



Sandwich
Computer
Users Group

Scug News

January 2009

Newsletter of the Sandwich Computer Users Group

WWW.SCUG.ORG

January Program – OpenOffice.org 3.0

The January program will be on making labels using OpenOffice.org 3.0. The main components of the OpenOffice.org Suite are:

- **Writer** – a word processor you can use for anything from writing a quick letter to producing an entire book.
- **Calc** – a powerful spreadsheet with all the tools you need to calculate, analyze, and present your data in numerical reports or sizzling graphics.
- **Impress** – the fastest, most powerful way to create effective multimedia presentations.
- **Draw** – lets you produce everything from simple diagrams to dynamic 3D illustrations.
- **Base** – lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org
- **Math** – lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

We meet at the Federated Church in Sandwich 403 N. Main Street on the third Thursday of each month at 7:00pm unless noted otherwise. The meeting is a great place to learn about computers and meet new friends. Next meeting January 15, 2009. Visit our web site at www.scug.org for more info.

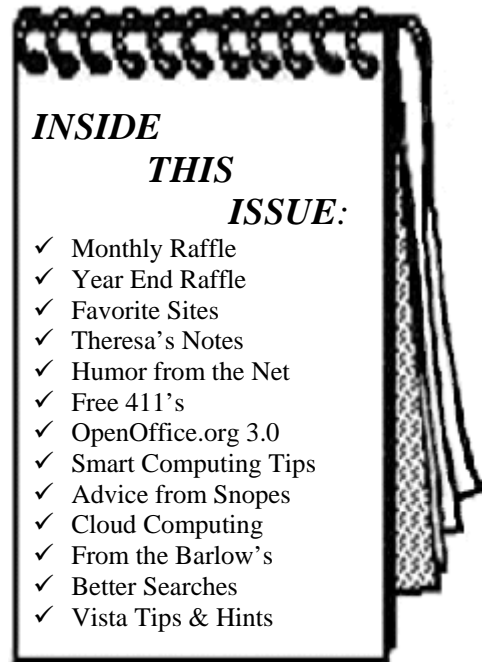
Membership forms are available at:

http://www.scug.org/About_us.htm

Local Business Celebrates 25th Anniversary



The Office Works in Plano is celebrating 25 years in business this year. *Congratulations to a great local business.*



INSIDE

THIS ISSUE:

- ✓ Monthly Raffle
- ✓ Year End Raffle
- ✓ Favorite Sites
- ✓ Theresa's Notes
- ✓ Humor from the Net
- ✓ Free 411's
- ✓ OpenOffice.org 3.0
- ✓ Smart Computing Tips
- ✓ Advice from Snopes
- ✓ Cloud Computing
- ✓ From the Barlow's
- ✓ Better Searches
- ✓ Vista Tips & Hints

Hours:

Mon-Fri 8:00 a.m.— 6:00 p.m.

Sat 9:00 a.m.— 3:00 p.m.

Sunday Closed

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January Birthdays

1/12 Marlene Hundt
1/15 JoAnn Harkins
1/15 Dottie Olson

1/14 Bob Olson
1/15 Cindy Kaminky
1/27 Myrna Skopek

February Birthdays

2/17 Mary Swynenberg
2/20 Dorothy Smith
2/24 Danielle Pearson

2/18 Larry Knobloch
2/21 Jim Weekly
2/28 Joan McEachern

2/29 Julie Pearson

Monthly Raffle

Monthly Raffle

January is our salute to paper! We will have some wonderful items on the raffle table. This is a perfect time to spend your SCUG Christmas present. (If you have not spent it already!) Come early - spend often.

*Debbie Olson,
Raffle Queen*

Year End Raffle

Year End Raffle Winners

Congratulations to the 2008 year end raffle winners Johathan Baird and Duke Wessman.

