

## THE VEEP's VIEW:

### Optimizing Windows

Unless your hard drive is extremely large, you will want to monitor the amount of available hard disk space. A computer with little available hard disk space will run slower and you may not be able to add new programs – or even save new files.

To check the amount of space left on the hard disk: Double click the "My Computer" icon. (In XP, click Start and then My Computer.) Right mouse click on the Hard Drive icon (nearly always C:\) From the Shortcut menu, click on Properties and from the pie chart you can view how much space is free on the disk. Normally, a minimum of about 25% free space is desirable.

To free up hard disk space delete Cookies, Temp files, Temp Internet files and empty the Recycle bin. To use Disk Clean Up, click Start, point to Programs, point to Accessories, point to System Tools, and then click on Disk Clean Up. From the Select Drive dialog box, choose the hard drive (C:\) and click OK. Place a check next to each type of file to clean and click OK.

Now run Scan Disk to check the hard disk for logical and physical errors, and then repair the damaged areas. From the desktop, double click the My Computer icon, and right click on the hard drive icon. From the shortcut menu click on Properties. Click on the Tools tab and then click the Check Now button. Select the Hard Disk (C:\) and then click either the Standard or Thorough option buttons. (Use the Thorough even though it takes longer) Put a check mark in Automatically fix errors.

When it finishes, click Start. Now you are ready to defragment the hard disk: Double click on My Computer and right mouse click on the Hard Drive icon. Click on Properties. Click on the Tools tab. Click the Defragment Now button. Depending on the size of your hard drive and how defragmented it is, it can take as much as two hours. While defragging do not use your computer for other tasks.

Sometimes Defrag runs about 10% and then repeatedly starts over and never defrags the whole disk. The problem may be caused by the anti virus program or another program running in the background. The solution is to close the anti virus



program or the other offending program — which is not always easy to identify. One other solution is to boot up in the "Safe Mode". To boot up in the "Safe Mode" you press Ctrl when booting up, on some computers you press F8, on some you press F5.

The best solution is a little program, End it All, that is available at the shareware table at our CCMV club meetings. End it All is also very useful when installing a new program and the instructions recommend that you close all open programs before proceeding. End it All will close all non-essential programs and put a lock on all the

### NEW COMPUTER GLOSSARY

- 486 - The average IQ needed to understand a PC.
- State-of-the-art - Any computer you can't afford.
- Obsolete - Any computer you own.
- Microsecond - The time it takes for your state-of-the-art computer to become obsolete.
- System Update - A quick method of trashing ALL of your software.
- Syntax Error - Walking into a computer store and saying, "Hi, I want to buy a computer and money is no object."
- Hard Drive - The sales technique employed by computer salesmen, esp. after a Syntax Error.
- GUI - What your computer becomes after spilling your coffee on it. (pronounced "goeey")

### UPCOMING PROGRAMS

**As usual, Today, is Q and A and Special Interest Groups — Techies, Digital Imaging, Newbies, Genealogy, Quicken, or whatever.**  
**Also a demo of**

**NEXT MEETING March 25, we have invited Detective J. Reichman of the Riverside Sheriff's Office to tell us about Identity Theft — how crooks get information and how we can protect ourselves from being victims**

**NEXT MONTH April 22, SWAPMEET Brings all those goodies that you have upgraded or abandoned and see if "one man's garbage" turns out to be somebody else's**

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**Web Page Address**

**www.ccmv.net**

*Take a look and take the poll*

*Meeting Time and Place*

2nd and 4th Tuesday  
9: to 11: a.m.  
Seventh-day Adventist Church  
29885 Bradley Road  
Sun City, CA

***At the Febraury 25 meeting, President Ed Freeman discussed a list of questions you should consider to help ensure you are not the victim of the "Blue Screen***

Someday, your computer will refuse to start. Would you be in big trouble? The answer usually is "Yes!" But just how much anguish, time and money would this cause you? Ask yourself these five questions:

**1. Do you know exactly what is inside your computer?**

Your computer setup consists of various hardware components and software programs. If something goes wrong, it could be for a number of reasons. That's why you should know what is inside the casing. The time to get this information is now, when all is working properly.

