# BITS AND BYTES

**January 2012**

Newsletter of the Midland Computer Club

**http://mcc.apcug.org/**

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## 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:
**January 25, 2012**

### This month's topic:
Tablets — Lynn Walker and Al Adams

### What you missed!
December — Christmas party

### Upcoming Activities:
Cloud examples by Larry Piper

### 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.

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## President Piper's Ponderings

When I was young, there were three things you were not supposed talk about in polite company: religion, politics and money. While I now violate this maxim almost daily in my private conversations, I do try to keep it in mind when it comes to Club activities. But not this time.

Wednesday, Jan 18, 2012, was a date that likely will long be remembered in the history of computers and technology. It was the date the Internet community rose up with one voice and said Internet censorship, in the form of two bills before Congress, SOPA and PIPA, was wrong.

A few days earlier GoDaddy, a major player in Internet domain registration, reportedly lost customers at the rate of 10,000/day after supporting SOPA.

Initial fallout seems to indicate the Jan 18 protest was successful in changing some key legislative minds. We have not seen the end of this fight.

Time magazine chose The Protestor as its Man of the Year for 2011. We know these recent protests, initially focused on Arab countries, are fueled and made possible by the technology of the Internet. One country's immediate reaction to its internal protests was to shut down the Internet to the outside world.

Jan 18 was also another significant date in the field of passing legislation that, while it sounds noble and good on the surface, is really bad news for the country as a whole. I speak of President Wilson's attempt to foist the League of Nations onto the 'peace' conference of 1919 which determined the fate of defeated Germany. Wilson,

## 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

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a former ivory tower college president, compromised on his promise not to punish Germany in return for a vague promise from other attendees to support his League. In the end, he got neither, and most historians attribute his failure as sowing the seeds for WW II.

An historic footnote describes how the League was defeated by the simple tactic of Henry Cabot Lodge reading its provisions into the Senate record. Once the Senators realized what they were voting for, they rejected it. Wouldn't that be a novel idea for some current legislation like SOPA, PIPA and Obamacare.

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

## Board Meeting

Next board meeting will be
7 p.m., February 14, 2012, at
Chapel Lane Presbyterian Church,
5501 Jefferson Ave., Midland MI

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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**
**1816 Bauss Ct**
**Midland, MI  48642-4023**

You may also pay for membership at a regular club meeting

**Tips, Tricks & Techniques**

**Is Internet Explorer Loading Slowly?**
If **Internet Explorer** appears to be slow during startup, it may be an add-on slowing things down. To find out how much time each add-on is contributing to the load time, go to *Tools* and click on *Manage Add-ons*. The list of add-ons will include the **Load time**, showing how much time each add-on is contributing to the slow load.


**Using Thumbnails in Microsoft Word**
If you get tired of scrolling up and down in a Word document, you might try using **Thumbnails**. **Thumbnail** is a bar on the left side of the screen that shows thumbnails of each page in the document. With this you can quickly find the page that you are looking for and go directly to that page by clicking on the thumbnail. To display the **Thumbnails** bar click on the *View* tab and check the *Thumbnails* box in the **Show/Hide** section of the Ribbon. Now a toolbar will be displayed that shows the thumbnails of each page of the document.


**Using Microsoft Word's Document Map**
Another handy way of doing quick navigation of a Word document is to use the **Document Map**. **Document Map** is a toolbar that appears on the left side of the screen showing all of the headings and subheadings in the document. Simply clicking on one of the headings/subheading, you can go directly to that location in the document. To activate **Document Map**, click on the *View* tab and select the *Document Map* item in the **Show/Hide** section of the Ribbon.

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## *ARTICLE INDEX*

*Articles in this Newsletter have been obtained from APCUG with the authors' permission for publication by APCUG member groups. The Midland Computer Club has not verified the information contained in the articles nor tested procedures/recommended software. Articles do not necessarily reflect the views of the Midland Computer Club.*

## Read It Later

Al Adams, Publicity, Midland Computer Club, Midland MI

After the December 2011 article on Firefox, and " Save a (Picture) image from a website, if no right-click is allowed", I thought in this issue, I would share one of my favorite apps, **Read It Later.**  My example is with Firefox.

