Member of the
Florida Association of
Computer Users Groups

Brevard Users Group

December 2010

Member of
The Association of
Personal Computer User Groups

Prez Sez:

By: Larry French

It has been a pleasure serving the Brevard Users Group, but after 5 years at the helm of the club, I feel that it is time for someone else to take over. I have tried to help the club grow by starting new meetings, new Special Interest Groups, keep the meetings interesting.

So far, no one has come forward to take over this task or the other Board positions that will become open in January.

I will assist any one who takes on the challenge. It is not a difficult job but does require thought and planning.

I fear if no one comes forward by the end of this year the club will be forced to close. I really don't think any of the members want this to happen.

Please think seriously about this and let's keep the BUG club alive.

Take a look at the Club History on page 4 of this issue of our Newsletter. It may help the newer members understand the club better.

Larry, Prez

MERRY CHRISTMAS!

Monthly Meeting / Christmas Party will be held on the 3rd Thursday, December 16th at 6:30 pm. At the Central Baptist Church, 2303 Country Club Dr, Melbourne.

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The BUG Newsletter is created on a AMD Athlon XP 2400 Mhz computer using PageMaker 6.01, on Windows 98se.

Articles, Reports, and new Advertisements should reach the Managing Editor or DeskTop Publishing SIG by 5:00 p.m the Friday before the second Wednesday of the month. Items received after the deadline will be held for the following month's issue.

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Articles or items of interest for inclusion in the newsletter should be sent to **The Editor** at:

Brevard User's Group
PO Box 2456
Melbourne, Fl. 32902-2456 or
Jim Townsend   728-5979
E-mail to: newsletter@bugclub.org

THE NEXT MEETING OF THE BREVARD USERS GROUP WILL BE ON THURSDAY
Decemmber 16th, 2010
At 6:30 pm
In
The Central Baptist Church
Visitors welcome!

Visit the BUG CLUB web site for the latest schedule.
http://bugclub.org

There will be a drawing for Door Prizes!
You must be a member and present to win!

Secretary's Report

By: Eileen Cameron

BREVARD USERS GROUP MEETING:
November 11, 2010

1. President Larry French called the meeting to order at 6:30 PM.
2. Larry thanked all the people serving and who have served in the armed forces and asked for a moment of silence for those who gave all for this country.
3. Larry acknowledged the one visitor, Rudy Vigda, who later joined the club.
4. There was no drawing because there were no prizes.
5. Larry asked everyone to sign up for the Christmas party and the drawing for the Windows 7 if interested.
6. Larry also stressed the importance of members volunteering for the three posts open on the Board of Directors, President, Vice-President and Secretary.
7. The January meeting may be offering Gene Barlow as a speaker.
8. The next meeting will be December 4 at One Senior Place.
9. There will not be a Board of Directors meeting tonight.
10. Our speaker for the evening was Janet Steiner from Joe's Club. She spoke to us about Joe's Club and senior mental health.
11. Ms Steiner answered questions after her presentation.
12. Chuck Boring fielded a few computer questions.
13. Meeting was adjourned at 7:45 PM.
14. 20 members were present.

Larry French, for
Secretary, Eileen M. Cameron

They say that marriage is like a deck of cards, in the beginning all you need is two hearts and a diamond.

By the end you'll wish you had a club and a spade.....

Treasurer's Report

By: Tom English

October 2010

EXPENSES

Printing	$77.12
Total	**$77.12**

INCOME

Dues	$175.00
Interest	
Total	**$175.00**

ASSETS

Checking	$1,399.78
Savings	$2,021.47
Total	**$3,421.25**

Renewals

Lopez, Alvin	1250
Mafley, Raymond	1086
Nash, Jack	0845
Roberts, Ray	1305
Rossheim, Olympia	1192
Stillings, Jack	1234
Waltz, Allen	1276

Space Coast Users Group News

All the BUG members are always invited to our presentations.

We have **Gene Barlow** on January **??** (no date or location as of our deadline for the printer, check their web site for an update **http://www.scpcug.com)** and **hhgregg** on February 11th the 3rd Thursday - they flat ran out of time last month and the snowbirds will be here, so they offered to do a 3D HD TV presentation, part 2.

