



Verde Valley Computer

Connections

Volume 28, Issue 2 February 2011

FEBRUARY 19, 2011

DEADLINE FOR ARTICLES
TO BE PRINTED IN THE
CONNECTIONS: MONDAY,
FEBRUARY 21, 2011
AT 2:00 PM

MEETING TIME 9:30 AM

COTTONWOOD'S OWN

ISABELLE LACEY

PRESENTS

HOW TO SELL ON  THE EASY WAY

PREPARE FOR SELLING

PUT SALEABLE ITEMS ON 

COLLECT MONEY

TRACK YOUR LISTING

SHIP AND PACK

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

See the FEBRUARY/MARCH 2011 VVCC Events Calendar on page 3

CALENDAR OF UP-COMING VVCC EVENTS

All classes offered by the Verde Valley Computer Club are offered for free to members and visitors. Visitors are invited to try us out and attend 2 classes before joining. Donations are always gratefully accepted to help defer costs.

*****SEE MAP ON BACK PAGE*****

Thanks for all the prayers, cards and words of support from the Computer Club family following the death of my husband. Sharon Skinner

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2011 OFFICERS

President: Jerry Miller
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VVCC Contacts

president@vvclub.com
 vicepresident@vvclub.com
 secretary@vvclub.com
 treasurer@vvclub.com
 past-president@vvclub.com
 sig@vvclub.com
 programs@vvclub.com
 DOQ@vvclub.com
 equipment@vvclub.com
 membership@vvclub.com
 editor@vvclub.com
 publicity@vvclub.com

VVCC Mentors

Windows - Bob Efros:

646-9182 bob@refros.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?

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


User group members
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O'REILLY

Spreading the knowledge of innovators orilly.com

VERDE VALLEY COMPUTER CLUB							FEBRUARY 2011						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
				1		2	Beginners Class 4:15-6:15p.m.	3	BOARD MEETING 6:30 PM	4	Windows SIG 4:00 p.m.		5
6		7	GENEALOGY SIG 6:00 PM	8		9	Beginners Class 4:15-6:15p.m.	10		11	MS Word SIG 4:00 p.m.		12
13		14		15		16	Beginners Class 4:15-6:15p.m.	17		18	Spreadsheet SIG 4:00 p.m.		19
20		21	DEADLINE FOR CONNECTIONS 2:00 PM	22		23	Beginners Class 4:15-6:15p.m.	24	PHOTOGRAPHY /DIGITAL SHUTTERBUG SIG 6:00 P.M.	25			26
27		28											

VERDE VALLEY COMPUTER CLUB							MARCH 2011						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
				1		2	Beginners Class 4:15-6:15p.m.	3	BOARD MEETING 6:30 P.M.	4	Windows SIG 4:00PM		5
6		7	Genealogy SIG 6:00 p.m.	8		9	Beginners Class 4:15-6:15p.m.	10		11	Word Processing 4:00-5:30p.m.		12
13		14		15		16		17		18	Spreadsheet SIG 4:00-5:30 PM		19
20		21		22	DEADLINE FOR CONNECTIONS 2:00 PM	23	Beginners Class 4:15-6:15p.m.	24		25			26
27		28		29		30	Beginners Class 4:15-6:15p.m.	31	Digital Photography 6:-7:30p.m.				



The VVCC President's Bits and Bytes

Hi again everybody,

We had a terrific presentation about ISPs (internet service providers) this month, given by Dave Patch of Swift Wireless. An ISP is the company you pay every month, because they provide you the service of an Internet connection. In our area, the most visible ISPs are Cable One, NPG cable, Qwest, Swift wireless, Commspeed, Hughsnet, and wireless Internet via cell phone companies. These companies provide our Internet connection, and typically also provide e-mail accounts. Today I wanted to write a few things about those e-mail accounts.

There are things I have learned from my experience, and have formed certain opinions that I

would like to share. Use at your own risk.

