

COMPUTER User News

Monthly Publication of the Kentucky-Indiana Personal Computer Users Group

September 2006 Volume 25, No. 09

KIPCUG

www.kipcug.org

Microsoft's Windows Defender Beta 2 plus Windows Live OneCare September 5, 2006

General Public is invited to attend. Free Program
Starts at 6:30 PM

Over the Program Director's Shoulder

By Wayne Perkey, KIPCUG

September promises an interesting program. Webmaster Brian Miller will display the latest from Microsoft on security. The first product is Microsoft Windows Defender Beta 2, the latest release software that will protect your computer against pop-ups, slow performance, and security threats. The best part is that it's available at no additional cost to Windows customers.

The second product is Microsoft Windows Live OneCare, which is an automatic, self-updating service for your PC. This subscription ser-

**Back to Basics Topic
Faxing through Windows
Presented by
Charley May**

**WERE YOU THERE?
ON AUGUST 1
THE NAME DRAWN WAS
CAROLYN DENNING
AND SHE WAS NOT IN
ATTENDANCE.
NEXT MONTH
THE PRIZE WILL BE
\$30.
WILL YOU BE THERE?**

vice delivers everything you need to maintain your computer from virus scanning and firewalls to PC tune-ups and backup functionality. We will have a live demonstration of these products, plus some goodies from Microsoft as door prizes!

Current SIG Director Charley May will be on hand for Back to Basics with a refresher on faxing through Windows. We will answer all of your questions in the User to

User segment. Door prizes, cash prizes, and a fun raffle await.

August was an exciting program presented by KIPCUG member, Jim Boneck on ACT! Software. Robbie Gibson of Hostaroo.com did the Back to Basics on People Searches followed by User to User.

MEETING DIRECTIONS

Christ Church United Methodist
4614 Brownsboro Road
From I-264 take the US-42/Brownsboro Road exit number 22. Turn left onto Brownsboro Road if you are traveling East on I-264 (turn right if you are traveling West on I-264). Continue for about 0.6 miles, turn left at the traffic light at Blankenbaker Lane and turn left into the Church parking lot. Look for the signs.

Maps are at www.ccum.net and www.kipcug.org.

Directory of KIPCUG Leaders

Name	Position	Home	Work	Email Address
Bill Buzan	President	639-7647		president@kipcug.org
John Henderson	Vice-President		812-945-1102	vp@kipcug.org
Winnie Miller	Secretary	895-5360		winnie.miller@worldnet.att.net
Rosemary Viele	Treasurer	452-6878		treasurer@kipcug.org
Judy Lococo	Program Director			judyl@thorobred.win.net
Tom Denning	Membership Director	550-6106		membership@kipcug.org
Tom McArdle	Volunteer Director	458-7269		geezer@insightbb.com
Charley May	SIG Director	773-7155		sig@kipcug.org
Vacant	Publicity Director			
Tom Scanlan	Review Editor	502-477-1639	477-1639	tpscan@iglou.com
Robbie Gibson	Director		367-6631	robbie@hostaroo.com
Scott Horan	Director		625-0170	shoran@greaterlouisville.com
Roger Klingeman	Director	245-9518		roger@klingeman.win.net
Brian Miller	Director	749-5892		brian@hostaroo.com
Susan Moore	Director	499-5222		mooresk@win.net, editor@kipcug.org
Wayne Perkey	Director	303-7377		wayne@perkeycomputing.com
Beverly Setree	Director		452-9851	beverly@advanced-grinding.com
Doc Viele	Director	452-6878		aqviele@win.net
Alan Birch	SIG Leader	429-0506		ajbirch@bellsouth.net
Jim Boneck	SIG Leader	812-258-0456	318-2079	jboneck@yahoo.com
Martin Campion	SIG Leader	810-9125		mccampion@aol.com
Grant McCormick	SIG Leader	935-2497		gmccormick@win.net (Preferred)
Bob Rose	SIG Leader	241-1604		britdude@techemail.com
Myron Smith	SIG Leader	897-7718		mjslks@insightbb.com
Jim Travelstead	SIG Leader	375-4796	852-4761	jim.travelstead@louisville.edu

