



Presidents' Corner

by Curtis Porée

"No one knows everything about computers, but we all know something that we can share with others."

The TAPCUG Board has adopted a new motto: "No one knows everything about computers, but we all know something that we can share with others." The three presenters at our September meeting demonstrated this concept very well. Each had done extensive research in an area of their interest and shared their findings with attending TAPCUG members. John Wickliffe demonstrated how to access and use Pinnacle Video Box Studio. Dick Meier demonstrated putting together a website using Pinnacle Video Editing, and Neil Stahfest demonstrated how to improve the visual displays on your computer. Each presenter did a great job of enhancing our computer knowledge. Even if one does not plan to use these programs an understanding of the conceptual idea of what is available and how these can be used is certainly beneficial to everyone.

nineteen years. She has also been the publisher and editor of the Data Line news letter for more than thirteen years. During this time she has greatly enhanced her knowledge and skills in using Publisher Software. What is most appreciated is that she enjoys sharing her skills and knowledge with others. This is exactly the purpose of our club. Our motto should be, "No one person knows everything about computers, but we all know something, and are willing to share that knowledge with others." In Maggie's case, she knows a great deal about Publisher and enjoys sharing that knowledge. I especially liked her bag of tricks she has discovered while using Publisher. We also appreciate Maggie's sense of humor.

The President's comments last month got lost in cyberspace somehow. The following is what Curtis had written.

Curtis Porée, President

Curtis J. Porée Jr.



Maggie Smith gave an excellent presentation on Publisher Software. Maggie has been doing Publisher for

GENERAL MEETING

Saturday - **October 8th** - 9:30 AM
Lakewood Community Center (see map on page 14)

How to Mail Merge

Presented by Rosalie Westerberg

REFRESHMENT:
ALICE GRENIER

Raffle will follow

Contents

Calendar.....	15
Discovering Windows 7.....	2
Disk of the Month.....	3
Helpline.....	5
Map.....	14
So. Sound Adobe Group.....	3
Special Interest Groups.....	4
WorldStart Tips.....	7

Board of Directors

Curtis Porée- President
474-7604
DustOff_2@msn.com
Neil Stahfest - Vice President
922-8841
NCStahfest@msn.com
Ann Copeland - Secretary
566-1608
CopelandAnn@comcast.net
Barbara Jackson - Treasurer
564-9664
c21Jackson@aol.com

Directors

Marsh Allen Dir. to 2012
MAllen2321@centurytel.com
Maggie Smith Dir. to 2012
maggiebs@harboret.com
Tharon Kirby Dir. to 2012
TharonKirby21@.msn.com
Donald Horst Dir. to 2011
DHorst30@hotmail.com
Norma Monroe Dir. to 2011
Alice Grenier Dir. to 2011
Past Presidents
Edryce Reynolds
Edryce@yahoo.com
Richard Meier
RichardMeier1@Comcast.net

SIG Leaders

Flight Simulator, Curt Poreé
Linux, Joel Carlson
Multi-Media, John Wickliffe
Win XP/New Users, Paul Duhay

Support Staff

Membership Chair
Katie Lichtenwalter
Public Relations
Membership Database
Maggie Smith
Shareware Librarian
Neil Stahfest
Program Coordinator
John Wickliffe
Asst. Program Coordinator
Neil Stahfest
Equipment Chair
John Wickliffe
Gen'l Meeting Refreshments
Alice Grenier
Facilities Coordinator
Dick Meier
Web Page Masters
John Wickliffe/Dick Meier
Data Line Editor
Maggie Smith

Membership Expirations

If your name is in this list, your membership dues need to be renewed. Please pay at the next General Meeting, or print the last page of the newsletter and submit to our Treasurer with your payment. Your e-mail is important, it is how I notify you when the Data Line is ready to be downloaded.

I do not give your address to anyone.—Maggie, Editor

August

Danisher, Andrew
Grant, Barbara
Pennington, Ed/Marlene

October

Chaney, Ede
Copeland, Ann/
Deal, Patricia/Robert
Fisher, Harrison
Harris, Leona
Milonas, Motomi
Westerberg, Rosalie

September

Daum, Richard
DeVick, James



Discovering Windows 7 – Part 20

by Neil Stahfest – Tacoma Area PC User Group

In the days before Microsoft Windows, when we deleted a file the file was gone and there was empty space on the disk was increased. Accidental file deletions could be a problem if you didn't have copies. Enter Peter Norton who created a powerful un-erase program followed by a number of other similar programs. Norton Utilities was a must have software package for businesses and serious PC users.

With the release of Microsoft Windows, Microsoft introduced the "Recycle Bin". Now when you deleted a file it didn't really disappear off your disk. Windows simply changed the file location address from where ever the file was located (i.e. Pictures) to the Recycle Bin. If you discover that you really need a file you just deleted, all you have to do is double-click on the Recycle Bin, select the file or files you want to restore, click on it to select and then click on the Restore button. This causes Windows to change the file address location back to what it was before you deleted the file.

Of course, you have a limited amount of space on your hard drive. By default 5% of your total hard drive space (i.e. 15 GB on a 300 GB drive) is allocated for the Recycle Bin. If you have more than one partition on your hard drive, each partition will have its own Recycle Bin. You can change the size of your Recycle Bin to make it bigger or smaller by right-clicking on the Recycle Bin and selecting "Properties". In the Recycle Bin Properties window, select the bin location for the partition you want to change and then enter the amount of space you want to reserve for the Recycle Bin (see Figure 1).