When you start a relationship with an ISP, after establishing an Internet connection, the second thing you do is set up an e-mail account. It is normally something like (yourname@ISPname.com). The ISP support people will normally help you link an e-mail application on your computer to their computer (server) so you can receive and send e-mails. Popular e-mail applications are Microsoft's Outlook, Windows Live Mail and Outlook Express (no longer supported by Microsoft); Eudora; Mozilla's Thunderbird and Seamonkey (embedded with the browser); and Opera (also embedded within the browser). There can be a problem with this scenario that is often not considered, or is considered, but much too late to do any good. The problem is that if you ever decide to change your ISP you lose that e-mail address associated with the ISP. For example, if your current e-mail address is joe@q.com, and you switch to Cable One, you lose that e-mail address. The best you will be able to do, if you are lucky enough to get 'joe' again, is joe@cableone.com. Otherwise, you will likely have quite a different e-mail address. Then you will have the adventure of notifying the world of your new address. All your friends, relatives, business relationships, banks, autopay accounts, etc, etc, etc. That can be quite a job. Suppose, after this is all done, you find out the new ISP has issues you didn't foresee, and you are not happy. Will you be willing to switch again and go through this process all over again, or just put up with the unsatisfying service, because its too much of a hassle to change e-mails again?

The solution, in my opinion, is to not use the ISP e-mail account as your day-to-day e-mail. Instead, start a free online account. Popular accounts are Windows Live Hotmail, G-mail, Yahoo! Mail, AIM Mail, and many others. Some of these have low annual fees for expanded service. See http://email.about.com/od/freemailreviews/tp/free_email.htm for a more complete list. However, I do not propose that you use the online account exclusively either. Back around the year 2000 my only e-mail account was a Hotmail account. I had been using it for a year or two and was happy and blissful in my ignorance. Ignorant of what? Ignorant of the fact that if something happened to Hotmail servers, all my mail would be lost. That is exactly what happened. I lost many thousands of saved e-mails organized in a host of folders. They were important to me, yet they had vanished and were never to be seen again. So, I believe the ultimate solution is to use the online account for sending and receiving your e-mails, but be sure it is linked to the e-mail application on your computer. It can be set so that all your e-mail will be imported automatically on to your computer from the online account. Other settings can apply any changes on either location so they will happen on the other. Of course, you must also be sure you have a good back up plan in place. Now, no matter how often you switch ISPs, you always have the same e-mail address, and you will never lose your saved e-mails.

If you decide to implement this plan, you will have to do a bit more research, which was beyond the scope of this article, in order to find a good match to integrate your Internet e-mail account with your computers e-mail application. Also, there can always be exceptions and/or variations to the concept of losing your e-mail address when changing ISPs that you will have to discover on a case-by-case basis.

Till next time, Jerry Miller

MEMBERSHIP CORNER BY MYRELLE



Hello All,

We are now past the first half of the first month of 2011 ! Seems like the days and months are going by faster each year.

What a good program at the General Meeting. David Patch certainly knows his business. And what a lot of good questions from our members. Very impressive. When you think back even just 10 years ago, these questions would not have even been asked. It is amazing how far we have all come.

Last week we received a letter from 2 former members who have moved to N.C. They commented on the fact they miss the meetings and SIGs and help they received in the past from our "gurus". To get any help at all, they have to sign up for expensive classes at the local college. How many times do we take our people and these opportunities for granted? We have SIGs that cover amazing fields of information: Windows, Word Processing, Spreadsheets, Internet, Photography, Genealogy... Where else can you have FREE classes on these topics? NO WHERE !!! Where else can you have a 6-week course in BEGINNING COMPUTER KNOWLEDGE ? I don't know of any.

We hope those of you who have not renewed, will do so. We also hope you will talk with your friends, neighbors, relatives and mention how much your computer club has to offer in furthering your education in computer related fields. Those of you who have attended the various SIGs know that you do not have to limit your questions at the end of the class to the subject matter. You can ask any computer related question and if the instructor does not know the answer (and I find it hard to believe they would not) then I am sure they will find out and get back to you. If you have any computer fields you would like to know more about, let us know. Maybe we can get a presenter to do a program at one of our General Meetings.

We have an awesome group of members and hope to keep it going but we could use some new members. I notice we have 4 new memberships coming back. They have missed a year or two but it is really good to see them again.

Remember, the cost is only \$30/year. If you have not renewed, we hope to hear from you soon. If you know any people who are a little hesitant about joining our club, invite them to a General Meeting and perhaps a SIG or two. Let them see what a friendly group we are and how much we ALL want to learn. Introduce them to others in our group and let them see how easy it is to meet new people that also want to learn. Education is our main product. Helping each other is how we do it. Users Helping Users.

Hope to see ALL of you at the next General Meeting.

Bye for now.

Myrelle

!WELCOME BACK!

Harold & Bonnie Durgin

Bill Scales/Mary Liggitt

Jack Baxter

Jean Cottrill and John Highbie

!WELCOME NEW MEMBERS!

