

Midland
Computer
Club

BITS AND BYTES

May 2011

Newsletter of the Midland Computer Club

<http://mcc.apcug.org/>

GENERAL CLUB MEETING 7:00 P.M.

4th Wednesday of the month at the
Midland Community Center
2001 George St., Midland, MI

This month's date:
May 25, 2011

This month's topic:
Facebook, The Good, Bad & Ugly —
presented by Shirley Salas

What you missed!
April Meeting: Adobe Photoshop Elements 9—Tools
and Quick Tips — Joe Lykowski

Upcoming Activities:
June Meeting: eBooks and accessing Grace A. Dow
Memorial Library resources via Internet.

Program Coordinators
Howard Lewis lewis3ha@chartermi.net
Bill Tower stressed@tir.com

Please let Howard or Bill know of topics you would
like covered at future meetings.

President Piper's Ponderings



I recently got a phone call from a neighbor, a call we have all gotten when the word gets out that you are computer savvy. The error message said 'Run CHKDSK.' What is CHKDSK? After a couple futile minutes on the phone, I said I would be right over.

My neighbor, Matt, is 85, lives alone, goes south 5 months a year and his vintage Dell computer running Win98 shows its age. I showed him how to run CHKDSK, which is now called Error Checking on Win 7, and all is well, i.e., I got no more phone calls.

But it was Matt's desktop that is the subject of this month's Ponderings. He had 40-50 icons, grid-aligned, that completely covered his desktop. What were these I asked? Matt had no idea. So I took all these icons which had accumulated over the years, and put them into one folder—titled Matt's sh*t. Now his desktop is clean, and if Matt or his relatives ever wants to check them out, the files will always be there.

I got to thinking how each of us computer packrats have these folders that contain our accumulated work, emails, downloads or just junk from over the years. In my case, I could have numerous folders titled Larry's sh*t. One of these days I will be gone. My children will be poring over my computers, and they will see these sh*t folders. One click of the DELETE key, and much of my computer life will be gone. I don't mind that thought; indeed, I often joke with my children about the 'junk' piled around my house and garage. When they suggest I clean it up, I tell them it is their problem when they clean out the house after I'm gone. I know it will all get pitched.

But I would offer one word of wisdom on your computer storage. If you do have something that your descendants should read, like passwords or a will, at least have the common sense to title it 'Important Sh*t'.

(The above comments are the opinion of the author and do not necessarily reflect the views of the Midland Computer Club.)

2011 MCC OFFICERS

President Larry Piper larryP56@chartermi.net
 Vice Pres. Joe Lykowski joseph@lykowski.com
 Treasurer Laura Hammel Lhammel@gmail.com
 Membership Gary Ensing btiger6@gmail.com
 Editor Carol Picard webbyte@yahoo.com
 Webmaster

Special Interest Groups:

PROGRAM COORDINATORS

Howard Lewis lewis3ha@chartermi.net
 Bill Tower stressed@tir.com

BOARD MEMBERS

Shirley Salas

PUBLICITY

Al Adams aladams12@yahoo.com

<http://mcc.apcug.org/>

Useful, useless and strange (in no particular order) Web Sites (submitted by Larry Piper and Howard Lewis):

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

If you are looking for something to do for Memorial Day, this site might give you some appropriate ideas along with some of the history behind the holiday.

The Best of Windows Software,

<http://www.makeuseof.com/pages/best-windows-software#malware>

Person Search

<http://www.spokeo.com>

Shopping Comparison Sites

<http://websearch.about.com/od/onlineshoppingsearch/tp/comparison-shopping-sites.htm?nl=1>

Kahn Academy Learn almost anything—for free

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

New Microsoft Virus Scanner

<http://www.microsoft.com/security/scanner/en-us/default.aspx>

Create a Family Emergency Kit

<http://www.ready.gov/america/getakit/index.html>

Board Meeting

Next board meeting will be
 7 p.m., August 9, 2011, at
 Chapel Lane Presbyterian Church,
 5501 Jefferson Ave., Midland MI

Membership Enrollment Form

NAME _____ PHONE _____

ADDRESS _____

CITY _____ ZIP _____

EMAIL ADDRESS _____

Membership dues FAMILY (\$20) STUDENT (\$15) New Member ____ Renewal ____

Please fill out the above form and mail it along with payment of check or money order to :

MIDLAND COMPUTER CLUB
 1816 Bauss Ct
 Midland, MI 48642-4023

Attn: Membership Chairman

You may also pay for membership at a regular club meeting

Tips, Tricks & Techniques (submitted by Howard Lewis)

