

TOGGLE

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UPDATE

Communications

In *Work Smarter, Let Google Alerts Do Your Grunt Work* the author, an army veteran, describes how he used Google Alerts to help him keep track of news about items of interest to him.

In *New Terms and Function Keys* author Sandy Berger discusses the meanings of many computer-related terms some of which you may already know but probably some with which you may not be familiar. She also reviews the actions resulting from the use of the function keys on your computer.

In *Configuring Outlook Express* the author describes how to route messages that you want to save to appropriate folders. It may be a pain to set up but may be just what you are looking for. Most people don't bother.

Operating System

In *Use of the XCOPY and XCOPY32 Command* author Ray Mills gives you the rudiments of using these DOS commands. The commands apply to Windows Millennium Edition, Windows 98 Second Edition, Windows 98 Standard Edition and Windows 95

In *Windows 7, Thanks, But No Thanks!* Herb Goldstein of the Sarasota, Florida Users Group gives his reasoning for staying with Windows XP which he characterizes as a system that isn't broken.

SpreadSheet

Counting Unique Values is another of the monthly computer tips from Sharon Parq Associates, Inc. This one tells you what to do if you need to know the number of unique values in a range of cells

Word Processing

In *Finding Related Words* this short Sharon Parq Associates, Inc. tip shows how to access the thesaurus built into Microsoft WORD.

General Interest

In *Never Lose a Manual Again* the author Linda Gonse describes how she found the manual for an "obsolete" piece of equipment on the Internet at *retrevo.com*. She lists many of the categories of equipment for which manuals are available at the site.

In *Unique Way To Save Money On Printer Ink* the author discusses how the simple step of changing the font of the material that he was printing saved a substantial amount of printer ink.

In *Words of the Month - Camera Raw* the author discusses the difference between letting an automatic process print your picture and taking the "raw" image and processing it yourself to obtain the results that you want.

In *Disk Failure Scare* the author discusses a recent experience when his computer failed to boot. Panic set in until he realized there was a disc in the A: drive. He then goes on to recommend having your computer particulars handy if such an event should in fact happen. He suggests using Belarc Advisor.



COMMUNICATIONS NOTES & TIPS

Work Smarter, Let Google Alerts Do Your Grunt Work

by Tom Thiel, Programs Director, Lake-Sumter Computer Society, Florida
www.lscs.us/ thiel5 (at) comcast.net

I do. I have Google search all sorts of things for me--material for my Taro Leaf publication of the 24th Infantry Division Association, personal things, family obituaries for my family tree - all sorts of very helpful items.

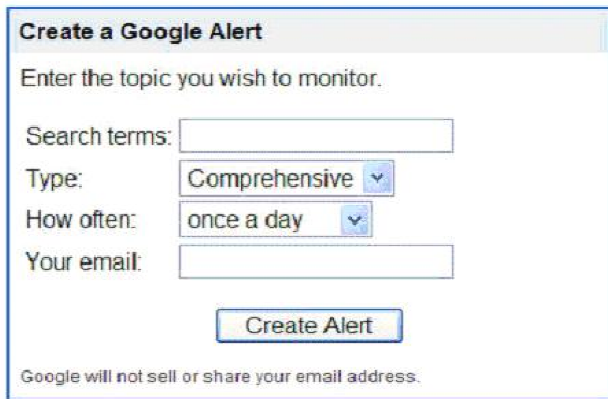
It's with Google Alerts. Let me explain.

Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic. Some handy uses of Google Alerts include:

- monitoring a developing news story
- keeping current on a competitor or industry
- getting the latest on a celebrity or event
- keeping tabs on your favorite sports teams

Interested? It's really quite simple. Here's how.

Open Google, i.e., <www.google.com>. Click on [more](#). And then on [even more](#). Google Alerts is the first entry under the Search products listing. Click on it, and you will see the form shown below.



Place your search term in the first box, [Search terms](#). That can be, in my case: [Thiel +obituary](#) or [-240th infantry division +obituary](#) or [Lake Sumter Computer Society](#) as examples.

Type offers you six choices: News, Blogs, Web, Comprehensive, Video and Groups. I use Comprehensive for all of mine.

For How often, you can select from: as-it-happens, once a day, or once a week. Most of mine are as-it-happens.

For the Your email block you may enter any valid email address, it does not have to be Gmail.

With my Gmail Google Alerts, it also gives an option of email or feed. I have never used feed.

Well, what might you expect when you send in your Google Alert? The two figures below are two examples of my Gmail inboxes.

