



THE COMPUTER CONNECTION
SAUK COMPUTER USER GROUP

AUGUST 2009

VOLUME NINETEEN
NUMBER EIGHT

MINUTES: SCUG CLUB
MEETING
JULY 11, 2009

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The feasting began very near noon.

A short business meeting was then held, with the minutes of the June meeting approved as published in the Computer Connection newsletter. Myron read **his treasurer's report** which was also approved.

A short discussion was held about the Oct. 3 promotion at the Mall and it was announced that shirts with the new logo will be ordered at next month's meeting for a cost of approximately \$20.

The raffle for prizes followed adjournment and then Art held a question and answer period.

Respectfully submitted,
Angela V. Rester, club secretary

BOARD MEETING MINUTES

July 14, 2009

The meeting was held in **Don Haag's home** and the meeting came to order with Joe Fornero, Neal Shipley, Terry MacLennan, Tom Cartwright, Don Haag, Angela Rester, Joe Schmitt and Myron Kliment present.

There was a lengthy discussion on the club promotion at the Mall on Oct 3rd.

A motion to adjourn was made by Terry and seconded by Joe.

August program on Ubuntu will be given by Betty Beatty, September program will be on Win7 given by Unique Computer. The program in October will be given by John Miller.

Respectfully submitted,
Angela V. Rester, club secretary

Club Information

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Printing done by

Joe Fornero

UPCOMING EVENTS

We are working on having a booth at the mall on October 3rd to promote the club. We are putting a number of things together, but will need help, I hope some of you will volunteer. All volunteers will need to wear a white SCUG polo shirt. The shirts will be provided for free but need to be embroidered, that cost is \$10.50.

We will also be taking orders for new SCUG shirts at the August meeting. The colors and shirts can be viewed at: queensboro.com/polos

Joe Fornero— Assist. Editor

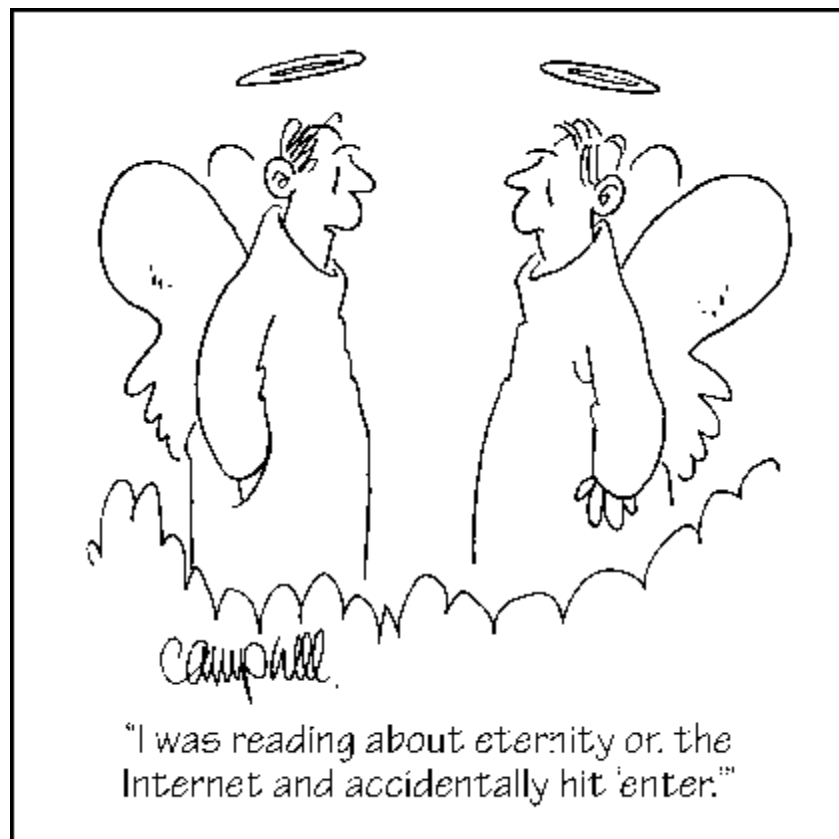
DON'T MISS THIS
OPPORTUNITY!

ARE YOU INTERESTED IN MAKING
\$\$\$\$ FAST? HERE'S AN INCREDIBLY
SIMPLE WAY TO DO IT AND THERE IS
NOTHING TO BUY, NO INVESTMENT
TO MAKE, NO MONEY TO LOSE!