First install the Firefox Extension from: http://readitlaterlist.com/firefox/
        Follow the install instructions.  (There is a version for Chrome, too)
        Note there are Apps for this on the iPad and Android devices also.

This is a great little application for any web based article I want to read but don't have time to read right now. At the web page I want to read later, I left-click the mouse on the chevron in the address bar of my browser.



The chevron changes to a check mark, saving the URL to my Read it Later account, so I can access it from any device with Internet access.  I use my Android Tablet PC with the RIL App.



*Note Left-Clicking the Chevron or Check Mark toggles the Read It Later "Reading List" to Save or un-Save that item from the Reading List Account.*

The other handy thing about the Read It Later Firefox Extension, if you need only text, without the advertising, pictures, etc., select the Read Only the Text toggle or Text View option from the selection (described in the documentation for the version you are using).  Another neat thing about the Text View is you can Copy and Paste the text into word processing documents really easily for research purposes.

Items that have been read are moved to the Read Archive. You can sync between multiple devices, add tabs and other options. Check it out, you may have a use for the Firefox Read it Later Extension, or the portable device RIL Apps.

The RIL List is available for reading on any Internet connected device that supports RIL through an application, or using the web based Read It Later version. See their Web Site: http://readitlaterlist.com/

An Android example shown here. works very well.  I have used it to read many web based articles. For some of the articles, I do set for Offline Reading when I know I will not be near an Internet WiFi provider.
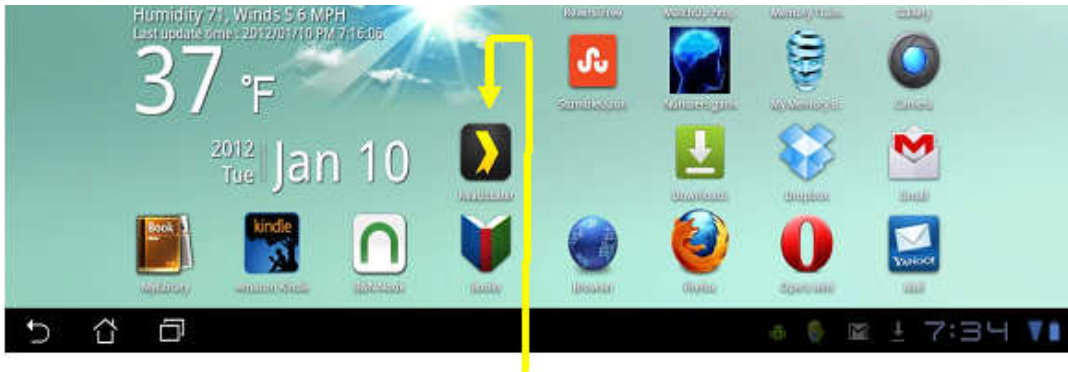