Before we move on from the Recycle Bin Properties window, note that there is option that let's you delete files without sending them to the Recycle Bin. This will not delete your Recycle Bin and the amount of disk space it uses. it just allows you to erase files from your disk in one step (with no Recycle Bin safety net). If you are annoyed by Windows asking you if you really want to move a file to the Recycle Bin, you can click to turn off the file delete confirmation dialog.

(Continued on page 6)

October Disk of the Month

PasteCopy.NET enlarges the capacity of Windows Clipboard and lets you organize csv (Comma separated values), html, rtf (Rich Text Format), text, unicode- text & images into customizable categories. The supported formats can be previewed and copied to Windows Clipboard with a mouse-click, or by keyboard navigation. It can automatically convert rtf to txt files and html to rtf and txt. PasteCopy.NET is a portable* freeware tool and can run from a USB memory stick.

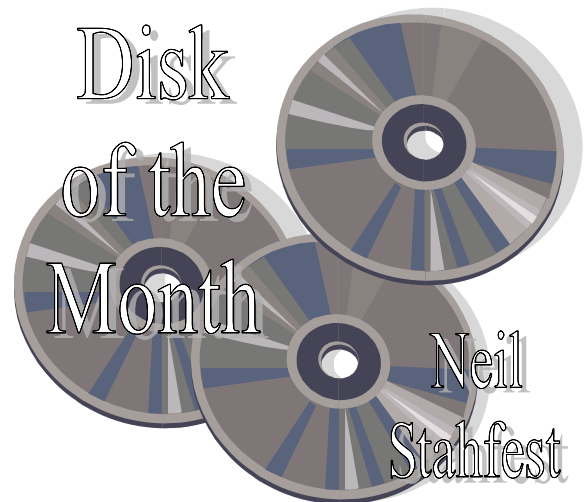
File Repair software is a powerful tool to repair your corrupted files. It scans the damaged file and extracts maximum data from it to a new usable file

Using File Repair, you can repair: corrupted Word documents, Excel spreadsheets, videos, image files, PDF documents and more.

TruCrypt is a free open-source disk encryption software for Windows 7/Vista/XP. It creates a virtual encrypted disk within a file and mounts it as a real disk. An entire partition or storage device such as USB flash drive or hard drive can be encrypted. It can encrypt a partition or drive where Windows is installed. Encryption is automatic, real-time (on-the-fly) and transparent.

Nemo is a Windows application for people with a lot of documents. It inspects your current folder structure to give you a new view of your files. Documents, images and other files are mapped into a calendar-like view that you are used to from Outlook or Google Calendar. This makes your files

a lot easier to find so that you can focus on other things. By integrating with Windows Desktop Search (built-in on Vista and Windows 7) you can search for phrases or words inside documents and combine that with other clues that you can remember about the document, such as a specific month or the file type. It works with a wide range of files including Word, Excel and Powerpoint, PDF, Adobe Photoshop, Illustrator, images, video files and more are supported. Nemo adds labels on top of your current folder structure as a way to help you organize things. Label a document with review, if you need to review it later. Or use labels to supplement your folder structure to help you find documents easier.



South Sound Adobe User Group

<http://www.ssaug.org/>

New Meeting Place for our next meeting! We have been having a quest among our members to find a place to meet. We have found a spot to try and see how it is liked by members... it is the **Education Center for the Tacoma Lutheran**

Home. The room is large with tables and a white board. Lots of parking, safe location, our own entrance. You are welcome to join us there for our meeting. It will be from 5:30 to about 9. If you have images that you have been working with in Photoshop bring them to share. We'd love to see your work

We wanted to announce that the Adobe Photoshop Marketplace is

live.

Adobe Photoshop Marketplace is a place where anyone can publish information about their Photoshop-related tools, solutions, or events, including details about user groups, hardware, software, training (e.g. books, DVD's), events, etc. Here's the official link: <http://photoshopmarketplace.adobe.com>

Special Interest Groups (SIG)

Check our web site, <http://www.tapcug.org>, for any changes that may have occurred after the Data Line was sent to our web site.

Flight Simulator SIG: Curtis Porée, e-mail: dustoff_2@msn.com / Neil Stahfest, e-mail: ncstahfest@msn.com.

The next meeting of the Flight Simulator S.I.G. is scheduled for Tuesday, October 25, at 7:00 PM at the Pierce County Lakewood Branch Library

As we get into the Pacific Northwest's rainy season we're shifting our flight simulation focus to the sunny tropics. In September we looked at a scenery package created by Charles Reid who lives on Maui. He created complete land class and scenery modification and added most of the hotels and major scenery objects which make VFR flying over Maui more interesting. During our October meeting we will examine and share a similar scenery package for Kauai. I'll also have a vintage airplane package that you can use to explore the scenery.

If you're having a problem with Flight Simulator or want to know how to get started, bring questions. We welcome people new to flight simulation and visitors at our meetings. If you have friends who might be interested in flight simulation, invite them to join us.

Bring a flash drive or a blank CD to make copies of some airplane files that I will be demonstrating.

