



# Brevard Users Group



September 2011

## Secretary's Report

By: *Gervase Bushe*

**Minutes of General Meeting** August 11th, 2011

The meeting was called to order at 6.30 PM by President Larry French.

There were about 20 members present. Treasurer Tom English was back from his trip, so he gave his report for the last three months.

He said collection of the dues had been going on smoothly for the past three months thanks to Bob Bloch. More than two thirds of the members had now paid their (pro rated) bills so that all new dues would be due in January. He went on to repeat how everyone paying at the same time in January would be a good thing. However he said our treasury was slipping right now, because people rather than paying the \$25.00 were paying \$12.00 or \$11.00 until the end of the year. He said this was a good time to be doing this because we had the money in savings to be able to survive this. Come next January we would have a better idea of where we were. He thought that by next March all the dues would be in. He said that having been away for three months when he got back he did a treasury report for the quarter instead the usual one month period. This made a couple of trends stand out. The amount we pay for printing and postage of the newsletter is substantial. This is our major expense. According to his calculations the amount we

expect to take in from dues is within \$50.00 of this cost plus the rental we pay for the church facilities. This means we would not have extra funds for items like club laptop or projector etc. So he felt that the board of directors would have to discuss possible alternatives to deal with this situation. He felt the board would have to decide whether we recommend reducing newsletter delivery costs by using more electronic delivery, or whether we raise dues. He said we were not yet "being pushed over a cliff", but that we would have to take some action within the next year. Jack Nash asked "We are not running a deficit yet are we?" To which the answer was no. The bank account was "sliding" but we still had more money than debt. Jack stated that we had been through this before and that the present way of operating the newsletter had greatly reduced costs from what they had been previously. His opinion was the way to go would be totally electronic delivery of the newsletter. There was more discussion by members about the pros and cons of doing this, and the treasurer cited an example of the method used by the Brevard Camera Club to which he belongs, where their newsletter is available online, but some hard copies are available for members who attend their meetings.

Larry French said that Jim Townsend our newsletter editor would like to make our newsletter available on-line at our website. He would be talking about this at our next Board meeting.

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**THE NEXT MEETING OF THE  
BREVARD USERS GROUP  
WILL BE ON THURSDAY**

***September, 8th 2011***

***At 6:30 pm***

***In***

***The Central Baptist Church***  
***Visitors welcome!***

**Visit the BUG CLUB web site  
for the latest schedule.**

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**There will be a drawing for Door Prizes!  
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**Secretary's Report ... Continued from page 1**

French said that when this had come up before, at that time, a majority of people present had been in favor of keeping a printed news letter. He was curious to know how many of the 15 or so members present would agree to electronic delivery. He started to review the alternatives. One of them was raising the dues. But that was not an option interrupted Jack Nash, since the only benefit that members received for their \$25 if they did not attend these meetings was the monthly newsletter. He also pointed out that reducing the number of newsletters printed would increase the cost per unit.

The Treasurer stated that it was hard to estimate exact costs as items such as postage kept changing, but presently newsletter and postage costs were running \$1300 to \$1500 per year, which was the major part of our expenses.

Vice president Hank Lauritsen said that he had wanted the printed version, but now that he was getting it by email, he would go in and print only the pages which interested him, so he found it a better arrangement. So he did not know why we could not go that way completely.

Larry then asked for a show of hands from those people who would be in favor of stopping the printed version in order to solve this problem. The vast majority of those present raised their hands.

Karl also suggested that another alternative would be that the standard dues cover electronic delivery, but if a member wanted a hard copy he could pay extra (whatever it cost) to receive a subscription in printed format.

Larry said that nothing would be decided tonight, but these were all ideas for discussion, and he called for another show of hands. This confirmed the previous result. Someone also suggested we could just stop printing, and see what happened. There was some more discussion about ways and means by members, and Larry thanked the members present for their opinions and assured them that the board would be working on it. He also reiterated that we needed a new president, and that he did not want to continue for another year. He then moved the meeting on to the question and answer session.

**Treasurer's Report**

*By: Tom English*

I have been back nearly a week and have managed to put together the Treasurer's report covering May, June & July as well as a newly revised membership list. Completing the report in a reasonable amount of time was possible only because of the work Larry and Bob did over the past 3 months.

