



Verde Valley Computer Club

Connections

Volume 25, Issue 10 OCTOBER 2010

OCTOBER 16, 2010

MEETING TIME 9:30 AM

DEADLINE FOR ARTICLES TO
BE PRINTED IN THE
CONNECTIONS: TUESDAY,
OCTOBER 19, 2010
AT 2:00 PM

Backing Up Your Computer

Program by Richard Gohman

More details can be found on page 6.



See the **OCTOBER/NOVEMBER 2010. VVCC Events Calendar** on page 3

In presenting this program, the Verde Valley Computer Club is neither implying an endorsement of any product offered nor validation of any information provided."

2010 OFFICERS

President: Jerry Miller president@vvclub.com
V- President: Bob Efros vicepresident@vvclub.com
Treasurer: Lee Andress treasurer@vvclub.com
Secretary: Del Rosenwasser secretary@vvclub.com

Doing a great job!

IMPORTANT!

**Genealogy SIG
 Begins OCT.4th 6:00p.m.**



Shelton Hanning, long time member of VVCC died May 31, 2010

His professional career was spent in Terre Haute, where he started his own construction company in 1960, and designed and built a variety of commercial buildings in the Terre Haute area. After retiring to Sedona, Ariz., in 1991, he served on the Library Board, and volunteered at Red Rock State Park, and the Chamber of Commerce. He was a member of Rotary International and the Fraternal Protective Order of the Elks. He had a lifelong interest in photography, traveled extensively, and enjoyed computer technology through the Verde Valley Computer Club.

VVCC Mentors

Windows - Bob Efros:
 646-9182 bob@refros.com

Front Page - Miles Standish:
 frontpage@vvclub.com

**Adobe Photoshop Elements,
 WordPerfect, Word 2007**
 Marny Zuercher-
 marny71@gmail.com

Photography-
 Hal Rosenwasser
 photography@vvclub.com

**Any others out there
 willing to share their skills?**

**What programs do you
 work with? Share it!**

**Being a Mentor doesn't
 mean you have ALL the
 answers just a willingness
 to help someone.**

I Want You



**to Get the
 Vote Out!**

User group members
SAVE 35% on all titles

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VERDE VALLEY COMPUTER CLUB				OCTOBER 2010		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Windows SIG PC Software Maint 4:00 p.m.	2
3	4 Genealogy SIG 6:00 p.m.	5	6 BEGINNERS Series 4:00 p.m.	7 BOARD MEETING 6:30 PM	8 INTERNET SIG 4:00 p.m.	9
10	12	12	13	14	15 Spreadsheet SIG	16 GENERAL MEETING 9:30 AM
17	18	19 DEADLINE FOR CONNECTIONS 2:00 PM	20 BEGINNERS Series 4:00 p.m.	21	22	23
24	25	26	27 BEGINNERS Series 4:00 p.m.	28 6:00 p.m. PHOTOGRAPHY /DIGITAL SHUTTERBUG	29	30
VERDE VALLEY COMPUTER CLUB				NOVEMBER 2010		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Genealogy SIG 6:00 p.m.	2 Remember to Vote!	3	4 BOARD MEETING 6:30 PM	5 Windows SIG PC Software Maint 4:00 p.m.	6
7	8	9	10 BEGINNERS Series 4:00 p.m.	11	12 INTERNET SIG 4:00 p.m.	13
14	15	16	17	18 PHOTOGRAPHY /DIGITAL SHUTTERBUG SIG 6:00 P.M.	19 Spreadsheet SIG 4:00 p.m.	20 GENERAL MEETING 9:30 AM
21	22	23 DEADLINE FOR CONNECTIONS 2:00 PM	24 BEGINNERS Series 4:00 p.m.	25 Happy Thanksgiving	26	27
28	29	30				

The VVCC President's Bits and Bytes

Hi everybody! Thank you for the opportunity to serve as your president. I'm certainly not any kind of computer expert or guru, but I have been around the block, and in a general way, I am somewhat comfortable with a computer. My knowledge is mostly by the seat of my pants, brought about by problems and issues coming up, and doing everything I could to fix them. Along the way, I established or reestablished some of what I consider useful habits that some of you may find useful. Use at your own risk.