Windows 98, Windows ME and Windows XP include a tool called "System Information" made precisely for this job. It captures a wealth of diagnostic information about your entire system. From the Start menu, open Programs, Accessories, and then the System Tools folder. Double-click System Information. To get a printout of the details, select Print off the File menu.

**2. Do you have a Printout of all your passwords?**

Odds are, you have passwords for Web sites, confidential files and maybe even one to access your system. Make a list of your passwords and store it in a secure place. Don't store the list on your computer. If the hard drive is gone and you don't remember your passwords, that list isn't any good.

It's not a happy thought, but someday, a family member may need access to your computer's accounts and files when you are gone.

**3. Do you have a backup)?**

Backups are like insurance. You may never need one, but when you do, you are sure glad it's there. You don't have to back up everything on your hard drive. Just copy your personal files. If a disaster occurs, you can re-install your programs on the replacement hard drive.

Traditionally, backups have been done to tape drives. But tape drives are expensive and slow. And tapes are costly, too. Instead, consider adding a second hard drive to your system. You could also use an external hard drive (more expensive), a Zip drive, or a CD or DVD burner. Forget floppies; they're too small.

**4. Do you have all your software product keys?**

These are the alphanumeric numbers you must enter when installing software. If your hard drive dies, you'll probably need to re-install the software. Without those keys, you might have to buy new software. Make a record of those numbers. They're probably on your installation disk cases.

**5. Do you know where all your software is located?**

Find a storage place for your software installation discs. Be sure they're all there. I can't tell you how many sad stories I've heard about missing discs. It's bad enough to lose your hard drive. Having to buy a new copy of Microsoft Office would really be rubbing salt into the wound.

OK, let's see how you did. Quite simply, you failed if you answered "No" to any question. Better get those answers now, before it's too late.

## Lon's Freeware of The Month by Lon Whistler, lwhis@hotmail.com

**Gladiator AntiVirus** GAV is a free professional virus scanner with live update, support, sounds and an easy to use interface. GAV is designed to detect and identify known:

Viruses, BAT-Viruses, HLLx-Viruses, I-Worms, IRC-Worms, mIRC-Worms, IIS-Worms, Trojans, Trojan-Notifier, Trojan-Dropper, Trojan-Downloaders, Backdoors, Unix Trojans/Backdoors, VBS Viruses/Backdoors, General Office Macro Viruses, Word Macro Viruses, Excel Macro Viruses within files, boot-sectors, main-boot-records, partition-tables and memory.

You can use GAV for scanning all your floppy-disks, harddisks, CD-Roms and network-drives.

Gladiator AntiVirus does detect and unpack also runtime packed trojans/worms/backdoors like UPX or PECompact compressed malware. This is an important point and most of the commercial scanners don't have this feature, so GAV is ideal as 2nd On-Demand Scanner to protect the PC from packed/patched malware which other scanners don't find.

GAV is updated almost every day and completely free. A membership in the Gladiator Security Labs Forum (<http://www.forum.gladiator-antivirus.com>) is highly recommended. *Author: Gladiator Security Labs*

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## MEETING SUMMARIES by Sandy Kandl, kandysland@hotmail.com

Please see the full meeting summaries on our web site: [www.ccmv.net](http://www.ccmv.net))

February 11, 2003 President Ed Freeman conducted the meeting. Seventy-nine people attended, among them ten new members or "returnees". Ed checked by a show of hands those who had not gotten notice of today's meeting, and reminded them to check their e-mail addresses in the sign-in roster. Dee, at the sign-in table has forms for the correction of e-mail addresses.

Lon Whistler has made copies of popular items like Clipmate and Enditall and will mark whether new ware is XP compatible. Members who bought "Digibook" and are having trouble installing it may exchange it for a new copy.

Art True reported that there is available a single Cue-Card on how to do attachments to e-mail.