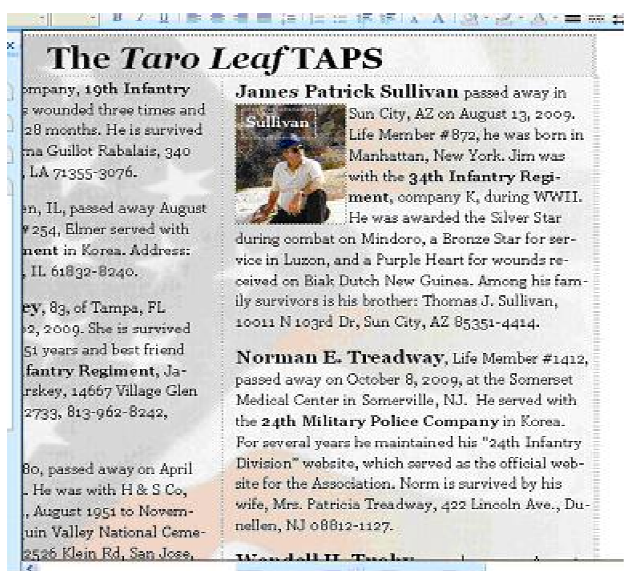
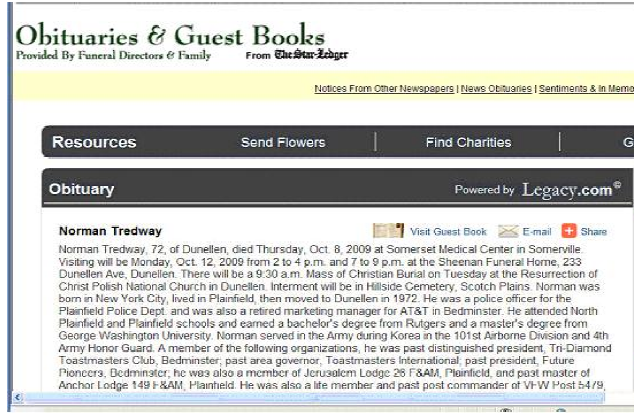
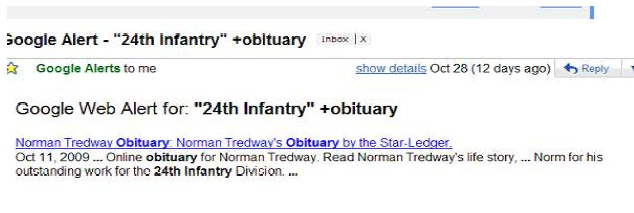
<input type="checkbox"/>	Google Alerts	Google Alert - "Eustis, FL" - Google B	Nov 5
<input type="checkbox"/>	John, me (2)	Award - Thank you John, I really appre	Nov 5
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "lake sumter compu	Nov 4
<input type="checkbox"/>	wsswriter@netzero.net	Golden Corral - Wed evening - at leas	Nov 4
<input checked="" type="checkbox"/>	Google Alerts (2)	Google Alert - "Orians" +obituary -	Nov 4
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - Thiel +obituary - Goc	Nov 4
<input type="checkbox"/>	Google Alerts	Google Alert - "Upper Sandusky, OH"	Nov 2
<input checked="" type="checkbox"/>	wsswriter, me (5)	Postcard - William S. Stokes 304 Bal	Nov 2
<input checked="" type="checkbox"/>	Google Alerts (2)	Google Alert - Wagner +obituary - C	Nov 2
<input type="checkbox"/>	Thomas, me, Bob (3)	Fw: Barlow Newsletter - Announcing A	Nov 1
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "Orians" +obituary -	Oct 29
<input type="checkbox"/>	Google Alerts	Google Alert - "Park Place on Lake Jc	Oct 29
<input checked="" type="checkbox"/>	Google Alerts (3)	Google Alert - "Orians" +obituary -	Oct 29
<input type="checkbox"/>	Google Alerts	Google Alert - "Upper Sandusky, OH"	Oct 28
<input type="checkbox"/>	Google Alerts	Google Alert - "Eustis, FL" - Google B	Oct 28

The two [Orians +obituary](#) hits highlighted near the bottom of the above figure pointed me to the obituary of my third cousin, Rev. Father David M. Orians, 57, of Newark, OH, who died Monday, Oct. 26, 2009. I did not know David, but a quick Legacy Family Tree index search revealed that he was indeed in my list of Orians family members. So, I now have much new information to add to my genealogy family file, albeit, as a secondary source.

I also am editor of the Taro Leaf publication of the 24th Infantry Division Association, which is a quite nice glossy 48-page +/- that is sent to 2,200 members every quarter. As such, I am always looking for materials to publish, especially, TAPS notices of our members, historical or feature articles, and sometimes just filler materials.

<input type="checkbox"/>	Thomas J Thiel	Fw: Re: FW: When does it end... - Orig	Nov 2
<input checked="" type="checkbox"/>	jbol3337, me (2)	(no subject) - The son of Lonnie Murck	Nov 1
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "24th infantry" +divi	Nov 1
<input checked="" type="checkbox"/>	me - Rick, mario (14)	Robert J. Mike - Tom, I FOUND MY Ki	Oct 31
<input type="checkbox"/>	WesM8	TAPS-Cofer, James D. "Bill" - Receiv	Oct 29
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "24th infantry" +divi	Oct 29
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "24th Infantry" +obil	Oct 28
<input type="checkbox"/>	JOKDUNN, MEL (2)	minutes, etc. - John Thanks for the rec	Oct 27
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "24th infantry divisi	Oct 27
<input type="checkbox"/>	ediller	Hello - When we moved to our new ho	Oct 26
<input type="checkbox"/>	Susan Rasmussen	Jerry Rasmussen - Legacy.comGuest	Oct 26
<input type="checkbox"/>	wesm8 (2)	TAPS-Rasmussen, Jerome E. - Jeror	Oct 26
<input type="checkbox"/>	Legacy.com	Your Guest Book entry has been appr	Oct 24
<input checked="" type="checkbox"/>	Google Alerts	Google Alert - "34th infantry regim	Oct 24
<input type="checkbox"/>	Don, me (5)	Getting Together - Thanks are all from	Oct 24
<input type="checkbox"/>	me - Mail Mail iesus (9)	Laroma Ellen Rasmussen - Please cv	Oct 24

The Google Alert near the middle of the above figure was the obituary of Association member, Norman Treadway. Clicking on it reveals the listing below, and clicking on that took me to the actual obituary, which I copied to the clip board and used [paste special](#) to paste it either into a Word or Publisher file in the format of the receiving document. This latter is convenient and very time-saving. Treadway's obituary is below and it is followed by the actual TAPS notice.



