TOGGLE

THE MICROCOMPUTER TURN (ON)

MONTHLY NEWSLETTER FOR TACOMA-SEATTLE AREA MICROCOMPUTERUSERS

Volume 32 **Number 4** **September 2011** **Issue #340**

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UPDATE

Communications

In *Intel Pledges to Rejuvenate the PC* the authoie says: ''While much of the innovation these days seems to be happening in smartphones and tablets, Intel says big improvements lie ahead for the trusty PC.

In the next two years, mainstream laptops will get thinner and lighter, run all day on a single battery charge, have touchscreens, get instant-on capabilities and run multiple OSes, all without compromising performance.'' Read all about it and keep on top of things.

In *How to Print What You Like from a Webpage* this little blurb sends you to a web site that will guide you. You can even try a demo a www.printwhatyoulike.com.

In *VPN - a Solution to Two Problems* the author discusses VPN which stands for Virtual Private Network which most of you have probably never heard of. It is a subscription service that allows a user to gain access to his favorite networks from a remote location i.e. not his home base.

In *The Death of the Password* the author after a broef discussion of the problem of remembering all your passwords and how they are still vulnerable, then introduces a new idea called ***fastwords***., which combine simple easy to remember words.

In *youSENDit A Program to Send Large Files* the author says: ''... most email programs have a limit on how many megabytes of files you can send in a single email message (typically ten megabytes). This is where the website, youSENDit comes in handy. You can upload the large file to their website, and they will send an email to the lucky recipient(s) with a download link.'' You then go to the download site and retrieve the over size message or file.

In *Crating is the New Way to Share Files* the author says: ''It's a major pain when large files need to be shared between coworkers or friends, and there are only complicated, five or more step processes to do it. Now you can save your labor and sweat for the gym. A new online service has come to the rescue.'' This service stores your upload in the Cloud and gives you a password to be used to retrieve it by another user within a time limit.

In *Using Caution With USB Drives* the author notes: '' Because USB drives, sometimes known as thumb drives are small, readily available, inexpensive, and extremely portable, they are popular for storing and transporting files from one computer to another. However, these same characteristics make them appealing to attackers.'' Read about some steps you can take to protect your data.

In *WiFi Security* the author notes that ''if you are using a secure connection (one whose address begins with ''https://'') all traffic is encrypted from end-to-end and is protected, regardless of who can access it en route. However, while using any other type of access, there is a possibility that someone may capture your communication, including any addresses and passwords. You probably can do some casual Web surfing, but you should avoid most other Net activity, including e-mail. The ultimate protection is to use Tor, ***http://www.torproject.org/.''*** This informative article is worth reading.

In *What Exactly is an Intranet?* the author describes how you can builkd your own private intranet just like the big corpations that you deal with from time ti time. Read all about it and learn.

Word Processing

In *Converting Documents to PDF* the author gives a step-by-step guide to convertng from your word processor to PDF format.

General Interest

In *How Big Can Addresses Get?* the author talks abouit how many more addresses will become available when the Internet moves from IPv4 to IPv6 protocol.

In *Searching - Or Better Still, Finding* the author talks about the frustration of keeping track of various items when lists get lost abd you can't remember the key. He found a program that may help and writes about it.

In *The Killer App of the 21st Century* Vinnie LaBash says: ''The ability to make a computer do something useful has nothing to do with intelligence and everything to do with familiarity.'' He goes on to make some interesting points on search methods.

COMMUNICATIONS NOTES & TIPS

Intel Pledges to Rejuvenate the PC

by James Niccolai, IDC News Servicw.
via Big Bear Computer Club Bearly Bytes August, 2011

While much of the innovation these days seems to be happening in smartphones and tablets, Intel says big improvements lie ahead for the trusty PC.

In the next two years, mainstream laptops will get thinner and lighter, run all day on a single battery charge, have touchscreens, get instant-on capabilities and run multiple OSes, all without compromising performance, CEO Paul Otellini said at the company's financial analyst day on Tuesday.

''This is not just about evolving the PC. This is about reinventing the PC into a much more consumer electronics-like device,'' Otellini said.

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Some of the developments are probably being driven by tablets and smartphones -- particularly Apple's iPhone and iPad -- as people become accustomed to computers that start instantly at the press of a button.

While Intel hurries to develop chips that are better suited to smaller devices, it still maintains that PCs will play a central role. ''People want to create, and we still look at tablet PCs more as sort of consuming devices,'' said Dadi Perlmutter, joint head of the Intel Architecture Group.

Intel didn't talk about any specific PCs in the pipeline, but Otellini said the changes will come with ''Windows 8, Windows 9 and beyond.''

Intel also showed off some new technologies for PCs that it is developing in its labs. It didn't say when any of them would be ready for market.

One, called Fast Flash Standby, aims to make the ''hibernate'' power-saving mode on laptops less cumbersome to use. Many people don't use hibernate because it takes minutes for a PC to come back to life, while a PC in standby mode starts up in seconds, said an Intel engineer who showed the technologies on stage.

Yet hibernate mode saves much more energy. A laptop battery lasts only a few days in standby mode, but in hibernate mode it can run for almost a month, the engineer said.

So Intel developed a new technology called Fast Flash Standby. It takes a snapshot of the state of the laptop in flash memory just before the PC goes into hibernation and can then bring it back to life in seconds.

