



## Presidents' Corner

by Neil Stahfest

Dick Meier gave an interesting talk about creating your own videos, using the free Windows Movie Maker program to organize film and picture files and then add audio narration. Dick's presentation included thoughts about designing your video with a particular audience in mind (i.e. family, business, etc.) and creating a planned sequence of video clips and pictures to tell a story. He showed how you can use the Windows Movie Maker add, sequence and edit video clips to create a finished product. I don't think many of us had previously thought about how much effort goes into creating and editing movies before we saw Dick's presentation.



If you have not been attending the monthly meeting lately, you have been missing some great presentations that are very useful and helpful in operating your computer.

*Neil Stahfest*

Vice President

The TAPCUG web-  
site is back to  
[www.tapcug.org](http://www.tapcug.org).

### GENERAL MEETING

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

**A d o b e**

Presented by Bob Moffat

*REFRESHMENT:*  
*ALICE GRENIER AND THERON KIRBY*

**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*

**April**

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

**May**

Becker, Klem/Susie  
Daniels, Arthur/  
McClung, Thomas



**Discovering Windows 7 – Part 14**

by Neil Stahfest  
Tacoma Area PC User Group

When you click on “Start” and then “Computer” Windows 7 opens the Windows Explorer which lets you look at files and folders on your computer. Windows 7 contains five basic Windows Explorer formats; Documents, Music, Pictures, Videos and General Items. This displays each of these types of information in its own unique way.

The explorer window contains a “View” option that allows you to change the appearance of the contents. You can do this through the menu bar “View” option as shown or by clicking on the “View” button (circled in red). As you can see in the illustration, you can have large, medium or small icons; lists of files; file details showing content information or tiles that display thumbnail views of the contents. If you’ve used Windows for a while you’ve probably used this feature to make searching for pictures or some documents easier. The downside of this is that some of your folders will look different from the others. This isn’t necessarily bad but maybe you would like all of your folders of the same type to look the same. There is an easy way to do this.

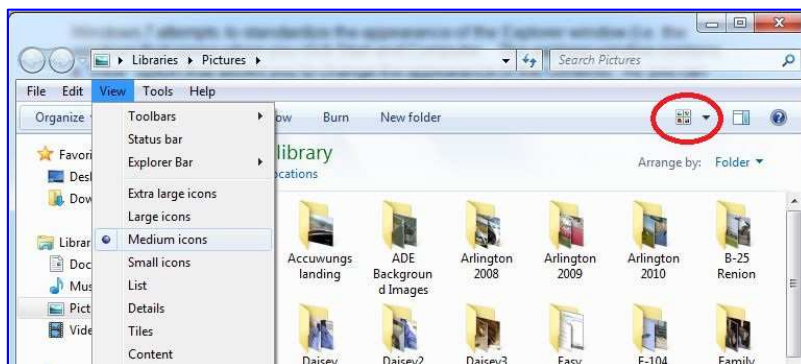


Figure 1

(Continued on page 6)

## May Disk of the Month

**Ashampoo Burning Studio Free** is still totally simple and intuitive to use. Many users are tired of over-complicated CD burning applications that are getting harder and harder to use. Sometimes you can waste most of your time just trying to find a function. Ashampoo Burning Studio Free focuses on what you want: burn discs quickly, easily, with maximum quality and minimum hassle. It includes everything you need to be able to do that. And it excludes everything that could get in the way. Same simplicity, more power. The new Ashampoo Burning Studio Free keeps all the advantages of its predecessor and adds multi-disc file backup, an integrated audio CD ripper and further improved support for the exciting new Blu-ray format with capacities of up to 25 gigabytes per layer.