What is it and how does it work

When you buy a raffle ticket for the year-end raffle, you sign your name and put it in the year end can. These tickets will be collected until the December meeting. This drawing will be held at the annual Christmas party. The payout will be determined by the amount of money collected. The winning ticket will receive 50% of the money collected, the second ticket drawn will receive 25% and the other 25% will be used to further the goals of the club. The raffle is open to members only and you need not be present to win.

Favorite Sites

Think you have a winning picture; the National Geographic has a contest to enter your photo or photo's and a chance to vote on the ones you like best. Rules and pictures are at <http://ngm.nationalgeographic.com>

Great pictures just to look at.

Louise Dieden

Microsoft Answers is where you get Windows Vista questions answered; you can also tap into the expertise and enthusiasm of Windows Vista customers and Microsoft support professionals worldwide.

<http://answers.microsoft.com/en-us/windows>

1800PetMeds, the best source for pet medications, pet vitamins, pet supplements and pet supplies. Just like your veterinarian, 1800PetMeds provides only U.S. FDA/EPA approved pet medications. And, they offer Free Shipping on all orders above \$39 except for refrigerated items.

<http://www.1800petmeds.com>

Jerry Grommes

Theresa's Notes

Theresa's Notes:

Due to incimate weather, turn out for the Christmas was light. Never the less, food and fellowship was great.

Treats for the January meeting will be provided by Jeanne Greenwalt and Dorothy Fleming. Marge Knobloch has volunteered for kitchen help and Tom Smith is doing set up. As always if anyone can come early and help it is always appreciated.

Theresa Bagg

Humor from the Net

A helicopter was flying around above Seattle when an electrical malfunction disabled all of the aircraft's electronic navigation and communications equipment.

Due to the clouds and haze, the pilot could not determine the helicopter's position. The pilot saw a tall building, flew toward it, circled, and held up a handwritten sign that said "**WHERE AM I?**" in large letters. People in the tall building quickly responded to the aircraft, drew a large sign, and held it in a building window. Their sign said "**YOU ARE IN A HELICOPTER.**"

The pilot smiled, waved, looked at his map, determined the course to steer to SEATAC airport, and landed safely. After they were on the ground, the copilot asked the pilot how he had done it.

"I knew it had to be the Microsoft Building, because they gave me a technically correct but completely useless answer."

Free 411's

1-800-GOOG-411 (1-800-466-4411)

This is something you will want to have and use! I still remember when the telephone company charged me \$1.50 to get a phone number from information! My compliments to Google! Just leave it up to Google to come up with something like this!!! Here's a number worth putting in your cell phone or your home phone speed dial: 1-800-GOOG-411. This is an awesome service from Google, and it's free -- great when you are on the road. Don't waste your money on information calls, and don't waste your time manually dialing the number. I am driving along in my car; I need to call the golf course and I don't know the number. I hit the speed dial for information that I have programmed. The voice at the other end says, "City & State." I say, "Garland, Texas." He says, "Business, Name or Type of Service." I say, "Firewheel Golf Course." He says, "Connecting" and Firewheel answers the phone. How great is that? This is nationwide and it is absolutely free! Click on the link below and watch the short clip for a quick demonstration. <http://www.google.com/goog411>.

1-800-FREE-411 (1-800-373-3411)

Simply dial 1-800-FREE411 and get the listing you need for free. It's just like 411, only better because it doesn't cost anything. As America's leading provider of free directory assistance, they offer complete residential and business listings. Who pays, you ask? Their advertisers do. And should you be interested in one of their great offers, they'll connect you free of charge. So tell friends and family and put them on their speed dial today.

OpenOffice.org 3.0

OpenOffice.org 3.0

OpenOffice.org provides everything most people need in an office productivity suite. It is stable, reliable, and robust, built up over twenty years' development. It was designed from the start as a single piece of software, which makes for higher quality software and a more consistent user experience.

OpenOffice.org is both easy to use and easy to migrate to, for both experienced and beginners alike. It has a familiar user interface, and is able to read and write the vast majority of legacy file formats (including common Microsoft Office formats).