The next computer classes will start the week of March 24th. Depending on interest those classes are to be Intro to XP, Intro to 98, Word, and Advanced 98. Members interested in the next group of classes should sign up on the preferred class lists.

A member volunteered to evaluate a program "Send Photos" from Novatix. Look for his report in the newsletter.

Door prizes were given to lucky members of the group, and after the break Art True introduced the program, a presentation by Mino Saboori, Director of Marketing and Sales of Prolific. Her talk and demonstration of what she assured us was not a screen saver were very well received. Members took advantage of a special price she offered on her company's products. — **Georgiana Dols** for Sandy Kandl

February 25, 2003 Despite the heavy downpour, 60 brave souls turned out for today's meeting, including seven new attendees.

Ed asked members about various Internet Service Providers that they are using and whether they are satisfied. In the future a list will be published.

Art True showed NASA pictures created by PowerPoint, which showed the world really IS round.

Tickets for door prizes were handed out and there were several winners. This will be an on-going activity. Ed suggested we subscribe to a free newsletter that offers many helpful tips and web site links. You can sign up at

[www.komando.com/newsletter.asp](http://www.komando.com/newsletter.asp)

Ed told us that Dell Computer announced plans to stop including a floppy drive. You can order one at an additional cost or install one yourself. Others will probably follow suit. Traditionally, we used a floppy to create startup disks. If Windows failed, the startup disk could boot the computer. If you don't have a floppy drive, simply place your original Windows program disk in the computer's CD drive. Then, turn on the computer and follow the instructions. For those who have a floppy drive, but have not created a startup disk, go to My Computer, Control Panel, Add/Remove Programs. The third tab is Startup Disk. Click on it and follow directions to create a startup disk. Then put it in a safe place.

After the break, the members met in for Genealogy, Digital Cameras, Techies, and Newbies. Chet Hartley reported from the Techie group. "The member who has been reviewing the Parilant Tel-a-phone product gave a brief overview of the product. A report will be made to the entire club.

We talked about the problems of various forms of address books and the sharing of information between programs that use different formats.

A member is contemplating buying a DVD burner. We discussed the standards and suggested he wait until standards are firmed up. Also, it is likely that the current high prices will come down in the next few months.

We discussed large-screen video, including video projectors for people whose eyesight requires larger formats."

### MORE "GLOSSARY"

- Keyboard - The standard way to generate computer errors.
- Mouse - An advanced input device to make computer errors easier to generate.
- Floppy - The state of your wallet after purchasing a computer.
- Portable Computer - A device invented to force businessmen to work at home, on vacation, and on business trips.
- Disk Crash - A typical computer response to any critical deadline.

## Avoiding Fraud (from www.transunion.com)

By reviewing these simple tips, you can significantly reduce your chances of becoming a fraud victim: Do not carry your extra credit cards, Social Security card, birth certificate, or passport in your wallet or purse except when necessary. This practice minimizes the amount of information a thief can steal.

Install a lockable mailbox at your residence to reduce mail theft.

Take credit card receipts with you. Never toss them in a public trash container.

Never leave your purse or wallet unattended at work or in church, restaurants, health fitness clubs, parties, or shopping carts. Never leave your purse or wallet in open view in your car, even when your car is locked.

Destroy all unused checks immediately after you close a checking account. Destroy or keep in a secure place any courtesy checks that your bank or credit card company sends.

Do not have your bank send your new checks to your home address. Tell the bank that you prefer to pick them up.

Reconcile your check and credit card statements in a timely fashion, and challenge any purchases you did not make.

Limit the number of credit cards you have, and cancel any inactive accounts.

Never give any credit card, bank, or Social Security information to anyone by telephone, even if you made the call, unless you can positively verify that the call is legitimate.

Minimize exposure of your Social Security and credit card numbers. If the numbers are requested for check-cashing purposes, ask if the business has alternative options such as a check-cashing card.

Do not allow your financial institution to print your Social Security number on your personal checks.

