



Presidents' Corner

by Neil Stahfest

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

Mail merge is a process that lets you create documents, such as a family newsletter, with content that is unique to each recipient. For example, you can personalize a letter to address each addressee by name. The unique information in each letter can come from entries in a separate data source such as an Outlook Contact List or an Excel Spreadsheet.

During October's General Meeting Rosalie Westerberg gave an excellent presentation about using Mail Merge with Microsoft Word. Her talk was well organized, entertaining and informative. I have to admit that I've been using Word for my word processing for many years and never even thought about using the Mail Merge function. Thanks to Rosalie's timely presentation I'll probably use it for my next annual family newsletter. For those who didn't take notes, you can access Word's Mail Merge Wizard under the "Mailings" tab. If you are using OpenOffice or LibreOffice for your word processing program, you

can locate the Mail Merge Wizard under the "Tools" tab. You can also access tutorials about Mail Merge if you Google Mail Merge.

If you have not been attending the monthly meeting lately, you have been missing some great presentations that are very useful in operating your computer. The world of personal computers is constantly changing with new gadgets and new programs. If you would like to give a presentation, or have an idea for something you would like someone else to present, contact the TAPCUG Program Committee (John Wickliffe - Chairman).

Neil Stahfest

President



GENERAL MEETING

Saturday - **November 12th**- 9:30 AM
Lakewood Community Center (see map on page 14)

Presenting Superpad3

Presented by John Wickliffe

REFRESHMENTS:
ALICE GRENIER & MARSH ALLEN

Raffle will follow

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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

August

Danisher, Andrew
Grant, Barbara
Pennington, Ed/Marlene

September

Daum, Richard

October

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

November

Boyle, John
Browning, Jess
Clark, Lois
Horst, Donald
Melhase, Darlene
Sherrill, John/Eileen

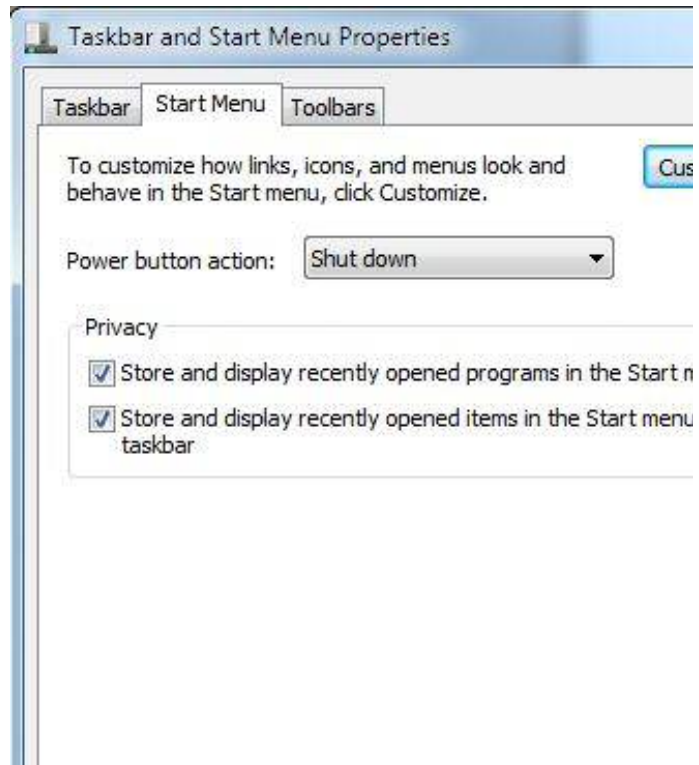
Reminder!

Discovering Windows 7 – Part 21

by Neil Stahfest – Tacoma Area PC User Group

How closely have you looked at the Windows Start Menu? As you know the Start Menu is the primary method Windows uses for starting programs, finding files and running utilities. Most people, however, aren't aware of how much you can change its appearance and functions to customize it match your needs and whims.