The magic of Google Alerts. For the last issue I found a 10 or so page history of the 24th Infantry division that after a wee bit of reformatting and placing into columnar format nicely filled five published pages.

Alerts really work for me as I never would be able to remember to do each search once a day, and they work while Im doing other things.

Bet it would work for you too. Try it.

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New Terms and Function Keys

Sandy Berger, CompuKISS

sandy(at)compukISS.COM <http://www.compukIss.com>

New Technology Terms

Words, words, words,...In the fast-moving world of technology, new words and phrases are constantly introduced. In order to keep up with the times, you need to learn about the current terminology. This need not be a drudgery. In fact, it can be fun to see what new words and abbreviations are popular.

Check these out and you can wow your friends next time computers and technology become the subject at the 19th hole or the neighborhood cocktail party:

SSD (Solid-State Drive)

This is a type of memory that you will be hearing more and more about in the future. It is a type of flash memory that has no moving parts. Some small laptop computers are appearing using SSDs for storing data instead of hard drives, they offer improved battery life for laptop computers. They also have better data access speeds than hard disks.

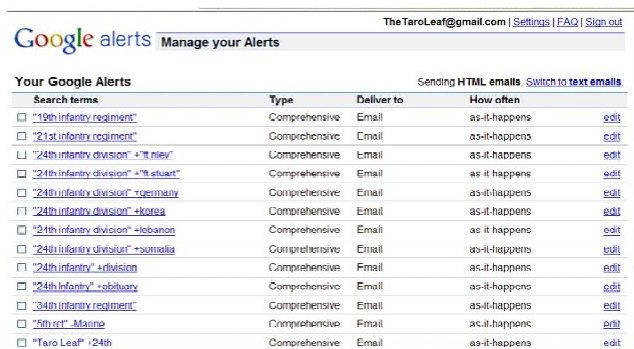
404

You may recognize this as a common message on the Internet. It indicates that the requested page could not be found. This may mean that the page has temporarily or permanently moved and is not currently available. However, recently the term 404 has come to have another meaning. It refers to someone who is totally clueless. From the error message "404 not found", this has become a slang term meaning that the person's brain could not be located. If you decide to call your spouse a 404, make sure that he or she has not read this column or you'll be in big trouble.

Crowdsourcing

Using the skills of a wide variety of people to do a job or perform a task is called crowdsourcing. The people who

The list below is a partial listing of all 24th-related Alerts I have operational. Actually, as I was doing this article, I thought of even a few more Task Force Smith for one.



So, there you have it!

perform such a function are often found on the Internet. Although these people can be paid, they are often volunteers.

Geotagging

This is technology built into a digital camera or part of a camera add-on device that is able to tag each photo with the exact location that the picture was taken. Photos can then be sorted based on where they were taken. They can also be plotted on maps.

HDMI (High-definition Multi-Media Interface)

This is a newer audio and video interface that is often found on televisions, DVD players, and video game consoles, video cameras, and other video equipment. This type of connector replaces older standard connectors like composite video, S-Video, component video, and DVI. HDMI carries both audio and video in one cable. It supports digital rights management systems. HDMI cables can be very expensive in comparison to older audio and video cables.

OLPC (One Laptop per Child)

Led by Nicholas Negroponte, this is a nonprofit organization whose mission is to design, manufacture, and distribute affordable laptop computers to children around the world. The laptops were initially called the “\$100 laptop”, but the final build costs almost \$200 each. In 2007, the One Laptop per Child organization started distributing these laptop computers to children in developing countries. The laptops are bright green and white portable computers with special features like a sealed keyboard. They are called XO computers.

SEO (Search Engine Optimization)

Search Engine Optimization is the process of tweaking a web-site to improve the volume of traffic that is produced by search engines. The idea is to give the website a higher ranking in the search engines thereby producing more traffic to the site. SEO includes using keywords and website design to get higher rankings with search engines.

Skype

This is an online service that allows users to make telephone calls over the Internet. The software is free and there is no charge to call the computers of other Skype users. Your computer must have a microphone in order to use Skype. With the addition of a webcam, Skype callers from computer to computer can also place video calls where they can both see and talk to each other. Skype also allows you to call landlines and cell phones for a fee. Skype has other services such as instant messaging and file transfer.

FTW (“For The Win”)

You may remember it being a part of the game show “Hollywood Squares” where a certain square would be selected “For the Win.” It is also used in some online games

like World of Warcraft. It is now a popular term that usually projects a boast, as in “I did it FTW.” It is often used ironically and sarcastically.

Bot

A bot computer is one that has been infected with some type of malware that allows the computer to be controlled by an outside entity. Millions of computers are bots that are now under the influence of malware distributors who use these computers to send out spam, attack other computers and websites, and carry out scams and identity theft. The computer owner is usually unaware that their computer has been compromised since this activity is performed in the background.

BotNet

A series of bot computers, sometimes as large as millions of computers is called a BotNet. The BotNet does the bidding of some entity that has compromised the computers and taken control of them by installing some type of malware.

Zombie

This term means the same thing as a Bot. It is a personal computer that has been infected with a virus that allows an outside force to control it. Such a computer can be used to send out spam or attack other computers without the owner’s knowledge. Millions of computers today are zombie computers. They are part of a Zombie Network of computers that are controlled by hackers.

What You Need To Know.

While the computer keyboard is similar to the old typewriter keyboards, there are some differences. The computer keyboard has those funny keys that are marked F1, F2, F3, etc. at the top of the keyboard. Most people never use these keys, but they can be quite functional. In fact they are called “Function” keys. It may be worth your while to learn what they can do for you.