Larry Bennett, Vice President
Space Coast PC Users Group,

Birth of a New Club

By Eric Arnold BUG Webmaster

In the beginning around 1979 there was a small group of TRS-80 computer users, which met once a month at the Satellite Beach Radio Shack store on A1A. This group was called the "Beach Users Group". The members soon out grew the small room in the store, and moved their monthly meetings to the Satellite Beach Civic Center. The room they rented wasn't much bigger, but it had two chalkboards, and plenty of privacy.

Every meeting in this small room was filled with detailed instructions on how to program the TRS-80's, either with BASIC or Assembler language. In time, several of the members had written amazing little programs, many were in BASIC, which incorporated embedded Assembly Language (binary) subroutines. The members were talented, well educated, and eager to share their knowledge! The bonds of friendship, which were forged in that small room, will last forever!

After a short time, a much larger group in the next room disrupted the meetings. The merger of three other computer groups generated much noise; consequently, the introduction of the IBM-PC in July of 1981, marked the end of the road for the Atari Group, Sanyo Group, and the TI Group!

The other three groups repeatedly badgered the BUG Club's president, Mr. David Hixon. Eventually, Mr. Hixon and the BUG Club joined in the merger. The year was around 1983, and the newly adopted name became "Brevard User's Group". The newly formed club was again filled with enthusiasm and talent, which became an IBM based entity, with Special Interest Groups (SIGs) for each of the original clubs.

In time, all the members fell in to the technology revolution. No sooner did a new piece of hardware or computer peripherals enter the market; the members rushed out to upgrade their new toys! This is due to the revolutionary new concept of "Open Architecture"; whereas, the computer would get a facelift by plugging in a new card, more memory, or something called a Hard Drive! As all of the earlier computers were either floppy or tape based, the concept of a large capacity, constantly spinning hard disk, made everyone happy!

Another new feature now available, was the "MODEM". Even though Bell Labs invented it in 1958, the idea of telecommunications caught the interest of many members. Soon everyone was searching for telephone numbers of Bulletin Board Systems (BBS), so they could dialup and go online to play games, chat, read news, or just to download files and programs! At first, the MODEM's were only 300 bps, and like all other hardware, everyone jumped at the opportunity to acquire a faster one! The new Industry Standard Architecture (ISA) modems were smaller, cheaper, and available as internal or external units. By 1980, MODEM speeds had reached 2400bps; four years later they were 9600bps.

As the computer revolution spread across the globe, software for the new IBM computers began to surface, some as commercial products, some as Shareware (Try before you buy), and some as Freeware. This Shareware and Freeware software grew in popularity, as rapidly as Computer Clubs did. Many software authors began mailing their programs on floppy diskettes, to Clubs & Groups across the globe! Soon the BUG Club had an enormous collection of programs stored on 5 1/4" floppy diskettes. By 1982, the PC-SIG became a nation wide collection of Shareware & Freeware software. The BBS's were an excellent place to search for software to suit your needs. The Club's membership rose in to the hundreds, and once a month everyone would drag their computers to the meetings to make and share copies of choice software!

Many years have passed, hardware speeds are in the gigabytes, monitors use millions of colors, and modems are now digitally connected to an international network of computers, known as the World Wide Web. The average member owns two or more computers, spends an average of 4 hours a day in front of it! Communications with family members around the world is merely child's play, as everyone is now accustom to Instant Messages and emailing at the click of a mouse button. Although the topics and computer related questions have changed, the enthusiasm to be part of the computers generation is still strong!

Downsized: Laptop to Netbook

By Larry Bothe. Larry Bothe is an associate member of CAEUG, and an honorary member of FVPCA, Illinois
June 2010 Issue, Fox Tales, Official Publication of the Fox Valley PC Association, IL
www.fvpca.org
lbothe(at)Comcast.net

At first I resisted laptop computers altogether. I have been retired from my real job in the plastics industry since 1999 so I had no employment reason to lug one around. My retirement job as a flight instructor/pilot examiner didn't require a lot of presentations, reports or Internet connectivity. But somewhere around 2005 two things happened. My wife and I got more heavily involved in cruise-ship travel, and the FAA began requiring pilot examiners to use their online reporting system called IACRA. Cruise ships have Internet capability (65¢ per minute) for checking e-mail, but it's much cheaper if you have your own machine because you don't have to stay online while reading/answering mail. Some airports didn't have a computer and/or printer available to the public.