As I surfed the web and found that so many sites wanted me to register with usernames and passwords, I found myself having a hard time keeping all that organized. Long before I discovered RoboForm (a password and personal info manager, and one of the very few pieces of software I have actually paid for), I decided to keep a written log of all those passwords and usernames in an alphabetical notebook. I continue to do so to this day. It has saved my life countless times! There are hundreds of entries accumulated over the years. I still use RoboForm all the time, but, wouldn't you know it, being software, sometimes RoboForm doesn't work. This commonly occurs after a browser update, so until RoboForm updates, which can be a few days, I always have my written hardcopy of all my personal data to refer to. Since USB drives have gotten popular, some people keep a password protected backup of their usernames and passwords in one of them. They are portable, and can be used almost anywhere. Me, I still prefer my paper copy. Just hide it well or store in a fireproof safe when not in use.

Another good habit I have developed is keeping a running log of all changes I make to my computer in a paper notebook. Things such as updating software (including Microsoft updates), installing software, adding new hardware with corresponding drivers (often part of the installation CD), uninstalling software, changing settings of any kind all need to be logged. If your computer crashes, or behaves strangely, you can refer to your log to get clues as to the cause of your problem. Your log will be handy whenever you are working with telephone support services. The first page of my log has useful info such as the brand and model of my computer, pertinent specs such as processor brand, model and speed, RAM amount, and hard disc size. I also write down the keys needed to access "Safe Mode" and the computer BIOS. This info is typically found in your owners manual. By writing this all in one place, you only have to look it up once.

One last thing for today. I have long labored under the myth that computers imply speed, everything goes faster, easier, etc. It would be counter intuitive to do something as slow as reading, but to learn how to understand my computer I had to get in the habit of reading. Yes, READING! I know we all want everything to be intuitive, and we want to be able to click our way through to a happy conclusion. I've been there, believe me, and it usually doesn't work. I strongly recommend going to the help menu and READ. I know it's tedious, slow and often indirect, but more often than not, the solution I need is there. If not there, I READ the owners manual. With Windows, there are many excellent manuals for sale on the market that one can reference and READ. I wouldn't be without one. I frequently access manufacturer websites. They have tons of support info available, but one will have to READ it. There are innumerable forums on the web, for nearly every kind of software and hardware, and if one searches for their issue and READS, you have one more excellent way to solve your computer issue. Forums have become one of my favorite resources for help, because more often than not, someone else has experienced the same issue and a solution is already at hand. Oh, by the way, before I install any new hardware or software, I READ the setup and installation instructions first.

Happy Computing... Jerry Miller

The Secretary's Corner *By Del Rosenwasser*

GOOD NEWS - SEPTEMBER DOOR PRIZE WINNERS:

Charlotte Raab - GE Photo Phone

Marijean Matthew - 7 x 50 Binoculars

Mike Zaccaria - Lexmark Z2300 Photo Printer

Jack Burton & Bill Weeks - Two Reams of Paper each

Adrienne Pritchard - Digital Portable Photo Album & One Ream of Paper



Membership Corner by Myrelle McHale

Hello Members,
I have been asking members for suggestions for programs, new SIG groups, General meeting Programs. In other words, I would like to know what you (membership) would like to have available once a month, twice a year, maybe one or two classes on a certain subject. I have received many wonderful suggestions. Here are a few:

Digital Scrapbooking, How to sell on Ebay or buy on Ebay, attaching photos to greeting cards, Using e-mail, mail merg.

We will have a "Brainstorming" session date for you following our October General Meeting. Please bring your suggestions and lets get this started.

Thank you all for your responses with regards to your interests in new programs.

Remember!
GENEALOGY SIG STARTS OCT.4th 6:00 p.m.

Education is our primary goal.
Helping each other is a way to accomplish this.
That is why our motto is: "Users helping Users"
Hope to see you all in October. You will not want to miss R. Gohman's presentation on
Backing up your Computer

Verify that your e-mail and mailing addresses are correct.
Send corrections or changes to

membership@vvcclub.com



Spam and why it works?

