

# TOGGLE

## The Microcomputer Turn (On)

MONTHLY NEWSLETTER FOR TACOMA-SEATTLE AREA MICROCOMPUTER USERS



Guest Editor & Reference Issue

by Carl Tenning

TOG President, 2005-2012

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- Come and see what goodies Librarian Tom Stepanek has dug up for us this summer! Bring money to help defray the cost of distributing..

### PRESENTATIONS

Do you have something to present? Bring it to a TOG meeting. Members are eager to hear it.

The club uses a digital projector at all meetings. Presenters may bring their own laptops or just a USB drive containing the presentation.



### ABOUT TOG

#### PURPOSE

The Tacoma Open Group for Microcomputers is organized exclusively for charitable, scientific and educational purposes, benefiting their membership.

Specifically this organization is established to:

- a) provide a forum for communicating ideas, resolving problems and increasing the effectiveness of users and owners of microcomputers, their related software and peripheral equipment;
- b) educate our membership, computer users everywhere, and the general public concerning the advantages and disadvantages of owning and using microcomputers;
- c) encourage the creation, modification, maintenance, duplication and distribution of public domain software by members of the organization;

In furtherance of these purposes we:

- 1. Publish a monthly newsletter, the TOGGLE, which contains articles of interest at all levels of computer related Subjects ranging in expertise from beginner to expert.
- 2. Hold monthly meetings during which computer-related subjects are presented and discussed, and help is given when requested. On occasion industry experts are invited to make presentations on their products.
- 3. Conduct a Question and Answer session at each monthly meeting during which the attending members tell of their experiences, both good and bad and, usually, come away with an explanation or answer to their expressed problem.
- 4. Maintain a telephone/e-mail Help Line, in which members volunteer to answer questions relating to their spe-

#### The Value of a Newsletter

Would there be a computer club if there were no newsletter? Well we certainly are indebted to our regular TOGGLE editor, Robert Thomson, for having a really good newsletter. But the next question that comes to mind is, would there be a computer club if there were no contributors? I guess it gets down to the definition of "club", but a viable club does depend on contributors. Of course we all pay dues and that is certainly a contribution. It keeps the newsletter coming. And then, of course, there's the attendance at the meetings. Everybody who attends is contributing in some way, even if it's just being a listener. What would be the point of preparing a program presentation if there were no listeners. I often think that more club members should be contributing something to say in the newsletter. It's not hard to do and doesn't need to be lengthy, just a short e-mail note would suffice to editor Bob Thomson [rjthomson@comcast.net]. It could be about almost anything, like a discussion question you would like to have brought up at the meeting, your likes/dislikes about an application, or a neat tip you've learned about. I would really like to see more in our newsletter from our members. Don't be shy.

#### Really Useful Free Application Software by the TOG Librarian

There are many free application programs downloadable from the web. A list of some of the best, with the download links is tabulated starting on Page 7.

cific area of expertise.

- 5. Prepare and offer, for a nominal fee, at least one library Disk of the Month containing useful software for the benefit of our members.

**Notice: This newsletter is provided on behalf of subscribers and membership of Tacoma Open Group for Microcomputers who paid for this publication. If your label shows that it is a Complementary Copy, you are encouraged to join us in promoting computer use. Contact the Secretary/Treasurer at: bobh@nventure.com**

**COMPUTER TIPS**

**Tips From The TOG “Tips” Page**

[http://www.toggle.org/html/tips/safe\\_mode\\_boot.htm](http://www.toggle.org/html/tips/safe_mode_boot.htm)

● **Booting Windows® Into the Safe Mode**

Normally the method of booting into the Windows Safe Mode is to hold the F8 key just after the Power-On-Self-Test, but before the Windows Logo appears. If this doesn't work, for whatever reason, here is an alternate way of booting to the safe mode:

**Windows 98 / ME, or Windows 2000 / XP®**

Start tapping the F8 key as the computer is booting, just after the BIOS self test, but before the Windows logo loads. If the F8 key doesn't work, try either the left or right "Ctrl" keys.

If, after several attempts on a Windows 2000 or XP computer, this procedure does not get into the Safe Mode, turn off the computer. Then when the computer is turned on again, Windows should notice that the computer did not boot successfully and give you the Safe Mode screen.

Another method is to press the Windows Logo key and select "Run". Type "msconfig" (without the quotes), into the "Open" slot and click OK. This opens the System Configuration Utility. Select the BOOT.INI tab and under Boot Options, put a check mark on the /SAFEBOOT box. Then the next time Windows boots, it will enter the Safe Mode.

**Windows 7 or Vista®**

Press and hold the "F8" key. just after the BIOS self test, but before the Windows logo loads.

If this doesn't work, there is an alternate method to force a Safe Mode boot. Open up the Start > Search box and type in "msconfig" (without the quote marks). Select the "Boot" tab and check the box for "Safe boot".

● **Keyboard Shortcuts For Windows®**

**Windows® system key combinations:**

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

**Windows® program key combinations:**

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

**Dialog box keyboard commands:**

- TAB: Move to the next control in the dialog box
- SHIFT+TAB: Move to the previous control in the dialog box
- SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.
- ENTER: Equivalent to clicking the selected button (the button with the outline)
- ESC: Equivalent to clicking the Cancel button
- ALT+underlined letter in dialog box item: Move to the corresponding item.