TRY IT NOW!

FOLLOW THIS SIMPLE PROCEDURE:

1. OPEN A NEW TEXT OR WORD DOCUMENT
2. HOLD DOWN THE SHIFT KEY.
3. HIT THE 4 KEY FOUR TIMES.



AUGUST PROGRAM - UBUNTU

Page 3

PROGRAM WILL INCLUDE A SPECIAL FREE RAFFLE AND
FREE CD GIVEAWAY

BY BETTY BEATTY

I will be doing the August SCUG Program on **Ubuntu**. This is wonderful software with a wonderful philosophy behind it. Ubuntu is a community developed (often referred to as open source) operating system that is perfect for most computer users. Ubuntu is one of the many flavors of Linux. According to some sources it is the most downloaded Linux of the past four years.¹

The word "**Ubuntu**" is from the African language and translates as "humanity to others." or "I am what I am because of who we all are"² [If you are interested you can also read more about the Ubuntu Philosophy in Wikipedia at: [http://en.wikipedia.org/wiki/Ubuntu_\(philosophy\)](http://en.wikipedia.org/wiki/Ubuntu_(philosophy)).] This is a philosophy that Ubuntu's founder, Mark Shuttleworth (he is from South Africa), believes in. Shuttleworth founded Canonical Ltd. and provides leadership for the Ubuntu operating system. According to his web site: "he currently lives in London, where he is an active member of the Ubuntu community - working to create a universal, freely available high quality desktop software environment for everyone."³ You might find it interesting that Mark also gained fame in 2002 by becoming the second self-funded spaceflight participant. He was part of the Russian Soyuz TM-

34 mission. To participate he had to undergo a year of training which included living in Star City, Russia for 7 months. During his flight he spent eight days at the International Space Station where he participated in experiments.⁴

Anyway, **what's so great about Ubuntu? It's FREE. It's easy to install.** It has fewer system requirements than Windows which means it will probably run pretty well on an old computer. Ubuntu enthusiasts say anything you can do in Windows you can do with Ubuntu. Ubuntu comes with **Firefox** as the default Web browser. It comes with **Open Office** for word processing, spreadsheets, and presentations. It has a nice email program called **Evolution** that also provides a calendar program. Its instant messaging program is called **Pidgin**. Of course it also supports your web-based email programs like **Gmail™** and **Yahoo™** mail. It contains programs to handle your photos, music and video and much more.

Here is the **Ubuntu Promise**:⁵

■ **Ubuntu will always be free of charge**, including enterprise releases and security updates.

■ **Ubuntu comes with full commercial support** from Canonical

and hundreds of companies around the world.

■ **Ubuntu includes the very best translations and accessibility infrastructure** that the free software community has to offer.

■ **Ubuntu CDs contain only free software applications**; we encourage you to use free and open source software, improve it and pass it on.

Hope to see you at our August program!

Works Cited

1. Jung, John. "Computer Power User Article - **Distribution Junction**." Available at <http://www.computerpoweruser.com/editorial/article.asp?guid=CF6137DF538A46E2A83COD98FE9D05BD&searchtype=0&article=articles/archive/c0902/31c02/31c02.asp&articleid=53003&WordList=UBUNTU&bJumpTo=True>. Accessed on 6 July 2009.
2. Canonical Ltd. "What is Ubuntu?" Available from <http://www.ubuntu.com/products/whatisubuntu>. Accessed 6 July 2009.
3. Shuttleworth, Mark. "Mark Shuttleworth » Biography." Available from <http://www.markshuttleworth.com/biography> Accessed 6 July 2009
4. Ibid.
5. Canonical Ltd. "Ubuntu Home Page" Available from <http://www.ubuntu.com/>. Accessed 6 July 2009.

**You've done it again! SCUG TO RECEIVE ANOTHER
1 FREE 1-YEAR SUBSCRIPTION
TO SMART COMPUTING!**

Here are the highlights from the email SCUG recently received from *Smart Computing*:

Dear **Sauk Computer User Group**,

I would like to take this opportunity to thank **Sauk Computer User Group** for taking part in the *Smart Computing* User Group Program. We appreciate your efforts to bring *Smart Computing* and our sister publications to your user group and would like to reward your group for its participation with our Buy 5 Get 1 FREE program!

Our records as of July 1st, 2009 reflect that the Sauk Computer User Group accumulated enough credits to earn 1 free 1-year subscription(s) to *Smart Computing*!

