

award winning monthly newsletter for orcopug members

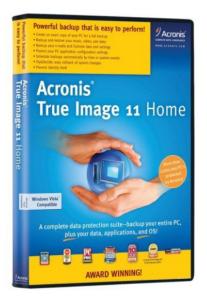
august program

acronis true image with network attached storage

presented by charlie moore

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using acronis true image...



by Charlie Moore

will be using "Acronis True Image version 11, True Image Home 2010 and True Image Home 2011" on my Compaq Presario laptop to backup to "Network Attached Storage" referred to as "NAS." The NAS configuration is a D-Link DNS-323 containing two 2 GB SATA hard drives in a raid configuration netting 2 GB.

The NAS is identical to the one demonstrated by Larry Klees. The True Image demo will be an extension of what we saw on the Gene Barlow webinar.

I will not be backing up the NAS drive (too big) but will be using the NAS as an image repository. I plan to use the raid configuration as backup.

I will be using True Image online under Windows as well as a standalone using the True Image Rescue boot disk.

I have seen some feedback that this doesn't work, but I have been using it for several months.

See you at the meeting, bring a friend!



D-link DNS-323 NAS

with network attached storage



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feedback

NEIL LONGMUIR WPCUSRGRP, CANADA

Finally end users can view raw files in Windows Explorer in Windows 7. Microsoft just released a codec pack ... here's the link– http://bit.ly/p5CXYA. Go to it and click on download Microsoft codec. I just downloaded and installed it ... works great.

Pim Borman Evansville, Indiana

Yahoo is updating its mail program to new and "exciting" heights. Before you agree to update or join Yahoo, read the following excerpt from the Terms Of Service you have to agree to.

"By using the Services, you consent to allow Yahoo!'s automated systems to scan and analyze all incoming and outgoing communications content sent and received from your account (such as Mail and Messenger content including instant messages and SMS messages) including those stored in your account to, without limitation, provide personally relevant product features and content, to match and serve targeted advertising and for spam and malware detection and abuse protection. Unless expressly stated otherwise, you will not be allowed to opt out of this feature.

If you consent to this ATOS and communicate with non-Yahoo! users using the Services, you are responsible for notifying those users about this feature."

Evelyn Watts Corel

Your "User group members are entitled to an additional 20% off any corel.com order over \$50. The coupon code is: CORELUGSAVE20."

PS – your group's newsletter is the most professional one I think I've ever seen. You must have some great experts on hand to put together something that slick. Interesting articles and great layout! Would you mind putting me on your mailing list?

JACKIE HILL PEACHPIT PRESS

We provide your group members with a 35% discount off the list price of any of our books. At checkout, before entering credit card information, they must enter the user group coupon code UE-23AA-PEUF (case-sensitive). This coupon code is an exclusive offer that may not be used in conjunction with any other coupon codes.

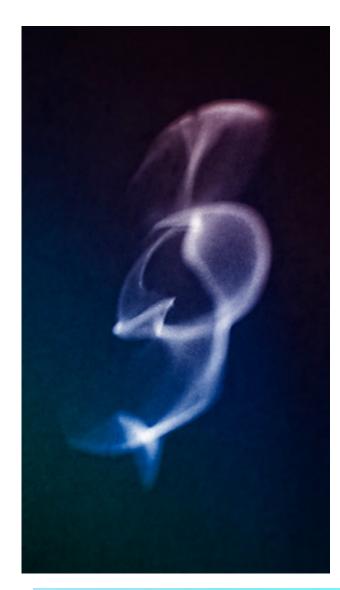
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O'Reilly also features free webcasts.

Mike Halsey, MVP, author of "Troubleshooting Windows 7 Inside Out," presents Troubleshooting Windows Update and Service Pack Problems, Thursday, October 6, 2011 at 10 am PT. Mike will talk you through how to repair common problems and diagnose and repair more complex issues that can bring your computer to a standstill. He presents Troubleshooting Networking Issues in Windows 7, Thursday, November 3, 2011 at 10 am PT. Mike will discuss how you can diagnose and repair networking problems on your PC.

For all of the upcoming free webcasts visit the webcast page http://oreil.ly/qUe6Ae.





hese are each a "Genuine Photographic Capture of Output from a Nuclear Powered Aero-Hydraulic Interface Optical Computer." ;-)

- It took fifty-four years to move from conception to proof of concept.
- It took about eight and a half minutes to transmit the power.
- It took 1/400th of a second to capture each image.

The colors in both images were added in Photoshop. The output screen's texture was enhanced in Dichotomies (left); while it was suppressed in Photon Phish (bottom). Otherwise the images are what my camera captured from the optical computer's output screen in 1/400th of a second.

Photos and text by Larry Klees, ORCOPUG



monthly close-out dates

ifferent companies handle their work load differently. Some companies are tied to the regular calendar, with a "work month" beginning on the first and concluding on the last workday of the month. Other companies adjust the monthly starting and ending dates to meet particular needs for accounting or other purposes.

You may have a need to figure out your particular close-out date for a month. By using a couple of functions from Excel's Analysis ToolPak, you can make quick work of this task.

The primary function to use is the WORKDAY function. This function allows you to determine a particular workday before or after a starting date. For instance, if you needed to know the workday three days before today, you could use the function in this manner:

=WORKDAY(TODAY(),-3)

The first argument for WORKDAY is TODAY, which provides today's date. The second argument indicates how many days before or after today you want. Remember that WORKDAY only returns actual workdays, Monday through Friday. (Well, it returns the dates for those workdays. It's not like the WEEKDAY function, which returns o through 7 for the day of the week.) In this particular instance, if today is a Tuesday, then three workdays before Tuesday is Thursday, and WORKDAY returns the date for that Thursday.

The next function you need to use is EOMONTH, which returns the date for the end of the month a given number of months before or after a particular date. To find the end of the current month, you would use the function in the following manner:

=EOMONTH(TODAY(),o)

The first argument for EOMONTH is TODAY, which provides today's date. The second argument indicates how many months before or after that date you want the end of month for. Since the argument is o, this usage of EOMONTH returns the last day of the current month.

If you combine the WORKDAY and EOMONTH, you can determine the third workday before the end of the current month, in this manner:

=WORKDAY(EOMONTH(TODAY(),o),-3)

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by Ira Wilsker

ast month I wrote about Google's Chrome 12 being released, and heating up the war between the browsers. In that column I mentioned how one prominent computer columnist was publically chastised for writing about the "recent" release of Firefox 5, while it was still officially in beta (pre-release version) at that time. One thing constant about the computer industry is the rapidity of change, and the browser wars are but one evidence of that fast evolution. In the brief period between my writing last week's column, and its publication, Firefox did officially release version 5.

