



Presidents' Corner

by Neil Stahfest

Mutsie and I want to thank all the members of TAPCUG for all the sympathy, condolences and donations that were given on the passing of our daughter Michelle. We consider all of you among our dearest of friends. It's very comforting to have caring friends at a time such as this. We especially want to thank Neil Stahfest for all the hard work and long hours he put in to help produce the Memorial Video.

Bob Moffett gave an excellent presentation on Adobe products. For those who are so inclined to be Artist, Illustrators, or Graphic Designers, Bob's presentation would be very useful. Good job Bob. We're looking forward to more presentations such as this.

Curtis Porée

Curtis J. Porée Jr.

President



The TAPCUG web-
site is back to
www.tapcug.org.

GENERAL MEETING

Saturday - **June 11** - 9:30 AM
Lakewood Community Center (see map on page 14)

T h e S o c i a l M e d i a

Presented by Ken Shwarner

REFRESHMENT:
ALICE GRENIER AND ROSALIE WESTERBERG

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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
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Alice Grenier Dir. to 2011
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Edryce@yahoo.com
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RichardMeier1@Comcast.net

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Multi-Media, John Wickliffe
Win XP/New Users, Paul Duhay

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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

April

Brown, Cynthia
Durkee, Bill/
Perez, Luis
Roos, Nico/Betsy
Siridakis, Deanne
Tharp, Lloyd/Nancy

May

Becker, Klem/Susie

June

Durston, Norma
Fisk, Carl/
Virk, Amrick



Discovering Windows 7 – Part 16

by Neil Stahfest
Tacoma Area PC User Group

One of the features of Windows 7 lets you pin program icons onto the taskbar at the bottom of the screen. This allows you to easily start favorite program without opening the Start Menu or hunting around your desktop for the icon. It also lets you start and run programs with a single mouse click.

You can attach programs to the taskbar by first opening the Start Menu and locating the program you want. Then, place your mouse pointer on the program name and press the right mouse button. In the window that opens, locate “Pin to taskbar” and left-click. That’s all there is to it!

You can remove icons from the task bar just as easily. Just move your mouse pointer over the icon to be removed. Right-click and select “Unpin this program from taskbar”.

Some people like to pin start icons for all the programs they routinely use to the Windows Taskbar. Windows will push the icons closer together when it needs more room but eventually it may be impossible to see them in the space available.



So is what can you do if this happens? I would probably figure I had too many icons and start deleting some. However, Windows 7 provides another solution.

Move your mouse pointer on the taskbar to a place on the taskbar where it doesn’t touch any icons. This may be hard to find but try someplace near the

(Continued on page 6)

June Disk of the Month

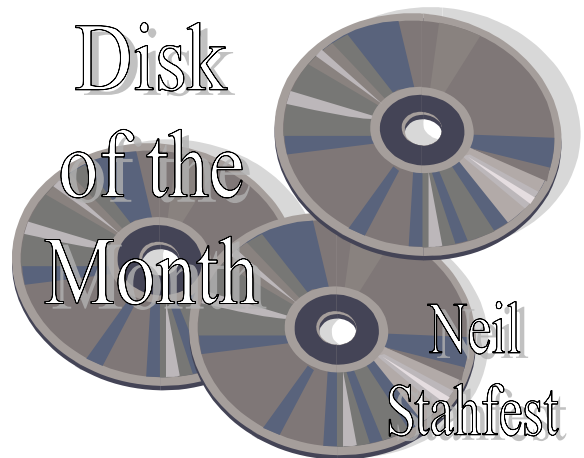
EasyBCD - Did you ever feel the need to load more than one version of Windows on your computer? EasyBCD extends and revamps the Windows Vista/Windows 7 BCD bootloader, and with EasyBCD, almost anything is possible. Setting up and configuring a dual-boot between Windows 7, Windows Vista, older versions of Windows such as XP & 2003, Linux, Ubuntu, BSD, and Mac OS X is a breeze. You just point & click and EasyBCD does the rest.

LibreOffice - A group called the Document Foundation--unhappy with Oracle's control over OpenOffice after it was acquired along with Sun Microsystems--forked the software into the group's own version. LibreOffice 3.3 is the first stable release. LibreOffice has all the functionality and most of the appearance, of OpenOffice with a some enhancements. It is Microsoft Office compatible. It creates documents, spreadsheets and PowerPoint presentations in multiple formats including those used by Microsoft Office and its totally free.

