

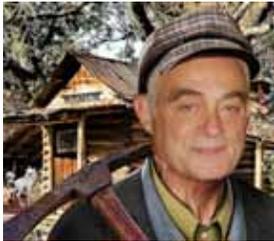
Bits of Bytes

Newsletter of the Pikes Peak Computer Application Society, Colorado Springs, CO

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The Prez Sez

by Joe Nuvolini,
President,
P*PCompAS

Well, it's good to be home after my annual "feeding frenzy" in Italy. It looks like the nomination committee is having reasonable success. The October meeting went well. Mike Halsey's "Advanced Windows 7 Troubleshooting" presentation was well received by the group. If you want a copy of the presentation, bring a USB drive to the November meeting and I will have it available on the club computer in WMV and FLV formats. The latest RealPlayer handles the FLV format and it looks to be the best quality.

Unfortunately Jim Anderson, the El Paso Teller 911 System Manager had a business commitment and could not make the October meeting but has been rescheduled to the December meeting.

Most of you have never heard of Don Singleton, but Don was an important figure in the APCUG community. Don served as Secretary of APCUG for one year, Vice President three years,



Don Singleton

and President for two years. Whenever I had a problem, Don was the one I went to for a prompt answer. Well, I'm sorry to report that Don passed away on the day of our October meeting, Oct 6th, after a long battle with cancer. He was 69 years old.

Next P*PCompAS meeting: Saturday, 3 November 2012

Marty White and Joe Nuvolini will give a presentation on Irfanview, the graphics editing application.

Don will be greatly missed by all the APCUG folks who knew him.

The latest Microsoft end of support date for Windows XP is April 2014. After that date Microsoft will no longer be issuing XP updates or security patches. If hackers are still interested in attacking this aging OS you will be vulnerable. A word to the wise.

All of you out there with gmail addresses....you did not receive my social breakfast message this month. All the gmail addresses bounced. This is the second time I have had this happen on multi addressee messages I have sent that included gmail addresses. It's a bit frustrating!

For those of you who are still using MagicJack, I learned something the other day. I was calling my friend Lucy in Rome. When I called her office number, MagicJack announced that I had 550 minutes remaining. When I tried calling her cell phone number, MagicJack said I had only 39 minutes. The lesson here is that when calling someone overseas, call a commercial number rather than a cell number when you have a choice.

It looks like Program Chairwoman Bonnie Snyder was unable to line up a program again for the upcoming meeting. Marty White and I are putting together a program on the graphics editing program IrfanView. Hope you all find it of interest.

By the time you read this, Windows 8 will have been released (Oct 26th). Good luck to Microsoft on this OS! ☺



Meeting Minutes

by Pat Krieger,
Secretary,
P*PCompAS

The 6 October 2012 membership meeting was called to order by President Joe Nuvolini at 9 a.m. He reminded us that coffee and doughnuts are a \$1 voluntary donation. Joe had asked Jim Anderson to speak to us, but Jim had another commitment and will come in December instead.

OFFICER REPORTS

Treasurer Jim Way reported we have a total of \$6602.27 in our treasury.

Ilene Steinkruger, filling in for Membership Chairwoman Ann Titus, took attendance.

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Norm Miller

Meeting Minutes (Continued from page 1)

OLD BUSINESS

The nominating committee announced that John Pearce has agreed to be nominated for the office of president, Bob Blackledge for vice president and board of directors, Dennis Conroy for treasurer, and Chuck Harris for board of directors. Our grateful thanks to all of you for stepping up to the plate to ensure the



Pat arrives with the doughnuts

continuation of our valuable club.

NEW BUSINESS: None

AROUND THE ROOM

Norm Miller upgraded his Turbo CAD to the pro version, which provides more features for 3D. This program provides 400 commands and is useful for those who design, for example, ships, airplanes, or the layout of cities. The program costs \$1300, but Norm got an older version for \$200. (Stand up and cheer, Stanley Rapaport.) Norm says it works fine for everything he designs.

Ilene Steinkruger's sister was in the hospital, and Ilene could talk with her via iPod, using Skype. Memorial has free wi-fi that made this possible. Ilene has an iPod

Nano, a small unit that works well even in Italy. While there, she left the sound on and it woke her (and scared her) in the middle of the night.