**Windows® Logo Key Shortcuts**

- Windows Logo Key Display the Start menu
- Windows + D Minimize or restore all windows
- Windows + E Display Windows Explorer
- Windows + F Display Search for files
- Windows + Ctrl + F Display Search for computer
- Windows + F1 Display Help and Support Center
- Windows + R Display Run dialog box
- Windows + break Display System Properties dialog box
- Windows + shift + M Undo minimize all windows
- Windows + tab move through taskbar buttons
- Windows + L Lock the workstation (or switch to the Logon screen w/Fast User Switching enabled)
- Windows + U Open Utility Manager

**Changing Upper Case to Lower Case In Most Text Applications**

For Microsoft Word®

- [Shift] + F3 Toggles uppercase to lowercase and vice versa
- [Ctrl]+[Shift] + A = Make all caps
- [Ctrl] + U = Underline
- [Home] Move to beginning of line

● **Clipboard Viewer in Windows XP®**

Using CUT or COPY in an edit menu copies the information to the clipboard. You can create a shortcut to allow you to view whatever is in the clipboard. Right-click on the desktop and select New > Shortcut. In the location field, type %windir%\system32\clipbrd.exe then click "Next". Name the shortcut whatever you wish, like "Clipboard Viewer". Click "Finish". Now you have a shortcut that will display whatever is contained in the clipboard.

● **Add/Remove Quick Launch Toolbar**

The "Quick Launch Toolbar" is located just to the right of the "Start" button. It launches applications with a single click. To add or remove the Quick Launch Toolbar, right click on a blank area of the tool bar and highlight "Toolbars". Then either check or uncheck "Quick Launch".

● **Special Characters**

Special characters may be entered in most applications by holding the "Alt" key while entering four characters on the numeric keypad.

Description	Keystrokes	Character
left single quote	Alt + 0145	‘
right single quote	Alt + 0146	’
en dash	Alt + 0150	–
em dash	Alt + 0151	—
trademark	Alt + 0153	™
nonbreaking space	Alt + 0160	
inverted exclamation	Alt + 0161	¡
cent sign	Alt + 0162	¢
pound sterling	Alt + 0163	£
general currency sign	Alt + 0164	¤
yen sign	Alt + 0165	¥
broken vertical bar	Alt + 0166	
section sign	Alt + 0167	§
umlaut	Alt + 0168	¨
copyright	Alt + 0169	©

Description	Keystrokes	Character
feminine ordinal	Alt + 0170	ª
left angle quote	Alt + 0171	«
not sign	Alt + 0172	¬
soft hyphen	Alt + 0173	-
registered trademark	Alt + 0174	®
macron accent	Alt + 0175	¯
degree sign	Alt + 0176	°
plus or minus	Alt + 0177	±
superscript two	Alt + 253 or Alt + 0178	²
superscript three	Alt + 0179	³
acute accent	Alt + 0180	´
micro sign	Alt + 0181	µ
paragraph sign	Alt + 0182	¶
middle dot	Alt + 0183	·
cedilla	Alt + 0184	¸
superscript one	Alt + 0185	¹
masculine ordinal	Alt + 0186	º
right angle quote	Alt + 0187	»
one-fourth	Alt + 0188	¼
one-half	Alt + 0189	½
three-fourths	Alt + 0190	¾
inverted question mark	Alt + 0191	¿
uppercase A, grave accent	Alt + 0192	À
uppercase A, acute accent	Alt + 0193	Á
uppercase A, circumflex accent	Alt + 0194	Â
uppercase A, tilde	Alt + 0195	Ã
uppercase A, umlaut	Alt + 0196	Ä
uppercase A, ring	Alt + 0197	Å
uppercase AE	Alt + 0198	Æ
uppercase C, cedilla	Alt + 0199	Ç
uppercase E, grave accent	Alt + 0200	È
uppercase E, acute accent	Alt + 0201	É
uppercase E, circumflex accent	Alt + 0202	Ê
uppercase E, umlaut	Alt + 0203	Ë
"uppercase I, grave accent	Alt + 0204	Ì
"uppercase I, acute accent	Alt + 0205	Í
bullet (glyph)	Alt + 0149	•
uppercase I, circumflex accent	Alt + 0206	Î
uppercase I, umlaut	Alt + 0207	Ï

Description	Keystrokes	Character
uppercase Eth, Icelandic	Alt + 0208	Ð
uppercase N, tilde	Alt + 0209	Ñ
Euro Symbol	Alt + 0128	€
uppercase O, grave accent	Alt + 0210	Ò
uppercase O, acute accent	Alt + 0211	Ó
uppercase O, circumflex accent	Alt + 0212	Ô
uppercase O, tilde	Alt + 0213	Õ
uppercase O, umlaut	Alt + 0214	Ö
multiplication sign	Alt + 0215	×
uppercase O, slash	Alt + 0216	Ø
uppercase U, grave accent	Alt + 0217	Ù
uppercase U, acute accent	Alt + 0218	Ú
uppercase U, circumflex accent	Alt + 0219	Û
uppercase U, umlaut	Alt + 0220	Ü
uppercase Y, acute accent	Alt + 0221	Ý
uppercase THORN, Icelandic	Alt + 0222	Þ
lowercase sharps, German	Alt + 0223	ß
lowercase a, grave accent	Alt + 0224	À
lowercase a, acute accent	Alt + 0225	Á
lowercase a, circumflex accent	Alt + 0226	Â
lowercase a, tilde	Alt + 0227	Ã
lowercase a, umlaut	Alt + 0228	Ä
lowercase a, ring	Alt + 0229	Å
lowercase ae	Alt + 0230	Æ
lowercase c, cedilla	Alt + 0231	Ç
lowercase e, grave accent	Alt + 0232	È
lowercase e, acute accent	Alt + 0233	É
lowercase e, circumflex accent	Alt + 0234	Ê
lowercase e, umlaut	Alt + 0235	Ë
lowercase i, grave accent	Alt + 0236	Ì
lowercase i, acute accent	Alt + 0237	Í
lowercase i, circumflex accent	Alt + 0238	Î
lowercase i, umlaut	Alt + 0239	Ï
lowercase eth, Icelandic	Alt + 0240	Ð
lowercase n, tilde	Alt + 0241	Ñ
lowercase o, grave accent	Alt + 0242	Ò
lowercase o, acute accent	Alt + 0243	Ó
lowercase o, circumflex accent	Alt + 0244	Ô
lowercase o, tilde	Alt + 0245	Õ
lowercase o, umlaut	Alt + 0246	Ö