Nucleus MSN Password recovery software is an effective tool to recover the lost or forgotten user logins and passwords of Hotmail MSN. Generally, everyone has multiple mail accounts, which he or she uses and at times might forget the user name or password. To avoid remembering passwords or user logins, people generally save their user logins and passwords to their computer systems. Kernel Hotmail MSN Password Recovery instantly recovers the forgotten passwords and user logins which are saved in your computer system. The software displays all the mail accounts and passwords of Hotmail MSN.

tb_home.exe - Good backup utilities that combine maximum user friendliness with excellent functionality and some helpful extras take the chore out of an essential duty.. Easeus Todo Backup is a free backup and restore utility. Like any good backup tool, it will back up your entire system's current state, data, settings and all, or just what you want it to, including partitions or full disks, and restore your computer in the event of a hard-disk crash or other calamity. Its Disk Cloning feature will help you migrate your operating system and data to a new hard disk when it's time to replace the old one. You can also use it to create bootable CD-ROMs using either Linux or the powerful Windows Pre-installation Environment (PE), which is a big improvement over MS-DOS. Todo Backup has an easy-to-use interface. Colorful, large, clearly labeled buttons and icons make it easy for even new computer owners to use. The program walks users through its operations and explains each step with detailed instructions, augmented by a good Help file for further assistance.

\$ 5.00



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.

Computer Lab: Ann Copeland, SIG Leader, 566-1608,

Meets on the third Monday of the month, 5:30 - 8:00 pm at the Lakewood Community Center Computer Lab. The next meeting will be June 21st.

Are you working on a computer project or just want to ask some computer related questions? Come ask them here.

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, June 28, at 7:00 PM at the Pierce County Lakewood Branch Library.

For the past two months we have been examining Flight Simulator Economy, a free add-on program for Flight Simulator that allows the user to create a virtual aircraft based business. It's sort of like monopoly but instead of buying property in the form of real estate, the user rents or buys aircraft to generate virtual revenue by flying passengers and cargo to various locations. Now that we understand the fundamentals of how the program works, we're going to see how to inject variables in the form of real time weather and demands of aircraft supplies and maintenance as well as alternative sources of revenue. I've also discovered a few "tools" which make the program more interesting.

Although most of our discussions have been about Microsoft's flight simulators, we're always interested in hearing about other flight simulator programs. 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 the files I will demonstrate and examples of some of these airports.

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

June, July and August are traditional vacation months (you could go to the TAPCUG Multimedia SIG at the Steilacoom library 4th Tuesday during June, July and August). 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. We have a discussion web site at

<http://groups.google.com/group/tapcuglinuxsig>

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 June 28th, 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 June 13th.

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.



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.

Linux Info

Joel Carlson

Article 1: TAPCUG Linux SIG is on their traditional vacation June through August 2011 (you could go to the TAPCUG Multimedia SIG at the Steilacoom Library 4th Tuesday during June, July and August). We could try our virtual meetings again June, July and August on 3rd Tuesdays 7 PM. You could also go to the OLYMUG Linux SIG (<http://olymug.org/linux.html>) on their Tuesday meetings during the summer.

Along with the normal discussions, we will look at progress on ARM processor Linux computers, Grub2, rescue CD's including Rescatux, UBCD, Parted Magic, Puppy Linux, etc, Amarak audio player, Audacity audio editor, BuddyMeeting.com, Gimp photo editor, Google video chat, Kstreamripper recording app, Openshotvideo editor, Scribus desktop publishing and vlc. For details, see <http://Linux-Now.us>

Note that the ARM processor Linux computers, including Google's Chrome computer, will be making their debut through the summer so we will have plenty to test and research.

Article 2: There has been a discussion at OLYMUG.org about dialup computers. For those persons who are either in areas with no broadband or are going to dialup to make ends meet in these tough times, there is Nocharge.com, <http://nocharge.com/connect.htm>, which has free dialup. The downside is that it takes about half an hour to download the newsletter and forget about videos, etc. If you install or use GnomePPP and wvdial in Linux, it will work with more modems.

Article 3: Having the 501(c)(3) designation in OLYMUG.org opens up a lot of possibilities. Companies, etc. can make donations to OLYMUG.org getting a tax writeoff, OLYMUG can apply for grants, etc. Tom Livingston at A+ Computers, <http://APlusRebuilders.com>, said he might be open to an arrangement where A+ could accept the donations for OLYMUG, OLYMUG take what they need from the donations and A+ could take the rest. There might be a way to work TAPCUG into this arrangement. All of this needs to be discussed and agreed upon but the potential is there.

