



The Cursor

Monthly Newsletter of the
Washington Area Computer User Group



Meeting Location
OLLI, 4210 Roberts Road,
Fairfax, VA



Next Meeting:
February 19, 2011



Presidential Bits

by Geof Goodrum, President WACUG, president@wacug.org

I was at the 2011 International Consumer Electronics Show (CES) in Las Vegas when I received the sad news that long-time WAC member and volunteer John Keys had passed. Several WAC members, including Paul Howard, Jim Brueggeman, Bill Walsh and myself, paid our respects at services in Springfield on January 15th. The large gathering of friends and family attest to John's importance and value to the community. WAC will miss John's ever present smile and eagerness to help out when needed.

We were also saddened to hear that Gene Barlow's mother had passed in January. Understandably, Gene and his wife Linda of User Group Relations were unable to join us in person at the January WAC meeting for their presentation about hard drives and file backup strategies. We plan to reschedule this presentation via online webinar for the April meeting.

Despite the misfortune, we were able to carry on with one of the best attended meetings in recent memory. Newsletter Editor Chuck Roberts reviewed the content of the December and January Cursor issues, in particular the December article about Solid State Drives (SSDs). For the main presentation, I was able to narrate my photos from the first day at CES, a topic originally scheduled for February. While tablet computers running the Google Android and Microsoft Windows 7 operating systems were featured, as expected, I also noted the significant presence of smart household appliances from Kenmore, LG, and Whirlpool.

Mel Mikosinski and Jim Brueggeman fulfilled their roles as the 2011 WACUG Nominating Committee by tallying ballots from the Annual Election of officers. WAC members elected the entire slate of candidates for 2011: myself as President; Paul Howard, Vice President; Bill Walsh, Secretary; and Bob Rott, Treasurer. During the first Board of Directors meeting, the elected officers approved nominations of additional Board members Lorrin Garson, Gabe Goldberg, Chuck Roberts, Jorn Dakin, Mel Mikosinski, and Jim Brueggeman. We invite other WAC members to serve on the Board, or just to attend Board meetings and share your opinions.

We finished the day with a party celebrating two years of joint meetings

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Lloyd's Web Sites for February, 2011

by Lloyd Johnson, WACUG Member

<http://www.wacug.org/> is the URL for the Washington Area Computer User Group. Visit it for past issues of Web Sites with hyperlinks.

1. Science Humor. The Journal of Irreproducible Results – www.jir.com
2. Countries of the World – www.infoplease.com/countries.html – Each Country Profile provides information on: Geography - Maps - Flag - History - Current ruler - Area - Population - Capital - Largest cities - Languages - Ethnicity/race - Religion - Literacy rate - Economy - Government.
3. WhiteHouseTapes.org: Secret White House Tapes – www.whitehousetapes.org – Between 1940 and 1973, six American presidents from both political parties secretly recorded just under 5,000 hours of conversations
4. Today in Literature – www.todayinliterature.com – Today in Literature features a new original biographical story each calendar day about the great writers, books, and events in literary history
5. Easy way to keep programs up-to-date – www.filehippo.com/updatechecker.
6. The Apple Museum – www.theapplemuseum.com – The Apple Museum is dedicated to the history of Apple Computer, Inc. and with more than 350 Apple products listed, the most comprehensive Apple history source on the internet.
7. Find software alternatives – <http://alternativeto.net>.
8. DefenseLINK – www.defenselink.mil
9. WordReference.com – www.wordreference.com – The WordReference Dictionaries are free online translation dictionaries. The most popular dictionaries are the Spanish Dictionary, French Dictionary and the Italian Dictionary.
10. Ideas for you to do acts of kindness – www.randomactsofkindness.org



NCTCUG

Visit our “sister” user group. The National Capital Technology and Computer User’s Group meets the first and fourth Wednesday of the month. They meet in Carlin Hall in Arlington at 5711 South 4th Street. Visit their web site for more information, a map and directions:

<http://www.nctcug.org/>

Meetings start at 7:00 PM

**Washington Area User
Group Partners
Working Together For
Our Members**

NCTCUG

WACUG

OPCUG

GNU/Linux SIG

By Geof Goodrum, WACUG

OpenOffice.org 3.3 and LibreOffice 3.3 Suites Released

In a move that is certain to confuse many, both The Document Foundation and OpenOffice.org released identically numbered versions of their free, Open Source office applications suites in January.

As I noted in my Linux SIG article in the December *Cursor*, LibreOffice is a “fork” of the OpenOffice.org source code that is backed by several leading community developers of OpenOffice.org who were dissatisfied with Oracle Corporation's management of the OpenOffice.org community. In particular, Oracle did not implement several bug fixes and improvements from the development community. The Document Foundation is the new community supporting LibreOffice development, and is backed by several major companies.

The OpenOffice.org community released version 3.3 of its software suite with many significant improvements, including support for a million rows in spreadsheets, new option for embedding fonts in PDF documents, a common search toolbar, an easier to use print interface, a redesigned thesaurus, and improved slide handling in the presentation manager, Impress. The complete list of new and improved features is online at http://www.openoffice.org/dev_docs/features/3.3/index.html.

The Document Foundation released LibreOffice 3.3 on January 25th. However, this release is not identical to OpenOffice.org 3.3. The complete feature list is online at <http://www.libreoffice.org/download/new-features-and-fixes/>, with features specific to LibreOffice marked with an asterisk (*). These include the ability to import Scalable Vector Graphics (SVG), import filters for MS Works and Lotus Notes, improved WordPerfect import filter, faster MS Excel import, bundled popular extensions, and an “experimental” mode to allow users to test out unfinished features.

GNU/Linux Distribution Releases

GNU/Linux distributions are bundled collections of software including a set of applications and an operating system built on the Linux kernel. Some distributions include general applications such as office suites, music players, and web browsers, while others may have specific purposes such as computer system recovery, network firewall, media center, or gaming. Individuals, community projects, or businesses create distributions. While

some distributions are commercial and include fee-based technical support, other distributions are freely downloadable or can be ordered on CDs or DVD at low cost.