James & Elizabeth Brown

Verde Valley Computer Club

P.O. Box 3023 • Cottonwood, Arizona 86326

E-mail: info@vvcclub.com Web Site: www.vvcclub.com Date: _____, 20____

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Membership Application: New Renewal Cash Check: # _____

Renewal: \$30.00

***** Pro-rated amounts: Month Joining Dues: Jan 1 – Mar 31 = \$30.00 Apr 1 – Jun 30 = \$22.50

Jul 1 – Sep 30 = \$15.00 Oct 1 – Dec 31 = \$7.50

Please make checks payable to: Verde Valley Computer Club.

Name: _____ Spouse: _____

_____ Mailing Address: _____ City, State,

Zip: _____ Phone: (____) _____ Your E-Mail: _____ Spouse's Email: _____ How

did you hear about us? _____

Have you attended a Seniors Class or Beginners Class? Yes No

Have you attended a SIG class? Yes No

Which one(s)?

What topics would you like to learn more about?

Would you be willing to help in: Club Newsletter Decorations Meetings–Set up/Clear

Equipment Maintenance Programs Lead or Assist SIG Group Administration

Publicity

Other: _____

Do you know anyone who might be interested in making a presentation at one of our monthly meetings?

Please mail this form along with your dues to the P.O. Box shown above, or bring it to the next General Meeting or SIG Meeting.

Thank you



due

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Attend the SIG's and see if you can gain a tip or two

Application at www.vvcclub.com
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The more members we have
the more we learn from each another.

Remember our motto: *Users Helping Users*

Thank you,
Verde Valley Computer Club

VVCC Beginners Class

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.

Beginners class dates:
(New classes will begin in
FEBRUARY 16, 2011 At
4:15 pm)

VVCC

Mailing Address:

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

VVCC

PO BOX 3023

COTTONWOOD, AZ

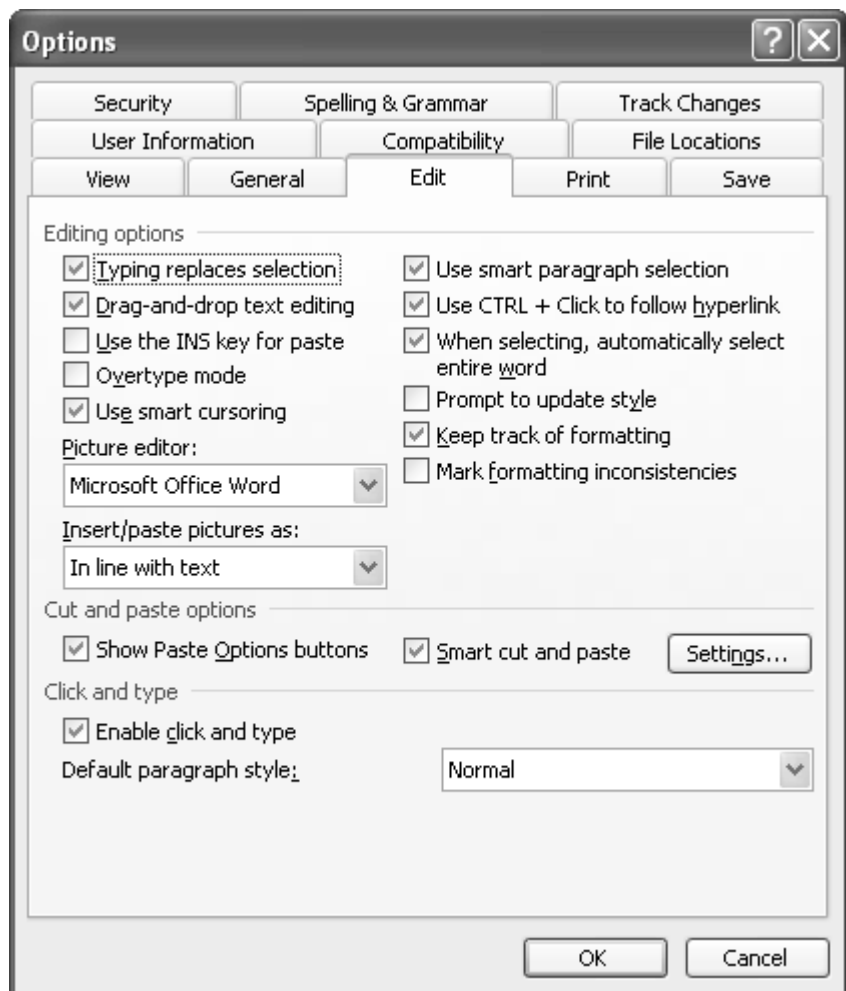
86326

AUTOMATICALLY SELECTING WORDS

WHEN YOU ARE EDITING YOUR DOCUMENT, THERE ARE MANY TIMES THAT WORD TRIES TO GUESS WHAT YOU ARE DOING AND THEN COMPLETE YOUR TASK FOR YOU. THIS HELPFULNESS CAN BE AGGRAVATING AT TIMES. ONE SUCH INSTANCE IS WHEN YOU ARE TRYING TO USE THE MOUSE TO SELECT TEXT FROM THE MIDDLE OF ONE WORD TO THE MIDDLE OF ANOTHER. WHENEVER YOU CLICK INSIDE A WORD AND THEN START DRAGGING THE MOUSE, WORD ASSUMES YOU WANT TO MAKE A SELECTION. AS SOON AS YOU MOVE THE MOUSE POINTER OUTSIDE THE WORD, THE PROGRAM ASSUMES YOU WANTED TO SELECT THE ENTIRE FIRST WORD IN WHICH YOU ORIGINALLY CLICKED.

IF YOU WANT TO ENSURE THAT WORD DOESN'T MAKE THAT ASSUMPTION, YOU NEED TO FOLLOW THESE STEPS TO TURN OFF THE OFFENDING FEATURE IN WORD 97 THROUGH WORD 2003:

1. CHOOSE OPTIONS FROM THE TOOLS MENU. WORD DISPLAYS THE OPTIONS DIALOG BOX.
2. MAKE SURE THE EDIT TAB IS SELECTED.



THE EDIT TAB OF THE OPTIONS DIALOG BOX.

3. MAKE SURE THE WHEN SELECTING, AUTOMATICALLY SELECT ENTIRE WORD CHECK BOX IS CLEARED.

PREPARING FOR A NEWER COMPUTER

Richard Gohman

The following is a suggestion from one member who wishes she had known this tip before she got a newer computer.

If you are going to transfer your computer data files, email, address book, etc. to a new computer, think about the copy process. Typically, you copy all of your data files, etc. to some form of removable drive (CD-R, flash drive, external hard drive, etc.). Moreover, if you have not cleaned out the old "JUNK" files, that process can take a lot of time and a lot of removable drive storage space. If you are having a technician doing this for you, that time is your money.

The suggestion is to do some house cleaning and organization:

Before you get the newer computer, delete those email messages that you do not really need to keep and empty the email trash bin. Then check the email program HELP menu to find out how to "compress" the folder storage files to get rid of "dead" space.

Then look at the files in your "MY DOCUMENTS" folder*. Are there files there that you really do not need to keep? Delete any unnecessary files.

Then look in the folders on your hard drive that might have data you want to keep, but that data is not in your "MY DOCUMENTS" folder. You might want to make a copy of that data to a folder within "MY DOCUMENTS" so that these files are not accidentally forgotten. Example: Quicken typically stores the financial records within its program folders and not in MY DOCUMENTS. A number of the genealogy programs also store the data files outside of MY DOCUMENTS. Keeping all of your personal files in the MY DOCUMENTS folder makes it easier to make the backup copies as well as assuring that you do not miss some critical file.

Locate the CD's that came with any programs you installed on your computer. You cannot copy PROGRAM operating files to a newer computer. You have to re-install the Programs from the original CDs. Remember also to locate the CD's for printers, scanners, cameras, etc. You have to re-install the software for these hardware units as well. If your Program requires a KEY CODE to complete the installation, make sure you have the key code label that came with the CD's**

Finally, make sure you know the password to your email account and any other protected program. Most of us have the computer memorize our email account password and then we forget it. Without the password, the email programs cannot be setup on the newer computer and it can be a big hassle to get that old password or to get a new password assigned from your email provider.

* On a Vista computer the folder is called "DOCUMENTS".

** If you have not done so yet, download and install a copy of Belarc Adviser (www.belarc.com). This free program will inventory your computer and let you print a copy of the inventory. That inventory includes the all the KEY CODES required to install programs on your computer. It also lists every program installed on your computer so you know what to programs files you should be looking for.

Verde Valley Computer Club
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Cottonwood, AZ 86326

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PLEASE WELCOME NEW MEMBER!

JAMES & ELIZABETH BROWN

WELCOME

THANK YOU FOR JOINING OUR
VERDE VALLEY COMPUTER CLUB

Note from the Editor...

The next newsletter deadline for all
submissions **Monday:**
February 21, 2011 @ 2:00 p.m.