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

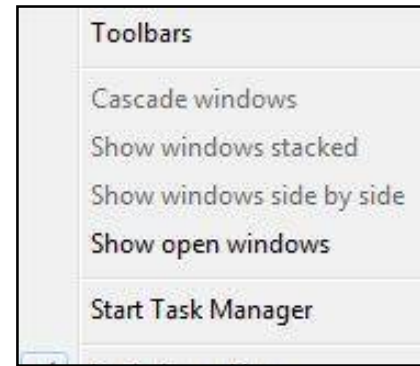
MS Word: Maggie Smith 537-5494
 Cell Phone 324-7821
 E-mail: maggiebs@harbornet.com A

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

REMINDER TO ALL SIG LEADERS
 This is a reminder to all SIG Leaders. The quarterly SIG reports for January, February and March are due. **Please** send to Neil Stahfest: ncstahfest@msn.com or bring to the next General Meeting. Thank you.

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Windows Start button. Now, right-click to reveal the window shown on the right. You'll probably see a check mark next to "Lock the taskbar". This locks the size (height) of the taskbar. Click to remove the check mark. Now move your mouse pointer to where the taskbar touches the main window. The pointer should change into a vertical double arrow. Hold down the left mouse button and drag the top of the taskbar up. This will give you a wider taskbar and should reveal any hidden icons. At this point you can relock the taskbar if you choose.



Of course my advice, just as with desktop icons, is to minimize. Only put icons for programs you use all the time on your taskbar and icons for programs you use most of the time on your Windows desktop. You need a program that's not on your taskbar or desktop you an always locate it in your Start menu. You can always add a program's icon to your desktop or taskbar by finding it in the Start menu, right-clicking on the name and then selecting "Pin to Taskbar" or "Pin to Start Menu".

I have accumulated several flash drives over the years and I was just wondering if I should ever defragment them. I know we have to do it for our hard drives, but are flash drives the same? Please explain!

The simple answer to today's question is: you should **never** defrag a flash drive. Does that surprise some of you? Well, let me explain! Let's first talk a little about hard drives. The files you have stored on your hard drive are usually saved in several little pieces, often in groups of 512 bytes. Now, those chunks of data are usually never placed next to each other or even remotely close to each other. Therefore, your files are generally spread out all over your hard drive, which is why defragging is so important.

The whole defrag process is done through a read/write head that rearranges your files and places them back together for you. That way, when you need to access a certain file, everything is put back together and your computer doesn't have to work as hard to find what you're looking for. Defragging simply helps speed up your system when you need to open a certain file. Yep, that's why it's so vital that you defrag on a regular basis (at least once a month or so).

On the other hand, flash drives do not have a read/write head, so if you were to defrag one, you wouldn't get any extra performance benefits from it whatsoever.

Basically, without a read/write head, flash drives don't have to work any harder to find your files. Your files can be laid out in any order and your flash drive will still be just as fast when finding them for you. Still not convinced? Then keep reading!

Another reason why you should never defrag a flash drive is because flash memory wears out over time. Basically, the more you write (saving files, etc.) to your flash drive, the shorter its lifespan will be. And since defragging is a huge write process, every time you do it, you're adding thousands of extra writes to your device that just aren't necessary. So, if you've been continuously defragging your flash drives, you should stop. If you want your flash drive to last you a long while, simply stop the defrags. You won't get any benefit from it and you'll just end up with a broken down flash drive for no reason at all. Go and defrag your hard drive instead!



<http://www.WorldStar.com>

SD Memory Cards Explained

The quick and simple answer: Secure Digital. Utilizing what's known as nonvolatile memory, a Secure Digital memory card is very much like a small size USB flash drive, in that, just like a flash drive, a SD card will retain its data even without being plugged into a computer, camera, or other device to power it. The "Secure" in Secure Digital comes from the SD cards' original goal of providing a form of copyright protection for various media types (primarily music and movies) and their copyright holders, directly on the card. This form of copy protection, known as Digital Rights Management (DRM) allows for the use of special codes to be embedded on an SD card, codes which tell the device using the SD card that it's ok (or not) to access the music, movies, or other data on the SD card. Despite some initial interest by corporate copyright holders in utilizing the DRM provided by SD cards, this form of copy protection never quite took off, leaving SD cards to become very popular as removable storage for devices where DRM is not typically required, such as digital cameras and cell phones.

