



The Award Winning Monthly Publication of the Mountain Computer User Group

Vol. 9, Issue #12  
December 2009

## SWAP SHOP

(Bits and PCs)

In January 2010 you will see a brand new column in your newsletter - Bits and PCs. You will be able to buy, sell, swap, or give away computer related items that you list here. Forms will be available at our November meeting and our Christmas party as well as all regularly scheduled meetings. Forms can be turned in to Tom Allen or emailed to [bunkerhilltom@yahoo.com](mailto:bunkerhilltom@yahoo.com). Information will be limited to 15 words plus your name and contact information. Forms received by the fifteenth of the month will be published in the following month's newsletter. Happy Shopping!

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## CHRISTMAS PARTY

I hope all of you have had an enjoyable Thanksgiving and are ready to look ahead to December.

Our Christmas Party this year will be at 6 P.M. on Monday Dec. 7<sup>th</sup> at the same location as last year. All Saints Lutheran Church located at 2050 Earl Shelton Road , Blairsville (about 4 miles east of the Blairsville Home Depot).

Due to the economy we are finding many of the usual sources that we have used for donations of computer hardware and software for the auction are not available. Since our auction has been a wonderful source of funds to help several community organizations as well as being a lot of fun, the board would like to request that all of you consider donating an item to the auction. In order to ensure that we have good quality items and that we don't have any leftover things to store we will use guidelines which were published in the Christmas Party email sent to all members this past weekend..



In addition, our traditions for the auction continue with the following plans.

We will continue with our participation in the Toys for Tots program. Bring an unwrapped new toy and place it on the Toys for Tots table. Everyone bringing in a toy will get a chance on the mystery prize.



Finally, the club will purchase the meat and beverage. All of you will be asked to bring a vegetable or dessert.

We will send out an email for you to indicate the number in your party and to indicate what you are bringing.

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#### MCUG Monthly Meeting Schedule

The regular monthly meeting of the Mountain Computer User Group (MCUG) is held on the second Monday of every month, at 7 p.m., in the Wilson Lecture Hall (Room 201) of the Goolsby Building on the campus of Young Harris College in Young Harris, GA.

All regular monthly meetings and SIGs are open to everyone regardless of membership status.

#### MCUG Membership

Annual dues are \$20 and extend membership privileges to two (2) members of a household. Membership privileges include: special discounts on vendor products, access to products for evaluation and review, and association with a great bunch of people.

#### Affiliation

The Mountain Computer User Group is a member of APCUG, a nonprofit international organization dedicated to promoting communications between PC user groups and the computer industry.

#### Group Purpose

The Mountain Computer User Group is a nonprofit, tax-exempt educational organization without corporate or vendor affiliation. Its purpose is the encouragement and advancement of computer information and knowledge through "users helping users".

## Fixing the Little Things: Using Tabs to Line Up Columns in Word

Written by Nancy De Marte, SIG Chairperson, Sarasota PCUG, Florida

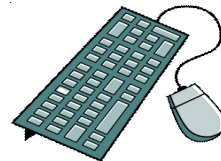
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Sometimes it's the little things going wrong with your computing that drive you crazy. For example, an email which took you half an hour to compose might not send correctly. Or suddenly the size of the type in a Word document changes. Maddening, isn't it?

One small, but common problem when you are using Microsoft Word or Word Pad often crops up when you try to create a list of items. Maybe you belong to a club, and it's your job to keep a list of the members' names with email addresses and phone numbers. You've been asked to print the list and bring it to the next meeting. Diligently, you type the list, using the Tab key to line up the columns neatly. It



looks great on the screen, but then you print it. The columns waver all over the page. How could this happen? How can you fix it?

Tabs in computing are a holdover from the old typewriter days. The idea is that you can set tab stops along a ruler at the top of your Word or WordPad window that will help you create vertically even columns. Then, when you type, you merely press the Tab key on the keyboard to move the insertion point to the next tab stop. The problem is that Microsoft set up half inch automatic (default) tab stops which many people use rather than setting their own. Since individual characters (letters or numbers) are not the same width, just using the default tab stops will not guarantee even columns. You must set tab stops on the ruler yourself to ensure the desired results.

It's best to set the tabs for a simple list before typing because they can always be changed after the text is present. To do this, first make sure the ruler is visible. In Word 2003, click View in the menu bar and put a check

mark next to Ruler. The ruler should now appear at the top of the document window.