The engineer showed the technology on a laptop playing a high-definition video. When she put the machine in hibernation and then started it up again, the video resumed playing almost immediately. She even removed the battery and replaced it, and the machine started up where it left off.

''If I did this in any other state, I'd be rebooting my system,'' she said.

Another technology aims to help people with multiple computers to keep their files and folders synchronized among the various devices. Instead of using a USB drive or sending files between PCs via e-mail, users can drag and drop files on the screen to transfer them from one PC to another over a Wi-Fi network.

The engineer contended it's better than cloud-based services for sharing content because the data remains within a user's own Wi-Fi network, which she argued is more secure.

A third technology downloads e-mails, Twitter messages and other content automatically while the machine is unattended. A person catching an early flight, for example, can set the PC to wake up in the night and download the latest information, so the user can run for the plane in the morning and have all their e-mail and other content already on the machine.

One final technology, which Intel said was ''fresh out of the labs,'' didn't work too well in the demonstration. It was supposed to allow a PC to act as a server and share images, videos and other files with other computers, even when they were running different operating systems.

An engineer took a photo with an Android phone and made it appear instantly on the screen of a nearby Windows PC. But when he tried the same thing several times with an iPhone, it didn't work.

How to Print What You Like from a Webpage

- Save money and the environment by reducing your paper and ink usage
- Condense any web page down to just the content you want in one click - no more pasting into Word!
- Fix common printing problems such as text running off the page ***http://www.printwhatyoulike.com/***

VPN - a Solution to Two Problems

Toward a Better Computing Experience
by Mike Alcorn - CTPC Editor

My wife and I have decamped from hot, humid Virginia each summer for the cooler climes of Nova Scotia for the past 9 years. All was well until this year when we arrived and found that our new Netflix subscription worked but seemingly 90% of the things we wanted to see were blocked. I'm savvy enough to realize that the problem was likely one of digital rights management. I wasn't savvy enough to see a solution.

One of my wife's tech-savvy relatives came by shortly after we arrived and gave me the answer: VPN. Essentially, a VPN (virtual private network) connection opens a private pathway between you and a particular server. You probably know VPN as 1) a tool for companies to use that allows their employees to access the corporate servers securely, or 2) a method of connecting securely to any remote computer. But, it has other uses and one of them is to disguise the location of an Internet connection.

Turns out I can connect to a New York city VPN server from Nova Scotia and, voila, Netflix, and everybody else, thinks I'm in the NY area. Since I'm already paying for Netflix, and not able to get all that I paid for while I'm in Canada, I don't see that I'm abusing anyone's digital rights by doing what I'm doing. I'm sure there are many other situations where shifting the apparent location of your Internet connection could be useful. I've tested this with Hulu as well and it works.

A VPN connection also solves another problem related to being out of the country: things like doing Google searches or buying on Amazon don't work as you might expect. Such services recognize that I'm in Canada because of the local ISP I'm using and redirect such addresses as www.google.com to www.google.ca. It's possible to use a WhoIS lookup to find the IP address behind a site such as www.google.com and enter the IP address in your browser's address bar, but, I've found it's much simpler to rely on my VPN.

I'm not selling any particular service but the one that was recommended to me is ***www.strongvpn.com***. It is working well for me. A 3-month plan (the minimum offered) costs as little as $21.00. Extra computer connections cost only $2.00 per month each.

I may have to write an update to this article later in the year. I have a sister and brother-in-law coming to visit Nova Scotia in late August who live in France. StrongVPN allows me to switch servers free up to 10 times per month with the servers being located in many countries. I'll be interested to see if we can switch to a British or French server that will allow my relatives to see shows they would ordinarily need to be at home in France to see. Stay tuned.

The Death of the Password

From Newsweek/Newsbeast by Dan Lyons,
As seen in Central Kentucky Computer Society Newsletter

Your pet's name won't get you into your e-mail anymore. Here's how you protect your data on line in the future.

Are passwords passé? It's starting to seem like it. Everybody hates them, and nobody can remember all the ones they've created. These days a typical netizen has dozens of online accounts. If you really want to be safe, you need to have a different password for each one, and each password needs to be incredibly complicated, with a mix of capital letters, symbols, and numbers. Who can keep all the stuff in their head?

Most people don't bother. Some just make up one password and use it everywhere. Others might have a few passwords one for all their banking and financial stuff, one for their social networks, one for e-mail. Problem is that if one side gets hacked, the bad guys now have the passwords that you use elsewhere. These hacks are happening so frequently these days that you might as well assume there is no way to keep a password secret. In one recent attack on Sony, millions of accounts were exposed.

Computer scientists realize the system is broken, and they're looking for alternatives. But most attempts haven't been very good. Fingerprint readers require special hardware, and a lot of people find them creepy and don't want to use them. Smart cards and tokens can be lost or stolen. We've tried all sorts of other approaches, but we end up back with passwords. ''They're the least worst of a series of bad options,'' says Rich Mogull, CEO of Securosis, a base security consultancy.

Markus Jakobsson, a veteran security researcher with a Ph.D. in computer science, has come up with something he calls ''*fastwords*.'' Instead of a inventing a gobbledygook password, you joined three simple words that come from a thought known only to you. If one day you were driving to work and ran over frog that ended up flat, you might choose ''frog, work, flat.''