GNU/Linux Distribution Releases

WAC can provide CD-R and DVD±R media for any downloadable GNU/Linux operating system distribution (e.g. Fedora, Mandriva, Ubuntu, Debian, Knoppix). Please note that downloadable distributions do not include official technical support nor printed documentation. Single CD-R discs are available with a \$3 donation; GNU/Linux distributions on multiple CD-Rs or single DVD±R are available with a \$6 donation. Discs are available **only by pre-order**. Contact Geof Goodrum by e-mail (linux@wacug.org) at least 48 hours before meeting day to order or for more information.

The following list summarizes distribution release announcements from Distrowatch.com for the period November 25, 2010 – January 1, 2011.



SuperTuxKart ScreenShots 1 & 2



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Alpine Linux 2.1.4
ArchBang Linux 2011.01
Calculate Linux 11.0
Chakra GNU/Linux 0.3.2
Clonezilla Live 1.2.6-59
DEFT Linux 6
Greenie Linux 8.1M
IPFire 2.9 Core 45
Oracle Enterprise Linux 5 Update 6
Pardus Linux 2011
PelicanHPC 2.3
Peppermint OS One-01042011
Puppy Linux 5.2
Red Hat Enterprise Linux 5.6
Sabayon Linux 5.5
Saline OS 1.0
Superb Mini Server 1.5.5
SystemRescueCd 2.0.0
TurnKey Linux 11.1
wattOS R3
Zorin OS 4 "Lite"

Linux Software of the Month: February 2011

The software described below can be downloaded at the links provided or copied onto a USB flash drive at the WAC meeting.

LibreOffice – v3.3.0.4. <http://www.libreoffice.org/>. Free GNU Lesser General Public License source code and executable by The Document Foundation community. LibreOffice is the free power-packed Open Source personal productivity suite for Windows, Macintosh and Linux, that gives you six feature-rich applications for all your document production and data processing needs; Writer, Calc, Impress, Draw, Math and Base. Support and documentation is free from our large, dedicated community of users, contributors and developers.

myCrop – v2011.02.01. <http://mycrop.nick.oncrete.gr/>. Free GNU General Public License Java code (source and executable) by Nick Apostolakis. myCrop is an application designed to monitor the input and the output of crops in farms. It maintains historical data, produces reports, and extracts useful conclusions about the productivity of a field and its history. It can collect and manage data for: farm fields; crop types; crops per farm field; the yield of each crop. It can also collect

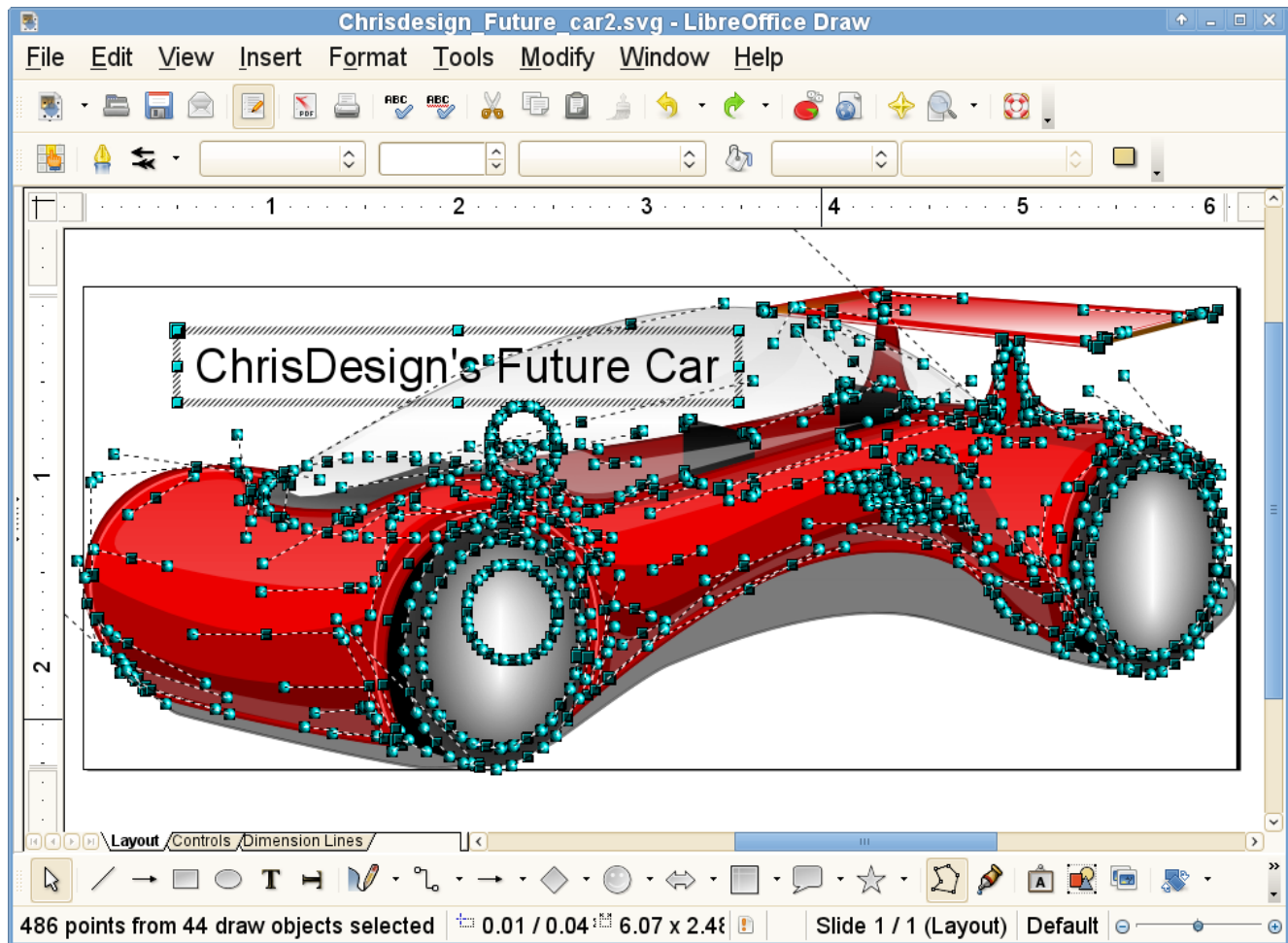
and manage data for any kind of application on these crops some of which are: watering; pruning; fertilizing; pesticide applications. All the above can be presented in various reports, that can be used to estimate the crop yield during a span of years or determining the needs of fertilization of a field based on its crops production. Journal reports for crop and field applications required by GAP (Good Agricultural Practices), EUREPGAP and other production standards organizations have been implemented.

