BITS AND BYTES

The Newsletter of the Midland Computer Club

GENERAL CLUB MEETING 7:00 P.M.
Meets 4th Wednesday of the month at the
Midland Community Center
2001 George St., Midland, MI
http://mcc.apcug.org/

This month's date: November 28th

**THIS MONTH'S TOPIC: Board Elections
and A Presentation by Terry Brown :
Exploring the various high speed
providers available today
PROGRAM COORDINATORS
Contact :**
Frank Koenig   frankkoenig@charter.net
Co-Chairman-Larry Piper larryP56@chartermi.net

What you missed!

October had a presentation created by Frank Koenig
on the current state of computer technology. It
included some of the new hardware available for a
computer and the best way to configure that new
machine that you may be thinking about building or
purchasing.

Upcoming Activities

November will have Terry Brown giving a presenta-
tion on "Exploring the various high speed providers
available today." If time permits we will visit some
of your favorite sites on the internet. If you don't
have broadband or are thinking about changing, this
presentation may save you from having to do all of

The President's Corner

First off, I would like to thank those who
were at the last club meeting and helped
the board decide what kinds of programs
they would like to see in the future.
Those who were there, know that I
passed out a survey with seven different
potential program topics for presentation
in 2008. After the board discussed the
results of that survey, the following four
topics came out on top: Pre-environments, Imaging, Repair
Utilities, and Backups.
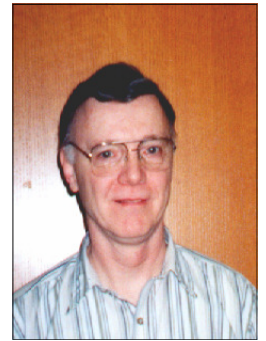
For the benefit of those who are not familiar with the lingo,
a Pre-environment is a way to get your computer back up
and running when your system has died. This is similar to
the old "boot" diskettes that we used to create on the old 5¼
and 3½ inch diskettes, except instead of bringing your sys-
tem back up in DOS, they will bring the system back up in a
true Windows XP environment (they don't look similar to
the desktop you are familiar with though). Most of these
require a machine that can be booted from either the
CD/DVD drive or a USB flash drive. Most machines made in
the last several years meet that requirement.

Imaging is capturing a true operational copy of your hard
disk or partition, including Windows, applications and your
data. They differ from backups in what they capture and are
much faster to restore than a backup.

Repair Utilities include various software programs that can
be used to help diagnose and correct problems that you are
having with your computer.

The presentations that we will be doing will not be deep,
step-by-step tutorials on how to do these operations, but in-
stead will attempt to give you ideas on the value for you and
where you begin to learn these tools so you can use them
yourselves.

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(Continued from page 1)

the research yourself. This meeting will be held on the 4th Wednesday as Thanksgiving is early this year.

The *December* meeting will be on the 3rd Wednesday (**December 19**) because of the holidays. As in years past, the meeting will feature our annual Christmas party. The club will supply the pizza and soft drinks. You just need to bring along a dish to share. *Oh, and by the way, one of our vendors is supplying some neat items for our monthly raffle!*

(Continued from page 1)

Also, I would like to thank the people who had additional ideas that were not on the survey list. Those items have been filed and some of them will be presented in the future. If you have any additional suggests, feel free to mention them to me or anyone on the board. This way we can tune our programs to meet your interests and needs.

A second thing that I would like to mention is that an organization that acts as a "go-between" between various vendors and computer user groups (Marken Communications) has sent us a number of neat items to be used for raffles at club meetings. A number of these will be raffled off at the December meeting. And these are much nicer prizes than some of those we have offered in the past. So you won't want to miss the December Christmas party.

A third thing is the annual elections will be held at the November meeting. Be sure you come to the meeting and vote for the officers on the board for 2008.