Toni Logan bought a refurbished HP desktop from Tiger Direct for \$260. It came with Windows 7 Pro. The computer took some getting used to in that she had some trouble loading everything she wanted in it. She couldn't boot from the USB external drive. She put another internal drive in it and it wouldn't load quickly, so she went back to the beginning and fixed the problem. She ordered a special tool, screws, and cable from Tiger Direct, and they sent her the wrong ones. When she called, the tech she talked with had her send pictures of the screws she needed, and he sent all the correct equipment. Toni was very pleased with the service and courtesy of this company.

Joe Nuvolini said he fixed the mistake on our Web site.

Phyllis Butler said her computer froze up constantly. She suspected the Norton Security free package she got from AOL might be conflicting with AOL, so she removed it. Now she can't go directly into e-mail, but has to raise it from a previous screen. No one could figure this out. (*Phyllis, call AOL and tell them to figure it out—Pat*)

Frank Frazer ordered ink online from HP for his printer. They shipped ink he can't use. If you have a printer that takes 564.02 ink, call Frank.

Gene Bagenstos tried to save a file to his thumb drive, but it gave the message it was write protected

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P*PCompAS welcomes any comments, letters, or articles from members and non-members alike. Please send any articles to the editor (see last page for address). The editor reserves the right to reject, postpone, or edit for space, style, grammar, and clarity of any material submitted.

Editing Your Windows XP Start Menu

by Bob Blackledge, P*PCompAS



All that follows is specific to Windows XP. It's probably similar for later releases, but possibly somewhat different. In WE (Windows Explorer), navigate to \Documents and Settings\All Users\Start Menu\Programs (your systems may have different names here). Alternatively, you can access this via Start > All-Programs and right-click on something there, say "Accessories", and then selecting 'Explore All Users,' which will open WE focused on this directory. You can navigate what's displayed in WE by selecting a different directory in the left pane to change focus to another directory, say upwards to the "Programs" directory.

You will see (in the right pane) a list of files and/or folders which actually appear in your Start-Menu All-Programs. If you change things here, your Start-Menu will be changed... immediately!

You can create a folder (right-click in a blank area of the right pane, select 'New', select 'Folder'), type in your own name, and drag/drop pointers/folders into it. This will subsequently appear in your Start-Menu All-Programs as a line (which when selected) expands into the links/files/folders that you will have moved there.

You could, for example, have (only) the folders "Accessories", "Applications", "Administrative Tools", "System Tools", "Startup", "Productivity", "Games", "Hardware", "Audio" and "Video" under "Programs". Below these folders you will move links to specific programs, files, or even additional folders. So for example, under "Applications" you might create a folder named "Browsers" in which you move the links for Firefox, Internet Explorer, Lynx, and so on.

Rather than looking all over a large list of many columns in the "Programs" directory (which is what you display with Start All-Programs) for these individual browser links, they can all be located together under a directory "Browsers".

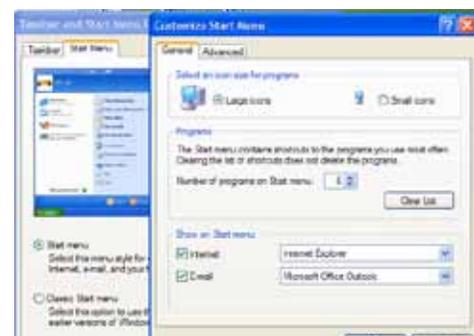
It is important to realize that the contents of this directory tree are ultimately links to the programs (not the programs themselves) so they can be added, deleted or moved without any other impact. You can, but probably shouldn't, move links/folders from within "Accessories", "Administrative Tools", or "System Tools" around—but only because when you use someone else's computer you might have some difficulty finding the links (which you moved on

your own computer)!

Unfortunately, when you install a new program, it will typically add a link in your Start-Menu, usually in the "Programs" directory... which is why this gets so big! You'll periodically want to move such new entries into the directory location that you prefer. Sometimes when a program is updated, it adds another link under "Programs" (instead of updating/replacing an existing link located further along the tree structure). Such is life (at least with computers).