Over the years, SD cards have become ubiquitous in many markets as the preferred choice for said cameras, cell phones, and many other devices. As such, SD cards are now available in a multitude of styles, with the most common SD cards broken down into the following types:

SD: The original Secure Digital card form factor. Just slightly larger than a postage stamp, SD cards are easy to pop into and out of cameras and into computer readers, but are limited in capacity to just 2 gigabytes; making them good for storage of smaller files such as low resolution photos or text documents. A bonus feature found on the standard SD card: a write protection switch which can be flipped to make your SD card "read only;" preventing accidental deletion or overwhelming of important files, documents, or photos.

miniSD: A miniature version of the standard size SD card, miniSD cards can also hold up to 2 gigabytes of files, on a card that is physically 37 percent smaller than a "normal" SD card. Does not include a write protection switch, and requires an adapter (typically included with

purchase) to transfer data from a miniSD card to other devices via a standard SD card slot.

microSD: Even smaller than the miniSD is the microSD card. At only about a quarter the size of a standard SD card, these super small memory cards commonly serve duty in small form factor applications such as cell phones. Just like the miniSD card, microSD cards are limited in capacity to 2 gigabytes, utilize standard SD sized adapters for some card readers, and also do not include a write protection switch.

SDHC: An acronym for Secure Digital High Capacity, SDHC cards are available in the same sizes and features as the standard, mini, and micro SD cards mentioned above, but in much higher storage capacities; ranging from 4 gigabytes all the way up to 32 gigabytes. This jump in storage capacity gives SDHC cards the ability to hold thousands of photos, hours of high definition video, hundreds of music files, and much, much more. In addition to larger amounts of storage, SDHC cards also transfer data faster than normal SD cards; making them perfect for products which require real time data storage, such as video cameras. To further help consumers decide which SDHC card is best for use in their camera, phone, or other device, SDHC cards come with speed ratings known as "classes." SDHC classes fall into four categories: Class 2, Class 4, Class 6, and Class 10; the higher the number, the faster the card transfers data. In addition, there is currently one additional speed class: UHS-1. Faster than any other class, UHS-1 capable SDHC cards are particularly useful for professional quality video/audio projects where real time recording of high definition content is a must.

SDXC: Secure Digital Extended Capacity. These bad boys start at a minimum 32 gigabyte storage capacity with plans for SDXC cards which go all the way up to 2 terabytes of storage, with speeds capable of exceeding UHS-1. The SDXC format is still quite new, and as such fewer devices support them. However those that do benefit from the largest storage capacity and fastest data transfer speeds currently available in a SD card.

And that, in a very large nutshell, is what the SD in SD card means.

Say No to All

Have you ever been doing something in Windows that involved multiple files? If so, you've probably come across a message similar to this at one time or another:

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Notice how there's an option for "Yes to All", but no button for "No to All"? What gives? I'm not going to be sitting here rapidly clicking "No" all night, am I?

Well, the good news is that if you find yourself in this situation, all you need to do to get "No to All" is hold the **Shift** key when you click "No".

It's that easy! Just make sure you know what you're saying no to in the first place!

OpenOffice.org: Rotating Objects

If you're used to working in MS Office as I am, then you expect that there will be a little green handle attached to the object with which you can rotate the object 360 degrees.

However, if you go looking for that little gem on an object in an OpenOffice.org program, you won't find it...

We know it's got to be there – somewhere – but it's obviously not attached to the object.

Now what?

The truth is that the trick to rotating objects is right there in front of you, but it's in a toolbar that is only displayed when the object is selected... so if you're not really observant you may barely even notice that there was a change to the toolbar section.

At any rate – there was a change, and it's there that you'll look for the Rotate button.

When you click this button the handles on the object will become red indicating that you're in the rotation mode.

You may also notice the circular shape that appeared in the center of the star.

This is the center of the rotation. In essence, OpenOffice.org will allow you to move the object 360 degrees around this center.

Whenever you activate the Rotation button the center of rotation starts in the middle of the object... however, you can move it elsewhere and have the object swing into not only a new angle but also a different location as you do it.

Simply rotate from any of the corners by dragging it either direction.