Safeguard your credit, debit, and ATM card receipts. Shred them before discarding.

Scrutinize your utility and subscription bills to make sure the charges are yours.

Memorize your passwords and personal identification numbers (PINs) so you do not have to write them down. Be aware of your surroundings to make sure no one is watching you input your PIN.

Keep a list of all your credit accounts and bank accounts in a secure place so you can quickly call the issuers to inform them about missing or stolen cards. Include account numbers, expiration dates, and telephone numbers of customer service and fraud departments.

Do not toss pre-approved credit offers in your trash or recycling bin without first tearing them into small pieces or shredding them. Dumpster divers use these offers to order credit cards in your name and mail them to their address.

Always do the same with other sensitive information like credit card receipts, phone bills, and such.

Avoid credit repair scams.

Order your credit report once a year from all the major credit reporting companies. Check for any unauthorized activity. Should any information not pertaining to you show up on your credit file, contact the creditors and question the account and/or inquiry. If you have questions, contact the

## A FEW OF OUR NEWCOMERS

by Evelyn Rahn, [erahn@inland.net](mailto:erahn@inland.net)

*We hope you will want to get acquainted with newcomers.*



**JAMES SEMANEK (Jim)** : Prompted by their wishing to retire to a warm place, Jim and his wife Sandra moved recently to Menifee directly from Virginia. Conversation with Jim revealed he is quite knowledgeable about computers. His hope is to learn to know other 'computerites' with whom he can talk and he seemed amenable to the suggestion that we could put his expertise to work for CCMV.

**JOSEPHINE GARDNER (Jo)**: Jo moved here from San Diego, where this West Virginia-born she met her Navy-career husband and had six children. Her knowledge of computers is limited and the poor service she is receiving from MSN is a terrible frustration. (Her children gave her a computer 2 years ago with MSN internet for three years!). Jo can't avail herself of CCMV classes as she earns spending money driving for local people when a car is needed. Remember to check for her in the CCMV roster when you know of someone who needs a ride

**FAYE HAMILTON**: Faye and husband Hayden made the "long" move from Brawley California to Sun City seven years ago - truly native Southern Californians. Faye joined us at the Feb 11th meeting and hopes to learn more about using her ME 2000 Computer for working with her photography. learning more about Word and using AOL internet.

**BILL and MARY WILSON** --- This couple moved to Sun City a year ago. They met in California when Bill, a Chicago native, was beginning a Navy career. He served in the Korean War and they have lived all over the world including Philadelphia, Washington DC, and Japan. Bill is an expert computer user, having worked with computers for over 30 years; however, Mary is a new user hoping to use her PC to do research

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Oh! You say you didn't get a Page 5? Guess you'll have to look at it on our web site

from the **LangaList** — "For anyone repairing, upgrading, building or just interested in the internal workings of a PC, there's a collection of instructional videos about all aspects of the workings of a PC by Scott Mueller, who is author of 14 editions of the Upgrading and Repairing PCs book. It's almost a complete online video course in PC building, and each video comes in 56k, broadband and text transcript versions. Make sure you check out the videos relating to older editions of the book as they are still useful and relevant.

<http://www.upgradingandrepairingpcs.com/videos/index.asp>"

President Ed Freeman called the meeting of the officers of the CCMV to order at 1:25 p.m. Present were Ed Freeman, Art True, Chet Hartley, Sandy Kandl, and Georgiana Dols.

Ed asked for opinions on the new microphone and the recently-purchased screen. Board members approved of the screen, but people who spoke from the floor should make use of the mike or questions from the group need repetition on mike so the discussion can be audible to all.

To hold members' interest in club meetings the door prize give-away was discussed. Ed told the officers that the prizes would need to be subsidized since fewer things are being received from publishers. He has ordered some more general materials that would be of interest to the membership; these things were available for shipping and handling. The board agreed that money should be spent to obtain more materials for prizes.

Secretary's Report: The minutes of the previous board meeting were accepted as presented.