Now look carefully at the left end of the ruler for the tab stop type indicator. The standard left-justified tab stop looks like a capital L. (Sometime you might want to click this L and look through the other types of stops for future use. Don't do it now.) Now you are ready to set your tab stops.

To plan your tab stops for the club list mentioned above, you will probably type the members' names beginning at the left margin, so you don't need a tab stop for them. You'll need two stops on the ruler: one for email address and another for phone number. To add a tab stop, merely click on the ruler in a spot which you think will accommodate your text, in this case, the email address. An L will appear on the ruler. Repeat this process a bit further along the ruler to set a stop for the phone numbers. When you have finished, check your list against the stops to see whether you have allowed enough space for the columns.

Now it's time to add the text. Beginning at the left margin, type the first name, then press the Tab key on the keyboard, type the email address, press Tab again, then type the phone number. Press the return key (Enter) to move to the next line and repeat the process. If, after you have typed in the whole list, you find some text getting cut off, you may need to move the tab stops. First, and very important, highlight the entire group of text. Then click on one of the L's on the ruler, hold down the left mouse button, and drag it to a new location, which will move the text with it. Until you deselect the text, you can adjust tab stops as much as you wish. Finally, save the document and, before printing, use the Print Preview command to see how it will look on the printed page.

If all went well, you should have perfectly even columns.

There are other ways, of course, to create lists like this. The Microsoft Office spreadsheet program Excel is a great alternative, especially if you want to sort the list. Word allows you to create Tables, which is another way to ensure even columns which can be sorted. But these are topics for another article.

## How I Fixed My Corrupted Recycle Bin

Written by Sandee Gimblett, a member of the Tacoma Open Group for Microcomputers, Tacoma, WA

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After recovering from a severe system crash on my laptop running XP, I discovered that I had a corrupted recycle bin. When I opened the Recycle Bin, no files at all would appear, yet when I chose to empty the Recycle Bin, the message would ask if I wanted to delete 76 files. I said not to delete the 76 files. I then created a test file, deleted it, and, again, no files would show-up when I opened the Recycle Bin. When I said to empty the recycle bin again, it now asked if I wanted to delete 77 files, which confirmed my suspicion that the deleted files were actually in the Recycle Bin, but I just couldn't get access to them.

I eventually discovered that the files were in the following directory, accessed via the Command Prompt, in a folder named: C:\Documents and Settings\Sandee\Recent.

After several attempts to repair the Recycle Bin without success, including running ReplBin.reg and other registry repair techniques, here is what finally worked:

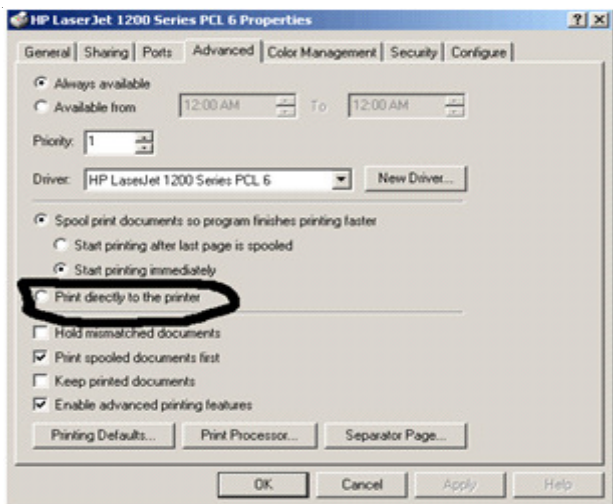
1. My Computer
2. Local Disk (C:)
3. Tools
4. Folder Options
5. View
6. Clicked on SHOW HIDDEN FILES AND FOLDERS (I keep this option checked anyhow)

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## Tom's Tip of the Month

You can improve the printing speed of your printer with managing the print spooler option. Basically printer spooler holds your prints for some time then send to printer for print out. By default on most printers, printer spooler option is enabled but you turn off to specify that the file should be sending to the printer and not spooled.

Here printer spooler option might be different location in your printer but on most printers you can turn off by going to Start, Setting then Printers. Now right click on the icon of the printer that you are using. Click Properties and select the Advanced tab. Here click on "Print directly to printer" option. This will tie up your application until the printer has all the data, but your print job should finish more quickly. Printing directly to the printer will also come in handy if your print spooler crashes and you need to print before you reboot your PC.