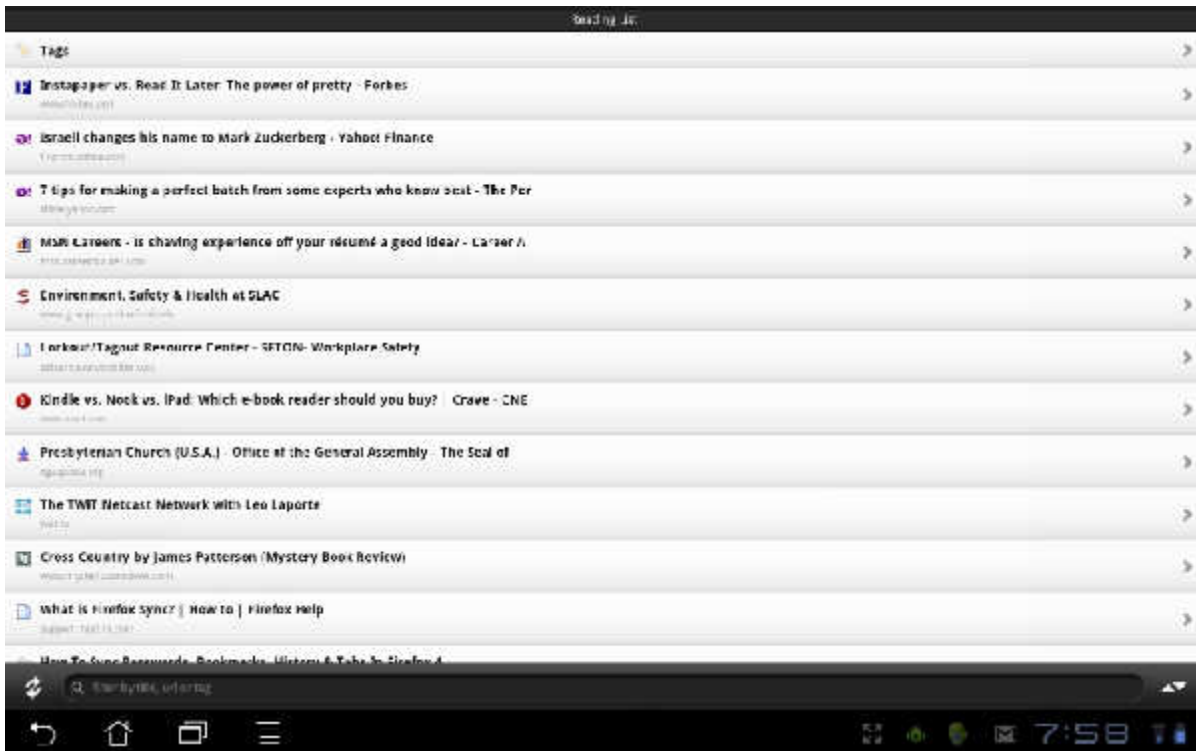**Android RIL App on My ASUS FT101 Transformer Tablet PC**

After tapping the RIL icon app on the Android tablet, this menu appears.
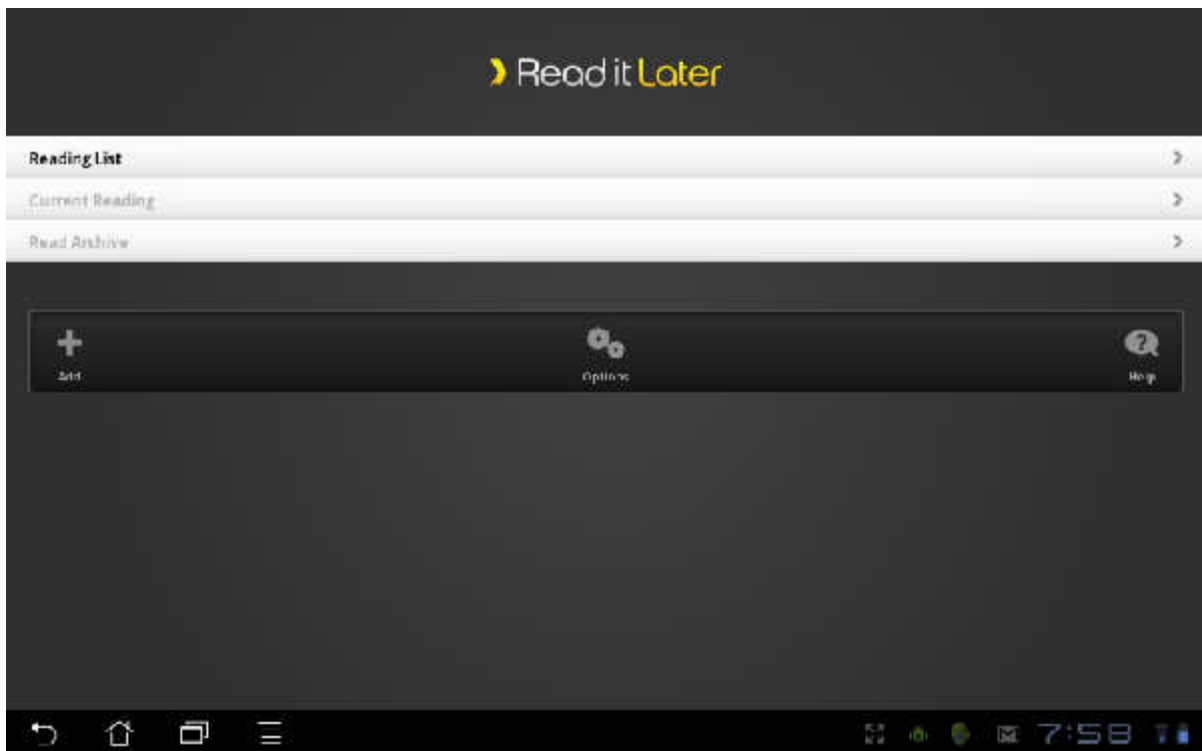
Selecting Reading List from the menu brings up this screen.