Treasurer's Report: Chet Hartley gave the financial report's Inflow at \$1,214.29; Outflow, \$2,214.49; Balance to 2/18/03, \$3,284.78. The treasurer's report was accepted.

Anticipated expenditures include replacement for the computer lab of 15" monitors with 17" ones. Art moved and Sandy seconded that this be done when a good price could be found. The board approved.

Use of CD disks instead of floppies for the shareware table was discussed. Ed will discuss with Lon the cost and labor involved and the practicality of the length of the shareware item on a CD.

Approved were a refund of tuition to a student whose health problems caused withdrawal from a class; a refund to Ed Freeman for \$370.93 for books on XP. The cost of the books will be recovered from the students who take the class; and a budget item of \$200 set aside for supplementing the door prizes given at a monthly meeting.

Education Classes: New classes will begin March 24th. They will include XP on Monday, Introduction to 98 Tuesday and Thursday, Word or Excel (depending on demand) Wednesday, Intermediate 98 on Friday, and a three-week class on the Internet for which \$20.00 will be charged.

A letter from Sun City Concern thanked the CCMV for donating a class tuition to their fund-raising raffle at their Picnic in the Park. The tuition has not yet been used.

Program Chairman Report: Art True reported that February 25th Carl Brester of Summit Computer Technology will speak on "Care and Maintenance of Printers" and in March Detective J. Reichman will discuss "Identity Theft".

Suggestions for future programs included a speaker on uses of computers other than the p.c.; contacting Don Edrington who writes for The Californian to speak; and having a swap meet in April.

Product Reviews Ed is hoping reviews of two outstanding products will be ready for publishing in the newsletter in March and April. He will try to pick up other products at the conference he will attend in August. In his absence Art True will conduct the question and answer segment of the August meeting.

Sandy moved and Art seconded the motion to adjourn at 2:45p.m.

#### *NEWCOMERS, continued from page 4*

on line. Isn't she lucky to have an expert in the house ? Aren't we lucky to have another guru who, we hope, will be available for "brain picking."

JUDI MELTON: Judi with her husband Conrad moved to Sun City 4 years ago. Judi was born in Nebraska but grew up in Hollywood and they lived in that area most of their working years. Judy does email but she feels she needs to know much more about the operations of Windows, cutting and pasting, etc. We will have to get her acquainted with Clip-mate! And she hopes to join us in classes in September.

ARLOINE FLEMING (Winkie) and husband Jim returned from a Hawaiian vacation just in time to make our deadline and she tells me it is only she who is interested in computers in their household. She has a rather new one and with their combined extended families they do lots of emailing. Arloine moved to California from Montana 1951, met and married her Navy man and had five children Later she married Jim Fleming and they came to Sun City from the Westminster area of LA. She is a hobbyist in crafts, scrap-books, etc.

MARY ANN MERICLE: and her husband Bob (who isn't too interested in computers) were born in Ohio and Iowa but were brought early in their lives to California by their families. They were married and reared their family mainly in the Hacienda Heights area before moving to Canyon Lake. Mary Ann is the principal user of their computers and her special interest is Genealogy. having had this hobby for 25 years. She has indicated she would be willing to help other genealogists in the club, time permitting However she is a busy lady with genealogy classes, her work with the Lake Elsinore and Temecula Genealogy group, choir at her Temecula church, and much more.

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### **Reasons To Upgrade Your PC**

1. Your graphics accelerator card is connected to the treadmill in your hamsters cage.
2. The smoke and fumes from your CPU are beginning to affect your health.
3. The only sound you get from your sound card is "cough, cough... wheeze"
4. The magnifying glass in front of your tiny monitor is starting to melt the plastic casing.
5. You attempt to connect to a site with graphics and your modem displays a pop-up window saying "You're kidding, right?"
6. The start button on your Window 95 taskbar says "Attempt to Start"
7. You find yourself drilling holes in your floor or desktop to hold your computer in place while it's running.
9. Your email comes back with postage due.
10. You have to "crankstart" it like an old model "T".