Spam from Suits:

One of the most prevalent sorts of junk e-mail is commercial advertising. Keep in mind that there are people who read "How to Make Lots of Money on the Internet" and actually believed it.

Spam from Grunts:

It must be said that the foregoing marginal — if misguided — business people have largely been supplanted in the hearts, minds and spam filters of the 'net by spammers several levels lower in the food chain. These are the spammers who advertise magic penis enlargement pills; get rich quick infallible plans to attract women, men, sheep and erotic vegetables and prescription drugs for the price of a bag of licorice.

No one in his right mind could take these clowns seriously, but they no doubt figure that if they send out a few hundred million messages, they'll eventually luck onto someone who isn't.

Spam from Viruses:

The third common manifestation of unsolicited e-mail is that which is generated by viruses attempting to propagate themselves across the Internet. There have been a number of viruses which have been designed to turn the systems they infect into "zombies," to be controlled by the virus authors, typically to send out more spam. A few viruses have been the work of malicious vandals who just want to nuke the machines they infect.

Don't Stay Home Without It:

While there are a number of things you can do with spammers, actually doing business with one should never be an option. As a rule, legitimate businesses do not advertise their products through unsolicited e-mail.

This is especially true for any spam that involves medication. While prescription drugs are often unreasonably expensive, buying them from someone who could very well be mixing them up in his kitchen is hardly an intelligent substitute.

A Few Good Frauds:

Every year, people lose millions of dollars to Internet frauds — at least, the ones who make the news do. I suspect there are a whole lot more of them who are too embarrassed to admit to being deceived by these scams.

- Investment Clubs, Pyramid Schemes and Ponzi Games
- The Nigerian Bank Scam
- Credit Cards for People with Bad Credit
- Work At Home And Earn Hundreds Of Dollars Every Week.

VVCC Beginners **Class Has Started**

A popular series of six **hands-on** sessions designed for the *beginning* computer users. Classes are held on Wednesdays from 4:15 to 6:15 PM at the Cottonwood Middle School Computer Lab, Mingus & 6th. More information is on our web site!

Please call **Sharon Skinner** at

649-2993 after 3:00pm

Or Barbara Wall at 567-4222

To preregister for each series of classes

The Series repeats.

VVCC

Mailing Address:

Mail inquires, suggestions and items of interest, to the club,

info@vvccclub.com

VVCC

PO BOX 3023

COTTONWOOD, AZ
86326



Did You Know



Your Club has an informational Blog at www.verdenews.com
At the web site, click on the blog link, then click on the Verde Valley Computer Club link

It basically contains the upcoming events tho occasionally some mentor's information has been posted.

Input suggestions are welcome and your name will be withheld should you request it.

This is just another way to promote your Club so let your friends and neighbors know to visit the Blog. They may become interested and attend our activities.

Send information to publicity@vvccclub.com

Developed by our own Daveo better known as Dave Olsen

Donating computers and/or parts

We hope most of you saw the CBS 5 News "Pay it Forward" where \$500.00 was paid to Miles Standish via CBS 5 Via Richard Gohman, for all Miles work in fixing and donating computers. We are proud of you Miles for all you do for others as well as doing all the work you do for the Verde Valley Computer Club.

If you would like to donate computers and/or computer hardware please let us know by emailing the computer club at info@vvccclub.com

Special thanks to all of you who have already have donated computers. We appreciate all you have given to us. We will use these computers to the best of its advantage such as donating them to citizens who cannot afford a new computer.

Check our VVCC web site www.vvccclub.com
for further information for Donating computers and/or parts.

Join Us for a Special Interest Group (SIG)

Learn from *each other!*
Visit our Web site for
more SIG info.
vvclub.com

Spreadsheets:

Dick Gohman

Internet: Dick Gohman

Windows: Bob Efros

Beginner Classes:

Started in September

Digital Camera: Photography:

Leo Zuercher/
Hal Rosenwasser.

Web Site Team:

Lisa Packard
Richard Gohman
Miles Standish

Handouts for the sessions
that can be downloaded
from the club website:

www.vvclub.com

**ALL SIGS HAVE
Started.**

To All Verde Valley Computer Club Members

By Myrelle Mc Hale

We are all part of a great group. We all benefit in one way or another from the knowledge we share and the jobs we volunteer to do.