SuperTuxKart – v0.7. <http://supertuxkart.sourceforge.net/>. Free GNU General Public License source code and executable by Joerg Henrichs, Marianne Gagnon, et al. SuperTuxKart is a free 3d kart racing game; we want to make the game fun more than we want to make it realistic. You can play with up to 4 friends on one PC, racing against each other or just try to beat the computer. See the great lighthouse or drive through the sand and visit the pyramids. Race under water or in space, watching the stars passing by. Have some rest under the palms on the beach (watching the other karts overtaking you). But don't fall into the volcano. You can do a single race against other karts, compete in one of several Grand Prix, or try to beat the high score in time trials on your own. Features: Over 20 tracks and battle arenas; Split-screen multiplayer support; Many game modes - Grand Prix, Single Race, Time Trial, Follow-the-leader, 3-Strikes Battles; Funny characters; Runs on GNU/Linux, Windows, MacOSX, FreeBSD, Solaris.

Kernel Source - v2.6.37. <http://www.kernel.org/>. Free GNU Public License source code for all platforms by the Linux community. ☺



Linux Screenshots continue on following pages



LibreOffice

The screenshot shows the "myCrop" application window. It has a menu bar with "Operations" and "About". Below the menu bar are five tabs: "Insert/Edit Production" (selected), "Insert/Edit Application", "Insert/Edit Crop For a Field", "Insert/Edit Crop Type", and "Insert/Edit Field". The form contains the following fields:

- Action: Insert
- Production Id: (empty text box)
- Field Name: Αϊ Γιάννης
- Crop Type: --Please select a field first--
- Date of Harvest (YYYY-MM-DD): (empty text box)
- Quantity (Kgr): (empty text box)
- Observations: (empty text box)

At the bottom of the form are two buttons: "Retrieve" and "Go!".

myCrop

See Linux Screenshots on next page



SuperTuxKart screenshot 3

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with the OLLI PC User Group (OPCUG), which has proven to be a mutually beneficial relationship. Thanks to the efforts of volunteers from the OLLI Joint House Committee, everyone enjoyed pizza, sandwiches, desserts and refreshments.

As I ran out of time during the January meeting, I will complete my review of the second day at CES for the main presentation at this month's meeting on February 19th. Bob Rott, who also attended CES, will give his perspective on the show, as well. Bill Walsh will provide the Learn 30 tutorial session about lessons learned from his latest acquisition, a high definition digital camcorder.

See you there!



February Main Presentation

Geof Goodrum will continue to provide more photos and narration of his experiences from the Consumer Electronics Show in Las Vegas in January. In addition, Bob Rott, who attended with Geof, will enlighten us with his journeys throughout the show.



February Learn 30 Presentation

Bill Walsh will deliver the Learn 30 presentation of a consumer-oriented, flash-memory-based high definition camcorder, showing some of the pros and cons of this marvelous new technology. Besides the compact size, reduced weight, and long running time of the camera, the new technology of higher definition videos, random access of scenes, and other features make for a great video and still photo experience. However, with greater video definition comes a new standard for media storage, which will be talked about. There is also the unknown factor of the effect of long term usage of flash memory, which will also be discussed.



Free “Cheat Sheets” for Software and Hardware

By Ira Wilsker

WEBSITES:

<http://www.makeuseof.com/tag/14-great-cheat-sheets-posters-to-make-you-a-software-wizard/>

<http://www.customguide.com/computer-training/quick-references>

<http://learn.customguide.com/index.php?module=QR&action=Index> (free registration required)

<http://www.makeuseof.com/pages/>

<http://www.makeuseof.com/pages/downloads>

<http://www.makeuseof.com/tag/7-essential-cheat-sheets>

Recently, I was asked to teach an eight hour non-credit class on Excel to the employees of a local company. I know by experience that handouts are a popular adjunct for any class, so I had to find some useful handouts for this Excel class; so called “cheat sheets” are as good as

any other handout, so I proceeded to print a set of Excel cheat sheets for Excel versions 2003, 2007, and 2010. The information on those cheat sheets alone was more than adequate for a one-day class, and could have also been used for a longer class.

In this context, a “cheat sheet” is not a device used by a college student in an act of academic dishonesty, but a digital or printed copy of instructions for a software product that clearly explains and shows how to use the features and functions of that product. In addition to the various versions of Microsoft Office, free cheat sheets are available for many other PC, MAC, LINUX, and other computer related software and hardware products. While most of the free cheat sheets are for software products, some cheat sheets, called by their publisher “Make Use of Guides” (www.makeuseof.com/pages) are for hardware and services. Some of the nearly three dozen available include: How To Easily Build Your Own Cheap Computer, The Awesome Automation Guide for Mac Users, The (Very) Unofficial Facebook Privacy Guide, The Office Worker’s 101 Guide to a USB Thumb Drive, The Windows 7 Guide: From Newbies To Pros, The Ultimate Guide To Gmail, Your Guide To Create Professional Documents on Word, The Internet Music Guide For The Audiophile, The Essential Guide To Digital Photography, A Newbie’s Getting Started Guide to Linux, The Mac Manual, The Underground iPhone Guide, The Big Book Of iTunes, and about 25 other such titles.