Website Infections

Recently there have been a large number of websites that have been infected with various malware (including some fairly major sites). In most cases, this shows up when you click on a link on the website and suddenly you start getting messages that your computer is infected. Some of these attacks against you are pretty sophisticated in that they recognize what type of operating system you are running and what antimalware program you are running. The popups that you see usually look very much like those you would expect to see from your operating system or antivirus program and can easily lead you into telling the popup to go ahead and clean your machine. Most of the popups have the typical options (Yes and No or Cancel). The best way to deal with these popups is to simply close your browser and do NOT click on any buttons on your screen. To close your browser windows without interacting with any of them is to use **Task Manager**. The best course of action when you have suspicious popups when browsing the web is:

Right-click on the **Task Bar** and select *Task Manager*.

On the **Applications** tab, highlight each occurrence of your browser and click *End Task*.

Do this repeatedly until all instances of your browser are gone from the **Applications** tab (some instances of your browser may re-spawn a couple of times, but they should eventually all close).

Now, run your antimalware program (Symantec, McAfee, Trend Micro, Microsoft, AVG, etc.) along with Malwarebytes' Anti-Malware or SUPERAntiSpyware.

This process should verify that your computer is indeed clean and that the site you were at when this all started is probably currently infected. If you still have questions about how clean your system, you might wish to visit some of the major antimalware sites (Trend Micro, Symantec, Microsoft, etc.) and run their free online scans.

Assigning Drive Letters To Your USB Drive (Windows 7)

Any time you insert a USB storage device into your computer, Windows automatically assigns it a drive letter. If you regularly use more than one USB storage device, the drive letters may vary and you will have to chase down which one is which. To avoid this confusion, you can assign a specific drive letter to a specific device via the **Computer Management Console** (this requires administrative privileges). To accomplish this, perform the following steps with the USB device already inserted into the computer:

Right-click *Computer* and select *Manage*.

In the left-hand pane, expand *Storage* and click on *Disk Management*.

This will list all of the drives and partitions on your system.

Right-click the particular device you wish to change and select *Change Drive Letter and Paths...*

Now, click the *Change* button

After **Assign the following drive letter**, select an available *drive letter* and click *OK*. It is usually best to assign a letter later in the alphabet to avoid conflicts with other drives added in the future.

A warning box will pop up about possibly using a wrong path, but if you are sure there are no conflicts, click *OK*.

Now close the *Computer Management* box and the drive will have a new letter.

The letters are specific to that particular device and you can assign different letters to different USB storage devices.

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Geez - Gmail

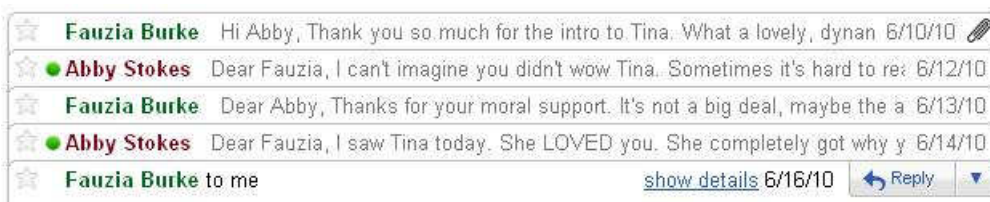
By Abby Stokes, Author, Is This Thing On?, www.abbyandme.com, abbystokes (at) yahoo.com

When I'm asked what free web-based e-mail I recommend it is **NOT** Gmail <www.gmail.google.com/> I know, I know, your kids and grand kids are all over you to use Gmail instead of AOL. I agree that AOL is inconsistent and not as compatible with many handheld devices, but Gmail's design is not particularly "user-friendly" (a misnomer when referring to anything computer).

I would suggest Yahoo <https://login.yahoo.com/> over Gmail, but I understand that your family has more influence over your decisions than I do.

So, if you're going to take the plunge and use Gmail, let's make it as "friendly" as we can by customizing it to meet your needs.

My first criticism is that e-mails stack on top of one another:



For a newbie what you see above can be conceptually confusing and, for those that have dexterity issues, this format is difficult to manipulate - it requires very good aim.

I hear you daughter snapping back that one could click on **Expand All** in the right sidebar. The problem with this option is that Google then presents the oldest e-mail on top and the most recent must be scrolled down to - not an optimal choice for someone just learning to scroll or who has memory issues. Rather than debate the good, bad, and ugly of Gmail, let me offer you a way to reformat the Inbox. This stacking is referred to as "conversation view."