<b>Description</b>	<b>Keystrokes</b>	<b>Character</b>
division sign	Alt + 0247	÷
lowercase o, slash	Alt + 0248	Ø
lowercase u, grave accent	Alt + 0249	Û
lowercase u, acute accent	Alt + 0250	Ú
lowercase u, circumflex accent	Alt + 0251	Û
lowercase u, umlaut	Alt + 0252	Ü
lowercase y, acute accent	Alt + 0253	Ý
lowercase thorn, Icelandic	Alt + 0254	þ
lowercase y, umlaut	Alt + 0255	ÿ

**BYLAWS OF TACOMA OSBORNE GROUP**

1. **NAME** The name of the organization is TACOMA OSBORNE GROUP.
2. **OFFICES** When the membership and resources become sufficiently large to support a permanent office, a principal office may be established by a vote of the members of TACOMA OSBORNE GROUP. Until that time, the permanent mailing address of the TACOMA OSBORNE GROUP shall be the mailing address of the incumbent President.

**3. PURPOSES**

3.1 The TACOMA OSBORNE GROUP is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

3.2 Specifically this organization is established to:

- a. provide a forum for communicating ideas, resolving problems and increasing the effectiveness of users and owners of microcomputers in general, and Osborne brand computers in particular, their related software and peripheral equipment;
- b. educate the public concerning the advantages and disadvantages of microcomputers;
- c. encourage the creation, modification, maintenance, duplication and distribution of public domain software by members of the organization.

3.3 The organization shall not, except to an insubstantial degree, engage in any activities that are not in furtherance of the purposes stated in this section.

3.4 No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, except during a year for which the organization has filed an election pursuant to Section 501(h) of the Internal Revenue Code of 1954, as amended, in which case the organization may engage in such activities to the extent allowed by such provision, except that in no case may the organization participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**4. DEDICATION OF ASSETS**

4.1 The properties and assets of this nonprofit organization are irrevocably dedicated to charitable, scientific and educational purposes. No part of the net earnings, properties or assets of the organization, on dissolution or otherwise,

shall inure to the benefit of any private person or individual, or any member or trustee of this organization, except as reasonable compensation for services rendered.

4.2 Upon the dissolution of the organization, the board of trustees shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization to one or more organizations established exclusively for charitable, scientific or educational purposes as shall at the time qualify as exempt organizations under the Internal Revenue Code Section 501(c)(3) (or the corresponding provision of any future United States Internal Revenue Law), as the board of trustees shall determine.

**5. MEMBERS**

5.1 Categories of membership and dues therefore shall be as defined from, time to time, by a vote of the members of the organization. Any person, group, couple, partnership or organization shall be eligible for membership in the designated categories upon payment of such dues. However, a group, couple or partnership holding a resident membership with voting privileges shall have only one vote in the affairs of the organization.

5.2 The membership of any member shall terminate upon the occurrence of any of the following events:

- a. The resignation of the member
- b. The failure to pay annual dues within the time set forth by the board of trustees.
- c. The determination by the board of trustees or a committee designated to make such determination that the member has failed in a material and serious degree to observe the rules of conduct governing membership in this organization.

5.3 No member may transfer, for value, a membership or any right arising from it. All rights of membership cease on the death of a member.

**6. MEETINGS OF MEMBERS**

6.1 Meetings of the membership shall be held at any place designated by the board of trustees. In the absence of such designation, member's meetings shall be held at the principal executive office of the organization.

6.2 The annual meeting of members shall be held on the first Monday of April of each year at the usual meeting place of the organization unless the board fixes another date and place and so notifies the members.

6.3 A special meeting of the members may be called by any of the following: (i) the board of trustees; (ii) the president or (iii) five percent or more of the membership.

6.4 One quarter of the membership shall constitute a quorum for the transaction of business at a meeting of the members. The members present at any duly called meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.

6.5 Any members' meeting may be adjourned from time to time by the vote of a majority of the members represented either in person or by proxy.

6.6 Notice of a meeting shall be deemed given to any member who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

6.7 Every member, who is eligible to vote, shall have the right to vote either in person or by one or more agents authorized by proxy, signed by the member and filed with the organization. A member may revoke a proxy in writing before the vote is cast pursuant to the proxy or by appearing in person at the meeting to cast the vote.

6.8 Each member, who is eligible to vote, shall be entitled to cast one vote on all matters submitted to a vote of the members.

## 7. TRUSTEES

7.1 The business and affairs of the organization shall be conducted and all powers shall be exercised by or under the direction of the board of trustees.

