



# KOCKTAILS AND KEYBOARDS

By Frank Varano

It's happened to me over and over and I never knew what happened. I've lost documents at just about every stage of creation. I would be typing furiously inside of MS Word and suddenly my masterpiece (at least, I thought so) would disappear. POOF! Just like that. Sometimes a new blank word document would appear at the same time, or a dropdown menu, or the shutdown window or whatever. It was always something I did not ask for. Or did I?

One day my masterpiece was almost done and the it disappeared, just zapped out of existence!. Sacre bleu! (That's French for "I want my bytes back!") I could not even hope to reconstruct that masterpiece and I did not have automatic backup running. I refused to start over.

I suspected that the cocktail next to the keyboard that was rendering my fingers less nimble and I was hitting other keys unintentionally.

If I missed the Shift key and hit Ctrl along with N that would create a blank new document! To get back to my masterpiece all I had to do is to simply close the new blank document.

That led me to thinking that while typing my masterpieces I often unintentionally ran into a number of other odd things showing up. Also others have called me to ask me what happened to a file that disappeared. It was obvious that I and others simply hit the wrong key which were short cut keys assigned to specific functions.

So I made a list of shortcut keys which directly impact what you see on the screen while you are typing a Word document. This list is not a complete list of Word short cuts.

I know that this kind of frivolous stuff. There is a lesson to be learned here. Sips of 'kocktails' can sap your tactile sensitvity.

Here is a short list of keyboard actions that directly impact what you are doing with your document. When you get these functions you know that you didn't lose your document and you can figure out how to undo them.

Accidental:	Wanted:	Resulting Function
Ctrl+N	Shift+N	New Doc *
Ctrl+M	Shift+M	Tab
Ctrl+W	Shift+W	Dialog Box
Ctrl+O	Shift+O	Open a file
Ctrl+P	Shift+P	Print
Ctrl+A	Shift+A	Select All
Ctrl+S	Shift+S	Save As *
Ctrl+F	Shift+F	Font
Ctrl+G	Shift+G	Find, Replace
Ctrl+H	Shift+H	Also Find, Replace
Ctrl+K	Shift+K	Insert hyperlink
Ctrl+L	Shift+L	Left justify text
Ctrl+E	Shift+E	Center the text
Ctrl+R	Shift+R	Right justify text
Ctrl+0	Shift+0	Line toggling *
Ctrl+-	Shift+-	(Try this yourself) *
Ctrl+=	Shift+=	Font size toggle *

There are other unlikely events and the entries with \* attached may inadvertently change your text in a way that may escape detection for a while.

You sophisticated users of MS Word should be alert to the fact when you create a macro you may have assigned Ctrl+ other letter keys to execute the macro. That is a different story. Things may really get screwed up when Word tries to run it because the macro does not see the proper environment to begin the macro action.

Sorry, but I don't have an answer for you other than to tell you to drink up that cocktail in one gulp.

*New Word: "Flagitious" - from the Latin for "a shameful or disgraceful act" - grossly wicked, scandalous, or corrupt. A cocktail next to keyboard is a good example?*



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*Take a look ,  
there is a lot of  
good information  
on our Web Site*

**Meeting**

*Time, Days and Place*

2nd and 4th Tuesday

9:00 a.m. to 11:00 a.m.

Seventh-day Adventist

Church

29885 Bradley Road,

Sun City, CA

### Class Information and Schedules

By Carol Taggart

Levels	Dates	Times	Instructors
Beginner	9/10	9:30AM	Bill Oberg ( Six weeks)
Intermediate	9/13	9:30AM	Bill Oberg (Six weeks)
Beginner	9/27	6:30PM	Jim Richardson (Six Weeks)

1. There are six classes in XP, one per week..
2. Classes last approx. 2 hours and are held at the Cherry Hills Club
3. Costs: \$30 for the whole class session; books are \$20
4. All funds go to the Computer Club of Menifee Valley.
5. The Instructors are talented volunteers.
6. For more information or to sign up for classes call Carol at 679 8801
7. Here is an opportunity for volunteer instructors. In particular, an instructor is needed now to teach Excel. Many eager students are waiting for the class.