There are other screen options. For example, after reading an article, you can tap a checkmark to save the article to a Read archive folder.  Below is a view of my Account Control screen.
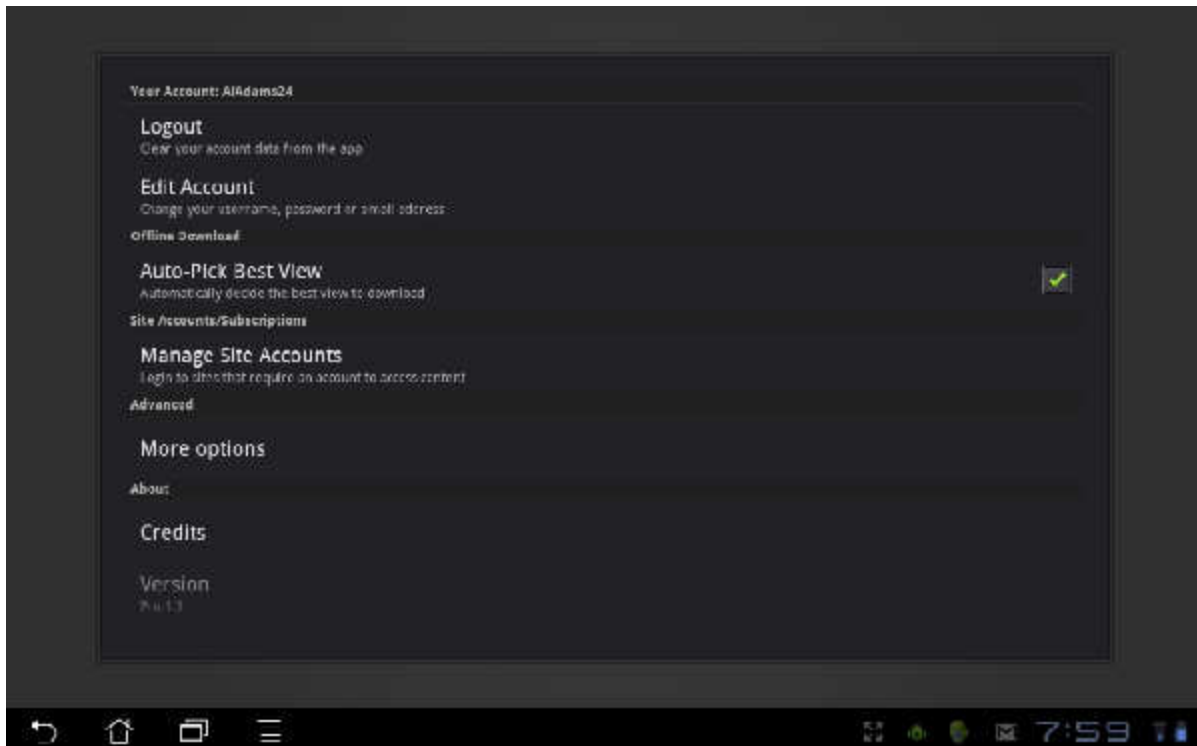


Have fun, and learn something new with this cool application.

## Backup – Image, What's the difference?

By Phil Sorrentino, President, Sarasota PCUG, Florida, December 2011 issue, Sarasota PC Monitor
www.spcug.org, president (at) spcug.org

This topic can be very confusing because of the similarities and the differences between backups and images.  Backups and Images are similar in that they are both copies of something.  The difference is in the "what" and the "how".  Normally, a backup is thought of as a copy of a file or a folder or a collection of files and folders (that is the "what").  The backup copy is just a copy, an exact duplicate and is not processed in any way (the "how").  The backup files can be used by any programs that could use the original files.  The reason for having a backup file is to restore a file if it is accidentally destroyed or deleted.