**May, June & July, 2011**

**EXPENSES**

PO Box Rent	\$ 48.00
Postage	\$142.72
Printing	\$239.43
Meeting Room Rent	\$180.00
Dues FACUG	\$ 25.00
<b>Total</b>	<b>\$635.15</b>

**INCOME**

Dues	\$264.00
Interest	\$ 0.34
<b>Total</b>	<b>\$264.34</b>

**ASSETS**

Checking	\$1,103.97
Savings	\$2,022.82
<b>Total</b>	<b>\$3,126.79</b>

**Renewals**

Bechtel	1237	Haft	1328
Clanton	1183	Hally	1006
Compson	1267	Hludzinski	1831
Crowley	1054	Ledman	1270
Cummings	864	Marcum	1330
Curtiss	1268	Oldach	1247
Davies	1329	Planck	1231
Geist	905	Preller	1293
Guthrie	1251	Staples	1008



There followed a question and answer session regarding member's computer questions. They were ably answered by Chuck Boring in most cases.

The meeting ended at approximately 8PM.

Submitted by Secretary Gervase Bushe



# September BUG Meetings 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Tinkers SIG Call 952-0199 to verify meeting	5	6	7	8 Monthly Meeting Central Baptist Church 2303 Country Club Dr Melbourne, FL	9	10
11 Tinkers SIG Call 952-0199 to verify meeting	12 Daytime SIG One Senior Place 8085 Spynglass Hill Rd Viera, FL	13	14	15	16	17 Newsletter SIG Call 728-5979 for information
18 Tinkers SIG Call 952-0199 to verify meeting	19	20	21	22 Windows & Linax SIG Central Baptist Church 2303 Country Club Dr Melbourne, FL	23	24
25 Tinkers SIG Call 952-0199 to verify meeting	26	27	28	29	30	

# Converting Documents to PDF

By Wayne Comstock, Member, South Walton Computer & Technology Club (SWCTC), Florida  
<http://southwalton.apcug.org/>  
Walaco (at) gmail.com

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. PDF documents can also be easily emailed to others as an attachment.

You can convert to PDF from **any** file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software to accomplish this. I recommend the Free PrimoPDF program. It's free, easily installed and available at:

[www.primopdf.com/index.aspx](http://www.primopdf.com/index.aspx)

1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.
2. When prompted, select a download location which you can find easily, such as your 'Desktop' or 'My Documents' folder, and click OK.
3. When the download is complete, double-click the file named FreewarePrimoPDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.
4. Follow the simple instructions to complete the installation. A system-restart is **NOT** required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality to output files to PrimoPDF for quick and easy PDF conversion.

To convert a document to PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select **File >Print**.
2. In the printer dialog, select PrimoPDF from the dropdown menu and click OK to complete the print, and launch the PrimoPDF interface.
3. Select one of the Creation Profiles for the document **Quality** you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide. Point your cursor at each button to define.



4. Select the Save As dropdown menu to set a name and location for the created PDF.
  - Ask when creating PDF – Allows you to rename the PDF and select a save-location.
  - Specific Folder – Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.
5. Click the Create PDF button to convert your document.
6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog.

There are many more options and features available. (Appending a PDF)

Go to the web site below and download the PDF Primo detailed User Guide.

[http://www.primopdf.com/pdfs/PrimoPDF\\_V5\\_User\\_Guide.pdf](http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf)



# How to Backup Securely

By Mark Tiongo  
www.geeks.com

This Tech Tip addresses some frequently asked questions about how to safeguard your computer data on a personal and business level. It assumes that you DO NOT have gigabytes of music and movies that require extensive security measures to protect.

1.) How should I begin to secure important data on my desktop computer or laptop?

First, it makes sense to designate 1 or 2 specific folders on your computer as the main folder for confidential file back-ups for several reasons. If you have to do a quick back-up, all you do is copy that folder to an external drive for an instant back-up.

Second, It provides a centralized location for all important data. Instead of having to hunt down the menu, sub-menu, sub-sub-menu of where you normally download company financial spreadsheets, you can set your browser and programs (such as Quickbooks, etc.) to save/download all important files to this folder.

Third, let's say you only save ALL important files on a flash drive/external hard drive. If your notebook gets lost/stolen, the thieves only have the programs and not the actual confidential files which are on the cheap flash drive.

2.) Great, now how do I actually back-up my designated BACK UP folder(s)?

Here's where it gets tricky. You have several back-up options such as:

A.) Cloud – Services such as Carbonite and Mozy offer low-priced back-up solutions. You basically upload all your confidential files to their cloud servers and are able to access them anywhere in the world where there is Internet access. The main issue is that, from a business security perspective, you have no idea where your data is stored. If, for example, it's stored in a server farm in China which gets hacked, then you're in trouble.