One of the biggest differences between a typewriter keyboard and the computer keyboard is the row of keys at the top of the keyboard that are labeled F1 through F12. Commonly referred to as Function Keys, these keys were frequently used in the good old days of DOS programs. In today’s Windows world of computers, you can probably use your computer without ever using one of these keys. Yet, these function keys provide some interesting shortcuts for common computer functions that can be useful tools in everyday computing. The function keys are frequently used in combination with other keys such as the CTRL key, the ALT key, and the Shift key. This results in a plethora of possible keyboard shortcuts.

Here is a brief rundown of the function key and what they can do for you:

F1

As a throwback to DOS days, you will find that the F1 key will often bring up a help menu. If you press F1 while working in a program, help for that program will usually appear. If you press F1 while at the Windows desktop or when the Windows Explorer is open, a Windows help screen will pop up. If you happen to be working in a program and would like to see the Windows help screen, simply press the Windows key (the key with the Windows logo on the bottom row of keys) on your keyboard and press F1 at the same time.

F2

You can use the F2 key to rename an item when working in Windows. Highlight any folder or file, and press F2. You will then be able to type a new name for the object. After you type the new name, just click outside the name box or press the enter key to make the name change. This works just like right-clicking a file or folder and selecting *Rename*.

F3

When you are working in Windows, the F3 key will open the *Find Files* window.

F4

The F4 key has some very useful functionality. You can press F4 to open the Address bar when working in Internet Explorer. This will allow you to type the address of a Web page for quick access. You can also press the Alt key and the F4 key at the same time to close the open Window that you are currently working on.

F5

The F5 key is the refresh key.

You can press F5 when viewing a Web page to make sure that you have the most current version of that Web page. You can also use F5 when in Windows to refresh the screen. This can be a handy shortcut. If perhaps you are viewing the contents of a CD and you remove that CD and insert another CD, your screen will still show the contents of the CD. Just press F5 to refresh the screen and see the contents of the CD you just inserted.

F6

This key is often used to move the cursor around the structure of the program. Pressing it will often cycle you from window to window. In Internet Explorer and Firefox, pressing F6 moves the cursor to the address bar.

F7

The F7 key does not have any functionality in Windows. It may, however be used in some individual programs. To find

out if it is available in the program you are using, bring up the program's help screen and type in the words *function key*.

F8

The F8 key can be used to access Safe Mode if pressed during the computer's boot up process. This is a troubleshooting mode which will start the computer with minimal drivers.

F9

The F9 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words *function key*.

F10

F10 is the key that is used to activate the menu bar in many programs. You can use F10 to highlight the first menu choice, and then use the arrow keys to move around the menus. Pressing the Shift key while pressing F10 will bring up the shortcut menu. This is similar to right-clicking on an object.

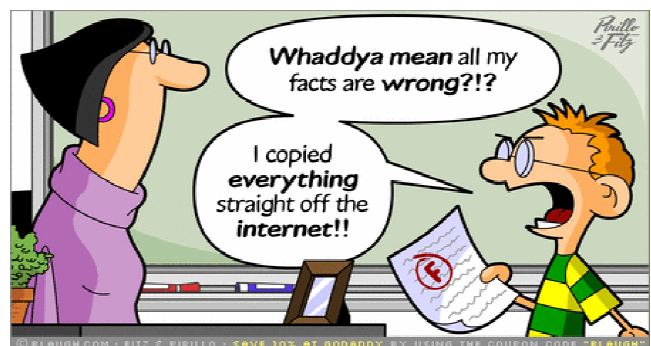
F11

Press F11 when you are working in Internet Explorer and many other programs, and the window will open to full screen mode. This will make all the toolbars disappear and can be useful to see more information on the screen. Press F11 when you are in full screen mode will toggle you back to your normal view.

F12

The F12 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words *function key*.

As you can see, the Function keys can be extremely useful. Remember that since the functionality can differ from program to program, it is often good to look in the help menu of the program that you are using to find a list of the function keys and their uses, then you can jot down or memorize the ones you will use.



Configuring Outlook Express

Dick Maybach, Columnist, Brookdale Computer User Group (BCUG) Brookdale, NJ
www.bcug.org, 6 Lake Computing September 2007
n2nd(at)att.net

You can greatly improve your e-mail experience by properly configuring Outlook Express, which is the default Windows e-mail client. Outlook, which is included with MS Office, is a completely different program, but it has a similar user interface for e-mail. The two programs are similar enough that you should have no trouble adapting these procedures to your version. You should modify them as you get more experience with your particular mix of e-mail messages.

By default, Outlook Express has X folders. You should add to these to organize your e-mail messages to make them easier to find in the same way that you organize your file system by using folders there. Set up a separate folder for each major category of e-mail that you send and receive.

With Outlook running, click on File, select New, and then click on Folder. Put the desired name in the Name: box and select Personal Folders in the Select where to place the folder: box. Move the messages in your Inbox to the appropriate folders. While you're at it, delete any you don't need. You will probably find some messages that don't belong in any folder; just leave these in the Inbox. Consider having Outlook Express empty the Deleted Messages folder every time you exit the program.

You will now set up a series of rules that tell Outlook where to place incoming messages, using the following procedure. Click on the Organize icon and then the Rules Wizard menu item. Click on the New button to create a new rule or the Modify one to change a rule. Assuming you are creating a new rule, the first screen asks you what kind of rule you want, which is usually Check messages as they arrive. At the bottom of each screen is a window showing the rule as you've defined it so far. You can click on any underlined terms in the rule to change them. (When you are defining a new rule, you must define these before you can go the next screen.) The second screen lets you specify for which conditions you want to test. In the third screen you set what to do with the message, and the fourth one lets you add any exceptions. Finally, name the rule.