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

Board Meeting
There will be no board meeting in December. The next board meeting will be 7 p.m., January 8, 2008, at Chapel Lane Presbyterian Church, 5501 Jefferson Ave., Midland

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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   **Attn: membership chairman**
 P.O. box 132
 Midland, MI 48640-0132

you may also pay for membership at a regular club meeting

Useful, useless and strange (in no particular order) Web Sites:

www.oldversion.com/ www.oldapps.com/ old-versions.net/	If you've every upgraded an application and found out you didn't like the "new and improved" version, some applications are available on these sites. Be sure to review the legality of using these apps and remember that you are giving up some of the new functionality by dropping back to an older version. Also, some of the newer upgrades plug security holes in applications that could make you vulnerable to malware.
www.aolvideoblog.com/	Do you ever get annoyed at the wind on a windy day? What about the wind?
www.sonnyradio.com/ airfactory.htm	Have you ever tried to hide an aircraft plant? This site shows some pictures on how an aircraft plant was actually hidden during a time of war.
blip.tv/file/340692	I think there must be someone in the club who doesn't like Vista. No one ever

Tips, Tricks & Techniques

Search a folder (Microsoft Windows XP)

Usually when you misplace a file on your hard drive, you know what folder it is in, but can't find it because of the number of other documents or folders buried within that folder. So you start up *Search*, type in some keywords in the files and search for the folder of primary interest. However, there is faster way to locate that renegade file:

First locate the folder where you think the file is located.
Next right-click the on the folder and click *Search*.
A Search window will open ready to search within the selected folder and only that folder.

This is much quicker than launching *Search* and navigating your hard drive to the folder.

Add Toolbars To The Windows Taskbar (Microsoft Windows XP)

By default, the Taskbar contains the Start button, Quick Launch, and Notification Area. You can also modify the Taskbar to include any of the following toolbars: Address, Windows Media Player, Links, or Desktop bar.

To add any of these toolbars, right-click the *Taskbar*, point to *Toolbars* and click the appropriate toolbar. Or you can add a new toolbar of your own choosing. For example, you can make the contents of a specific folder available from the Taskbar. To do this, right click the *Taskbar*, point to *Toolbars*, and this time click the *New Toolbar* option. Choose the folder or type in the Internet address that you want to appear on the Taskbar and click *OK*.

Repositioning Clip Art in Microsoft Word (Microsoft Word 97—2003)

Using graphics and clip art in Microsoft Word can be frustrating when it comes to repositioning them. However, knowing a few simple tricks can make it much easier for you to start incorporating graphics into your documents.

Once you insert the image into your Word document, the *Picture* toolbar will appear. If it does not appear, click *View*, point to *Toolbars*, and select *Picture*. From this toolbar, you can change the way the image appears with the text by using

(Continued from page 3)

the *Text Wrapping* button. For example, if you want the text to wrap around the image, select *Square* or *Tight*. You can then move your image by pointing to the graphic until the four-headed arrow appears. Hold down your mouse button and drag the image to where you want it located. You can also use the *Rotate Left* button on the *Picture* toolbar to rotate your graphic.

The toolbar has a number of features that will make manipulating graphics much easier and the easiest way to learn to use this tool, it to experiment.

Change Outlook's Startup Folder (Microsoft Outlook 2002/2003)

The folder that automatically opens when you start Outlook is referred to as the Startup folder. Normally it is your *Inbox* folder that appears first and from there you can open one of your other folders.
Outlook allows you to configure which folder should be displayed when Outlook is opened. For example, you may want to have your Calendar or Tasks displayed.
To change the startup folder in Outlook:

From the *Tools* menu, click *Options*.
Click the tab labeled *Other*.
Click the *Advanced Options* button.
Use the drop down arrow beside the *Startup in this folder* option and select the startup folder you want to use.
Click *OK* to close the Advanced Options dialog box.
Click *OK* to close the Options dialog box.

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Vista Backup and Shadow Copy
by Lynn Page   Editor, Crystal Riber Users Group, FL (www.crug.com) Used with permission.

Windows Vista helps easily back up computer settings, files, and applications. The new Windows Backup feature provides more choices for storing backed information. You can choose to back up to CD-ROM, DVD-ROM, external hard disk, another internal hard disk, or to another computer or server connected to your network. Automated scheduling allows for backup when and where you choose. Just use a wizard to schedule when and where you want to backup. If a disaster strikes and you need to recover a wizard helps select the files or folders to restore and prompts you for restore media. Then it restores the selected files.