B.) External Hard Drives – These nifty devices come in portable 2.5" and larger 3.5" flavors and offer more than generous dumping grounds for all things important. Once you plug it in, your OS recognizes it and pops you up with a folder showing it as a (giant) external drive with a letter (i.e. G:) Some even feature OTB (One Touch Backup) so you press one button and it backs up either your entire system or certain portions of it. Some external hard drives offer plug-in encryption that prevents unauthorized access. The issue with this solution is that you have to lug it around, which means it has a chance of getting lost/stolen and the formality of performing a back-up might become time-consuming to some.

C.) Flash Drive – These little drives are more nimble, have zero moving parts and are highly portable. Unfortunately, this is also its Achilles' Heel as its relatively small size makes it prone to becoming misplaced or stolen. Also it does not have the capacity of a larger external drive. The good news is that some flash drives have built-in encryption which can be useful if it lands in the wrong hands.

D.) Home/Office Network Attached Storage Drive – Also called NAS, this is an excellent solution for comprehensive back-up protection as these hard drives function as dumping grounds for an entire home or office network. It provides a centralized location for files, folders and documents which any connected computer can access and come in large drive sizes. However, security precautions should be utilized if the NAS has built-in measures as an unsecured NAS may be prone to prying eyes. For example, a NAS without security protocols activated while connected to a home Wi-Fi network is prone to being breached. Because of this, it's crucial to configure the NAS security as well as the router/network security for optimal protection.

E.) Backing up to CD/DVD/Blu-Ray – Optical media back-up is actually a very cost-effective solution because CDs and DVDs are very cheap nowadays. Furthermore, if you're looking to close the books for a certain month on your business, burning to a CD-R or DVD+R sets the data in stone so it can't be manipulated on the disc. The problem is that if you have lots of data to back-up, the formality of using several CD-R or

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### ***Backup Securely ... Continued from Page 6***

DVD-R discs to save might also become time consuming. In addition, you would have to make sure said back-up discs are placed in a safe place where the chance of it getting stolen is minimized.

#### 3.) Which back-up method should I pick?

While the above solutions offer many ways to back up your confidential data, the best way to minimize a data breach/loss is to follow a combination of multiple back-up solutions and proactive behavior. For example, it would be a good idea to store important sensitive data on your flash drive and encrypting it with TRUE Crypt while also saving duplicate file copies on your home NAS drive via secure VPN connection. If your flash drive is lost/stolen, True Crypt prevents the drive from being used without proper credentials and you can still access the very same duplicate files on your NAS server.

Regarding proactive behavior, you should be mindful of back-ups so you don't lose something you wish you saved 2 weeks ago.

There are also programs out there that can help secure data such as:

- Folder Lock – Locks and can hide any folder you wish from prying eyes.
- True Crypt– secures drives with extensive hardware encryption.
- Acronis Drive Cleaner – Completely erases all drive data with several methods (DoD, Gutmann method, etc.) – works great if you're planning to get rid of old computer hardware.

Remember, it's all about being proactive and being mindful of what back-up security solutions to use for your personal or business needs!



***Due to recent budget cuts and the rising cost of electricity, gas and oil, as well as current market conditions, the Light at the End of the Tunnel has been turned off..***

## **Searching - or better still, Finding**

*By Phil Sorrentino, President, Sarasota Personal Computer Users Group, FL*

*June 2011 issue, Sarasota PC Monitor*

*www.spcug.org*

*president (at) spcug.org*

Now where did I store that list of DVDs. I could have named it "DVD List" or "Movie List" or "DVD Inventory", but I'm not sure. This is the situation I used to find myself in quite frequently when I have a hardcopy of something that I hadn't used in awhile and want to change, but don't remember where I stored the file on the computer. This problem can be solved in a few ways. An obvious one is to include, somewhere on the hardcopy, the name of the file and where it is located, like *D:/MyInfo/HomeInfo/Inventory/DVDList.xls*. Now if you have a hardcopy you can always find the file on the D: drive. But this solution doesn't help if you have discarded or lost the hardcopy. So, thank goodness for Search Utilities.

Windows XP had a simple search utility that could be found by clicking the Start button and then selecting "Search" in the list on the right side of the menu. Once there, you could select "All files and folders", where you could input "All or part of the file name:", then select the Drive(s) you wanted searched, and finally select "Search". As files and folders matched the search criteria, they are displayed on the right side of the window for review. If something is familiar, you can double-click it and inspect it further. More often than not, this process finds whatever was forgotten, lost or misplaced.

