



Verde Valley Computer Club

Connections

Volume 28, Issue 11 November 2011

November 19

Saturday 9:30 am

DEADLINE FOR ARTICLES:

TUESDAY,

November 22

2:00 PM

RECORDING STUDIO

Using your computer

High quality like recording of singing, talking, music (kids, grandkids), even a karaoke machine

**Presenter: Robert Jamason, a Camp Verde
High School computer instructor**

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 November/December 2011. VVCC Events Calendar on page 3

Be a volunteer for a 2012 Office

**President
Vice-President
Treasurer
Secretary**

Without these four the Club can not exist.

Contact Bob Efros
vicepresident@vvclub or call 646-9182

**CALENDAR OF
VVCC EVENTS**

**Windows SIG
Word Processing SIG
General Meeting**

SEE MAP ON BACK PAGE

VVCC Mentors

Adobe Photoshop Elements
Marny Zuercher
marny71@gmail.com

Front Page
Miles Standish:
frontpage@vvclub.com

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

Word 2007
Marny Zuercher
marny71@gmail.com

WordPerfect
Marny Zuercher
marny71@gmail.com

Word Processing
Richard Gohman 649-4388
word-processing@vvclub.com

Photography
Hal Rosenwasser
photography@vvclub.com

Spreadsheet
Richard Gohman: 649-4388
word-processing@vvclub.com

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- NEW - LOCAL dialup access - as low as \$8.95!
- Home and office networking

7411 Addis Avenue
Prescott Valley **888-772-1137**

VVCC Contacts

president@vvclub.com

vicepresident@vvclub.com

secretary@vvclub.com

treasurer@vvclub.com

past-president@vvclub.com

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programs@vvclub.com

equipment@vvclub.com

membership@vvclub.com

editor@vvclub.com

publicity@vvclub.com

2011 OFFICERS

President: Jerry Miller

Vice President: Bob Efros

Treasurer: Myrelle McHale

Secretary: Barry Adico

User group members
SAVE 35% on all titles

ENTER DISCOUNT
CODE: DSUG



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Membership Status

Paid Memberships -- 125
(Spouses = 67)
Total 192

VERDE VALLEY COMPUTER CLUB

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Board Meeting 6:30 pm	4 Windows SIG 4 pm	15
6	7 NO SIG	8	9	10	11 Word Processing SIG 4 pm	12
13	14	15	16	17	18	19 General Meeting 9:30 am
20	21	22 Connections Deadline 2 pm	23	24 Turkey Day NO SIG	25 Black Friday Shop 'til you drop	26
27	28	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Board Meeting 6:30 pm	2 NO SIG	3
4	5 NO SIG	6	7	8	9 NO SIG	10
11	12	13	14	15	16 NO SIG	17 Gen Mtg 10:00 am Pot Luck
18	19	20 Connections Deadline 2 pm	21	22 NO SIG	23	24
25 Christmas	26	27	28	29	30	31 New Year Eve



President's Bits and Bytes

Hi Everybody,

As far back as I can remember I've always had a phone in my house. Since I was born in 1940, that has been a long time. In those days we had a party line. What do you think teenagers will think that means? Later we had our own private line. Of course, in those days, all the phone lines were land lines. When cell phones first started to get popular, I really did not see the point, especially considering how expensive they were. If I had the need to make a call away from home I had options. I could stop at a ubiquitous pay phone, and either pay with a dime for a

local call or use a calling card issued by the phone company. As it turned out, pay phones slowly became harder to find, became more expensive, and harder to use. For instance, it no longer became possible to have someone call you back from a pay phone, no incoming calls were allowed because drug dealers were using pay phones to conduct their business. Even though I eventually would bite the bullet and get a cell phone, I still kept my land line phone. It was as natural as having electricity and running water. I figured I would always have a land line. They are a type of anchor or security. It's your home phone number. Something sort of fixed, lasting, and implying a kind of permanence. Then something changed. I bought a small home in Camp Verde and moved. I was on a very tight budget, so I didn't set up a new land line phone right away. I did have a cell phone, and of course the number stayed the same during my move. The phone company did not offer high speed internet service at my new location, only dial-up service (can you believe that?). Anyway, I suddenly became face to face with the reality that I could survive without a land line. I was able to conduct all my business with the cell phone alone. I had absolutely no need for a land line. It would only be an added and unnecessary expense at a time when I needed to economize. I have to admit that a land line is convenient for sending and receiving faxes. However, a quick search of the Internet reveals that there are a multitude of sites offering free fax service for occasional small document faxes.