OpenOffice.org is released under an open-source license (the LGPL), which means it may be used free of any license fees, for any purpose: private, governmental, commercial, etc. Once acquired (either as a free download or as a CD) it may be installed on an unlimited number of computers, and may be copied and distributed without restriction.

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Smart Computing Tips



Smart Computing Tips

As a member of the Smart Computing User Group Program, you are welcome to reprint these tips in your user group's newsletter.

Classic Start Menu in Vista: To get back to a more recognizable Start menu, right-click an open space on the Taskbar, select Properties, click the Start Menu tab, select the Classic Start Menu radio button, and then click Apply. For a little more control over what appears in the Start menu, click the Customize button to add or remove items. Click OK when you're finished.

Affordable Smartphones: Even consumers with a limited budget can afford a smartphone, thanks in part to new low-cost smartphone offers from many carriers and manufacturers that offer a pleasant array of features. These smartphones often have the basic functions you'd expect, including phone, email, Web, contacts, calendar, and task-management capabilities.

Sometimes you'll find an older, more full-featured smartphone offered at a tremendous discount. These phones can also be great options for consumers who don't want to pay for the latest and greatest phones but still want a decent amount of power and functionality.

Go Beyond Point And Shoot: You don't have to have a high-powered camera to improve your photographs. At the very least, adjust White Balance settings according to lighting conditions. Even if you use a flash, ambient light will affect the background of your image, so set the white balance to tungsten when the scene is lit by regular light bulbs and Fluorescent for fluorescent bulbs, for example.

Reprinted with permission from *Smart Computing*. Visit: <http://www.smartcomputing.com/groups> to learn what *Smart Computing* can do for you and your user group!

Advice from Snopes

Editors Note: *This is such good advice that three different members sent it to me for the NL.*

Advice from Snopes

<http://snopes.com>

1) Any time you see an E-Mail that says forward this on to '10' of your friends, or sign this petition, or you'll get bad luck, good luck, or whatever, it almost always has an E-Mail tracker program attached that tracks the cookies and E-Mails of those folks you forward to.

The host sender is getting a copy each time it gets forwarded and then is able to get lists of 'active' E-Mails to use in SPAM E-Mails, or sell to other spammers.

2) Almost all E-Mails that ask you to add your name and forward on to others are similar to that mass letter years ago that asked people to send business cards to the little kid in Florida who wanted to break the Guinness Book of Records for the most cards.

All it was, and all any of this type of E-Mail is, is a way to get names and 'cookie' tracking information for telemarketers and spammers - - to validate active E-Mail accounts for their own profitable purposes.

If you have been sending out (FORWARDING) the above kinds of E-Mail, now you know why you get so much SPAM!

Have you ever received e-mails sent to you with hundreds of e-mails in its body? - well those E-Mails were being tracked, they become instant money for spammers.

When you send an e-mail(s) always do a Bcc: (Blind copy) never a To: or CC: to whomever, and always erase all email addresses from its body so NOTHING is sent through the INTERNET & your friend's email addresses are kept private.

Do yourself a favor and STOP adding your name(s) to those types of listings regardless how inviting they might sound! You may think you are supporting a GREAT cause, but you are NOT in the long run. Instead, you will be getting tons of junk mail later! Plus, we are helping the spammers get rich! Let's don't make it easy for them!

Also: E-Mail petitions are NOT acceptable to Congress or any other organization. To be acceptable, petitions must have a signed signature and full address of the person signing the petition.