Please take a moment of your time and ask yourself, is there ANYTHING I can do to be a more active member in my club? I can help at a SIG meeting.... I can help at a Beginners Class I can help at the General Meetings.

You don't have to be a presenter but you CAN help set up and take down a room. You can help at the Sign-In tables... You CAN be a part of the club by giving out fliers to businesses around town.

You would be surprised at the good feeling you get when you GIVE of yourself. And you may make some new friends along the way.

"Interesting facts about one of our Board Members"

I was raised in Walnut Creek, CA, then received my BA in history and a secondary teaching certificate from the University of the Pacific.

I put my husband through a Ph.D. program at U C Berkeley, and we spent a year in the Himalayas while he did research for his doctorate, and I taught Tibetan refugee children. That resulted in a lunch with the Dalai Lama.

On the way home we bought a motor scooter in Italy and put 5000 miles on it touring Europe. We then spent 2 years at the University of Minnesota and finally moved to Central Washington University in Ellensburg, WA.

I have 4 children, 1 son and 3 daughters. My girls were very involved with ballet and when the local ballet shop came up for sale, I bought it. The business eventually grew into a costume shop, and I'm still a member of the National Costume Association. Working in my parents' business years before brought all my bookkeeping skills back which I now use as your treasurer. **Lee Andress**

USING VIRTUALBOX

By Miles Standish

A few months ago I wrote that I was experimenting with a fascinating program called VirtualBox and that when I learned a little more about it I would offer to share with Club members. I'm writing this now using Microsoft Word in Windows XP that is in a virtual machine installed in my Debian Linux PC.

Readers can see a general description on the following web: <http://en.wikipedia.org/wiki/VirtualBox>. Developed by Sun Microsystems (now Oracle), this program is in general use by a lot of people to save hardware. If you need applications available only on another operating system, you don't need a separate computer for it. You can also see some VirtualBox screenshots: <http://www.virtualbox.org/wiki/Screenshots>. I have a dual boot installation of Linux and Windows on my laptop, but I expect to change to Linux with Windows in VirtualBox.

Although Linux has a steeper learning curve than Windows, there are some advantages, especially as to cost and security. With my present setup, I can do all my Internet browsing and email through my Linux computer, but run certain programs in the Virtual Box. Although I've read that there are anti-virus programs for Linux, I've never heard of anyone using them, and I've never heard of any Linux user getting a computer virus.

I can copy data files from one system to the other using copy and paste. The mouse moves across the boundary of the box in a seamless manner, changing between the Linux and Windows mouse displays. If I plug in a USB flash memory drive, both systems see it. If I want to use it in either system, I have to "mount" it. In Debian, both mount and "safely remove" are done with the click of a mouse. If I mount it in Debian and then want to use it in Windows, there is a mouse click to take it away from Debian and give it to Windows.

The base system is called the host and the system in the box is the guest. You can have several different guests and open them as desired. Keyboard and mouse work normally. Both systems can "see" and use the Internet, CD/DVD drives, sound system, printers, etc. To install Windows and the various Windows applications in VirtualBox, one goes through exactly the same procedures as a fresh installation in an empty computer.

I continue to do my Linux backups using my son, Lloyd's program "snap2" and Windows backups using Total Commander.

I don't expect Club members to make a wholesale migration to Linux, but if anyone would like to examine this system with me, we can arrange it. It's fun to look at new stuff. You can find me by **email: miles@crnatural.net**

Word Processor Tips

R. Gohman

Learn to use Undo. Make a mistake? Press Ctrl +Z or choose Undo from the Edit menu right away. Keep pressing Ctrl +Z to backtrack through and undo the most recent editing changes you've made.

Save often. Press Ctrl +S or click the Save button on the Standard toolbar. Save your work frequently. You can also instruct Word to automatically save your work periodically. Open the Tools menu, select Options, click the Save tab, and activate the Save AutoRecovery Info option. You can specify an interval from 1 to 120 minutes.