To this point you should have been looking below the "All Users" directory (above "Start Menu" in the left pane), as opposed to a specific user account (such as "Owner" or "Guest"). The info above on creating directories and moving links/folders apply separately to each user account, and Windows will merge all the links for "All Users" together with a specific user account (such as "Guest") separately for each logged in user. If a link/folder is located in "All Users" then all user accounts will see the result in their Start-Menu, but you could move something like "Microsoft Money" from "All Users" into "Owner." Thereafter, a logged in "Guest" wouldn't see such links in their Start-Menu.

There are more general Start-Menu settings, which you can access with Start and right-clicking in a blank area of the start menu, then selecting 'Properties'. A new window will open allowing you to customize the Start-Menu (or Task-Bar) options. On the 'Advanced' tab, you'll find checkable entries for things like 'Open Submenus when I pause on them' and 'Enable dragging and dropping' which we've been assuming above. ☺



Picking up from where I left off in last month's Nuggets, the only news today (Thursday) is that we discovered free wi-fi at a restaurant called El Duomo Pizzeria Ristorante. We had dinner there and Ilene Skyped Lydia on her iPod Nano while I checked out my Dish Online reception. Their service required no logon.

In my wanderings about Assisi the last few days I have noticed a few establishments that have free wireless. One of these was the one I reported on earlier in last month's Nuggets. It had three machines running XP that you had to pay to use. On a later visit, I noticed a sign at the entrance advertising free wi-fi so apparently they have a wireless router they allow you to connect to at no charge. However, I'm sure they expect you to buy some food or a



beverage in order to use the wireless. Obviously that is that is the case in all of the eateries that offer "free wi-fi." So when you consider that you get two hours of access

at La Rocca for 1.5 euros and a beverage costs at least 2 or 3 euros, La Rocca is still the better of the two.

As always, the Hotel Alimandi in Rome had free wi-fi for their guests. The signal strength was as good or better than I had elsewhere but the data flow seemed a bit sluggish. They do have a computer and printer in the lounge that you can use to print your boarding pass. I noted it was



Nuggets from Nuvo by Joe Nuvolini, P*PCompAS

running Windows XP. I stopped by a cyber room in Rome that I used years ago before I took my netbook and before the hotel had wi-fi. It's down some steep stairs in a basement



location. It looks about the same some 15 years ago.

They had five computers running XP. Internet access was 1.5 euros per hour. However, if you took a club card the first time you pay 1.5 per hour, you pay only 1 euro per hour on future visits.

I only used my U3 and Portable Apps USB drives once and it was just to test to see if I could FTP with the P*PCompAS Web site at La Rocca's. They didn't work there either. Had to be some setting that prevented it from working. It worked okay in other places.

Back in Atlanta, I used the T-mobile complementary service in the Sky Lounge. What a difference in response. I guess my overall feelings on Internet service in Italy is that it is certainly available but overall the response times there were less than ideal. So much for this year. We'll see if it improves next year.

Well, another trip is over and I am back home. After getting on my Compaq laptop back here, I can't tell you how much more snappy the wi-fi is that Century Link provides me than anything I experienced in Italy. It sure is good to be back home! ☺



There was a nice turnout for the October Social Breakfast with the digerati enjoying good company and good food.



Free Online Conferencing Software

Published with permission from Ira Wilsker, Golden Triangle PC Club, columnist for The Examiner, Beaumont, TX

WEBSITES:

<http://www.teamviewer.com/en/index.aspx>
<http://www.techsupportalert.com/content/skype-forgotten-free-desktop-sharing-app.htm>
<http://www.skype.com>

In recent months I have done several presentations for organizations outside of my local area. While a few have been live presentations, requiring significant travel time and expense, most have been done remotely over the Internet using a variety of free software utilities. While the free use of most of these software utilities is often expressly limited to personal use, commercial use is available for a nominal fee; this nominal fee for commercial use is but a tiny fraction of what a distant face-to-face meeting would cost.

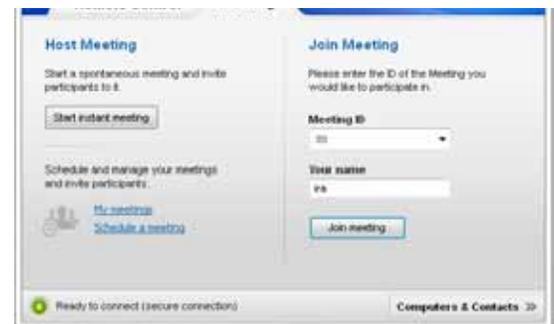
Most of these distant presentations that I have done originate from my home, and are for non-profit computer clubs on a variety of topics. While I have mostly used the free version of one particular software utility, I have just recently started to experiment with another.