I have made it no secret in this column that Firefox has been my primary browser of choice. I have other browsers on my main computer (IE 9, Safari, Opera, Chrome 12), but by my choice, I use Firefox for almost all of my internet browsing. I was somewhat chagrined when I saw that Firefox 5 was released, considering that Firefox 4 was released only about three months earlier. Being a loyal Firefox user, I downloaded and installed Firefox 5. While my first impression was "it looks the same," I quickly found that version 5 incorporated many improvements over version 4. As with previous versions of Firefox, the new version 5 will run on PC's with Windows XP, Vista, or XP, as well as on computers with MAC OS X or Linux. There is also a mobile version of Firefox that will run on Android phones (2.0 and above) and the Nokia N900, as well as IPhones.

websites

http://www.firefox.com

http://www.mozilla.com/en-US/firefox/features

https://addons. mozilla.org/en-US/ firefox/?browse=featured

https://addons.mozilla.org/ en-US/firefox/themes

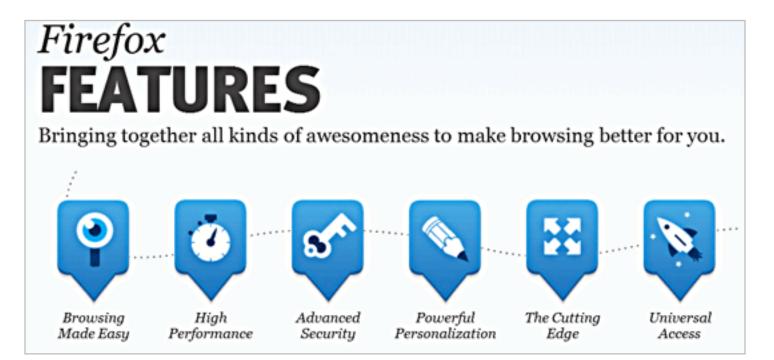
https://addons.mozilla.org/ en-US/firefox/collections

For those who may use Firefox on different platforms, Firefox offers the ability to seamlessly and securely synchronize (sync) bookmarks and other features between the different devices. As with almost all other browsers, Firefox 5 is free, and may be used by anyone without restriction or any fees.

One of the primary concerns of computer users is speed, and Firefox 5 is among the fastest loading, and at rendering (displaying) web pages. Without getting too technical, Firefox 5 has implemented some substantial performance improvements over version 4, as well as many of its competitors. With much of the web utilizing some form of Java and Java scripting, Firefox 5 has implemented a new JägerMonkey JavaScript engine, which is possibly the fastest Java engine in the industry, and this speed is reflected in the rapidity of loading and displaying web pages. Most computers of recent vintage offer some form of hardware acceleration to speed the display of images, video, and other web content, and Firefox 5 can explicitly take advantage of these latest graphics systems.

One of the frustrations that many internet users encounter is browser crashes, when the browser suddenly locks up, shuts down, or displays other undesired bizarre behavior. One of the most common causes of browser crashes is due to problems with common plug-ins, such as Adobe Flash, Apple QuickTime, or Microsoft Silverlight. With Firefox 5, if a plug-in crashes or freezes, it is only that open tab that crashes, the other tabs in the browser will be unaffected, and Firefox 5 will continue to operate smoothly. If the user reloads the crashed page, it will likely load quickly, and probably run.

Ease of use has been a competitive feature among browsers as they have evolved, and Firefox 5 obliges with the latest version of its "Awesome Bar," also commonly called the address bar or location bar; this is where the user types the URL (internet address) of the desired web page. In Firefox 5, the Awesome Bar is intelligent as it learns the users' preferences over time. By using the data in the browsing history, bookmarks, and other tabs, the Awesome Bar auto-



completes the address as it is being typed, displaying likely matches. If a displayed match is desired, it can be clicked to load the web page, without the need to continue typing the URL. The user has complete control over the contents of the Awesome Bar using the privacy and security settings. Unless explicitly selected, new pages are displayed in a tab, rather than a new window, which speeds the rendering process, and saves on system resources because multiple copies of the browser need not be loaded, unlike some older browsers which always open new windows. Another performance improvement is "App Tabs," where frequently accessed websites, such as web mail, can be kept open and instantly accessed by an "App Tab" (icon), without taking

up all of the space on the normal tab bar. An App Tab can be created by simply right clicking on a desired tab, and selecting the "Pin as App Tab" from the menu. Right clicking an App Tab will give the user the option to unpin the App Tab, and convert it to a normal tab.

Since web browsers have become a primary target of hackers, browser security may be a paramount concern for internet users. Many of the types of malware, rogue antivirus, and other forms of spyware are loaded onto the computer through the browser, so the browser needs to be hardened against attack, and Firefox 5 excels at this function. One innovative security feature is "Instant Web Site ID" which displays information on the website by clicking on the "fa-

Apps Tab in dropdown menu



vicon" (website icon) displayed to the left of the URL on the Awesome Bar. If the website has posted information about the site, it is posted here; a second click on "More Information" will display extensive additional information about the website, your previous visits to that website, and an option to display any passwords and cookies. This "Instant Web Site ID" can be useful to verify a suspicious website that may be "phishing," spoofing a legitimate website for the purpose of identity theft.

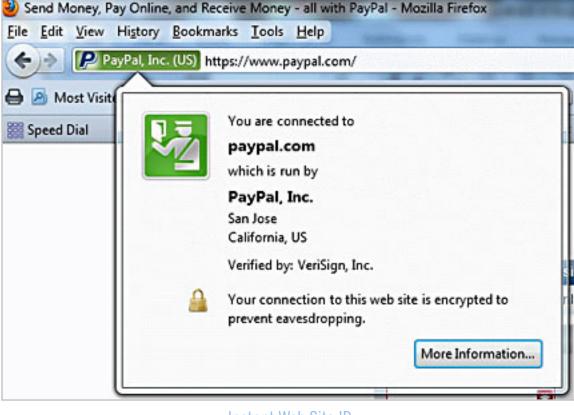
Many of us jealously guard our privacy, and Firefox 5 offers a "Private Browsing" feature. This feature, when selected before visiting sensitive websites by clicking on Tools-Start Private Browsing (or the shortcut CTRL-Shift P), instructs Firefox 5 to delete any records on the computer about the web sites that were visited, removing any cookies and browsing history from that session. This aspect of Firefox 5 is especially useful when browsing from a shared computer in a hotel business center, internet cafe, computer lab, or some other place where private information can be illicitly accessed and misused. This "Private Browsing" function is especially important if banking, finance, web mail, or any proprietary information is accessed form a shared computer. One of my favorite features is the "Do Not Track" function which tells websites to stop tracking your online behavior. Many websites track your online behavior and sell the data to advertisers, and this utility may prevent much of that tracking. "Do Not Track" is

Turn to next page

8

implemented by clicking on Tools - Options - Privacy and checking "Tell websites that I do not want to be tracked."