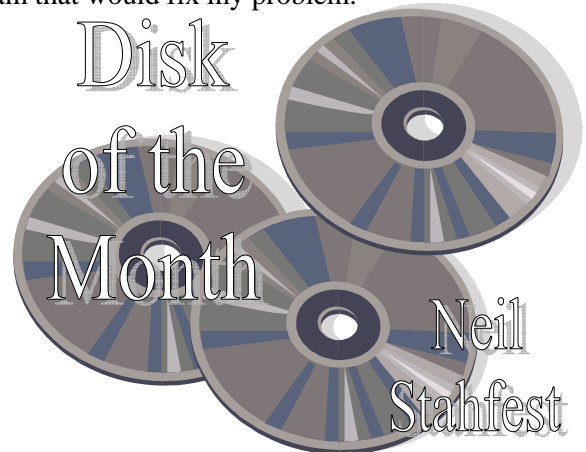
**Do It Again** is a free and simple program that allows you to make your computer automatically perform a task for you, whenever you want. If there is something that you do on your computer over and over, and you do it exactly the same way every time (such as backing up your pictures, checking web-based email for new messages, etc.), you can tell Do It Again how to perform that task (by doing it once yourself to create the new task). Then you can run that task whenever you want and Do It Again will automatically click the buttons and press the keyboard keys (in exactly the same way as when you created the task), while you sit back and watch the task being performed on the screen. This is also called macro or automation software, as it allows you to record a macro, then play it back to automate the actions of that macro.

**KLS Mail Backup** is an easy to use backup program that allows you to back up and restore your Windows

Mail, Outlook Express, Mozilla Thunderbird, Firefox profile files. KLS Mail Backup will perform both full and incremental backups.

KLS Mail Backup maintains a library containing a history of backup jobs and the files contained in each backup run. The items of the library are called archives. An archive is created after every backup run. This feature offers a clear view over backup set history, and allows you to keep track of file versions. You can restore any full or incremental archive any time with a single click.

**Revo Uninstaller** - Have you ever had a program that just would not uninstall? Usually, uninstalling is done by going to your system's Control Panel and opening the Add/Remove Programs section (listed as Programs and Features in Vista and Windows 7). That way works just fine most of the time, but sometimes it just doesn't cut it. The other day, that type of problem happened to me. I was trying to uninstall a program and it just wouldn't come out. There were leftover files and registry entries all over the place. Because of that, I started looking for a program that would fix my problem.



### 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 May 16th.

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](mailto:dustoff_2@msn.com) / Neil Stahfest, e-mail: [ncstahfest@msn.com](mailto:ncstahfest@msn.com).

The next meeting of the Flight Simulator S.I.G. is scheduled for Tuesday, May 24, at 7:00 PM at the Pierce County Lakewood Branch Library.

This month we are going to continue exploration of Flight Simulator Economy. Last month we saw how to join this "community" and how it functions. This month we'll examine some more features of this complex program and go beyond its basic operation in an "easy" mode.

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](mailto:Fox7777@CarlsonCo.net)

The May 17, 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, Kubuntu 11.04 beta, AmaroK audio player, Audacity audio editor, BuddyMeeting.com, Gimp photo editor, Google video chat, Kaffeine media player, Kstreamripper recording app, OpenShot video editor and Scribus desktop publishing.

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> where persons of similar interests can ask questions and/or discuss various subjects. Visit our booth Apr 30-May 1, 2011 at <http://LinuxFestNorthwest.org>. For details, see <http://Linux-Now.us>.

**Multi-Media SIG:** John Wickliffe, 253-581-1393 [john.wickliffe@gmail.com](mailto:john.wickliffe@gmail.com)

Meets on the fourth Tuesday of the month. The next meeting will be May 24th, 6-8 PM at the Steilacoom Library, 2950 Steilacoom Blvd.

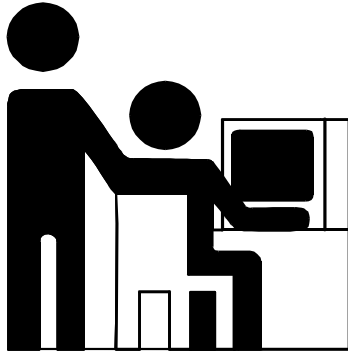
We will be covering subjects like digital photography, video photography, scanning tools, editing and creating drawings on computer programs like Picasa, Gimp, Swish (a flash media editor), and other graphics tools. Also we will be looking at tools for creating music and audio effects.

**WIN XP/New Users:** Paul Duhay, SIG Leader, 584-6358, email: [pduhay@sbcglobal.net](mailto: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 May 9th.

