

LWV PC Club News

February 2007

Web site

lwvpcclub.org

Volume 13 - No. 7

Monday March 19, 6:30 p.m., CH 3

Windows Vista

Presented by Russ Suter



Microsoft's new PC Operating System, Windows Vista, has been released and is now available. It will offer PC users some new opportunities - and many changes.

We are fortunate to have Russ Suter available to introduce us to Windows Vista and take us on a guided tour, telling us about the good, the bad, and the ugly. Russ will also tell

us what hardware is required, and will go through many of the new features offered.

Some of you will recall the very interesting program Russ presented on Microsoft's Media Center system. Russ is technically knowledgeable, and as a user understands our interests and concerns.

Please join us March 19th for this very current and interesting program.

A Writer's Treasure

by Walt Wood
(waltwood2@yahoo.com)

There's a local treasure, especially for writers, on the third floor of the Community Center building. It's called the Laguna Woods Village PC Club Workshop.

I'm a writer, a published author of seven books. I use the PC Workshop to scan photos, maps, and drawings that are placed in my books. I could use one of the 32 computers to write my stories but I have an up-to-date computer at home.

Why is this workshop room a treasure? I've used the facilities - computers, scanners, Logitech photo-camera, and the advice and expertise of the volunteers there. My books, mainly historical novels, are available in the USA, in England, in France, in Germany, and in Japan. All of these books were prepared, at least partly, in the PC Workshop.

"So what!" you might say. Well, sir, you can write your own book - your autobiography, your family history, a book of poems, novels, travel guides, whatever you want to write - and do it all using the facilities in the PC Workshop. You can do tons of research over the Internet that is connected to all of the computers in the

Workshop.

After it has been written and published, your book, like my books, can be purchased in the USA, in Europe, in Asia, and elsewhere.

If this treasure (the PC Workshop) were not available, where would a new author go? How would he or she find a computer, a scanner, good advice, research results, etc.? They would buy those tools, you say. Yes, well and good, and use their own money, upwards of \$2,000, to write and prepare a book, maybe their only book, for publication.

Think about it - this treasure is all free. Even the advice, help, and discussions are all free. You don't even need to own a computer, you can use one in the Workshop. Talk about "ease of operation", "low cost production", ready answers, and "what will I do when I retire?"

The Treasure is there for you, weekdays 10 to 4 and Saturdays 10 to 1. A ready-to-use computer or scanner is waiting for you. All it takes is a few steps in the direction of the third floor of the Community Center building, then look for the treasure - the PC Workshop. You can start writing the great American novel today!

The LWV PC Club

The LWV PC Club is an organization dedicated to maintaining our community's PC facilities and providing helpful services and learning opportunities to all members. All functions in the PC facilities are managed and staffed by volunteer members. Major funding for the facilities is provided by the LWV PC Club, a non-profit organization.

We invite you to visit our facilities in the Community Center and check our Web site (lwvpc-club.org) to get information about our activities, services and classes. Further, we invite you to become a member of our organization and consider areas where you might join us in helping others.

Membership is open to all residents.

PC Workshop

(949) 268-2262

Hours:

Monday through Friday 10 a.m.-4 p.m.

Saturdays 10 a.m.-1 p.m.

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We notify our members of Club events & meetings by email. If you are not receiving these notices and would like to receive them, please send your correct email address to: menromi@fea.net.
.....

The LWV PC Club News is published monthly (except for July, August, and December) by the Laguna Woods Village PC Club.

The LWV PC Club News is distributed at monthly meetings of the club at Clubhouse 3, and copies are available in the Computer Workshop in the Laguna Woods Village Community Center. A copy of the LWV PC Club News is also posted on the Web site of the LWV PC Club: lwvpcclub.org.