7.2 Without prejudice to these general powers, and subject to the same limitations, the trustees shall have the power to:

a. Select and remove all officers, agents and employees of the organization; prescribe any powers and duties for them that are consistent with law, and with these bylaws; and fix their compensation, if any.

b. Change the principal office from one location to another, and designate any place for the holding of any meeting.

c. Designate the officers who may act as signatories of the organization's accounts.

7.3 The number of trustees shall be five.

7.4 A vacancy in the board of trustees shall be deemed to exist on the occurrence of the following:

a. The death, resignation or removal of a trustee;

b. The declaration by resolution of the board of trustees of a vacancy of the office of a trustee who has been declared of unsound mind by an order of court or convicted of a felony; or

c. The vote of a majority of the entire board of trustees to remove a trustee.

## 8. OFFICERS

8.1 The officers of the organization shall be the president, a vice president, a secretary and a treasurer. The organization may also have, at the discretion of the board of trustees, such other officers as may be appointed by the president in accordance with the provisions of Section 8.3 of these bylaws. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as president.

8.2 The officers of the organization, except those appointed in accordance with the provisions of Section 8.3 of these bylaws, shall be chosen by the board of trustees, and each shall serve at the pleasure of the board.

8.3 The board of trustees may appoint, and may authorize the president to appoint, any other officers that the business of the organization may require.

8.4 Any officer may be removed, with or without cause, by the board of trustees, at any regular or special meeting of the board.

8.5 Any officer may resign at any time by giving written notice to the organization.

8.6 A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled only in the manner prescribed in these bylaws for regular appointments to that office.

8.7 The president shall be the chief executive officer of the organization. The president shall chair all meetings of the board of trustees, and, in the event of a deadlock on the board, shall cast the tie-breaking vote. Subject to the control of the board of trustees, the president shall generally supervise, direct and control the business and officers of the organization, and shall have such other powers and duties as may be prescribed by the board of trustees of this organization.

8.8 The vice president, in the absence or disability of the president, shall perform the duties of the president and, when so acting, shall have all of the powers of and be subject to all of the restrictions upon, the president. The vice president shall have such other powers and perform such other duties as, from time to time, may be prescribed by the board of trustees or the president.

8.9 The secretary shall attend to the following:

a. The secretary/librarian shall have custody of the diskette library, and shall be responsible for keeping it safe and up to date.

b. The secretary shall keep or cause to be kept at the principal office of the organization or such other place as the board of trustees may direct, a book of minutes of all meetings and actions of trustees and committees of trustees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice given, the names of those present at such meetings, and the proceedings of such meetings.

c. The secretary shall give, or cause to be given, notice of all meetings of the board of trustees required by the bylaws to be given; shall keep the seal of the organization in safe custody; and shall have such other powers and perform such other duties as may be prescribed by the board of trustees or the bylaws.

8.10 The treasurer shall attend to the following:

a. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any trustee at all reasonable times.

b. The treasurer shall deposit all money and other valuables in the name of and to the credit of the organization with such depositories as may be designated by the board of trustees; shall disburse the funds of the organization as may be ordered by the board of trustees; shall render to the president and trustees, whenever they request it, an account of all transactions as treasurer and of the financial condition of the organization; and shall have such other powers and perform such other duties as may be prescribed by the board of trustees or the bylaws.

c. If required by the board of trustees, the treasurer shall give the organization a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of office and for restoration to the organization of all its books, papers, vouchers, money and other property of every kind in the possession or under the control of the treasurer on his death, resignation, retirement or removal from office.

d. No funds shall be disbursed in amounts in excess of \$200.00 without two signatures. One signature shall be that of the treasurer and when two are required in accordance with the bylaws, one signature shall be that of the president.

9. RECORDS

9.1 The accounting books, records, articles and bylaws as amended to date and minutes of proceedings of the board of trustees shall be kept at such place or places designated by the board of trustees, or, in the absence of such designation, at the principal office of the organization. The minutes shall be kept in written or typed form or in any other form capable of being converted into written, typed or printed form.

9.2 Every trustee shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the organization. This inspection by a trustee may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of the documents.

10. APPENDIX An Appendix to these bylaws shall be included with, and become a part of these bylaws, with the purpose to provide a place to define and delineate those rules and conditions concerning the operation and administration of the TACOMA OSBORNE GROUP which may change from time to time due to election of new officers, change of the membership fee structure and other similar items. The body of the bylaws, thus remain unchanged, being general in nature, while the Appendix may be changed by a vote of the membership as required by changing conditions.

11. EFFECTIVE DATE These bylaws shall take effect as of \_\_\_\_\_, 1983.

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**TOG Meeting Presentations**

Thirty two TOG meeting presentations are now posted on the TOG web page:

[http://www.toggle.org/html/meeting\\_presentations/presentation\\_index.htm](http://www.toggle.org/html/meeting_presentations/presentation_index.htm)

1. Showing Attached Drives in Windows Explorer
2. Running Batch Files on Startup
3. CD-R/W Problems in Windows XP
4. Identifying Computer Hardware
5. Fake Antivirus Software
6. Fake System Tool
7. Chain Emails Harvesting Email Addresses
8. Preparing a PowerPoint Slideshow
9. Home Networking
10. Mapping Network Drives
11. Malware Disguised as Disk Utilities
12. My Computer Disaster
13. My Skydrive
14. My Web Visitors
15. Random Computer Crashes
16. Create Strong Passwords
17. Using XCOPY For Backup
18. TOG Web Page Hacked!
19. Actiontec Wireless Modem Setup
20. Top 10 Security Strategies
21. Advanced System Care
22. Cyber Threats
23. Partition Magic

24. Desktop Patterns
25. Power Conditioning
26. Making a Presentation
27. Rendering Differences Between Browsers
28. Switching From DSL to Clear Wireless
29. Home Network Storage
30. Networking USB Hard Drives
31. Ransom Ware
32. Ubuntu Linux

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**Using MouseKeys**

By Carl Tenning

Tacoma Open Group For Microcomputers

Windows has a built-in capability for moving the mouse pointer from the keyboard in addition to actually moving the mouse.