## Backing Up Email Address Books

from Don Edrington's PC Chat

(Computer Tutor Don) Sunday, Jan. 26, 2003

Backing up an email Address Book varies from one email program to another.

For **Outlook Express**: go to File, Export, Address Book and click on "Text File (Comma Separated Values)", click the Export button and give the file a name in the "Save Exported File As" box. Click on Browse to choose a location for the file, say, your My Documents folder.

Choose from a list of "fields" (Name, Email, Phone, etc.) which items you want saved. The finished document will have a CSV extension, which can be opened as an Excel file (with each field in a separate column) or as a Notepad file (with commas separating the fields). The CSV extension can be changed to TXT, to insure that the document will be read as a "plain text" file. The advantage is that all computers can read TXT files; but not all computers have Excel onboard.

In **Netscape 7**: go to Window, Address Book, Tools, Export. Choose one of the three file types offered. Again, I recommend TXT. "My Documents" will normally be the suggested storage folder.

**AOL** and **CompuServe** users have no "Export" options, but can do this: Click on Write. Then click on Mail, Address Book. Next, while holding down the Shift key, click on the first and last names in the Address Book. This will select all names. Next click the Send To button. This will cause all the "screen names" to appear in the Send To box, with each name separated by a comma.

Now click inside the Send To box and do Ctrl+A to "Select All" and then do Ctrl+C to Copy all the screen names. Now you can launch any word processor (including Notepad) and do Ctrl+V to Paste the data into a page. Lastly, save the page as a TXT file.

**Juno** users can back up their name list by clicking on Email, Address Book, followed by mouse-selecting all the names and addresses. Next right-click anywhere in the selection and choose Copy. Finally, do Ctrl+V to Paste the data into any word processor and save the page as a TXT file.

As an alternative to the Export procedure, Outlook Express users can click on Addresses to display all the Names and Email Addresses in their list. The entire list can then be selected by holding down Shift and clicking on the first and last entries. Right-click anywhere in the selection and do Ctrl+C to Copy, and then Ctrl+V to Paste the list somewhere.

"Somewhere," by the way, doesn't have to be a word processing page -- it can be an outgoing email. This is especially handy if your reason for saving an

Address Book is to copy the data onto another computer.

In addition to the Address Book "Export" procedures explained above, Outlook, Outlook Express, Eudora and Netscape have Import options. Outlook users can go to File, Import/Export and follow the prompts. In Outlook Express, go to File, Import, Other Address Book and follow the prompts. Netscape users can go to Window, Address Book, Tools, Import, while Eudora users can go to File, Import.

Some of these Import/Export options may be limited by which program "versions" you're using, in which case upgrades can often be downloaded from a program author's Web site. It pays to investigate.

The main purpose of an Address Book is to allow us to point and click names into the "Send To" or "Carbon Copy To" boxes. However, even this procedure can be speeded up in OE, AOL, and CS (CompuServe) by creating a "Group" and then putting all the target names and addresses into the group.

When doing this, however, I only put my own email address in the "Send To" box and then put the entire "Group" into the BCC (blind carbon copy) box. This way each recipient sees only his or her own name on the incoming email, rather than letting dozens of people see dozens of other email addresses.

Please protect your recipients' privacy by always using BCCs. If you don't know how to insert email addresses as BCCs, click here for instructions.

More PC tips can be found at [www.pcdon.com](http://www.pcdon.com) along with all PC Chats from 2000, 2001, 2002, and 2003 (not to mention all kinds of free downloadable music, cartoons, and some vintage jokes).



## Quick Fix for Misbehaving Keyboard

from Celia Douglas

"I hear from folks periodically who tell me their keyboard is malfunctioning. In almost every case, the problem can be fixed by cleaning the keyboard with a can of compressed air (which can be obtained from any office-supply or electronics store). If you don't have one of these cans on hand, you can still fix most problems by lifting your keyboard, turning it over and shaking it vigorously. You might be surprised at the amount of dust, lint and pet hairs that come tumbling out."

March 2003