To change the Start Menu, begin by right-clicking on the Windows Start button and then left click on Properties. When the "Taskbar and Start Menu Properties" window opens, click on the "Start Menu" tab. As usual, Microsoft provides help near the bottom of the screen. Just click on "How do I change the way the Start menu looks?" Note the button next to "Power button action". Unlike previous versions of Windows, when you select the "Shut Down" button, Windows will let you actually turn off your computer



(Continued on page 6)

November Disk of the Month



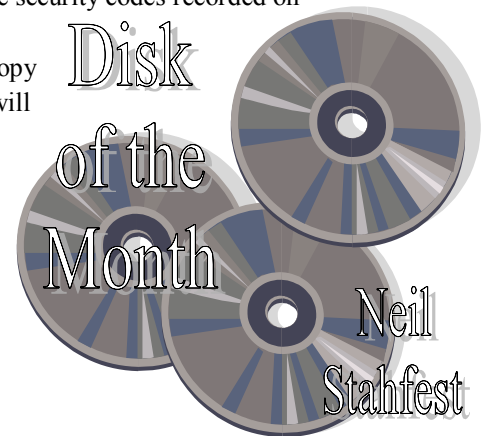
Mouse Without Borders is a project I've been familiar with for the last 6 months or so and it's a wonderfully useful tool. In a nutshell, it allows you to reach across your PC's as if they were part of one single desktop. I have two PCs on my desk at work connected to 3 LCD screens and using Mouse Without Borders I can move my mouse between the 3 screens, even though one of them is attached to a different PC from the other two. What's more, I can move files between the 2 computers simply by dragging them from one desktop to another. In fact you can control up to four computers from a single mouse and keyboard with no extra hardware needed – it's all software magic, developed by Truong Do who by day is a developer for Microsoft Dynamics. The software is easy to setup and in addition to enabling drag and drop of files, you can lock or log in to all PCs from one PC, and as a whimsical bonus it allows you to customize your Windows logo screen with the daily image from Bing or a local collection of pictures :) I regularly use it to have one PC dedicated to social media streams while I work away on my other PC connected to two screens.

OpenWithEnhanced is a small application which replaces the standard Windows 'Open With...' window with an improved comprehensive yet intuitive dialog box. Instead of just presenting the original Windows plain list of installed applications, requiring you to guess the best choice for opening a given file - OpenWith Enhanced extends this list with some of the most popular applications selected by past users to successfully open that specific file type, based on a constantly-updated metadata database automatically downloaded off the web. Applications that have already been installed onto your computer are marked accordingly, so you will know immediately which ones you have access to. If you choose a non-installed application however, you will be redirected to the appropriate program's official website that contains all the relevant downloading and purchasing information. So each time you stumble upon an unknown file type and wonder what program could possibly open it, or you are looking for a better application to deal with the files you are already familiar with - all you have to do is simply right-click into the Open With... menu and choose.

Passport - In today's world almost all of us do some sort of online business that requires user names and passwords. From online banking and paying bills to shopping and checking our emails. It is near impossible, it seems, to remember all of the passwords that are required without filling up a whole Rolodex with every password we have ever made. Well, I have found a FREE program that will help you house all of your passwords that is simple yet extremely secure. It's called Passport. Installing this program was extremely simple and was completed in about a minute. Once I opened it I was greeted with a very simple interface. It had the typical menus across the top including File, Edit, Options, and Help. Naturally, I went to the File menu and selected New. However, for most users I would recommend accessing the help file which includes a very easy to understand QuickStart guide on the program.

PREDATOR locks your PC when you are away, even if your Windows session is still opened. It uses a regular USB flash drive as an access control device. To use it, you insert a flash drive, run PREDATOR and do your work. When you leave your PC you remove the flash drive and the computer is locked. PREDATOR disables the Windows task manager when you unplug the USB drive. Nobody can stop it with Ctrl-Alt-Del.

To unlock it, plug the flash drive back in! PREDATOR frequently changes the security codes recorded on your USB drive. If an intruder manages to copy your stick, this copy will not work because the codes on your own stick will have changed in the meantime.