The Board of the LWV PC Club

Roger Turner, President, Programs

Katy Link, Vice-President, Email

Nancy Bellitto, Secretary

Mary Brunner, Treasurer

Burt Goldstein

Sandra Smolinsky, Editor

Kathryn Taylor, Historian

John Trask, Purchasing

Anne Clark, Webmaster

Kaye Hammerman, Education/

Publicity, & SIGS

Robin Nahas, Membership

Norm Salzberg, Workshop

Class Schedule for March 2007

Registration Desk hours:
Wednesdays 10:00 a.m. -3:00 p.m. and
Fridays 10:00 a.m. -3:00 p.m.

For further information call Kaye Hammerman, 859-1301
or email CHamme1009@aol.com

Course	Day	Dates	Time	Instructor
Basic Computing Skills	Monday	March 5 - Apr. 2	1:15 p.m.	Harold Schwartz
Basic Computing Skills	Tuesday	March 6 - Apr. 3	9:15 a.m.	Michael Taylor
Basic Refresher	Tuesday	March 6 - Apr. 3	1:15 p.m.	Mel Dollar
Intermediate	Wednesday	March 7 - Apr. 4	9:15 a.m.	Bob Sellards
Digital Photo	Wednesday	March 7 - Apr. 4	1:15 p.m.	Stan Gendelman
Basic Computing Skills	Thursday	March 8 - Apr. 5	1:15 p.m.	Kaye Hammerman
Internet and Email	Friday	March 9 - April 6	1:15 p.m.	Norm Salzberg

Classes are held in the Justin Webb Learning Center
LWV Community Center—3rd floor
Classes are available to members of the LWVPCC

Notice of nondiscriminatory policy as to students: The LWVPCC Justin Webb Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the Learning Center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other programs.

SIGs

Q: What is a SIG?

A: The letters SIG stand for *Special Interest Group*. Each of these short sessions focuses on a particular subject of interest.

Q: Where are the SIGS held?

A: They are held in the Justin Webb Learning Center, on the third floor of the Community Center Building. They are open on a first-come first-served basis.

Q: Is there a cost for a SIG?

A: SIGS are free to all Laguna Woods Village residents.

Q: How are SIGS different from classes?

A: They are less formal and have open question-and-answer periods. Frequent SIG topics include Basic Refresher, Word Processing, Computer Maintenance, Ebay, Internet Email, Digital Photo 101, and other subjects that are of interest to our members.

Q: Sounds great! How will I know exactly when a SIG will be held and what the topic will be?

A: The SIGS are always listed on Channel 6, posted on our Web site, publicized in the Laguna Woods Globe under Computer News, and Katy Link, our vice-president, sends out emails to our members.



Members' Web Sites

by Sandra Smolinsky,
Editor

In the November 2006 issue of the PC Club Newsletter I mentioned that I would be interested in non-commercial

personal Web sites of PC Club members. I am proud to present the beginning of what I hope will be an ever-growing list from our illustrious community:

Wolfgang Kutter

<http://home.lworld.net/~wkrkutter/index.html>

Patricia Lockwood

<http://www.patricialockwood.com/>

Sandra Smolinsky

<http://home.lworld.net/~ssmolinsky/>

If West Coast Internet is your Internet Service Provider, it will furnish you with some free Web space.

Ah, History!

by Kay Taylor, Historian

So much and so little. In the beginning, "oldsters" were told and many believed that we were unable to learn and use computers. So why put money into facilities that wouldn't be used? We proved them wrong. Our Computer Workshop is buzzing.

Did you know that last year, 2006, there were 29,130 visits to the workshop or approximately 134 visits a day, based on a 6-day week? That was 2140 more than last year. GRF keeps track of all the pink sheets you are asked to sign. No use, no room. This is a good place to visit and see all 30 computers busy at one time.

Your dues and class costs pay for all the latest equipment, which our "geeks" keep in tip-top shape. Check out the cost for classes at Saddleback College sometime and compare. There is always the next innovation that we hope to put on our computers. This is a good place to tell of the decision to hold off on Vista because of the bugs in the program. You'll see it eventually.