Just a quick reminder that all subscriptions can give your group credit including new subscriptions, renewals, and gift subscriptions....

Regards,

Smart Computing User Group Team
(800) 334-7458

user-groups@smartcomputing.com
www.smartcomputing.com/groups

So *Smart Computing* added another 12 months to our remaining 11 month subscription since this is the second FREE subscription we have earned so far this year. These free subscriptions make a great giveaway at our monthly meetings. *Smart Computing* is such a good magazine. **Thanks to all our subscribers for making this possible!**

Betty Beatty

- **Speed Up Your Internet Connection:** The first things to examine whenever system performance slows to a crawl are the tasks, or processes, your PC is running. No matter how fast of a CPU you have, running too many apps at once can slow everything down.

Check running applications. Use

the Windows Task Manager to check on hidden apps that could be starving your browser of precious time. Right-click the Taskbar, select Task Manager, and click the Processes tab. You'll see a list of every process running on your PC; you can sort the list by name, amount of CPU time, or memory usage.

If you sort by CPU time and notice a couple programs trying to grab all the CPU, it's a clue something has gone awry. If you identify an unknown program hogging all the CPU, you can stop it by right-clicking the name and selecting End Process. But be careful: Accidentally killing a valid Windows process may cause other problems, requiring a reboot to fix.

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Questions about Outlook Express

BY TERRY MACLENNAN

At the July picnic meeting, a couple of questions were raised concerning use of Microsoft's e-mail program, Outlook Express. As you know, OE comes bundled with its **operating system's software** so many of us use it in lieu of downloading any of the other freely available e-mail client programs.

One of the questions concerned what happens to your e-mails when you delete them from your inbox? Microsoft believes in giving you a second chance in case you make a mistake as you know from using the recycle bin found on your desktop. As you delete an item, instead of being permanently eliminated, it simply goes into the recycle bin. This gives you a second chance of putting the item back where it was found. If you are absolutely sure that you no longer want any of the items in the recycle bin, you just right-click **on the icon and click "empty recycle bin" and the item or items are now permanently gone.**

Your OE program has a similar feature, so that when you delete an e-mail, it moves it **into the "deleted items" folder.** This folder can rapidly fill up with unwanted e-mails, so to free up memory, should occasionally be emptied, same as you do the trash bin. If you are sure there is nothing in there that you want, all

you need do is right-click on the **"deleted items" folder and click on "Empty deleted items folder."** This can actually take quite awhile if you have never done it depending on how many hundreds or even thousands of old e-mails have been put in there. But, once you have done this, the unwanted e-mails are permanently gone and you probably have freed up a significant amount of memory.

The second question concerned saving e-mails so that they could be transferred to another machine or put back into the same computer following an OS reinstall. Saving one e-mail is very easy. Simply highlight the e-mail **you wish to save, left click "File" on the OE toolbar, select "Save As" using the default "eml" file extension and put wherever you choose.** When you click on the saved e-mail, it will open in an e-mail client program. However, to save all of the e-mails in a selected file is a different matter all together and involves more steps.

First a quick word of explanation about how OE e-mails are stored in your computer. When you open your inbox, you will see the individual e-mails but the computer does NOT store them as individual files. Instead they are all stored as one single file. The more e-mails you have, the larger the file size and the longer OE will take to open it to view the individual e-mails. So, if you wish to save your inbox, outbox, sent items and deleted items plus any

named files you may have created, you must first find the location where the files are located. Microsoft, in its infinite wisdom did not make this an easy process.

The easiest way to find them is to first set your Search to look for hidden files. This is necessary as Microsoft decided to hide some of the file folders and sub folders where the actual OE files are stored. You can do this by clicking Start, then Search, **select "All Files and Folders" then entering *.dbx (star period dbx).** Go down to the **bottom where it says "More Advanced Options", click on it then click the box to "Search hidden files and folders". All of the default OE files and any you may have created will be found this way.** For XP, the default search result will be something like:

```
C:\Documents and Settings\Username\Local Settings\Application Data\Identities\ {GUID}
\Microsoft\Outlook Express.
GUID" refers to a long, alphanumeric folder name which is different on every system.
```

(Continued on page 7)

RECENT COMPUTER PROBLEMS I'VE HAD

(Or has this ever happened to you?)

By Don Haag

I was so happy the day our son Dennis gave me a faster computer so that I could then run my almost FREE Flight simulator X on a desktop computer without it failing because of battery power loss, a battery being required for my Laptop to operate.