The object will free rotate to any position. If you'd like to restrict the objects movements to 15 degree increments then hold down the Shift key as you rotate it.

Deactivate the rotation mode by either clicking the Rotation button again or click anywhere in the document to deselect the object.

That's it – rotation in OpenOffice.org programs is easy once you know where to start.

How do I set up Windows Live email to remove mail from the server after it has been read?

Are you checking your e-mail daily but still noticing that your e-mail box continues to fill up – even though you have been deleting most of the junk coming in? Or perhaps your mailbox is already full, causing your contacts' messages to bounce back to them as "undeliverable." If you are facing one of these (or similar) issues in Windows Live Mail, then it is highly likely that your e-mail is being left on your providers' server even after it is checked or deleted. This common issue can arise for a number of reasons, the most typical being user error when setting up email in Windows Live Mail, or user forgetfulness when it comes time to shut off a temporarily set "Leave mail on Server" option. Lucky for us, re-setting Windows Live Mail to once again delete messages from the server as they arrive only takes a few steps:

Step 1. Click on the blue Windows Live Mail program options icon in the upper left corner of the Windows Live Mail interface. The program options menu will appear.

Step 2. Mouse over the "Options" menu item. The program options submenu will appear.

Step 3. From the submenu, select and click on the "Email accounts..." option. The "Accounts" selection dialog box will appear.

Step 4. Select the e-mail account whose settings you wish to modify from the list located under the "Mail" heading.

Step 5. With your email account selected, click the "Properties" button on the right hand side of the

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“Accounts” dialog box. The account properties dialog box will appear.

Step 6. At the top of the account properties dialog box, click on the “Advanced” tab.

Step 7. Within the “Advanced” tab settings, locate the “Delivery” options at the bottom of the tab.

Within the “Delivery” settings, you will find 3 check boxes; “Leave a copy of messages on server,” “Remove from server after (X) day(s),” and “Remove from server when deleted from ‘Deleted Items’.”

Step 7-1. If you wish to always delete mail from the server as soon as Windows Live Mail finishes checking your email, uncheck the “Leave a copy of messages on server” check box.

Step 7-2. If you wish to leave mail on the server for a limited time after you have downloaded/read your email within Windows Live Mail, keep the “Leave a copy of messages on server” checkbox checked, check the “Remove from server after (X) day(s)” check box, and enter in the amount of days you wish to keep your email on the server after being checked, before being deleted. (i.e. If you tell Windows Live Mail to “Remove from server after 2 day(s),” your email will stay on the server for two days after being checked, and will be deleted when you check your email after the second day. However, if you do not check your e-mail for more than 2 days (or however long you have the “Remove from . . .” option set for) then your email will remain on your server (and continue accumulating space in your email box,) until it is next checked via Windows Live Mail.)

Step 7-3. Additionally, whether you are leaving mail on server indefinitely, or a select number of days after it has been read, you can elect to have it deleted off of the mail server immediately when purged from your “Deleted Items” folder by selecting the “Remove from server when deleted from ‘Deleted Items’” check box.

Step 8. Once your “Delivery” options have been set, click the “Apply” button followed by the “Ok” button at the bottom of your email properties dialog box to set your options and close the box.

Step 9. Click close on the “Accounts” dialog box. Your Windows Live Mail main program window should now be showing once again.

Step 10. Click the “Send/Receive” button. Windows Live Mail will proceed to download your email, while deleting checked email from your mail sever as instructed in the previous steps.

As a final precaution, consider shutting down and re-opening Windows Live Mail to ensure changes to your Delivery settings have been fully applied and saved by Windows Live Mail. If you ever suspect they have not been properly saved, simply follow the above steps again to ensure your Windows Live Mail is delivering your email properly.

Somewhere I remember reading about certain CDs that were recommended for archival information. My recollection is that they had some coating or thicker layers that would last longer. Do you know of such items? Also, are there special storage sleeves for CD discs that inhibit age related deterioration?

Well, Harvey, to begin with, the disc that most people recommend for archiving is a gold DVD.

In tests, these have been shown to have up to a 15 year retention time.

As far as storing your discs goes, the type of storage sleeve doesn't really matter. Keep your DVDs in a dry, temperature-controlled environment. As long as you do that, the sleeves don't matter.

There are other options for archiving your photos and other information, though.

One is to use memory cards.