One of the best sources of free software cheat sheets is Custom Guide’s “Quick References”, available online at www.customguide.com/computer-training/quick-references. On this Quick Reference page are free PDF format cheat sheets for Office 2010, Excel 2010, Outlook 2010, PowerPoint 2010, and Word 2010. With free registration, the user can also access the full collection of Custom Guide’s Quick References, including the 2007 and 2003 versions of the Office products, as well as Microsoft’s OneNote, Project (2007 and 2003), Publisher, SharePoint, and Visio. There are also Quick References for Windows 7, Vista, and XP. Apple users may also find these Quick Reference Guides useful, as there are guides for Appleworks, MAC OS, Microsoft Entourage, and the Apple versions of Microsoft Word, Excel, and PowerPoint. Some of the guides for Adobe products are available for both the PC and MAC versions, and include Acrobat, Dreamweaver, Fireworks, Flash, and Photoshop.

Cheat Sheets continues next page

Almost all of the Custom Guide's Quick References are of a similar design and format as downloadable PDF files. The guides are in full color, and typically two pages in length. They all display the opening screen of the product with all of the features labeled with a clear and concise explanation of each item. If there is a ribbon or menu bar in the software, the guide labels each function on the image of the item, and presents a summary of the functions in a table adjacent to the image. Most of the products covered by the guides also have a selection of "keyboard shortcuts" displayed that can be used to increase the speed and efficiency of the user by using these shortcuts rather than clicking on menu items. Commonly done tasks like copying something can be accomplished by utilizing the common Windows shortcut CTRL-C, and then pasting the item with CTRL-V; this is much quicker than clicking on the menu and then scrolling to COPY, and repeating the menu process and clicking on PASTE. In many Office products (including competitors to Microsoft Office), formatting can also be done with intuitive shortcuts, such as CTRL-B for bold, CTRL-U for underline, CTRL-I for italics, and several other similar shortcuts; these shortcuts are among the dozens displayed in the Quick Reference guides. The guides also include information (as appropriate) for formatting, graphics, editing, styles, animations, special effects, tables, and other functions of the software. There is a lot of very useful information crammed into these two-page guides, and they would be ideal for all users of these products, regardless of experience level. These are precisely the handouts that I use in my non-credit software classes.

The "MakeUseOf Guides" available free from www.makeuseof.com/pages are also downloadable in PDF format. While these guides are free, a one-time registration is necessary to download them. In addition to the "MakeUseOf Guides", there are also dozens of other free guides available for download (free registration required) at www.makeuseof.com/pages/downloads. Some guides that I have used to learn shortcuts include guides for Firefox, Gmail, Linux, and Internet Explorer. MAC users may find useful the shortcut guides for OS X, and the MAC versions of Firefox. Since its release, I have been using Windows 7 as my primary home computer, and have found "The Ultimate Windows 7 Guide: From Newbies To Pros" a very helpful document. This free 50 page guide (PDF) to Windows 7 is written in an easy to read and understand format, and contains useful information and tips for Windows 7 users of all levels.

I have used "The Essential Guide To Digital Photography" to help me with my digital camera, and since it seems that almost everyone today has a digital camera, this guide may be invaluable. I know a lot of people who use Google's Gmail service as their email provider, and the "The Ultimate Guide To Gmail" is 35 pages full of Gmail hints, tips, and ideas. "The Incredible Free Manual For Every Mac User" is a 69 page ebook (PDF) with a treasure trove of information for MAC users. In all, there are 32 such ebooks available.

With all of this free information available for computer users, there should be several titles that would be of interest to just about everyone. I use some of these "cheat sheets" in the classes that I teach, and recommend them as needed to my students and coworkers. You too may find them very useful.



SmartPhone = PDA + Phone

by Phil Sorrentino

Smartphones can be seen all around. Notice the phone being used on your favorite TV show; next time, odds are that it'll be a smartphone. A year or two ago it was a flip phone (do you remember Jack Bauer on 24 using his?), but no more. Now the phone of choice seems to be the smartphone. Apple, and more recently, Google, have really changed the mobile phone landscape. The iPhone, with its iOS Operating System available only on the iPhone, released in 2009, really started the whole movement. Google, with its Android Operating System (provided for free to hardware phone manufacturers), has come on very strong in the past few months so that iPhones and Android phones now have about the same market share - about 35% each, which only leaves 30% to be shared by Blackberry, Nokia, and Microsoft.

The Smartphone equality, as stated in the title, suggests that the smartphone is equal, in functionality anyway, to a Personal Digital Assistant (PDA) and a standard mobile phone. PDAs have been a popular way of allowing one to have many of the computer files, pictures, videos and music, available on the go - remember the Palm Pilot. A phone was another necessity for someone who was always on the go. So for someone who had to be mobile and needed access their computer files, a phone and a PDA became a good combination. I carried a PDA for

Smartphones continues next page

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many years and more recently, a PDA and a flip phone. Now I can carry only one device, a smartphone. And, as a welcome side effect, now I only have to make sure one device is charged nightly.

The smartphone is made possible by a number of technologies. Among them are: Capacitive touch-screens; 3G (soon to be 4G) wireless telephone networks; Wi-Fi; GPS; Micro-miniature processors, memory and components; Digital Cameras; and Phone oriented Operating Systems. Some of these technologies are used in phones - like touch screens, networks, small components, Digital cameras, and operating systems. And some are used in PDAs - like touch screens, Wi-Fi, small components, and operating systems. As you can see there is a good bit of overlap, so putting it all together was just a natural. But it took the genius of Apple to put it all together and make it work and make it practical and make it cool. And now with the help of Google it has become more practical and popular.