Dennis' machine quit, apparently, due to graphics card failure, most likely due to an adjacent card with a cooling fan so clogged up, in fact packed solid, with dust that it pushed heat from its motor directly into the graphics card fan. Fortunately, **only a few days before Dennis' crashed** our son John supplied me with a set of almost as fast computer parts.

Using the case of an older 750 MHz computer and gutting it for parts I mounted **John's 2.2 GHz CPU and cooling fan** to the motherboard provided and mounted my own DVD R/W and CD/DVD R/W units in the two of 5 PCI slots. Cannibalizing **my older unit's video card and two of its 256 Megabyte RAM cards**, the largest size I have, with only two sockets to receive them. Although FS recommends 1 Gigabyte minimum of RAM, ½ Gigabyte seems sufficient at this time.

To keep as much air flow space as possible I now used as short a ribbon cables as I could find in my collection. I have the newer round cables but due to their fragile design I shy away from them because I quite

often, more often than many, connect and disconnect cables.

The next, rather irritating, problem to present itself was that **AVG's associated screen kept popping up** stating on its bright RED/YELLOW and ORANGE colored screen that I should update. My definitions were DANGEROUSLY out of date. I was given the option to update the anti-virus program by either picking a REMAIN UNPROTECTED or an INSTALL NOW bar. Not having been able to get a **modem going on either Dennis' or John's machines for almost a month** I chose REMAIN UNPROTECTED because I couldn't get online to download the update. Picking that choice had to be done several times in one sitting which also was disconcerting.

But only after the playing of Flight Simulator when I was confronted by a screen which informed me that my FREE trial period had run out and froze in the middle of play I continued picking REMAIN UNPROTECTED.

Next problem came up after trying to load the AVG program from an earlier 2008 Christmas disk (minimum XP required). This necessitated getting online which could only happen after I could get a modem up and running. After trying for at least two weeks of swapping cards in the PCI slots and punching and picking from various pull down windows, and I **can't find this and that statements**, I somehow arrived at the proper procedure which, due to my usual

carelessness, I neglected to write down which of itself may have meant having to write a small book. Finally after succeeding in getting a modem to work the download and installation of the FS activation took but just a few minutes.

Next problem was upgrading to FREE AVG version 8. Unplugging and plugging the ribbon cable, connecting the two DVD drives and motherboard had no effect in getting the system to recognize the two drives existed nor would it allow me to open and close the drive doors, except with a paper clip. It finally dawned on me I should try swapping with a different ribbon cable. The dawning only came after many ineffective iterative tries. But a longer ribbon cable worked (possibly it just took a non-defective cable).

Now I started the updating process but only after finding that the DVD R/W drive would not read CDs due to their non 32-bit nature. However putting the 2008 Christmas disk into the DVD/ CD R/W solved that problem and approximately 4 hours later my AVG was upgraded to version 8 although there was a break in the download which I had stopped just before it was finished because of an approaching electrical storm. XP, however, let me restart the download where I left off prior to letting me shut down.

(cont.)

You can now save these files such as your inbox.dbx in two different ways. The easiest is to simply copy the file by right clicking the icon in your search results then pasting to a different location, such as a USB thumb drive. Copy each file you wish to save using **this same method. Don't forget** your address book which has the extension .wab (period wab). Just do a similar search (*.wab) and copy and paste as you did for your OE files. You can now take these files and move them to any other XP computer by reversing the process. Simply do a search on the other computer for the same files and paste your saved ones into the correct folder. Remember this will overwrite any existing .dbx or .wab so if you wish to keep the others, simply give a new name to the files you are trying to move. **Instead of "inbox.dbx", you might wish to rename it to "oldcomputer inbox.dbx.** When you open OE on the other computer, all the e-mails will be there under that name.

If you recall, I said there was a second method of saving. Just follow the path that you obtained in your search until you get to the actual files and copy and paste as before. However, when you use this method, you must open the folder options, and click

"show hidden files and folders". This second method is very useful when you are pasting the saved files into another computer or when you are putting them back into the same computer after an OS reinstall.

Like I said previously, Microsoft did not make this a particularly easy process so if you need a demonstration, bring it up at the next club meeting.

Easier On The Eyes: As we get older, our vision isn't as stellar as it once was. For that reason, you may find adjusting your monitor's contrast settings will help you read text easier. Look for your PC monitor's settings menu, which can often be activated via buttons on the monitor itself, and find your monitor's brightness or contrast settings. Adjust these levels until you find the text and images on your monitor are easier to see, and you may not have to strain your eyesight any longer.