First, establish the rules to move incoming messages to the desired folder. Make the following choices for the rules screens. Screen 1 Check messages as they arrive. Screen 2 from people or distribution list. (Select the names from your address book.) Screen 3 select both move it to the specified folder and stop processing more rules. (Click on specified and select an existing folder or create a new one.) Screen 4 you probably won't need any exceptions. Screen 5 give the rule the same name as the folder. Repeat this until you have specified folders for all the people from whom you regularly receive mail.

By default, Outlook indicates junk mail by showing it in gray and adult content in purple. (I love that we use the new-speak term adult to describe content that most of us lose interest in

by the time we leave adolescence.) To get rid of it, set up the following rule. Screen 1 Check messages when they arrive. Screen 2 suspected to be junk e-mail or from Junk Senders. (You will see a message asking if this is to be applied to every message you receive; select Yes.) Screen 3 move it to the specified folder, probably Deleted Items. Screen 4 no exceptions. Screen 5 name it Junk Senders. Repeat this procedure, but for screen 2 select Containing adult content or from adult content.

You will probably find that these filters are not very effective. The following step is quite effective in eliminating spam, but it deletes all messages sent to you on a copy to (cc) or blind copy to (bcc) list. I use bcc routing on the Roundtable and Hardware SIG meeting notices. Unless you have set up a rule to route messages from me to a folder and then to stop processing other rules, Outlook will delete these meeting notices. Repeat again but select Where my name is not in the To box in screen 2. Monitor the results of this rule in case you need to add exceptions. Note also that if you don't have your incoming mail sent to folders as above, you will need exemptions for every correspondent that uses cc or bcc routing.

If you follow my suggestions, you are sending all suspect e-mail to the Deleted Items folder. On my PC, everything in this folder is erased each time I exit Outlook, which means that you should look before you exit, at least for a month or so. By the way, I find that many such messages attempt to access the Internet when you open them. I think that they are just downloading graphics, but I don't want to take a chance that they are doing something sneaky. After I download my e-mail I disconnect so I can abort such actions. (If you have high-speed access you probably can't easily do this.)

Your last step is to order your rules list. The rules moving the desired e-mail to the correct folders should appear at the top of the list. Since they stop checking other rules after they move a message, they will prevent the spam filter rules from throwing out messages from people with whom you regularly correspond. To do this, click on Rules Wizard and use the Move Up and Move Down buttons to sort the rules. You will have to reorder the rules each time you add a new one.

You will probably find that some spam still gets through. You can add to your junk senders list by right clicking on the message, selecting Junk e-mail, and clicking on Add to Junk Senders list. However, many spammers change their e-mail address with each message, making this ineffective. In such cases, see if you can identify the junk in some other way, perhaps by looking for specific words or in one of the fields (address, header, etc.). Keep in mind however, that your goal is not to completely eliminate spam, but to reduce it to a manageable volume. Don't let yourself become obsessed.

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OPERATING SYSTEM NOTES & TIPS

Use of the XCOPY and XCOPY32 Command

by Ray Mills, Tacoma Open Group

The **xcopy** and the **xcopy32** commands have the same switches. This article describes the switches that available when you run the commands outside of Windows (in MS-DOS mode), and when you run the commands from an MS-DOS window.

MORE INFORMATION

The following command line includes the syntax and the switches that you can use with the **xcopy** and the **xcopy32** commands in MS-DOS mode:

xcopy source [destination] [/a [/m] [/d:date] [/p] [/s] [/8] [/v] [/w]

NOTE: The square brackets ([]) indicate optional switches. The brackets are not part of the command.

The following table describes the optional switches you can use with **xcopy** and **xcopy32**:

source	Specifies the file to copy.
destination	Specifies the location and the name of new files.
/a	Copies files with the archive attribute set. This switch does not change the attribute.
/m	Copies files with the archive attribute set, and turns off the archive attribute.
/d:date	Copies files changed on or after the specified date.
/p	Prompts you before creating each destination file.
/s	Copies folders and subfolders except empty ones.
/e	Copies any subfolder, even if it is empty.
/v	Verifies each new file.
/w	Prompts you to press a key before copying.

WARNING: Long file names are not retained in MS-DOS mode.

NOTE: In Windows Millennium Edition (Me) only, an **/h** switch is added to the **xcopy** and the **xcopy32** commands. This switch copies hidden and system files in MS-DOS mode. However, the Xcopy files are not automatically included on the Windows Me boot disk.

The following command line includes the syntax and the switches for the **xcopy** and the **xcopy32** commands when you run it from an MS-DOS window:

xcopy source [destination] [/a [/m] [/d:date] [/p] [/s] [/e] [/w] [/c] [/i] [/q] [/f] [/h] [/r] [/t] [/u] [/k] [/n]

NOTE: The square brackets ([]) indicate optional switches. The brackets are not part of the command.

The following table describes the optional switches you can use with **xcopy** and **xcopy32** when you run the command in an MS-DOS window:

source	Specifies the file to copy.
destination	Specifies the location and the name of new files.
/a	Copies files with the archive attribute set. This switch does not change the attribute.
/m	Copies files with the archive attribute set, and turns off the archive attribute.
/d:date	Copies files changed on or after the specified date.
/p	Prompts you before each destination file is created.
/s	Copies folders and subfolders except for empty ones.
/e	Copies any subfolder, even if it is empty.
/w	Prompts you to press a key before copying.
/c	Continues copying even if errors occur.
/i	If the destination does not exist, and you are copying more than one file, this switch assumes that the destination is a folder.
/q	Does not display file names while copying.
/f	Displays full source and destination file names while copying.
/l	Displays files that are going to be copied.
/h	Copies hidden and system files.
/r	Overwrites read-only files.
/t	Creates a folder structure, but does not copy files. Does not include empty folders or subfolders. Use the /t with the /e switch to include empty folders and subfolders.
/u	Updates the files that already exist in that destination.
/k	Copies attributes. Typical xcopy commands reset read-only attributes.
/y	Overwrites existing files without prompting you.
/-y	Prompts you before overwriting existing files.
/n	Copies using the generated short names.