Linux SIG: Joel Carlson, 253-549-2692; e-mail: Fox7777@CarlsonCo.net

The October 25, 2011 Linux SIG meeting is at the Southeast Tacoma Community Center starting at 5:30 PM, 1614 99th St E, Tacoma, WA 98445. Along with the normal discussions, we will look at progress on ARM processor Linux computers, Grub2, Google+, BuddyMeeting.com, Google video chat, vlc and publishing with LibreOffice Draw. Note that TAPCUG goes to OLYMUG Linux SIG meetings on the 1st, 2nd, 4th Tuesdays of the month and OLYMUG goes to TAPCUG Linux SIG meetings on the 3rd Tuesday of the month. Note that in October 2011, TAPCUG Linux SIG

meets on the 4th Tuesday of the month rather than the usual 3rd Tuesday.

For details, see <http://Linux-Now.us>

Multi-Media SIG: John Wickliffe, 253-581-1393 john.wickliffe@gmail.com

Meets on the fourth Tuesday of the month. The next meeting will be October 25th, 6-8 PM at the Steilacoom Library, 2950 Steilacoom Blvd.

We will be covering subjects like digital photography, video photography, scanning tools, editing and creating drawings on computer programs like Picasa, Gimp, Swish (a flash media editor), and other graphics tools. Also we will be looking at tools for creating music and audio effects.

WIN XP/New Users: Paul Duhay, SIG Leader, 584-6358, email: pduhay@sbcglobal.net

Meets on the second Monday of the month, 5:30 - 7:30 pm at the Lakewood Community Center Computer Lab. The next meeting will be October 10th.

The WIN XP/New Users SIG meetings will cover the basics of computer operation, including file management, Internet concepts, and application software (word processing, etc.). This SIG is open to any new or intermediate user who wants to begin to unravel the mysteries of their own computer.



Helpful Websites From Readers

Help me fill this each month. If you find a site that has been helpful, entertaining, or just 'interesting' let me know and I will put it in here.

Maggie Smith, Editor



The Help Line

The following TAPCUG members have generously offered to serve as resources for other members in need of assistance with the programs listed. This service is free, but please respect their time, and use your manuals or the software vendor information line when recommended. Call or E-mail your questions:

A=Anytime D=Daytime E=Evening W=Weekend

Where no time has been indicated, it is suggested you not call before 10 am or after 9 pm.

Word Processing(most): Maggie Smith 537-5494
Cell Phone Anytime 324-7821
E-mail: maggiebs@harbornet.com A

Linux support: Joel Carlson
E-mail: fox7777@CarlsonCo.net

John Wickliffe
E-mail: john.wickliffe@gmail.com

MS Word: Maggie Smith 537-5494
Cell Phone 324-7821
E-mail: maggiebs@harbornet.com A

To make changes or add your name to this list, e-mail Maggie at maggiebs@harbornet.com

You Can Turn
Painful Situations Around
Through Laughter.

If You Can Find the Humor
In Anything,
You Can Survive It.

Bill Cosby.

REMINDER TO ALL SIG LEADERS

This is a reminder to all SIG Leaders. The quarterly SIG reports for July, August and September are due. **Please** send to Neil Stahfest: ncstahfest@msn.com or bring to the next General Meeting. Thank you.

(Continued from page 2)

If you keep deleting files eventually you will fill up your Recycle Bin. At that point Windows will start to delete the oldest files in the Recycle Bin from your hard drive. Files deleted from the Recycle Bin are truly gone, creating empty space on your hard drive. Actually you may still be able to still restore them with third party file un-erase programs but that's beyond the scope of this article.

So how do you create empty space on your hard drive by deleting files you no longer need? Well, start by deleting them (sending the files to the Recycle Bin). Then right click on the Recycle Bin and left click on "Empty Recycle Bin" (Figure 2). The files are now gone and you have more space on your hard drive.

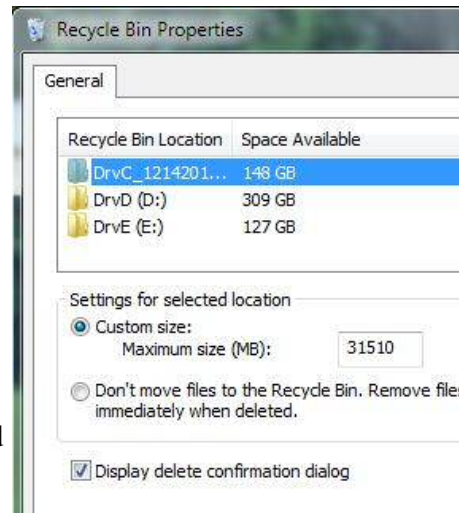
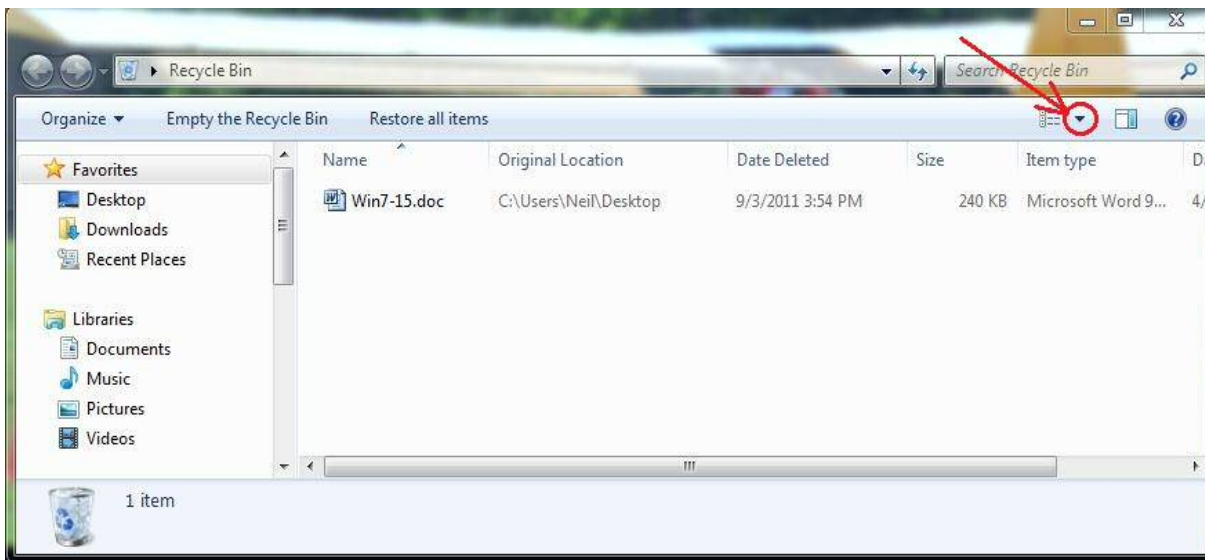