Some advantages; you can enter these three words in any order (flat frog work) and the system still knows that you're you. If you go totally blank, the fastword system will tell you one of the three words which should enable you to remember the original thought and thus the three keywords. Jakobsson says one large service provider is evaluating the *fastwords* concept.

Fastwords represent a step in the right direction, but it's not the promised land. Someone, somehow, needs to come up with something radically different and radically better what we have today.

youSENDit
A Program to Send Large Files

By Corinne Goeke, Computer Club of Green Valley, AZ,
Green Bytes, Summer 2011
http://ccgv.apcug.org cmgoeke (at) yahoo.com
via CCOKC eMonitor August 2011

Have you ever had a large file you wanted to send someone? For example, you are a proud new grandparent and want to share the digital video of the baby with all your family and friends. You could try attaching the file to an email and send it that way. But most email programs have a limit on how many megabytes of files you can send in a single email message (typically ten megabytes).

This is where the website, youSENDit comes in handy. You can upload the large file to their website, and they will send an email to the lucky recipient(s) with a download link. The recipient downloads the file, and you receive accolades of how the new grandchild looks just like you. Here's how to navigate the program the first time.

Open your favorite web browser and go to ***http://www.yousendit.com***. Go to ''Compare Plans'' and select the ''Lite'' account. This type of account is free. It limits you to uploading one file at a time, and the file size is limited to 100 megabytes. Hey, it's a free account, you have to accept some limitations. Sign on up.

You will have to confirm your new account via a confirmation email sent to the email address you used. Click on the link in the email, and your new account will be verified.

Once your free account has been created, locate that large file you want to send someone. If you have multiple files to send, zip them into a single big zip file. Go to the ''Overview'' tab in the youSENDit browser window. Click on the green ''Send It Now'' button.

Type in the email address of the person to whom you wish to send the large file. Fill in the subject and include a message telling the recipient what you are sending them.

Now click on the ''Select File'' button, and pick the file you want to upload. It's your choice. I just click on ''No thanks.'' You can also click on ''Don't show this message again.''

At this point you have three choices. You can 1) Set an expiration date for the file (one week is the default); 2) Set the file to be downloaded a certain number of times, or 3) Never have the file expire and always be available to download. Pick your option and click on the green ''Send it'' button at the bottom.

Again, you get another pop-up window - hey, they need to make a living! You are being asked if you want your files tracked (free 14-day trial). Just click on ''No Thanks'' and ''Don't Show This Message Again.''

Now, your file will be uploaded. When uploading is finished, the recipient will get an email telling him or her there is a file waiting. The recipient can click on the link in the email and download the file.

Finally, you get a ''File Sent Successfully'' message. You can also share the download link on Facebook or on Twitter by clicking on the appropriate button. Then all the world could see that beautiful grandchild!

A few caveats - never click on an unknown link in an email. You may want to warn your recipients that you are sending them a large file via youSENDit. Also, sharing copyrighted music and movies is illegal. But I am sure you all knew that!

Crating is the New Way to Share Files

from newsletter of Kawartha Computer Club

It's a major pain when large files need to be shared between co-workers or friends, and there are only complicated, five or more step processes to do it. Now you can save your labor and sweat for the gym. A new online service has come to the rescue.

As the website advertises, this new service for sharing large files is ''ridiculously easy.'' All are invited to come ''crate'' and experience a painless, simple way of sharing large files.

This service comes in the nick of time since ***Drop.io***, a frequently-used service for sharing, was bought out by Facebook in December 2010. Although the fate of ***Drop.io*** under the Facebook logo is unknown, Crating can definitely help you in the meantime or become a permanent substitute solution.

The process is quick and easy. First visit ***www.letscrate.com*** and sign on. Your screen will display a list of various crate choices. Select the crate that best fits your needs. Then upload your files and drag them in to the crate. You can pack in all the files you want up to the limit. So click and drag to your heart's content.

There'll be a short uploading period, and then the crate will be stored on a ''cloud.'' The site will offer you a personal unique URL to share with friends so they can access the file. You can either share individual files or the entire crate. It's that simple.

There are different service levels offered. At the basic level, you don't even have to have an account with the website. You will be limited to a 30 minute time period in which to upload and share your files though. Other options allow you an indefinite amount of time as well as more numbers of crates, so you may prefer to have an actual account.

Using Caution with USB Drives

by Mindi McDowell
Big Bear Computer Club Bearly Bytes August, 2011

USB drives are popular for storing and transporting data, but some of the characteristics that make them convenient also introduce security risks

What security risks are associated with USB drives?

Because USB drives, sometimes known as thumb drives are small, readily available, inexpensive, and extremely portable, they are popular for storing and transporting files from one computer to another. However, these same characteristics make them appealing to attackers.

One option is for attackers to use your USB drive to infect other computers. An attacker might infect a computer with malicious code, or malware that can detect when a USB drive is plugged into a computer. The malware then downloads malicious code onto the drive. When the USB drive is plugged into another computer, the malware infects that computer.

Some attackers have also targeted electronic devices directly, infecting items such as electronic picture frames and USB drives during production. When users buy the infected products and plug them into their computers, malware is installed on their computers.