Suddenly I had a real need for a laptop. I went to Staples one day to spend a dollar to have a page laminated and ended up spending $375 on a laptop. At the time it was a heck of a deal. I dug out my circa 1996 portable inkjet printer, faked a connection with a parallel-to-USB cable, and suddenly I was a self-contained mobile computin' fool!

Fast-forward to 2009. Now all the airports I frequent have public computers with high-speed Internet and a printer, cruise ships still have pricey Internet available, and I have gotten into doing aviation-related Power Point presentations. In 2009 I lugged my laptop all over the place. Even without the printer the machine with carrying case and accessories weighed about 12 pounds, and it felt like twice that much after carrying it around the grounds of an aviation convention all day. Netbooks were available but they all had Vista on them. I waited for Windows 7. In March of this year, with a cruise coming up the following month, I got serious about a netbook. More were available with W7 as the old inventory of Vista machines was sold off. I watched the Tiger ads until a decent Toshiba Netbook was offered for $300, free shipping and no tax, and I bought it.

A friend who knew that I worked on my monthly aviation newsletter when traveling suggested that I might not like the small keyboard of a Netbook. The smaller screen (10" for the Netbook vs. 14" on the laptop) meant that I would have to do more scrolling to display documents and images on a Netbook. Now that I have used the Netbook in the real world I can tell you that neither of these things is much of a problem to me. If you needed to view a lot of large images or worked with big spreadsheets I think the small screen would really get in the way, but I don't have that need. I have small hands and fingers, and I don't type well anyway, so the keyboard works OK for me.

The Netbook has the W7 Starter version on it. It's not very fast, but it's adequate. The machine came with 1 gig of RAM. I could upgrade to 2 gigs, but since it has only one memory slot I would have to buy 2 gigs of RAM. I haven't felt the need to do that, yet. I had a little trouble figuring out how to disable the built-in mouse pad. I hate those things and always use a small wireless mouse with a portable computer. If the mouse pad is left activated, then inadvertently touching it moves the cursor, a real pain. My old laptop had a simple on/off button; in the Toshiba I had to control it in software. I actually had to read a Help file to get it done. Darn.

Toshiba claims the machine will run for 9 hours on a full charge. While I haven't actually kept a usage log it appears that 6 hours is more realistic. Still, that's twice as long as my old laptop (claimed 4 hours, actual about 3). The Netbook built-in speakers are terrible, but I use a headset anyway. It doesn't have an optical (CD or DVD) drive so loading software can be a problem. The best way is to download it off the Internet; that's what I did with Open Office and several smaller utility programs. I lucked out with Microsoft Office, which came loaded on the Netbook but required activation. "Activation" means buy a key code. Back in December when I bought my W7 desktop machine I also purchased a 3-license pack of the Home and Student version of MS Office 2007 for $87, and I had used only one license. I was able to use one of my remaining license keys to unlock the same version that was on the Netbook. I was instantly in business without having to load the software or spend any more money.

I transferred files from my desktop to the Netbook using a flash drive; the 4-gig one I got from CAEUG as an anniversary gift. A word of caution here; laptops and netbooks are prone to being stolen. Watch out what you put on a machine that you are going to carry around with you. When I got my laptop 5 years ago I transferred all my files from my desktop. That included a lot of sensitive financial information that I didn't really need when traveling. This time I transferred just the files that I think I'll need, and none of them contain any detailed personal information. That saved me a lot of time and hard drive space, and now I don't have a big security problem. I know, files can be encrypted and password-protected, but that makes things cumbersome to use. If sensitive files aren't on the machine then you don't have to worry about them.

I'm very happy with my netbook purchase. The only extra thing I had to buy was a carrying case. I prefer Targus cases. They cost a bit more but are better designed and constructed than the cheaper ones. Be sure you get one with a shoulder strap. My accessories include the wireless mouse, charger cable (smaller than one for a laptop), media presenter (combination wireless slide controller and laser pointer), USB memory card reader, flash drive, and a lightweight headset that works with my hearing aids. The whole works weighs 6 pounds (the netbook itself is 3 lb.); half of the laptop rig. Using the shoulder strap I hardly notice that I'm carrying it. And the smaller size is important too; it doesn't get in the way as much. After getting through airport security I can stuff it in my small roller carry-on bag. Lately I have seen W7 netbooks a little lighter than mine as cheap as $249. And if you have a full-size laptop to get rid of, maybe you can sell it. I got $200 for mine. Good luck.