### Your Computer Guardian, The Router

By Frank Varano

Well, you might say that I am being over dramatic. The email I got from Judy Taylour, Chair., Editorial PUSH Committee had a reference to a website: com-pukiss.com (what a website name!) that I promptly visited. I got an eyeful about routers.

In this geographic area, many people are on cable or FIOS (Verizon) (or some kind of broadband) and atop of that many people have more than one computer. Hence, they have routers to allow the Internet to be accessed by all the computers in the house. I assume that we all know what a router is so I skip the description. So I'll confine this writing to its use as a guardian for your computers.

Reading that website made me realize that I really can get away without using Zone Alarm. \* (See \* the end of this article.) These third party firewall systems provide some extra protection. but it is questionable if that extra protection is warranted because of the slowdown in computer operation with respect to the Internet use. Besides, I question just what extra protection you are getting.

As a side issue, one of the objections I have to AVG anti virus is that when open a file I already created and saved on my computer, AVG insists on scanning it again when I am merely opening it to work with it. That really chews up a lot of time. It usually takes upward of 3 seconds. It seems silly.

I definitely noticed that access to the Internet is slowed down but I never gave it a thought that Zone Alarm \* would be contributing to the delays. When I brought another computer to the house and set it up without Zone Alarm \* and with the wireless connection I notice that it was faster, significantly so. How much faster than on my regular computer? I tested it. My home page loaded consistently in about 5 or 6 seconds with zone Alarm running. And it loaded around 3 or 4 seconds without zone Alarm running. I tested changing to other websites and it appeared that it was always about a second or two faster without Zone Alarm. \*

In summary, I'd say, if you need an extra second or two then shut down Zone Alarm. \* It is hard to justify delaying things, even a second or two. A second here and there over time can lead to a minute or two.

But why do I have an asterisk \* appearing just when I use the z key? My keyboard will not give me the capital letter z! I have to type z and then use the Format menu to change the case. Ironically, it is a shame that I may have to junk this nice keyboard just because one letter will not type. It is only the last letter in the alphabet. Like I said, a second here and a second there... well, you know.



## XP = Extra Precaution

By Frank Varano

If your Windows XP system begins acting strange, a typical fix is to use System Restore to remove any system changes made since the last time you created a Restore Point. However, what if the problem is so bad that you can't start Windows XP normally—or even start the system in Safe Mode? That's when you have to run System Restore from a command prompt and here's how:

1. Restart your computer and press [F8] during the initial startup.
2. When you see the Windows Advanced Options Menu, select the Safe Mode With A Command Prompt option.
3. Select the Windows XP operating system.
4. Log on to your computer with an administrator account or with an account that has administrator credentials.
5. Type the following command at a command prompt:

C:\windows\system32\restore\rstrui.exe

When you see the System Restore window, the graphics may look odd, but you can still follow the onscreen instructions to restore your computer to an earlier state.

While I am on the top of XP problems, I remember some time ago a representative from Acronis (Acronis.com) was here and made an interesting presentation. I bought it at that time for around \$30. I saw it on NothingButSoftware.com for \$8 recently.

Acronis also allows you to create a start up disk. It also lets you do an 'image' backup and a bootable backup. If you wait for the disaster, it will come unexpectedly and you will be caught with your pants wrinkled. If you prepare for it in advance, you'll be ready to handle your problem. Of course, the problem is that you will have to learn how to use it in a panic situation.

Isn't that 'par for the course?'

## Your Printer Could Be Lying to You

By Frank Varano

Wait! Don't throw out that ink cartridge. It may be lying to you even if the indicator tells you it is empty. It may also be empty and the indicator will tell you that it still has ink but it stops printing! I am surprised how many help calls I get because printers are not working at a critical time, like printing out a cruise ticket. Right now let me give you a couple of quick and dirty tricks.