Quickly move around in a document. To move to the top of a document, press Ctrl +Home +. To move to the bottom of a document, press Ctrl +End +. To go to the top of the next page, press Ctrl +Page Down +. For the top of the preceding page, press Ctrl +Page Up +.

Open menus and select commands from the keyboard. Press Alt + plus the letter that's underlined to open a menu, such as File, Edit, View, and so on. Once a menu is open, you don't need to press Alt + to select a command; just press the underlined letter of the command you want to select. Here are some common examples: Quick Print Preview: Alt +F,V. Quick Save As: Alt +F,A. Quickly reopen the first document in the most recently used file list: Alt +F,1.

Four ways to select a block of text.

1. Use the mouse. Just click and drag the mouse to select text.
2. Use Shift + plus the arrow keys. Hold down Shift + and press an arrow key to select text in the desired direction. To select a word at a time, press Ctrl +Shift + and the left or right arrow key.
3. Use the mouse with the Shift key. Move the mouse pointer away from the insertion point position, hold down Shift and click to select all the text between the insertion point and the place where you clicked.

Frustrated when you try to select text with the mouse past the bottom of the currently visible page and Word leaps past what you want to select? Those are the times to use Shift plus the down arrow key instead of the mouse.

And three more tips

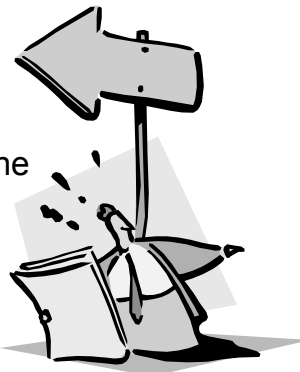
1. To select a word. Double-click on it. If a space immediately follows the word you select, the space gets selected, too. Punctuation is ignored.
2. To select a sentence. Hold down Ctrl + and click anywhere in the sentence.
3. To select a paragraph. Triple-click within the paragraph or move the mouse just past the left margin of the paragraph. When the pointer changes to a right-pointing arrow, double-click to select the whole paragraph.

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Pass It On

When you are done
 reading
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 Connections



TECK TALK!

What is it?
 Where do I find it?
 Can anyone ask questions?

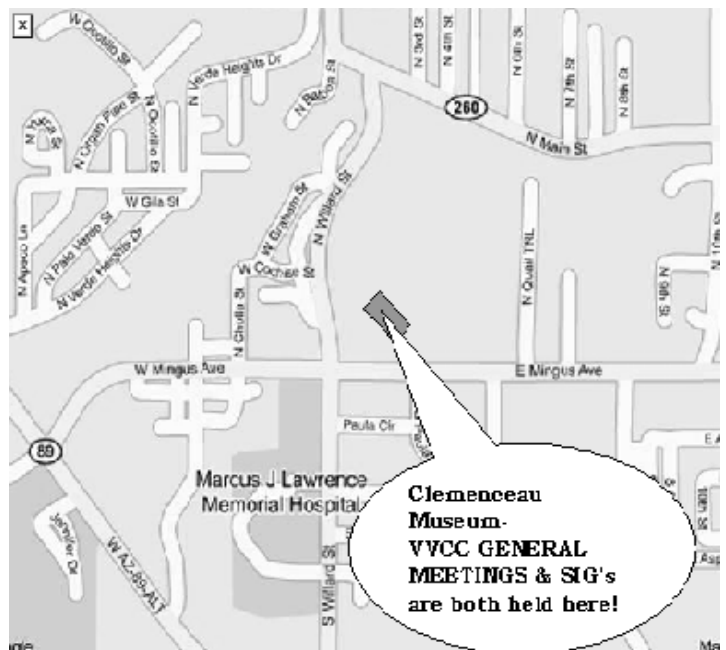
[www.vvclub.com/teck talk.htm](http://www.vvclub.com/teck%20talk.htm)

PLEASE WELCOME NEW MEMBERS!

Kathy Spangler
 Helen King
 Bob Goodale

Note from the Editor...

The next newsletter deadline for all
 submissions: October 19th, 2:00 p.m.



**Clemenceau
 Museum -
 VVCC GENERAL
 MEETINGS & SIG's
 are both held here!**