Larry Bothe is an associate member of CAEUG and an honorary member of FVPCA. He was President of CAEUG for a time back in the 90's when he lived in the Chicago area. Larry presently resides in southern Indiana where he is retired from the plastics industry and currently teaches people to fly airplanes. He also performs pilot examinations for the FAA.

Dick's Clicks

By Dick Ramette, President,
Computer Club of Green Valley, AZ

Rwramette (at) mindspring.com

This month I clicked on "email etiquette" in Google, and found 163,000 hits, with myriad suggestions for doing the right thing. I realize that many of you do not need this, but others, including my own kith and kin, should take note of these pet peeves. Please take the quiz:

1. A friend emails you with the subject "Meg's birthday," and attaches three nice pics of the little sweetie with her cake and candles. Do you immediately reply and comment on the happy occasion, leaving the subject unchanged?

2. A month later, when you email this same friend about your successful hip replacement, and you use Reply to get started, do you use something relevant, like "I'm so Hippy," instead of lazily leaving "Meg's birthday" as the subject line?

3. When a friend sends you anything welcome, do you give them the courtesy of a prompt reply/thank you, knowing that they'll appreciate that you received it and cared enough to respond?

4. When you Reply, do you delete all traces of the incoming email, especially any pics or a long attachment, thus saving clutter on your friend's hard disk which, after all, already has a copy of what was sent?

5. Someone emails you a scary warning of impending doom if you get an email with a certain clickable link. Or, it might be an amazing come-on, saying that Microsoft will pay you cash for every person to whom you relay this message, so they can check a new method of email tracking. You are begged to forward this to everyone in your address book. You notice that this email has already been successively forwarded several times, each time accumulating long visible lists of email addresses of previous recipients.

Do you take time to check a hoax or urban legend web site, such as http://www.scambusters.org, or http://www.snopes.com to see if this message has validity? Most likely you'll find that it has been debunked, perhaps still making the rounds after several years. Do you spare others needless anxiety and wasted time by simply deleting such emails? They're meant to deceive gullible readers, which is rather funny given that "gullible" is not even in the dictionary.

6.   When you Forward an email that is legit, perhaps a collection of cute rattlesnake pics, do you delete any previously-accumulated email addresses? When you write to multiple email addresses, do you Send using BCC (blind carbon copies)? In both cases, it's a matter of protecting email address privacies.

7.   For all emails, before clicking on Send, do you read your composition to find typos, poor phrasing, bad punctuation and misspelled words? Do you avoid all upper-case words except when you want to be read as SHOUTING? Do you minimize those !!!!s? It's all a matter of caring, courtesy and competence.

8.   Did you get a perfect score, without "No" answers to any of the questions?

Thought of the Month: "Type unto others as you would have them type unto you."

✎

Best Windows Shortcuts

By Vinny La Bash, Regular Columnist of the Sarasota Personal Computer Users Group, Inc.
www.spcug.org / vlabash (at) comcast.net

One of the better qualities of a good operating system like Windows is that there is almost always more than one way to do something. There are items you can select from a file menu, use a shortcut or execute some kind of keystroke combination to carry out an action.

There are some things you do almost every time you use your computer. The six following shortcuts all use a similar series of keystrokes. If you don't know about these shortcuts you probably haven't been using com-

puters for very long, and you don't know what you're missing.

It doesn't matter whether you're working with music files, photos, videos, documents, spreadsheets or portions of a document. Simply highlight what you want with your mouse, hold down the **Ctrl** key, then press and release the indicated key. Don't forget to release the Ctrl key when you're done.

·   For example, to copy a file, some text or any object: Highlight or select the item with your mouse and then hold the **Ctrl** button down, press the **C** key and release. **Ctrl+C**

To paste the copied item or items: **Ctrl+V** (P was already taken for Print)

·   Sometimes you want to move an object from one location to another: **Ctrl+X**

·   Select everything on a screen or in a folder: **Ctrl+A**

·   Print something: **Ctrl+P** (This is why you can't use this combination to paste).