An Image, on the other hand, is a copy of the Operating System and all of its components (referred to as the Operating Environment), as they exist in the memory of your operating computer (that's the "what").  The Image can only be created by an imaging program (the how), and the image created can only be used by that same imaging program.  The reason for having an image is to be able to re-install your "Operating Environment" if, or rather when, a virus or hardware problem makes your system unusable.

The topic can also be confusing because people, and even the literature, often use the terms backup and image in confusing ways.  Often you will see or hear the term "backup image" which is meant to refer to a copy of an image.  Well, an image is already a copy of something, so is this an image or is it a copy of an image?  In order to keep things straight, I have tried to use the term "backup" to mean an exact copy of a file that needs to be saved.  (I know that sometimes backup copies are "zipped" or compressed to save space, but those files are no longer exact copies of the originals and are not directly usable, so I would not call them backups, I would have to call them "zipped backups" or "compressed backups", to be accurate.)  And I use the term "image" to refer to the resultant file (or file collection) that is produced by an imaging program such as Ghost, or Acronis True Image, or Macrium Reflect, or even Windows 7.

To be completely protected against potential problems (viruses and/or hardware problems) you have to address both issues, backup and image.  You have to backup all of your important files, those that you really do not want to lose, and you have to have an image of your Operating Environment for re-installation when needed.  (Just as a point of interest, Windows 7 includes the ability to do both, via the Backup & Restore Control Panel.)

The files to backup are those that you have created or collected, such as your pictures, music, videos, Word documents, and spreadsheets.  Any file that you would really be hard pressed to reproduce, if it was lost, is a good candidate for backup.  How often to backup is dependent on the file in question.  Files that are changing daily should probably be backed up daily, but files that don't change need only be backed up on some weekly or monthly schedule.  For backups, in general, follow "Chicago Politics" advice and backup early and often.

Also, be aware that there are many ways of backing up your files since it is only a Copy operation.  However, there are many programs that make the job quick and easy.  If you have a folder of pictures and you only add a few pictures to the collection weekly, then there is no need to copy all of the pictures each week, you only need to backup the new pictures.  Backup programs such as Microsoft Synctoy, and Synchromagic, check the collection of files to be backed up against the last backup and only copy the new files or those that have changed since the last backup.  These programs make the backup process quick, efficient and so easy that you will probably do it often enough.  By now you are probably feeling that you have got the idea of backup, but where do put these backup files?  The best place for backup files is on an external hard drive that is normally not connected to the computer.  Right before you are ready to backup your file collection, connect the external hard drive and fire-up the backup program and run the backup task.  After the backup is finished disconnect the external drive and put it away in a safe place.

*(Continued from page 7)*

Creating an image is a little more difficult than creating backup files because imaging is not just a simple Copy operation.  Because an image is a copy of your operating computer memory, the program must know a lot about the architecture of the memory.  This is very specialized knowledge and is the essence of an imaging program.  The imaging program must be installed on your computer for use in creating an image.  And, it must create a bootable disk to be used when your system is not operating correctly.  The image it creates can usually be put on a system drive (other than the C: drive), or an external hard drive, or a number of DVDs.  The image created is usually a very large collection of files that may total from 20 to 60 GB.   The imaging process can take many hours depending on the size of the image and the amount of compression that is selected.  Imaging is a very lengthy process, and it creates such large files, so you probably only want to do it when absolutely necessary.  A new image is only necessary when the Operating Environment changes, when you add or delete programs, or when you update your operating system.  You may not add or delete programs very often, but the operating system is updated, at least monthly, so you might want to create a new image every 3 or 4 months or whenever a big change is made to the Operating Environment.

So you can see there is a great difference between Backup and Image.  But, both are necessary if you hope to completely recover from a future hardware failure or malware infection.