To turn conversation view off:

- 1) Click on **Settings** (top right)
- 2) Scroll down until you see **Conversation View**:
- 3) Click in the circle (aka radio dial) to the left of **Conversation view off**
- 4) **MOST IMPORTANT** - Scroll all the way to the bottom and click on **Save Changes**

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I am asked regularly "How can I change the font to be larger on all of my outgoing e-mails?" This is a courtesy to the reader that most older users are more apt to opt for. It is an elusive option with Gmail, but it does exist.

To enable change font style:

- 1) Click **Settings** (top right)
- 2) Click the **Labs** tab (far right)
- 3) Scroll down to **Default Text Styling**
- 4) Click in the circle to the left of **Enable**
- 5) **MOST IMPORTANT** - Scroll all the way to the bottom and click on **Save Changes**

While you're visiting Settings or the Lab tab, take a look around and see what else you might want to customize. Make a note of the original setting - in case you don't like the change you've made, you can revert back to what it was.

For those teaching Gmail to a new user, be sure to really hit home that the arrow to the right of

Reply  is where the most common actions will be hidden - Forward, Print, Reply All, etc. Why did Gmail choose to hide these features? Mine is not to wonder why. Mine is just to show you how.

You're capable of learning anything - well-designed or not. Just keep in mind when you think the problem is you, it's more likely a thoughtless design choice.

Take a deep breath and rise above it!

Synchronize Your Bookmarks Between Computers

By Sandy Berger, Compu-KISS, www.compukiss.com, [sandy \(at\) comukiss.com](mailto:sandy(at)comukiss.com)

In today's world, more and more of us are accessing the Internet from several different devices. We may use a computer at work, a tablet PC at home, and a smart phone or a laptop computer when we are on the go. When we bookmark a website at home, we might like to bring up that bookmarked webpage when we are at the office or when we visit a relative. If we are using the default settings of an Internet browser, we cannot do this. However there is a way to synchronize bookmarks between devices.

Just about every web browser today offers some way to synchronize bookmarks either through an add-in, a toolbar or a setting. Most of these solutions, however, only work if you use the same web browser on each device. For instance, if you use a Firefox add-in called Sync, you can only access your bookmarks from a device that has Firefox installed. So if you use Firefox at home, but Firefox doesn't work on your mobile device or your mother doesn't happen to have Firefox installed on her computer, you can't easily access your bookmarks while at those places. There are several stand-alone programs that solve this problem by allowing you to synchronize bookmarks between browsers, but I have a better answer.

The best and easiest solution for synchronizing bookmarks and favorites is a free service from Google called Google Bookmarks. I have used Google Bookmarks for several years. This service keeps a copy of all your bookmarks securely in the cloud, so you can access them from any Internet-connected computer or tablet and most smart phones.

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To use Google Bookmarks, you simply surf over to www.google.com/bookmarks. If you already have a Google account from using Gmail, Google Calendar or another Google service, you can just sign in and add Bookmarks to your account. If you don't have a Google account, you can sign up for the free Google account and activate Google Bookmarks right from this page.

When you add the Google Bookmarks to your Google Account you will be asked if you want to copy your current bookmarks or favorites from your web browser. You will want to do this, unless your bookmarks or favorites have become so unruly that you would like to start with a clean slate.

Once you have the Google Bookmarks set up, the easiest ways to access your new bookmarks is to install the Google Toolbar, which is a free download available at www.google.com/toolbar. You should install this toolbar on the computer that you use most often in the web browser that you usually use. For instance, if you use Internet Explorer on your home computer, installing the Google Toolbar there will give you quick access to your Google Bookmarks as well as some additional features.

If you are using another computer that has the Google Toolbar installed, you can simply log into your Google account to access your bookmarks on that computer. On computers and mobile devices that don't have the Google Toolbar, you can log into your Google account and access your bookmarks at www.google.com/bookmarks. Google also has a small icon that you can drag to the links bar of any browser to access your Google bookmarks. It is available on the same page. Just click "Add Bookmark" at your Google Bookmarks page and you will see a blue box marked "Google Bookmark" that can be added to your web browser toolbar.

The only difficult part about this whole process is remembering to use the Google toolbar or icon to create your bookmarks rather than using your browser bookmark icon. Once you get in the habit of doing that, you are good to go.