Figure 2



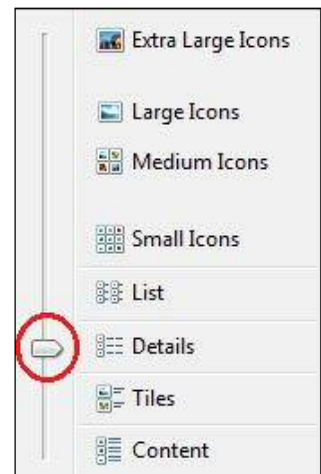
This brings up the question, should I periodically empty my Recycle Bin? That's really an individual choice but my experience has been when I accidentally delete a file I discover the mistake within minutes or at

most a few days of the deletion. I usually delete everything that has been in my Recycle Bin for more than a week. You may wonder how you know how long a file has been in the Recycle Bin.

When you open the Recycle Bin you may or may not see the date the file was deleted. If you do not, click on the small triangle in the upper right corner of the Recycle Bin window as shown in Figure 2 (circled in red).

In the pop-up window that appears (Figure 3), select "Details" (shown circled in red) and now you should see the "Date Deleted" column.

As you can see, the Recycle Bin is a pretty useful tool. You can use it as it comes, out of the box so to speak, or you can alter it to change its size to suite the way you work. For more information click on the Windows Start button, select "Help and Support and type "Recycle Bin" in the search box.





<http://www.WorldStar.com>

Another Way to Save Internet Images

As many of you already know, saving images from the Internet to your computer has always been a matter of right-clicking and choosing **Save Image As...**, which is pretty easy by itself.

Yet, there is an even quicker way, and it works in Internet Explorer, Firefox and Google Chrome!

We'll use Firefox for this demonstration. Browse over to your favorite image search (I'm using Google Images) and type in something to look for. Once your results pop up, click on an image that strikes your fancy.

Now, make sure that your browser window is small enough so that you can still see your desktop, then **click and drag the image to your desktop**.

That's all there is to it! No right-clicking or "saving-as" – just drag and drop to your desktop and you're done!

How neat!

I would like to alphabetize my Favorites. Is there a way to do that?

Yes, there is, it's really easy, and I'm glad you asked. Now – don't laugh – but when I first wanted to alphabetize my favorites I tried to drag each folder to its place, all the while trying to keep track (I had 64 folders and 50+links that I hadn't alphabetized). After a half an hour of being very frustrated I decided that it really wasn't that important (but of course it was).

You didn't mention what browser you had, so I'm going to show you four of the top browsers used.

For Internet Explorer 7, 8 and 9:

#1: Open Internet Explorer.

#2. Click on **Favorites (in Internet Explorer 9, click the star icon on the right-hand side)**.

#3. **Right-click** on any folder or link.

#4. After you right-click, a menu pops up with a list of tasks. Left-click on **Sort by Name**.

Your Favorites are now alphabetized.

For Mozilla Firefox:

#1. Open Firefox.

#2. Left-click on **View**, then **Sidebar**, then **Bookmarks**.

#3. Now in your sidebar you see (along with other items) Bookmarks Menu. Right-click on that and a menu will pop up with a list of tasks, one of them being **Sort by Name**. Left-click on it.

#4. Expand the Bookmarks Menu (click on the + sign to the left of Bookmarks Menu.)

Your bookmarks are now sorted alphabetically.

For Google Chrome:

It's a little different for Chrome, but the principle is the same.

#1. Open Chrome.

#2. At the very right of your page at the top is a little **wrench**. Left-click on that and then left-click on **Bookmark Manager**.

#3. This has opened a new tab. At the left of the tab you now have a sidebar. Right-click on **Bookmark Manager** and then left-click on **Reorder Items**.

Your bookmarks are now alphabetized.

There you go! A few clicks and you can now see what you actually have in your list.

Thanks for writing!

How do I add an image to my signature in Gmail?

Thanks for the question, Colane. Actually, there are a couple methods for adding an image to a Gmail signature. You can either automatically attach an image enhanced signature to all your emails, or you

(Continued on page 8)

(Continued from page 7)

can prepare several different signatures and add them to individual emails.