## Are you being followed?

By Linda Gonse, Editor/Webmaster, Orange County PCUG, California, December issue, nibbles & bits
www.orcopug.org, editor (at) orcopug.org

You may not even suspect you are being followed. But, as many as 60 ad networks may be tracking you on the web right now! What's more, they may be selling personally identifiable details about you.

If this disturbs you, you can put a stop to it. You can quickly opt out from advertising networks —each has multiple clients! — with just a few mouse clicks.



The National Advertising Initiative (NAI) is a cooperative of dozens of online ad networks that track you. An NAI statement says it developed an Opt-out Tool "in conjunction with our members for the express purpose of allowing consumers to 'opt out' of the behavioral advertising delivered by our member companies." To this end, NAI offers a YouTube video on their home page showing you how the Opt-out Tool works. (You can also see the enlarged video before you go to their site at http://bit.ly/ruQt9S)

*(Continued from page 8)*

| | | |
|---|---|---|
| **Criteo**<br>More Information | **Opt-Out Cookie**<br>You have opted out of this network | Opt-Out ☐ |
| **Cross Pixel Media**<br>More Information | **No Cookie**<br>You have not opted out and you have<br>no cookie from this network. | Opt-Out ☐ |
| **DataLogix**<br>More Information | **Active Cookie**<br>You have not opted out and you have<br>an active cookie from this network. | Opt-Out ☐ |
| **DataXu**<br>More Information | **Opt-Out Cookie**<br>You have opted out of this network | Opt-Out ☐ |
| **Datonics**<br>More Information | **Active Cookie**<br>You have not opted out and you have<br>an active cookie from this network. | Opt-Out ☐ |
| **Dedicated Networks (AppNexus)**<br>More Information | **Active Cookie**<br>You have not opted out and you have<br>an active cookie from this network. | Opt-Out ☐ |
| **Dedicated Networks (DoubleClick)**<br>More Information | **Opt-Out Cookie**<br>You have opted out of this network | Opt-Out ☐ |

A few of the networks that may have placed one or more cookies on your computer.

Basically, the Opt-out Tool, which will not be installed on your computer, examines cookies (small text files) on your computer and identifies those member companies that have placed an advertising cookie on it.

When a member company's cookie is identified by the Opt-out Tool, you simply check the box next to the company name. If you are strongly motivated (or highly frustrated), check the "Select All" box! Then, click the "Submit" button, and you're done. The cookies will be removed for the selected companies and your opt-out status will be automatically verified.

Go to the NAI website at http://bit.ly/sNMlj0 to get the opt-out process started.

There are two caveats.
1. Opting out of a network does not mean you will no longer see online advertising. But, the network from which you opted out will no longer be tracking you personally and displaying ads that are "tailored to your web preferences and usage patterns." Isn't that the idea?

2.  Networks voluntarily allow opting out. It isn't a legal mandate. Also, technical glitches may occur. Cookies from any of these networks may reappear. So, use the Opt-out Tool regularly.

Quantcast Measurement and Advertising does not participate in the National Advertising initiative, but also offers you the ability to opt-out of their ads based on your interests.

 Quantcast claims it doesn't store your IP address or any other personally identifiable information. "But, if you prefer not to receive interest-based content and advertisements enabled by Quantcast and not to have Quantcast measure your pattern of website visits or other online media consumption, you can opt-out by using our opt-out tool" at http://bit.ly/vNAXOB.

Opting out is the only way you can avoid being tagged, tracked and tempted by advertisers who know your purchasing history. By opting out you can end hunting season by advertisers who are determined to bag your money.

## ICE Your Cell Phone - Save Your Life
By Sandy Berger, CompuKISS, Sandy (at) compukiss.com, www.compukiss.com

You may have never heard of the ACEP, American College of Emergency Physicians, but their new consumer website is one you might want to visit. With the number of emergency room visits growing rapidly, this organization has put together a website where patients can access health information, share stories, and get involved in advocacy efforts. www.acep.org

Visits to the emergency department hit a new high in 2006. A record 119.2 million people, up from 115 million, were recorded by the Centers for Disease Control, with an average of 227 visits per minute. The American College of Emergency Physicians (ACEP) predicts those numbers will only keep rising.