## CAUTION!

Watch out for scams while internet shopping. Hackers have sophisticated methods of taking advantage of careless shoppers. Do not use links in any emails to navigate to their websites. Always key in the website address yourself in your browser to access your favorite shopping site.

## A Slightly Different Kind of Shortcut

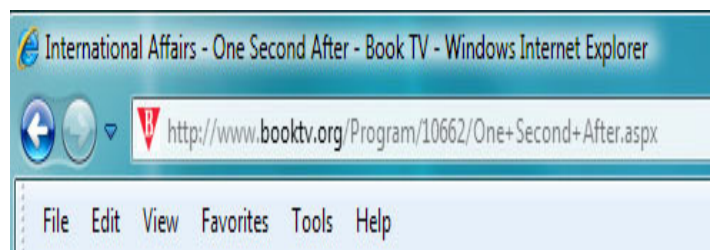
Written by Vinny La Bash, Regular Columnist, Sarasota PCUG, Florida

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Whenever you select a menu item or activate an icon on your desktop, you are most likely opening a file called a shortcut. This is a great time saver for the average person who uses computers on a regular basis. A computer shortcut is a file similar to any other file that resides on your computer, with one big difference. It's only function is to direct the operating system to the location of another file so you don't have to go exploring through layers of folders to find it, assuming you even know its location. As mentioned above, it's a great time saver.

Wouldn't it be handy to have a desktop shortcut icon that would bring you to your favorite web site without having to go through all the intermediate steps to get there? First you need to open your browser. Then it's a matter of getting the URL into the address bar. There is more than one way to do this. You can use the mouse to select an item from the Favorites bar or Command bar. You can also type in the address manually, which is prone to error and can be cumbersome if the URL is long and complex. Suffice to say that Microsoft has provided the ability to create many paths to the same destination. No matter which path you take, the first time you visit a web site is the most time consuming. Only once do you need to take the longest journey.



Subsequent visits can be made via a desktop shortcut. Let's take the path of least resistance.

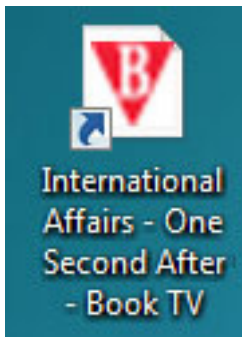
The illustration shows the web address (URL) of a web site we'll presume you visit frequently. The easiest way to create a desktop shortcut to this location is to:

1. Right click the icon immediately to the left of the web site address. In this example, it's the red down-pointing triangle with the white B inside.
2. Minimize any open windows blocking access to the desktop.
3. While holding the right mouse button, drag the icon to an empty portion of your desktop.
4. Release the right mouse button and a dialog box will appear prompting you to create a shortcut on the desktop.
5. Click on the Create Shortcuts Here option.

Your desktop icon will resemble the illustration on the left. Customizing the icon is easy. Right-click on the icon, and select Properties from the popup menu.

Activate the Web Document tab. From here you can change the icon by clicking on the Change Icon button and choosing from a large selection provided by Microsoft. If you don't care for any of these, you can browse through folders on your computer until you find one you prefer.

The Security tab allows you to grant or deny access to anyone who also shares your computer. Information on the Details tab will vary with the web site.



The General tab, (which should be the Details tab), is where you get the detailed information about the icon.

Change whatever you think needs changing or leave everything alone. The choice is yours.

As always, the devil is in the details. If the website you wish to access through the shortcut requires

authorization, the shortcut may not work. If a user ID and password are needed you will most likely get a message telling you that you're not getting in until you provide proper identification.

(Continued from page 3)

7. Un-clicked on HIDE PROTECTED OPERATING SYSTEM FILES (This should usually NEVER be unchecked, but I unchecked it so I could get access to the Recycle Bin operating system hidden folder)
8. Chose APPLY TO ALL FOLDERS, chose APPLY, and clicked OK.
9. Right-Clicked on RECYCLER file and renamed it to RECYCLER-BAD
10. Created a dummy file and deleted it.
11. Rechecked my Recycle Bin icon on my Desktop again, and...
12. VOILA! My newly deleted dummy file was there and all is well again!

\* \* \* \* \*

## COMPUTER ONE-LINERS

Computer analyst to programmer: "You start coding. I'll go find out what they want."