Well, living with a cell phone alone worked pretty good for over a year. Recently I experienced a bit of a snag. My contract allows me 450 anytime minutes. Overages cost something like 45 to 50 cents per minute. For whatever reasons I was especially chatty in September and used up all but 13 of my 450 minutes with two weeks remaining before I rolled over into the next period and a fresh new 450 minutes. What was I to do? As it turns out, I have an e-mail account with G-mail. Google, you may have noticed, offers a multitude of services beyond their search engine. If you open any Google search page and click on 'more' on the top left hand side, and then click 'even more' from the drop down menu, you will find a list of 48 additional services offered by Google. Some you may recognize, such as Google Earth, Google Maps, Google Docs, You Tube, Picasa, Google Desktop Search, and many more. On that list you will also find Google Voice, and that is what saved me from cellphone overage charges and opened up a whole new world of communication for me. Google voice is a phone service. You may have heard of Skype and Vonage, and probably other services, But Google voice has a few advantages that I liked. First, It is 100% free for calls anywhere and to any land line or cell phone in the USA and Canada. The person you are calling does not have to be signed up with Google Voice. There are no monthly fees. International calls incur a fee, but are quite low. For example, calls to Sweden, Germany and United Kingdom land lines are .02 cents per minute. You can make outgoing calls and receive incoming calls so long as your computer is on and G-mail is open (even if you are working on different tabs or pages in your browser). You can get an additional new phone number if you wish. If someone calls you when your computer is off, calls can be forwarded to your cell phone, or to the Google Voice voicemail service. You can import your contacts into Google Voice and make one click calls. All in all, a very nifty service. I would highly recommend you look into it. By the way, for the scary two weeks mentioned above, I made and received all my calls using Google Voice, thus incurring no overages. The only addition you will need is a headset with a microphone. I was lucky enough to find one at a garage sale for 50 cents.

Have fun till next time,

Jerry Miller President WVCC

MEMBERSHIP CORNER *by Myrelle McHale*



Hello Members,

I was just reminded it was time to write another article and I could not believe how quickly time is passing. Thanksgiving is just around the corner and then the Holiday Season will be at full speed.

Too much – too soon. My goodness...

I had to leave the meeting last Saturday due to a previous commitment but I did have a moment or two to mention how nice it was to have others step in and allow me that time. We have such a very special group of people who have come to know each other over the years. Many strong friendships have formed. I not only had 5 people 'manning the Sign-In tables' for me but also had 2 who said they were available to help as well: Adrienne, Del, Kathryn, Gretchen, JoAnne with Louise and Robin as back up. Ladies I thank you.

Which brings me to another issue I often bring up. **We need volunteers!** We have a couple people who currently are doing 3-4 jobs each because no one else will lend a hand. I have seen so many of you come to the meetings and the SIG's on a very regular basis. Why **not** be part of the Board? It does not take a rocket scientist to do what we do. It only takes a step forward to help. If you are not quite ready to make that commitment or you think you won't fit into the position, why don't you at least come to a Board of Directors Meeting? Come and see how we tackle issues and what some of the issues are! Come and see how we strive for ways to better provide the membership with knowledge and inspiration. I would be willing to bet, each and every one of you has some skill that can help YOUR club work better. Maybe you could offer to be a backup or to coach someone holding a position. At least attend a Board meeting to just see what we do for **you!** Perhaps you might have an idea we can expand upon and heaven knows, new ideas are always welcome. We are **your** Board, doing **your** work to keep **your** Club operating - maybe it is in YOUR interest to see how we do it? Stop in and have a look once in a while - the door is always open!

Our Board of Directors Meeting is held on the first Thursday of each month. It is at 6:30pm. It is in the Board Room in the Clemenceau Building. Come in the same door you use to go to the General Meeting, turn left and go to the SIG meeting room. You don't have to say anything if you don't want. But if you want to make a comment or two, we welcome helpful input.

It is also time for elections for next year. We will be presenting volunteers who are willing to take a position. If you know of someone who might be good for a particular position and you think they might be too shy to raise their hand, send an e-mail to our Vice President – Bob Efros. He heads up the Nomination Committee. He can talk privately to the person to see if they would be willing to help.

Our motto is and has been, "*Users Helping Users*". It is time to practice what we preach. Let's help each other and take some of the burden from the few Get involved. We **need** each other.

Thank you.

Myrelle

October Computer Garage Sale

Before the public arrived, the equipment needed to be arranged.



Toward the end of the day there was still equipment available though many items had found a good home.