Memory cards can have much larger capacity than DVD's, anywhere from double to triple or more. If you are using these to archive information, you should (again) store them in a temperature-controlled environment in their original plastic containers.

Another option is to use an external hard drive.

These tend to be MUCH larger (up to 2 TB) and much less expensive on a dollar per megabyte basis than memory cards. Again, they should be stored in a temperature-controlled, dry environment. If you are using it for archiving information rather than simply backing up information, you should store the drive in its original container.

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One of the most important things to remember, though, is that ALL OF THESE OPTIONS CAN AND PROBABLY WILL FAIL. ALL OF THEM.

But don't panic. That doesn't mean that it's hopeless to back your information up or to archive it. All that it means is that it is important to use redundancy in your back-ups and archives. This means that if you use discs, backup the discs and keep the second set stored separately from the first set. If you use memory cards, back up your memory card and store the two cards separately. You get the idea. It is also a good idea to periodically check your archived material to make sure that it's okay. If the data has become corrupted for whatever reason, no problem... you have the backup to make a new archive. The chances of your archived material and backup archive material both failing at the same time are slim to none.

Hope this helps.

How do I print only part of an email or other text?

From time to time, you'd like to print out an email you've received. The problem is that you don't want to print out the whole kit and caboodle—the email header, the chit chat or the signature. Can you print out just a section of an email? Sure! Here's a quick solution that will save you paper and ink.

Highlight the section of the email you'd like to print. Right click **Copy**.

Now your text is on your Windows clipboard.

Open a temporary blank Word document. Right-click and select **Paste**.

Your text appears.

Now simply print out the text and you're done!

Help Guide

<http://helpguide.org/>

Help Guide is a wonderful resource that can help you find the help you need. It started off as a small local project and has skyrocketed into an international site that helps people understand, prevent, and solve health-related challenges.

On the main page, you'll find an assortment of articles that are being featured. The site's navigation is found on the left side menu, which is divided into the following categories:

Mental & Emotional Help — here you will find resources that deal with Abuse, Addiction, ADD & ADHD, Anxiety, Autism & Learning Disorders, Bipolar Disorder, Depression, Eating Disorders, Emotional Health, Emotional Skills Toolkit, Grief & Loss, Schizophrenia, Stress, and Trauma. As you can see this section really covers the gamut. I found this site looking for help with stress; it was the first section I checked out. It offered a great deal of help for managing stress and finding ways to relax.

Family & Relationships – here you'll find tips on Parenting & Family, Relationship Help, and Childhood Challenges. I have a friend who is going through a rough breakup with her boyfriend and I pointed her to the Relationship section here to get some tips on communicating.

Healthy Living – here you'll find sections on Eating & Diet, Sleep, Mind & Body & Spirit, and Work & Career. This is the section I came back to the site for! I needed tips to help my roommate with her sleep situation.

Seniors & Aging – here you'll find sections on Aging Well, Alzheimer's/Dementia, and Caregiving & Housing. I personally don't have a need to use them, but many people are trying to care for a senior, or have a family member who has Alzheimer's. This section offers a lot of great tips on these topics.

I found this site while I was looking for answers for myself. I have been feeling a lot pressure to get my life and health together since I'm turning thirty next year. Not to mention, the stress I was coping with trying to get my finals turned in on time! So I bookmarked this page and I've been back a couple of times to check out a new topic – like the articles on insomnia for my roommate, who has trouble staying asleep.

So I'd recommend bookmarking it, so you can come back for help whenever you need it.

There is something I have to do by going into the registry and it makes me nervous. I have never done anything with the registry before and all I hear is to stay out of it. Plus, I don't know how to "navigate to a

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key” and I don’t even know what a key is. Can you help me with any of this?

Certainly, Thomas! I’d be happy to.

The registry is a scary place to be if you have never been in it before. I use the word scary because the first time I was supposed to go into the registry, there was a warning, “Don’t go into the registry or your computer will explode!” At least that’s what I thought it said. I didn’t go near it again for almost three years.

Navigating the registry is a piece of cake; it’s the actions you take when you are in the registry that you have to be careful with. For this article, let’s learn how to navigate the registry. Once you’ve learned the navigation, if you decide to make any changes, it’s a good idea to back it up.

You asked what a key is; I’ll address that first. A key in the Windows Registry is like a file folder. A key that sits within another key is called a subkey. Keys are always located in the left pane when you look at the registry.