That was how it was. Now that I have upgraded to Windows 7, when I select the Start Circle (or Start Orb), immediately right above the Circle, I get a search box that suggests "Search programs and files". When I input a word, like "list", I immediately get results. So far, I have never gotten any results that I can use. (This may be because I have not set up "Indexing" correctly, or maybe I'm missing something.) So, although I am very pleased with Windows 7, I have not been able to find lost files as easily as I could with XP. (No, this is not, at all, a reason to stay with XP.)

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## **Searching ... Continued from Page 7**

If you Google “Free Search Utilities”, you will find many possibilities. But, just as I was about to start looking for a search utility, I read a brief review, in Smart Computing (Dec. 2010), of “Ultra File Search”, a free search utility. The review made it sound like it would do the things the XP Search feature did. I downloaded it to a “test Windows 7” machine and after using it a while, I was convinced it could do the type of basic file and folder search that I was missing.

Ultra File Search can be found at:

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

And the developers describe it as follows:

Ultra File Search is a Search Utility which is able to find quickly Files, Folders and Text on your Local, Network, DVD, CD-ROM, USB Hard or Flash Drives. Ultra File Search allows you to specify several File Masks and multiple Drives and/or Folders at the same time; it is able to sort out files and folders according to their properties (e. g. Modified Date) and find files which contain one or more specific words or sentences.

This Utility does not use background indexing, does not waste system resources and does not use extra space on the disk. Ultra File Search does NOT contain any Spyware, Adware or Viruses and is Free for Personal use.

(Note the comment about not using “background indexing”. Maybe that is the source of my not finding things when I use the Windows 7 Search. I’ll have to pursue those thoughts.)

From the description, it sounds like Ultra File Search attempts to replicate the features of the Windows XP Search feature. Ultra File Search has a start-up window that looks much like the Windows XP “Search Results” screen, but it uses tabs to present its features.

Upon starting Ultra File Search, the Files and Folders tab is shown. This is similar to the “All files and folders” selection in Windows XP. Just input a file name and browse for the drive you want to search and then click the Search button. Search results show up in the bottom of the window. The three remaining tabs on the opening screen of Ultra File Search offer different ways of attempting a search. “Containing text” provides the

ability to search for a file that contains a specific text sequence. Think of it as looking for particular words or phrases in a text (.doc, .docx, .rtf, .txt) document.

There are a few options like “MatchAll” and “Case Sensitive” that may help with the search. Additionally, you can eliminate System, Hidden, Image, and Media files to speed up your search.

The “Date and Size” tab provides the ability to search for files that were “Modified, Created, or Last Accessed” between specific dates and times. This may be useful if you know the very specific kind of information about the file in question. This may also be a good way to eliminate large numbers of files under certain conditions. Additionally, this tab offers the ability to search based on the size of the file provided that very specific information is known.

The fourth tab, “Attributes”, provides the option to search for files based on certain system parameters” such as “Archive”, “Read Only”, “System”, “Hidden”, and “Directory”, which may be useful under some very specific circumstances. This tab also offers some NTFS only (New Technology File System), file searches using the NTFS parameters, “Compressed”, “Encrypted”, “Temporary”, “Not Indexed”, “Reparse Point”, “Sparse File”, and “Offline”. These last search criteria may be useful only under certain very special circumstances and probably only to those very technically inclined.

If you are familiar with the Windows XP search feature, you will see that Ultra File Search provides, to a Windows 7 user, all of the features that were available in XP. Now with Ultra File Search I can finally locate that “DVD Movie List” I started looking for.



PC Repair, software or hardware.



*Chuck Boring*

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# Wireless Range Expansion

By Sandy Shapiro, Member-At-Large, UCHUG  
(Under the Computer Hood UG), CA  
June 2011 issue, Drive LIGHT  
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*Sanford.shapiro (at) gmail.com*

At our last meeting we discussed how to expand the range of a wireless router. We talked about bridges and repeaters, but we didn't discuss expanders.

My wireless router sits on the second floor of my house in a back room. My office is in a small building behind my house, where the wireless signal is very low – only one bar is lit. Some of my patients are on the east coast and meet with me via Skype. The poor connection has been a major frustration.

After our meeting I did some research and found something called a Wireless-G Range Expander made by Linksys. Because I already have a Linksys wireless-G router, I thought it would be worth a try. I bought a refurbished model from Amazon.com for \$23.99. I don't see why it shouldn't also work with other brands of Wireless routers.