All of the technology for replacing the mobile phone and the PDA is included in the smartphone, and then some. (I didn't have a good camera in my mobile phone, before.) But, it does take some planning and forethought to make the smartphone do everything. Some of the things to be concerned with are: Contacts, (which are phone numbers, addresses, e-mail addresses, and related notes); Calendar events; E-mail; Memos, (which are lists of important things); Documents; Spreadsheets; Pictures, Videos, Music; and Browsers. Before you can consider using any of these things there has to be an "App" (Application) installed on your smartphone. (I am using a Motorola Droid2 as an example, but most of what I am referring to will be very similar on another Android smartphone, and even similar for an Apple iPhone.) There are Apps for all of these tasks. In fact there are over 100,000 Apps for Android phones and over 240,000 Apps for iPhones.

So, the first thing to do is to identify an App to handle each task you want accomplished. Your smartphone probably came with a basic collection of Apps. Basic things like Contacts, Pictures, Videos, Music, and Camera will probably be covered by these Apps that were installed at the factory. If not, you can go to the "Market" for Android Apps, or the Apple Store for iPhone Apps, and find one that fits your needs. Many of the Apps at these stores (websites) are free or have a nominal cost, most under \$10. Things like Word or PDF Documents, or Excel spreadsheets may have to be handled by an

App from one of these stores. Once you get to the App store, you will find a myriad of App titles. You can typically search for "All Apps", or limit your search to only free ones. You can even search for Games that will run on your smartphone. When you find an App that you want, you will pay for it (via a credit card account that was previously set up) if it is not free, and then it will be downloaded right onto your smartphone. The download is completely controlled from the Market and there is no further action on your part needed. After the App is downloaded and installed, you will receive a message that it is complete. It couldn't be any easier.

Once an App has been downloaded, it can be placed on the home screen. Actually, one of the home screens. The Droid2 has 7 home screens. Multiple home screens make it easy for you to organize your Apps. Apps that you think work together can be collected on a particular home screen. You could have a home screen for entertainment, one for work, one for family, another for sports. Any organization of Apps that makes sense to you would be appropriate.

Once you've organized your home screens and downloaded the Apps needed, I'm sure you'll see that the smartphone is a very useful device for someone on the go. Future articles will concentrate on some of the new ways of interacting with the touch sensitive screen and some of the smartphone's more interesting features, but I think you will now agree that: Smartphone = PDA + (not so smart) phone. :



You've got them. Why Not Use Them?

By Vinny La Bash,
Regular Contributing Columnist,
Sarasota PCUG, Inc., FL

People configure their desktops in different ways for an all encompassing assortment of reasons. Most use the Windows defaults which are quite reasonable, but operate from a false assumption that "factory specifications" are enough. Windows has lots of useful features not included in the default settings which could have great benefits, but if one doesn't know the features are there, one can never enjoy these prospective benefits.

Let's start by opening the **Control Panel** and clicking

You've Got Them continues next page

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on **Programs**. In the **Programs and Features** section click the Turn **Windows Features on or off**. A dialog box appears which will enable you to turn features on or off. (See illustration).

There's probably much more here than you want, so let's examine several features that you are more likely to use rather than the ones which require professional technical knowledge to be useful.

The Indexing Service got a bad reputation in Vista because it was annoyingly slow. There is no doubt that Vista was a resource hog so any service or utility that had additional requirements tended to bog down the system even further. Microsoft resolved the problem in Windows 7 by turning the Indexing Service off by default. That's too bad because the utility can actually be very helpful in locating files and other content through flexible inquiries. Try it, you just may like it.

Internet Information Services (IIS) and Internet Information Services Hostable Web Core: You will not be held accountable if you don't know what these tools do or if you choose to ignore them. **IIS** is mostly regarded as a major component of a server while the **Hostable Web Core** performs fewer functions and needs fewer resources. If you write web based applications or wish to experiment hosting a web site on your desktop, these tools may be essential.

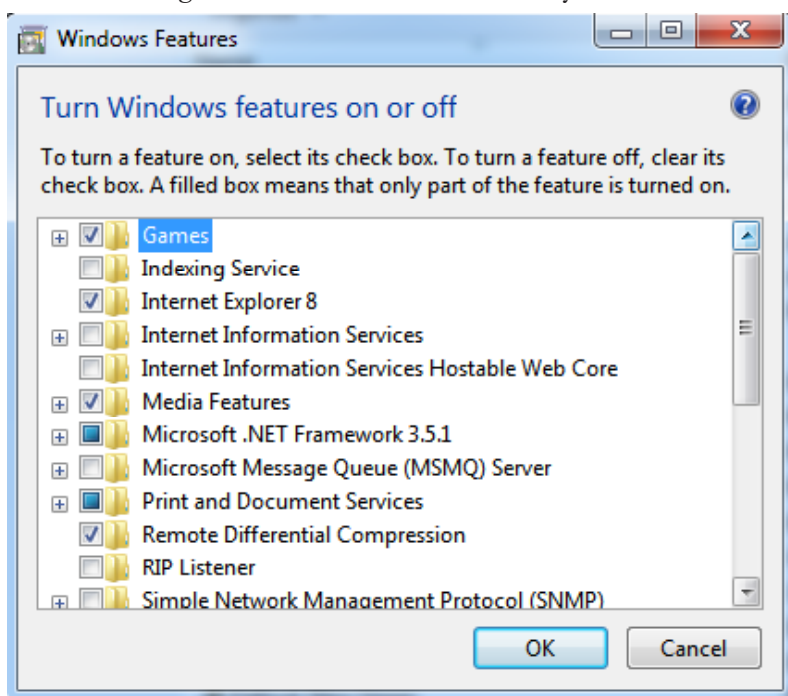
Microsoft Message Queue Server: This utility has been around for years and most application developers have come to ignore it because it's not new. If you send

and receive messages on a regular basis with people who are in remote locations on the planet, and have "iffy" connections, you now have a tool to build a message queue, store a message within it, and send it when the connection to the recipient is up and running. You can also create a similar structure for receiving messages. Using this tool effectively requires basic programming skills.