September 2006 KIPCUG Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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10	11 Excel Basic SIG	12 Board of Directors	13	14 Genealogy II SIG Investing SIG	15 Advanced Users SIG	16																																																																																				
17	18 New Users Daytime SIG Genealogy SIG	19 Real Estate SIG	20	21 New Users South SIG Webmasters SIG	22 Community Outreach SIG	23 Hands On SIG																																																																																				
24	25 Intermediate Users SIG	26 Technical Market Analysis SIG Digital Photography SIG	27	28 Utilities SIG	29	30																																																																																				

KIPCUG Special Interest Group Directory

ACCESS BASIC SIG - Meets at 10:00 AM on the second Saturday at Java Brewing. That is in the point where River Road joins US42 in Prospect - 4.8 miles on the left, east on US42 from the Watterson or 1.6 miles from the Gene Snyder. Contact SIG LEADER Alan Birch at ajbirch@bellsouth.net or 429-0506

Next Meeting: 9/9/06 Discussion of Access Tools

ADVANCED USERS SIG - Meets 6:30 PM on the 3rd Friday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Tom Scanlan at 1-502-477-1639 or tpscan@iglou.com

Next Meeting: 9/15/06 Kerio Personal Firewall 4.0

COMMUNITY OUTREACH SIG - Meets on the 4th Friday of specified months at Advanced Grinding and Machine Inc, 4644 Illinois Avenue. Contact TEAM MEMBER Beverly Setree at 452-9851 or beverly@advanced-grinding.com

Next Meeting: 9/22/06 Prepare PCs to be given out

DIGITAL PHOTOGRAPHY SIG - Meets 6:30 PM on the 4th Tuesday of the month at the LFPL-Bon Air Regional, 2816 Del Rio Place. Contact SIG DIRECTOR Charley May at sig@win.net or 773-7155

Next Meeting: 9/26/06 Photo Editing and Equipment

EXCEL BASIC SIG - Restarting - Meets 6:30 PM on the 2nd Monday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Jim Boneck at jboneck@yahoo.com

Next Meeting: 9/11/06 Microsoft's free templates

GENEALOGY SIG - Meets 6:30 PM on the 3rd Monday of the month at the LFPL-Eline Branch at St. Matthews City Hall Building - corner of Grandview Ave. and Fairfax Ave. abt 3 blocks south of Shelbyville Rd. Contact SIG LEADER Susan Moore at 499-5222 or mooresk@win.net www.genealogy-family.com

Next Meeting: Review of TMG Features

GENEALOGY II SIG - Meets 6:30 PM on the 2nd Thursday of the month at the LFPL-Jeffersontown Branch, 10635 Watterson Trail. Contact SIG LEADER Susan Moore at 499-5222 or mooresk@win.net

Next Meeting: 9/14/06 Informal Q & A session

HANDS ON SIG - Meets 2:00 PM the 4th Saturday of the month at the LFPL-Eline Branch at St. Matthews City Hall Building at the corner of Grandview Ave. & Fairfax Ave. 3 blocks south of Shelbyville Rd. Contact Co-SIG LEADERS Charley May at sig@win.net or Grant McCormick at gmccormick@win.net or Tom McArdle at usersig@insightbb.com

Next Meeting: 9/23/06 Hands-On Computer Clinic

HARDWARE SIG - Meets 6:30 PM the 1st Monday of the month at the LFPL-Eline Branch at St. Matthews City Hall Building, the corner of Grandview Ave./Fairfax Ave. 3 blocks south of Shelbyville Rd. Contact Co-SIG LEADERS Grant McCormick at gmccormick@win.net or Charley May at sig@win.net or 773-7155

Next Meeting: 9/4/06 Cancelled - Holiday

INTERMEDIATE USERS SIG - Meets 6:30 PM

on the 4th Monday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Jim Travelstead at jim.travelstead@louisville.edu or 852-4761(W), 375-4796(H)