Phishing has become a major tool used by identity thieves, and Firefox 5 provides substantial protection from identity theft. Firefox is updated 48 times a day with a directory of known phishing forgery websites (coordinated with Google), and any subsequent attempts to connect



Instant Web Site ID

to one of those websites will display a stern warning that the site visited is a suspected forgery. Among the most commonly forged websites are online banking, online payment services such as

PayPal, retail sites like eBay or BestBuy, and government websites such as the IRS. If the user finds a suspicious website that he believes may be a phishing site, this suspicious website can be reported by clicking on Help—Report Web Forgery, and following the on-screen instructions. Similar to the phishing websites, Firefox has integral protection from purloined or hijacked websites that may transmit viruses, worms, trojans, spyware, and other forms of malware. Similarly to the phishing warning, Firefox 5 will warn the user about suspected websites harboring malware, and explain why Firefox believes the site is dangerous to access.

While many users prefer to use the software as it is installed, Firefox 5 has an extensive collection of plug-ins, add-ons, themes, and collections that can be installed. As I type this, Firefox is reporting that over 2.5 billion add-ons have been downloaded. Most add-ons provide enhanced functionality or security to the browser, while themes modify the appearance of the browser. Over 5000 functional add-ons are available to add content and security features to the browser, such as automated price comparisons, security and privacy enhancements, games, social networking utilities, real-time news and weather feeds, and dozens of other categories. Presently, there are 473 themes available, any of which can be quickly downloaded to customize the browser. The add-ons page says, "Collections are groups of related add-ons that anyone can create and share." Some of the most popular collections, where a variety of related add-ons can be installed, cover such topics as "Reference Desk (Make the librarian jealous with add-ons that help students, researchers or anyone with a tough question find and document all the answers)," and "Traveler's Pack (When the travel bug bites, these add-ons make it easy to plan, book and document your trip-without getting lost along the way)." Over 60 thousand other collections are freely available.

With the combination of speed, compatibility, safety, security, and the ability to synchronize between devices, Firefox 5 has well earned my choice as my primary browser.



compiled by Bob Goodman, Cajun Clickers

software program 'log me in'

S prague Pugh: Would any member like to offer comments on software programs which let you connect your laptop to your desk top. One program I found is called 'Log Me In'; I'm interested on pros/cons, and if you use the program.

Walter Scott: I found what I think is their site: https://secure. logmein.com/ This appears to be primarily a product for tech support folks to remote access a client's computer. You may be better off with 'Go To My PC'.

Russ Williams: Sprague, I use 'Log Me In' and 'Cross Loop' to remotely control clients computers. Both are very good programs. 'Cross Loop' has to be activated by the client before you can log in the system. 'Log Me In' runs all the time and you use your browser to login to the system.

Terry Stockdale, TerrysComputerTips.com: Are you trying to get remote access across your home network, or is this so you can access your desktop when you and your laptop are somewhere else. For in- house remote access, I use UltraVNC. Sounds like you could also use UltraVNC (free), which is what I use: www.terryscomputertips. com/?p=3109.

Mickey Christensen: Have you tried to use a wireless router and just share files?

Sprague Pugh: Thanks to all for suggestions. I do have a wireless router in my home. The main thing I am trying to do is access the pictures and music that are on the desktop. I wish to view the pictures and listen to the music from another room in my house. I also would like to access my desktop from my laptop when I am away from home.

Walter Scott: For in-house access, just set up a home network and share the folders that you want to access. Away from home use 'Go to My PC' or 'Dropbox.'.

music from pc to cd as a mp3 file

Sprague Pugh: What is a good software to move music files to a CD from my PC as a MP3 file? I am trying to get about 100 + songs on the CD. I have CD players that will play normal and MP3 music files. My music file is Rhapsody and it will only copy about 20 songs as music files will not copy as an MP3 file. I have Nero. Thanks

Dale Soileau: Use Nero to burn your CD. Tell Nero you want to make a DATA CD, not an AUDIO CD. If you only get 20 files on a CD, you are trying to burn an audio CD. Nero is converting your MP₃ (data) files to WAV (audio) format. MP₃ files are considered Data files, not audio.

powerpoint viewer

Ruby Collins: I'm trying to help a fellow Clicker who uses Outlook Express view messages in Power-Point Viewer, which is installed. Whenever she clicks an attachment to open it, she gets the error message "This file does not have a program associated with it for performing this action. Create an association in the folder Options Control Panel." I tried Documents and Settings\Hazel\ home\Local Folders and could not find any way to make an association. (Win XP SP2).

Russ Williams: Ruby, tell her to try this: *Start>Control Panel>Folder Options>File Type*. Scroll down to PPT. Left click and see what program is associated with it. If none, then click on "Change" button and select the PP viewer.

Also she needs to install SP3 on her system. SP2 is no longer supported for updates.

Terry Stockdale, www.TerrysComputerTips.com: Also, XP Service Pack 2 also has many security issues that are fixed in Service Pack 3.

what to backup to external hd

Sprague Pugh: Would members please comment on what parts

of their PC "C" drive they back up to an external hard drive?

Walter Scott: I use Acronis to make an image of my C: drive including operating system, program, and settings. I use Karen's Replicator to backup My Documents (all of my data). Both of these backups are done to an external USB drive.

William DePierri: I pretty well do what you do. Acronis for an image of C drive. Karen's Replicator for my data. I try to backup C: drive once a month and run Karen every few days.

Mickey Christensen: The parts that contain my business accounting and my own accounting, I back up very often. Other business files, I back up weekly. The whole C drive gets backed up weekly on another drive from the other backups.

java test

William DePierri: Apparently, JAVA, if not properly updated, has become a major route used by

computer hackers to take control of machines. For this reason, it is necessary to keep your JAVA updated. The following link will show you how to check whether or not you have the latest JAVA version: http://tinyurl. com/239c784

Ralph Campbell: Bill; mine gets updated automatically (semi, really) often, and just was two days ago. But I STILL don't understand what the program does. I know that I am being stupid for allowing the thing to run without understanding it, but so be it!

Ron Spruell: Ralph, I'm with you. I Googled "java vs javascript," and I learned that java = applets, javascript = database. I know that if I uncheck Javascript with the Prefbar in Firefox, some sites do not run properly. Go to youtube.com. Javascript runs the selection of what videos you want to watch. If you turn off Javascript, you can't bring up the next video. The videos run in Flash. If I go to market-*Turn to next page*



watch.com, and turn off javascript, the ads are not delivered. It appears that most ads are delivered with Javascript. I don't know what applets are used for.

usb to hmdi converter

Ron Radau: Any quick advise on USB to HDMI converters or where I could look (websites) to learn about them? Read some comments that the USB 2.0 to HDMI converters can have issues and now wondering if I should just acquire a laptop that has an HMDI port instead of thinking that a converter will do.

Walter Scott: I did a quickie search and found this one on Amazon: http://tinyurl.com/279chlf.