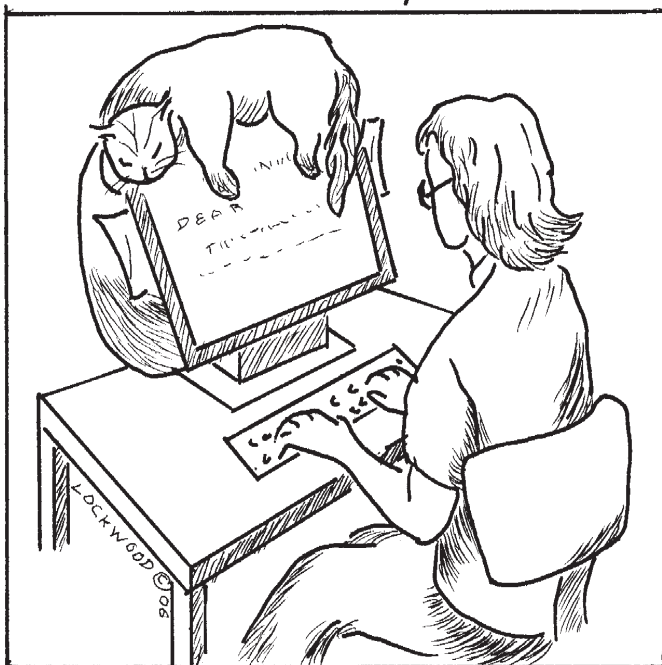
I recently started being a "supervisor" on Monday mornings. There was a line of people waiting to get in and get at those computers. LWV residents are checking e-mail, scanning the Web, writing for business and pleasure, and anything else you can name. Plus low-key person-to-person visiting.

I was amazed at all the activity. Not having been involved with that part of the operation, It really opened my eyes. When you have a computer at home, you tend not to go up there, but oh, the opportunities!

Besides which, the supervisors are so nice and helpful. Trying to list everyone would be futile as I would surely miss someone, but many, many thanks to those of you who know who you are. You enrich our lives.

The Home Office

by Pat Lockwood



"The old-fashioned inbox was nice, but this one sure is relaxing....."

Correction

by Roger Turner

The *PC Club News* regrets that Matt Schwartz's name was omitted from the list of participants who supported the November 1st 2006 Volunteers' Dinner. Matt served as the emcee in helping us honor Joe Schwarz's many years of service as President of the Club. Matt has previously served as Vice President of the club and a Workshop Supervisor. He also wrote a regular column called "Nobody Asked Me, But..." for our newsletter for many years.

**LAGUNA WOODS VILLAGE PC CLUB
BOARD of DIRECTORS MEETING
MINUTES
JANUARY 08, 2007**

PRESENT: Mary Brunner, Nancy Bellitto, Anne Clark, Burt Goldstein, Kay Hammerman, Katy Link, Robin Nahas, Norm Salzberg, Sandra Smolinsky, Kathryn Taylor, John Trask, Roger Turner (Presiding).

ABSENT: None

President Roger Turner opened the meeting at 3:30 PM in the Learning Center. The December 04, 2006 meeting minutes were reviewed and three corrections were identified. A revised issue was approved with corrections to the minutes in the reports for the Workshop, LWVPC Club News & Website. The minutes were accepted as corrected. (MSP Kathryn Taylor, John Trask)

Norm reported there are currently 3,642 users of High Speed Cable Internet Access in the Village.

Treasurer's Report - Mary Brunner: Mary distributed the Income/Expense report for the month ending 12-31-06. The major expenses were costs incurred for the Learning Center, additional expenses were for meetings, newsletter and flyer printing, and workshops. Distributed copies show the largest source of income was from membership dues for the incoming year at \$4,020.00, then class fees of \$1,155.00, and donations of \$190.23. Income for the month exceeded expenses. The Treasurer's Report was accepted as presented. (MSP Kay, Burt).

Kay Hammerman commended Mary for her expedient response in payment of expenses submitted for reimbursement.

President's Report - Roger Turner: President Roger confirmed that the presenter for the TurboTax Program will be Rich Preece. He will provide ten copies of the TurboTax Program for door prizes.

Vice President's Report - Katy Link: Katy has a mailing list in place. Some of the comline.com updates are coming back to Katy as incomplete changes.