Simple Network Management Protocol (SNMP): Everyone who uses a computer on a regular basis should be concerned about unauthorized access to personal information or attempts to trick people into revealing information which should remain private. If you have a home network, wireless or not, SNMP gives you better control over devices on the network. You can configure hardware, troubleshoot more effectively, and in many cases even track down attempts to crack into your network. This tool requires a working knowledge of how a network operates.

Telnet Client: This is a great diagnostic tool if your email client is acting strangely and normal diagnostics can not resolve the problem. Turn it on when you need it, and turn it off when you're not using it as there are security issues with it.

These tools are not for everyone, especially those with little computing experience, but your level of knowledge shouldn't remain at the novice stage. Challenge yourself and you won't be like the guy who thinks he has twenty years of experience when in reality all he has is one year of experience twenty times. :



The 2011 WAC Board of Directors, SIG Leaders and other Volunteers

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Send membership inquiries and address changes to: membership@wacug.org

Send article submission and reprint requests to the Editor: cursor@wacug.org

WAC Membership Application / Renewal

Dues are collected on an Annual basis and includes:
downloadable links for WAC's monthly newsletter,
The Cursor, in PDF format

Individual/Corporate/Family Dues: \$25.00
\$5 annual surcharge for delivery of the Cursor by
1st Class mail

Remit payment in person at the WAC Membership
table on meeting day, or by mail to:

Washington Area Computer User Group
30 Fendall Ave.

Alexandria, VA 22304-6300

Make checks payable to WAC. Please do not send
cash by mail. *Thank you for joining WAC!*

Complete if you name and address do not appear
on the reverse side. Include E-mail Address

Name: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: () - _____

E-mail: _____

Membership Survey: Help us to help you by completing this survey.
List the computer systems you own / use (in order of preference)

Operating System(s): _____

Modem(s): _____

Printer(s): _____

Other Hardware: _____

Favorite Software: _____

Connection: (circle one) Dial-up or Broadband

Circle Your Interests: Photo Printing Investing Games

Digital Photography Internet Access Education Music

Graphics/Animation Genealogy Video Finance

Programming Language(s) _____

Hardware Upgrades/Repair List others below

Next WAC Meetings: • Mar 19 • Apr 16 • May 21 • Jun 18 • Jul 16

Call (703) 370-7649 for the latest meeting information or Visit our Web Site at:

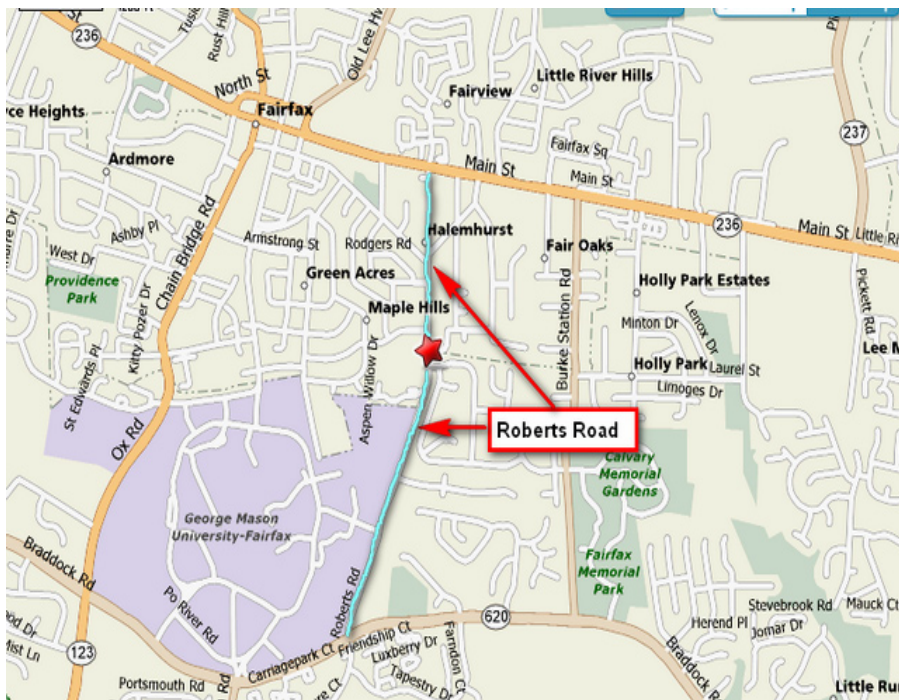
<http://www.wacug.org>

All Meetings are held at the
Osher Lifelong Learning Institute 4210 Roberts Road,
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Tips & Tricks – Slip an Ace Up Your Sleeve

By Bob Goodman, Newsletter Team, Cajun Clickers
Computer Club, LA
January 2011 issue, Cajun Clickers Computer News
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emailSTRIPPER

emailSTRIPPER is a free program for cleaning the “>”, unwanted carriage returns, and other formatting characters out of your emails. It will restore “forwarded” or “replied” emails back to their original state so they’re easier to read. It’s simple to use, and best of all it’s FREE! <http://www.papercut.com/emailStripper.htm>

3 PC Problems You Can Fix

Ever notice how your PC has multiple personalities? In the course of a week, your computer may act friendly, moody, and sometimes downright mean. However, don’t take a hammer to your PC just yet. The following is a list of common symptoms and treatments to help even the most troublesome PCs. You don’t even have to be a psychologist (at least not yet) to deal with your PC’s neuroses. Windows 7 and Windows Vista usually manage this automatically, but overall you’ll find that these tips work for all versions of Windows, from Windows 95 to Windows 7: <http://tinyurl.com/y8m8en6>

Salvage a Wet Mobile Phone — www.wikihow.com/Save-a-Wet-Cell-Phone

If you drop your mobile phone in water or get it wet in a heavy rain; don’t panic; it’s possible to save it. Consider these easy, simple steps:

1. Act rapidly: First, quickly remove all covers and as many detachable parts as possible, such as the back cover, battery, SIM card, memory card etc. Next, take a piece of cloth or tissue paper and absorb as much excess water as possible. Make sure to dry it completely, before water soaks into difficult to reach places. If your phone was under water for just a short time, this quick drying procedure alone might save it.
2. Use a hair-dryer: Then, use a hair-dryer to thoroughly dry the phone and components; but don’t hold it too close to the phone, as that may harm the electrical mechanisms. Pay extra attention to the battery area. The battery housing usually consists of tiny holes to let air (and consequently, water) into

the phone. If steps #1 & #2 fail, then continue to step #3.