To enable moving the mouse pointer from the numeric keypad in Windows XP, press “Start”, “Control Panel”, and select “Accessibility Options”. Then click the “Mouse” tab and check the box “Use Mouse-Keys”. Use the following numeric keypad keys to simulate the mouse:

Keypad	Action
1	Down and to the left
2	Down
3	Down and to the right
4	Left
6	Right
7	Up and to the left
8	Up
9	Up and to the right

Selecting a mouse button:

Key	Action
/	Select left mouse button
*	Select both buttons
-	Select right mouse button

Once a mouse button has been selected, the action of clicking the button is as follows:

Desired Action	Do This
Click an item	With the left mouse button selected, point to item and press 5
Right-click an item	With the right mouse button selected, point to item and press 5
Double-click an item	With the left mouse button selected, point to item and press the + key

To drag an item with the mouse keys:

Desired Action	Do This
Drag an item	Point to the item and press zero (0)
Drop the item	Point to the location where you want to move the item, and then press the decimal point (.)

## FreeWare Index With Download Links by the TOG Librarian

### 1. Free Internet, Email, and Networking Freeware

Web Browser: • Firefox • <http://www.mozilla.org/en-US/firefox/fx/>

Email Client: • Mozilla Thunderbird •  
<http://www.mozilla.org/en-US/products/thunderbird/>

Download Manager: • Free Download Manager •  
<http://www.freedownloadmanager.org/download.htm>

Bittorrent Client: • qBittorrent •  
<http://qbittorrent.sourceforge.net/>

Remote Access Software: • TeamViewer •  
<http://www.teamviewer.com/en/index.aspx?cdsplit=D>

### 2. Free Security and Privacy Freeware

Antivirus Software: • Avast! Free Antivirus •  
[http://www.filehippo.com/download\\_avast\\_antivirus/](http://www.filehippo.com/download_avast_antivirus/)

Firewall: • Comodo Internet Security •  
<http://personalfirewall.comodo.com/free-download.html>

Adware/Spyware/Scumware Remover: • MalwareBytes Anti-Malware •  
[http://www.filehippo.com/download\\_malwarebytes\\_anti\\_malware/](http://www.filehippo.com/download_malwarebytes_anti_malware/)

Browser Protection Utility: • Sandboxie •  
<http://www.sandboxie.com/index.php?DownloadSandboxie>

Anonymous Surfing Service: • Cyber Ghost •  
<http://cyberghostvpn.com/>

Software Update Monitor: Secunia PSI •  
[http://secunia.com/vulnerability\\_scanning/personal/](http://secunia.com/vulnerability_scanning/personal/)

Software Update Monitor: • Software Update Monitor (SUMo) •  
<http://www.kcsoftwares.com/index.php?download>

### 3. Free Cleanup, Tune, and System Utilities

File Cleaner: • CCleaner •  
<http://www.piriform.com/ccleaner/builds>

PC Tune-up Utility: • Glary Utilities •  
<http://www.glarysoft.com/products/utilities/glary-utilities/download/>

Registry Cleaner: • Wise Registry Cleaner •  
<http://www.softpedia.com/get/Tweak/Registry-Tweak/Wise-Registry-Cleaner.shtml>

Disk De-fragmenter: • Auslogics Disk Defrag •  
<http://www.auslogics.com/en/software/disk-defrag/>

Secure Erase Utility: • Eraser •  
<http://eraser.heidi.ie/index.php>

Startup Manager: • WinPatrol •  
<http://www.winpatrol.com/download.html>

### 4. Free File and Desktop Utilities

Drive Imaging Software: • Paragon Backup and Recovery Free • <http://www.paragon-software.com/home/br-free/>

Folder Synchronization Utility: • PureSync •  
<http://www.jumpingbytes.com/en/puresync.html>

Backup Software: • Backup Maker •  
<https://www.ascomp.de/>

File Manager: • xplorer<sup>2</sup> lite •  
<http://zabkat.com/x2lite.htm>

File Encryption Utility: • TrueCrypt •  
<http://www.truecrypt.org/downloads>

Partition Manager: • MiniTool Partition Wizard •  
<http://partitionwizard.com/download.html>

## 5. Free Image and Photo Freeware

Screen Capture Utility: • DuckCapture •  
<http://www.softpedia.com/progDownload/DuckLink-Screen-Capture-Download-104106.html>

High Dynamic Range (HDR) Software: • Picturenaut •  
<http://www.hdrlabs.com/picturenaut/index.html>

Digital Image Viewer: • Zoner Photo Studio Free •  
<http://free.zoner.com/download.asp>

Digital Image Editor: • LightBox Image Editor •  
<http://www.sagelighteditor.com/downloadfree2.html>

Digital Image Editor: • Paint.net •  
<http://www.getpaint.net/download.html>

## 6. Free Office and Productivity Freeware

PDF Tools Utility: • PDFill PDF Tools •  
<http://www.pdfill.com/download.html>

PDF Writer: • PDF24 • <http://en.pdf24.org/pdf-creator-download.html>

PDF Writer: • Bullzip PDF Printer •  
<http://www.bullzip.com/products/pdf/info.php#download>