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.



## Learning on the Internet

Richard McElroy

I was talking to Dick at the last meeting and mentioned something I saw on the news about learning on the internet. I also saw this in the March Reader's Digest. I thought you could put the links in the newsletter. I did not know there were so many FREE and good learning programs out here. So for what it is worth here they are.

<http://www.apple.com/education/itunes-u/>

<http://academicearth.org/>

<http://www.youtube.com/education>

<http://einztein.com/>

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

Thanks

Mac



## 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: [maggiests@harbornet.com](mailto:maggiests@harbornet.com) A

**Linux support:** Joel Carlson  
E-mail: [fox7777@CarlsonCo.net](mailto:fox7777@CarlsonCo.net)

John Wickliffe  
E-mail: [john.wickliffe@gmail.com](mailto:john.wickliffe@gmail.com)

**MS Word:** Maggie Smith 537-5494  
Cell Phone 324-7821  
E-mail: [maggiests@harbornet.com](mailto:maggiests@harbornet.com) A

**To make changes or add your name to this list,  
e-mail Maggie at [maggiests@harbornet.com](mailto:maggiests@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](mailto:ncstahfest@msn.com) or bring to the next General Meeting. Thank you.





<http://www.WorldStar.com>

### *What does the "End" Key do?*

The End key can actually do different things, depending on the program you're using it with. Its main use tho, is to help you get from the top of a page to the bottom quickly. For example, let's say you're browsing the Internet for some FAQs on a specific topic. You find a great Web site that will help you out, but your question is answered clear at the bottom of the page. Do you sit there and scroll all the way to the bottom? Well, you shouldn't! Instead, use the **End** key.

Hit it once and you'll be whisked away to the bottom of the Web page. This will also work in some documents. However, there it may have to be used in conjunction with the Ctrl key (**Ctrl+End**) Also, if you're working with some shorter text, the End key sometimes takes you the end of a line, which is also helpful and a much faster way of doing things.

The End key is located in the little section of keys to the left of the number pad on your keyboard. It's right under the Home key and right in between the Delete key and the Page Down key. It can be found on any PC keyboard and on some Macintosh extended keyboards. It really is a great use of a key, so go try it out!

### *My computer gets really slow when I'm browsing around large folders, but I hear that shutting down and restarting Windows Explorer can help this. Can you explain?*

You might already know how to find the Windows Task Manager: the phrase (**Ctrl+Alt+Delete**) is probably the first advice you hear if something crashes. However, to reach the Task Manager directly, try (**Ctrl+Shift+Esc**). But the task manager is also a great way to start programs, restart your computer, and find out if something is slowing your system down.

Sometimes, if you browse very large folders or view folders with corrupted thumbnail pictures, Explorer may get bogged down, and all of your file browsing can suffer a slowdown. What is Explorer? Explorer.exe is the main user interface for Windows – the desktop, folders, and windows that you use to browse – or explore – for files and applications. If Explorer slows down but doesn't

crash, Windows doesn't know to restart it – and that leaves it up to you.

To stop Explorer, you first open the Task Manager. Press (**Ctrl+Shift+Esc**) on your keyboard simultaneously. Sometimes this is the hardest part of the process – if your keyboard layout is unconventional, you may have to reach!

By default, the Task Manager stays on top of all other windows so that you don't lose it. There are a few tabs in the Task Manager, but you want to left-click on the tab called **Processes**.

The Processes tab may look confusing, but its purpose is simple: this is where your background programs run. Some of the program names are confusing, but we're only looking for one: **explorer.exe**.

Once you locate explorer.exe, left-click on it once to highlight it. Then, right-click to bring up the Process menu. Before you take the next step, make sure that you don't have any windows open. Left-click on **End Process**. This will stop Explorer.

You might notice your desktop icons disappear – don't worry! That's what Explorer does, so it's time to restart it.

The Task Manager has its own file menu. At the top left of the Task Manager, left-click **File**, and then left-click **New Task (Run...)**.

You will see a dialog box called **Create New Task**.

