes green, green, green, and I pink it up, and
say, 'Yellow, this is Mujibar.'"
Mujibar now works as a technician at a call center for computer problems. No
doubt you have spoken to him.

This is the set up one year ago with the old projector, 2005

COMPUTER TIP # 2
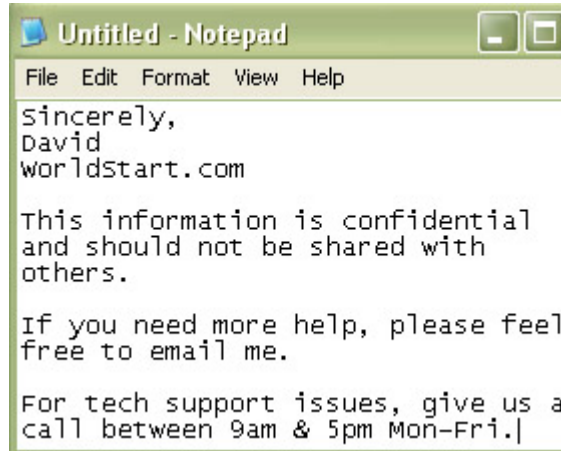
Q:
I have information that I need to include

in letters that I send out for work, like my name, address, etc. Is there a way to make this info come up each time I write an e-mail?

A:
Yes, there sure is! These are called "signatures." In Outlook Express, you can set up signatures that you can access with just a few mouse clicks. See our Web site for details:
http://www.worldstart.com/tips/tips.php/440

But what about other e-mail programs? Well, here's a method I use. Create a plain text document in Notepad that has all the common info you need.
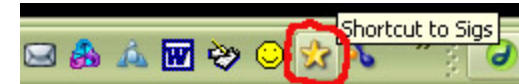
Go to Start/Run and type in "Notepad" (without the quotes).

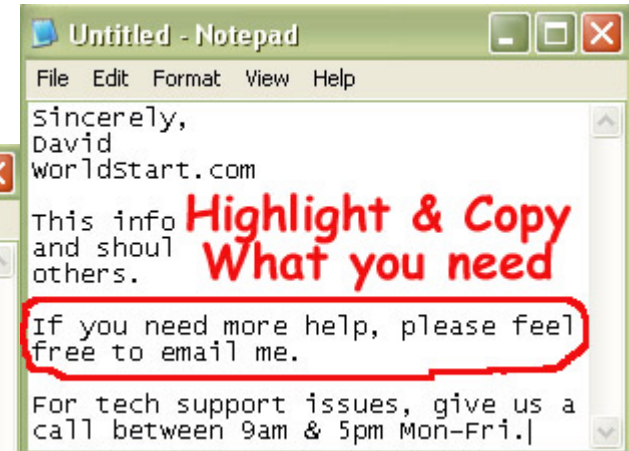Type all the info that you want available.

Save it to your desktop with a name you'll remember.

Now, to make it even more accessible, click and drag it down to your taskbar. You could even change the shortcut's icon using this tip from our Web site:
http://www.worldstart.com/tips/tips.php/58

There you have it! A little personalized button you can click on to bring up your common info. Just highlight and copy what you need, then paste it into your document.

~ David

~ David (tips came from worldstarts Steves computer tips.

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"Hey you!" Ya you, want to get computer tips in your mailbox 5 days a week, each one is different. Just subscribe at this address:

http://www.worldstart.com/comptips.htm

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Names: _____
   if you would like name tags for family members please include their names.

E-Mail Address: _____
if you want to receive our newsletter.

Phone #:_____
(optional)

How did you hear about us? _____
(optional)

PC Computer Information

Operating system: _____

How do you connect to the WWW?

Dial UP___   DSL___   Satellite___   Other___

Annual Dues are: $25.00. Please mail a check to:

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Bring a Friend!!