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

This month we're going to do something different. I've been reviewing my notes from past meetings and noticed that it has been a while since we looked at "heavy iron". Large airliners like Boeing 757s, 767s and the various versions of Airbus airplanes depend upon computers to fly them. In some cases computers control the engines and flight of the airplane and prohibit pilot actions which have not been programmed into the system. We'll look at how Microsoft Flight Simulator emulates operation of Boeing's Computer Display Unit, learn how to program it and look at manuals required to fly the Boeing 757.

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 November 15, 2011 (3rd Tuesday) 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, BIOS replacements including UEFI, Coreboot, U-Boot, OpenBios and flashrom plus LinuxMint, Backtrack 5. and Kubuntu 11.10.

We also plan to connect other persons computers to the projector so they can demonstrate what they are using.

Note that in December 2011, TAPCUG Linux SIG is on vacation due to the holidays. TAPCUG Linux SIG usually meets on the 3rd Tuesday of the month. 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 November 22nd, 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 November 14th.

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

Good Deal for Anyone (or the kids), new Laptop Computer!

From the desk of Dave 'Snuffy' Smith: I am the President of the Home Owners Assoc. where Maggie and I live. The Board has decided that we do not need this computer since it had only been used about 2-3 hours every three months. It is about 2 1/2 years old but it has been totally gone through a few months ago. It had Vista and that was replaced with Windows 7 Home Premium Addition.

Specifications of the Laptop:

TOSHIBA Laptop—Satellite L455
Operating System Windows 7—Home Premium
Processor— Intel Celeron CPU 900 @ 2.20GHz
Memory—3.00 GB (2.87 GB usable)
System Type—64-bit Operating System
Asking Price for the system = \$200.00

Contact Dave Smith at the next TAPCUG meeting, Saturday, 12 November 2011 or call me at 537-5494



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

When you get to the point where you really understand your computer, it's probably obsolete. .

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.

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without the need to click on additional buttons. By clicking on this menu option you can change the default Power Button action to Restart, Hibernate, Sleep, Switch User, Logoff or Lock. Continuing down the menu window, under the “Privacy” heading, you can also change options for displaying recently opened programs on the Start menu and the Taskbar.

Below “Power button action” we see a heading labeled “Privacy”. Here we have an option to store and display recently opened programs on the Start menu as well as an option to store and display recently opened “items”. In this case, items refers to picture and various types of document files that you opened by programs listed in the Start menu.

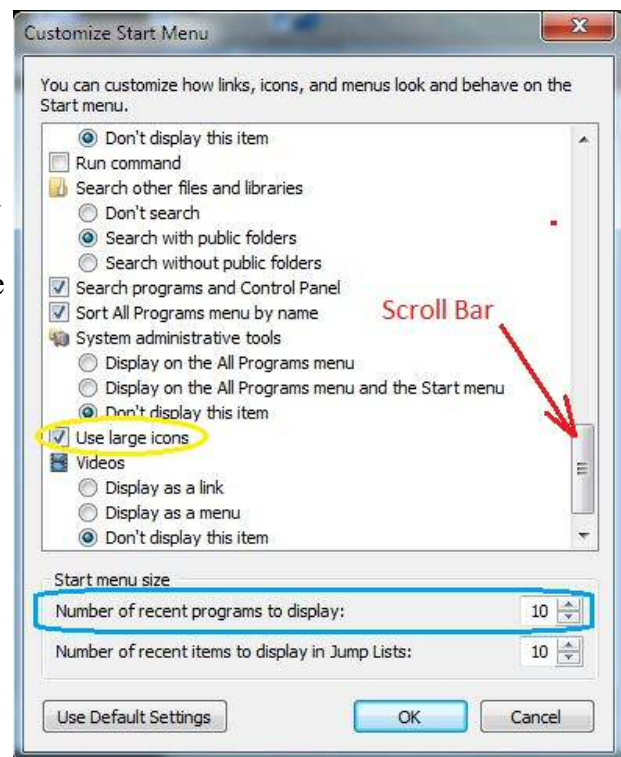
Near the top of the Start menu is a “Customize” button. If you click on it, you will see the “Customize Start Menu”. This menu contains a lot of information. You’ll see options relating to the Control Panel, Printers, Downloads, Menus and many others.