If a train station is where the train stops, what is a work station?

My computer isn't that nervous, it's just a bit ANSI.

Programming Department: Mistakes made while you wait.

Variables won't; constants aren't.

Why do we want intelligent terminals when there are so many stupid users?

Computers are like air-conditioners: both stop working, if you open windows.

Computers can never replace human stupidity.

Computers make very fast, very accurate mistakes.

A computer scientist is someone who fixes things that aren't broken.

Computers are not intelligent. They only think they are.

Computers can never replace human stupidity.

Computers make very fast, very accurate mistakes.

## From The DealsGuy For December 2009 by Bob (The Cheapskate) Click, Greater Orlando Computer Users Group

People I've seen since releasing the November column commented on my vacation, but missed that some pictures of Port Huron, Michigan's Boat night would be on my Web site. You can check [http://www.dealsguy.com/Boatnight\\_Images.html](http://www.dealsguy.com/Boatnight_Images.html) for the pictures and descriptions.

I was surprised to hear from as many readers as I did about the GM bankruptcy thing. I was unaware that so many of my readers were also affected. Good luck to us all. I wonder why most of the people that ran GM into the ground are still running it, with our money. I hear people complaining about the unions, but their pay cuts didn't make the news. Many GM workers took pay cuts, some as much as 50%. That must have hurt, although some people feel that even workers at a 7/11 make too much money. Salaried workers involuntarily took health care cuts long before the union people had to. Where I worked in Michigan is pretty much a ghost town now where former GM plants are now fields of weeds. When I hired into my GM plant, I was overwhelmed by the size of the plant (eight blocks long and four blocks wide) where over 7,000 people worked in 1950. Buick City was much larger, but it's also gone.

### \*Recreation Time

My wife and I took a bargain cruise in September with two other couples and found that corporate cutbacks have also invaded the cruise industry. At least that's what we were told when we asked crewmembers, or customer service, questions. Customer service urged us to e-mail our concerns to the corporate Web site. Our ship was the Freedom of the Seas, a Royal Caribbean beauty. It can carry about 4,300 passengers and has 1,400 crewmembers. Last December (2008), we cruised on the Mariner of the Seas (also Royal Caribbean) and it's slightly smaller than this one, but they are both large. There are no more free gifts for "Crown & Anchor" members (people with multiple cruises on RC). We did get coupon books, but discounts in them don't amount to much.

We weren't the only ones who noticed that portions at dinner are now smaller, although I have no problem with

that. The buffet was only complete in the morning. For the luncheon buffet, half of the area was cordoned off, but the selection was still good. We never went to the evening buffet so we don't know about that one. Servers told us that with part of the area cordoned off, there was less food that had to be thrown away. Everybody did get whatever food they wanted. We noticed a few other cuts, but we still enjoyed the cruise. Of course, some of these policies could actually be "that ship's" policy. The cruise in December on the Mariner of the Seas was better, but it's been moved to Las Angeles and the Freedom is taking its place out of Port Canaveral. Corporate cuts probably took place since we took the cruise on the Mariner.

The Freedom of the Seas is about 1,100 ft. long and 126.64 ft. wide; and is much too large for the Panama Canal. As I said, we had a fun cruise, but it is often crowded in certain places. The evening shows were great and one person in our group managed to get us tickets to a show at the ice rink, and that was also a spectacular show.

We think our next cruise will be on a smaller ship. There seems to be some great cruise bargains available these days. How about \$399 for a 7-day cruise on a Holland America ship! Also, Norwegian Cruise Lines, which I have never tried, called to offer us a five day cruise at \$129, but we weren't quite ready for their fast approaching open dates. We did sign up for the Florida Association of PC Users Groups spring conference, which will be held on a three day cruise next spring. Registration for it has been great and it seems to be well received.

Enough about our fun (which is destroying our savings); here's a few things that might be of interest to you.

### \*Just the Ticket For Dark Restaurants

If you haven't seen (or heard) them, you'd be impressed with "Talking Menus." I saw them at a food show some time ago, but haven't been to a restaurant that uses them. I've been to a few restaurants with a dark ambience and tried everything to see what was on the menu. These talking menus would be the answer, and according to the brochure, they can also tell you the nutritional facts if you are interested. Look them over at <http://www.talkingmenus.com>.