Workshop Report - Jan. 8, 2007 - Norm Salzberg: 41 Supervisors and 21 Greeters are active. To date there has been only one responder to the Help Wanted notices. The Monday PM and the Thursday AM shifts need Supervisors.

The Local Area Network router was moved from the IT Switch closet to the workbench. Now if access to the Internet is lost, Supervisors can resynchronize the router without calling the IT



technicians. The broadband cable modem will be moved to the Workshop when PCM authorizes installation of the TV cable.

One of the 13 month old Dell PCs lost its power supply. It was repaired.

A visitor inserted a 3-inch CD into a floppy drive slot. It was removed with difficulty.

No new PCs will be ordered until Windows Vista matures.

Corrections to last months minutes were discussed: Previously reported Workshop Update was removed in the Dec. 04 Revised Minutes at the request of Norm Salzberg.

Membership - Robin Nahas: Robin reported the total LWVPC CLUB 2007 membership population is currently 891 members. Members are reminded that everyone must have their 2007 membership renewals submitted via the newsletter application, website form, or at the Greeters Desk in the workshop. All membership updates are saved on a flash drive and on a floppy disk.

Website - Anne Clark: All LWVPC CLUB classes and Sigs and all General Meetings are posted on the website. The website address will be renewed.

If PC Club Members choose to participate in a "swap or share" table to display an available computer related item (one) at the monthly General Meeting, they will be responsible for guarding their materials.

Historical Trivia - Kathryn Taylor: The Laguna Woods Village Historical Society is soliciting New Affiliate Memberships; Kathy moved the LWVPC Club sponsor a \$100.00 membership which was seconded by Norm and approved by the board.

Education Report - Kaye Hammerman: An Education meeting was held on January 2. Everyone agreed that Vista is on hold for now. Murry Katzen is already working on the new Workbooks.

Lloyd Yang installed the new teacher's computer December 18, 2006. It has dual core and is very fast.

Most all January classes filled up, plus a waiting list was put in place. It looks very encouraging for the March registration which will start January 31.

SIGS: The February Sigs are:

Digital Photo 101 with Stan Gendelman

Recording old LP's and Tapes with Michael Taylor

Investments with Marvin Green

Internet E/Mail with Norm Salzberg

Publicity:

Channel 6 has the January Sigs on their Message Board.

LWVPC CLUB NEWS - Sandra Smolinsky:

The LWVPC Club NEWS was printed in a lively color for the January issue, a welcome enhancement.

Corrections to last months minutes were discussed: All references to the iPhoto Program were removed in the Dec. 4, 2006 Revised Minutes.

There being no other business the meeting was adjourned at 4:45 p.m. MSP (Kathryn, Sandra).

Nancy Bellitto, Secretary

XP Disk Maintenance Tools

*By Dick Maybach,
Member of the Brookdale Computer User
Group, New Jersey
<http://www.bcug.com/>
N2nd(at)att.net*

Windows disk operations have improved greatly over the years to the extent that we seldom have problems with XP. However, XP does include tools to inform you about your disks, to improve their operation, and, if needed, to repair the data on them.

For general information on your drives, use the *Disk Management* tool – right-click on *My Computer*; select *Manage*; and select *Disk Management* (under Storage). You will see a table showing the properties of all your partitions as well as a graphical summary. Select a volume in the table or on the graphic, click on the *Action* menu item, and then click on *All Tasks* to see a list of the actions you can perform. Be careful, as some of these are drastic and irreversible, e.g., format and delete the volume.

If you suspect that a hard disk is corrupted, double-click on *My Computer*, right-click on the desired drive, select *Properties*, select the *Tools* tab, click the *Check Now...* button in the Error-checking section, and click the *Start* button. This will run an updated version of the old *chkdsk*. Don't select either of the options. If you do find problems, run the program again, but before you click *Start*, select *Automatically fix file system errors*. You may have to reboot for the operation to complete. Also, be aware that this may result in the loss of some files. If there still errors, run the program again, but select both options. (You can also run this program from the command line; type "*chkdsk /?*" in a Command Prompt window to see the options. I prefer the command-line version, because it's more informative.)