Be Good To Your Hearing:

The next time you take a flight and want to listen to some tunes, consider using a noise-canceling pair of headphones. Plane cabins are noisy, and in order to compensate, you're likely to turn up your audio to levels that can be harmful to your hearing. Because a noise-canceling pair of headphones will drone out ambient noise, you'll be able to enjoy your songs at a comfortable hearing level.

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CREATE PDFS
SHARE, VIEW & PRINT THE EASY WAY
BY JOHN BRANDON

Someday, all information will be electronic. In the meantime, paper documents—such as real estate agreements, loan applications, and product spec sheets—will continue to thrive.

In 1992, Adobe (www.adobe.com) unveiled a new way to handle any document, called PDF (Portable Document Format). The idea, which Dr. John Warnock proposed in 1991, was to create a highly portable format for the Web that retains the original formatting. You can share a PDF with anyone, print them on your local computer, and archive **PDFs** for long-term storage. For example, if you use Microsoft Word along with the right tools, you can create a PDF and send the document to any other user, regardless of whether they use Word.

A PDF is comparable to a photograph: **It's great to have the image** in physical form for a photo album, but you can also scan a photo into your PC. Once you do, it takes on an electronic form, but the original **image doesn't change**—you still see the smiling faces of your kids or that winding mountain path. Similarly, a PDF can use fonts of different styles and sizes, and it can contain photos, text layout, and clip art. A PDF solves a common problem: There are hundreds of file formats on the Web and on your PC, but not every program can read those formats. While a PDF often looks like a document you would print, you can

choose to read it online and save a few trees (and some printer ink) in the process.

A free program called Adobe Reader (get.adobe.com/reader/) lets you read PDF files. The latest version at press time, Adobe Reader 9.1, supports Windows 2000/XP/Vista and Mac OS X 10. On the Web, look for **documents with a .PDF extension. It's** usually best to download the PDF to your computer because a PDF file is sometimes quite large (more than a megabyte). PDF files that do not contain photos or a lot of rich formatting are smaller. In that case, you can usually just click the link. The latest Web browsers, such as Google Chrome (www.google.com/chrome), support PDFs from within the browser so you can click the file and view it without downloading it.

When you open a PDF in Reader, you can scroll through the document on-screen as though you are reading on the Web or in Word 2007. You can also use the search field (the box that says Find) to search for a term or even a string of text. You can also print the PDF, which retains all of the formatting you see on the screen. A PDF lets you zoom **in on the document, and there's** a hand icon you can use to **"grab" a page and move it**

around. The Adobe Reader program is easy to use by design; **it's primarily used for** reading documents, so there are not that many advanced features to cause confusion.

Once you download a PDF, you can easily email it to another user. You simply compose a new message and attach the PDF file. You can also share PDF files by posting them on a Web site, such as Acrobat.com (more about Acrobat.com later). There are billions of PDF files in circulation today, and there's a good chance a friend or co-worker already has Adobe Reader installed or can open the file directly within a Web browser.

■ Creating A PDF

Knowing how to read and share PDF files is one thing. Yet, creating a PDF provides even more control over how you use rich documents. For example, you can create a document in Word for a birthday party—with a big headline, colored balloons, and photos—and create a PDF file that you can share by email. Or, **let's say you receive a loan** application by email that you need to sign. You can print it out, sign it, scan it back into the computer, and then create a PDF file that you can send back to the banker. You can create a PDF file from just about any program that lets you print, including spread-

sheet programs, image-editing tools, accounting programs, and even your Web browser.

Adobe offers the best tools for creating PDF files, and no wonder, considering it created the format. The most comprehensive tool is called Acrobat 9 (www.adobe.com/products/acrobat). The program comes in three versions: Acrobat Standard, Acrobat Pro, and Acrobat Pro Extended. Each version adds a few extra powerful features. Once you purchase and install Acrobat, the easiest way to create a PDF is through the Print dialog box of any program. For **example, let's say you want to** make a PDF of an Apple iTunes playlist so you can send it to a buddy who has the same audio files. Once you create the playlist and print, you can select the Adobe PDF option for your printer and save the file as a PDF. You can follow this process to create a PDF in any application because the Adobe PDF option is always available when you print.