The utility that I have been using the most is the “Online Meeting and Online Presentation” build of Team Viewer, available from teamviewer.com. Versions of Team Viewer are available for Windows (also certified for Windows 8), Apple operating systems (Macs), and Linux computers. For smart device users, including smart phones and tablets, there are also free versions of Team Viewer for iPhone, iPad, and Android devices. These free downloads are for private use only (the business version is not free), and can have up to 25 remote participants. Since this virtual meeting is conducted entirely online, including both audio and video, there are no location restrictions, and no travel expense. While I have exclusively shown PowerPoint presentations with a voice overlay at these presentations, it also can be used for other



purposes such as family meetings, training and educational purposes, and the joint production of documents or other projects.

After downloading and installing Team Viewer, the program is opened and a selection of tabbed options is available; Remote Control, and Meeting. I select the Meeting tab, which opens and displays “Host Meeting” with a button that says “Start Instant Meeting.” A new window opens which displays a unique meeting ID number, which can be sent to the other participants. The other people participating must also download and install the free version of Team Viewer, open it, and click on the “Meeting Tab”, enter the “Meeting ID” that I gave them, and the meeting is joined.



On my computer monitor is the control screen that allows me to determine what is displayed on the other participants' screens. For my PowerPoint presentations I select the “Presentation screen” feature which displays my screen on the remote computers; since I have PowerPoint loaded and running, the others see only my PowerPoint presentation. On the “Screen Sharing” bar is a small gear-looking icon that displays the screen sharing options; while the default settings (no need to select anything) are typically totally adequate for most presentations, options are shown to optimize display speed and quality, as well as to record the meeting. Other selection bars are available, which offer additional features such as exchange files during the presentation (“File Box” bar); show videos or camera images (“My Video”); control the audio (“Voice over IP”); conduct a conference call (“Conference call”,

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Conferencing Software (Cont. from page 5)

there is a five cent per minute charge), and an online drawing feature (“Whiteboard”).

When I am the presenter, I create a meeting ID and send it to the participants, typically the host at a distant computer club meeting. I open my PowerPoint, and they see precisely what is on my computer screen. I have had great success using the built-in VoIP (Voice over IP) function to be able to speak to the remote viewers and listen to their comments and questions. The integral VoIP function allows the presenter to control his audio output and input between microphone and speakers; it may take some tweaking to get the microphone and speaker to work well together such that feedback and barrel echo is minimized or eliminated. While a high quality dedicated microphone delivers the best voice quality, it must be positioned to minimize picking up the sound from the computer’s speaker. The VoIP control in Team Meeting has a pair of volume sliders (microphone and speakers) to manipulate for optimal sound. On several presentations I have used a good quality boom headset (headphones and a microphone in one unit) in order to minimize any feedback sounds, but still allow me to hear the audiences’ questions and comments.

For group presentations in front of an audience, I conduct the presentation from my home computer, and the host typically has a computer (almost always a laptop or notebook computer with Windows, Linux, or a Mac) connected to the Internet, a video projector, speakers, and a microphone. With this type of setup, the audience can see my PowerPoint on a large screen, hear my voice through the remote speakers, and I can hear their questions and comments over my headphones or speakers. Based on experience with this arrangement, I strongly recommend a brief rehearsal prior to the event to ensure that everything works well together, especially the sound system on both ends.

While I have no significant experience using it, Skype (skype.com) offers a free Internet conference function. According to a posting on TechSupportAlert.com, “Skype - The Forgotten Free Desktop Sharing App”, Skype has a little known feature that enables free remote presentations between Skype enabled devices. The basic version of Skype is available for free for almost all intelligent devices and computers with an Internet connection, including devices running Windows, Mac, Linux, Android, iPad, iPhone, Symbian, and Windows Phone. As long as Skype is installed on both ends, calls and what Skype calls “screen sharing” is free.