Using the Google Bookmarks offers two additional perks. First, their bookmark page is extremely well organized. If you have ever tried to delete, rename, or rearrange your bookmarks or favorites in Internet Explorer, Firefox, or any other web browser, you know that this can be a trying task. Google Bookmarks, however, makes it easy. Just surf over to the Google Bookmarks page. As long as you are logged in to Google, you will see all of your bookmarks and find that it is easy to work with them.

The second perk is that Google has recently introduced a feature called "Lists" to their bookmarks. This feature lets you create a list of websites that revolve around one topic. It is a great way to research a topic, plan a trip, or organize an event. You can share your lists with selected people if you need to collaborate on any project. Google will also give you suggestions that pertain to the items in your list and sometimes these are very useful. So if you decide to try Google Bookmarks, you may also want to try the list feature.

If you use multiple devices, Google Bookmarks will keep your bookmarks in sync. Although this may only be a small step in keeping your world organized, being in sync can give you a very good feeling.

The Seventh Son of Windows - Desktop Gadgets

By Lee Reynolds, Contributing Editor, Boca Raton Computer Society, FL
April 2011 issue, Boca Bits, www.brcs.org, [leetutor \(at\) exploringwindows.com](mailto:leetutor@exploringwindows.com)

Introduction

Windows Vista introduced a new feature called the Sidebar, which was a narrow section of your Desktop where you could have small applications running called Gadgets. These Gadgets could be moved out of the Sidebar and anchored somewhere else on your Desktop, if you wished, but still the Sidebar application had to be running.

In Windows 7, there is no longer any Sidebar, but Desktop Gadgets are still present, and you set them up in a new Control Panel applet of the same name. (In Windows Vista, the Sidebar was on by default, whereas in Windows 7 there is no Sidebar and any Gadgets you want must be configured in Control Panel.)

Windows 7 Gadgets

The Gadgets present in Windows 7 are the same as those provided by Vista, with an additional one that is connected to Windows Media Center. These Gadgets are mini-applications designed to use web technology so as to provide real-time access to information of one type or another available through the internet. The built-in Gadgets are these:

- Calendar application which shows the month, day, year, and day of week. If you click it, you will see the entire month
- Clock which can be configured to show one of 8 different clock faces and any time zone
- CPU meter which shows two analog style dials measuring current memory usage and CPU utilization
- Currency converter
- Headline Feed of RSS feeds that you are subscribed to via Internet Explorer
- Media Center gadget that shows a revolving set of links to various parts of Windows Media Center
- Weather gadget which can be configured for any location in the world
- Stocks gadget for tracking stocks
- Picture Puzzle where you slide tiles around against a timer
- Slide Show gadget for showing the photos you configure for it

Other Gadgets

There are many other Gadgets that can be downloaded from the internet and installed, if you so desire...

Windows 7 Gadget Options

If you click on the Show Desktop area of the Taskbar in Windows 7 (a narrow rectangular area on the extreme right end), then you will see the Desktop with its Gadgets (if any.) In Windows Vista, when you clicked on the Show Desktop icon of the Quick Launch Bar, the Gadgets were not visible.

Gadgets can be shown on your Desktop in Windows 7 even if you are not on line with an internet connection, but they will in this case feature a time stamp which shows how out of date the associated data is. Some of the Gadgets, e.g., the Calendar, can be toggled between various sizes. Some of them have Touch capabilities for those users who have a touch screen attached to their PC.

The Tip Corner

*By Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA
April 2011 issue, The LVCG Journal , www.lvcg.org, nsheff (at) aol.com*

Copy and Paste a Web Page into E-mail

While copy and paste can get info from a web page into your email, it loses most formatting and colors, etc. So if you want the formatting or artwork or video to be seen here is how to link a web page: Click once in your browser's address bar to highlight the Web address (this works in both Firefox and Internet Explorer), then press Ctrl-C to copy that address to the Windows clipboard. Now create a new e-mail message in whatever program or Web service you use, then press Ctrl-V to paste the address into the body of the e-mail. In Internet Explorer 8, it is even easier. Click Page, then select Send Link by E-mail. In Firefox, select File, Send Link.

If you want to send a hyperlinked text, but not the text, just right click the link in IE and then choose Copy Shortcut. In Firefox, you right-click the link and then choose Copy Link Location. (Same deal for Chrome, Opera, and Safari, though the "copy link" wording might be slightly different.) Then head to your e-mail, word processor, or wherever and press Ctrl-V to paste in the link. You get the URL and not the hyperlinked text.