Next Meeting: 9/25/06 Microsoft Office 2007 Beta

INVESTING SIG - Meets 6:30 PM the 2nd Thursday of the month at the Louisville Aero Club, Bowman Field. Contact SIG LEADER Doc Viele at 452-6878

Next Meeting: 9/14/06 Investing Discussion

NEW USERS DAYTIME SIG - Meets 2:00 PM on the 3rd Monday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Winnie Miller at winnie.miller@att.net

Next Meeting: 9/18/06 Basic Computer Usage

NEW USERS SIG SOUTH - NEW - New Date - Meets 6:30 PM on the 3rd Thursday of the month at Resurrection Episcopal Church at 4100 Southern Parkway in the Computer Lab. Contact SIG LEADER Charley May at sig@win.net or 773-7155

Next Meeting: 9/21/06 Setting-Up Your Filing System

REAL ESTATE SIG - Meets 6:30 PM on the 3rd Tuesday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Bill Buzan at re_sig@insightbb.com or 639-7647

Next Meeting: 9/19/06 Foreclosure and Eviction

TECHNICAL MARKET ANALYSIS SIG - Meets 6:30 PM on the 4th Tuesday of the month at Louisville Free Public Library, Crescent Hill Branch, 2752 Frankfort Avenue in the lower level meeting room. Contact SIG LEADER Myron Smith at 897-7718 or mjslks@insightbb.com

Next Meeting: 9/26/06 Open Discussion and Review

UTILITIES SIG - Meets 6:30 PM on the 4th Thursday of the month at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact Co-SIG LEADERS Tom McArdle at usersig@insightbb.com or Charley May at sig@win.net or 773-7155

Next Meeting: 9/28/06 Free Multimedia Players

VISUAL BASIC SIG - Meets 6:30 PM on the 1st Thursday of the month at the LFPL-Bon Air Regional, 2816 Del Rio Place. Contact SIG LEADER Martin Campion 810-9125 or mccampion@aol.com

Next Meeting: 9/7/06 VBNet Developments

WEBMASTERS SIG - Meets on the 3rd Thursday of the month at 6:30 PM at Win.Net located at 1048 Chestnut St. Contact SIG LEADER John Henderson at jh@inetmarketing.com or 812-945-1102

Next Meeting: 9/21/06 See www.win.net Training Link

WINDOWS OS SIG - Meets on the 2nd Friday of the month at 6:30 PM at CCUM at 4614 Brownsboro Road (US 42 & Blankenbaker Lane) in the Computer Lab (Room 222). Contact SIG LEADER Bob Rose at britdude@techemail.com or 241-1604

Next Meeting: 9/8/06 Speed-Up your Start-Up

Tweaking Windows' Taskbar

By Gabe Goldberg, APCUG Advisor; Columnist, AARP Computer & Technology Website, www.aarp.org

It's easy to use a key part of Windows' screen real estate, the taskbar, without really noticing it. Like a car's dashboard, taskbar components summarize what's happening on your computer and access running software. But unlike your car's dashboard, the taskbar can be customized for individual needs and preferences.

www.aarp.org/learntech/computers/howto/tweaking_windows_taskbar.html

Fun with Windows' Taskbar: I've read reports that most people can't accurately draw their car's dashboard, no matter how many hours or years they've stared at it. Similarly, many of us look at and use a key part of Windows' screen real estate -- the taskbar -- without paying much attention to it.

Like a car's dashboard, taskbar components -- Start button at one end, notification area icons at the other, and application buttons in between -- summarize what's happening on your PC and give quick access to running software. But the taskbar is more interesting than a car dashboard: you can customize it for your individual needs and preferences.

This article describes Windows XP's taskbar; other Windows versions have mostly similar facilities. People sometimes worry when their taskbar disappears or suddenly looks odd -- or moves to an unfamiliar place on the screen. We'll see how such glitches are easily fixed.