Accidental file deletion or modification is a common cause of data loss. Windows Vista includes Volume Shadow Copy to help protect data. Shadow Copy automatically creates point in time copies of files as you work, so you can quickly retrieve versions of a document you accidentally deleted.

Shadow Copy

Shadow Copy is one of Vista's new features. It is available with Vista Ultimate, Business and Enterprise editions. Windows uses Shadow Copy to store copies of files and folders. With Shadow Copy, you can go back to an earlier version of a document or restore entire folders.

If you ever accidentally deleted or saved over a file you know how easy iy is to loose data. Accidental file deletion or modification is a common cause of data loss. Windows Vista includes a useful innovation to help you protect your data: Shadow Copy. It automatically creates point in time copies of files as you work, so you can quickly retrieve versions you may have accidentally deleted. Shadow copy is turned on by default in Windows Vista and creates copies of files that have changed on a scheduled basis. Only incremental changes are saved, so little disk space is used.

To access shadow copy, right click a file or folder and select "Restore previous versions." Preview each file in a read-only version to determine which file to restore. To restore it drag the file to a folder, or select it and click "Restore" to restore it to its original location.

Shadow Copy archives the current version of your files when a restore point is created. So if you delete your restore points, you lose the saved copies of a file. All the copies are stored on the computer's hard drive. So think of Shadow Copy as a version restorer for emergency use not a backup utility.

Windows Backup and Restore Center

The file backup and restore features in Windows Vista make it easy to keep data safe from user error, hardware failure, and other problems. The Windows Backup and Restore Center provides a single place to manage backup and restore features.

Automatic Backup

Automatic File Backup is available in most editions of Windows Vista (not included in Starter and has only basic functionality in Home Basic edition). It aids in keeping data files safe by backing them up. Windows Complete PC Backup is available in the Business, Ultimate, and Enterprise editions. It performs a complete, image-based backup of the entire computer.

Scheduled and Network Backup

Two features in Automatic Backup are the ability to do a scheduled backup and the ability to back up files to a network location. (Available in all editions of Windows Vista except for Home Basic.)

With Automatic Backup, you can back up files to an external hard drive, secondary hard drive, writable CD or DVD, or to a network location. File Backup Scheduling Wizard lets you schedule when to backup. Then Windows Vista will automatically make backups on the schedule you set.

Backups are incremental so they require only a small amount of disk space. If only a small part of a file changes (one slide in a presentation), only that portion gets tracked and saved.

Recovery

Windows Vista makes the recovery process a snap. A recovery wizard helps select the files or folders to restore and prompts you for the backup storage medium used. Then it restores the files or folders.

Windows Complete PC Backup and Restore

Available in Windows Vista Business, Ultimate, and Enterprise editions, Windows Complete PC Backup and Restore is a comprehensive, image-based backup tool in case you need to recover your entire system.

While file restore is useful for file loss and data corruption, Windows Complete PC Backup and Restore is useful for disaster recovery when your computer malfunctions. It helps create complete computer backups. Then in the event of a serious system issue or data loss, Windows Complete PC Backup and Restore can restore your entire computer environment, including the operating system, installed programs, user settings, and data files.

Restore your computer back to its original state or onto another computer. Windows Complete PC Backup and Restore can be initiated from Windows Vista or from the Windows Vista installation CD. So even if the computer can't start up normally from the hard disk it can be restored.

System Restore

System Restore allows a computer to be restored to an earlier state without losing data. This is ideal if the computer is not operating well because of a configuration change, a problem with an application, or the introduction of viruses or unwanted software. Restoring to an earlier point, before the computer began displaying problems, may resolve the problems. System Restore automatically creates identifiable restore points. Or you can manually create restore points at any time.

How To Find Podcasts

by Mike Lyons, President Orange County IBM PC Users' Group, CA   www.orcopug.org president(at)orcopug.org

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Download the free 7.3 iTunes program from www.apple.com/itunes/ and install. Now, all you need is an mp3 player, and you're all set to download podcasts and listen to them on the go.