If your IE opens in a small window and you want it to open in a large window, here is what you do to make any program start maximized:

Right-click the program's shortcut, and then click Properties. If you're a Windows 7 user and the shortcut resides on your taskbar, there's an extra step. After you right-click the Taskbar icon, look for the program name in the pop-up menu that appears, and then right-click that. Then you'll see the Properties option, which you can left- or right-click.

You'll see the Properties window with the Shortcut tab already selected. Click the pull-down menu next to Run and choose Maximized.

Click OK, and you're done!

Just to clarify, the "program shortcut" is the icon you click (or double-click) to run the program in question. This icon might be on your desktop, in the Start menu, or on the Windows taskbar.

It's good to know what kind of operating system (OS) you have on your computer, that way you'll be able to download the appropriate kinds of drivers and programs that work best with your configuration. So, here is a tip within a tip. Not only are you going to find out which type of operating system you currently have, but I will even show you a quick way to get there!

Hold the Windows Key, and then press the Pause Key, which is located two keys to the right of the Print Screen key (may be in a different location depending on your keyboard). The system properties window springs to life. This window shows all of the basic info about your computer like how much RAM you have and what-not, but it also can tell you what OS you're running. In XP if it doesn't specifically say Windows XP x64 Edition, then you're running a 32 bit operating system. Vista and Win7 users will see a specific field that says "System Type", which has your OS type listed after it. Vista will actually tell you 32 bit or 64 bit.

Recently, Google has allowed users to sign in with multiple Gmail accounts. This is good since it can allow you to have one email address for personal use, and another which can be used when you register for a

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website. This keeps your personal account basically spam free. To enable multiple account sign-in, log in at <http://google.com/accounts> and under "profile" select "Multiple sign-in". At the moment, this feature is only available for desktop browsers and not all Google Services currently support multiple account sign-in.

Creating bookmarks in Firefox is easy, and can be rearranged just about any way you want them. We all have a lot of favorites which means a lot of bookmark. In Firefox you can add a folder for each of your favorites and group them all together.

Open Firefox if you don't have it open and click on Bookmarks then Organize bookmarks. Choose where you want to add the folder. If you want to see the folder when you click Bookmarks in Firefox click once on Bookmark Menu. Right-click and select New Folder. Name the folder and give it a description if you want, then click Add. The description is only for you to see and is good to use when you have a lot of sites and can't remember exactly what you liked about it.

The folder you created is now listed under Bookmarks. To add a new bookmark to your newly created folder right click on the folder and choose New Bookmark. Put the name of the website in the Name field. Type the web address in the Location field. In the Keyword you could put "ws" for example for Worldstart. In the address bar in Firefox you can just put "ws" (without the quotes) and press enter and it will take you to that site. Just a little shortcut if you want to save a few keystrokes. Add a description of the bookmark if you want and click Add. If you check the box, Load this bookmark in the sidebar that means if you click on View – Sidebar – Bookmarks this folder will be listed.

Now to add bookmarks to the folder for sites you already bookmarked. Click Bookmarks and Organize Bookmarks. Click on the correct folder on the left that holds your bookmarks. Simply drag and drop the bookmark into the new folder. To drag and drop, click once on the bookmark with the left mouse button and hold it down. Drag it to the folder and then let the button go. The new bookmark will be in the folder you created. If you want to add more than one bookmark at a time, you can hold down the CTRL key and click on each bookmark then drag them to the new folder.

Microsoft Security Essentials

By Brian K. Lewis, PhD, Member, Sarasota PCUG, Florida

April 2011 issue, The Monitor, www.spcug.org, [bwsail at yahoo.com](mailto:bwsail@yahoo.com)

Over the years, ever since my first encounter with a computer virus in 1987, I have used a number of anti-virus applications along with firewall software. As the Internet grew in the late '90s I had to add anti-parasite software and other anti-malware applications to the protection arsenal. Some of this software was free; others were very expensive both to purchase and to maintain. Some used tremendous amounts of computer resources which slowed down the overall operation of the computer. The cost in money and/or resources wasn't necessarily directly related to the usefulness of the application. However such protection was probably a necessary evil to prevent problems on my computer from the "invaders" that existed then and now on the Internet.