APPLIESTO

- Microsoft Windows Millennium Edition
- Microsoft Windows 98 Second Edition
- Microsoft Windows 98 Standard Edition
- Microsoft Windows 95

Windows 7, Thanks, But No Thanks!

Herb Goldstein (editor (at) spcug.org), Sarasota PCUG,
Florida (www.spcug.org)

I am a devout XP user. It's not by any means perfect. It has its own set of quirks (like everything else), but it's better than anything that came before and it works quite well. It's like my house...I know where everything is. I can navigate it in the dark. I've got it furnished and decorated just the way I want it, and it took me, bit by bit, a long time to do. So why should I move across the street and start all over again? For whose benefit?

Some time ago, Microsoft provided their release candidate of Windows 7 free for all. I installed it on a spare hard drive and have been playing with it now and then. It's a nice functional operating system, but from a practical standpoint it provides me with nothing that I need or must have that's missing in XP. If you are starting as a new computer user with a new computer, it's just fine. In fact it will be on your new computer right from the get-go, want it or not.

For many reasons, there is no upgrade path to migrate from XP to Windows 7. You need to start from scratch reinstalling all your programs, all their updates and upgrades, and all the customized settings you have factored into them over time. That's providing you have your original installation disks or some record of those that you originally downloaded for which you have no installation disks. You will need all their serial numbers that you were originally required to provide. Talk about monumental tasks!

As though that were not enough to completely turn off the bravest among you, Windows 7 has another curve ball to pitch at you. Whatever applications you want to install in Windows 7 must have perfectly valid drivers that it will recognize. Windows 7 is much more fussy about what it wants to approve. Many smaller software publishers whose applications you may now be using in XP may not have developed drivers that will work in Windows 7. You may well have to kiss some of your most fabulous freebies goodbye. The loudest argument I have heard by those urging the switch is that Microsoft will cease to recognize XP. If the automobile industry operated in similar fashion you would be forced to junk all cars more than a few years old.

So pardon me folks while I continue to avoid fixing what isn't broken. Unless and until Microsoft can offer a much better operating system that will easily migrate everything I am currently using in XP, thanks but no thanks!

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SPREADSHEET NOTES & TIPS

Counting Unique Values

by Sharon Parq Associates, Inc.

When working with a Microsoft Excel worksheet, you sometimes need to know the number of unique values in a range of cells. For instance, suppose that an instructor was teaching the following classes:

104-120

104-101

104-119

104-120

In this case there are three unique values. There is no intuitive worksheet function that will return a count of unique values, which makes one think that a user-defined function (a macro) would be the logical approach. However, you can use an array formula to very easily derive the desired information. Follow these steps:

1. Define a name that represents the range that contains your list. (This example assumes the name you define is MyRange.)
2. In the cell where you want the number of unique values to appear type the following formula, but don't press ENTER yet: =SUM(1/COUNTIF(MyRange,MyRange))
3. Instead of pressing ENTER, press CTRL+SHIFT+ENTER. This informs Excel that you are entering an array formula. The formula shown in the formula bar should now appear as follows (notice the addition of the surrounding braces, indicative of array formulas):
{=SUM(1/COUNTIF(MyRange,MyRange))}

That's it! The cell now contains the number of unique name values in the specified range. This approach is not case-sensitive, so if you have two values that differ only in their capitalization (ThisName vs. THISNAME), they are both counted as a single unique value. In addition, there can be no blank cells in the range. (Having a blank cell returns a #DIV/0 error from the formula.)

If your particular needs require that your list contain blanks (but you don't want them counted as a "value") and you want the evaluation to be case-sensitive, then you have no choice; you must turn to a macro. The following VBA macro, CountUnique, will do the trick:

```
Function CountUnique(ByVal MyRange As Range) As Integer
```

```
Dim Cell As Range
```

```
Dim J As Integer
```

```
Dim iNumCells As Integer
```

```
Dim iUVals As Integer
```

```
Dim sUCells() As String
```

```
iNumCells = MyRange.Count
```

```
ReDim sUCells(iNumCells) As String
```

```

iUVals=0
For Each Cell In MyRange
If Cell.Text > "" Then
For J = 1 To iUVals
If sUCells(J) = Cell.Text Then
Exit For
End If
Next J
If J > iUVals Then
iUVals = iUVals + 1
sUCells(iUVals) = Cell.Text
End If
End If
Next Cell
CountUnique = iUVals
End Function

```

Simply put an equation similar to the following in a cell:
=CountUnique(MyRange)

The value returned is the number of unique values, not counting blanks, in the range.