Pull down the scroll bar on the right side of the menu until you see “Use large icons” (marked in yellow). Try checking and unchecking the box next to it to see how it changes the appearance of your Start Menu.

Notice that you can also change the number of recent run programs (circled in blue) that are listed in the left pane of the Start Menu. Depending upon the size of your computer’s display, you can list up to 30 programs.

As the list of programs in the Start Menu gets longer it may get more difficult to find the program you want. Click on the box next to “Sort All Programs menu by name” to make it easier to find what you are looking for.

Note, if you get too carried away experimenting with these options and make a mess of things, there is a button at the bottom of the menu to return everything to Microsoft’s default settings. <S>





<http://www.WorldStar.com>

Shift+End to Delete a Line of Text

Here's a quick shortcut for anyone who's found themselves acting like a telegraph operator on their backspace key. You know what I'm talking about. You've just finished a line of text, it doesn't look right, so you want to delete the whole line. "Ratta-tatta-ratta-ratta", and your finger falls off...

There's a better way! Simply put your cursor at the beginning of the line you want to delete and press Shift+End. This will cause the whole line to be selected, and all you have to do after that is press delete or backspace to finish the job! The best part is that because your cursor is already at the beginning of the line, all you have to do is type!

Deletion simplified!

+++++

MS Office 2010: Still Having Trouble Locating Things on the Ribbon?

If you've recently switched from a menu-driven version of Office to Office 2010, then you may still be trying to adjust to the Ribbon.

I have found that for most people "adjusting to the Ribbon" means locating the items they frequently used in the menus.

During the course of an Office tip I'll end up pointing out the new location of something, but what if you need to know right now?

Microsoft has put help for this situation out there.

Today I'd like to give you another option for finding your missing commands.

Microsoft has also created Office 2010 menu to ribbon reference workbooks < <http://office2010.microsoft.com/en-us/templates/CL101817133.aspx> > that are free to download from their site.

When you go to the site you'll see a reference workbook for any program you may need.

Notice that the tabs are labeled with the old menu names.

Choosing a menu will display a list of the commands that were found on the menu along with it's new location in Office 2010.

Beyond the menu tabs you'll find tabs for various toolbars – including things beyond the Standard toolbar such as the AutoText and WordArt toolbars.

In essence, it's a highly organized quick reference that you can access very easily once you've downloaded and saved the file.

If you're still "menu minded", then this should really be a help since it's designed and organized from that perspective to help ease your transition to Office 2010.

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IE 9 Tabs on a Separate Row

Now, I may not get into Internet Explorer 9 as much as I probably should, but the last time I fired it up I noticed something. Something... inconvenient.

All my open tabs were squished in next to the address bar!

No good – especially for me, the guy with a billion tabs open at one time!

So, if you want a little more room for your open IE 9 tabs, simply right-click in the area your tabs normally open in and put a check next to Show tabs on a separate row.

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Now your tabs will open in the expansive space under the address bar!

Remember, you can always switch back by following these same steps and un-checking Show tabs on a separate row.

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OpenOffice.org Calc: Taking a Break for a Little Fun

Ok, so I'll admit it right from the start – this tip is for fun, not for productivity...

But who's not for a little fun once in a while?

Buried within the code of OpenOffice.org's Calc program is a favorite game from days gone past.

Yep – that's right... Space Invaders.

If you're interested in maybe a break, to take a stroll down memory lane, then here's all you have to know:

=GAME("StarWars")

Place this formula in a cell, be sure to pay attention to the capitalization and spacing, then hit the Enter key.

The game will open – the text is in German, but who really needs to read directions to Space Invaders?

You should know that once you close the game, you'll have to close out of OpenOffice.org completely to play again... but still, a small price to pay if you're really in need of an entertaining break.