Most anti-malware applications seem to be growing in size as each manufacturer tries to "cover all the bases". Unfortunately with the increase in size and coverage comes an increase in complexity. Now Microsoft has released an improved version of their Security Essentials (MSE) software that is easier for the user to install and operate. This application protects your computer against viruses, spyware, worms, trojans and other malicious software. In addition it is an easy to install FREE

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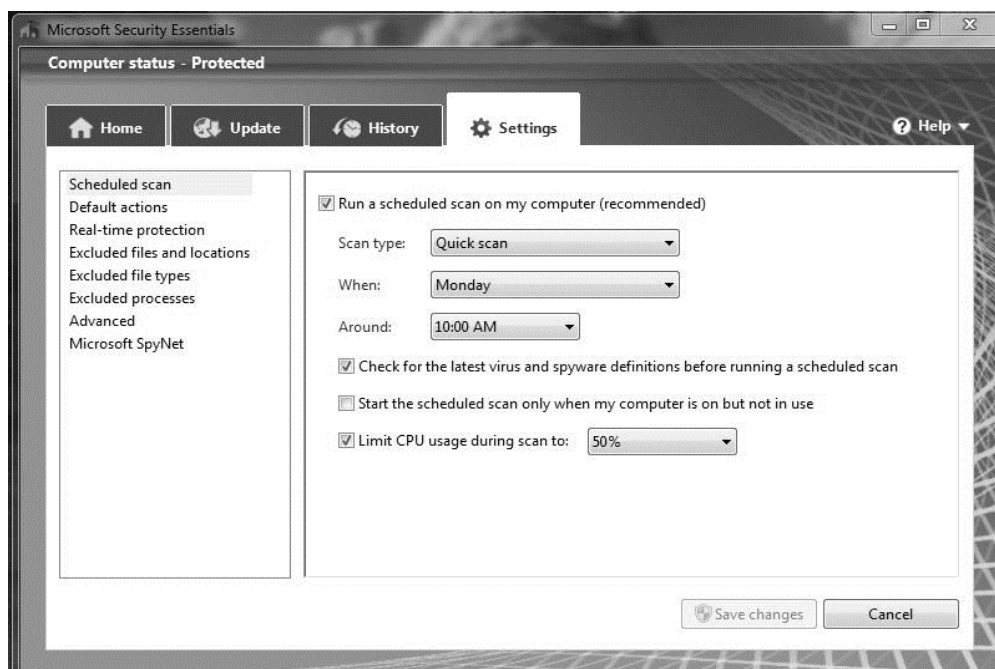
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download from Microsoft. The only catch is that you must have a legal copy of Windows on your computer. The installation program does a check for Genuine Windows validation. The software runs on XP, Vista and Win 7 operating systems (OS). However, I have only been using it on Win7.

It does sound like it must be a resource hog to be able to carry out all of these functions. But the testing results I have seen show minimal effect on overall computer operation. Yes, there is reduction in the speed of processing web pages, e-mail, etc., when using the real-time protection. But compared to other software carrying out the same functions, the difference in speed is insignificant and really wouldn't be noticed by most users. The only place where MSE seems to fall down is on hard disk scans. There I have seen reports of initial complete scanning taking 8 – 24 hours! I have done both a Quick Scan and a Full scan of my hard drive, about 50 GB of data on a 140 GB partition. The Quick Scan was done in less than 2 minutes. The full scan took about 25 minutes. So from my perspective, on my system, the scanning time is not excessive. I have used other malware checkers that have taken over an hour to accomplish a complete scan on the same drive.

If you want to install this application, the first step is to download MSE from Microsoft's web site (http://www.microsoft.com/security_essentials/?mkt=en-us). This page has the download link for the msi file which can be run automatically after downloading by selecting "Run" instead of "Save". If you have questions about the installation Microsoft has a video showing all the steps involved. Once the installation is complete the opening screen shows the current status of your protection and the date of the last update for the malware definitions. It also shows you the settings related to scanning your hard drive. From this page you can do a manual scan of your drive. The Update tab on the top of the page takes you to a page where you can manually update the malware definitions. MSE will automatically download updates when you are running Windows and are connected to the Internet. However, it may not occur immediately on connection. So if it has been some time since you connected to the Internet you may want to manually download the definitions.

The settings page, shown in the next figure, is one where you can mostly accept the default values. One you will probably want to change is the timing of the automatic scan. MSE defaults to midnight



on one day, Sunday I think. You will probably want to change this to a time when you know that your computer will be turned on.