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WORD PROCESSING NOTES & TIPS

Finding Related Words

Finding just the right words to say what you want to say can sometimes be a challenge. Fortunately, Microsoft Word can help in this regard. One of the tools that Word provides is a full thesaurus. You can use this tool to find alternate words with the same meaning (synonyms), words with the opposite meaning (antonyms), or related words. Related words are typically similar words based on the root of the word you specify. To find a related word, follow these steps:

1. Position the insertion point in the word you wish to check.
2. Press SHIFT+F7 or choose Language from the Tools menu and then Thesaurus from the submenu. If you are using Word 97 or Word 2000, you see the Thesaurus dialog box. If you are using Word 2002 or a later version, you see the Research task pane, with the thesaurus information displayed.
3. If related words are available for the word, you will see the Related Words choice in the dialog box or the task pane. Click on Related Words.
4. In the Related Words list, select the desired related word.
5. Click on Replace (if using Word 97 or Word 2000) or click the down-arrow to the right of the related word and choose Insert (if using Word 2002 or a later version).

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GENERAL INTEREST

Never Lose a Manual Again

by Linda Gonse

I just found my old Sharp PDA, discovered it was still working, and decided to put it to use again. The downside was the manual was gone. An Internet search showed the original manual available, but prices ranged from \$20 to \$39! The Sharp device began to look obsolete to me. Then, I discovered [retrevo.com](http://www.retrevo.com). It boasts a library of more than 100,000 downloadable manuals from more than 1,000 brands of consumer electronics for consumer electronics searchable by category and brand at <http://www.retrevo.com/samples/index.html>. My manual was there and it was free. In seconds, I downloaded it.

There are more than 100 categories you can search for manuals including:

2-way Radio, Air Conditioner, Amp, Binocular, Blender, Boombox, Bread Maker, CD Player, CRT TV, Calculator, Camcorders, Car Amplifier, Car Receiver, Car Video, Cell Phone, Clock Radio, Coffee Maker, Controller, Copier, DVD Drive, DVD Players, DVR Desktop, Digital Camera, Digital Photo Frame, Dishwasher, Dreamcast Game, Dryer, Fax Machine, Film Camera, Food Processor, Freezer, GPS, GPS Accessory, Game Boy, Game Console, Game Cube, Game, Gaming Accessory, Graphics & Publishing, Grill, Guitar, Headphone, Headset, Heating Cooling/Air, Home Theater, Hub, Karaoke System, Keyboard, LCD TV, Labeling System, Laptop, MP3 Accessory, MP3 Player, Microwave, Mini Audio System, Monitor, Mouse, Multifunction Printer, Music Keyboard, NIC, Network Adapter, Nintendo DS, Lite, Oven, PBX, PDA, PDA Accessory, PS2 Game, Plasma TV, Portable DVD Player, Portable TV, Printer, Projection TV, Projector, Radar Detector, Radio, Range, Receiver, Refrigerator, Remote Control, Router, Satellite Radio, Satellite Receiver, Scanner, Security Camera, Speaker, Speaker System, Storage, Subwoofer, Switch, TV, Tablet, Tape Deck, Telephone, Telescope, Turntable, VCR, Vacuum, Voice Recorder, Washer, Watch, Wii Game, Wireless Router, Xbox Game.

Unique Way To Save Money On Printer Ink

by Darryl D Eggleston, GTBPUG

So, how much do you think your printer's ink cost? The answer surprised me, and I suspect it will surprise you. δ Cost-saving idea of the week, Tampa Bay Times, March 26, 2010, p. 21. A Wisconsin college has found a new way to cut costs with e-mail - by changing the font. The University of Wisconsin-Green Bay has switched the default font on its e-mail system from Arial to Century Gothic. It says that while the change sounds minor, it will save money on ink when students print

e-mails in the new font. Diane Blohowiak, the school's director of computing, says the new font uses about 30 percent less ink than the previous one. That could add up to real savings, since the cost of printer ink works out to about \$10,000 per gallon.

Another benefit of the site is that it also will store your manuals for you. Is that great or what?

At retrevo.com again later I learned that over 4 million people visit the site every month to get help with decisions about the gadgets they buy. Retrevo is NOT a retailer and does not sell consumer electronics, but it uses artificial intelligence to analyze and visually summarize more than 50 million real-time data points from across the web; and gives shoppers comprehensive, unbiased, up-to-date product information about what products to buy as well as when and where to buy them.

Words of the Month - Camera Raw

from Feb 2010 Issue of Santa Clarita Computer Club's Dataline

Most digital cameras process and compress the pictures you take immediately after capturing the image. This can be helpful, as it keeps the file sizes low (using JPEG compression) and takes care of color correction, including white-balance, tint, and exposure, so you don't have to. However, some people, such as professional photographers, prefer to have more control over how each image is processed. Therefore, many high-end cameras have the ability to shoot in RAW mode. This mode does not compress the images at all and leaves them completely unprocessed.

Because Camera RAW files are uncompressed, they take up more space than typical JPEG images. In fact, RAW files often require 2 to 3 times more space for each image captured. So, you'll want to have an extra-large memory card in your camera if you plan on shooting in RAW mode. But since RAW photos are not compressed, you maintain the full quality of each image. This can make a noticeable difference when printing images, especially for large prints. Camera RAW files are also unprocessed, meaning all the photo processing is done on the computer. It is like taking a film negative to a dark room to be developed. The RAW file is the negative and the computer serves as the dark room. With a RAW file, you have complete control over the temperature adjustments (for white-balance), tint, hue, and exposure. However, since Camera RAW files are not typical images, most image-viewing programs will not open them. Therefore, most camera companies include Camera RAW editing software with their high-end cameras. These programs allow you to open RAW files, do the necessary processing, and save them in common image formats such as bitmap, TIFF, and JPEG.

While shooting in Camera RAW mode offers a lot of control over your photos, it takes additional software and extra time to open and edit each picture you take. For most casual photography, using the camera's built-in processing is the most suitable option.