To begin, we have to pull up the **Registry Editor**. We can do this one of three ways:

Hit the Win key + R and the **Run** line will pop up in a box. Type in **regedit** and left-click on **OK**.

or Left-click on your **Start** button, and in the Start Search box, type in **regedit** and hit **Enter** on your keyboard.

Or, Left-click on the **Start** button, go to the right and click on **Run** to access the Run line, and type in **regedit** in the line in the box that pops up. Left-click on **OK**. If Run doesn’t appear in the Start menu, this tip < <http://www.worldstart.com/finding-the-run-command-in-vista/> > demonstrates how to get it there.

You are now looking at the **Registry Editor**.

(Pop quiz: What is the difference between the Registry and the Registry Editor? Answer is at the end of the article.)

When you are going to navigate the registry (sometimes it’s called “browsing the registry”), you are going to open and close registry keys by clicking on either the “+” sign to expand the key or the “-” sign to collapse the key until you arrive at a specific registry location.

The Vista and Windows 7 registries no longer use the “+” and “-” symbols for navigation. Instead, there is a little triangle to the extreme left of a key or subkey that you

click to open it. If a triangle is white and pointed to the right, the key is closed. If the triangle is black, pointed down, and there are subkeys listed under it, then it is open.

Okay. Let’s say that we need to go to the registry location that tells Windows which applications to load when Windows starts. This is the command for the registry location:

HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Run

Now we have arrived at the location (which is Run, at the end of the command above). Look at the right pane, and you see that there are five listed entries. These entries are called “values”. A registry value stores data in different formats.

The above screen shot is the registry location that we wanted to arrive at. The location shows the applications that the registry tells Windows to launch when it starts.

That’s it! Kind of anti-climactic, huh? I told you that navigating the registry is easy once you know how!

As to the answer to the pop quiz question from above:

I tried to find the difference between the registry and the registry editor, and it all came down to this:

The Windows Registry, usually referred to as “the registry,” is a centralized database of configuration settings in Microsoft Windows operating systems.

The Windows Registry is accessed and configured using the Microsoft Registry Editor program, a free registry editing utility included with every version of Microsoft Windows. (It’s included free! Woo-hoo!)

Registry Editor is, for all reasonable purposes, the registry itself. All available options in the registry are configurable via Registry Editor.

So what’s the difference between the registry and the registry editor? They are pretty much the same thing.

Thanks for writing, Thomas!

Can you please explain what hot swappable means?

In this day and age, it’s very important for computers and other electronic devices to be as user friendly as possible

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and with that, more and more devices are being made with hot swappable capabilities. Basically, a hot swappable device is one that can be added or removed from a computer without having to reboot. USB devices are probably the most well known for being hot swappable, but there are several others as well.

Let's take a USB flash drive as an example. Most flash drives already have all the software they need built right in to them, so when you plug a flash drive into one of your USB ports, your computer is able to automatically recognize it as new hardware. In addition, you're able to start working with the drive right away without having to download any software or drivers. All in all, if a device is able to begin functioning immediately after you plug it into your computer, it is considered to be hot swappable.

Like I said earlier, there are several hot swappable items on the market today. There are flash drives, printers, digital cameras, scanners, Webcams, microphones and many, many more. The hot swappable functionality is beneficial in that it allows you to work much faster without interruptions and with ease. I mean, if you had to restart your computer every time you wanted to use a new device, you'd be wasting a lot of time and you'd probably become very frustrated. I know I would!

You can also use most hot swappable devices on other computers. For instance, if you have more than one computer in your home, you can use your flash drive on both PCs without any trouble. All hot swappable devices work exactly the same in that no matter which computer you use, they will always work for you automatically. And if you really think about it, that saves you some money as well, because you don't have to go out and buy new hardware for every computer you use. Many businesses use hot swappable items as well.

So, if you're looking to buy a new flash drive or printer, etc., check it to make sure it is hot swappable. If you buy all of your hardware that way, you will save yourself a lot of time, money and frustration. And that just makes it all worthwhile, doesn't it?!

Open Office Writer - Selecting a Picture Behind Text

Have you ever decided to put a picture in the background of a document?

You inserted it into the document, resized it, maybe lightened the coloring and the changed the wrapping to have the text in front of it. (**Right-click the picture**, go to the **Wrap** sub-menu and choose **In Background**.)

Sounds good to me!

Well, it sounded good until I realized that I needed to edit the picture some more...