Both methods begin in **Mail settings**.

Adding automatic signatures to all emails:

Under the gear icon in the upper right, click the **Mail settings** link.

Images are added to signatures in the **Signature** box, under the **General** tab. However, an image URL will be required, so you may want to find and copy that first. Select an image that has been uploaded to the web (one from your email, something from Facebook, etc.). Then, copy the URL with a selection from the right-click context menu. How this is done varies between browsers.

In **Firefox**, select **Copy Image Location**.

In **Chrome**, select **Copy image URL**.

This method, in both Firefox and Chrome, copies the URL automatically, but in Internet Explorer, it will need to be copied manually.

Select **Properties** from the IE context menu and copy the URL from the **Properties** dialog box.

Once the URL is copied, scroll down to **Signature** in **Mail settings**, type any text you'd like included in the signature, and click the **Insert Image** icon on the toolbar.

The **Add an Image** dialog box will appear. In the **Image URL** field, paste the copied URL and the image should appear. Click **OK**.

Scroll down, click **Save Changes**, and your new signature will appear on all future emails.

Adding different signatures to selected emails:

Once again, begin in **Mail settings**. Under the **Labs** tab, in the **Search for a tab:** field, type **Inserting Images**, and click the **Enable** radio button in the **Inserting Images** lab.

For the second step, use the same process, except this time, search for **Canned Responses** and enable that.

Then, click the **Compose mail** button to create an image enhanced signature. This process is very similar to the one described above. Type the signature text and click the **Insert Image** icon. This time, in the **Add an Image** dialog box, images can also be uploaded from your computer. Just click the **Browse** button, select an image, and click **OK**.

Save the email as a **Canned Response** and create as many of these as you'd like to use as signatures.

Whichever method is chosen, the image size can easily be adjusted by grabbing the handles (little boxes) in the corners and pushing or pulling them to the desired size.

For more on customizing email signatures, see the articles, [Adding an Image to Your Windows Live Hotmail Signature](http://www.worldstart.com/adding-an-image-to-your-windows-live-hotmail-signature/) <<http://www.worldstart.com/adding-an-image-to-your-windows-live-hotmail-signature/>> and [WiseStamp](http://www.worldstart.com/adding-an-image-to-your-windows-live-hotmail-signature/)<<http://www.worldstart.com/adding-an-image-to-your-windows-live-hotmail-signature/>>.

I hope this answers your question Colane.

Windows 7 Troubleshooter

If you're having a computer problem, Windows 7 offers a quick route to a possible solution.

Just type the word **Troubleshoot** in the Start search box, and hit the **Enter** key, or select **Troubleshooting** from the list.

This will bring up the Windows 7 Troubleshooter. From there, you can choose from a list of potential problem areas and, with any luck, find the solution to your problem. For this example, I searched for problems with programs made for previous versions of Windows, which brought up the **Program Compatibility** window. I wasn't having this problem (or any others), but I wanted to try the troubleshooter.

(Continued from page 8)

After clicking the **Next** button, a list of installed programs appeared, and I was asked to identify the troublesome program.

Since there were no actual problems with any programs, one was selected at random.

From the 2 options, **Troubleshoot program** was selected, which brought up a checklist of possible problems. I checked an item on the list and clicked **Next**, but since no actual problems existed, none were found. Although in my experience, troubleshooters installed in earlier Windows operating systems never found problems that certainly did exist. I'm pretty sure the phrase "This device is working properly" is the only one Windows furnished in those earlier troubleshooters.

If the Windows 7 troubleshooter works as well when it's needed, as it did during this trial run, those of us in the computer tips business might have to start looking for real jobs.

What's a good way to check and improve the performance of my laptop? I feel like the battery drains way too fast and it's practically brand new!

A very useful but unknown feature of Windows 7 is the built in tool to examine a laptop's energy utilization and provide recommendation on how to improve and maximize battery life. This can be used by anyone with administrator access on a Windows 7 machine. Windows 7 will run a few tests to evaluate the performance of your laptop. The test results will be analyzed and a suitable HTML report will be generated. This report will provide recommendations on how to improve performance.

In order to use it, navigate to the command prompt by going to Windows -> Search Box -> Type "cmd" in the search box and when the Command Prompt appears in the search results, right-click it and select "Run as Administrator".

Type the command given below to obtain an energy report

```
powercfg -energy -output  
\\FilePath\Energy_Report.html
```

where *FilePath* represents the location where you want the HTML Report to be generated.

Guidelines

This test will analyze the system for common energy-efficiency and battery life problems and generate a HTML Report. This command should be used when the computer is idle and when no other programs/processes are running. Various optional parameters which can be used with this command are:

- **OUTPUT** : To provide the path of the output file
- **XML** : To provide an XML Report
- **TRACE** : To record trace files of system behavior in current path
- **D** : Used to specify trace file path name. Can only be used in conjunction with the TRACE command.
- **DURATION** : Specifies the number of seconds for which the system behavior is observed, default is 60 seconds.

Using this feature within Windows 7 will reduce the amount of additional diagnostic software which needs to be loaded on the laptop and thereby reduce the overheads / bloatware which is present in most branded laptops today. This will also provide a minor boost in performance.

Utilize this hidden feature in Windows 7 and maximize your laptop's battery life today!