Attackers may also use their USB drives to steal information directly from a computer. If an attacker can physically access a computer, he or she can download sensitive information directly onto a USB drive. Even computers that have been turned off may be vulnerable, because a computer's memory is still active for several minutes without power. If an attacker can plug a USB drive into the computer during that time, he or she can quickly reboot the system from the USB drive and copy the computer's memory, including passwords, encryption keys, and other sensitive data, onto the drive. Victims may not even realize that their computers were attacked

The most obvious security risk for USB drives, though, is that they are easily lost or stolen (see protecting Portable Devices: Physical Security for more information). If the data was not backed up, the loss of a USB drive can mean hours of lost work and the potential that the information cannot be replicated. And if the information on the drive is not encrypted, anyone who has the USB drive can access all of the data on it. How can you protect your data?

There are steps you can take to protect the data on your USB drive and on any computer that you might plug the drive into:

- Take advantage of security features - Use passwords and encryption on your USB drive to protect your data, and make sure that you have the information backed up in case your drive is lost (see Protecting Portable Devices: Data Security for more information).

- Keep personal and business USB drives separate - Do not use personal USB drives on computers owned by your organization, and do not plug USB drives containing corporate information into your personal computer.

- **Use and maintain security software, and keep all software up to date**

- Use a firewall, anti-virus software, and anti-spyware software to make your computer less vulnerable to attacks, and make sure to keep the virus definitions current (see Understanding Firewalls, Understanding Anti-Virus Software, and Recognizing and Avoiding Spyware for more information). Also, keep the software on your computer up to date by applying any necessary patches (see Understanding Patches for more information).

- Do not plug an unknown USB drive into your computer - If you find a USB drive, give it to the appropriate authorities (a location's security personnel, your organization's IT department, etc.). Do not plug it into your computer to view the contents or to try to identify the owner.

- Disable Auto run - The Auto run feature causes removable media such as CDs, DVDs, and USB drives to open automatically when they are inserted into a drive. By disabling Auto run, you can prevent malicious code on an infected USB drive from opening automatically. In How to disable the Auto run functionality in Windows, Microsoft has provided a wizard to disable Auto run. In the ''More Information'' section, look for the Microsoft Fix it icon under the heading ''How to disable or enable all Auto run features in Windows 7 and other operating systems.''

Wi-Fi Security

by Dick Maybach n2nd(at)charter.net
August 2011 User Friendly -
The Los Angeles Computer Society Newsletter

Many of us use wireless routers in our homes and when we are traveling. In our homes, they provide our computers with high-speed Internet access without the expense and inconvenience installing multi-wire cables throughout the house.

While traveling they usually provide the only means of accessing the Internet. Many people forget that when they use Wi-Fi they are using a two-way radio, and that, unless they use effective security, anybody within a few hundred feet can eavesdrop on everything they send and receive. Indeed, many governments seem to be ignorant of this, as the current flap about Google capturing Wi-Fi data shows. If you don't know, Google vehicles take pictures of building and homes so

they can provide street views for their map service. At the same time, they look for open Wi-Fi signals so they can identify public hot spots, and homes with unencrypted Wi-Fi routers look like public hot spots. While doing this, Google captured and recorded some of the data being sent, which caused some governments to begin invasion-of-privacy investigations. Since the ''private'' data was broadcast, this is equivalent to considering that someone who reads a billboard has invaded the privacy of the billboard owner.

When you first install a Wi-Fi router in your home, its default setup provides zero security. There is no encryption, and the administrator account is ''admin'' (or similar) and has no password. As a result, anybody within range can see all your traffic and can access the Internet through your account. Besides the loss of privacy, you may be legally liable for any illegal activities of those who use this access, for example, downloading pirated movies and music. Your first actions after installing a new Wi-Fi router should be to enable encryption, change the name of the administrator account, and put a strong password on it. Two types of encryption are available, WEP and WPA. WEP is worthless; it can be broken in a few minutes with minimal effort and knowledge. If you have an old router that has only WEP, throw it out immediately. WPA is secure enough for home use, providing you use a strong password. A strong password does not appear in a dictionary and is not a common proper name. Such trivial modifications as replacing ''i'' with ''1'', ''o'' with ''0'', or adding a digit or two at its beginning or end add no strength to a password. Bear in mind that most people who can access your Wi-Fi signal are your neighbors, so passwords based on personal information, such as your address, phone number, or pet names are also weak. The best choices are long strings of random characters with mixtures of letters, numbers, and changes of case. Since you have to enter this only when you add a new computer to your network, it isn't important that you be able to remember it.

Insuring privacy when using a public Wi-Fi hot spot is more difficult, since most of these operate with no security. You can dramatically increase security by taking these steps before you leave home:

1. Install all the software updates for your system, including the operating system and virus protection programs.
2. Install and configure an effective firewall.
3. Install Tor, which is available for Windows, Macs, and Linux and read its instructions carefully.
4. Turn off all file sharing.
5. Configure your Wi-Fi service to connect only to preferred networks, in manual (not automatic) mode.
6. Change your login password to a strong one.

Once you are at a hotspot, you should take these further steps. Ask the hotspot's owner (usually a hotel or restaurant) for its name. Often, your computer will find several signals, and you want to be sure you connect to the right one.

Turn on Tor.