USB to HDMI converter

It has good reviews and won't set you back much. Rather than buy a whole new laptop I'd gamble on this guy first. If you lose you are only out \$20.

windows 8

Ralph Campbell: So the Pit Stop Blog says the Windoze 8 release is two years away... and that 128-bit OSs are coming (why for?)

So, if my XP still serves me well, I might just be able to pass W7 like I did Vista. But this old gal is getting long in the tooth! I had considered replacing her with a new W7 machine, but now I don't know.

Terry Stockdale, www.terryscomputertips.com: Based on past patterns, I think Windows 8 will be branching into new functions, rather than consolidating and making sure Windows is done right. That means it's something I'm not going to touch for a while after it comes out.

Your choice, but if you're still running XP, I'd suggest that you go ahead with the Windows 7 machine.

The only reason I still have a computer running Windows XP is that I get questions about XP from subscribers. I've been happily working with Windows 7 so long that I need to have something to look at.

Remember that I'm running Windows 7 on my old laptop, too that's a 1.7GHz Pentium M with 2GB memory, and is about 6.5 years old. That's no longer my primary machine, or even my primary laptop, but it's still around as a spare. Ralph Campbell:

Do all your old programs still work on W7? I'd hate to lose all my flight sims, Worperfect 11, and Outlook Express (oh, I know IT's gone! Durn!)

Walter Scott: I've been told that there is a good compatibility mode, but I'm as skeptical as you are. Walter M. Scott, III Senior Control Systems Engineer, Retired via my Blackberry

Terry Stockdale, www.terryscomputertips.com: Only program I had problems with was Paperport - and that's the scanner program I mentioned. I have not had to use any compatibility mode. Further, if you get Windows 7 Professional, you can download a virtual machine with Windows XP Professional – including the license for that copy of XP in the virtual machine – to run if you have a program that won't run any other way. I haven't ever downloaded it — haven't had to.

If you flight sim doesn't work, you can always get a cheap KVM switch like we have in the lab - hook up two computers to one monitor, keyboard and mouse. That way, if the old flight sim won't run on a new OS, you can turn on the old computer and play on it.

Penny Cano: I'm running Windows XP mode (the downloaded virtual machine from MS with a licensed copy of XP included) on one of my computers. It works great - even better than the VMWare in Lecture 1. They have "integrated features" that allow flash drives, external HDDs, etc show up in the drive list in explorer on the virtual machine. I am running older programs (including the Clickers member database and MS Office 2000) in it. Use of XP mode is not available to Win7 Home Premium. You have to have Win7 Professional, Ultimate, or Enterprise.

I am also running MS Virtual PC SP1 (not XP mode) with an old licensed copy of XP from a computer I no longer use installed. It seems to be a lot better than the original Virtual PC. It does not have the "integrated features," but drag-and-drop and copy-and-paste work great between the host and the virtual machine.

broadband 2go

by John Roy, TPCUG-CT president

have been itching to purchase an AirCard® for my laptop computer. We take several trips during the year with our Roadtrek motor home and, while Wi-Fi hotspots are more abundant these days, Instant Internet access is really appealing. Unfortunately for this instant gratification you have to pay a big price. Being frugal, I wasn't prepared to commit to a two-year contract at \$60 per month for the privilege.

For those of you not familiar with an AirCard, it is a high-speed wireless broadband card that gives users mobile Internet access on their laptops, using a cellular data service. AirCards can be purchased from wireless providers in various styles such as USB, PCMCIA, ExpressCards and as a portable router. It's interesting to note that AirCard is a registered trademark but used generically to describe these devices such as we use Xerox and Kleenex.

Last year my daughter needed daily email and texting capability that her present cell phone did not provide. She already had an iPod Touch but Wi-Fi hotspots were limited. I researched various options to find a minimal cost solution and focused on Virgin Mobile's Broadband2Go MiFi 2200 credit card router. The driving factor was Virgin Mobile had the cheapest data plans without any contract obligations.

The MiFi 2200 router is unbelievably small just like a credit card and can serve five computers at the same time. There is an initial cost *Turn to next page* of \$150 for the device but then you can buy air time to fit your needs. This device is extremely portable and will run four or more hours without a recharge.

After monitoring my daughter's success with the MiFi 2200, and knowing we were taking an extended trip with our motor home, I decided the time and price was right for my purchase. Virgin Mobile sells two broadband products with the same data plan options. In addition to the \$150 MiFi 2200 they sell a \$80 USB MC760 device. The MC760 plugs into any USB port but unlike the MiFi router it is dedicated to the one computer.

After reviewing the pros and cons for my situation, I chose the MC760. I didn't have a need for sharing my hotspot with five computers, the USB device didn't require a battery, and I saved myself \$70. Of course the best part is I was not locked into a contract and could buy time as needed.

Is buying an AirCard from Virgin Mobile a "no brainer" for everyone? The answer is no but it should be on everyone's evaluation list. Here are some key considerations beyond the



primary driver of saving money. Their cellular service is the Sprint 3G network with good coverage in populated areas or primary highway corridors but poor coverage in other less populated areas. You should check their coverage map to be sure you will have a good signal for your specific needs.

There is some good news and a little concern on their data plans. Last year they offered a \$10 (10 day 100MB) and a \$40 (30 day unlimited) plan. This February they increased the \$40 plan to \$50 and put some speed restrictions beyond 5GB but the deal is better than competing providers. While the price hike was concerning, there is an unpublicized secret you should know. If you purchase either device from Wal-Mart you are offered an optional \$20 (30 day 1GB) plan.

How the plans work is when you start using a plan

it will end when either the time period or data limit is met. On the \$50, 30day unlimited data plan when you reach 5GB of data use your speed will be limited to 256kbps for the remainder of the time period. One final note is both devices have several neat software options beyond the basic application.

The MC760 has a micro SDHC memory card slot and the capability of adding an optional antenna to increase range. Documentation is less than meager and only

MiFi 2200

includes startup instructions but once initiated the setup is interactive. Most importantly you can find a detailed manual on line. If you are in the market for an AirCard or curious for more details, visit their website, http:// www.virginmobileusa.com/mobilebroadband/

> After my daughter's success with the MiFi 2200, I decided the time and price was right for my purchase.



understanding hyphens and dashes

ord supports the use of both hyphens and dashes. Actually, it supports three types of hyphens and two types of dashes. It is important to understand how Word handles each of these, as they can affect the appearance of your document.

REGULAR HYPHENS. These are created by simply typing the hyphen key. This is the key that is to the right of the zero key on the keyboard. It is sometimes mistakenly called a dash key. Regular hyphens are used to create compound words, such as "mix-up," or to indicate a minus sign in an equation. If a compound word appears near the end of a line, the second word will be displayed on the next line, if necessary, with the first word and hyphen remaining on the previous line.