When you first open iTunes, click on the "Podcast Directory" at the bottom next to "Report a Concern." That actually takes you to the Apple Store. In the upper left corner is a magnifying glass and a space to search for a word or phrase. Type in "computer." The Apple logo in the top center area changes to a candy cane-striped bar as it searches. The bar will turn solid and display the results: Name, Time, Artist, Album, Price, Popularity and Genre.

Next to the name is a grayed-out circle with an arrow in it. This leads to more information about the podcast. It includes a description, user reviews, a list of the last 20 podcasts and a list of 5 "Listerners also subscribed to."

Headings are sortable by clicking on them, so if you click on Price, all the free ones appear at the top.

Some of the stuff is pretty explicit, that's why they call it the "wild, wild web." Podcasts are labeled "clean," "explicit," or blank which means the rating hasn't been determined.

I look to see how often and consistently the podcast occurs (some really good ones haven't been updated since 2006), check customer comments, and the "Also subscribed to" list.

If you want to subscribe, simply click on the "subscribe" button. To go back where you were, under the Apple logo on the left is a small button with a left pointing twirly. Click on this to get back.

After downloading podcasts, connect your mp3 player to a USB cable and right click on the file. Select "Send to" and click on the drive letter of the mp3 player to transfer podcasts to it from your computer.

Besides the iTunes Podcast Directory, you can find podcasts of Computer America shows at www.businesstalkradio.net/weekday_ host/Archives/cc.shtml and National Public Radio at www.npr.org/rss/podcast/podcast_directory.php.

There are even locally-produced user group podcasts. The Los Angeles Computer Society has podcasts of their main meetings at www.lacspc.org/podcast/Archive.html

You don't have to have an mp3 player to listen to podcasts, though. If you left-click on the mp3 title, it plays right in your browser. Or, if you right-click on the title, select "Save Link As," and you can save it to a directory on your computer.

Besides playing podcasts in mp3 players and browsers, mp3 files on your hard drive can be burned to a CD. Then, you can play them in your car. Just burn them as a music CD instead of a data CD.

Online Consumer Help from the Federal Government
By Ira Wilsker, APCUG Director; Columnist, The Examiner, Beaumont, TX; Radio & TV Show Host
Iwilsker(at)apcug.net

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WEBSITES:
http://www.consumer.gov
http://www.recalls.gov
http://www.usa.gov
http://www.ready.gov
http://www.annualcreditreport.com
http://www.ftc.gov/idtheft
http://www.consumer.gov/military

President Bush has requested that all federal agencies make it easier for consumers (the general public) to locate and utilize information on federal websites. In some cases a variety of federal agencies have pooled their resources and information, and compiled the data in easy to use websites that represent several agencies in one place. Some of these integrated federal websites are consumer.gov, recalls.gov, and usa.gov.

Consumer.gov is probably the premier federal website for comprehensive consumer information. The tabs across the top of the page lead directly to such consumer topics as food, product safety, health, home & community, money, transportation, children, careers & education, and technology. The perimeter of the page contains icons and links which directly connect to specific government services.

One of the icons links to "OnGuardOnline" which says, "OnGuardOnline.gov provides practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information." There is another link for "Consumer Sentinel" which contains comprehensive information on fighting and preventing fraud and identity theft.

One link that I have personally used and strongly recommend leads to the "National Do Not Call Registry" (donotcall.gov) where you can enter your home and cell phone numbers, and prohibit most telemarketers from calling. After activation, if a telemarketer does call, there is a link to enter a complaint, which may lead to a substantial fine against the telemarketer.

You have probably seen a TV commercial hawking free credit reports, but the fine print and disclaimer advises that the credit report is only free with a paid subscription to a credit monitoring service. It just so happens that congress has required that all Americans are entitled to a genuinely free credit report once a year, without the strings or necessity of paying for a credit monitoring service. This free service is overseen by the Federal Trade Commission (ftc.gov), and linked to the consumer.gov website, or can be reached directly at www.annualcreditreport.com.

Many of us have had concerns about our children's safety while online, and consumer.gov has a linked resource for that purpose as well. The FTC has created an online child safety website "Kidz Privacy" which is a childish looking website that will appeal to kids of all ages. On this site are resources for kids, adults, the media, and teachers.