You can start all sorts of programs from here, just like in the Run menu in the taskbar. To restart explorer, just type **explorer** into the empty field, and then click **OK**.

Your desktop icons and your taskbar should reappear. Congratulations! You've just stopped and restarted a background program. You can use this to refresh your machine after heavy file browsing, or you can use these functions of the Task Manager to start and stop programs at will.

### **OpenOffice.org: Keeping Things in Proportion**

We've all done it...

Taken a perfectly good graphic and tried to enlarge it only to end up with something like this:

*(Continued on page 8)*

(Continued from page 7)



We then try to do a better job but it just never looks quite the way it should.

Do we give up on resizing?

Absolutely not!

We simply add a little key to the re-size to ensure that the picture stays in proportion as it grows.

Next time you are looking to re-size a graphic without distortion simply **hold down the Shift key** as you **drag the corner handle**. (This works in Microsoft Word and many other programs also.)



With the Shift key it is impossible to drag in only one direction which is what keeps it from looking like it's reflected in a fun house mirror.

If you're looking to ensure that this graphic is not accidentally distorted, try altering its properties to force it to keep

the original aspect ratio.

You would need to **right-click on the graphic** and choose **Position and Size / Picture** from the menu. (Depending on the type of graphic you will get different choices in the right-click menu.)

When the dialog box opens check the "**Keep ratio**" checkbox and click **OK**.

Now the graphic will always re-size in proportion without the Shift key.

---

*Can you tell me the significance of the folder "everywhere" found under "owner - search" in the folder ladder diagram. I show 5000 items that consist of*

*deleted e-mails, copies of still active files, and what appears to be programs. what is it for and can & should it be cleaned out?*

The Everywhere folder in the Windows Vista Operating System is really a virtual/systems file folder. The Everywhere folder allows you to search your entire system and history if you need to. Virtual folders can be very handy because they allow you to keep track of your Internet searches, but that is another topic.

First things first. Don't start deleting things willy-nilly out of your Everywhere folder. Very bad juju. Doing this will delete the actual files on your computer as well as the files in the Everywhere folder. You will probably look at the Everywhere folder and it will appear enormous. You may be thinking, "Oh no, this stupid folder is eating up all of my memory!" Don't worry. Remember this is the Everywhere folder and if you look at it you will see that it also includes things like your operating system and all of your programs. Now it also includes things like old e-mails and copies of searches but these aren't the bulky things in the folder. It's very simple to hide the Everywhere folder if you just can't bear to leave it alone. We will do that now. For the purposes of this set of instructions "click" means a regular left click with your mouse.

First, click the Start button and then click on your Owner's icon, in this case Christopher.

This will open all of Christopher's stuff. Notice that there are two files at the end with the names **ntuser.dat.LOG1 & 2**. Those are normally hidden files called log files. Notice also that the icons are not operational.

Next you will want to click on **Searches** on the left side under **Favorite Links**.

There in all its infamous glory is the **Everywhere** folder. Notice the **Everywhere** folder and the **Indexed Location** folders use light blue VS dark blue icons. This tells you that they are system or hidden folders.

OK. Now we are going to get rid of the Everywhere folder. See the green-blue bar at the top of the box? Click on **Organize**. A small box will pop up and you will want to scroll down and click on **Folder and Search Options**.

You will now see the **Folder Options** search box. Click on the **View** tab in the middle.

The **Show hidden files and folders** button will be checked. We are going to uncheck it. Simply click on the

(Continued from page 8)

button above it that says: **Do not show hidden files and folders.**

You must then click **Apply** at the bottom to apply your new changes. Lets go back and look at Christopher's Searches.

Notice the Everywhere folder and Index folders are "gone." Of course, they aren't really gone, you just can't see them.

A helpful way of thinking about Windows, and Vista in particular, is to understand that it is set up like a city. There are many roads you can take to get from point A to point B. Once you get familiar with the various roads and shortcuts, they can really make your life a lot easier. You can think of the Everywhere folder as a ring road that leads you to everywhere, should you ever need to do that. Just like moving to a new city, these new things will take time to get used to. In general you won't have any use for the Everywhere folder, so it is best to leave it alone and hide the folder as we have just done here.