I've clicked, double-clicked and even tried a triple click to select that picture and for all my efforts I got absolutely nowhere.

Now what?

Am I stuck with it forever?

Do I copy the text to a blank document and the start over?

Fortunately neither of those scenarios are the case – we can get to the picture with a single-click... specifically a right-click.

Yep, it's that easy!

Right-click over the section of the document that contains the background picture and it will be selected instead of the text.

Now you can proceed to move or edit it as you see fit.

I love it when things are that easy

I want to burn pictures to a CD or DVD. What's the process?

I'm glad you asked this question Judy, since I know many people have problems with this. My friend is a big fan of taking pictures and when she first got her computer, she was curious about burning pictures to a CD or DVD as well. The instructions I gave her went something like this:

First of all, you will need to have a blank CD. You can purchase blank CDs in your local department store. I normally find them for under \$5.00 in many stores. If you want to buy a big pack of 50 blank CD's, then that is going to cost a little more, like around \$20.00, depending on the brand you purchase but is worth the savings.

When you have the blank CD's in your hand, insert one into the CD drive of your computer. When you insert the CD into your computer, your computer should recognize that it is a blank CD. You will proceed from here by saying you would like to **"Copy to CD"**.

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If this message does not pop up, then click on “My Computer” and locate the blank CD that you have put into your computer. Now, click on it.

Next, you will need to locate the folder that you have your pictures in. Find the pictures you would like to burn to a CD and drag/drop them into the folder. Some individuals take a different route – they highlight the pictures they would like to burn to the CD, push the right mouse button and select “copy,” then they move over to the folder where the CD is and right click the mouse again and say “paste.” When they click “paste,” all of the pictures they previously selected are placed in that folder.

Double check and make sure you have all of the pictures you would like to burn, especially if you do not have a CD that is rewritable (CD-RW). This is because once you burn a CD-R, you will not be able to go back into it and add/remove anything. This is why we like rewritable CD’s so much, even though they tend to cost a bit more, because you always have the option to add pictures at a later on.

After you have added all of the pictures to your CD, you will need to click on “**Write these files to CD.**” The burn process, depending on the speed of your burner, could take some time. Do not try to eject the CD yourself. By doing this, you will interrupt the burn process and it could cause the files to incorrectly burn.

When the pictures have been completely burned to your CD, it should automatically eject.

When the burn process is completed and the CD has ejected itself, push the drive back in and browse through the CD. Make sure all of your pictures burned to your CD successfully. Now, take your CD out and label it correctly. If you do not label it and keep it blank, it could get mixed in with the other blank CDs and cause a hassle.

You see, Judy, the process to burn pictures is not hard at all. Once you get the hang of it, you can burn pictures to CDs and not have to store them on your computer. You also won’t have to worry about losing all of your pictures if your computer crashes.

Optimize Folders

If you have a folder filled with many of the same kind of file (MP3s, pictures, etc.), then you probably notice that

it can be a little...well, sluggish, sometimes when it comes to displaying everything.

That green status bar up top couldn’t be moving any slower, could it?

Did you know that you can optimize folders to make them load their contents faster?

Here’s how!

Just **Right-Click** on the folder you want to speed up and click **Properties**. Select the **Customize** tab. Under “**Optimize this folder for**” choose the setting that best describes the contents of the folder. If you’re looking to affect the entire folder and subfolders, put a check next to “**Also apply this template to all subfolders**”.

Press **OK** and you’re all set!

If you’d like to reverse this, just follow the same steps and put the optimization selector back to **General Items** and take the check mark off the subfolder option.

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How to Print in Grayscale Maggie Smith, Editor

Here is how to print the newsletter in grayscale.

In Adobe Reader or Adobe Acrobat, go to **File/Print Setup**. Then click on the **Properties**. Click on the **Color** tab on the right side. Go down towards the middle and check the box **Grayscale**. Then **OK**. Done. Easy, huh?

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.

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Rates: \$10 Per issue, single card size
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Where the meetings are held.



June 2011

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

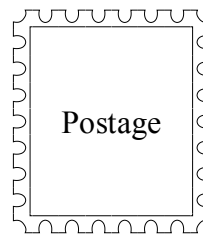
Do you have a special holiday OR event (any time of the year) you would like me to include on our calendar? Send me a message and I will find clip art for it, UNLESS you have a favorite clip. Maggie Smith, Editor



Data Line

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

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