I could have asked them for a discount, but I doubt your budget would have tolerated a \$399 menu for your dinner table at home (from the prices in the booklet they gave me),

and I doubt the cook offers multiple selections to choose from. Ask your favorite restaurant if they'll be getting them soon. We don't frequent the dark places much and our favorites, the fast-food places, don't need them. However, my wife has to read the menus behind the counter to me because the print is too small. Have you noticed that on their dollar menus?

### \*Tool For Repairing Access Files

I ran this product back in March, but if you missed it at that time, DataNumen is now offering a 20% discount by using the coupon code DATA-E2OI-TWEN when ordering at <http://www.datanumen.com/aar/order.htm>.

This is a better deal than the discount last March which was only 10%. The discount code may also work for ordering their products for repairing Excel and Word; and for the Outlook and Outlook Express files. Check their Web site for descriptions of the products. The version for Access is 2.1, updated from the one in March.

### \*How's Your Battery Doing?

Hewie Poplock of Central Florida Computer Society <http://www.cfcs.org> mentioned this product to the members of his SIG (Special Interest Group) and it sounded to me like something that my readers might be interested in, considering the proliferation of laptop use these days. According to their product page, "BatteryCare is a free utility that gives you much more information about your battery than how much charge you have left for the current session: The app changes power profiles for you when you connect your laptop to a power source, lets you know how many recharge cycles your battery has left, and more, all for free." I know my laptop is not accurate about its remaining time, but I have not used it very much while depending entirely on its battery.

It sounds like a handy product, and how could you go wrong if it's free. However, the developer does appreciate any donations to help keep his work going. Makes sense to me. <http://batterycares.bkspot.com/en/index.html>

### \*Having problems reading the screen?

A while back, I read a review of DeskTopZoom written by Bonnie

Snyder in Bits of Bytes, newsletter of the Pikes Peak Computer Application Society of Colorado Springs <http://ppcompas.apcug.org/bb0903.pdf#page=5>. This product does a good job of giving you options for enlarging parts of your screen for easier reading, or to study something you can't see very well on a page. It does have a few shortcomings, but all in all, she speaks highly of it, and the price is "nada." If you would like to find out more, read her article in the above link, or go to <http://www.softpedia.com/get/Desktop-Enhancements/Other-Desktop-Enhancements/DesktopZoom.shtml>. There may be improvements since her review was written.

### \*Magnifier You May Already Have!

Let's say that you sometimes need simple magnification for something. Like me, you may not have known about the screen magnifier in XP. It's nothing exciting, but simply click "All Programs, then Accessories, then click Accessibility" and you'll find Magnifier. I tried it and it's pretty basic, but I'm told that more information about it is on the Microsoft Web site. The article I read said there's a link for that, but I didn't see it. On my screen, large text appeared at the top with a large cursor, and while there wasn't much magnified screen area, I was able to make use of it. Try it; it may be all you need. Clicking "exit" stops it. I was unaware of this gem until I read it in a newsletter.

That's it for this month. I'll have some more new product announcements on my Web site that didn't offer discounts. Meet me here again next month if your editor permits. This column is written to make user group members aware of special offers or freebies I have found or arranged, and my comments should not be interpreted to encourage, or discourage, the purchase of any products, no matter how enthused I might sound. Bob (The Cheapskate) Click [bobclick@bellsouth.net](mailto:bobclick@bellsouth.net). Visit my Web site at <http://www.dealsguy.com>

While in art school, where we mostly worked with Amigas and Macs, a Spanish exchange student asked me if I ever worked with MS-2. I thought he meant OS/2 but he didn't know what that was. It took me some time to figure out that he meant MS-DOS. "Dos" in Spanish means "two."



# Mountain Computer User Group December 2009 Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 Luc Nadeau
6	7 Jack Lang	8	9	10	11 Jerry Hammond	12 Roger Hove
13 Jane O'Brian	14	15	16	17 Gene Vickers	18	19
20 Clarence Sallee	21	22	23	24 Nancy Kelly	25 <b>MERRY CHRISTMAS To All &amp; To All A Good Night</b>	26 James Gaskill
27	28	29 John Lake	30			

**MERRY CHRISTMAS!**



**DECEMBER  
ANNIVERSARIES**

Rea & Cissy Williams	12/24/1962	47 yrs
Gary & Carol Mashburn	12/24/1968	41 yrs
Stephan & Cindy Foster	12/22/19??	?? yrs