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What's a "MIMO" Wi-Fi Router? Will it extend my wireless range?

The ever-changing advances in wireless communications have called for various

technologies to increase data throughput and link range to improve performance.

One such example is MIMO (multiple input, multiple output). It is an antenna technology, which uses multiple antennas at both the source and the destination. This has led to improvements in applications of digital television, wireless local area networks, cell phone communication, and metropolitan area networks. Luckily for us, MIMO technology has helped Wi-Fi channels to have increased network bandwidth, range, and reliability.

However, MIMO Wi-Fi routers can supposedly get a range of up to 100 feet indoors and 1,000 feet outdoors. Whether you achieve this or not depends on what obstructions and/or interference there are between your computer and the router. Look for companies that have MIMO routers with good speed, eliminating dead spots in the house and outdoors, and have simple set-ups.

One good example of this is Belkin's Wireless G+MIMO Router. It is perfect for individuals and small offices because it provides a reliable and wider coverage area.

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If an email looks legitimate and has a disclaimer at the bottom that says this email is CAN-SPAM compliant, is it safe to click on the "unsubscribe here" link?

It's difficult to imagine a time when the word "Spam" triggered only thoughts of ham colored luncheon meat packed into a cost effective brick shaped can. Now, say the word "Spam" and you're much more likely to think of the never ending stream of porn, pill, and get rich quick scam e-mails which flood our inboxes 24 hours a day, 7 days a week. So problematic has the issue of unsolicited e-mail become that the United States Federal Trade Commission created the CAN-SPAM Act. An acronym for "Controlling the Assault of Non-Solicited Pornography and Marketing," CAN-SPAM sets forth a variety of guidelines for businesses to

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follow when sending out e-mail communications to current and prospective customers with the intention of eliminating Spam e-mail messages originating from commercial entities. Summarized, these guidelines aim to ensure commercial e-mails:

Include company relevant information such as a valid physical postal address.

Ensure advertisements sent on the behalf of a company by a third party fully comply with the law.

Clearly identify the message as being an advertisement.

Do not use false, mis-leading, or deceptive "From" or "To" information or subject lines.

Include, enable, and honor a mechanism to opt out from future e-mail advertisements from the represented company.

Properly adhered to, these guidelines are a great addition to both businesses and their customers; as these mechanisms provide an additional layer of trust between both parties, thereby giving customers further incentive to shop again with the business in question. However, as with many well intentioned systems, opportunities abound for major abuses of the CAN-SPAM guidelines . . .

The biggest problem with CAN-SPAM ironically lies in the most useful part of the guidelines: the "opt out mechanism." Commonly represented by an "Unsubscribe" link prompting you to click if you wish to opt-out from future commercial communications, this link can be easily exploited by unscrupulous characters to wreak havoc on an unsuspecting users' computer through cloaked links leading to phishing scams, virus laden files, scareware sites, and other varieties of malware infection. Lower level spammers could also use the link as a way to confirm the validity of an e-mail address to be spammed with more junk mail in the future or, less nefariously, use the link to re-

direct you to a legitimate product or service in hopes of collecting affiliate commission revenue from any purchases you make.

So, how can you defend yourself against spam emails with possibly fake CAN-SPAM "Unsubscribe" links? Simple, treat even those emails which contain a CAN-SPAM disclaimer just as you would any other piece of suspicious email by following one or more of these options:

Option 1. Verify the Senders' address – Set your email program to show both the "From" and "Reply To:" addresses when reading email. A legitimate e-mail should show an address which you trust in both fields. If one is different from another, you may want to email the IT department of the sender to verify the emails legitimacy.

Option 2. Before clicking "Unsubscribe," check the link – In many email programs, hovering over a link displays the website location it points to. Compare this address to the address in the "From" field from Step 1. If the two do not reasonably match up (i.e. the "From" address is status@paypal.com, but the unsubscribe links takes you to paaypally.oh.no/abcd1234/xxd.exe) delete and ignore the message immediately.