Note: some hot spots require that you agree to their terms or use a password to obtain Web access. You will have to turn off Tor to do this; then you can turn it on for the rest of the 6.

If you elect not to use Tor, you can still e-mail safely by using Google's Gmail in its secure (https://) mode, but you must configure it properly. See Google's Web site for more information.

Remember, if you are using a secure connection (one whose address begins with ''https://'') all traffic is encrypted from end-to-end and is protected, regardless of who can access it en route. However, while using any other type of access, there is a possibility that someone may capture your communication, including any addresses and passwords. You probably can do some casual Web surfing, but you should avoid most other Net activity, including e-mail. The ultimate protection is to use Tor, ***http://www.torproject.org/.***

While installing and using it isn't difficult, it's beyond the scope of this article; please see the Tor Website for more information. With Tor, all your communication is with a Tor server using a secure connection. The final link is from a different Tor server to your addressee, and this is not over a secure link. However, you are protected at the hot spot, which is what you are most concerned about. The end result is that using Tor from a hot spot is as secure as using the Internet from home. Tor does require that you use the Firefox Web browser and that you use Firefox for all your Web access. For example, you should access your e-mail through your provider's Web site, not with an email client, such as Outlook. You can configure some Web clients, such as those providing email, instant messaging, Internet relay chat, and FTP, to use Tor, but the procedures can be complex and not available for all operating systems. Again, see the Tor Web site for more information.

Remember to turn off Tor unless you are using an open Wi-Fi router, so that you aren't consuming scarce resources when you don't need them. The Tor network runs on donated equipment and is maintained by volunteers.

What Exactly is an Intranet?

by Gordon Giles, Committee Member,
Perth PC Users Group Inc., Australia

1. The best way to describe an intranet is for you to think of the last time you went to a large company to get information or pay a bill no matter which teller you go to they have your data on the screen in front of them. Their main computer holds an internal network system and only people in that building with the correct password have access to your information sometimes it is used by other offices in other buildings and even over the whole world. When they start their computer it automatically starts their intranet and after entering a password they have access to the main computer to carry out the work. The intranet you will be using on your computer will be for your use only so you will not have a password and it will only start when you open Internet Explorer or your chosen browser. You don't need HTML or a WISIGIG type program to compile your intranet page we will be using MS Word 2011 or you can use an earlier version. Your page can contain links to other web sites, files on your computer and emails.

2. Make a new folder in my documents call it ''My Intranet''. Now think of a web page would you like a picture in the background or maybe use some favourite icons for shortcuts make copies of them and save them in your new folder. This is important you may have seen web pages with a box and a small red cross in the top left corner this is a website where the picture for that area is missing.

3. Start MS Word. Before we go any further we are going to save this page as an HTML file or HTM.

4. Click on file and save as in the top left of the screen change the area to save in to the new file in My Documents/My Intranet.

5. Change the name to ''index'' and change the Save as type to Web Page HTM. HTML. Then save your first web page. Now you have the page created from time to time you need to save your work just hold down the CTRL key and press the S key this will save the changes.

6. Using the usual features in MS Word give your page a name.

7. You can use a table to arrange your links or just one line after another it will look more professional if you use tables. (Click on insert to see the table icon).

8. In each of the boxes place the name of a link or place one of the small icons you saved using insert to place the icon in the box. Remember to save.

9. The first link we will attempt is the email link one you may use frequently. Highlight your new email link click on insert and select Hyperlink when the new box opens the highlighted word you selected should be at the top then in the bottom empty box labelled Address type mailto; then the email address you wish the email to go to.

10. Click ok and save. Minimise MS Word go to your new folder and click and run the index.htm file when it opens click on the new email link and your chosen email program will open with a blank addressed email ready to be completed this is just to prove it works. Close the email, don't save. And reopen your web page in MS Word.

11. Next we will insert a link to a web page. Open windows internet explorer and select a web page you look at regularly I will be using the group's web page. Copy the URL in the address bar at the top of IE. Then reopen your index.htmlpage in MS Word

12. Highlight the text you entered for this sight or type in the name not the address then select insert and select hyperlink and past the URL you copied earlier in to the area marked address.

13. Now save your work you can test this file in MS Word hold down the CTRL key and use the mouse pointer to click on a link. Remember to close IE before continuing.

14. If you wish to use an icon in place of text for the link just insert the icon in the page and instead of highlighting the text and making a hyperlink just highlight the icon. Now for some background this is best done last as it can make it difficult to see the area you need on the page.

15. In MS Word select Page Layout then page colour select the colour and then save. This is just a plain background if you wish a picture to appear as a background it is difficult in word to get it to stretch and cover the screen and the only way I have found to do this is to use an HTML editor but it's a good exercise let me know if you have found a way of getting a full edge to edge background.

16. One last link it's not a usual link but you may have a file you like to work on like a diary each day and you can add a link for this. Place the required text on your web page then highlight the text select insert then select hyperlink when the new window opens you have to locate the file on your computer use the small manila folder icon to go back to a previous folder. Click on the file you wish to run and that's it now save it.

17. Do all your tweaking and alterations and save it test your new index.html file and if it all works get it opened in IE and select tools/internet options and with your new inde.html page in IE in the background select use current apply and ok. each time you open IE you will have your own personal internet web page that no other person can see.