We are all faced with higher prices at the gas pump, and we generally do not like it. There are scammers out there promoting a variety of miracle products to dramatically improve our gas mileage, but there are also several legitimate tasks we can undertake to save gas. Consumer.gov obliges with an icon linked to a FTC website "Saving Money at the Pump". This is a cute, interactive website with several tips that we may find useful and money saving.

There is a pandemic of identity theft taking place which is costing our society tens of billions of dollars per year, with millions of victims of identity theft annually. Consumer.gov has a link to the central repository of identity theft prevention and information services, which is administered by the FTC at www.ftc.gov/idtheft. On this site is a link to report identity theft, steps to follow if a victim, information on preventing theft, and other useful resources.

Many of us are inundated with prescreened credit card offers, and invitations to purchase insurance. For those who want to reduce or end this unsolicited and often unwanted mail, there is a link to "Prescreened Credit Offers". On this site is information on how these prescreened offers work, and how to stop them. For those who want to stop these prescreened offers, the FTC says, "Call toll-free 1-888-5-OPTOUT (1-888-567-8688) or visit www.optoutprescreen.com for details." That website and phone number are operated by the three major consumer credit reporting agencies, and they will ask for personal information, but promise that it will be treated confidentially.

Hardly a day goes by where we do not hear on the news about some consumer product or food item being recalled for a safety or health reason. Occasionally we also hear about massive automobile recalls to correct some safety deficiency. There is an icon and link on this site to a centralized database on recalls which is continuously updated. This connects to a site recalls.gov, which is a joint venture of several government agencies that are involved in consumer recalls. Categories of recalled products include consumer products, motor vehicles, boats, food, medicines, cosmetics, and environmental products. What I find especially useful and informative on this website is the list of "Recent Recalls". There are six small windows on the recent recalls page that list the latest recalls from the Consumer Product Safety Commission, Food and Drug Administration (FDA), National Highway Traffic Safety Administration, Environmental Protection Agency (EPA), Department of Agriculture (USDA), and the Coast Guard. Personally, I check this site regularly, and sometimes find that I have a recalled product in my house.

Some of the other useful links on the Consumer.gov website are to specialized websites such as ready.gov and usa.gov. Ready.gov is a website sponsored by the Department of Homeland Security (DHS) that has resources about home and personal safety in a variety of threatening scenarios. Also included on this DHS website is information for businesses continuity, and child safety during disasters. USA.gov is the central clearing house for all federal agencies. It uses a simple menu hierarchy that eases the location of desired information. Topics are comprehensive, and include such helpful items as government benefits and grants, money and taxes, consumer guides, and many other topics. This site can be a good starting point for someone looking for something to do on the internet,

Military personnel and families may find the link to "Military Sentinel" a very useful resource. According to the website, www.consumer.gov/military, "Military Sentinel is a project of the Federal Trade Commission and the Department of Defense to identify and target consumer protection issues that affect members of the United States Armed Forces and their families." Included on this website is information on specific identity theft problems faced by military families, financial scams against military personnel, and other military specific information.

Other links on Consumer.gov are to the "Consumer Action Handbook", www.consumeraction.gov, and information that the disabled may find helpful at www.disabilityinfo.gov.

The website at Consumer.gov is a goldmine of consumer information that is free for the taking. I suggest that everyone should periodically visit this website and review any informational resources that may be of personal interest and benefit.

Anyone interested in re-configuring their keyboard to suit your needs can go to: **Microsoft.com**, search for : Keyboard Layout Creator and create new layouts from scratch !

The New, the Best, and the Worst
September 2007
Collected by Pim Borman, Webmaster, SW Indiana PC Users Group, Inc.
Swipcug(at)gmail.com
http://swipcug.apcug.org/

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E-mail Reliability Woes
Banks, mutual funds, credit card companies, utilities, they all want to send me my monthly statements in electronic form over the Internet, "for my convenience," and incidentally to save on the cost of mailing them out the traditional way. Do I go along with that? No way, José! Just think of all the things that can go wrong.