·   Oops, I shouldn't have done that: **Ctrl+Z** (Undoes your mistakes)

Now that we've covered the basics, we can move on to some good stuff. Microsoft introduced something called the Windows key when it announced Windows 95 back in the Stone Age. Also known as the Super key, Windows logo key, the WinKey, the Start key, and sometimes the Flag key, it has been with us ever since. Tapping the Windows key opens or closes the Start menu. If that were all it did there would be nothing else to say. There are several dozen shortcuts that you can easily use with the Windows key in combination with other keys to call up common functions. Here are a few of them:

·   Win+D: Shows the Desktop
·   Win+F: Opens the search function
·   Win+L: Locks the Desktop and lets you switch users
·   Win+M: Minimizes all open windows
·   Win+R: Opens the Run box so you can type DOS like commands
·   Win+P: Very useful with multiple monitors or an external projector
·   Win+Spacebar: All open windows become transparent so you can see through to the desktop.

There are many others, but these are probably the ones most computer users would invoke most of the time.

Microsoft sometimes does something really terrific, but for whatever reason doesn't tell anyone about it. The company has created an alternate control panel which blows away any tool I've previously seen. Why the company keeps it a secret is beyond me. To create this tool you will need to create a folder, name it, put in a period, and type something called a Globally Unique Identifier (GUID). A GUID is a special type of identifier used in software applications to provide a unique reference number. The value is represented as a 32 character hexadecimal character string. All you need to be concerned with is to type it accurately. Let Microsoft's engineers worry about the details.

1. You can create the folder anywhere, but the most logical place for it is on the Desktop. Make sure you're on the desktop and all windows are closed or minimized.

2. Right-click on an empty area of the desktop and choose New/Folder.

3. Name the folder. It doesn't matter what you call it, the magic is performed by the GUID.

4. After the folder name, type a period.

5. After the period type the GUID {ED7BA470-8E54-465E-825C-99712043E01C} (No spaces are allowed).

6. Press Enter

Open the folder and you have complete control over Windows 7. You might need several hours to count how many things you can do without having to hunt through layers of screens to access an important, but obscure function.

Microsoft Offers Free "Fix it" Utilities

By Ira Wilsker, Member, Golden Triangle PC Group, Texas; Radio Show Host on KLVI and Columnist, the Examiner, Beaumont, Texas
Iwilsker (at) sbcglobal.net

WEBSITES:
http://support.microsoft.com/fixit
http://fixitcenter.support.microsoft.com
https://fixit.support.microsoft.com/reporting/gadget/fixit4me.gadget

We have all heard the moans and groans about Microsoft's frequent lack of response in terms of its technical support, unless we are willing to pay significant support fees. I have had mixed success at using Microsoft's support forums, including no responses to multiple postings about my Windows 7 upgrade problems; countless other posts in that forum and other Microsoft support forums lament the same sentiment, that Microsoft is sometimes (often) non-responsive. The tide may be turning in a positive direction for Microsoft, as it recently released "Microsoft Fix it Solution Center" (support.microsoft.com/fixit), and "Microsoft Fix it Center Online (beta)" fixitcenter.support.microsoft.com) For those with Vista or Windows 7, Microsoft also released a "gadget," (fixit.support.microsoft.com/reporting/gadget/fixit4me.gadget) which will display a small image on the desktop showing that latest list of "Fix it" utilities. These small utilities will run on Windows XP, Vista, or Windows 7.

What Microsoft has apparently done is to take many of the most common problems reported by Windows users and create a library of small utilities that can automatically repair those problems. Microsoft says that Microsoft Fix it will "Find and fix common problems." According to Microsoft, "We're working hard to automate solutions to common software problems in an easy, intuitive way that is available when and where you need it. So whether you are looking for a solution in help or support content, or an error report, Fix it provides a way to apply automated fixes, workarounds, or configuration changes so you don't have to perform a long list of manual steps yourself."

The Microsoft Fix it Solution Center offers online automated fixes for problems with Windows itself, Internet Explorer, Enterprise Products, Office, Email and Messaging (Outlook and Outlook Express), Windows Media Player, Xbox and Zune, and Games and Consumer Products. In reviewing the dozens of fixes available under these headings, I can recognize many of the problems that I have either experienced myself, or have heard of others with those explicit problems. One of the several issues that I have had with my Windows 7 machine is that sometimes the CD/DVD drive will not run, and it shows up on Device Manager with an exclamation point indicating that the drive has a problem. I reinstalled the manufacturer's latest drivers, and reinstalled my CD and DVD software, and still the drive was not always recognized, and therefore would not work. I found a Fix it solution that said that it might be able to repair my settings such that my drive would be recognized, and within seconds of running the Fix it utility, my drive worked flawlessly, and has continued to run since the appropriate Fix it was run. Other Windows fixes include appearance issues, sound and print problems, system and security problems, and update problems. For those not sure if a fix is appropriate, most of the Fix it utilities check to see if that selected fix is appropriate, and will stop it from executing if it is not necessary.