PDF Reader/Viewer: • PDF-XChange Viewer •  
<http://www.tracker-software.com/product/pdf-xchange-viewer>

Finance Software: • GnuCash •  
<http://www.gnucash.org/>

Office Suite: • OpenOffice •  
<http://www.openoffice.org/>

## 7. Free MP3, Audio, and Video Freeware

CD / DVD Burning Software: • ImgBurn •  
<http://www.imgburn.com/index.php?act=download>

Media Player: • PotPlayer •  
<http://www.dvbsupport.net/download/index.php?act=view&id=230>

Music Player and Organizer: • jaangle •  
<http://www.jaangle.com/>

MP3 Tag Editor: • TagScanner •  
<http://www.xdlab.ru/en/download.htm>

Video Editor: • Avidemux •  
<http://fixounet.free.fr/avidemux/download.html>

Audio Editor: • Audacity •  
<http://audacity.sourceforge.net/download/>

Audio & Video Format Conversion: • iWisoft Free Video Converter • <http://www.easy-video-converter.com/download.html>

Streaming Media Recorder: • Jing •  
<http://www.techsmith.com/jing.html>

CD & DVD Emulation Software • Gizmo Drive •  
<http://arainia.com/software/gizmo/download.html>

Music Creation Software: • LMMS - Linux Multimedia Studio • <http://lms.sourceforge.net/download.php>

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## Free Personal Web Pages

TOG Members may now host their own personal web pages from the TOGGLE account. Members currently hosting personal web pages are:

- Carl Tenning: <http://carlten.toggle.org/>
- Ray Mills: <http://rm-a.toggle.org/>
- Tom Stepanek: <http://tom-step7.toggle.org/>
- Robert Thomson: <http://rjthomson.toggle.org/>

Members can contact the Webmaster at [webmaster@toggle.org](mailto:webmaster@toggle.org) to set up an account. Do-it-yourselfers can upload and edit their own pages by FTP. Alternatively members may email the content they wish to have posted on their web page to the webmaster and the webmaster will format and upload the page(s).

## Tips From The Internet

- Windows XP Shutdown Trick  
Open Task Manager with a Ctrl+Alt+Del and click the Shut Down tab. Then hold the Ctrl key while you click the "Turn off" option. The computer will shutdown in about five seconds.
- Rapidly Close the Browser  
Press Alt + F4 keys together.
- Reopening a Browser Tab After Accidental Deletion  
Press the following keys together: Ctrl + Shift + T
- Quit the Current Application  
Press together Alt + F4
- Starting DOS Fast  
Go to Start > All Programs > Accessories > Command Prompt, right click on "Command Prompt" and drag it onto the desktop. Next, change the shortcut properties of the DOS icon to something unique, like Ctrl-Alt-Z. Then start DOS from the keyboard with Ctrl+Alt+Z.

## ASCII CHARACTER CODES

Decimal Value	Hex Value	Character
0	00	Ctrl @
1	01	Ctrl A
2	02	Ctrl B
3	03	Ctrl C
4	04	Ctrl D
5	05	Ctrl E
6	06	Ctrl F
7	07	Ctrl G
8	08	Ctrl H
9	09	Ctrl I
10	0A	Ctrl J
11	0B	Ctrl K
12	0C	Ctrl L
13	0D	Ctrl M
14	0E	Ctrl N
15	0F	Ctrl O
16	10	Ctrl P
17	11	Ctrl Q
18	12	Ctrl R
19	13	Ctrl S
20	14	Ctrl T
21	15	Ctrl U
22	16	Ctrl V
23	17	Ctrl W
24	18	Ctrl X
25	19	Ctrl Y
26	1A	Ctrl Z
27	1B	Ctrl [
28	1C	Ctrl \
29	1D	Ctrl ]
30	1E	Ctrl ^
31	1F	Ctrl _
32	20	Space
33	21	!
34	22	"
35	23	#
36	24	\$
37	25	%
38	26	&
39	27	'
40	28	(
41	29	)
42	2A	*
43	2B	+
44	2C	comma
45	2D	-
46	2E	period
47	2F	/
48	30	0
49	31	1

Decimal Value	Hex Value	Character
50	32	2
51	33	3
52	34	4
53	35	5
54	36	6
55	37	7
56	38	8
57	39	9
58	3A	:
59	3B	;
60	3C	<
61	3D	=
62	3E	>
63	3F	?
64	40	@
65	41	A
66	42	B
67	43	C
68	44	D
69	45	E
70	46	F
71	47	G
72	48	H
73	49	I
74	4A	J
75	4B	K
76	4C	L
77	4D	M
78	4E	N
79	4F	O
80	50	P
81	51	Q
82	52	R
83	53	S
84	54	T
85	55	U
86	56	V
87	57	W
88	58	X
89	59	Y
90	5A	Z
91	5B	[
92	5C	\
93	5D	]
94	5E	^
95	5F	underscore
96	60	'
97	61	a
98	62	b
99	63	c
100	64	d
101	65	e
102	66	f