OPTIONAL HYPHENS. These are created by pressing Ctrl+- (Ctrl and the hyphen key). Optional hyphens are typically used in the middle of a word, between syllables, to indicate where a word should be broken between lines, if Word deems it necessary. Optional hyphens are the type inserted automatically when you use the Hyphenation tool in Word. The optional hyphen does not appear on any printout unless it is actually used at the end of a line.

NON-BREAKING HYPHENS. These are created by pressing Ctrl+Shift+- (Ctrl+Shift and the hyphen key). Non-breaking hyphens are used in compound words to indicate that both words and the hyphen should be treated as a single word when Word is forming lines. In this case, the compound word will never be broken over two lines. It is also helpful to use non-breaking hyphens in phone numbers.

EN DASH. An en dash is a typographic dash that is as wide as a lowercase "n" character. These dashes

are typically used to denote ranges of numbers, as in 3–7. You create an en dash by pressing Ctrl and the minus sign on the numeric keypad. You can also create it by holding down the Alt key as you type 0150 on the numeric keypad. If necessary, Word will break a line right after the en dash, not before it. In other words, the en dash always stays with the characters immediately preceding it.

EM DASH. An em dash is a typographic dash that is supposed to be as wide as a lowercase "m" character. In Word, however, the em dash is twice as wide as the en dash. (The width of the em-dash can vary from font to font.) Em dashes are used in creating breaks in sentences, between two separate thoughts. Word will substitute an em dash automatically as you are typing if you type a word, two hyphens in a row, and another word. You can also explicitly enter an em dash if you press Ctrl+Alt and the minus sign on the numeric keypad, or you can enter one by holding down the Alt key as you type 0151 on the numeric keypad. If necessary, Word will break a line right after the em dash, not before it. The em dash always stays with the word immediately before it.

The foregoing items describe the behavior and purpose of each of the hyphens and dashes used in Word. If you are using a dash or hyphen and it does not behave as indicated here, then you may be using the wrong type. For instance, if a word will not break as you expect between two lines, you may be using a non-breaking hyphen instead of one of the other types.

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by Corinne Goeke, CCGV

ave you ever had a large file you wanted to send someone? For example, you are a proud new grandparent and want to share the digital video of the baby with all your family and friends. You could try attaching the file to an email and send it that way. But most email programs have a limit on how many megabytes of files you can send in a single email message (typically ten megabytes).



This is where the website, youSENDit comes in handy. You can upload the large file to their website, and they will send an email to the lucky recipient(s) with a download link. The recipient downloads the file, and you receive accolades of how the new grandchild looks just

Easily send and receive content with the comfort of email without the hassle of inbox limits.

like you. Here's how to navigate the program the first time.

Open your favorite web browser and go to http://www.yousendit.com. Go to "Compare Plans" and select the "Lite" account. This type of account is free. It limits you to uploading one file at a time, and the file size is limited to 50 megabytes. Hey, it's a free account, you have to accept some limitations. Sign on up.

You will have to confirm your new account via a confirmation email sent to the email address you used. Click on the link in the email, and your new account will be verified.

Once your free account has been created, locate that large file you want to send someone. If you have multiple files to send, zip them into a single big zip file. Go to the "Overview" tab in the youSENDit browser window. Click on the green "Send It Now" button.

Type in the email address of the person to whom you wish to send the large file. Fill in the subject and include a message telling the recipient what you are sending them.

Now click on the "Select File" button, and pick the file you want to upload. It's your choice. I just click on "No thanks." You can also click on "Don't show this message again."

At this point you have three choices. You can 1) Set an expiration date for the file (one week is the default); 2) Set the file to be downloaded a certain number of times, or 3) Never have the file expire and always be available to download. Pick your option and click on the green "Send it" button at the bottom.

Again, you get another pop-up window—hey, they need to make a living! You are being asked if you

> Upload large files to youSENDit and your recipient gets an email notification for downloading it.

want your files tracked (free 14-day trial). Just click on "No Thanks" and "Don't Show This Message Again."

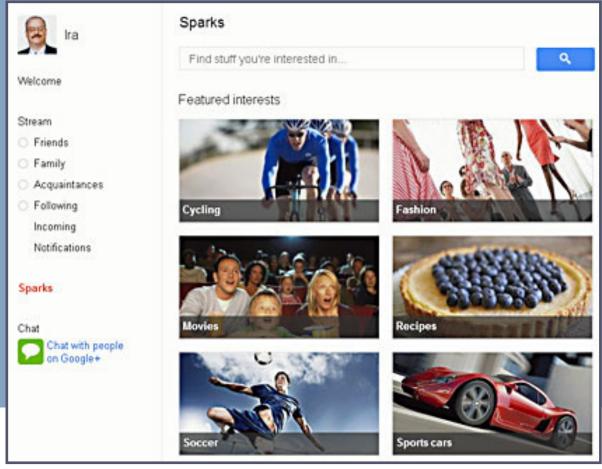
Now, your file will be uploaded. When uploading is finished, the recipient will get an email telling him or her there is a file waiting. The recipient can click on the link in the email and download the file.

Finally, you get a "File Sent Successfully" message. You can also share the download link on Facebook or on Twitter by clicking on the appropriate button. Then all the world could see that beautiful grandchild!

A few caveats—never click on an unknown link in an email. You may want to warn your recipients that you are sending them a large file via youSENDit. Also, sharing copyrighted music and movies is illegal. But I am sure you all knew that!



new google+



takes on facebook

by Ira Wilsker

ver the past few weeks, Google has been quietly rolling out what may become a killer app that is clearly intended to compete with Facebook and other social networking services. This new Google service goes under the moniker "Google+", and is still in "beta" (pre-release version).

Currently (as I type this) Google+

is not yet ready for unlimited membership (as it is still in beta), and only allows registration (free) via a system of "invites", which can be extended only by current Google+ members. Just because someone is lucky enough to currently have Google+ access, and can send invites to others, the potential new members may not automatically be able to join, as Google+ only periodically "opens the gate" (Google's term). I was fortunate to receive an invite a few days ago when the gate was opened for a limited time, which allowed me to join Google+. Once a member of Google+, I immediately sent invites to all of my extended family, some of whom were allowed to sign up (the gate was still open), and most were told to wait (gate

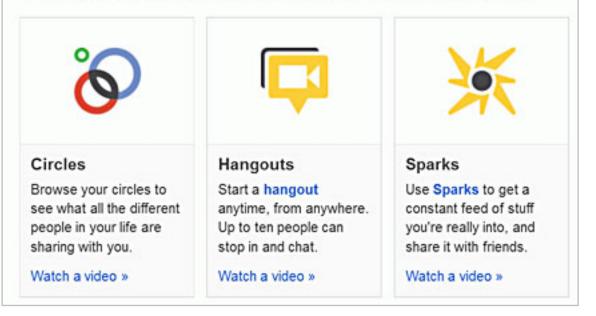
closed). According to some Google blog postings, it is alleged that "millions" signed up for Google+ during some of the limited openings of the membership gate.