Open File Location in Task Manager

Curiosity usually gets the best of me, and in the realm of computers that's especially true. Say, for example, when my computer's running extra slow – I usually open up Task Manager to see what's up. I hit **Ctrl+Alt+Delete**, **Ctrl+Shift+Esc** or **right-click on my task bar** to start the Task Manager, and in seconds I'm looking at what's gobbling up my precious processing power.

So, I know what's eating up my resources, but where's the culprit hiding, exactly?

Well, that's pretty easy to find out! Make sure you're under the Processes tab in Task manager and

(Continued on page 10)

(Continued from page 9)

right-click the Image name in question. Select **Open File Location**.

If there is indeed a location you can access, an Explorer window will pop up and show you the location of said file!

Neat! That oughta sate my curiosity for awhile!

Restore Last Tab

This has happened to me a lot more than I'd like to admit: I'd be browsing around with about a million tabs open, and for some reason I would decide that closing some of them would be a good idea.

Not so much.

As it turns out, I actually needed that last tab, but instead of cursing and throwing a fit of lament, I remembered this handy key combination.

Just click **Ctrl+Shift+T** and your last closed tab will open up!

This works in Mozilla Firefox, Google Chrome and Internet Explorer! Give it a try next time you accidentally close a tab you needed!

Mozilla Thunderbird Shortcuts Pt. 1

The more I use Mozilla's E-mail client, the more I love it, so naturally I had to gather up some keyboard shortcuts to bolster my proficiency. Maybe they'll help a few people out there in Internetland, too!

New message (default) – **Ctrl + M**

New message (non-default) – **Shift + Ctrl + M**

Open message – **Ctrl + O**

Print – **Ctrl + P**

Copy – **Ctrl + C**

Undo – **Ctrl + Z**

Redo – **Ctrl + Y**

Move to previous folder – **Ctrl + Alt + M**

Delete – **Del**

Delete (bypass trash) – **Shift + Del**

Select All (works for messages or text in a message) – **Ctrl + A**

Select Whole Thread – **Ctrl + Shift + A**

Edit Message (as New) – **Ctrl + E**

Expand All Threads - *

Collapse All Threads – \

Here's part 2 of our Mozilla Thunderbird keyboard shortcuts. Enjoy!

Add/Remove Tag – **1 to 9**

Remove All Tags from Message – **0 (zero)**

Quick Filter – **Ctrl+F**

Find Text in Current Message – **Ctrl + F**

Find Again in Current Message – **Ctrl+G or F3**

Find Previous in Current Message – **Ctrl+ Shift + G (or Shift + F3)**

Search All Messages in Folder - **Ctrl + Shift + F**

Caret browsing (select text with keyboard) – **F7**

Close window or tab – **Ctrl + W**

Redo close window or tab – **Ctrl+ T**

Forward Message – **Ctrl+ L**

Get New Messages for Current Account – **F5**

Get New Messages for All Accounts – **Ctrl+ Shift + T**

Increase Text Size – **Ctrl + +**

Decrease Text Size – **Ctrl+ -**

Restore Text Size – **Ctrl+ 0 (zero)**

Moving right along! Here's part 3 of our Mozilla Thunderbird keyboard shortcuts. Enjoy!

Add/Remove Star – **S**

Archive Message – **A**

View Message Source – **Ctrl+ U**

Mark Message as Read/Unread – **M**

Mark Thread as Read – **R**

Mark All Read – **Shift + C**

Mark as Read By Date – **C**

Mark as Junk – **J**

Mark as Not Junk – **Shift + J**

Reply to Message (default format) – **Ctrl+ R**

Reply to Message (non-default format) – **Shift + Ctrl + R**

Reply to All in Message (default format) - **Ctrl+ Shift + R**

Reply to All in Message (non-default format) – **Shift + Ctrl + R**

Reply to List – **Ctrl+ Shift + L**

Save Message as File – **Ctrl+ S**

Search Messages – **Ctrl + Shift + F**

Send and Receive All Messages – **Ctrl+ Tor F5**

(Continued on page 11)

(Continued from page 10)

Stop – Esc

Exit – Ctrl+ Q

Check Hard Drive Space

Curious to see just how much hard drive space you have left on your computer?

In either Windows XP or Vista, click **Start>Computer** (My Computer for XP users). Right-click on the drive that you'd like to check and select “**properties**”. A window will pop up with a pie-chart that details how much space you have left to work with.

Alternatively, you can just go **Start>Computer** and single left click on the drive you want to check. Depending on which version of Windows you have, you should see a sidebar with the HDD info.

Now you know your storage limitations!

How can I print what appears on the screen completely? Many times it will cut off some of the right side of the material.

Many web designers are conscious of the fact that some people will want hard copies of their web pages. For these sites, you can just print in regular **Portrait** mode. At other sites, however, part of the text gets chopped off in regular page orientation. Before you print anything, it is a good idea to preview the page first. In Internet Explorer (IE) and Firefox, just go to **File / Print Preview**

There you can make sure that everything will print correctly. If you see that part of the page will be cut off, just click the **Page Setup** button (in IE, it looks like a page with a gear on it).

Or, in either IE or Firefox, use the keyboard shortcut (**Alt+U**). The Page Setup dialog box below is from IE.

You can then change your page layout to landscape. Your browser is, after all, in landscape format, so why not go with the flow. Just click the radio button next to **Landscape**. The **Page Setup** dialog box below is from Firefox.