WORD PROCESSING NOTES & TIPS

Converting Documents to PDF

By Wayne Comstock, South Walton Computer & Technology Club (SWCTC), Florida
http://southwalton.apcug.org/ Walaco (at) gmail.com
As seen in CCOKC - eMonitor August 2011

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. PDF documents can also be easily emailed to others as an attachment.

You can convert to PDF from any file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software to accomplish this. I recommend the Free PrimoPDF program. It's free, easily installed and available at: ***www.primopdf.com/index.aspx***

1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.
2. When prompted, select a download location which you can find easily, such as your Desktop or My Documents folder, and click OK.
3. When the download is complete, double-click the file named FreewarePrimoPDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.
4. Follow the simple instructions to complete the installation. A system-restart is NOT required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality to output files to PrimoPDF for quick and easy PDF conversion.

To convert a document to PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select File >Print.
2. In the printer dialog, select PrimoPDF from the dropdown menu and click OK to complete the print, and launch the PrimoPDF interface.
3. Select one of the Creation Profiles for the document Quality you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide. Point your cursor at each button to define.
4. Select the Save As dropdown menu to set a name and location for the created PDF.
   - Ask when creating PDF - Allows you to rename the PDF and select a save-location.
   - Specific Folder - Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.
5. Click the Create PDF button to convert your document.
6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog.

There are many more options and features available. (Appending a PDF)

Go to the web site below and download the PDF Primo detailed User Guide. ***http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf***

GENERAL INTEREST

How Big Can Addresses Get?

by Ray Polivka

Everything that is connected to the web has an address. 30 years ago, IPv4 (Internet Protocol version 4) Internet addresses were designed and made available. At that time, the design enabled 4.3 billion addresses to be assigned. In 2006, there were 1 billion addresses yet available. Thus, over about 25 years, about 3.3 billion addresses were assigned. Sometime this year, the organization that doles out these Internet addresses expects to issue the last batch of addresses. Anticipating that, a new addressing scheme has been developed. This June, Google, Facebook, Yahoo, and others are going to switch over to the new addressing scheme for one day to test this new addressing scheme. It is called IPv6. A recent article in the Wall Street Journal discussed this change. It illustrated the change using Facebook.

When you type: www.Facebook.com, IPv4 converts that into 66.220.149.32. In June, its Internet address in IPv6 will be: 2620:0:1:cfe:face:b00c:0:0:3, which is obviously incompatible to the former address. There are going to be a lot of hardware and software changes coming. Would it be a good time to buy some Cisco stock? You might ask, how many addresses will the IPv6 scheme permit? If you take the Wall Street Journal's figure as accurate, the number of possible addresses assignable is 340,282,366,920,938,463,374,607,431,768,211,456 or about 340x1033.

That is quite a jump from 4.3x109! If you are interested in describing that number by name, it is 340 undecillion.

Searching - Or Better Still,Finding

By Phil Sorrentino
Sarasota Florida Personal Computer Users Group

Now where did I store that list of DVDs. I could have named it ''DVD List'' or ''Movie List'' or ''DVD Inventory,'' but I'm not sure. This is the situation I used to find myself in quite frequently when I have a hardcopy of something that I hadn't used in awhile and want to change, but don't remember where I stored the file on the computer. This problem can be solved in a few ways. An obvious one is to include, somewhere on the hardcopy, the name of the file and where it is located, like D:/MyInfo/HomeInfo/Inventory/DVDList.xls. Now if you have a hardcopy you can always find the file on the D: drive. But this solution doesn't help if you have discarded or lost the hardcopy. So, thank goodness for Search Utilities.

Windows XP had a simple search utility that could be found by clicking the Start button and then selecting ''Search'' in the list on the right side of the menu. Once there, you could select ''All files and folders,'' where you could input ''All or part of the file name:,'' then select the Drive(s) you wanted searched, and finally select ''Search.'' As files and folders matched the search criteria, they are displayed on the right side of the window for review. If something is familiar, you can double-click it and inspect it further. More often than not, this process finds whatever was forgotten, lost or misplaced.

That was how it was. Now that I have upgraded to Windows 7, when I select the Start Circle (or Start Orb), immediately right above the Circle, I get a search box that suggests ''Search programs and files.'' When I input a word, like ''list,'' I immediately get results. So far, I have never gotten any results that I can use. (This may be because I have not set up ''Indexing'' correctly, or maybe I'm missing something.) So, although I am very pleased with Windows 7, I have not been able to find lost files as easily as I could with XP. (No, this is not, at all, a reason to stay with XP.)

If you Google ''Free Search Utilities,'' you will find many possibilities. But, just as I was about to start looking for a search utility, I read a brief review, in Smart Computing (Dec. 2010), of ''Ultra File Search,'' a free search utility. The review made it sound like it would do the things the XP Search feature did. I downloaded it to a ''test Windows7'' machine and after using it a while, I was convinced it could do the type of basic file and folder search that I was missing.

Ultra File Search can be found at ***<http://www.ultrafilesearch.com/>***. And the developers describe it as follows:

Ultra File Search is a Search Utility which is able to find quickly Files, Folders and Text on your Local, Network, DVD, CD-ROM, USB Hard or Flash Drives. Ultra File Search allows you to specify several File Masks and multiple Drives and/or Folders at the same time; it is able to sort out files and folders according to their properties (e. g., Modified Date) and find files which contain one or more specific words or sentences.