Option 3. Make sure your antivirus and anti malware programs are up to date - Comodo Anti Virus, Norton, McAfee, AVG, etc. have many options to prevent your machine from being taken over by malicious software, particularly those that attempt a stealthy install via booby trapped emails or websites.

Option 4. Turn on your Filters – If everything looks legitimate, but something just doesn't seem right, set up your email program or service to put emails of this type into a folder to be further investigated at a later time, or simply deleted from your inbox altogether. If you don't see it, you can't click it, and you won't need to worry about it infecting your machine.

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Option 5. Visit the official company website – If the email claims to be from a legitimate company with which you have had business dealings with before, visit their official website and look for a method to unsubscribe from any future mailings. Most legitimate companies will provide this option to its customers who have signed up with them online via a user account control panel or similar interface. If you cannot find such an option, consider emailing their technical support staff directly for instructions. As you can see, if you too wish to can spam from your inbox, you may be better off ignoring CAN-SPAM altogether!

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Flashblock

Flash is the main reason why most people experience slow browsing issues. There was a time when Flash usage used to be restricted to obnoxious web animations and YouTube, but today flash is everywhere.

A lot of websites that you visit on the web are bound to have ads as a means of revenue generation and nowadays a huge number of them are coded in Flash. We all have been to pages where the main content is surrounded by flash ads urging us to click on them. These flash -ads not only make browsing slow but also leave unwanted residue on your hard drive. Wouldn't it be amazing if you could visit these websites without loading up these flash ads?

Flashblock is a very useful plug-in which blocks out all the flash content on any website you visit. This means that the page you visit will load minus all of its flash content. Instead of all that flash content you will just see a placeholder with the flash logo on it. Not only does this increase page loading speed, it makes the whole browsing process much much smoother.

But what if you want to load the flash content like for e.g. on a video site to watch the videos ? Well worry not, you can load any flash component on any page simply by clicking the Flash placeholder or click the Flashblock logo in

the address bar and select 'Always allow flash on this site'. You can also add sites to the whitelist if you want them to load all the flash elements automatically.

The main aim of this plug-in is to have control over the various flash component of a page and choose what you want and what you don't. As internet users that's the least amount of freedom one deserve and this plug-in fortunately helps you achieve that with minimal fuss.

Download the plug-in for Firefox < [https:// addons.mozilla.org/en-US/firefox/addon/ flashblock/](https://addons.mozilla.org/en-US/firefox/addon/flashblock/) Or Chrome < [https:// chrome.google.com/webstore/detail/ gofhjkjmkpinhpoiabjplobcainabnl](https://chrome.google.com/webstore/detail/gofhjkjmkpinhpoiabjplobcainabnl)

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I use IE9 as my browser, is Flashblock available for Internet Explorer?

The article, **Flashblock**, described an add-on for Firefox and Chrome that blocks—or allows—Flash content on websites, and John was one of several readers who wrote to ask whether this add-on is available for Internet Explorer. It is not, but both IE8 and IE9 offer built-in Flash control.

Flash enhances websites by offering video and interactive capabilities, but it can also slow browsing by increasing webpage load times, so knowing how to control it can boost browsing speed (and help avoid Flash dependent advertising).

To control Flash in IE9, open **Tools** by clicking the gear icon in the upper right (or by using the keyboard shortcut **Alt+X**) and select **Manage add-ons**.

In the **Manage Add-ons** dialog box, click **Toolbars and Extensions** on the left and scroll down the right side to **Shockwave Flash Object** (if that selection isn't visible, click **All add-ons** in the drop-down menu at the left).

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Double-click **Shockwave Flash Object** to open the **More Information** dialog box.

In **More Information**, click **Remove all sites** and close both dialog boxes (there are no OK or Enter buttons).

The next website that offers Flash content will prompt the message below. If you click **Allow**, that site will be added to the list of approved sites. Selecting **Allow for all websites** will reset to **Allow on all sites**.

The same process works in IE8, but the **Tools** menu is accessed as shown below, or by using the keyboard shortcut **Alt+T**.