With time, Windows collects many unneeded temporary files. To clean these up, double-click on *My Computer*, right click on the desired disk, select *Properties*, and click the *Disk Cleanup* button under the *General* tab. Windows will take a few minutes to analyze your disk, and then will display a list of actions and how much space each will recover. You can single-click on each name to see its description. I select everything except the last two (*Compress old files* and *Catalog files for the Content Indexer*). Clicking the *More Options* tab shows other ways to recover space by removing Windows components, removing installed programs, or deleting old system restore points. Under the *General* tab, you will see two check boxes, *Compress drive to save space* and *Allow Indexing Service to index this drive for fast file searching*. By default, the first is not checked and the second is; don't change these. Large disks are very cheap, and if you are running low on space, a much better solution is to install a second disk and keep you user data on it. Compression adds complexity, and I've seen it cause serious problems.

With use, a disk gradually becomes fragmented. That is; long files are

broken into parts and scattered over the disk. You can correct much (but usually not all) of this with XP's disk defragmenter. Double-click on *My Computer*; right-click on the desired drive; select *Properties*; select the *Tools* tab; click on the *Defragment now...* button in the *Defragmentation* area; and click the *Analyze* button. Usually, you will be told that there is no need to defragment the volume. If so, take the advice. If you do decide to defragment the disk, bear in mind that there is a small risk of destroying its contents, since many files will be deleted and rewritten – a power failure could be catastrophic. Before you defrag a disk, run *chkdsk* or, even better, back it up.

A little-known command-line utility is *fsutil*. To run this first open a *Command Prompt* window (found in the *Accessories* group), then type "*fsutil*" to produce a list of *fsutil* commands. Usually, you will have to stack up several *fsutil* commands to do anything useful. For example, typing "*fsutil dirty query c:*" will show you whether you need to run *chkdsk* on C:. It can be worthwhile to explore the other features this command, being careful of course that you don't make any changes to your file system.

The *recover* command will make undamaged portions of a damaged file readable. For example, to recover the damaged file *c:\n2nd\junk*, open a *Command Prompt* window and type "*recover c:\n2nd\junk*". Like most command-line programs, you should be careful when using *recover*.

A very powerful command-line program is *debug*, but you can do a lot of damage with it if you are not an expert; I recommend that you avoid it. If you are curious, type "*debug /?*" in a *Command Prompt* window to find out more about what it can do.

The NTFS file system is superior to the older FAT32 one. If you are still using FAT32, seriously consider converting it to the NTFS format.

For example, to convert your C: drive to NTFS, open a Command Prompt window and type "convert c: /fs:ntfs". There are two caveats: (1) the conversion is not reversible unless you buy third-party software, and (2) if you dual-boot both XP and an earlier version Windows on the same PC, the old version can't read NTFS volumes.

Protecting Your Outlook Express Email

by Ron Farren, a member of the Keowee Computer Club of Oconee County, SC
Ronfarren(at)mindspring.com
<http://kkeyword.tripod.com/>

There are, as usual, several ways to protect yourself from a drive failure and loss of your email. This tip is for users of OE only.

Your email is all stored in a single folder and, if you can find that folder, you will find that it contains a large number of files. Most of these files will have the extension of ".dbx" if you are configured to show the extension. Microsoft uses a proprietary format, which makes these files quite difficult to view except with OE. In addition, the individual files are not useful without the index, which is stored in a separate file within this folder. If you want to backup your email, it is possible to save the entire folder someplace. It is relatively easy to copy the entire folder to an external drive or to a second drive. Should you experience a problem that causes the loss of your email, you can merely copy the folder back to its original location. Sounds simple enough.