Right-clicking a blank taskbar area displays Windows' familiar context

menu, showing available options. Clicking Toolbars lets you display or hide built-in toolbars (groups of icons representing programs, folders, or files) or create your own. My favorite toolbars are Desktop (a handy pop-up list which duplicates desktop icons) and Quick Launch (which holds the few key icons I always want immediately available). Other standard toolbars are Address and Links.

Cascade and Tile options specify arrangement of open application windows: fanned like playing cards or arranged in a grid.

A key option -- Lock the Taskbar -- controls whether you can change the taskbar. When the taskbar is unlocked, you can change its size by dragging its edge away from or towards the screen's edge. You can move individual toolbars by grabbing their handles (perforated line near each one) and move the taskbar by grabbing a blank area.

Clicking Properties brings up a detailed options dialogue box. It's safe to experiment but only change

one thing at a time until you learn your way through all the choices.

The Taskbar tab customizes the taskbar itself and its notification area. You can auto-hide the taskbar -- handy on small monitors to reclaim space for application windows. When it hides, moving the mouse near it makes it visible. You can always keep the taskbar on top of other applications, or allow it to be covered. If it's hidden, pressing ctrl-esc displays it.

Similar task bar buttons -- for example, representing multiple Word documents -- can be grouped to save taskbar space, or spread out. If they're grouped, left-clicking the group displays all open files, and right-clicking lets you manipulate the files simultaneously.

You can add and delete Quick Launch toolbar icons by dragging them on or off the toolbar. I trimmed mine to two icons: Show Desktop and Windows Explorer. From a Windows keyboard, these are available by pressing Win-D and Win-E, respectively.

President's Desk

By Bill Buzan, KIPCUG

Just a few words as to the state of KIPCUG. Tonight I sat at the Board of Directors meeting and had the pleasure of hearing the Treasurer announce the changes in KIPCUG. As you are aware, we have made some temporary changes in the operations of the organization and have been very busy in forming affiliations to help us grow. We heard the very welcome news that our efforts are beginning to bear fruit. We have some fantastic pro-

grams on the drawing board and are working to make them happen.

If you have or know of any tired or broken computers, monitors or printers, the club can use them for some important programs coming up. We will be collecting these at the October 3 General Meeting, bring them with you.

We still have a few Directors that don't have an assistant, very little work, and can use some volunteers. Help us help the club, get involved, call Tom McArdle.

Tweaking Windows' Taskbar (cont.)

The notification area (called the "tray" in earlier Windows versions) shows icons for small applications or utilities that are running, plus your clock. Mousing over an icon pops up its name. You can control which icons are displayed and whether inactive icons (representing programs you haven't used for a while) are hidden. Each program running consumes PC resources so it's worth monitoring these icons and pruning any which aren't necessary. Right-click an icon to display options. Closing some applications prevents them from automatically starting at system boot, while others offer an explicit option.

Continuing our tour through taskbar properties, the Start Menu tab lets you specify Start Menu appearance and operation. You can pick large or small icons and determine how many shortcuts are saved in it for recently used programs. Key programs can be "pinned" to the Start menu by right-clicking a desktop icon or dragging an icon to the Start button and placing it in the permanent top area. The Advanced tab determines Start menu behavior and lets you select modern or "classic" Start menu format.

Finally, when the Taskbar is unlocked, three extra toolbar right-click options are available: View, Show text, and Show title, for fine tuning your PC's "dashboard".

While Windows operates just fine as it's installed, tweaking taskbar settings and other options can make it faster and more pleasant to use. And since there are usually multiple ways to accomplish tasks in Windows, it's worth exploring -- for example, right-clicking to explore context menus and clicking various options/customize/advanced buttons

to see what's available. Don't be afraid to tinker, but remember what you change so you can undo it!

This article originated on AARP's Computers and Technology Web site, www.aarp.org/computers, and is copyrighted by AARP. All rights are reserved; it may be reproduced, downloaded, disseminated, or transferred, for single use, or by nonprofit organi-

zations for educational purposes, with attribution to AARP. It should be unchanged and this paragraph included. Please e-mail Gabe Goldberg at gabe@gabegold.com when you use it, or for permission to excerpt or condense.