3. Drying for long duration: Place the disassembled phone and parts in a dry, warm place and allow the water to evaporate gradually. Also see: www.wikihow.com/Save-a-Wet-Cell-Phone

How to Secure a Wireless Network

We secure a wireless network to stop people without permission from using it. It’s harder to secure a wireless network than a classic wired network. This is due to the fact that a wireless network can be accessed from anywhere inside the range of its antenna.

If you don’t secure a wireless network from hackers, you might lose the service, or your network could be used to attack other networks. To secure a wireless network from hackers, just follow these simple tips:

1. Strategic antenna placement: Position the access point’s antenna in a place which restricts the range of its signal to go further than the required area. Do not place the antenna next to a window, but in a central location of the building.
2. Use WEP: WEP stands for Wireless Encryption Protocol. It’s a customary technique for encrypting traffic on a wireless network to block access by hackers. (*Ed.* – use WPA instead)
3. Change the SSID, disable broadcast of SSID: SSID stands for Service Set Identifier. It is the recognition thread utilized by the wireless access point to allow authorized users to open connections. For every wireless access point arranged, select an exclusive and unique SSID. Also, disallow the broadcast of the SSID. Services will be provided as usual, but the SSID will not appear in the listing of offered networks.
4. Disable DHCP: By doing this, the hackers will have to decode the TCP/IP parameters, subnet mask, and IP address in order to hack your wireless network. (*Ed.* – use caution if unfamiliar)
5. Disable or modify SNMP settings: Change the private as well as public community settings of SNMP. You can also just disable it. Otherwise the hackers will be able to utilize SNMP to get significant info regarding your wireless network.

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- Utilize access lists: For additional security of your wireless network, if your access point supports this feature, employ an access list. An access list lets you determine precisely which computers are permitted to access your network. Access points which use access lists can employ Trivial File Transfer Protocol (TFTP) in order to download updated lists periodically and steer clear of hackers. See page: <http://tinyurl.com/28tz3lg>



Your Computer's Health – Part 1

By Art Gresham, Editor, UCHUG
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At the start of this new year the *UCHUG Drive Light* is going to present a series of articles on the general topic of Your Computer's Health.

You say you are doing most of those things recommended to keep your body healthy: annual physical, dental checkups, good diet, bathe regularly, stay physically active. And you do what you must do to keep your auto healthy like oil changes, tune ups, check the tire inflation and tread depth, wash it occasionally, and use good quality gasoline. Even in your home you take out the trash, wash the dishes, vacuum the carpet, change the heater air filter, flush the toilet.

But are you as regular about the same kinds of things with your computer? Like other areas your life, your computer has several facets that you should care for with some regularity, from weekly, or monthly. Some areas are software, or data based, to help keep the computer running at full speed. Others like simply opening the case and removing the dust accumulated on the cooling fins and fans that will help it stay cool and functional for more years.

Maybe you already have a plan, and actually do make data backups (we all do have Acronis don't we?) but what are you doing to be sure your computer stays alive so that you never have to actually use one of those backups? Have you actually complained recently about how much slower your computer seems to run than it used to do?

We want to present some ideas to help you form a plan, or get started. We each have a wide variety of things

that we do, some are very common and widely known. Others may be very unique, much deeper, or something you simply never thought of doing. What you choose to do will, of course, depend on how you use your computer. But the important thing is that you know that your computer's health is your responsibility and if you "take out the trash" occasionally then something is likely to become, well... trashed!

Let's start with the basics. Here in Part 1 we want to look at basic hard drive-OS-data cleaning. For this article I am using XP, so your newer Vista/Win7 will have some slight differences. Windows includes a number of good basic tools that you can, and should be aware of and using. For starters, how full is your hard drive (or hard drives) and how much space can you free up so you can download more of the great utilities (more ideas about those soon) and photos from all the holiday parties and family gatherings. I always like to start by noting the free space, and after all finished I can see a measurable improvement there. Other areas will be a lot harder to note accurately (did the system start/shut down faster this time? Did that program seem to load faster?). So to start Open My Computer, Right Click your hard drive (usually labeled "Local Disk (C:)"), and click Properties. Note how much space is used and free, then close the dialogue box. Repeat for each hard drive. Note that you can probably run the Defragmentation program from the Tool tab on this dialog window, but resist the urge for now, we have miles to drive before we are ready to do that step.

Before defragmenting you should delete as much of the unneeded, unwanted, unused files and programs as you are comfortable removing. While I am primarily thinking of temporary internet files, useless log files, and other truly worthless stuff, you may also have duplicate copies of data (photos, important files) that have been leftover from other activities. While there are a number of tools for finding and deleting those 'clones' we will leave that to a much later discussion. But you say your drive is so large you don't even know where to begin?

Well, start with the 'biggies' first. Why waste 20 minutes hunting and deleting 50 tiny files that save you two megabytes of disk space when there may be two or three directories you can delete in 30 seconds and save 5 gigabytes of space. But how do you find them? Use a tool!!

My first tool choice is **OverDisk** (Freeware) <http://users.forthnet.gr/pat/efotinis/programs/overdisk.html> which was featured in the January 2007 Drive Light. Open a

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disk letter and see the folders and files as a series of concentric rings, as if you were looking down onto the disk itself and seeing the files laid out below. The neat thing is that the biggest folders and files are graphically displayed and you can quickly zero in on the folders that are the biggest. It may be your email folders that have grown out of control and need to be archived. Perhaps you will see a folder for a program you have long since forgotten about and no longer use. By starting here you will have an idea where the big fish are hiding. Check each drive letter or partition and see what sticks out.