This Utility does not use background indexing, does not waste system resources and does not use extra space on the disk. Ultra File Search does NOT contain any Spyware, Adware or Viruses and is Free for Personal use.

(Note the comment about not using ''background indexing.'' Maybe that is the source of my not finding things when I use the Windows 7 Search. I'll have to pursue those thoughts.)

From the description, it sounds like Ultra File Search attempts to replicate the features of the Windows XP Search feature. Ultra File Search has a start-up window that looks much like the Windows XP ''Search Results'' screen, but it uses tabs to present its features.

Upon starting Ultra File Search, the Files and Folders tab is shown. This is similar to the ''All files and folders'' selection in Windows XP. Just input a file name and browse for the drive you want to search and then click the Search button. Search results show up in the bottom of the window. The three remaining tabs on the opening screen of Ultra File Search offer different ways of attempting a search. ''Containing text'' provides the ability to search for a file that contains a specific text sequence. Think of it as looking for particular words or phrases in a text (.doc, .docx, .rtf, .txt) document.

There are a few options like ''Match All'' and ''Case Sensitive'' that may help with the search. Additionally, you can eliminate System, Hidden, Image, and Media files to speed up your search.

The ''Date and Size'' tab provides the ability to search for files that were ''Modified, Created, or Last Accessed'' between specific dates and times. This may be useful if you know the very specific kind of information about the file in question. This may also be a good way to eliminate large numbers of files under certain conditions. Additionally, this tab offers the ability to search based on the size of the file provided that very specific information is known.

The fourth tab, ''Attributes,'' provides the option to search for files based on certain system parameters'' such as ''Archive,'' ''Read Only,'' ''System,'' ''Hidden,'' and ''Directory,'' which may be useful under some very specific circumstances. This tab also offers some NTFS only (New Technology File System), file searches using the NTFS parameters, ''Compressed,'' ''Encrypted,'' ''Temporary,'' ''Not Indexed,'' ''Reparsed Point,'' ''Sparse File,'' and ''Offline.'' These last search criteria may be useful only under certain very special circumstances and probably only to those very technically inclined.

If you are familiar with the Windows XP search feature, you will see that Ultra File Search provides, to a Windows 7 user, all of the features that were available in XP. Now with Ultra File Search I can finally locate that ''DVD Movie List'' I started looking for.

Phil Sorrentino is President of the Sarasota Florida Personal Computer Users Group. Article from the June 2011 issue of the Sarasota PC Monitor. Web Site: <http://www.spcug.org>. E-mail: <president (at) spcug.org>.

The Killer App of The 21st Century

Vinny LaBash labash(at)spcug.org June 2011
Sarasota PC Monitor, Sarasota FL www.spcug.org

Over the years, and more than once, my wife has said ''Until computers work the way they do on Star Trek, they are not ready for prime time.'' She has a point. While computers, smart phones, laptops, tablets, and other close relatives of PCs have certainly become ubiquitous in our society, they are among the most complex devices ever developed by human beings. Their internal complexity rivals that of the most advanced F-22 fighter planes.

No one expects grandma to climb into the cockpit of one of these things and be an expert after a few lessons because no one expects an F-22 fighter to be easy to use.

Despite what you have been hearing for years, computers are not easy to use, and they are anything but intuitive. If Isaac Newton were suddenly transported from the 17th century to the present and handed a smart phone, he would have no idea what to do with it. The ability to make a computer do something useful has nothing to do with intelligence and everything to do with familiarity. Twelve year olds have no problems with smart phones or other devices controlled by microchips because these objects have always been a part of their young lives. Most adults have not enjoyed a similar advantage, and many feel that technology often works against them.

The problem is that people have had to adjust to the needs of technology rather than the other way around. That is the basis of my wife's complaint about computers. She thinks they should adjust to her, and I believe she is right. In the 1982 movie Firefox, Clint Eastwood played a character sent on a covert mission to the Soviet Union to steal an advanced aircraft that could be controlled by the pilot's thoughts through a neural link. This was and still is science fiction, but it's also a good example of digital technology adjusting to the needs of analog beings like us.

The ''Killer App'' of the 21st century will be a tool that makes computers and other complex devices adapt to us. It already exists, but it's still in its infancy or perhaps even its embryonic stage. Wherever it is on the evolutionary scale, it has not yet moved much beyond the multicellular level. We're talking about present day speech recognition, a considerable distance from Star Trek where machines understand natural language and react to it as another person would.

Windows 7 has speech recognition built-in. You don't have to pay extra for it. Using it can be quite entertaining as well as educational. Set it up on your computer with a three step process accessed within Windows Control Panel. You will need either a stand-alone microphone or one attached to a headset. The headset microphone combination is the better option. It's comfortable, and the headset filters out extraneous noise better than most standalone mikes.

It's tempting to get started quickly, but to get the best results you need to setup your microphone properly. Access the Configure Your Speech Recognition dialog box, and select Set up Microphone. Tell Windows what kind of microphone you're using and the Setup Wizard will tell you how to position your equipment and set your audio level.