Click **OK**.

Print Preview will change to show the new layout. Is everything there now? If for some strange reason there is still stuff being cut off, you could go back to Page Setup and change the paper size to legal, then send a nasty email to the webmaster of that site telling them to re-take Web Design 101.

Clean That Screen!

I've gotten a couple of questions recently concerning the upkeep of LCD screens. Those flat-panel beauties are a joy to look at, for sure, but once the power is turned off all sorts of streaks, smudges and other detritus appear. How is one to keep their super-cool, modern monitor looking it's best without permanently damaging it with harsh chemicals?

Well, let me tell you.

There are cleaning kits, which will run you about \$12, and apart from setting you back a few bucks, they don't offer cleaning power any more substantial than a four dollar rag and some good ol' H2o. What you'll need to buy is a microfiber cloth, which can be found at your local mega-mart or drugstore. Run it under some luke-warm water and wring that puppy out, and when I say wring it out I mean make sure that it's just barely moist. This is important, because if you're dripping water all over the screen the consequences could cost you another monitor, so be careful!

Make sure the monitor is turned off (obviously!) and wipe it down, making sure to be as gentle as a lamb. In no time you'll have a nice, spotless screen and peace of mind in knowing that you saved some money, too!

Why are some of my images showing up as a red x when I try to view them? It's so frustrating!

Good golly, I sure do get a lot of questions about this! I'm glad that I finally get to set the record straight about the mysterious (and annoying) red X, once and for all! Here's a list of the top reasons for the red X and some potentially potent solutions!

(Continued on page 12)

(Continued from page 11)

Reason 1 – Your anti-virus or firewall might be set to disable web bugs. What is a web bug, you ask? Nothing important; just a teeny, tiny image used for statistic tracking on websites. Sometimes this setting prevents other images from being shown.

How you fix it: Go into your anti-virus settings and look for a setting called “**Disable Web Bugs**” and uncheck it. Not all anti-virus programs have it, mind you, so you might have to explore a bit!!

Reason 2 – You Internet Explorer security settings are set too high.

How you fix it: In Internet Explorer go to **Tools>Internet Options** and then click on the Security Tab. From there, take a look and see what your security level is at. I keep mine at **Medium-High**, which allows for most of what I want, and little of what I don't. Gauge how you use the Internet and where you go to adjust this accordingly.

Reason 3 – Windows XP Service Pack 2 introduced a feature called “**Block images and other external content in HTML e-mail**” This is a big one, and since it's automatically turned on in programs like Outlook Express, it's probably the most common.

How you fix it: For Outlook and Outlook Express you can fix this by clicking the info bar at the top of the message body. This is just a per-message thing, however. If you want a more permanent solution, click on **Tools>Options>Security**, and then uncheck the “**Block images and other external content**” check box. Click OK, and revel in visual amazement!

Troubleshooting Tips for reviving an Internet Connection

If your Internet is down, you probably can't read this! It would be better if you save this page locally for a rainy day! This page will also give you a better understanding of what goes behind the scenes that makes your net... work...!

At first you need a brief introduction of how your Internet works. You, as the user, are given a cable

modem or DSL Modem from your service provider (ISP) that connects to the network either via coax (thick cable) or your phone line. The modem, in turn, establishes a connection with the ISP's network. The network has a DHCP server that gives the modem an IP address. That address is accessible from the Internet (Public IP). If you have no clue what I am talking about, then please read the article that addresses IP found here.

Now, either you connect your computer, wired or wireless, to that modem or connect a wired or wireless router so you can share your connection to multiple machines/devices.

Are you still with us?

If you are plugged directly into the modem, it will give you a private IP address that is NATed out to the public IP.

If your setup is such, then it will be easy unless you are going to switch computers. Due to security restrictions, you will need to restart the modem to give the machine an IP address. We recommend you get a router, which will allow you to swap machines and share the net with multiple machines.

Now lets move on to how to troubleshoot. Take a deep breath! Now let us take the plunge...

What do you mean by ‘the Internet's down’?

After you go through the normal steps of denial, rebooting, blaming your ISP, rebooting, cursing.... Check out these steps:

1. Before you do anything else, first restart your modem and then wait for it to come back online. Once that is done, restart your router.
2. If you don't have a router, reboot your computer and then the cable modem.
3. Once all the modems lights are lit and the activity lights are blinking, the net should be back up. If all the lights do not come on, check that all your cables are secure and then call your ISP.
4. Open a new browser window and try to get the site: <http://www.worldstart.com>. If the site comes up, it is good. If not, continue reading.
5. Go to **Start>Run** and type in **CMD**

(Continued on page 13)

(Continued from page 12)

6. Type `Ipconfig /all`

7. Make note of your default gateway and DNS servers.

8. Ping your default gateway. Do you get a response?

9. Ping one of the DNS servers. Do you get a response?

10. Type ping `www.worldstart.com`. Do you get a response?

If all else fails, you could use **tracert** to find out where you are getting stuck. Tracert is a command which can show you the path a packet of information takes from your computer to one you specify. It will list all the routers it passes through until it reaches its destination, or fails to and is discarded. In addition to this, it will tell you how long each 'hop' from router to router takes. To do this, just go to Windows, select **Start > Programs > Accessories > Command Prompt**. When a window pops up, enter the word '**tracert**', followed by a space, then the domain name. If it timed out after line 1, you would know there was a problem connecting to your ISP in which case you will not be able to access anything on the Internet. It is generally recommended that if you have a website that is unreachable, you should use both the **tracert** and **ping** commands before you contact your ISP to complain. More often than not, there will be nothing your ISP or hosting company can do about it.