Now that you know a little more, generally, about what and how much is on your drive let's get down to getting rid of those pesky junk, temp, trash and other files. The problem is that they are tucked away in folders nested 6 levels deep, or under names that appear self-important, or downright mysterious. Don't be tempted to just dive in with Explorer and manually delete them helter-skelter. **Use a Tool!!** Actually for this I use several different tools because each seems to catch a few files that the others miss. You may want to try these and then just use the one that gives you the best results. I recommend, and use these the end of every month (usually after I finish the Drive Light as that is one of my major monthly milestones - sorta like smoke detector batteries and DST!

First, and one of the fastest is **CCleaner** (Freeware) from <http://www.piriform.com/> which was mentioned in the August 2009 Drive Light. In addition to quickly finding all those useless files, it contains a very good registry cleaner.

My next tool is very similar, called **CM Disk Cleaner**. Although it does not appear to be being updated it is available on several download sites including http://www.scanwith.com/download/CM_DiskCleaner.htm Next is the very advanced **Advanced System Care** (Freeware) from IObit. This is probably one of the most complete, and easy-to-use tools. A very good review and download is available from download.cnet.com

Now that you have a nearly automated way to find all those files, deleted many, cleaned up the registry, and feel you have made some good progress, go back and look at those drive properties and see if you have saved any space. You probably have, especially on your C: drive and perhaps your primary data drive. **NOW** is when you can run your defragger. Either use the one supplied with Windows, or use a free tool also from IOBIT called **Smart Defrag**. But you say defragmenting takes so long and your time is so valuable.

Well, I have mine setup to automatically begin defragging each time my computer is inactive for five minutes, and Deep Optimize every weekday at 7PM (which is when I am usually eating supper, or watching TV). Now I can relax knowing I have cleaned up and defragged with very little effort.

Editor's Note: *Smart Defrag from IObit can be configured to run at scheduled times (as the author mentioned) but it can also be configured to shut down your computer when finished — after I go to bed!*



Tips for Ensuring Your Privacy on the Internet

By Dick Maybach
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When posting information to the Internet, keep three things in mind:

1. you can't restrict where it will go;
2. you can't restrict who will see it; and
3. it will stay there forever.

If you want to keep something private, don't post it.

In the old (pre-Internet) days, if something you told a friend in confidence became public, it was his word against yours. It's much harder to deny a picture of you or an e-mail with your return address. Information about you is most commonly posted on your personal Web site, on social networks, such as Facebook, and on photo sharing sites, such as Flickr. Very few people would post their social security numbers or bank passwords, but you must also be careful with other data.

Be careful about disclosing information that could be used by an identity thief; this includes your birthday, address, and phone number. Although much of this is readily available, you don't want to make a thief's job easy. Your strategy here is like that of locking your car and house; it's not difficult to break into these, but if your neighbor doesn't lock up, he provides an easier, more attractive target.

Keep personal data private

Don't forget that many banks make available hint questions to "help" you if you forget your password, so you should not disseminate personal data used in the hint questions, such as your mother's maiden name, your high

Ensure Your Privacy Online continues next page

school, your pet names, etc. You should avoid taking the quizzes offered by some social websites, as they often ask the same questions about your personal life that are used in password hints.

Don't advertise when you will be away, even for a short time. The time to talk about your cruise or a concert is after you return home. You wouldn't put a note on your door saying that you will out for several hours or days, and you certainly don't want to do this on the Internet, where the information is available to many more people.

Protect you children. Don't disclose their names, ages, addresses, phone numbers, e-mail addresses, or where they attend school, especially if you show their pictures. Small children should not have a computer in their bedroom; instead it should be in a public area of the house where you can check on their on-line activities. If your children have a social Web site, insist that you be a "friend" and check it often. This has to be done carefully, especially with teens, lest you appear to be meddling. However, since they already think you are a fossil, you probably won't damage your reputation much.

Although it isn't a privacy issue, don't publicly criticize your company or boss. While we would like to think that our employers are tolerant, some aren't, and an in-temperate outburst could damage your career. This is especially true if your remarks could be interpreted as racial, religious, or sexual bias, as these could expose you to legal prosecution. Indeed, you will most likely regret any public tirade. At the least, it will make your friends think less of you. This also applies to e-mail. If you are really teamed, don't mail it immediately but let it sit as a draft for a day; then read it carefully after you have calmed down.

Don't disclose risky behavior

Don't disclose any risky behavior in which you indulge. If you like to smoke, drink, rock climb, race cars, explore caves, or hang glide, your insurance company could decide they won't pay a future claim, because you failed to disclose the extra risks associated with such activities. As far as I know, they aren't yet doing this yet, but why take the chance they might begin, say 20 years from now.

Be very careful about posting pictures of you or your friends in compromising situations.

Young people are especially likely to be trapped by this.

In the recent election campaign, some candidates had to live down pictures taken at parties when they were in their teens and twenties. This is a difficult problem, since cell phone cameras are now ubiquitous and such pictures are often published by "friends." You can contact the Web site and demand that the offending material be removed, but a better strategy is to be careful in public.

Even though you never publish anything, information about you is splattered all over the Internet. For example, a search for "Dick Maybach" produces almost 600 hits, and because my name is unusual, most of the them are about me. If you have a common name, you can to some extent hide in the haystack; for example, "John Doe" produces almost 3,000,000 hits. However, even with a common name, adding a few details, such as your city (for example "John Doe" and "Middletown NJ"), will greatly improve the relevance of the results. If you find something to which you really object, you can contact the site and ask that it be removed, but success here is doubtful.

Finally, use the maximum privacy settings that your social networking site provides. In particular, limit access to your page to designated friends. Remember, that these sites make their money by disclosing your information to others. While it may be more convenient to use such sites than to send e-mails to friends, it adds substantial risk.