The setup was complicated, but once accomplished, my connection went from "very low" to "excellent" and all bars were now lit. Here is how I set up the expander:

First, I plugged the power cord into an outlet, and two lights went on

- I plugged a cat5 cable from the expander directly to my router
- I opened a browser and looked up: <http://192.168.1.240>
- I left the user name blank and typed "admin" for the password
- I went to the Help menu and opened the utility for changing the firmware. I had already downloaded the new firmware from the Linksys web site. After changing the firmware from V. 3.01.01 to V. 3.04.01 and rebooting the expander, I performed the following steps:
  - I set Gateway to 192.168.1.1, the address of my router.
  - I left Mode as mixed, and I changed the SSID to match the one in my router.

- I selected Wireless Security Enable. A pop up window opened and I changed security from WEP to WPA Personal. I entered the pass phrase I used in my router settings and clicked on Save Settings.

- After a reboot, I rechecked all the settings, unplugged the expander, removed the Cat 5 cable, and took the expander out to my office.

- There I plugged it into a wall plug and turned on my computer.

- Connection strength was now excellent and all bars were lit.

The only problem was that I now lacked "connectivity." No matter how I configured the system, I could not access the internet – even though all the bars were lit. I disabled security and was finally able to get a network connection, but the Skype connection was all but impossible to use.

I sent the expander back for a refund.

## Tomato Firmware

<http://www.polarcloud.com/tomato>

One advantage of the Linux program is that I could increase the power of the wireless signal, which I did from 42 mW to 70 mW. That allowed for a somewhat better connection in my office, but it was still very low.

Another advantage of this firmware is that you can use your router as an Ethernet Bridge or as an Ethernet Client, in addition to the normal use as an Access Point. It only cost \$55.94 to get another Linksys WRT54GL – about the same as some of the other repeaters on the market.

I found an excellent tutorial on using Tomato to set the firmware for Wireless Client Modes.

<http://bit.ly/ik2BPw>

I first tried to use the Ethernet Bridge mode where the router is placed half way between the access point and the laptop out in the office. I couldn't get it to work. I then used the Wireless Client Mode where the router is in my office and connects to my laptop via a cat 5 cable. At first I had trouble, but then I realized I had to disable the wireless radio in the laptop, and everything worked fine. To the computer, it looks like a hard wired, or cabled connection.

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## Database Redux

By Wil Wakely, President, Seniors Computer Group, California  
May 2011 issue, Bits and Bytes, The Official Electronic Newsletter of the Seniors Computer Group  
www.SCGsd.org  
wilw(at)adnc.com

About this time last year the Prez article discussed the basics of databases. (See Prez Article Bits & Bytes, March 2010). This subject needs to be addressed again because it is such a powerful computer tool and has become very pervasive in today's culture. The computing power and storage capability of modern computers has so improved that huge databases are being generated and utilized as never before.

So here's a quick recap of what a database is: A single subject such as an address book is broken down into the individual parts (called 'fields') that need to be tracked, such as last name, first name, street address, city, state, zip, phone, etc. For each contact (person, business, etc.) a record is stored with specific information in each field. Now the beauty and power of a database is that each of these fields can be searched and sorted in many different ways. For example, if you want a list of all contacts (records) with last name 'Smith' who live in zip code '92101' and are between the ages of 45 and 55, and have email addresses with AOL, then a single simple search retrieves them in seconds. Excel or Word documents cannot do anything this complicated.

This is how Google can return umpteen thousand hits in milliseconds for some obscure search you have made. Their database is huge and is constantly updated as new sites come on line or old ones are updated. A 'web crawler' program constantly seeks out new Internet information which is immediately added to the giant database. New databases on a plethora of subjects are being created every day which add to the universal information pool, both public and private. Printed encyclopedias are practically obsolete with on-line databases instantly available to all who have access to the Internet. Is the Britannica still published? Recently, I updated some databases that I maintain: Computer CDs, Video tapes and DVDs, Music (LPs, CDs, cassettes, (no longer 8-track)), Xmas lists, Publication

subscriptions, Contact lists for various organizations and Collections (art, jewelry, etc.). Pictures can also be stored with each record along with the data. We seniors recall that in the olden days obsessive types spent hours keeping such lists by hand in notebooks, and if they were very large, searching and sorting was a real headache.

There are many database programs available in all price ranges from free on up, depending upon their power. Microsoft provides Access database program in the Office Pro suite. AskSam is a low cost database program that is simple to use and readily available. A Google search will return a list of many database programs. Search for Database Reviews to determine the best one for you. Happy computing!