Now comes the hard part. Bring up the Configure Your Speech Recognition dialog box again and select Train Your Computer to Understand You. The Wizard will now guide you through some phrases which give Windows the information it needs to understand how to interpret and execute your commands. Training the computer may be annoying, but it is nowhere near as irritating as trying to get your dog to fetch, heel, roll over, and play dead. Microsoft has thoughtfully provided a reference card which explains how you tell Windows to handle common speech recognition commands, keyboard shortcuts, punctuation marks, and other special characters. You can print it out from the Control Panel's Speech Recognition dialog box. Windows will not respond to ''Go jump in the Lake,'' nor will it attempt to perform any anatomically impossible acts. Keep your requests reasonable, and Windows will get along with you just fine.

Smart phones are also getting into the voice activation business. Newer Android models have a neat application that does some very useful things. Google Voice Search is nothing short of amazing. I spoke into my recently purchased Android driven HTC Thunderbolt ''Pictures of Ringling Causeway Bridge'' and the result was four pictures of the bridge, including a map of how to get there from my Sarasota location. I then tried ''How far from the earth is the Moon?'' This brought up a selection of web sites, one informing me of the distance in miles, and a second of the distance in kilometers. There were loads of additional astronomical information about our nearest planetary neighbor, far too much to explore in one session, but lots of reasons for a return visit for the curious.

Next was ''Directions to Starbucks.'' I instantly knew the location of all the Starbucks in Sarasota, and I had my choice of getting directions by public or private transportation. The application even offered directions by bicycle or foot.

In an effort to stump it I asked ''How can we get rid of Khadafi?'' Incredibly, the thing gave me an answer that might actually work. The Pentagon should be informed.

It effortlessly translated units of measurement from one system to another such as miles to kilometers, and yards to centimeters. It told me a gallon of water weighs approximately 8.35 pounds, and on and on. I finally stopped it cold when I asked it to change miles per hour into furlongs per fortnight, but that was probably unfair.

Google is doing a great job with getting technology to adapt to us. There is still a long way to go, but the future looks promising which brings us back to Star Trek. Whenever Captain Picard wants tea, he always asks for it the same way. He says ''Tea, Earl, Grey, hot.'' Why can't he say something like ''Tea, my usual?'' I suspect the computer is smart enough, and the fault lies in the scriptwriter's lack of imagination. ?

Help Lines

HARDWAREHELP	Advisor No.
Reformat Hard Disk, FDISK	2, 4, 5
Install Hard Drive, CD-ROM/RW	2, 4, 5
Install Video Card	7
Partitioning Hard Drives	2
Internet/Intranet	6, 7
Audio Cards	4
MPs Files, WMA Files, WAV Files	3, 4
Burning CD's	3, 5
Homesite	7
Net Objects	7

SOFTWAREHELP	Advisor No.
Win 95/98/ME/2K/NT/XP	2, 3, 4, 7
Win 7	4, 7
Microsoft Word	2, 7
Microsoft Excel	4
Microsoft PowerPoint	4
WordPerfect	1, 7
Norton/Symantec AntiVirus	2, 3, 6, 7
Norton System Works	2, 7
CompuPic / CompuPic Pro	3, 7
Winzip, WinRAR	6
Ccleaner	3, 4
Outlook, Outlook Express	2
Internet Explorer	2, 7
RegSeeke	3, 5
Instant Messaging	2
Installing Software after Reformatting	5
Deleting Files; Wiping	6

ADVISORS

Name	Phone	Hours
[1] Fred Shelton	(253) 752-0120	Variable
[2] Bob Henkel	(253) 537-6732	8A-8P any day
[3] Tom Stepanek	(253) 922-7939	7-9P Mon-Fri
[4] Carl Tenning	(206) 824-3843	6-9P Mon-Fri
[5] Oclad Wesley	(253) 212-0352	6-9P
[6] Bob Thomson	(253) 752-5582	Variable
[7] Ray Mills	(360) 692-7568	6-9P Mon-Sat

TOG President's Comments

TOG needs Program Presenters for the monthly meetings. Consider your own experiences and put them into a Microsoft PowerPoint or Open Office Impress presentation. You need only to bring the presentation file to the meeting on a USB Flash Drive. Your presentation will be projected with the Club's digital projector. Alternatively you could format your presentation in JPG images. JPG images can be presented the same way. The TOGGLE web site <http://www.toggle.org> had tips on how to create PowerPoint and Impress presentations. Click on "Member Alert". Presentations need not be extremely complex. Whatever your computing experiences are, chances are that the members would like to hear about it.

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 12 Sep 2011 -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

TOG BOARD MEMBERS

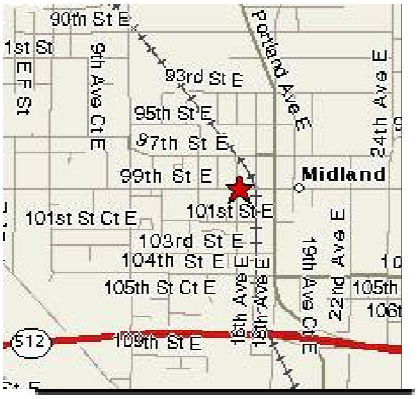
Deadline: 15th of this month to appear in next months' issue, if room

Corporate Sponsors:

Raymond Mills & Associates
www.rm-a.com

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!



TOGGLE

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.

This Month's Program

Carl Tenning will present a program on Home Networking. Carl wil use his own home network of several computers to illustrate his talk.