If it doesn't print color but you think it still should have ink in it, remove the cartridge and press a tissue against the print head. If ink shows up freely on the tissue, you still have ink. If not, it is dried out but it will not show that it is empty. It may only need cleaning. But if your cartridge is old and not used much, it may be dried up. Use the tissue test. (HP, Lexmark)

If your Epson tells you that ink has run out, don't believe it. You can buy a device to reset the chip to get another 80 pages of print. You then run the printer until the ink fails to print.

Remember, I said 'quick and dirty.' I collected a lot of information on the quirks of different printers. That might be a good article for this newsletter.

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Various CCMV Members

### Computer Classes:

Sign Up for a Class  
TODAY!

at

The Computer  
Club meetings  
or at the

Kay Cenicerros Center

Computer Club  
Classroom is located at  
Cherry Hills Country Club  
At the West End of  
Cherry Hills Blvd

"A fool shows his annoyance at once, but a prudent man overlooks an insult." Proverbs 12-16



## A Lesson in Replying and Forwarding of Emails

*Suggest by Sylvia Griffith*

Although this topic was brought up briefly by Garry Sills previously, I find that this detailed instruction on how to forward emails appropriately is sorely needed. If you think you know everything about forwarding, read on. This came directly from a system administrator for a corporate system. Please read even if you're sure you already follow proper procedures.

*[Editor: The following was edited but the words are largely the those of the corporate administrator.]*

Do you really know how to forward e-mails? 50% of us do; 50% DO NOT. Do you wonder why you get viruses or junk mail? Do you hate it?

Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses and names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every e-mail address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel!

How do you stop it? Well, there are several easy steps:

(1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. *You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.*

(2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: fields for adding e-mail addresses. Always use the Bcc: (blind carbon copy) field for listing the e-mail addresses. Each recipient will only see his own e-mail address. If you don't see your Bcc: option click on where it says To: and your address list will appear. Highlight the that easy. When you send to BCC: "Undisclosed Recipients" in the "To:" *[Ed. You should consider using Group*

(3) Remove any "FW :" in the subject line. You can re-name the subject if

(4) ALWAYS hit your Forward button *not the person who last forwarded it to* have to open 10 pages to read the one forwarding from the actual page you wish having to open many e-mails just to

(5) What about that petition that you you to forward it to your entire address and on and can collect thousands of mine! FACT: The completed petition is spammer because of the wealth of tainted therein. If you support the petition to the intended recipient. Your position letter than a laundry list of names and

(6) One of the big offenders the one email to 10 people and you'll see Or, something really important will happen IT AINT GONNA HAPPEN!!!!

(7) Before you forward an Amber Alert, or a Virus Alert, or some of the other warnings floating around the Internet nowadays, check them out before you forward them. Most of them are junk mail that's been circling the net for YEARS! Just about everything you receive in an email that is in question can be checked out at Snopes.. Go to snopes.com to find out if it is real or not. Even if it comes ostensibly from a 'reputable' source, check it out. The reputable source can be fake. Because it is in print doesn't make it the truth.

Monthly Inc. and Exp. (For June 2007)	
<b>Income (\$)</b>	
Contributions	106.49
Equipment sale	0.00
Interest	2.08
Textbook Sales	20.00
Tuition	0.00
<b>Total Income</b>	<b>128.57</b>
<b>Expenses (\$)</b>	
Church Usage	100.00
Lab expenses	0.00
Newsletter	34.48
Textbook purchase	0.00
<b>Total Expenses</b>	<b>134.48</b>
<b>Inc. Less Exp.</b>	<b>-5.91</b>

Note that "Lab Expenses" includes the purchase of one laptop computer which will be used for lab or meetings at various times. This was enabled by generous contributions from members

address and choose Bcc: and that's it, it's your message will automatically say field of the people who receive it. *addresses too.]*

from the *actual* e-mail you are reading, *you*. Ever get those e-mails that you page with the information on it? By for someone to view, you stop them from see what you sent.

add your name and address to and asks book? The email can be forwarded on names and email addresses. What a gold actually worth a money to a professional valid names and email addresses con- tion, send it as your own personal letter tion may carry more weight as a personal email address on a petition.

that says that something like, "Send this something great run across your screen."