### *Wireless Expansion ... Continued from Page 9*

The steps to set it up are as follows:

- I checked the IP address of the extender router and saw that it was the same as that on the access point, 192.168.1.1. I then changed the client router to 192.168.0.1 as per the instructions. DHCP server was enabled. I then made sure the SSID and the channel were the same on both units.
- I disabled security on both routers for testing. When I saw good internet connections and excellent Skype connections, I tried re-enabling security. I had been using WPA2 with TKIP – it didn't work. I then tried WEP and AES and, bingo, I was in business.

I have now successfully extended my internet connection, and I have a spare router should the first one ever burn out.



### **The Economist**

"Reaching for the kill switch"  
<http://tinyurl.com/42bbu9z>



# Windows 7 Jump Lists

*By Vinny La Bash, Regular Contributing Columnist,  
Sarasota PCUG, Inc., FL  
May 2011 issue, Sarasota PC Monitor  
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There are those who say that Jump Lists are new to Windows 7, and there are those who say Jump Lists are nothing more than hyped-up extensions of the My Recent Documents menu which began in Windows 95. There is truth in both viewpoints.

Previous to Windows 7, the My Recent Documents menu listed the newest file version of its application. If a Word document was created at 7:00 am followed by a Spreadsheet edited at 8:00 am, followed by a drawing revised in Paint shortly thereafter, all three would be listed in reverse chronological order on the same list.

In Windows 7, each of those files would be on a separate list, each list comprised of files created by its own specific application. If you right-click on the Word icon for example, you see a list of the most recent Word documents that were created or edited by Word. A right-click on the Excel icon would reveal a list of the most recent Excel spreadsheets. The same holds for Paint, Adobe Photoshop, or PowerPoint.

Windows XP had the right idea, but the concept wasn't taken far enough. If an application that runs on Windows 7 is capable of generating files it will have its own Jump List. If you use one application heavily, it's very handy for that application to possess its own jump list. The Excel Jump List does not contain files generated by other applications, it shows only Excel spreadsheets.

Jump Lists act like application specific Start menus. You can find them on the application icons that appear on the Taskbar after the application is open. They also reside in the Start menu in the recently opened programs area. The Jump Lists on the Start menu appear a bit different than those on the Taskbar, but they function in exactly the same way. If you "pin" an application icon to the Start menu or the Taskbar you will get a Jump List by right-clicking on the icon.

Jump Lists have several defaults, the application's shortcut icon is displayed, you can close one or all windows that happen to be open, you can pin or unpin, see a list of up to ten recent files, and specific tasks associated with the application. If you bring up the Jump List for Internet Explorer 8, there is an item that let's you do InPrivate Browsing.

Right-click on any of the files listed in the Jump List. You can remove the file from the list, pin it permanently to the list, save it in another location, rename it, copy it, print it or even send it to another location.

An application's Jump List can be found in more than one location. If you open a Jump List from the Start menu and then open the same application's Jump List from the Taskbar or any other location, you will see exactly the same list of items. That's the kind of consistency that makes sense.

Different Jump Lists from the same application will show you the same thing, but a Jump List from Internet Explorer 8 will show something different than a Jump List from Media Player. IE 8 doesn't show recently played songs, and Media Player won't show you recently visited web sites. What you see on the list depends on the program.

Let's look at some odds and ends about Jump Lists that may prove useful. By default, the Internet Explorer icon in IE 8 is pinned to the Taskbar. When you wish to pin another application to either the Taskbar or the Start menu right-click on the application's icon, no matter where it is located, and pin it to either or both locations. You can unpin just as easily so don't worry about doing something you can't undo.

You can take an item from a Jump List and drag and drop to a new location such as the Desktop or a folder. Drag and drop to an email message and Windows will automatically attach it for sending.

If you unpin an item from a Jump List don't be perplexed if it reappears on the list the next time you open it.

*Continued on Page 12*

## Windows 7 Jump Lists ... Continued from Page 11

You can't pin folders to the Taskbar because they are considered Windows Explorer items, but you can pin Windows Explorer to the Taskbar and folders will appear as items in the Jump List.

It can be useful to clear a Jump List for security or personal reasons. You don't have to unpin each item individually.