Making search more secure

Google Corporation

We've worked hard over the past few years to increase our services' use of an encryption protocol called SSL, as well as encouraging the industry to adopt stronger security standards. For example, we made SSL the default setting in Gmail in January 2010 and introduced an encrypted search service located at <https://encrypted.google.com> four months later. Other prominent web companies have also added SSL support in recent months.

As search becomes an increasingly customized experience, we recognize the growing importance of protecting the personalized search results we deliver. As a result, we're enhancing our default search experience for signed-in users. Over the next few weeks, many of you will find yourselves redirected to <https://www.google.com> (note the extra "s") when you're signed in to your Google Account. This change encrypts your search queries and Google's results page. This is especially important when you're using an unsecured Internet connection, such as a WiFi hotspot in an Internet cafe. You can also navigate to <https://www.google.com> directly if you're signed out or if you don't have a Google Account.

What does this mean for sites that receive clicks from Google search results? When you search from <https://www.google.com>, websites you visit from our organic search listings will still know that you came from Google, but won't receive information about each individual query. They can also receive an aggregated list of the top 1,000 search queries that drove traffic to their site for each of the past 30 days through Google Webmaster Tools. This information helps webmasters keep more accurate statistics about their user traffic. If you choose to click on an ad appearing on our search results page, your browser will continue to send the relevant query over the network to enable advertisers to measure the effectiveness of their campaigns and to improve the ads and offers they present to you.

As we continue to add more support for SSL across our products and services, we hope to see similar action from other websites. That's why our researchers publish information about SSL and provide advice to help facilitate broader use of the protocol. We hope that today's move to increase the privacy and security of your web searches is only the next step in a broader industry effort to employ SSL encryption more widely and effectively.

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 **Barbara Wall at 567-4222** to preregister for each series of classes

The Series repeats.

NO Classes until further notice

VVCC Mailing Address:

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

Verde Valley Computer Club
PO Box 3023
Cottonwood, AZ 86326-2540

Or e-mail us at

info@vvccclub.com

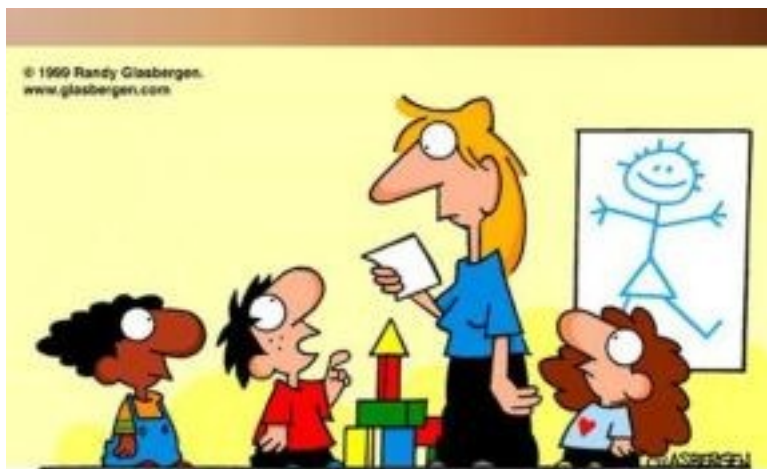
Treasurer's Report as of September 30, 2011

Balance in the checking account is: \$2736.18

Anyone wanting further information, please accept our invitation to attend the Board of Directors Meeting of the Verde Valley Computer Club on the first Thursday of each month. We meet in the Board Room in the Clemenceau Building, corner of Mingus Avenue and Willard Street.

Time: 6:30 PM.

Thank you.



"My name was David, but that sounded old fashioned. So I shortened it to DVD!"

**Join Us for a
Special Interest Group
(SIG)**

Learn from *each other!*
Visit our Web site for schedule
and handouts

Digital Camera:
Leo Zuercher

Linux
Miles Standish

Spreadsheets:
Richard Gohman

Windows:
Bob Efros

Word Processing:
Richard Gohman

Handouts for the sessions
can be printed from the club
website:

www.vvcclub.com

Beginner Classes:
Barbara Wall

Web Site Team:
Bob Efros
Richard Gohman
Dave Olson

Secretary's Corner

By Barry Adico

October



Winners



100 Pack DVD-R discs
Adrienne Pritchard

100 Pack DVD-R discs
Bud Hendrix

Belkin 12 outlet surge protector w/swivel outlets
Jack Burton

HP Multi Function Printer
Del Rosenwasser



Understanding the Control Panel

Windows 7

Windows 7 is a complicated operating system that attempts to be as user-friendly as it can. Part of the attempt includes allowing you to modify the user interface and settings by which Windows does its work. The central place where you can make changes to the settings that Windows relies upon is in an area known as the Control Panel. To display the Control Panel, simply click the Start button and then click Control Panel. (See Figure 1.)