Google+ is organized somewhat differently from the way that Facebook, Twitter, and other social networking sites are organized, and utilizes a

series of user defined "circles". Circles are defined by Google+ as, " ... groups of people you share content with. The names of your circles and who you add to them are visible only to you, though you can set whether the list of people in all of your circles is visible in your public profile." The default circles are Friends, Family, Acquaintances, and Following, but the user is free to create his own customized circles: some of the circles that I have seen include Co-Workers, Students (set up by a teacher for her class), Computer Club (set up to exchange information among club members), political circles, hobby circles, sports circles, businesses, and any other topic that one can imagine. When a user posts on Google+, he chooses which circle or circles he wants his message to appear in. Likewise, the user can decide which circles he wants to view at any given time. It is

Welcome!

The Google+ project makes sharing on the web feel like sharing in real life.



easy to add other users to your circle by either clicking on their names and selecting circles off of a menu, or the user can simply drag and drop a user into a circle. Whenever a member of the circle posts a message to that circle, the post appears on the main Google+ page under the heading "Stream".

"Sparks" enables user to collect information on topics of interest. To add a "Spark", the user can enter a search term in the box on the top of the Spark page, and select the term from the pull-down menu, and click the blue "Add Interest" button. The topics selected will appear on the left margin of the Google+ page, and clicking on the topic will display the latest information on that subject, as found on the Google search engine. Sparks may evolve into a quasicommercial feature, in that it may in the future have the ability for users to "like" a product, service, blog,

or other item, and have that item included on the Sparks list for future reference.

On the right side of the Google+ page is a green button "Start a Hangout". Clicking on that button will enable up to 10 users to participate in a video chat, using the computer's webcam. Each "Hangout" session creates a unique URL (web address), and anyone with web access can participate in the group video chat, even if he is not a Google+ member.

At the top of the Google+ page are a series of icons for Home, Photos, Profiles, and Circles, as well as a "Find people" search box. The Home icon opens the main personal Google+ page with the streams, and other features. The Photos icon opens a page which by default displays photos uploaded by members of your circles. Once opened, the *Turn to next page*



Hangout with up to 10 people at the same time!

photo page can selectively display photos uploaded from the user's phone, photos of the user, and a personal photo album. A prominent icon "Upload New Photos" allows the user to create new albums, drag and drop existing photos into selected albums, or upload photos from the user's computer to the selected photo album. The Profiles icon displays the user's profile, while the Circles icon allows the user to manage and create his circles, as well as view who has added you to their circles.

Since Google is very heavily in the portable and mobile device market, it is appropriate that Google+ would be available for the mobile market (google.com/ mobile/+/). Google+ has a free app currently available for Android powered devices, with an iPhone app "coming soon" according to Google. For those with other smart phones and other mobile devices, Google+ has a mobile compatible version accessible by entering google.com/+ in the mobile browser. The Android (and soon the iPhone) app has some additional features not currently available on the full web version of Google+. One such feature is "Huddle" which, " ... lets you turn multiple conversations into one simple group chat." The Android app also allows the user to quickly upload photos to Google+, and then edit and share them as desired. The other major features, such as Stream and Circles are available on the mobile versions.

According to a recent article in the online version of PC Magazine (PCMag.com), there are several features available in Google+ that are not (yet) available in Facebook, which may give Google+ an edge in this highly competitive field. Since Google+ has circles under the control of the user, the user can choose to share posts, photos, links, or other content with

Turn to next page

Create circles of friends, family, acquaintances...or anyone.



only selected people, a feature not currently available on Facebook. The Google+ feature Hangout, with nothing comparable on Facebook, allows the users to have a live video chat with other selected users, regardless if they are registered on Google+. Parallel to this, considering that Google owns YouTube, Hangout can be used to play a YouTube video over the Hangout connection, such that it can be viewed simultaneously by the Hangout participants, with a mechanism for the viewers to comment while the video is playing. Since the mobile apps support the ability to instantly upload images to the Google+ "cloud", Google+, unlike Facebook, gives the user the opportunity to edit images prior to posting, and to decide who (if anyone) can view each image. Obviously since Google+ is in its infancy (still in beta), and Facebook is highly evolved, Facebook has features that are not (yet) available in Google+.

One concern expressed by privacy advocates is the Google+ privacy statement, which gives Google non-exclusive rights to any posts, images, photos, or other uploaded content. Be sure to read the privacy statement before registering for the service, and if you are not satisfied with it, do not complete the registration process.

While Google+ is in its infancy, some helpful third party apps and features are already becoming popular. One that I quickly utilized is a web service that allows the user to create a unique vanity URL to display his Google+ pages. By connecting to gplus.to, the user can instantly create his vanity address in the form of "http://gplus.to/<vanity name>". Another very helpful third party app is a wiki (community created posting) titled "Google+: A Collaborative Document", which contains hints, tips, tricks, and instructions about how to use Google+ and its features. This document was created in "Google Docs" and has a mechanism where users can contribute tips, input, and edit the content. This "Collaborative Document", which is arguably the most comprehensive set of instructions currently available for Google+ is accessible at http://goo.gl/ qKh72.

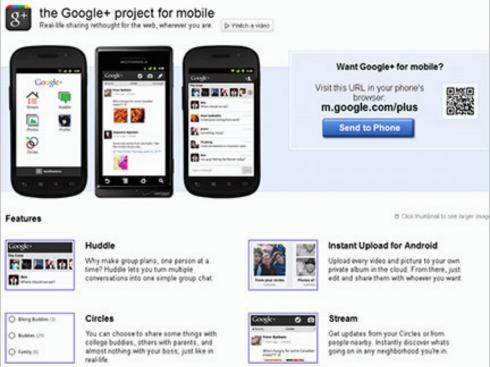
Understanding that it is still in beta, and that it only has a tiny fraction of users compared to Facebook, Google+ will be the future power to reckon with when it comes to social networking.

websites

http://plus.google.com http://goo.gl/qKh72 - Wiki of user created Google+ Tips and Tricks http://www.google.com/mobile/+/ Google+ Mobile http://gplus.to - Create free vanity Google+ address google.com/+ - Mobile Web Access http://www.pcmag.com/slideshow/ story/266334/6-things-google-can-dothat-facebook-can-t/1

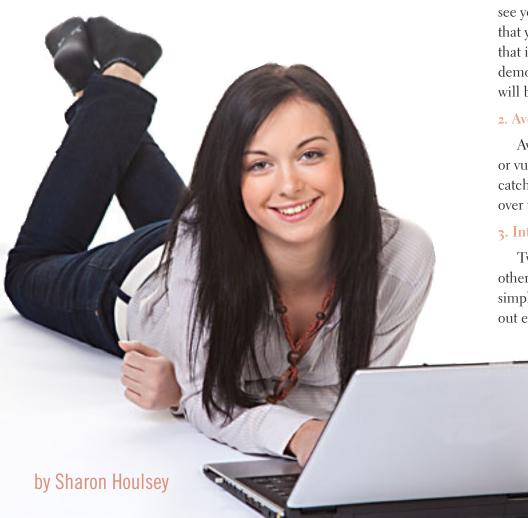
Watch for future announcements of Google+ becoming open for general memberships, or ask your friends who are already on Google+ for an invite to join. Once it becomes more available, Facebook will have a very worthy competitor, and with the clout (and finances) of Google, Facebook may have something to worry about.