Once the settings have been changed, the next website with Flash content will prompt a permission request, but rather than appear at the bottom of the screen, as it does in IE9, it will be found just below the tabs.

It feels good to have a little control.
+++++

I have always wondered what hackers could see on my computer if they ever broke in. Can they see my passwords? My Files? I'd sure appreciate some insight!

Excellent question; and one that I'm sure most people have wondered. The prospect of someone with ill intent having access to everything you store, or do, on your personal computer is a little scary. Just because you aren't visiting questionable websites or writing anti-government propaganda doesn't mean you want just anyone to have access to your personal life on such an intimate level. And let's face it, most of us store a ton of personal information on our pc... whether we mean to or not.

The simple answer to your question is "yes". Yes to all of it. However, consider the following: Hackers may be seedy individuals, but you may be able to take a little bit of comfort if you consider what most hackers are after. First,

hackers generally don't know you or care anything about your music files or the pictures from your latest parties. Hackers are in the business of attaining information that makes their time and effort worthwhile. Hackers are after your money. Not always, but *almost* always.

This isn't to say that you should be comforted that they are only after your money... that's pretty serious business, but it is good to know that you probably aren't going to be the target of personal attacks aimed at ruining your reputation.

If you have ever received an unsolicited email or "spam", you have been the intended target of a hacker. If you opened the email and clicked on an image or a link, you opened the door between your computer and the hacker's. Any time your computer is infected with spyware or malware, you may be the victim of a hacker, and most likely the one who allowed him or her access. Hackers write code and create viruses that can be transmitted to your pc simply by you opening the wrong file, or clicking on a pop-up that catches your attention. Once you grant them access to your pc, the possibilities can be endless.

Viruses, malware, and adware are currently being distributed that allow hackers access to your files, passwords, photos, emails, and anything else you store on your pc. Programs exist which give hackers access to each keystroke you make. Some can even activate your computer's webcam. *These, of course, are extreme instances and are not the types of attacks that generally take place against private citizens.* But still – these are the capabilities of hackers today. However, unless you are a politician, your private life will probably remain private even if you are the victim of a cyber attack.

Fortunately, you hold the power to keep your pc, your finances, and your taste in music safe. It sounds overly simple, but your best defense is strong and multiple password

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use. It seems like a pain to have a bunch of passwords to remember, but it makes you far less vulnerable should you ever be hacked. When you receive alerts about security subscriptions nearing expiration, don't hit the "remind me later" button for six months - *Update!* Use the "spam" folder in your email accounts and make sure your protections are set to only allow email from approved senders. Resist the temptation to click on the flashy box to the right of your screen promising a flat belly without doing anything more than earning a million dollars a week while working from home. By keeping your antivirus updated and practicing safe Internet browsing, you will drastically reduce your chances of being the target of a malicious Internet user.

+++++

Show Empty Drives in Windows 7

By default Windows 7 doesn't show empty drives like card readers and what-not in the explorer window. As far as I know there isn't really a good reason for this, so I keep it so everything shows up no matter what.

Here's how:

Click **Start**, and in the **Search Box** (Located above the Start button) type "**Change search options**". In the results that will appear above, you'll see a selection at the top that says "**Change search options for files and folders**". Click it.

Now select the **View** tab and scroll down until you see the selection that says "**Hide empty drives in the Computer folder**" and **un-check** it. Hit **Apply**, then **OK** and you're all set! Now whenever you insert media into your computer it'll show up regardless!

+++++

MS Office: Default Save to Other File Formats

If, for whatever reason, you're using the MS Office 2007 programs and always need to save files in a format different from the default then

I'd bet that you're tired of forgetting to make that change.

I don't know about you, but I just enter a file name and hit the enter key... changing the file type is the last thing I think of.

In fact, since I personally don't do this type of save very often I usually think of it as I see the Save As window closing. (You can just insert your own text to imagine what I'm thinking as I restart the process.)

But, if it's something you do pretty much every time then you might be interested in knowing that you can change the default format for saving new files.