According to the report, age groups with the highest visit rates were infants under 12 months of age and those over the age of 75. In fact, people aged 65 and older are the fastest growing segment of the U.S. population and are the most likely to be admitted to the hospital of all emergency patients. Researchers conclude that visits for patients between 65 and 74 could nearly double from 64 million in 2003 to 111.7 million by 2013. Despite these numbers, emergency departments continue to close - causing delays for people with serious medical conditions like heart attacks.

In honor of its 40th anniversary, ACEP will be making available video clips featuring emergency medicine pioneers, vintage photographs and radio public service announcements. In addition, the organization is launching a new consumer website, EmergencyCareForYou.org, which features extensive public information. The year-long campaign is sponsored in part by General Motors OnStar, Ultrasonix and ZOLL Medical Corporation.

The EmergencyCareForYou website is a comprehensive site that you will want to visit. It has information on everything from "how to tell if it is an emergency" to "family disaster preparedness".

One important section of this website talks about how "ICE" and Your Cell Phone Can Help Save Your Life.

The website states, "Emergency physicians are recommending that people with cellular phones add "ICE'" entries into their cell phone address books. This stands for "In Case of Emergency," and medical professionals are using it to notify the person's emergency contacts and to obtain critical medical information when a patient arrives unconscious or unable to answer questions."

I didn't know about this, yet it sounds like a great idea! Check it out. It may save your life. More information can be found at the ICEforHelp website. www.iceforhelp.com

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## Staying Technology Young

By Darry D Eggleston, Article reprinted with permission. Copyright © 2007-2011 Darry D Eggleston, http://DarryD.com

The challenges for me are increasing as I strive to remain technologically young. What used to take years to change now occurs in a matter of months. So many new products are appearing in such rapid order that, unless one reads, observes, and communicates with like-minded friends, one ends up talking about the "good old days" of technology way back in 2009.

Someone referred to technology's growth in "dog years" and I suspect she might be right. Technology now leaps in one year where we would expect it to take seven years in the past.

One need only look at cellphones, cameras, and notebook computers to see that devices are shrinking while their capabilities are exponentially increasing.

Just yesterday, a conversation between two neighbors awoke me to this fact again. Both are my age in the 60-to-1,000-year-old range. One neighbor extolled finding a new restaurant quickly because of his car's trusty dashboard-mounted global positioning device (GPS).

The other, without hesitating, replied, "Oh, I got rid of my old GPS six months ago," as he pulled out his cellphone. "Mine's in here." Proudly, he showed us his Nokia N8: "Unlocked GSM touchscreen phone featuring GPS with voice navigation and a 12 megapixel camera."

Even my research for this simple article relied on technology that I wish was available when I was younger:
1. I Googled to learn more about Dave's cellphone. (Nokia's website boasts that N8 phones can connect to social networks, web TV programs and Ovi Store apps. It has Carl Zeiss optics, Xenon flash, HD-quality video recording, film editing software, and Dolby Surround Sound.)
2. I used FastStone Capture to take a screenshot of the Nokia description, pasted it into OmniPage which scanned the image and converted it into plain text, which I copied and pasted it into WordPerfect.

You can either ride the waves of innovation rushing to the shores of your existence or you can be swept out into the sea of ignorance. You can stay technologically young or die in place at a pace that's more fitting for an old folk's home.

Choices, my friend, it's all about choices.

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## Invisible Shield

By George Harding, Treasurer, Tucson Computer Society, AZ, December 2011 issue, eJournal
www.aztcs.org, georgehardingsbd (at) earthlink.net

If you have a smart phone, MP3 player, tablet or other portable device, you need a durable covering for the faces of your instrument. ZAGG has a solution for you.

Why have a covering? Many reasons:
First, you want to protect the surfaces from scratches. Plastic scratches very easily and even glass can be marred.
Second, it's easier to clean than the natural surface.
Third, even the corners and curves are protected.
Fourth, the covering is easier to hold onto, so you're less likely to drop it.
And last, it's invisible.

The product is specific to each device, since it must have the proper cutouts for the device you're going to protect. ZAGG  has a product for just about every device known to the tech world.