---

### **MS Office: Add Your Locations to the My Places Bar**

Some people have one central location where they open Office files from on a regular basis... but others have several locations, and it's a bit of a pain to constantly navigate from one location to another.

The more files you open, the bigger that pain becomes until it's an all out headache.

You've got to be wondering if there isn't a better way to accomplish all this navigation.

After all, Microsoft managed to put a list of locations that they thought would be useful on the left sidebar... why shouldn't we be able to add ours since we're the one who actually uses it?

Well, why not?

Actually you can, and I'm happy to let you know that it's a very, very easy process... ahhh, if only everything were as easy as this...

Anyway, back to business.

To alter the list in the My Places bar, you'll want to **start either the Save as or Open dialog box** via one of the Office programs.

Once there, **navigate to the location you want to add** to the choices on the left.

**Select it.**

Now **right-click in the My Places Bar.**

The first entry in the menu that opens is **Add 'your selected location...'**

**Choose it.**

Voila!

The location you chose is now on the My Places Bar where you can navigate to it with a single click... no more into and out of folder... use the shortcut and your on the express train to your destination without delay.

---

### ***Is there any way to find out how long my computer has been on?***

If you leave your computer running 24/7 (24 hours a day, 7 days a week), you might be interested in determining the amount of uptime that has accumulated since your last reboot. Luckily, it's very easy to find that information in Windows XP, Vista and Windows 7. Let's take a look!

### **Tracking Uptime in Vista & Windows 7**

To find uptime in Vista or Windows 7, right click on your taskbar and select **Task Manager**. Or, use the keyboard shortcut, (**Ctrl+Shift+Esc**).

Now, with the Task Manager open, click on the **Performance** tab and you'll see the amount of uptime listed under the **System** section.

### **Tracking Uptime in XP (Professional edition only)**

To find the uptime in XP, go to **Start>Run**, type in **cmd** and then click **OK**.

That will bring up a command prompt. Type in **systeminfo** and then hit **Enter**. It will take a few minutes for the analysis to complete and get your results, but when it's finished, you'll see your uptime listed in days, hours, minutes and seconds. Find your uptime today!

---

***Like many others, I use Google for searches, but it's often difficult to find a result among the thousands of returns. Are there any ways to add more focus to a Google search?***

(Continued on page 10)

(Continued from page 9)

## Five Advanced Google Operators

We all use Google (well the majority of us do) more or less every time we sit down at our computer or browse the net on our phones. For many it's an involuntary action, using Google as a step to finding sites they visit every day, after all, it's much easier and quicker to type 'Facebook' into Google and click the top result than to manually type the full www address into the address bar.

But what about those times when you want to use Google to actually find something new? Sure, typing keywords into the search box is the obvious place to start, but if you want to be more specific and drill down into the results, there is also the option to append your search queries and keywords with operators that will filter the results more to what you want to see.

Here are 5 operators you may find useful when researching information on Google and don't worry they're not as technical or complicated as they sound!

### 1 The site: command

**www.worldstart.com/**

This command allows you to specify one particular site that you would like to search. So for the query above, we have specified the [www.worldstart.com](http://www.worldstart.com) site and by appending the search string with 'tips' we will get results that are just from this site and only mention tips.

### 2 The inurl:command

This is a great command if you want to search a particular type of site, for example if you wanted to search for computing resources on educational domains you could use a query such as:

**Computer recourses inurl:.edu**

### 3 The define:command

This operator does just what it says, which is to define terms. If there is a word or service you're not sure about, let Google offer you some suggested definitions from the web pages in its index.

**Define: super bowl**

### 4 The intext: command

The intext: operator is for those times when you want to find a specific phrase in the text of a website. Useful for searching for author's names, or for very specific information about a particular subject. With this operator, Google will only return pages that have that exact phrase in the text of the site.

**Soup recipes intext:chicken**

The above query returns results soup recipes, but only those that have the word 'chicken' in them.