Google+ has an app for your smartphone





Twitter is a popular social networking site, but newcomers are urged to learn a few guidelines before posting their tweets.



Philosophies regarding social media networks, such as Twitter, can vary greatly. But similar to email, an unspoken etiquette has emerged for these social websites as well. The etiquette for these social sites does not consist of hard and fast rules, but is simply a list of guidelines for posting. The following is a set of Twitter etiquette guidelines, but can also be applied to other social networks...

1. Avoid Offensive Terms

People of all ages use Twitter, and Twitter is public... which means that in most cases, virtually anyone can see your tweets. Etiquette dictates that you should always use language that is appropriate for all ages and demographics. You never know who will be viewing your postings.

2. Avoid Inappropriate Avatars

Avoid using avatars that are risque or vulgar. Use an avatar that is eye catching and relevant, without being over the top.

3. Interact Interact on Twitter.

Twitter is all about engaging with others. Do not make the mistake of simply shouting your message without ever replying to or engaging with

your audience.

4. Be Gracious

Thank those that re-tweet your messages, and reciprocate if someone suggests that their followers follow you too.

5. Don't Spam

Do not spam your Twitter followers with blatant advertisements and excessive repeated tweets.

6. Don't Offend Or Be Offended

If someone un-follows you, do not take it as a personal affront. There may be a number of valid reasons that someone stops following you. If, on the other hand, you have been abusing your twitter account, consider modifying your tweet schedule.

7. DM - Direct Message

Some things are meant to be public, while others are intended to be private. If you are sending comments meant to be private, be sure to use the Direct Message option.

8. Count To Ten

Don't tweet when you're angry or in an altered state. Tweets are hard to take back once they're posted, and even more so if they've been re-tweeted. While it is true that you can delete your own tweets, it is often difficult to put the genie back in the bottle after others have read your tweets and they've re-tweeted them.

9. Moderation

Do not twitter-bomb -- space your tweets out over an appropriate period of time instead of dumping a whole bunch in a single session.

10. Be Careful

Tweets are public. Be careful about the level of personal detail you disclose. For example, there have been documented home break-ins as a result of people tweeting about their travel plans and schedule details.

11. Do Not Tweet In All-Caps

Just as it is with email, tweets that are in ALL CAPI-TAL LETTERS are considered as "shouting". And in addition to being more difficult to read, posting in ALL CAPS is often viewed as rude. Use proper capitalization when tweeting, and use all-caps ONLY for emphasis as we've done here.

12. Detail

When interacting on Twitter, use comments that will help others follow the conversation, since they may not



CallLewis view full profile ---Dallas, TX

Host of GeekBeat.TV. Tech correspondent for CNN, FOX and Sirius 101's GeekTime. A Livid Lobster by day and night. I love quiet walks with my iPad. And bacon, http://www.geekbeat.tv

8,644	5 91
Tweets	Following

147.650 Followers

8.073

Listed

Recent Tweets



CallLewis Cali Lewis Bloopers! Funny behind-the-scenes moments with @NormFlores and @pelpina http://webbeat.tv/142 36 minutes ago



CallLewis Cali Lowis

Get your music throughout your house wirelessly and control it from your phone! http://geekbeat.tv/sonosplay5 4 hours ago

CallLewis Call Lewis When life gets terrible, remember...it's not that

bad. Someone out there has it worse than you. 5 hours ago

Sample of a current Twitter timeline

have seen the initial tweet. For example, instead of responding to a request for more information with "You can find it here: http://www.domain.com", you might instead say "You can find software to convert images at http://www.domain. com". This will make your reply comment more understandable to someone who didn't see the original Tweet.

13. Hash Tags

Hash tags should relate to the content in the tweet. In other words, if the tweet is about software, you should not include a hash tag for Justin Beiber.

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

july keyword explained **haystack**



How big is your haystack, and how well hidden is your needle?

H aystack is an interactive brute force search space calculator that allows you to experiment with password length and composition to develop an accurate and quantified sense for the safety of using passwords that can only be found through exhaustive search.

Haystack, https://www.grc.com/haystack.htm, lets you test your passwords to see how long it would take to crack them.

Interestingly, the length of the password is the most important key to making a secure password.

Which of the following two passwords is stronger, more secure, and more difficult to crack?

D0g.....

PrXyc.N(n4k77#L!eVdAfp9

You probably know this is a trick question, but the answer is: Despite the fact that the first password is HUGELY easier to use and more memorable, it is also the stronger of the two! In fact, since it is one character longer and contains uppercase, lowercase, a number and special characters, that first password would take an attacker approximately 95 times longer to find by searching than the second impossibleto-remember-or-type password!

microsoft baseline security analyzer

by Darry D Eggleston, DarryD.com

dows machines, Microsoft offers the free Microsoft Baseline Security Analyzer (MBSA) scan tool.

"MBSA includes a graphical and command line interface that can perform local or remote scans of Microsoft Windows systems.

"The Microsoft Baseline Security Analyzer provides a streamlined method to identify missing security updates and common security misconfigurations. MBSA 2.2 is a minor upgrade to correct minor issues and add optional catalog support.

"Supported Operating Systems: Windows 2000, Windows 7, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Vista, Windows XP."

The free, downloadable, 1 Mb files come in 32-bit and 64-bit versions at http://bit.ly/mJbFKa. So be sure to match your system.

To find your system's version:

- 1. Left click on Start button
- 2. Right click on "Computer"
- 3. The system configurations will be shown.

The Microsoft Baseline Security Analyzer provides a streamlined method to identify missing security updates and common security misconfigurations. MBSA 2.2 is a minor upgrade to correct minor issues and add optional catalog support.

hat happens when a backup fails? I found out the hard way recently.

For years, I've used removable drive bays and performed backups by cloning my current hard drive to a second one. After cloning, I'd put away the source drive (as a perfect backup) and operate with the copy. By rotating three drives, I always had two usable backups and could recover from a major disk failure in the time it took to swap drives and reboot. Since the drives were in removable trays, recovery time was about five minutes.

This method worked well with Windows 98 and XP PCs for about eight years. I only had to recover once, but it was quick and I didn't lose anything. The only inconvenience was the time to immediately do another backup. The biggest challenge was making sure to identify the source and destination drives correctly. With my older computers, one bay was always Drive 1 and the other was always Drive 2.