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You can do your friends and family members a GREAT favor (PLEASE) by sending this information to them; you will be providing a service to your friends, and will be rewarded by not getting thousands of spam E-Mails in the future! Use the Bcc: option

Read the full story on petitions here:

<http://www.snopes.com/inboxer/petition/Internet.asp>

Cloud Computing

Cloud Computing

by Sister Dorothy Robinson,

Editor, OMUG News,

The Olympia Microcomputer User Group, WA

www.olyumug.org

Newsletter (at) olyumug.org

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When did you first hear or see the term "cloud computing"? I'm usually the last to know anything, it seems, so I've only recently started noticing this term on the Internet. I did some research, and some say it's the greatest thing since sliced bread—but others think it isn't such a hot idea. In very simple terms, cloud computing is this: rather than having programs and files on your computer, you would store files online and also access applications (programs) online (think Google Docs or MS Office Live; think Flickr or Buzzword). Your computer really wouldn't need to have much on it, and you'd have to have an Internet connection in order to run applications or access your files. Not only individuals, but also companies would be doing this (and in fact, are doing it now). One of the major benefits is that a company (or an individual, for that matter) has the use of combined server resources they might not otherwise be able to afford "in house."

The ever-vigilant Richard Stallman warns against the use of cloud computing: "Somebody is saying this is inevitable—and whenever you hear somebody saying that, it's very likely to be a set of businesses campaigning to make it true... One reason you should not use web applications to do your computing is that you lose control," he said. "It's just as bad as using a proprietary program. Do your own computing on your own computer with your copy of a freedom-respecting program. If you use a proprietary program or somebody else's web server, you're defenseless. You're putty in the hands of whoever developed that software." Food for thought.

from the Barlow's

Holiday Greetings from the Barlow's

As we come to the end of another year, this is a time to celebrate with friends and family. Linda and I consider you as close friends and want to wish you the best Holiday Season ever and a great New Year. We value you as our very important customers and look forward to working with you in the future months of the New Year.

The Holiday Season is a time to remember your friends and family with visits, notes, and gifts. For those friends or family members that are interested in computers, let us suggest that you give them an important software product for their computer. We offer an outstanding hard drive backup utility, Acronis True Image Home 2009, which can safeguard the valuable contents of their computer's hard drive. Every computer user should be doing backups of their computers on a regular basis.

This product normally sells in the stores and directly from Acronis for \$50, but you can take advantage of our special holiday price and give your friend or family member (or yourself) this excellent product for only \$25, half price. This is a limited offer only good through the end of the year, so act now to get this great deal. If you order the product on a CD, we will send you a CD for each copy you order. The only additional fee for a CD is a \$5 shipping fee for the entire order, no matter how many copies you order. To order, go to our web site at www.ugr.com/TrueImage.html and click on the Buy Now button under the package you are interested in. When checking out of the shopping cart, enter in a special order code of UGXMAS08.

So, take out your Holiday gift list and see which of your many friends and family members would really appreciate a gift they can use throughout the coming year. You would be giving them an important gift that will help save their

important files on their computers. And don't forget to get a copy for yourself while you are at it.

For the many of you that have already purchased and use Acronis True Home 2009 as your personal backup utility, we have good news for you. Acronis has just released a major new build (#9646) of this excellent product and it is available free to any of you that have True Image 2009 and can download the new build. There are many new features included in this build that were not in the initial release of the product, so don't pass up this opportunity to bring your product up to date with these new features and the latest fixes.

First, check to see if you already have this build on your computer by running True Image 2009 and press the Alt key and then click on the Help and About menu items. Look for the build number in the box that appears. To get this new build on your computer, you will need to open an account on the Acronis web site by going to www.acronis.com and click on the My Account link in the upper right corner of the screen. Then follow the instructions to open this special support account in your name Next, using your account, register your product serial number by following the link to Product Registration. Finally, take the link to Registered Products in your account and click on Acronis True Image Home 2009 and you will see a link to download the latest build for your product. It should only take a few minutes to download this important build and install it on your computer.

Again, we want to wish you and your family a Merry Christmas, a Happy Holiday Season, and a great New Year. We appreciate your business and will do our best to assist you in what ever way we can in the future.

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This is one of a series of monthly technical newsletters that I distribute to those that have subscribed to this newsletter. You can subscribe at www.ugr.com. Watch for them and learn more about your computer and its hard drive. If you do not want to receive these newsletters, simply reply and ask to have your name removed from the list and I will do so immediately. User group newsletter editors may print this article in their monthly newsletter as long as the article is printed in its entirety and not cut or edited. Please send me a copy of the newsletter containing the article so that I can see what groups are running the articles.