Even though I generally do not use it, Internet Explorer (the "big blue e") is still the most widely used browser in the world, with more users than all other browsers combined. Even though it is widely used, users still have a variety of problems with Internet Explorer. Many of those problems may be instantly resolved by applying one of the fixes listed. By simply clicking on the fix, and following the on-screen prompts, the repair will be completed automatically.

There are dozens of other useful utilities in the Microsoft Fix It Solution Center, and it is likely that users who are having problems with Windows and its companion components may find a solution here. It is definitely worthy of a try.

For those who want to have an even more automated solution to their Windows problems, they may prefer the Fix it Center Online (beta). Microsoft's slogan for this particular service is "Click, click, fixed." Microsoft claims that this service is easy, relevant, and allows the user to be in control of the process. The diagnosis and repair service begins by downloading a small (437kb) file "FixitCenter_Run.exe". According to Microsoft, " Fix it Center finds and fixes many common PC and device problems automatically. It also helps prevent new problems by proactively checking for known issues and installing updates. Fix it Center helps to consolidate the many steps of diagnosing and repairing a problem into an automated tool that does the work for you." When run, the downloaded executable file will download a machine specific build that is explicitly for your computer, and highly personalized for the software and hardware on your computer.

For my new Windows 7 computer, the Microsoft Fix it Center beta identified 25 distinct functions on my computer that may be candidates for repair or maintenance. Clicking on an item will give a brief description of what will be repaired. Clicking on the "Run" button will obviously run the appropriate utility. Many of the utilities will perform necessary fixes and adjustments themselves, but some require some degree of interaction from the user. I tried several of the listed utilities, and had mixed results; some worked well and made noticeable improvements, while others were not successful. That is just the results on my particular Windows 7 computer; I had a greater rate of success on my older Windows XP computer, as well as other computers (XP and Vista) that I tried it on.

While not perfect, I can see where many of the issues and problems encountered by Windows users could be easily remedied by utilizing these utilities. It should be noted that the Fix it Center Online is still in beta, which means that it is not a finished and refined product, and that there is still some work to be done on it. Still, these free Fix it utilities should be considered as a potential solution for many of the Windows problems that we encounter.

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Home computers are the perfect thing for women who don't feel that men provide them with enough frustration.

Fixit Center Screen Shots

Fixit Center Screen Shots

Relevant Solutions

Microsoft Fix it Center personalizes solutions for your device, showing you only what pertains to your hardware and software.

- **Personalized for your Device:** By scanning your PC and devices to detect which hardware and software you are using, you get more personalized support with Fix it Center.
- **Relevant Answers and Advice:** Because Fix it Center keeps track of your devices and settings, you get only the help, solutions and articles that are applicable to your needs.

Puts you in Control

Microsoft Fix it Center gives you an easy way to stay in control and support your devices.

- **Customized Settings:** You choose the settings and level of automation, so Fix it Center fits how you want manage your devices.
- **Manage Multiple Devices:** With a single view of all your devices, it's easy to manage multiple devices from one view. You can even manage them remotely.
- **Recordkeeping:** Now you'll also have a record of all the updates and repairs that are made on each device with the continuous report in Fix it Center.

Try it now!

Windows Explorer

By Wil Wakely, President, Seniors Computer Group, California
Bits & Bytes, June 2010 Issue
www.scg.org / wilw@adnc.com

What a terrible name! Often confused with Internet Explorer, this file manipulator is one of the most useful and used programs on my computer. I often talk with people who don't know what this program is. They have never used it, and I am curious as to how they can accomplish anything with their computer without familiarity with this powerful utility. Here's what it does:

Windows, as with most operating systems, is based upon a file structure where each program, picture, song or document is stored in a named file in some memory device, e.g., a hard drive, CD, DVD or flash drive. Groups of similar files are stored in named folders. Windows Explorer is a file manipulator allowing you to find, copy, move, save, launch, and a variety of other operations on individual and groups of files.