Security. I already receive regular emails, mostly delegated to spam folders, from fake financial organizations such as PayPal, E-Bay, and banks all over the world. How am I going to distinguish the fishes from the phishes? I do have online access to some of my financial accounts, but I use them strictly one-way: I access them directly by typing in the URL. Some financial institutions have expanded security beyond the usual user name and password check, to let me verify that I'm dealing with the genuine institution. Before I present my user name and password, I am shown a prearranged word and an image to make sure that I am dealing with the genuine Web site, not some phisher in Nigeria. Such two-way passwords are a good idea, and using an image instead of a word adds additional security.

More security. I still have to worry about key grabber viruses that record what I type. An up-to-date reliable anti-virus program may prevent that, or not. Making payments online can also be hazardous, especially if I can't be absolutely certain I'm not addressing a phisher. I have a Citibank credit card account that will provide me online with a one-time credit card number to be used for a single transaction. That minimizes the risk of fraud. But how am I going to archive online statements securely for years to come unless I print them out first? If necessary, does my own printout provide the same level of proof as an original bank statement?

Reliability. Because spam now makes up the largest part of email crossing the Internet, Internet Service Providers increasingly install spam filters to remove the chaff from the wheat. The problem arises when the spam filter removes legitimate messages without notifying the sender, or even worse, the recipient. It seems to happen all the time and not only because it is easy to misspell an address. Recently I used my local provider, Sigecom.net, to respond to an email from a niece who uses myway.com. Fortunately I was notified by "blackhole.myway.com," that the response bounced, with an error message indicating that there was a mismatch between sender addresses somewhere along the way. Since Sigecom forwards email via another email provider (Mira-something-or-other), that could have been the problem. I sent the response again, using Google email that time, and all was well.*
A week later I sent a SWIPCUG e-mail message to 49 addressees using my Google e-mail account. Two of the mailings, both addressed to members @att.com, were blocked because "it was sent by a system that we have reason to think has sent high levels of spam to our customers in the past." Maybe other members did not receive the message either but I wasn't notified. Again using Google Mail, I resent the message without trouble to just the two blocked recipients. Maybe att.com balked at the fairly long list (49) of addressees?
One of our members, associate director at the local Public Library that hosts our meetings, was unwittingly deprived of messages sent to him and about 10 other members who informally constitute our planning committee. The Library has its own email system, guarded by a properly-named "barracuda" to swallow anything smelling of spam. The system administrator managed to retrieve the messages, belatedly, once he was aware of the problem, and loosened the rules to get our member back in the loop.
It goes to show that even if you are not personally plagued by spam woes, your email communications are still affected. Its security and reliability must be paramount if we are to trust it to replace snail mail in delivering important notices. At the least the sender should be notified, and blocked email should be made

(Continued from page 9)

available to the recipient in a special folder to allow quick verification of its status. Yahoo and Google mail deposit at least some suspected spam in a separate folder. It takes only seconds to check that folder and remove all the spam while being able to save a genuine message.

More Reliability Issues. When an email address is changed, it is difficult to let all the correspondents know, and chances are that some of them will forget to change all their email address folders. Contrary to good old snail mail, there is no friendly post office that forwards email. Also, the slightest typo will make email undeliverable. Add to that the times that the Internet is inaccessible because of hardware, software or network problems and it is clear that email can not be counted on for the timely and secure delivery of financial and billing statements.

Once Upon A Time...
in a far away land, when I was still a young lad, clocks sat on mantel pieces and had to be wound every so often. They didn't keep very accurate time, and we kept them running at least five minutes fast so we wouldn't miss the train. You see, trains left the station on the exact second in the schedule and the best place in town to find the accurate time was from the big clock at the railroad station.
Now we have clocks and watches that listen at night to the shortwave radio and adjust their time to the nearest second by synchronizing with an atomic clock in Colorado. As a good nerd, I regularly compare the time shown by the atomic clock on the wall with my atomic watch to make sure they agree to the second. And now we travel by planes that sometimes manage to leave the gate within an hour of the scheduled departure time. Or not at all, as the case may be. Progress...