Screen sharing has multiple uses, ranging from remotely helping someone fix his computer to performing remote presentations. According to the Skype website, screen sharing is as simple as 1 - 2 - 3. The first step is to register (free), download and install Skype. Since there is a version of Skype for almost every computer or smart device, this should not be a problem. Step two is to make a call or video call (free between devices with Skype). The third and final step in completing a “shared screen” is to press the “+” (plus) button on the menu, and select “Share Screens”. While I have not personally done a presentation using Skype, I am aware that Skype is among the most widely used remote presentation utilities. One common example is the live video news reports from distant countries that is shown routinely on the TV news.

Between Skype and Team Viewer, it may be quite possible and practical to have remote, live presentations without the expense and time needed to travel to the remote locations. Both of these products are worthy of a try. ☺

Meeting Minutes (Cont. from page 2)

and wouldn’t accept it. Some said a slide switch might be on, and if so, click it off. Gene isn’t sure it has a slide switch, but will check. John Pearce said some thumb drives can be written only a certain number of times (100,000! Does anyone live that long?), then degrades.

Bob Blackledge gave very helpful information on SSL (Secure

Socket Layer, as used by HTTPS connections) and VPN (Virtual Private Network, which encrypts your network traffic to a third party before going on to your intended Web site). If you access a site with either HTTPS or a VPN, no one can break in or eavesdrop on your activity. Be sure the login screen displays an HTTPS connection so that you are confident the

connection is already protected before giving any personal information (such as user name and password). If the target Web site doesn’t use HTTPS (especially for your initial login), ask them to upgrade.

Facebook uses SSL for login but not afterwards, so it can be subject to eavesdropping. Hospitals and other public wi-fi hot spots are

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Document Your Life with Photo-Graphic Memory

by Phil Sorrentino, Sarasota PCUG, Florida, www.spcug.org, [pcugedit \(at\) verizon.net](mailto:pcugedit@verizon.net)

A photographic memory is probably something we all would like. And, just think, you can have at least the effect of a photographic memory just by using your camera and your computer to document your activities... your life.

It is amazing how much paper we collect along the way. Most of it goes neatly into file folders and then those folders go neatly into multi-draw filing cases or boxes. Before you know it you have multiple multi-draw filing cases in the den, the home office and/or the bedroom closet. Have you ever looked at the pile of paper you have collected over these many years? It's not a pretty picture. Now there are some things that we just have to hang on to, like licenses, automobile registrations, titles of any sort, and certain special papers that might have an emotional or historical attachment. But the rest of the pile might be eliminated or at least pared down. (And how about old tax forms? How many years do you have to keep the paper? Or is an electronic copy good enough for taxes paid 10 years ago?)

What I'm suggesting is that with your computer, and a scanner and a camera, you can probably cut the paper you need to save down to a very manageable size, and even eliminate some of those storage cases. The scanner is really the key here. The camera is for unusually large items, or those things that just can't be copied on a flat-bed scanner. Consider this, review the contents of some of those folders and if you need to know that something occurred, and is relevant, like an award you were given from your last employment. If you have not looked at it since you received it, then you can probably scan it in and throw away the original. I know how difficult this will be for some people, but after a little practice it will get a lot easier. (A very important thing here is that you have adequate "backup" to guarantee that you will never lose the scanned in files. If you don't have adequate backup, which means multiple copies of the data files of the scanned objects, then this is not going to be a good idea. So before you commit to this, make sure you

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Meeting Minutes (Cont. from page 6)

non-secure environments, which is why you should be concerned. With SSL, if you go to a bank site or a social site, a hacker can know that you went to that site, but not what you did. With VPN, they will know only you went to the VPN server, not the final Web site (which was encrypted on the way to the VPN server).

The VPN software you run on your computer and the VPN server will forward your stuff to where you wanted to go. No one can eavesdrop. If you have VPN and the bank has poor security, are you still safe on the Internet? Maybe not. If the bank info goes over the Internet unencrypted, it's far less likely to be secure but problems are usually from eavesdroppers near to you (not near to the bank).

Joe said Chrome shows unsecure SSL with a line through the URL. Bob said it may not

be totally secure. A complex but secure Web site can have partial Web-page content that may not be covered by SSL (using only HTTP instead of HTTPS, say for a graphic file). The Firefox browser can warn you that a secure Web site includes unencrypted content. IE lacks a warning for unsecured content. It makes you believe it is secure, but it isn't. Trust Firefox and Chrome's warnings more than IE's lack of warning.