**5 The Convert operator** (Not strictly an operator, but pretty cool all the same!)

Finally, this last one is more of a useful tool you may not know about than a useful operator for information retrieval. The 'convert' function will convert currency and give a result at the top of the search results. For example:

**Convert 100 gbp to usd**

Hopefully these tips have opened up an area of search you never knew existed and possibly stoked the fires of curiosity with regards to what else can be achieved. Have fun combining operators and one final tip, if there is a query you find useful, make sure you save it as chances are you will be able to make use of it again.

---

### *Can you write something on how to save files to a CD in Windows 7?*

Thanks for the question, Carolyn. While we've covered this topic on several occasions, I found no fully illustrated step-by-step directions in our archives, and no instructions at all specifically for Windows 7. However, while the look may be slightly different, these directions will also apply, for the most part, to Vista and XP. Insert the blank disc and **AutoPlay** should offer the option to **Burn files to disc**. If, for some reason, AutoPlay doesn't appear, just click on the **Start** button and select **Computer**. This will reveal all the drives in the computer. In that case, you can skip the next couple steps and just start moving files to the disc.

In the **Burn a Disc** dialog box, you can add a name and determine how to copy the disc. Since my main purpose in burning discs is to save files permanently, I made the selection, **With a CD/DVD player**. Once these files have been carefully and permanently preserved, the disc containing them will likely be tossed onto a stack of about a hundred other unmarked discs, to be forever lost.

(Continued on page 11)

(Continued from page 10)

There are people who claim that this is not an efficient filing system. I don't pay any attention to those people.

Click **Next** and Windows Explorer will open. The DVD (CD) drive is located under **Computer**. If it's not revealed, just click on the little triangle to the left of the **Computer** icon. There are several ways to move the files to the disc (Copy and Paste, Drag and Drop, etc.). For this demonstration, we'll use Drag and Drop. Just select the files you want on the disc, click on them and drag them to the drive.

If all the files you'd like to copy to the disc aren't contained in a single folder, you can move to other folders and continue to add files, as long as there's room on the disc. Generally, CDs can hold approximately 700 MB and DVDs hold roughly 4.7 GB. For a breakdown on the difference between MB (megabytes) and GB (gigabytes), click [here](#)<sup>[1]</sup>. To find out how much space is being used, click on the DVD Drive and the files will appear on the right. Click on a single file and hold the Ctrl key and tap the A key (**Ctrl+A**). This will select all the files. Right click and select **Properties** from the menu.

In the **Properties** dialog box, the amount of space consumed by all the files is revealed. Since there were only a few files selected to burn to this disc, a mere 5.58 MB of space was used.

Once all the items have been moved to the disc, from the **File** menu, click **Burn to disc**.

At this point, a Recording speed option is available. In the past, it was advised to burn discs at a slow speed (the lowest number). However, this was primarily used for burning audio discs, and is not as critical as it once was. The best bet is to choose a recording speed, and if glitches appear in the recording, try a slower speed.

Click **Next** and the files begin burning to the disc. The amount of time required depends on the recording speed and the amount of data. The few images burned to disc for this demonstration only took seconds, but if a DVD is filled to its maximum capacity, this may take some time.

Congratulations. You have successfully burned your files to the disc. At least that's what the message will tell you. However, I always eject a disc after recording, and reinsert it to verify that the files are actually where they're supposed to be.

If you choose to do the same, once the disc has been

reinserted, in the **AutoPlay** dialog box, click **Open folder to view files**.

Voila. The files are there. Now, if I want to delete these from my computer, I know they're safely tucked away on this disc. Of course, I'll neglect to label the disc, and it will probably not be discovered until years from now, by someone who will wonder why the WorldStart guy bothered to copy all the preloaded Widows sample picture files to a disc.

---

## **MS PowerPoint 2010: Turn Presentations Into .wmv Files**

Here's a tip that I recently found and put to immediate use... so I thought I'd share.

My sister had a birthday not too long ago, and a couple of friends and I decided to take her away for a few days on a getaway – no kids – no husband... only “the girls” were going on this one!

With all the arrangements made, we then needed a way to surprise her and let her know about her gift.

I realize that I could have simply written something, or just given her a card with a note in it, but I wanted something a bit more fun.

It was to PowerPoint that I turned. I had visions of a presentation with animations to help with the fun of the surprise.