Decimal	Hex Value	Character
103	67	g
104	68	h
105	69	i
106	6A	j
107	6B	k
108	6C	l
109	6D	m
110	6E	n
111	6F	o
112	70	p
113	71	q
114	72	r
115	73	s
116	74	t
117	75	u
118	76	v
119	77	w
120	78	x
121	79	y
122	7A	z
123	7B	{
124	7C	
125	7D	}
126	7E	~
127	7F	Ç
128	80	€
129	81	ü
130	82	é
131	83	â
132	84	ä
133	85	à
134	86	â
135	87	ç
136	88	ê
137	89	ë
138	8A	è
139	8B	ï
140	8C	î
141	8D	ì
142	8E	Ä
143	8F	Á
144	90	É
145	91	æ
146	92	Æ
147	93	ô
148	94	ö
149	95	ò
150	96	û
151	97	ù
152	98	ÿ
153	99	Ö
154	9A	Ü
155	9B	ç

Decimal Value	Hex Value	Character
156	9C	£
157	9D	¥
158	9E	Pt
159	9F	f
160	A0	á
161	A1	í
162	A2	ó
163	A3	ú
164	A4	ñ
165	A5	Ñ
166	A6	ä
167	A7	o
168	A8	ı
169	A9	©
170	AA	a
171	AB	½
172	AC	¼
173	AD	ı
174	AE	«
175	AF	»
176	B0	°
177	B1	±
178	B2	²
179	B3	³
180	B4	´
181	B5	μ
182	B6	¶
183	B7	·
184	B8	¸
185	B9	¹
186	BA	º
187	BB	»
188	BC	¼
189	BD	½
190	BE	¾
191	BF	ı
192	C0	À
193	C1	Á
194	C2	Â
195	C3	Ã
196	C4	Ä
197	C5	Å
198	C6	Æ
199	C7	Ç
200	C8	È
201	C9	É
202	CA	Ê
203	CB	Ë
204	CC	Ì
205	CD	Í
206	CE	Î
207	CF	Ï
208	D0	Ð

Decimal Value	Hex Value	Character
209	D1	Ñ
210	D2	Ò
211	D3	Ó
212	D4	Ô
213	D5	Õ
214	D6	Ö
215	D7	×
216	D8	Ø
217	D9	Ù
218	DA	Ú
219	DB	Û
220	DC	Ý
221	DD	Þ
222	DE	ß
223	DF	à
224	E0	á
225	E1	â
226	E2	ã
227	E3	ä
228	E4	å
229	E5	æ
230	E6	æ
231	E7	ç
232	E8	è
233	E9	é
234	EA	ê
235	EB	ë
236	EC	ì
237	ED	í
238	EE	î
239	EF	ï
240	F0	ð
241	F1	ñ
242	F2	ò
243	F3	ó
244	F4	ô
245	F5	õ
246	F6	ö
247	F7	÷
248	F8	ø
249	F9	ù
250	FA	ú
251	FB	û
252	FC	ü
253	FD	ý
254	FE	þ
255	FF	ÿ



## More Tips

- Magnify/Shrink Your Window (Works on most browsers and some applications) Hold the Ctrl key while rotating the mouse wheel. Another method from the keyboard is to hold the Ctrl key while clicking the plus or minus keys on the numeric keypad.
- Searching a Web Page  
Press the Ctrl and f keys together. This will bring up a search window where you can enter the search term.
- Disable File Indexing to Speed Up Windows XP  
From the My Computer window, right-click on the C: drive and select "Properties". Under the General tab, uncheck the box "Allow Indexing Service to index this disk for fast file searching". This will result in a slight increase for the time to find a, but will increase the overall speed of everything else.
- Disable Animation to Speed Up Windows XP  
Right click "My Computer" and select "Properties" then click on the "Advanced" tab. Click the "Settings" key in the "Performance" box and uncheck any box containing animate, slide, of fade.
- Give a Folder an Invisible Name  
Right click the folder and select "Rename". Delete the old name and then hold the Alt key while entering 0160 on the numeric keypad. This actually re-names the folder with non-breaking space character.
- GOOGLE Operators  
There are certain terms that can preface a Google search that produce specific information. For example, prefacing a URL with the operator "info:" as in info:www.toggle.org, will give options for (a) showing Google's Cache of www.toggle.org, or (b) finding web pages that link to www.toggle.org. Search for Google Operators List to see the other operators.
- Convert Any Document to PDF  
There are several free PDF converters that install as printers. To create a PDF file, you simply print the document to the PDF printer. Bullzip.com is one. Another is Pdf995. Yet another is PrimoPDF.

Editors note: I had a 205 page document that converted to a 128 MB file. I sent the file to Staples Copy Center over the internet and received a perfect 2-sided color print-out. This issue of the TOGGLE is also converted to PDF and sent over the internet to the printer. Even from the old 16-bit PageMaker 4, it will print successfully to PDF. The Newsletter files that are posted on the TOGGLE web site are converted from PageMaker 4 to PDF using Pdf955.

## TOG Board Members

### TOG President, Carl Tenning

Carl is a lifelong resident of the Greater Seattle area. Now retired, he graduated from the University of Washington and was an electrical engineer for the Boeing Company on commercial airplane programs for 37 years; responsible for design, development, and research of electrical systems and installations. His hobbies are boating and personal computers. He built his first boat in 1961, a 17-foot plywood cuddy cabin outboard runabout and boated Puget Sound and the San Juan Islands. Later, upgrading to inboard powered cruisers, he boated the British Columbia Gulf Islands, Desolation Sound, and the inside passages of Vancouver Island.