Things changed when I got a Windows 7 PC. My backup software wasn't compatible, so I had to replace it. The new software worked successfully twice with no problems. However, the next time, I ended up with two copies of my oldest backup. Instead of copying the current drive to the old drive, it copied old over current. Although I recovered all my regular data from other backups, I did lose three months of email messages.

So, what happened? When I built up the nerve to try again, I did a successful clone. Unfortunately, about three weeks later, I got another backwards clone. I had used the same procedure every time, so the problem was still a mystery. At this point, I acquired new backup software that displays Windows drive letters instead of just "Drive 1" and "Drive 2." I then discovered that the PC doesn't always boot from the "current" drive (C). That means. on some occasions, the previous software had identified my older backup as Drive 1 and my current drive as Drive 2.

On this computer, I can't count on a specific drive bay always being Drive 1. For example, it may identify (C)

1. For example, it may identify (C) as Drive 2 and (F) as Drive 1. Therefore, my "reverse" backups resulted from the computer booting from the backup drive instead of the current drive. When I told the software to clone Drive 1 to Drive 2, I was sometimes telling it to overwrite the current drive.

I still don't know if it's hardware or software that causes this behavior and never realized a PC could boot from a second drive this way. Losing the email was a painful lesson but, since the new software displays drive letters, I can now confidently know I'm cloning Drive C onto my older drive.

Should I do backups this way? Traditional backups involve making a combination of "full" and "incremental" backups. You can schedule them to run automatically while my method requires manual intervention.

painful backup

by Frank Bollinger

Time to run is also a consideration. On my Windows 7 PC with approximately 200 GB on a one terabyte drive, a full backup takes about one hour and incremental backups about five minutes. A full recovery also takes about one hour. Disk cloning takes about 15 minutes. Full and incremental backups occur in the background while you are using the PC. Cloning requires exclusive use of the machine.

In my opinion, most people will be better off doing traditional backups as long as they schedule them to run automatically. You don't need to remember to do them, don't need to install removable drive bays, and won't have the reverse clone problem I had. For people who are very disciplined and want the ability to swap drives and continue working, cloning may be worthwhile.

email addresses

Bollinger, Frank frbollinger@earthlink.net Boutwell, Lloyd Boutwell65@yahoo.com Gonse, Linda editor@orcopug.org Jackson, Walter wvjaxn@charter.net Kaump, LeRoy leroy_kaump@hotmail.com Klees, Larry lklees@dslextreme.com Leese, Stan stanleese@dslextreme.com Loehr, Lothar lothar@orcopug.org Lyons, Mike mike@orcopug.org Moore, Charlie charlie@orcopug.org Musser, Dave dmusser@worldnet.att.net Westberg, Carl carl@orcopug.org Wirtz, Ted twirtz@pacbell.net



JUNE 1– Terry Schiele (2 mos. exp.) AUGUST 1– Sid Liptz SEPTEMBER 1– Bob Schmahl OCTOBER 1– Ann Carnahan, Larry Klees NOVEMBER 1– Bill McGraw DECEMBER 1– Dan Gonse, Bob McDonald, Carl Westberg submitted by Charlie Moore

july raffle winners

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Value \$49 Winner Value \$39 Winner Value \$29 Expired Winner Value \$29 Expired Not Present

Expired Not Present Not Present Not Present

Winner Value \$29

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submitted by Charlie Moore

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at&t, t-mobile merger threatens net neutrality

A merger between AT&T and T-Mobile could "undermine" Net neutrality, Sen. Al Franken warns in a letter to the Federal Communications Commission and U.S. Department of Justice.

Franken, who is asking the government to block the proposed \$39 billion merger, says the deal would create an effective duopoly with AT&T and Verizon controlling a combined 82% of the wireless market. The result is that consumers would be left with fewer alternatives if their wireless carriers start discriminating against competitors, he says.

"As a result of the limited regulation of Net neutrality in the wireless market, consumers are extremely dependent on competitive market forces to provide an open network," Franken (D-Minn.) argues in a letter opposing the merger. "After a merger, AT&T and Verizon will have less incentive to cater to consumers, and we can expect that they will make more blatant attempts to monitor and discriminate against certain content, Web sites, or applications in order to further their own financial interests."

The senator argues that allowing the merger to go through will result in price hikes, job losses and diminished innovation. (Read the entire article at http://bit.ly/oWodTo)

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pc Magazine (digital, 12 issues/year)	\$14.95	\$24.95	\$35.95
pc World	\$16.95		—
Readers' Digest	\$16.95		_
Saturday Evening Post	\$11.95		_
Videomaker	\$11.95	\$21.95	—

secret keyword raffle!

B ill McGraw was not present to win July's keyword prize. August prizes are a *Facebook Me* book, and Sentry micro ear-buds. The keyword is hidden somewhere in this newsletter or on our www.orcopug.org website. If your name is called at the meeting, just say the keyword and take home the prizes!

thank you newsletter contributors!

Bob Goodman, Charlie Moore, Corinne Goeke, Darry D Eggleston, Evelyn Watts, Frank Bollinger, Herb Goodman, Ira Wilsker, Jackie Hill, John Roy, Judy Taylour, Larry Klees, Linda Gonse, Marsee Henon, Mike Lyons, Neil Longmuir, Pamela Tabak, Pim Borman, Sharon Housley, Sharon Parq Associates, Tim O'Reilly

September Deadline AUGUST 20

thank you vendors!

Thank you Acoustica Software, Aviar Inc, Hazmat Media, iolo Technologies LLC, Iomega an EMC Company, McGraw-Hill, OtterBox, Pearson Education, Smart Computing Magazine, Smith Micro Software, Stardock Systems Inc, Sunbelt Software, User Group Relations, and Wacom Technology Corporation for donating to our 2010 fundraising raffle!



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- Monthly meetings
- Affiliation with worldwide group •

ser groups represent the spirit of the U frontier, a community getting together to do things that no individual ought to have to do alone. The pioneers of the American west got together for barn raisings, cattle roundups, and the occasional party. The pioneers of new technology get together for installfests, new user training and support, and just plain fun. Being part of a user group is the best way to get more out of your computer, and lets you make friends while vou're at it.

> Tim O'Reilly, President **O'Reilly & Associates**

where are the meetings, when are they held?

next meeting: tuesday, august 9, 6:30 p.m. to 9 p.m. — north orange county ymca, fullerton

egular meetings are held the second Tuesday of the month at 6:30 p.m. at the North Orange/ County YMCA, 2000 Youth Way, Fullerton, CA 92835. Call 714-879-9622, for information. Meetings are free and the public is welcome!

Planning meetings are held the third Thursday of every month at 7 p.m. at Downey Savings & Loan, one block east of Harbor at Bastanchury in Fullerton. All members are welcome to attend planning meetings!