To clear a Jump List:

1. Open **Control Panel**.
2. Click **Appearance and Personalization**.
3. Click **Taskbar and Start Menu**.
4. Click the **Start Menu** tab in the dialog box.
5. Clear the checkmark in the **Store and display recently opened items in the Start Menu and Taskbar** check box.
6. Click **Apply**.
7. Recheck the box you cleared in step 5, unless you want the Jump List always empty.

Note: If you wish to change the number of items in your Jump Lists click the **Customize** button and follow instructions.

8. Close any open dialog boxes.

Some programs display useful tasks in their Jump Lists. Tasks on a Jump List can't be added to or removed.



## The First Website Ever Celebrates Its 20th Birthday

On August 6, 1991, the first website was launched on the Internet, forever changing the way we browse. (And thankfully, web design has improved just a bit in the past two decades.)

Read more: <http://tinyurl.com/3jc9pkt>  
<http://newsfeed.time.com/2011/08/06/the-first-website-ever-celebrates-its-20th-birthday/#ixzz1UMJOLgz>



## Outlook Express to Outlook Tip

By Gordon Giles, a member of the Perth PC Users Group Inc. Western Australia  
[www.perthpcug.org.au](http://www.perthpcug.org.au)  
gorgil51 (at) perthpcug.org.au

Just a small, tip for those people having problems migrating from Outlook Express to Outlook:

1. Open Outlook express on the desktop
2. Drag the left edge to the right about ½ of the screen.
3. Right click on the clear area on the screen and create a new Folder. Call it "My mail files".
4. In the "My mail files" folder, create a matching folder name for the each one in OE. Look at all the folder names in OE.
5. When you have completed this go back to OE and start at the top of the folders list and open the first one, click on just one email.
6. Hold down the "CTRL" key and press the letter "A" on the keyboard. This will highlight all the emails in this folder.
7. Using the left mouse button drag the blue highlighted files all together and place your mouse pointer over the corresponding folder on the left and let go.
8. After a few seconds open the new file and all the emails from the OE folder will be in the new folder
9. Do this for all your OE folders including your address box. Save it to a thumb drive and when ready to run Outlook do the same in reverse. If you have personal folders in OE you will need to make the new folder in Outlook.

You can only drag and drop the emails themselves you can't copy and paste.

I have never managed to master Import and export from Outlook Express to Outlook but have used this method so later I can open the file and know I have an exact copy of all my emails. It will work when going from Outlook Express to Outlook and the other way.



## *youSENDit*

*A Program to Send Large Files  
By Corinne Goeke, Computer Club of Green Valley,  
AZ, Green Bytes, Summer 2011  
<http://ccgv.apcug.org>  
[cmgoeke \(at\) yahoo.com](mailto:cmgoeke@yahoo.com)*

Have 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 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 100 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 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!



## FOR SALE

### **htc Inspire 4G smartphone for use on AT&T Network**

2-Lithium ion batteries AC & 12v car charger  
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**Larry French-321-652-7618**

# Tips & Tricks | Tutorial

By Les Townsing, a member of the Melbourne PCUG, Australia  
April 2011 issue, PC UPDATE  
www.melbpc.org.au  
editor (at) melbpc.org.au

## Better File Information with Windows Explorer

### Sort your files more intelligently with a few simple clicks.

There is often a lot of information automatically recorded when you save a file. This information can be easily displayed and can prove to be useful when sorting/categorizing files.

Normally, when you open Windows Explorer (right-click on the Start button and select 'Explore') you get displays indicating the file name, size, date modified, and other general information (see below).

If, however, we right-click anywhere on the Column Heading bar we get a lot of additional columns we can add. Depending on the type of files you can select some meaningful columns. If we are looking at picture files (jpg) some appropriate columns may be Date Taken, Dimensions or file size.

If you right-click on a file and select properties, you get to view all the possible information as well as the ability to edit some of the fields.

You can now sort your files by any of the columns (just left click on the column heading).

If we right-click on a file, we can select Rename and change the name to a more meaningful title rather than a bunch of numbers. These features may be more meaningful if we use music files as an example.

Unfortunately, some of the "Ripper" programs (programs that copy CDs and often convert the files to MP3s) get it wrong or leave a lot of stuff out, which can be quite annoying, particularly if it is the artist's name or the title of the song. When selecting a CD Ripper program this is one item worth checking.

## Extra Tip

If you select a file (click on it) then hold down the shift key whilst clicking on another file then the system will select all the files in between and including the first and last file you clicked on. Now, if you right-click on any one of the selected files and choose properties, you can edit a field for all the selected files. This is no good for titles as every file must have a different name. However, it is good when you want to edit the album title or artist for a number of tracks.