### TOG Newsletter Editor, Bob Thomson

Bob is a 1949 University of Toronto graduate Aeronautical Engineer and worked in the aircraft gas turbine (jet engine) business in Toronto, Canada for 10 years and then on space rocket projects at Aerojet General in Azusa, California for 13 years. In 1971 he moved to Tacoma with Aerojet to build and test an air cushion high speed (90 Knot) ship. He spent several years as Project manager of several Navy ship and submarine related refurbishment programs. In 1982 he was one of the original members of the Tacoma Osborne Group which became the Tacoma Open Group for Micro computers.



### TOG Librarian, Tom Stepanek

Tom Stepanek was born and raised in Chicago, and moved to Washington with his wife and three sons in 1975. He has a Master's Degree in Rehabilitation Administration, and has worked in non-profit agencies providing vocational services to people with disabilities. Tom retired last year and has been perfecting many couch potato activities. He enjoys camping, digital photography and computer graphics. He has served as the shareware librarian for the Toggle Computer club for the past 8 years.



### TOG Secretary/Treasurer, Bob Henkel

Bob was born in Fargo, ND. In 1947 he graduated from Acalanes HS just east of Oakland, CA. He graduated in 1953 from the U of W with a BA in math. In 1973 he received an MA degree in the teaching of math from WSU. For 32 years he taught in the public school system. For 8 years he taught an evening class for Pierce College at McChord. He recently has started doing substitute teaching at the secondary level in the Puyallup School District.




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## History of the Tacoma Open Group For Microcomputers

By Bob Thomson

Tacoma Open Group For Microcomputers started out as the Tacoma Osborne Group in June 1981.

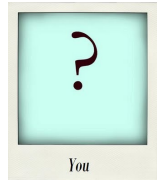
In this newsletter is a copy of the original bylaws. The skeleton was developed by First Osborne Group in the San Francisco area and used by Osborne Groups all over the country to apply for 503C non-profit organizational status with the IRS..

We also had an Appendix A that was used to list the current list of officers and some other items, such as membership dues and list of officers, that would change from time to time. I believe the Bylaws and Appendix were held by the Secretary-Treasurer, and were, supposedly, updated each year to reflect the current status. If we root around enough maybe we can find a recent copy of an Appendix A.

I bought my brown case Osborne 1 (serial number in the 1800's) in 1980 from a music store in Seattle's University district. I've forgotten exactly but it was about \$1895 or so and included the CP/M Operating System, the word processor WordStar, two programming languages MBasic and CBasic, and SuperCalc a spreadsheet modeled after VisiCalc. (As we learned later, VisiCalc was the program that

### TOG Vice President/Program Chairman,

Position is presently unfilled. Could this be you?




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saved Apple from "going under" by providing a useful application.) The database program DBase II was added to the package a year or so later.

The first meeting I went to was in a church basement in North Seattle (Beacon Hill?) and Joe Felsenstein was there. He was the brother of Lee Felsenstein the chief programmer for the Osborne computer. I obtained my first "free" software program there, namely DUU.COM which allowed you to go into the guts of a program and actually change some of the commands - if you dared! I often used it to UNdelete a file that had mistakenly been deleted. It was still there in memory or on disk but the first character in the filename had been changed to something like E5. Change it back to its original value and you could use the file again. Magic!! The Tacoma

There I met Don Slaughter who formed a group meeting in SouthCenter, and Klaus Hagel who, with me formed the Tacoma Osborne Group in 1981 and met in the basement of the Library one block from Pacific Lutheran University. Claus was the first president of the group. I succeeded him in June 1982.

And the rest is history.

## TACOMA MEETING

When: Mon 10 Sep 2012—7:00 PM

Where: SE Tacoma Community Center  
1614 99th Street E.  
Tacoma, WA 98445-3912

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

Future Dates: 2nd Monday of Month

## TOG BOARD MEMBERS

President: Carl Tenning (206) 824-3843  
& S. King County Rep. c10ing@hotmail.com  
Web page: <http://carlten.net>

VP/Prog Chair Position Open

Sec/Treas Bob Henkle (253) 537-6732

Librarian: Tom Stepanek (253) 922-7939

Newsletter Editor: Bob Thomson (253) 752-5582

Kitsap County Rep Ray Mills (360) 692-7568 email: [r.mills@rm-a.com](mailto:r.mills@rm-a.com)

Web site: <http://www.rm-a.com>

TOG Web Site:

<http://www.toggle.org>

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

### TOG Newsletters

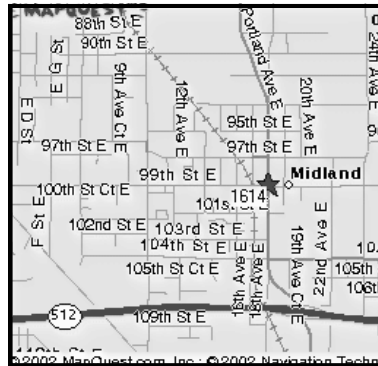
TOG Newsletters are available online as far back as July 1999. Go to:  
[http://www.toggle.org/html/news\\_letter.htm](http://www.toggle.org/html/news_letter.htm)

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[www.rm-a.com](http://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 Avenue 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 the Portland Ave. off-ramp and turn north to 99th Street. Some folks in the middle of Tacoma may prefer to take Portland Ave. southbound to 99th. At 99th, turn west over the tracks and you are there!



## TOGGLE

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

Change Service Requested

Is your address correct?

## ARE YOU MOVING?

SAVES THE COST OF FORWARDING

Please notify us of your new address by the 20th of the month BEFORE our next meeting.

## PROGRAMS

### This Month's Meeting

This will be a regular monthly meeting with discussions and a program. 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 experiences, problems, and discoveries.