Smart Computing Tips

Clean Your DVDs: DVDs are best cleaned with a lint-free, nonabrasive cloth. Dampen the cloth in clean, lukewarm water. (If your water is especially hard or contains excess minerals, use bottled water.) Starting at the center of the disc, wipe in a straight line to the outside rim; don't use a circular motion. Repeat until you've cleaned the entire disc. For very stubborn messes, try water with a mild, nonabrasive soap or iso-propyl alcohol. Commercial DVD cleaning solutions are also available.

Never use compressed air to blow a DVD clean. Compressed air can be very cold and may thermally shock the disc, causing separation or cracks, either immediately or down the road.

Big Format, Better Pics: Always take landscape photos at your camera's highest quality setting, mean-ing its uncompressed RAW file format, if your photo-editing software supports it. Your photos will take up a lot more memory card space, but they'll be much, much sharper and better looking in large prints. And if you find that you want to blow up and keep just a small portion of a photo - such as a bald eagle soaring through the enormous canyon you shot - it won't look as fuzzy or jagged as it would if you enlarged it from a low-quality image. If the RAW format isn't an option for you, high-quality JPEG or TIFF files from a cam-era with 3MPs or more can look very good, too.

Delete Files In Vista: If you want to bypass the Recycle Bin and have deleted files removed from the hard drive immediately, right-click the Recycle Bin and click Properties. Select the Do Not Move Files To The Recycle Bin radio button, select the Display Delete Confirmation Dialog checkbox if you want Win-dows to prompt you for permission each time you delete a file, and click Apply.

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Google Search Bar and Your Telephone Number
By Sandy Berger, CompuKISS.com
www.compukiss.com
sandy(at)compukiss.com

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If you know someone's telephone number, how hard would it be to find that person? Well, with Internet resources, it couldn't be easier. Type any telephone number into the Google search bar and you will quickly be given the name and address that relates to that number. Even a bit scarier is the fact that right next to the name and address is the word "map". Just click on that word and the location in question is marked with a big green arrow on a detailed map. One more click and you can see the building with that address from a satellite view.

I say this is scary because it is. This information may be put to good use by friends and relatives, but in the hands of a stalker or a criminal, it can be highly dangerous. Imagine how easy it would be to find a woman who lives alone in a rural area. Or think about a child who might innocently give out their telephone number and have a pervert be able to find their exact location so easily.

If you think that you are exempt from this because you have an unlisted or unpublished number, think again. Google states, "Our phone and address listings are gathered by a third party provider, which collects telephone directories and other public records available elsewhere on the web." It is the "other public records" that might get your telephone number into these listings. They use everything from public utility records, court records, and property records, to business records. I was able to easily find the names and addresses of several people who have unlisted telephone numbers.

Because of privacy complaints, Google has initiated a way to be removed from this reverse telephone lookup. Just search for your telephone number in google and click on the link with your name. You will be taken to another page with an obvious removal link.
Yet, if you want to remove your name and address from the entire Web, you should be prepared to settle in for a long, tedious task. Removing my telephone number from Google was easy. Unfortunately, I quickly found more than a dozen other places that had my telephone number listed including Yahoo, InfoSpace, Intelius, AnyWho, and addresses.com. Each one of these has a different method for removing your name and number, and often the process is quite convoluted. At Yahoo, there was an obvious "Remove my Listing" link. But the link went to the Yahoo help pages, which were not at all helpful. It took me about 30 minutes of searching to find the correct removal link. (http://phone.people.yahoo.com/py/psPhoneSupp.py)

Although most of the major search sites did not have listings for cell phones, I found that I could get the names and addresses for many cell phones numbers at Intelius for just $14.95. Getting your name and address out of Intelius is even more complicated than removing it from some other websites. To opt out of Intelius they require that you fax them a copy of your driver's license or a notarized form proving your identity.

Even if you take the time to eliminate your name and address from all the directories that you find today, you might appear in some new directory tomorrow. Yet, if you want to guard your privacy, it may be worth the effort to eliminate yourself from as many of the directories as possible. It may also be time to realize that a simple thing like a telephone number can now lead to more personal identification than you ever imagined. Perhaps we need to start guarding our telephone number as carefully as we do our social security number.