Disk Failure Scare

by Phil Sorrentino
Sarasota PCUG, FL


This morning, it happened again. I started the computer in the morning, as I do every morning, and staring me in the face was the dreaded system disk failure message. A chill went down my spine. It seemed like this happened only about a year or two years ago. When I thought further, it was 2005 when it happened, almost 5 years ago, so maybe that's not too bad. As I ate breakfast, I rapidly thought about the hardware in that computer. (I currently have 3 desktops that I am using for various activities in the home, but this was my main computer, the one other family members use.) Panic started to set-in. Were the disk drives 160GB, or 250GB? When were they installed? Were they Seagate or Western Digital? What interface is used in that computer? Are they formatted in NTFS or FAT32? Well, if it was the C: drive then it must be NTFS. I'll have to open the chassis and look at the drives.

Fortunately, this story has a very happy ending. After breakfast, as I knelt down to look at the desktop chassis, to see what was the best approach to removing the cables and other things around the chassis, I spied a floppy disk in the floppy disk drive. Eureka! XP was trying to boot from the floppy: an impossible task, so it reported a disk failure, obviously. Most desktop computers today don't have a floppy disk drive, so this will probably not happen to most people. However, it got me thinking that the answers to all of the questions I had during breakfast, should be in one place, probably along with a lot of other information that defines the current computer hardware setup. So it's probably not a bad idea to gather all of this information, while the computer is operating, and put a hard copy printout in a safe place.

The disk drive information is probably the most important for this kind of failure, but it is a good idea to have all the basic hardware information in one easily accessed place. Here is a list of the things that you might want to have. You may not need all of these so use only those that are pertinent to your hardware setup. (If there's anything that I've forgotten, just add it to the list, and let me know by e-mail.) I'll start with the disk drive information because that is what you'll need if the drive goes down, or you may need if you have to re-install the entire system. (By the way, you can accomplish all of this by using the free program, Belarc Advisor (http://www.belarc.com/free_download.html).

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Help Lines

SOFTWARE HELP	Advisor No.	HARDWARE HELP	Advisor No.	
Win 95/98/ME	2, 3, 4, 7	Reformat Hard Disk, FDISK	2, 4, 5	
Win 2K/NT/XP	2, 3, 7	Install Hard Drive, CD-ROM/RW	2, 4, 5	
MS Word	2, 7	Install Video Card		
MS Excel	4	Deleting Files, Wiping	6	
MS PowerPoint		Internet/Intranet	6, 7	
WordPerfect	1, 7	Audio Cards	4	
QuickBooks	8	MP3 Files, WMA Files, WAV Files	4	
Norton/Symantec AntiVirus	2, 3, 6, 7	Burning CD's	3, 5	
Norton System Works	2, 7	Partitioning Hard Drives	2	
CompuPic/CompuPic Pro	3, 7	Net Objects	7	
Winzip, WinRAR	6	Homesite	7	
JV Registry Cleaner	3	MS Access		
Outlook, Outlook Express	2			
Internet Explorer	2, 7			
Netscape Navigator	7			
Instant Messaging	2			
Installing Software after Reformatting	5			
Ccleaner	3			
Easy CD DA Extractor	3			
ADVISORS	PHONE		HOURS	
Fred Shelton [1]	(253) 752-0120		Variable	
Bob Henkel [2]	(253) 537-6732		8A-8P anyday	
Tom Stepanek [3]	(253) 922-7939	7-9P Mon-Fri		
Carl Tenning [4]	(206) 824-3843	6-9P Mon-Fri		
Oclad Wesley [5]	(253) 503-7833	6-9P		
Bob Thomson [6]	(253) 752-5582			
Ray Mills [7]	(360) 692-7568	6-9P Mon-Sat		
Sandee Gimblett [8]	(253) 952-3538			

Tacoma Open Group for Microcomputers (TOG)

New Member Application/Existing Member Change of Address Form

For **Tacoma Open Group** annual membership, send form (if needed) & **\$25** to Bob Henkel., 10613 25th Avenue E., Tacoma, WA 98445.

Make checks payable to TOG

Please print or type. Date: _____ Sponsored by: _____

Member's Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____ Plus Four _____ Country: _____

Home Phone: (____) _____ Work phone: (____) _____ E-Mail Address _____

TACOMA MEETING

When: **Mon 14 June 2010 -7:00 PM**
Where: SE Tacoma Community Centre
1614 99th Street E.
Tacoma, Washington

From I-5 take Exit 127 (Hwy 512) to
Portland Ave., north on Portland to 99th,
left over tracks. Building is on south side.

Future Dates: 2nd Monday of Month

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Deadline: 15th of this month to appear
in next months' issue, if room

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How To get To The Meeting

For those readers still unfamiliar with how to find our meeting place we have reproduced the map showing its relationship in Tacoma to Portland Ave S. and the 512 Freeway. The 512 Freeway can be entered from I-5 in Tacoma on the west or from Hwy 167 in Puyallup on the east. Proceed to Portland off-ramp and turn north to 99th Street. Some folks in the middle of Tacoma may prefer to take Portland southbound to 99th. At 99th turn west over the tracks and there you are!



Tacoma OPEN Group for Micros
1808 Lenore Drive
Tacoma, WA 98406-1920

Change Service Requested

PROGRAMS

This Month's Meeting

This will be a regular monthly meeting. Meeting discussions are always interesting and the ever-popular Q&A (Question & Answer) period is sure to pique your interest, come up to your expectations and tickle your fancy. Come and share your own experiences, problems and discoveries.

No formal Program Presentation has been defined at press time, however lively discussions of current and new computer problems, features of new machines and the latest programs are sure to be discussed. Come and participate in this lively activity.