Similarly, there are a number of network issues where there are two DHCP servers giving out IP addresses. If you have a router, you need to make sure it is in the same internal range as the cable modem. If your ISP router is 192.168.1.1, make your router .2. And if possible, disable the DHCP on the original. That should do the trick most of the time. Best of luck!

Cool Site

The Chocolate Life

<http://www.thechocolatelifelife.com/>

If you've got a sweet tooth, or you just simply can't resist a good piece of chocolate, then this site is definitely for you. Welcome to the Chocolate Life!

Here you can appreciate and learn about different kinds of chocolate as well as read reviews on specific types of chocolate. If you scroll down the main page you will find lots of different articles on different kinds and aspects of chocolate. This is but one way to get started on this site. You could also choose the side menu options.

Under "Review Categories" you will find: Chocolatiers, Styles, Specialty, and Other. If you scroll a little further down you get the Archives menu.

Chocolatiers — This section includes Prestige, Gourmet, Mass Market Premium, Eating Chocolate (Bars), Baking Chocolate, Hot/Drinking Chocolate, and Gourmet Candy Bars. All filled with interesting articles on chocolate. From Godiva to Hot Chocolate at your favorite Starbucks, you get lots of style, flavor, and information.

Styles — This section is divided up by country you can choose from: American, European, French and Nouvelle American. Find out where some of your favorites originated.

Specialty — Soy Chocolate?!? While definitely not for me, it does cover a larger market than you would think as well as boasting a Sugar Free/Low Carb section for all of you Atkins and South Beach fans.

Other — This section is a little fun and frisky! Taste Offs, and the Quick Bites section. The Quick Bites are little snippets of information on different types of chocolates, just kind of a "did you know", here are some neat facts, section.

And then of course there are the Archives where you can check out your favorite section in review.

Well I'm off to Godiva to fill my chocolate craving with some chocolate covered strawberries, try not to get too hungry while surfing this site!

Mmmm, chocolate...

Copyright 2011 WorldStart. All unauthorized reproduction strictly prohibited. Finally, you agree that if you try any of the above tips, suggestions, or advice it is at your own risk.

TAPCUG ADS IN THE DATA LINE

As you can see, TAPCUG is offering space in our Data Line publication for business card size advertising by Computer oriented businesses or Computer educational entities that are consistent with the aims of our club. The cost is very reasonable. It is \$10 per month for a single insertion or \$75 for a yearly rate. Larger size ads are proportionately priced. Printing is a very large club expense and it is the Board of Directors hope that some of the costs can be offset. We urge our members to discuss our ad campaign with prospective advertisers. We print 300 copies per month and send copies, not only to our members, but also selected clubs and dignitaries that are in close proximity to the Tacoma Area PC Users Group. We ask that black and white copies be submitted to the Data Line Editor no later than the 15th of the month. Checks should be made out to TAPCUG.

Advertise Here!

Rates: \$10 Per issue, single card size
\$20 Per issue, double card size
Special: \$75 (12 Issues) single card
\$150 (12 Issues) double card

- *All ads must be Computer related
*Copy must be submitted by the 15th
*Ad size is standard business card

Single Business Card, 3 1/2" X 2"
Double Business Card, 7" X 2"

Where the meetings are held.



October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6 NWAP New Users PM 7:00 PM	Open Lab, 10AM-12PM	8 TAPCUG General Meeting 9:30 AM	
9 NWAP General Meeting 3:00 PM	10 Win XP / New Users Paul Duhay 584-6358 5:30-7:30 PM	11	12	13		14	15
16	17	18	19	20		21	22 <i>Data Line Deadline!! <u>Please</u></i>
23	24 New SIG →	25 Flight Simulator Curt Porée 474-7604 Multi-Media John Wickliffe Linux Joel Carlson 549-2692	26	27		28	29
30	31						

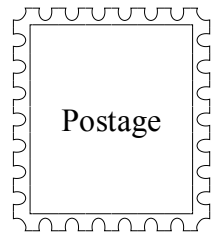
Do you have a special holiday OR event (any time of the year) you would like me to include on our calendar? Send me a message and I will find clip art for it, UNLESS you have a favorite clip. Maggie Smith, Editor



Data Line

6824 19th St. West PMB # 170
University Place, WA 98466

The Data Line is the official monthly publication of the Tacoma Area PC Users Group. Opinions and articles do not necessarily reflect the views of TAPCUG, and may be reprinted without permission, if credit is given. The Data Line is written by computer amateurs, and TAPCUG will not be responsible for any tips or instructions given herein.



The Data Line was created using Microsoft Publisher 2007



MEMBERSHIP DUES or RENEWAL

\$30 / Year Individual or Family (non-refundable)

Make Checks payable to: TAPCUG

Mail to: TAPCUG
Attn: Treasurer
6824 19th St. West PMB # 170
University Place, WA 98466

- New Member
- Renewal
- Address Change

\$30 per Year

Name(s) _____ Date _____

Street _____

City _____ State _____ Zip _____

(This is so we may notify you when the Data Line is ready to download.)

Phone _____ E-mail _____

Referred By: _____

How did you hear about our club? _____