Editor's Note: This article is distributed by the APGUG Editorial Committee.

August General Meeting Review

By George Buehler, KIPCUG

The August 1 General Meeting started with Robbie Gibson doing Back to Basics on People Searches. Robbie put his own name into a Google search where he found a number of Gibsons in the Louisville area. He then went to a series of different sites which included Whitepages.com and Infospace.com. He showed that Whitepages.com has lots of popups where Infospace.com does not have popups. He also showed us how to find local felons and sex offenders using both the Kentucky State Police site and the Bureau of Prisons site.

It appears that the long lost friend you had in high school can now be found using the variety of tools Robbie gave us at the meeting.

Michael Losavio asked if KIPCUG or some of its members would be willing to help in setting up a system for people who can't afford legal help. He explained that the courts and legal aid groups would like to have a number of standard forms put into executable PDF forms that could be downloaded for submission to the courts by individuals, thus eliminating the need for expensive legal help. After a num-

ber of clarifying questions from the audience, it was decided to see if KIPCUG volunteers could help.

John Henderson reminded the group that on October 19, at Whole Foods in St. Mathews, there would be a recycling program to get rid of old computers, cell phones, printers, etc., for \$2 per car.

Bob Rose followed with User to User where he had 9 questions from the group. There were several Outlook and InsightBroadband questions. Although not all questions were answered, it appears that at least a proper direction was given to help solve these problems.

Jim Boneck went over ACT! - a contact management program. Jim having used the program in his business dealings, showed how the program could help a business person in their everyday tasks of keeping track of customers, To Do lists, emails and telephone calls. The program is easily customizable to suit the individual requirements of various types of businesses or individual preferences. Jim took a number of questions from the audience and customized his presentation on-the-fly to answer the questions. For people needing to track of customers or friends, he recommends ACT!

How to know ...

By Linda Gonse, Editor, Nibbles & Bytes, Orange County IBM PC Users' Group, California

How to know what's in a file or folder before you open it

Sometimes you just don't know what's in a file by the title alone. You may have created it so long ago, you've forgotten. Or, you received a file from someone who gave it a cryptic name. Most of the time, if you are like

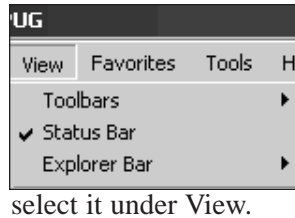
me, you bite the bullet and open the darned thing. This means waiting for an application to load before the file opens. If your attention doesn't wander, you'll spend exasperating seconds - maybe even a minute or more - drumming impatiently on the desk. Otherwise, you get distracted looking through papers or books in your To Read stack, and jerk to awareness 10 minutes after the file has opened.

Either way, you don't get the information you need when you want it.

Call it secret, or just overlooked information, but there are ways to glimpse file information so you don't have to open the files or folders to see what they contain.

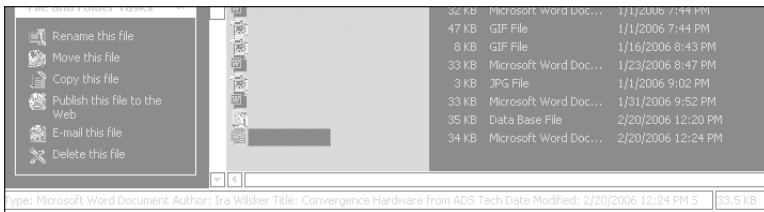
FILES - Stay with me while I open my ORCOPUG folder in the Details view and click on a subfolder titled Ira Wilsker. There's a list of files in the right window pane that I have saved Ira Wilsker's emails. But, now I'm not sure what they contain. So, I go to View on the

menu bar and check to be sure that Status Bar has a check next to it. Next, I click on the file titled "ATT00010.doc."



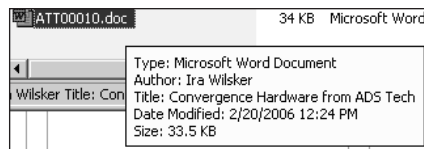
To add the Status Bar to your folders, you have to

select it under View.