Figure 1. The Windows Control Panel

Virtually everything you see in the Control Panel is a link to a place where you can make the changes you desire. All you need to do is figure out what you want to do, and then click the link that leads to where that task can be accomplished.

Understanding Shortcuts

Windows XP, Vista and Windows 7

Windows allows you to create icons that point to other programs or files—these are called *shortcuts*. Shortcuts often appear on your desktop or in folders that you use frequently. You can create shortcuts and place them wherever it makes sense for you.

You may be wondering why you would ever need to use a shortcut. The answer is so that you can have multiple instances of the same program without taking up a lot of disk space. For instance, you may want to be able to access your accounting program from the desktop as well as from several other folders on different drives in your system. Rather than make separate program copies, you use shortcuts. These appear as icons that allow you to access the program, but they all point to the same copy of the program—multiple copies of the program itself are not needed.

You can readily identify a shortcut because its icon contains a small arrow in the lower-left corner of the icon. For instance, here are two icons, each for the same program. One of the icons is for the program itself (it doesn't include the arrow) and the other is a shortcut to the program (it does include the arrow). Except for the arrow, both icons appear identical. (See Figure 1.)

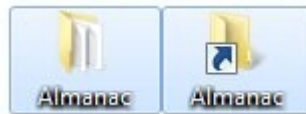



Figure 1. A shortcut is easily identifiable because of the arrow in the icon.

To use a shortcut, you just double-click on it. Windows understands that you are opening a shortcut and that you want to access the program or file to which the shortcut refers. If you double-click a shortcut for a program, then Windows starts the program to which the shortcut refers.

If you double-click a shortcut for a document file (a file that is used by a program), then Windows starts the program that uses that file and loads the file into the program. This can come in real handy. For instance, say you are working on the corporate budget for next year, and you have been doing all of your work in a spreadsheet program. You only need to create a shortcut to your spreadsheet file, not the spreadsheet program itself. When you double-click on the shortcut, the spreadsheet program is started and the spreadsheet file is opened. In this way, using the shortcut replaces several longer steps and can save you time.

NO Beginners Classes until further notice

Keep informed and refer to the newspapers,
the website www.vvclub.com
and the Newsletter, CONNECTIONS



Pass It On

Tell your friends and neighbors
to read the Connections at
www.vvclub.com,
select Newsletter

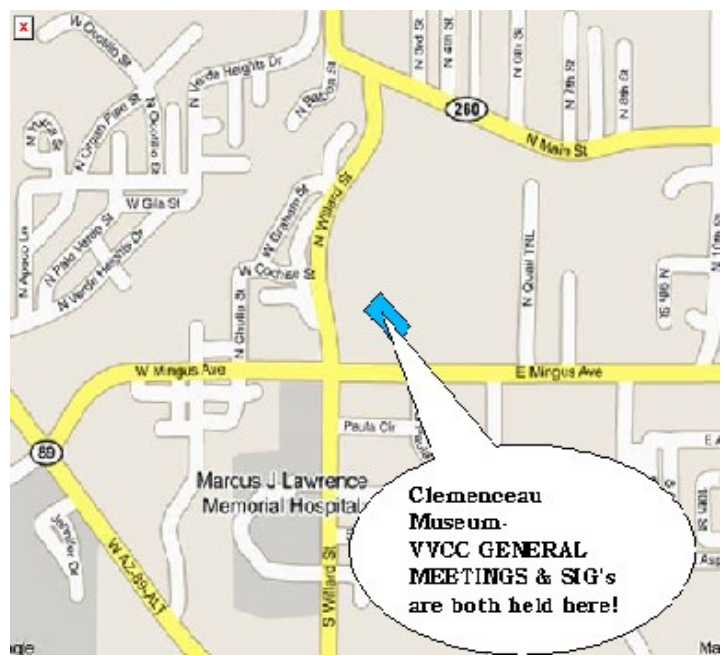
Verify your e-mail
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Send corrections or
changes to
membership@vvclub.com



PLEASE WELCOME *New Members*

April Geiselman
Laury Davis

Thank you for joining our Verde Valley Computer Club



Note from the Editor...

The next newsletter deadline
for all submissions:
Tuesday:
November 22, 2:00 p.m.