As I began to work, I found the animations I was hoping for, but I also found so much more... I was able to create something that – if I do say so myself – was quite amazing.

With the music, animations, slide transitions, graphics, etc... it really came together better than I had hoped.

Of course, my next thought was the presentation of the whole thing. I didn't want to sit there and open PowerPoint with the program window showing then start the show... it just seemed unpolished to me.

It was during this phase, that I found the ability to turn the presentation into a video file... it was easy and really made the whole thing just that much more exciting as a presentation of her gift.

For my situation, and many others I can think of... such as moving the presentation to another computer where

(Continued on page 12)

(Continued from page 11)

there will undoubtedly be a font issue which leads to all kinds of formatting issues on each slide... not to mention PowerPoint version issues, since some of the features in the newest editions are not workable in the older ones.

All of that leads me to today's tip for saving your presentations as .wmv files.

It all starts when your presentation is 100% complete – exactly as you want to preserve it – perfect in every way. (Once it's in video form, you can't edit the video... so all future changes to the presentation will require you to make a new video to include them.)

Now we're off to the **File** tab of the Ribbon, **Save & Send** choice.

In the middle of the **Save & Send** window, you'll find a list of choices... in the bottom, you'll see a choice to **Create a Video**.

When you make this choice, the far right column of the window will change to show you the settings available for your video.

You can set the resolution for your video... the higher the quality, the bigger the file size.

Below that, you can choose to include your timings and narrations, or you can set a time for the video to display each slide in the field below.

When your choices are set, click the **Create Video** button.

You'll be asked to name your file and choose a location to which it should be saved.

It will take a while to create the video file, so be patient, but you can continue to work in PowerPoint as it works on your video.

And that's it... when it's done, you've got a .wmv file that will now play in your media player programs – no starting a slide show, no program windows for your audience to see... just a smoothly running video with all your extras included.

### **OpenOffice.org Calc: Avoiding the Delete Contents Dialog Box**

If you've used OpenOffice.org Calc at all, I know that you've found the Delete Contents dialog box.

How could you not?

Every time you select a cell or range of cells and try to clear their contents you automatically hit the Delete button and that annoying dialog box appears.

Okay, so maybe you like this feature, but I find it annoying. I can see where it has its uses, but I rarely want them. I simply want to clear the contents of my cells and I've got to contend with this extra step in the process. Not exactly my idea of efficient.

With that in mind you've got to wonder how to get around it...

Well, wonder no more!

Next time you're looking to clear the contents of a cell, start by selecting the cell.

Now hit the **Backspace key**.

Contents all gone!

As with any other trade-off on methods for completing a task, there is a difference in the result.

The Delete Contents dialog box allows you to choose what aspects of the cell to delete – including the formatting.

On the other hand you'll find that **the Backspace key removes the contents but leaves the cell formatting**.

Good? Bad?

It's really all about your own needs and perspective on the issue.

I for one am learning to use the Backspace key more often in OpenOffice.org Calc

### **Undo Tricks**

If you use computers a lot, you probably find yourself out in the real world wishing you had an Undo command (you know, like just before you're about to smash your new car). Well, the "universal" undo shortcut is: **Ctrl+Z**.

**Ctrl+Z** is normally used in word processing documents, but it also works just about anywhere in windows. Let's say you accidentally drag an icon to your desktop and really wish you had it to do over. Well, hit Ctrl+Z and the icon vacates your desktop and jumps back to wherever it

(Continued from page 12)  
was before.

Works with Windows Explorer too. Let's say you accidentally delete a file. Instead of going to the recycle bin to recover it, hit Ctrl+Z.

Note that this only works if you are sending the file to the recycle bin. If you hold down the Shift key while you delete thus bypassing the recycle bin, the file is gone for good. All the Ctrl+Z in the world won't help.

In most programs, Ctrl+Z will undo whatever it was that you just did. Bad thing is that many programs only give you one or two of these "undos." Then you're stuck—or are you?

One clever way to make sure you can always go back is to save your file frequently (a simple Ctrl+S will do it)—especially if you're about to make some big changes.