Ilene Steinkruger asked if an operating system offers security. Bob said SSL stands between you and the final web server and gives protection. The operating system doesn't provide it. Most browsers, such as Firefox and some others may warn, but the operating system won't check the Internet.

Greg Lenihan told about GiveawayoftheDay.com. This site offers a licensed program you can download free every day. The one

he currently downloaded was WINXDVDRIpperplatinum, which copies DVDs to other formats. Greg has a friend from Florida in the hospital. His wife lost her iPhone and his friend opened his iPad, and located it on a GPS map. (*Wouldn't you like to have one that knew where your car keys are?*)

Phyllis Butler is going to go to a netbook. She called Comcast and was told when she made the change she would have to go wireless with Windows 7. She asked which was the better way, wireless or wired. All our experts agreed on wired. Phyllis also asked how to print out the directory of information on CDs. Answers: The program JPIR prints directories. Google search for directory printer. Also go to Karenware.com, which had a free program called "Directory Printer" that would do this.

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Document Your Life (Continued from page 7)

have a good backup plan in place. Make sure that you can guarantee at least two if not three copies of the scanned in files. The first two copies could be two external or portable disk drives and the third might be on DVD or a flash memory device.) Once the backup plan is in place and you are really using it, the fun begins. Gather your papers, separate the ones that you have to keep and make a pile of those that can be shredded after they are scanned. Do you really need those greeting cards you received 15 years ago?

In order to make sure that you can retrieve any of these “documents”, it is good to establish a naming convention before you start to scan the paper documents; after all, it is no use to have all the data if you can’t access it quickly. As you collect your scanned documents, you will be creating a database. Two popular ways of organizing your database are 1- by date, and 2- by event. If every file that you want to keep has a name starting with “yyyy-mm-dd” and is followed by a descriptive name, then when the digital files are put in a digital

folder, they will organize in a chronological fashion. yyyy represents the year, like 2011, mm represents the numerical value of the month like 04 for April, and dd represents the day of the month like 01 for April 1. (For some databases only the year and month may be adequate.) Now, when you go looking for a document, all you have to know is the date associated with the item, and you can just look in the chronological order to find it. Let’s say that if you scanned in an award that you received in June 1976, then you would look in the area of 1976-06, to find that document. Windows Explorer makes it easy to find scanned documents because it shows a thumbnail photo of the file, while you are searching for the file. This is especially helpful because a scanned file is usually saved as a .jpg file, a picture file.

If you do use this naming convention, then you can organize your folders to represent

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Meeting Minutes (Cont. from page 7)

PROGRAM: Film by Mike Halsey—Advanced Windows 7 Troubleshooting

I’m going to write what I took in my notes, but all this is on TheLongClimb.com, so go to that Web site for complete information if you want to apply any of these fixes. The title of the film says Advanced, but there are four parts in ascending order of advanced technology.

Part 1 dealt with Prevention.

Have Windows update turned on. Compile a PC backup. Check application compatibility. Complete OS virtualization. Have a single file containing all. Can boot into it from the computer. Can’t tell the difference between the virtual and the computer. Can be backed up in minutes.

Part 2 is Automatic

Troubleshooting. Windows 7 Custom Tools. Windows Troubleshooting Pack Designs. Startup repair, automatically kicks in from the F8 key, which brings up the menu “Repair your

computer.” This runs the automatic troubleshooter which rolls to system restore, system image recovery, and Windows memory. Create backup to an external hard drive. You need a system repair disk from a 32-bit copy for Windows 7. Start up the Windows startup DVD; click Repair Your Computer.

Part 3 was Advanced Troubleshooting. This checks all files on the hard disk compiled from the original disk. It makes a backup of the Windows boot menu and rebuilds off boot files of Windows 7.

Safe Mode Diagnostic Mode:

Put “msconfig” in the search box of the Start menu. Remember to unclick when finished to get computer to perform normally.

Right-click on driver. If a faulty driver, it is still on the hard disk. When reinstalled, it will come back. Be sure to uninstall it so it won’t come back.

Blue Screen of Death: System restarts F8, Select restart. There will be two steps, the first of which is Error, which stops the error code. The second is also error, but beats me what it does.