A quick way to launch it is to right click on the Start button and select Explore from the sub-menu. A better way in XP is to place an Icon for Windows Explorer on your desktop. To do this, first locate the program: Start/All programs/Accessories/Windows Explorer; then right click it and in the drop-down menu select "Send to/desktop (create shortcut)".

I don't like the Icon view; I prefer the Details view with no Icons and more information. The Details view allows you to sort the filenames by alpha ascending (A to Z) by clicking on the Name in the gray title bar. Clicking Name a second time will sort the file name alpha descending (Z to A). Sorting by Size, Type (file extension), or Date Modified is done the same way. Under Tools/Folder Options/View tab, be sure to uncheck "Hide extensions for known file types" and check "Show hidden files and folders." Then click the "Apply to all folders" button to set all views to the same settings. Windows 7 recognized the importance of this program and keeps it on the taskbar for easy launch. It is a yellow file folder Icon, third from the left Start button.

An easier application of Windows Explorer is to bring up two copies, resized and located so you can see both side by side. Then you can easily Move or Copy files between the two windows using d-d (drag and drop). By default files d-d to the same drive are Moved; files d-d to different drives are Copied. Holding down the left mouse button during the d-d allows you to select either option. To add new folders or subfolders use the menu File/New/Folder command.

A good site to visit to learn many more features of Windows Explorer is:
http://www.toejumper.net/speed5/winex5.htm
Familiarize yourself with this powerful program so you can control your computer, and not have your computer control you!

✆

THIS AND THAT

By Elizabeth B. Wright, Contributor to ccOKC Monitor, Computer Club of Oklahoma City, Oklahoma
www.ccokc.org / wright599new (at) sbcglobal.net

As we get deeper and deeper into Windows7 we find ourselves spending far too much time overcoming the things we don't like about it. Overall, it seems to be a good operating system but, as usual, it assumes settings which are not what some of us want. Then it has convoluted the process of changing those settings so that we are forced to work very hard to learn how to make our own changes. With the problems I have had with external hard drives that won't work with 7, I was about to revert to VISTA where those same drives worked just fine. But instead opted to go forward and try to get things going in 7. But my desktop was a real visual problem for me. Whoever designed the new icon/font combination must have been in never-never land. (That translates to Microsoft). Those hollow fonts with the drop shadow are not only useless but almost invisible to anyone over the age of 40. I found I could change the font for the icons but not the color. That seems to be controlled by Windows itself. I finally changed the "theme" to High Contrast/White, and then overlaid that with the picture of my choice. For now, I have black text on my desktop. Maybe that is good, maybe not. We'll see.

Brevard Users Group Membership Application

First Name _____   Last Name _____

Address _____   City _____

Home Phone _____   State _____ Zip + 4 _____

Family Membership $25.00   E-mail Address _____

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 twice a month on the Saturdays before and after the BUG monthly meeting.
Place is Jim Townsend's home.
Call 728-5979 for directions.**

LINUX SIG
Meets on the Fourth and Fifth Thurday 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**

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.**

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 on the Second Thursday of the month

After the Monthly Meeting at the Central Baptist Church

Sponsorship 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
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 (YYYY\MM). Please
allow six weeks for processing the
renewal.

BUG Officers

President:
Larry French   837-0962
president@bugclub.org

Vice President
Lucile Wagner
vicepresident@bugclub.org

Treasurer:
Tom English
treasurer@bugclub.org

Secretary:
Eileen Cameron
secretary@bugclub.org

1st Member at Large:
Hank Lauritsen

2nd Member at Large
Gervase Bushe

Committee Chairperson

Beginners Help:
Tom Butler   242-9869
geotbutler@juno.com

FACUG Representative:
Open

Program Director:
Hank Lauritsen

Webmaster:
Eric Arnold
webmaster@bugclub.org

BUG Web Page:
http://bugclub.org

Special Interest Groups

Beginners' SIG:
Larry French   837-0962
beginners@bugclub.org

Hardware (Tinkers) SIG:
Bob Schmidt   952-0199
hardware@bugclub.org

Newsletter Publishing SIG:
Jim Townsend   728-5979
newsletter@bugclub.org

Win 9x/XP SIG:
George Rymer   724-6715
Chuck Boring   454-9455
Bob Staples   255-2623

Imaging SIG:
Ed McEwen imaging@bugclub.org

Linux SIG
Chris Crisafulli
linux-sig@bugclub.org