First, you have to find the folder. That is done via Tools/Options/Maintenance. There you can click on "Store Folder" and it will have the address of the folder you are looking for. You may notice that it is really buried deep into the system. Now that you know where it is, you can copy that address for future reference and periodically save the folder as backup. If you are not satisfied with trying to remember the default location of the messages, it is simple enough to move the folder somewhere else. For example, you could place the folder directly on the C: drive which would make it easier to find next time. That can be done by clicking "Change" and following the instructions. An even better solution is to place the email folder on a separate partition, which prevents it from

being destroyed if you're C: drive should be corrupted by some foreign invader. Changing the location of the email folder will automatically move all your email to the new location.

So now you know how to save and restore your email. However, there is another step you may wish to take. Suppose you decide to backup you email once a week or every seven days. Should you have to restore the backup, you will only lose seven days worth of emails. Would you like to know how to recapture them, also? The answer lies within the options available in OE. The following will work with most ISPs although there may be some that do not allow this feature.

Open Tools/Accounts, select the account you are concerned with and select Properties/Advanced. Place a checkmark by "Leave a copy of messages on server". Now place a checkmark by "Remove the messages after" and set it to 8 or 9 days. Now place a checkmark by "Remove from server when deleted from Deleted Items". Now your email server will retain messages for 8 or 9 days. You don't have to worry about OE retrieving the messages each time you connect to the Internet since OE maintains an index of downloaded messages and will not download the same message a second time. However, if you have to restore from a backup, that index will not be up-to-date and the messages will be downloaded again. By telling the server to delete messages when you have deleted them, that should reduce the number of messages saved on the server - only the ones you intended to keep anyway.

One additional thought. If you decide to move the email folder, why not move it into My Documents? If you have already made sure you keep all of your critical information in My Documents, wouldn't it make sense to put your email there also? Now you can merely copy My Documents to that external drive once a week and you should be pretty well protected from major disasters.

It really pays to learn how to maintain and protect yourself. Once you have set up a procedure like this, it becomes something you can easily do once a week and feel more secure.

Computing should be FUN!!!



LWV PC Club Welcomes New Members

Lutgarda Algarin
 Patricia Armour
 George Arnold
 Cindy Baker
 Dina Brackin
 Joan Buchanan
 Joan Coles
 Jean Davis
 Roland Davis
 Fabio DeFranco
 Juanita Dempsey
 Tarik Dhaher
 Clyde Fletcher
 Esther Garcia
 Verkin Gholdoian
 John Griffin
 Arthur Gruebel
 Richard Harrell
 Ruth Harrell
 Ann Harrell
 Alison Holt
 Agnes Janes

The Laguna Woods Village PC Club has

1,067 Renewed members. We especially

thank those of you who have renewed

early.

**Watch the mail for
 your 2007 tan
 membership cards.**

Laura Johnson
 Dave Kent
 Sook Kim
 Martin Kruizenga
 Young Lee
 Florence Lesner
 Patricia Livingston
 Catherine Martinez
 Norma Morgan
 Paul Parrent
 Yvonne Rensink
 Cecile Rohde
 James Rohde
 Yukiko Sato
 Fred Smylie
 Robert Stevens
 Helen Swanson
 Gaye Thomson
 Rober Tsubota
 Rema Waxman
 Chae Yi
 Ho Yi

Join or renew now (good through 2007)!



LWVPC Club (Laguna Woods Village PC Club) \$15 (expires December 31, 2007)

MEMBERSHIP FORM (Please Print)

Must be a resident of Laguna Woods Village

Date _____ Cash _____ Check No. _____ Check one: New Member _____ Renewal _____

Last Name _____ First Name _____ Phone _____

Address (LWV Address) _____ Unit _____

Email Address (please print) _____

Please make \$15 check payable to LWVPC Club

Place check in Membership Mailbox in Workshop (3rd floor Admin. Bldg.)

Or mail to LWVPC Club, Att: Robin, Membership, P.O. Box 3063, Laguna HILLS, CA 92654

I would like to speak with someone about helping:

In the Workshop _____; In the Learning Center _____; Publicity _____; Newsletter _____

Hospitality at the Monthly Meeting _____

Would you be willing to help occasionally? Yes _____ No _____

If interested, please check one of the above and someone will contact you.