To make this change you need to go to the program's options via the **Office Button** then the **Options button** in the lower right corner.

Next you need the **Save** category of the Options dialog window.

The first thing you'll find is "**Save files in this format**" with a drop-down list.

You'll see that it's quite a long list to choose from – the same as you'd find in the usual saving process. This particular list is for Excel but each program comes with its own possibilities.

Choose the format you need and click **OK**.

And that's it... from now on when you save a new file it will by default be in the format you chose.

Oh, and don't worry, the Save As dialog window still works the same – you can choose a different file format for any individual file you need.

+++++

I have an HP printer installed on my XP computer and it prints the last page first, the

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next to last page next, and so on. How can I change it so the pages will print in the reverse order, beginning with the first page? Thank you in advance for your help.

Bob, you can reset the printer settings to reverse the order of the print by following the instructions below.

Click on the **Start** button and select **Control Panel** from the menu.

Then select **Printers and Faxes** from the list. You may have to switch the view (upper left) to see it.

Select your HP printer from the list and right click. From the menu, click **Properties**.

In **Properties**, under the **General** tab, click on the **Printing Preferences** button at the bottom.

In the **Printing Preferences** dialog box, under the **Layout** tab, you'll see **Page Order. Front to Back** is the order you're currently using. If you want the first page to print first, click on the radio button next to **Back to Front**. Click **OK**, and you should be all set.

This can also be done in Vista and Windows 7, but the process is a little different. Click on **Start** and select **Control Panel**. Click on **Printer**.

Right click on the default printer and select **Printing Preferences** from the menu.

At this point, the view in Vista is different from the one in Windows 7. Under the **Layout** tab, in the **Page Order** section, make your choice from the drop down menu.

In Windows 7, under the **Advanced** tab, in **Layout Options**, the choice is made in **Page Order**.

Thanks for the question, Bob

+++++

OpenOffice.org Calc: Naming Worksheets Just Makes Good Sense

Anyone who has ever worked in a Calc spreadsheet knows that you start with several worksheets and they're named Sheet 1, Sheet 2, etc...

Totally useless, unless you're really good at associating what information is contained on each numbered sheet.

Personally, once I get past using 2 sheets that no longer works for me so I'm super thankful for the fact that we have the ability to rename the sheet tabs to whatever we choose.

To access the Rename Sheet dialog box simply **double-click on a sheet tab**.

Enter a new name for the sheet – something that makes sense to you – then click **OK**.

Ta-da!

It always makes good sense to use sheet names that make sense.

+++++

Definition – Abandonware

Abandonware, in short, is software that is no longer marketed or distributed by the company that originally created it. It is, however, usually obtainable from another source – legally, even!

Computer games are perfect examples of abandonware, and there are actually sites on the Internet that host hundreds of forgotten games of days past. Do a Google search for "abandonware" sometime and I'm sure you'll dredge up more than your fair share of outlets for old games, operating systems, applications and other memories of times gone by. Just keep in mind that a lot of those games and applications might not work 100% with newer operating systems, so you'll need to employ "Compatibility Mode" for some of them.

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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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Where the meetings are held.



November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 NWAP New Users PM 7:00 PM	4	5
6	7	8	9	10	11 	12 TAPCUG General Meeting 9:30 AM
13 	14 Win XP / New Users Paul Duhay 584-6358 5:30-7:30 PM	15 Adobe Group Kathryn Whitacre 752-2296 Linux Joel Carlson 549-2692	16	17	18	19 
20	21 	22 Multi-Media John Wickliffe	23	24 	25	26
27	28	29 Flight Simulator Curt Porée 474-7604	30			

Open Lab, 10AM-12PM

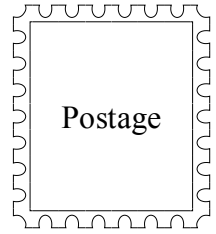
Do you have a special holiday OR event (any time of the year) you would like me to include on our calendar? Send me a message and I will find clip art for it, UNLESS you have a favorite clip. Maggie Smith, Editor



Data Line

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