## Extra Extra Tip

Often the files you want to select are not consecutive in a list. No problem, hold down the control key then click on the files you want. As you click on the files they become marked as selected. You can then right-click on any selected file to edit the properties of all the selected files.



## HEALTH MESSAGE:

1. If walking/cycling is good for your health, the postman would be immortal.
2. A whale swims all day, only eats fish, drinks water and is fat.
3. A rabbit runs and hops and only lives 15 years.
4. A tortoise doesn't run, does nothing ..yet lives for 450 years.

## AND YOU TELL ME TO EXERCISE!

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## Brevard Users Group Membership Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Home Phone \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_  
Family Membership \$25.00 E-mail Address \_\_\_\_\_

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### Special Interest Groups

#### Afternoon Meeting

An afternoon meeting is held on the first Monday of the month at 2pm, in One Senior Place, 8085 Spyglass Hill Rd, Viera.

#### WINDOWS SIG Meets 7:00 PM

On the second and fourth Thursdays at the Central Baptist Church  
2503 Country Club Rd Melbourne

**BEGINNERS SIG (Newbies)**  
Meets at 6:30 pm. The 4th Thursdays,  
at the Central Baptist Church

**IMAGING SIG**  
Meets at 7:00 PM the fourth  
Thursday, at the Central Baptist Church

**NEWSLETTER SIG**  
Meets on the second Saturday  
after the BUG monthly meeting.  
Place is Jim Townsend's home.  
Call 728-5979 for directions.

**LINUX SIG**  
Meets on the Fourth and Fifth Thursday  
at the Central Baptist Church

**TINKERS SIG**  
Meets on most Sundays at Bob Schmidt's house.  
Call 952-0199 to verify meeting and directions.  
E-mail: [rschmidt@cfl.rr.com](mailto:rschmidt@cfl.rr.com)

### BUG Club Information

#### BUG E-MAIL LIST

To be included in the BUG E-Mail roster, send an E-Mail to Larry French at:  
[president@bugclub.org](mailto:president@bugclub.org).

We will need your full name, E-Mail address and your BUG membership number. You will then receive notices and updates on BUG activities, special events, changes to schedules, etc.

#### BUG Officers

Meet the Fourth Thursday of the month  
After the Windows SIG, at Central Baptist  
Church, when announced.

### Advertising Rates

	4 Months	8 Months	12 Months
Full Page	\$160.00	\$305.00	\$440.00
Half Page	\$85.00	\$162.00	\$232.00
Qtr Page	\$45.00	\$86.00	\$123.00
Bus Card	\$25.00	\$48.00	\$68.00

### Moving ?

Don't miss out on any issues of the BUG Newsletter  
Send your new address to:  
Brevard Users Group Att: Treasurer  
PO Box 2456  
Melbourne, FL 32902-2456  
And e-mail to the Newsletter and Treasurer at:  
[newsletter@bugclub.org](mailto:newsletter@bugclub.org)  
[treasurer@bugclub.org](mailto:treasurer@bugclub.org)

**Brevard Users Group  
Incorporated  
P. O. Box 2456  
Melbourne, FL 32902-2456**

**Monthly Meetings:**

Are held at the second Thursday of the month at Central Baptist Church 2503 Country Club Rd Melbourne at 6:30 PM.

**Membership:**

Is by application and payment of \$25.00 annual dues. Membership is for 12 months from receipt of dues and includes a year's subscription to the newsletter.

Your membership expires on the date indicated in the upper left of your address label (YYYYMM). Please allow six weeks for processing the renewal.

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**BUG Officers**

**President:**

Larry French 837-0962  
president@bugclub.org

**Vice President**

Hank Lauritsen 254-8550  
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**Treasurer:**

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**Secretary:**

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**1st Member at Large:**

Bob Bloch 733-4431

**2nd Member at Large**

Bill Middleton

**Committee Chairperson**

**Beginners Help:**

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**FACUG Representative:**

Open

**Program Director:**

Hank Lauritsen

**Webmaster:**

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**BUG Web Page:**

<http://bugclub.org>

**Special Interest Groups**

**Beginners' SIG:**

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**Hardware (Tinkers) SIG:**

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**Newsletter Publishing SIG:**

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newsletter@bugclub.org

**Win 9x/XP SIG:**

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Chuck Boring 454-9455  
Bob Staples 255-2623

**Imaging SIG:**

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**Linux SIG**

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[linux-sig@bugclub.org](mailto:linux-sig@bugclub.org)