Better Searches

Performing Better Searches

By Sharon Housley,
VP, NotePage managing Marketing for FeedForAll
www.feedforall.com
Sharon (at) notepage.com

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Performing and perfecting search engine results can save web surfers lots of time and energy. Understanding the nuances of searching allows researchers to immediately drill down and locate the information they are seeking, without having to wade through a myriad of irrelevant search results in the process. The increasing complexity of search engines has made understanding search engines a necessity for those who spend any amount of time online. The following search tips are standards that will work in most of the major search engines.

How To Find What You Are Looking For?

As the popularity of the Internet grows, more and more results are returned for even the most obscure search phrases. In order to save time, web surfers need to increase their search relevancy. It is advisable to use multiple search terms to produce better search results. Searchers should use specific words and phrases to find what they're are looking for, while filtering out irrelevant and unwanted results.

In searching, more usually means less. Using more keywords in a search will help qualify the search and make it more specific to what you are looking for. It is all about striking a balance; more search terms will reduce the number of search results, but those results will be more accurate. Remember that you can always refine the search further if there are too many results returned in the initial search.

Capitalization Is Irrelevant

The major search engines ignore capitalization. Upper case and lower case search phrases will deliver the same results.

Order Matters

Keep in mind that the order in which the terms are entered into the search box will affect the search results. The most important terms should appear first in the list of search words.

Word Stemming

Major search engines will provide results that use word stemming. Word stemming includes variants of the terms that were searched for. For example, searching on the term fish in a major search engine will generate organic search results that also contain the terms fishing, fishes, and fisher.

Exact

Using quotations around a search phrase will generate search results that contain only that specific search phrase, exactly as it was entered. For example, searching on the exact phrase "rocking horse" in a major search engine will only generate search results that contain the phrase rocking horse. The results will not include

any results that contain "horse rocking" -- even though both terms appear; they do not appear in the proper order for an exact match.

Do Not Include

Adding a (-) negative/minus sign before a search term will filter the results so that they contain the first term but not the negated word. For example, entering the search phrase horses -rocking into a major search engine will return search results about horses but not about rocking horses.

Must Include

If you want search results that only include a specific word, just type a (+) plus sign in front of a search term. The results produced will always contain that term. For example, conducting a search horse + carousel will result in all search results that contain carousel, and may include horse as well.

Similar Words

Adding a (~) tilde character in front of a search word will generate search results that not only include the specified search term, but will also include all words considered to be related to the original search term. For example, using the search term ~soda will result in organic search engine results that not only include soda, but also include pepsi, pop, cola, coke, bottle, and soft drink.

Either Or

Adding an OR parameter between two search terms will result in search listings that include either the first or the second word in the search results. For example, searching on the terms soda OR bottle will generate search results that may contain both terms soda bottle or it will produce results that contain either soda or bottle but not both in the same search listings.

Advanced Searches and Segmented Searches

Many search engines allow you to specify the type of content you wish to search in. For example, you can often search just news articles, just blogs, or just images. If you are looking for a specific type of media, segmenting your search can be helpful. Searches can be conducted to locate webpages that contain a specific language, or a specific file type (ie. pdf, rss, etc). Simply use the search engine's advanced search option and select the content, language, file type, etc to filter your search results.

Search Meta Words

Meta keyword searches give search engines special instructions. When the meta search words are used, a specific type of search is conducted. Here are some of the most common meta search terms...

define:

When define: is used at the beginning of a search word or phrase, the search engine results will be a definition of the word or phrase.

site:

When site: is entered in the search box, followed by a domain, the search engine locates all documents within a specific domain and all of its subdomains. This is an easy way to get a rough idea of the number of pages indexed on a domain.

link:

When link: is used and followed by a URL, the search results will include all the web pages that are indexed by the search engine which contain links to the specified URL.

inurl:

When inurl: is used, followed by a keyword or phrase, the search results will include links to web pages that contain the specific keyword or phrase in the urls themselves.

intitle:

When intitle: is searched on in conjunction with a keyword or phrase, the search engine locates search results that contain the specified keyword or phrase in the web page title.