Of course, Acrobat provides many additional features. One of the most useful is a form creation wizard. **Essentially, it's a way** to make online forms. For **example, let's say you want to create a** loan application. You want to send a PDF to an applicant, have that person fill out the form online using the PDF, and then send back the completed application. You first create the original document in Word or Adobe Photoshop (or any program you want). Then, in Acrobat, click the Create button and then select

the PDF From File option. Open the document you created. Click the Forms menu and select Start Form Wizard. Select the An Existing Electronic Document option and click Next. Select the Use The Current Document option and click Next. Now, you can click the Add New Field button on the top left of the screen and add form fields. When **you're done, you can save the** document as a PDF file and send it by email. The recipient can fill out the online form, save it, and send it back to you with the completed information.

Acrobat also supports an Adobe service called Acrobat.com, in which you can post and share PDF files. **There's also a new feature** called PDF Portfolio, which lets you create a magazine-like portfolio that contains a series of PDF files. The most advanced features in Acrobat allow you to work with CAD (computer-aided design) programs, convert 2D documents into 3D files, and embed video files into a PDF.

Adobe is not the only company that makes PDF creation tools. In fact, ever since Adobe made PDF an open standard last year, several tools have become available for creating a PDF file.

One of the most popular tools is the Save As PDF add-in for Microsoft Office 2007. To download the add-in, go to www.microsoft.com/downloads and search for Save As PDF. **Click the link titled "2007 Microsoft Office Add-In: Microsoft Save As PDF."** **Click the Download** button and then run the installer program. Now, when you open a document in Word or any other

Office application, click the Office button in the upper-left corner. Click Save As and select the PDF option. Choose the location to save the PDF file, enter a name for the file, and then click Publish.

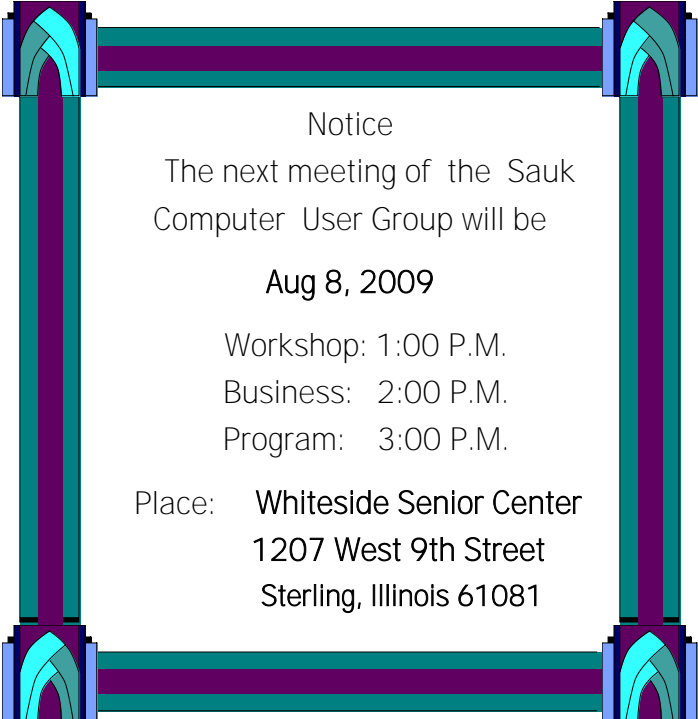
Another popular tool for creating a PDF is called CutePDF (www.cutepdf.com). This program works the same as the Office Save As PDF add-in, except that it will appear in the Print dialog box for any program, not just Microsoft Office. CutePDF Writer is a free program and requires that you install the Writer application (www.cutepdf.com/download/cutewriter.exe) and a PDF conversion tool called Converter (www.cutepdf.com/download/converter.exe). Once installed, you can select CutePDF from the Print dialog box of any program. Just name the file and save the PDF.

PDFs open up a world of opportunity, especially once you start **creating them yourself. You'll** print documents less frequently and share richly formatted files that retain their formatting. And, who knows? Maybe PDFs will make printing a quaint, long-forgotten activity.

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User Helping User
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There will be a Question & Answer
Session starting at 1PM.
Bring any questions you have about
your computer or problems you may
be having. It will be conducted by:
Neal Shipley & Art Bendick



Notice
The next meeting of the Sauk
Computer User Group will be
Aug 8, 2009
Workshop: 1:00 P.M.
Business: 2:00 P.M.
Program: 3:00 P.M.
Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

AUGUST'S MEETING THEME: UBUNTU BY BETTY BEATTY