The Invisible Shield product has a lifetime guarantee. If it gets damaged, ZAGG  will replace it for free. You can't get better protection than that!

Installation is carefully done. First, wash your hands (didn't think of that, did you?). Unplug or turn off your device. Wipe it clean with a lint-free cloth. The kit comes with a small bottle of spray. You spray your fingertips with it. Then remove the paper backing from the clear plastic overlay for the surface you are working on (there are overlays for all sides of your device). Then spray the overlay.

Next, place the overlay on the surface you're working on and make sure it's aligned properly. If necessary, remove the overly, spray it again and realign it. You can lightly spray the non-adhesive side of the overlay

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to make the squeegee move more smoothly. The squeegee (supplied) is then used to push out the bubbles and excess solution. Soak up any excess solution with a clean cloth. You'll want to set your device aside for overnight to let the solution dry and cure.

The overlays won't scratch, tear or become damaged and should last for the lifetime of your device. If you encounter a problem, contact Zagg for replacement of the Invisible Shield.

About: Invisible Shield
Vendor: ZAGG, www.zagg.com
Price: Varies by device, but about $25 for most

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## Beyond Bullet Points: Using Microsoft PowerPoint to Create Presentations That Inform, Motivate, and Inspire

By Cliff Atkinson, Microsoft Press / O'Reilly, Reviewed by Greg West, Vice President, Sarnia CUG, Canada APCUG Advisor, Regions 6 and International, Gregory (at) alternatecloud.com

All of us have had, or were forced, to sit through a PowerPoint presentation wishing we were somewhere else. The speaker was so boring, the presentation slides were cheesy and extremely confusing, and our insides screamed for us to get up and leave the room.

Beyond Bullet Points is designed in such a way that this will never happen when you give your next presentation. This book takes us through the proper steps in creating the most interesting and very definitive presentation possible. Here is where we learn the importance of telling a story with our slides. Layout is another important issue that is fully covered in Chapter 4: "Planning Your First Five Slides." This is where you learn how to grab your audience right away and keep them focused on your presentation.

You will learn why graphics are so important and how they can make or break a presentation. Chapter 8 is where the fun begins as you learn how to add graphics to various areas within your slides. You will learn how to use the graphics you already have on your computer, and how to get graphics from "Stock Photography Web Sites".

Your PowerPoint presentation comes together in Chapter 9: "Delivering Your...Presentation". The amateur presenters are separated from the professionals. This chapter prepares you for the delivery of your presentation. Here you are shown the basic ground rules for removing distractions, prompting a dialogue and how to enhance your presentation effectively.

A real treat is found in Appendix A where ground rules and checklists act as an overview ensuring you have created a very professional presentation. Added features: This book comes with website links for "Companion Content" with key tools and a bonus Chapter 11, introducing a "Visual Improv," PDF version of the ground rules and checklists. You also get a voucher for your free online version of this book. For anyone who is serious about their presentations, this book is a keeper.

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ISBN- 978-0-7356-275-2  Pages: 330
USA: $29.99 / CDA: $34.99
Website: microsoftpress.oreilly.com

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

http://tinyurl.com/74wlemw
If you are looking for something to do this month, you might consider going to Zehnders' Snowfest (January 25–30, 2012). It is considered one of the top snow sculpting events in North America for the past 20 years.

http://tinyurl.com/5se48pa
The Privacy Rights Clearinghouse collects data on data breaches which occur much too often. The information is publically available and you can search by who and what has been compromised.

http://tipnut.com/
Does something have you perplexed? This site might offer a tip on how to solve your particular issue.

http://www.webopedia.com/
The technical world continually throws new terms in our direction. This site tries to explain those terms in simple down-to-earth language that a novice can understand.

http://tinyurl.com/6pj4zrd
Do you always feel like you are getting caught in the slow line at the store? This engineer explains why you frequently feel like you are in the slow line. It's usually because you are!

http://hisz.rsoe.hu/
This site graphically shows what problems are occurring around the world. Whether it is a small plane crash in Ohio, a minor earthquake in California, or a major fire in India, it is all there in real-time.

http://tinyurl.com/73u67nk
Want a thrill for the day? Try riding this single-pipe alpine coaster!