Information about a file shows up in the Status Bar at the bottom of an open folder.

The author of the file, the actual title of the file, the date it was created and the size of the file all appear at the bottom of the pane in the status bar.



Hover your cursor over a file for a popup box with the file information in it.

Or, I could just hover the mouse over the file name for a second or two and a popup will show me the file information. If you don't see a popup when you hover your mouse over a file, in an open folder go to Tools > Folder Options > View. Then, scroll almost to the bottom of the list and check the box next to "Show pop-up description for folder and desktop items."

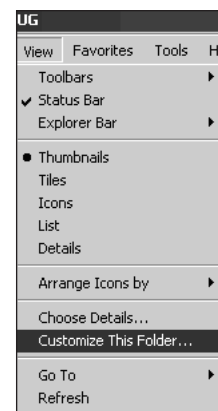
The third option for checking on

file innards is to right click on the file name, and go to Properties in the drop down list. Left click on Properties and go to the Summary tab. The author's name and the title of the document will be there.



The Properties box defaults to author and title. Other information can be added to this file, also, at the time the document is created or modified.

FOLDERS-You can make searching through folders easier (and even more fun) by using a custom picture to remind you of the contents. Or, you could assign a custom icon for the folder so it will stand out from the rest of the folders.



Go to the settings under the View menu in an open folder. First select Thumbnails. Then, go back into the list and click on Customize this Folder.

Click on the Customize tab and then the "Choose Picture" button. Find a picture in the folder (or in any other folder) that will remind you of what types of files are in this

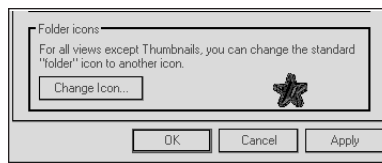
How to know ... (cont.)

folder. For example, my folders are filled with articles for the newsletter from various writers. One folder contains articles by Ira Wilsker and images for his articles, so it makes sense to put Ira's photo on the folder. I browse to his picture, select it, click Open, then click Apply and OK.

Take a look at the folder now (to the left) in Thumbnail view. There's no way you can miss this folder, or forget what is inside of it!

In other views, such as Icon view, you won't be able to see a picture on the folder. But, you can still make the folder stand out from the rest. Or, if you have a group of folders that are similar, you can change all the folder icons so they will stand out as a group and be easier to locate.

and select an icon. Click Apply and OK, and go take a look at the folders in icon view.

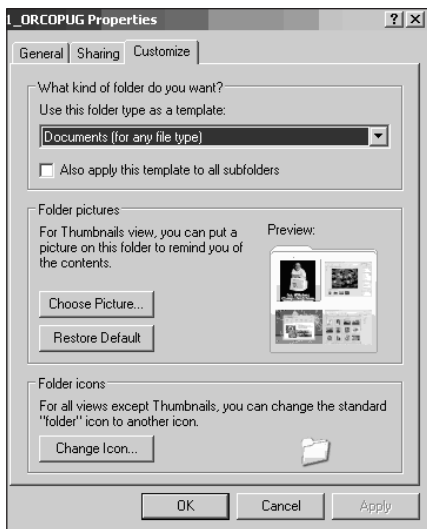


It's hard to miss the special icon, isn't it?



Try it yourself and discover how easy it can be to identify the folders you need, instantly and without guesswork.

Editor's Note: This article is distributed by the APGUG Editorial Committee.



gene-barlow



Ira Wilsker

To change a folder's icon, go back to View and Customize This Folder. At the bottom of the dialog box, click on the Change Icon button,



GM Pictures

Photos by Bob Setree and Bill Buzan

Mr. Lucky

COMPUTER **User News**

The next General Meeting will be on
Tuesday, September 5, 2006 @ 6:30 PM
4614 Brownsboro Road, Louisville, KY

Presentation: Windows Defender Beta 2 and Windows Live OneCare

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Showroom Hours:
M-F 10am-6pm est
Sat 11:am-4pm est

Free in-home demonstrations available. Call for details or to set up an appointment.