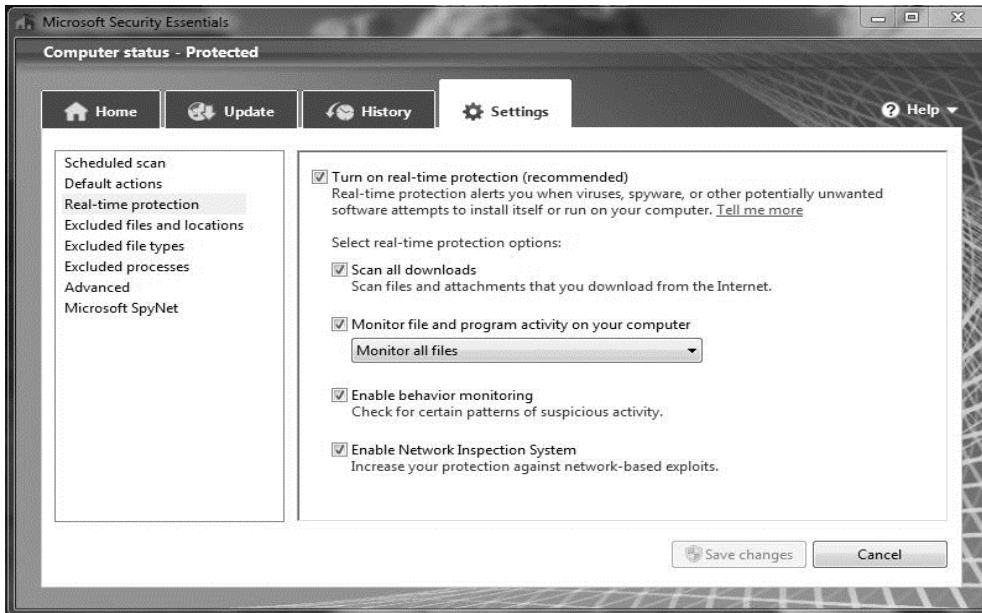
The list on the left of the window shows the additional settings categories for MSE. The "default actions" relate to what should be done with any malware detected. The various categories of default actions run from low threat to severe. In all cases I have set mine to remove the

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malware. If in doubt as to the effect on your computer you can set the lower threat levels to be quarantined. If you wish to later remove a quarantined item, you can do so from the history page. Select "Quarantined items" and you will then be allowed to remove all or individual items. You can also select to restore an item, but this is not likely to be a good idea. Read the description of the what the malware's actions are carefully before deciding to restore it.

This next figure shows you the protection being provided by MSE. In most cases it is best to leave the default settings so you will get the best protection. You will note the category for behavior



monitoring. This allows MSE scan for possible malware that is not in its definitions list. This is referred to as the "heuristic" programming of the software. Any application that seems to be altering the functioning of the operating system, such as a rootkit, should be flagged by this function. This is the only way that any anti-malware application can attempt to stay ahead of the malware writers who are always coming up with new, more complex schemes for infiltrating your computer.

I hope you can see from this quick review of MSE, that it is designed to provide a simple user interface for a complete protection package. Now more tech-savvy computer users might want more control over their anti-malware protection, but for most users, I think this is a good fit and the price is right.

As I mentioned earlier, I have been running MSE under Windows 7. This is Microsoft's best operating system yet. I think this is demonstrated by the fact that the Win7 SP-1 has no really significant changes to the basic OS. Also, Win7 does seem to be more secure than earlier versions. So if you are still running Vista or WinXP, in my opinion, you should be seriously considering a change to Win7. At the very least, whatever OS you are running, be sure to practice "safe computing".

This article is copyright © 2011 by Brian K. Lewis, PhD. All rights reserved. It is also published as PDF file on the Lewisfamilypubs.net website. Dr. Lewis is a former professor of physiology and has been working with personal computers for over 40 years. He may be contacted at bwsail at yahoo.com.

Working with Page Numbers in Word 2007

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., FL

April 2011 issue, Sarasota PC Monitor, www.spcug.org, [ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

Adding page numbers to a document seems like a simple task. You open your document, position the cursor, and, on the Insert tab in the Header and Footer group, click Page Number. But Word offers several customizations for this process. It all depends on where you want your page numbers to appear and how you want them to look.

Inserting Page Numbers

Your first decision is where you want to position the page number: in a header, footer, or in the margin. The most common place is in a footer. Fortunately, the Footer gallery has many footers which include page numbers. Click the Insert tab, then Footer, and scroll to see the gallery choices. Click a design to make it your footer.

If you find a footer you like which does not include a page number, it is possible, although not easy, to add a page number to the footer. To do this, insert your footer choice and double click the footer area to select it. You will notice that a Header and Footer Tools tab appears above the Ribbon whenever a header or footer is selected. Put your cursor in the footer where you want the page number to appear. Because many of these gallery footers contain tables, you may have to press Ctrl+tab to set a tab stop within the table cell in order to put your cursor exactly where you want it.