Power Utilities: (Very Advanced)—Event Viewer. Type events into Start menu. Tells events of past actions: for example, driver fails. Tells when the event actually occurred and the error cods, if available.

System Health Report: This can run automatically.

This graphs everything happening in the computer and tells what’s happening in real time.

Part 4 is the System Information Panel: This provides a snapshot of everything going on in the computer—the hardware and software (from the file menu), the whole series of panels, and the system health report in 60 seconds. All this can be put in a single file.

All this is a brief outline of what this video showed. If any of it sounds like a fix your computer needs, go to TheLongClimb.com to view the film we saw to get the complete information.

DRAWING

Free ebook from O’Reilly—Greg Lenihan

Photo book—Dennis Conroy ☺

Tip: Opening Sticky Notes in Vista and Windows 7
 From: <http://windows.microsoft.com/en-US/windows-vista/Open-Sticky-Notes>

You can open sticky notes when you want to use them, or specifying that sticky notes opens automatically when you start your computer. You can also keep sticky notes always visible on your desktop.

To open sticky notes: Tap the **Start** button , typing Sticky Notes in the search box, and then tapping Sticky Notes in the list of results.

To make sticky notes open automatically at startup

Open Sticky Notes by tapping the **Start** button , typing **Sticky Notes** in the search box, and then tapping **Sticky Notes** in the list of results.

Tap the **Tools** menu, point to **Options**, and then tap **Open at Startup**.

To keep sticky notes always visible on the desktop

Open Sticky Notes by tapping the **Start** button , typing **Sticky Notes** in the search box, and then tapping **Sticky Notes** in the list of results.

Tap the **Tools** menu, point to **Options**, and then tap **Always on Top**.

Note: Your notes are automatically saved when you close sticky notes. ☺

Document Your Life (Cont. from page 8)

either years (or groups of years), or events. If you choose to be completely chronological, then the folders will be named 1970, 1971, 1972,... you get the idea. Then you could put the 1970s folders into a folder named 1970s, and you could do the same with all other decades. If you choose to organize around events, then the folders might have names like “awards”, “house info”, “car info”, “career”,... – really, any collection of events or things that makes sense to you and any others who will use the database.

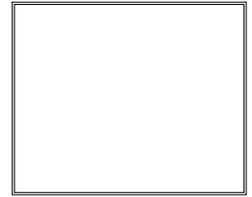
Besides your scanned in documents, you can include photos from your digital camera. If you use the same naming convention with your photos, then you can mix them in with the documents and they all will organize in chronological order. Sometimes that makes a lot of sense when you have both pictures and documents that are part of the same event. This combination sometimes helps tell the complete story of the activities of the specific event.

Another way to organize your database is to organize your folders around events; then you might name your folders “birthdays”, “anniversaries”, “parties”, “weddings”,... you get this idea too. So these would represent those types of events throughout the years. The fact that the files are chronologically named means they would organize chronologically inside the folders, making it easy to find a specific event

within an event folder. And you can mix the two types of database folders. You could have your basic folders chronologically named, but inside a year you might have a series of events like “a vacation trip to the Grand Canyon” where the pictures from the trip would show what you saw and the documents you collected like maps and brochures from the particular destinations. As long as each file is chronologically named, the files will organize in a way that will make it easy for you to find a specific document, or group of pictures.

Not only do you save storage space, but once your pictures and documents are in your database, they are immediately available because they are literally at your finger tips (if your fingers are on the keyboard). I bet you’ll be able to impress your friends how fast you can find those awards you received from your first employer. Of course there are always a few items that just can’t be committed to electronic files and there are always a few pictures of the grandchildren that just must be made into an 8 by 10 for the wall. But, just think, with a lot of those paper documents shredded, and all of your photos committed to digital files, you won’t need all of that paper and picture storage. It will probably free up some valuable storage space and maybe you can even make a few bucks by selling those filing cabinets. ☺

P*PCompAS Newsletter
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Coming Events:

Next Membership Meeting: 3 Nov, beginning at 9 am (see map below for location)

Next Breakfast Meeting: 17 Nov, 8 am, Country Buffet, 801 N. Academy Blvd.

Newsletter Deadline: 17 Nov.

Check out our Web page at: <http://ppcompas.apcug.org>