Web surfers can save large amounts of time and energy by optimizing their search techniques with these helpful tips.

Sharon Housley manages marketing for FeedForAll <http://www.feedforall.com> software for creating, editing, publishing RSS feeds and podcasts. In addition Sharon manages marketing for RecordForAll <http://www.recordforall.com> audio recording and editing software.

Vista Tips & Hints

15 Vista Tips & Hints

by Dick Carricato,
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This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

1. If you hate the look of Aero, click Start/Control Panel/Themes and you can choose a non-Aero theme, such as Windows Classic.
2. Windows Vista's installer can detect serial-ATA (SATA) drives without the need to provide a driver diskette. Don't bother creating a diskette for your SATA drives before you install Vista.
3. If, for some reason, the Vista installation gets interrupted due to an unintentional shutdown or reboot, start the computer without booting the Vista DVD. Windows Vista's installer should pick up where it left off. If it doesn't, then restart the installation over from scratch.
4. When you perform a search with Vista's new, instant search feature, you can save the search in a special folder. This powerful feature allows you to create a virtual folder which, by default, is saved in your \\Searches\ folder. Every time you open such a folder, the search results are updated.
5. In Windows Vista, you can add additional clocks to the system tray. Click the clock, and then click Date and Time Settings. Click the Additional Clocks tab. You can add one or two additional clocks to the tray and select their time zones.

6. You can save your progress in most of the games included with Windows Vista—even the carry-overs from earlier versions of Windows.
7. You can create XML documents, which are more secure than regular text files or even word processor docs. Just create a document in a word processor, print it via the options menu, and select the XPS printer.
8. If you upgrade your graphics card in preparation for Windows Vista, be sure to get a new card with as much local memory as possible. Since Windows Vista renders everything—even the desktop and windows them-selves—as 3D surfaces, local 3D memory greatly improves performance...sometimes even more than a more powerful GPU.
9. Windows Vista games deposit their saves into a special directory, called Saved Games, in your personal folder. In theory, that will make upgrading to a new system much easier for gamers, who like to migrate their game saves.
10. When using the Help system, it's usually advantageous to include Microsoft's online database in your search. The online/offline status of your search is located on the bottom right of the Help window. You can click it to toggle.
11. The Games folder is a powerful repository of all things gaming. From within, you launch games, update games with the latest patches, enable parental controls to protect younger users from harmful content, and more. Invoke it by clicking Start/Games.
12. Several applications are available to help you tweak Windows Vista for maximum performance. They include
TweakVI www.totalidea.com
TweakVista www.tweakvista.com/tweakvistautility
VistaBootPRO www.vistabootpro.org
And don't forget about Windows ReadyBoost, which lets you use a removable flash memory drive to boost system memory.
13. Do you use the icon in the upper left corner of system and application windows? A quick double-click closes the window (instead of a single click on the X at the upper right). Though Microsoft left the icon out in Vista, the function remains.—Sarah Pike
14. In Microsoft Windows Explorer, you can use column headers (Name, Size, and so on) to sort files. Savvy users may right-click on a column head to remove items or add some—say, Dimensions for images. There are around 45 such columns available in Windows XP. Windows Vista has well over 250, covering a multitude of metadata.—Sarah Pike
15. If you've become used to surfing your Program Menu to get to applications, you'll be in for a shock when you first use Microsoft Windows Vista. The new Program Menu shows you only recently used applications and requires extra clicks to navigate to submenus. This can be very frustrating but, thankfully, the Search box Microsoft has added to the Start menu is a great replacement—as long as you're an accurate typist. As quickly as you can type, it returns intelligent results in apps, files, even e-mail messages.—Dave Cardinal, freelance writer