Once the cursor is set, under Header and Footer tools, click Page Number. Click "Current position" which opens the Number Style gallery. Click a design for your number from the gallery, and it will appear in the footer. Warning: If you choose an option other than "Current position," such as "Bottom of the page," the page number will replace the footer instead of adding to it.

An easier approach is to insert the page number first, and then add other elements and information to your footer. To do this, on the Insert tab, in the Header and Footer group, click Page Number. Choose "Bottom of the page," then click a number style from the list, making sure the design puts the page number in the area of the footer where you want it to appear (left, center or right). To insert content after the page number in the footer, press the End key, then the Tab key. Then enter the content, such as author's name or date. You may need to use the Tab key to adjust the position of content items.



Formatting Page Numbers

Office 2007 is full of new galleries, which are collections of preformatted content which can be added to a document with a single click. To see the page number gallery of styles, start with a document that does not contain page numbers. On the Insert tab, click Page Number and then one of the positions, such as "Top of the Page." A gallery opens that shows page numbers in various positions on the page. Some include graphical elements, others text, such as "Page X of Y," as in Page 3 of 14. More options can be found in the Building Blocks Organizer. Click the Insert tab -- Quick Parts -- Building Blocks Organizer and scroll to the Page Number gallery.

To change the actual number type, such as from numeric to Roman numerals, click the Page Number icon and select "Format Page Numbers." Choose the style you want from the drop down list.

Of course, you can always select just the page number and format it yourself. Double click in the area where you've put the number, then select the page number to reveal a mini-toolbar just above it. Here you can easily change the font and apply attributes such as color, boldface, or italics. To change the size of the number

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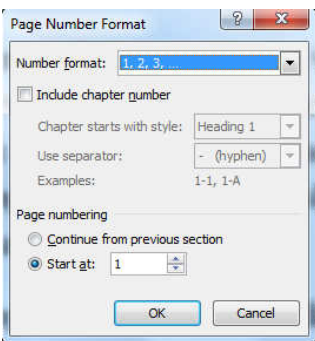
using the mini-toolbar, either click the large or small capital **A** icon, which grows or shrinks the selected number, or change the font size number. The new format is copied immediately to all other page numbers in the document.

Removing Page Numbers

The easiest way to remove all page numbers in a document is to select one of them and press the Delete key. If you have created a footer which includes a page number and other content, the content will remain even if the page number is deleted.

Managing Page Numbers

Often you will not want a page number to appear on the first page, which might be a cover sheet or title page. It isn't difficult to remove the page number from the first page, but don't just delete the number 1. This will cause all the other page numbers to disappear as well. Instead, remove the first page number using the "Different first page" command. Let's say you have added a footer which contains the author's name and the page number. Double click in the footer area of the first page, which opens the Header and Footer Tools tab. Click to put a checkmark next to "Different first page" in the Options group. Your footer and page number will be removed from the first page. The second page will contain the footer and page number 2. You can now insert a footer that does not include a page number on the first page, if you wish, without changing the numbering on the rest of the pages.



If you want the first page to be unnumbered, but the second page to display page number 1, insert a footer with page numbers in the document, then double click in the footer area of the first page. Under Header and Footer Tools, select "Different First Page." Then click Page Number -- Format Page Numbers. In the "Start at" box, type 0, and then click OK.

It is also possible to change the numbering style or format in different sections or chapters of a book or long document. A section within a long document can, for instance, include no page numbers, even though the surrounding sections are numbered.

Working with page numbers is just one example of the depth of options available within Microsoft Office programs. The more you become familiar with the options and how to use them, the closer you will come to fully utilizing these programs.

MIDLAND - Household hazardous waste collection planned June 14

A household hazardous materials and **electronic waste** drop-off day will take place on Tuesday, June 14. **(Electronic waste includes cell phones, computers, computer screens, TVs, and other electronic devices that may contain mercury)**

People who have materials that qualify for this collection must call Environmental Health Services at the Midland County Health Department between the hours of 9 a.m.—4 p.m. at (989) 832-6681 for an appointment. Be prepared to indicate the type and amount of materials you wish to bring to the drop-off site. Appointments will be taken through Friday, June 10, or until all appointment slots are filled, whichever comes first.

Only persons with appointments will be allowed to drop off materials. Latex paint can be dried and included with normal weekly trash pickup. Oil should be recycled at the nearest recycling center. Chemicals, oil paint and stains, pesticides, insecticides, household cleaning products, certain auto products, mercury and medicines are examples of items accepted at this collection.