Then if you really mess up good, just close the file and **DON'T SAVE IT.**

When you open it back up, you'll be back to the way it was when you last saved. This is really handy if you're playing around with image manipulation and are "testing" different effects.

If you want to take this to the next level, you may want to save your file under a different name each time. After all, when it comes to computers, you just can't be too paranoid.

I know, this all may seem incredibly obvious, but I can't tell you the number of times I've seen people waste half an hour trying to get a document back to the way it was originally when they could have just used this tip.

---

*Every time my computer boots, it starts to download some file called "Trayapp". I have tried everything I know to find the program that "needs" this elusive file, but can't find any information linking it to anything in my system. I have to manually "end program" every time I turn on my computer.*

I know this problem must be frustrating for you, but you'll be glad to know that it can be fixed, and it's not hard to do. I bet you have an HP printer, don't you? Well, the problem is not with the printer itself, but a file the printer uses. Let's get started on getting rid of this annoying problem.

The Trayapp file is an application bundled with the HP Photosmart Digital Imaging software. When you scan or

print documents and photos, the printer software uses the Trayapp file for these processes. Is it a needed file? Well, obviously if you print documents, pictures, or do any scanning it is.

The file is included on the installation CD you used when you first installed your HP printer. The file may have not been installed correctly, or has become corrupted if you've been using the printer for any length of time.

On to the fix.

Insert the HP printer installation CD into your computer's CD drive. Click the **Start** button and then click **Shutdown** to turn off the computer. Turn the computer back on by pressing the power button. When your computer boots up, it should recognize the CD, and automatically find the Trayapp.msi file and download it.

If your computer does not find the Trayapp file automatically from the CD, click your **Start** button and then click **Computer**.

Find the CD that is inserted into your CD drive, which is listed in the **Drives with Removable Storage** section.

Double-click on the CD and double-click the **Trayapp** folder. Find the **Trayapp.msi** file in this folder and double-click it. Hit **OK** and the Trayapp file will extract on your computer. You will see a screen flash while it is extracting the files, and then close quickly. Take the CD out of the CD drive and reboot your computer again. You should not see the Trayapp error message. If you do, you need to navigate to the HP website and update the drivers for your printer. If you need help with this, [HP support can assist you.](#)

---

*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.



# May 2011

| Sun   | Mon  | Tue   | Wed                  | Thu   | Fri | Sat  |
|---|--|---|----------------------|---|-----|--|
| 1<br><b>NWAP Contact</b><br><i>clubinfo@nwapplkrs.org</i>                                 | 2  | 3   | 4                    | 5<br><b>NWAP</b><br>New Users PM<br>7:00 PM | 6   | 7  |
| 8<br><b>NWAP General Meeting</b><br>3:00 PM   | 9<br><b>Win XP / New Users</b><br>Paul Duhay<br>584-6358<br>5:30-7:30 PM | 10<br><b>Adobe Group</b><br>Kathryn Whitacre<br>752-2296  | 11                   | 12  | 13  | 14<br><b>TAPCUG General Meeting</b><br>9:30 AM     |
| 15  | 16<br><b>Computer Lab</b><br>5:30-7:30 PM<br>Lakewood Community Center   | 17<br><b>Linux</b><br>Joel Carlson<br>549-2692  | 18                   | 19  | 20  | 21<br><i>Data Line Deadline!!</i><br><u>Please</u> |
| 22  | 23   | 24<br><b>Flight Simulator</b><br>Curt Porée<br>474-7604<br><br><b>Multi-Media</b><br>John Wickliffe | 25<br><b>New SIG</b> | 26  | 27  | 28   |
| 29<br> | 30   | 31  |                      |   |     |  |

Open Lab, 10AM-12PM

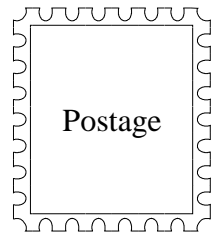
Do you have a special holiday OR event (any time of the year) you would like me to include on our calendar? Send me a message and I will find clip art for it, UNLESS you have a favorite clip. Maggie Smith, Editor



Data Line

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

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? \_\_\_\_\_