

# COMPUTER TIPS 2008

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What I have done here, is to put all my computer tip articles together from the RPA newsletters, into one place where you can download the whole series. I've attempted to give an index guide for each month during the year indicated and to each months subject so that you find what you are looking for easier. Each month I'll add the newest article to the list and keep it all up dated. If at any time you have a question about something, or want information about something else, don't hesitate to call me at \*738+79;/33;7 or e-mail me at *iquujc B cqm@eqo*

## Contents

<b>January 2008</b>	<b>2</b>
• About Windows Vista; EBay; Computer help on the web; Find the cheapest gas price; LCD monitors; Psychological and Emotional Effects Study	
<b>February 2008</b>	<b>4</b>
• Computer slide shows, putting old photos onto your computer; passwords and ID; Windows Vista	
<b>March 2008</b>	<b>5</b>
• Photo Editing; Free Atomic Time for your computer; free calculator; Freeware	
<b>April 2008</b>	<b>8</b>
• Project Sunlight,Hidden Social Security Benefit, Open Office Suite, Lose Your Desktop Icons?, Create Forms in MS Word	
<b>May 2008</b>	<b>10</b>
• Keeping Track Of Your Passwords, Windows Vista, Should You Buy a New Computer?, Connecting To The Internet, Computer Icons, Florida FOP Lodge NY 3100, Viewing Folder Options, How To Forward An E-mail, Keyboard Shortcuts, "How To" Videos On Line, Viewing PDF Files	
<b>June 2008</b>	<b>13</b>
• Microsoft, The Bully On The Block, Free Credit Reports, National Sex Offender Registry,Portable GPS Systems, Help, How To Find It, Blocking Unwanted E-mails, Junk Snail Mail	
<b>September 2008</b>	<b>16</b>
• Do You Know How To Type?, Shortcut Tips, One Click Shutdown of your computer, Toolbars, How To Make New Folder, Windows Updates, NYS Virirtual Library, Internet Explorer Settings, Google Street View, How To Delete Multiple Items	
<b>October 2008</b>	<b>19</b>
• Slow Startup, Recycle Bin, Taskbar Shortcuts, Icons Too Small?, Keyboards, How to Work Your Digital Camera, Personalized Google Search Page, Google Chrome, What To Do When Windows Update Won't Update	
<b>November 2008</b>	<b>22</b>
• RPA Moving Its Web Page, Attention NYPD Members, Check Your E-mail From Anywhere, Windows Tips, Flash Drives, System Restore Point, MS Word Tips	
<b>December</b>	<b>25</b>
• E-mail Courtesy, Slow Running Computer?, Free Antivirus Program, Do You Shop On Line? Using MS Word, Are You Sending Junk Mail?, Resizing The Active Window, Windows 7, Backing Up Files, Printing Web Pages, Access Multiple E-mail Accounts,	

## Computer Tips..... January 2008 newsletter

Happy New Year everyone. I hope that everyone had a nice Christmas and a nice New Year's day. I'll be heading south the middle of January for warmer weather down in the Keys. I'll be checking my mail as usual, so if anyone has a question, feel free to send an e-mail or call. In order not to take up a lot of space in the newsletter, **this is a condensed version of the Computer Tips article. If you want the full version you have to sign up to receive it online.** If you would like to be on this list, e-mail me ([gotsha@aol.com](mailto:gotsha@aol.com)) your full name, phone number, department retired from and your e-mail address.

### Let's Hear From You

How about dropping us a line and letting us know something good (or bad) that you've found working with your computer and will share with us. It's always nice to have some input from others and an experience that you can share with the rest of us.

### Is Your Clock On Time?

Have you noticed the little clock down in the lower right hand corner of your screen? If you right click on it, among other things listed, you'll notice an option to Adjust Date/Time. If you click on that option, a clock will open up on your screen and you can adjust the date and time right from there. Make sure that the clock is set for the time zone that you are living in and then you can set the option for where your computer will check the time from. Checking the time will only occur when your computer is on. If you notice for some reason that your clock is running slow all the time, it may be time to change the CMOS battery. I touched on that battery a few months ago. This battery is the backup battery, which is commonly referred to as the "CMOS battery". This battery is what holds your computer's computer settings, such as the time and date. It allows your computer to remember basic computer settings and allows you to boot the computer without entering those settings each time you start the computer. When the battery starts to run down, it won't keep the correct time so that's a little warning for you that its time to change it.

There is a simple little free program that you can download to your desktop called Atom Time that you can download at "[jvvr<ll y y v0 y q t n f u v c t v0 e q o l v k r u l v k r u 0 r j r l 62:](http://www.llyyv0vcvqovk0gleqo)" This little program sits on your desktop and when you open it, you can check your computers clock against the US Atomic clock and make the adjustment to correct the time on your computer clock.

### Print Scrn Key

Paul Kardian wrote last month about the Print Scrn key on the keyboard. He remembered in the old days using the DOS command to send the current screen picture to the printer. Now DOS has been eliminated from the computers. Before, you could use different DOS commands to run various commands on the computer.

Since DOS is no longer in use on new computers, the Print Scrn function is a little different but still very useful tool. When you press that key, it takes a snapshot of your current screen and sends it to the clipboard. From there you can paste it into a word processor program or a graphics program or paste it into an e-mail to send to someone.

It's a handy thing to remember in the event you are trying to explain something to someone about what is on your computer. A picture is worth a thousands words. There are several web sites that explain the use of it. Here is one that does

it pretty good: [jvvr<ll y y v0 y q t n f u v c t v0 e q o l v k r u l v k r u 0 r j r l 62:](http://www.llyyv0vcvqovk0gleqo)

While there, look at some of the other tips they have.

### Key Alarms

There is a Caps Lock Alarm you can set on your computer and there is also an alarm option for other keys on the keyboard. You know certain other keys that you accidentally hit all the time, such as the Num Lock and Scroll Lock keys. Well, it just so happens there is! The instructions are exactly the same for the Caps Lock key, but let me go over it with you. First, go to Start, Control Panel and click on the Accessibility Options link. Click Accessibility Options once more and then choose the Keyboard tab. Under the ToggleKeys section, checkmark the box that says "Use ToggleKeys" and then click OK. That little check then activates the beeping sound and you will hear that every time you hit any of those keys. Once you hear that beep, you'll know one of those keys was hit and you can then go and undo it.

Now, you can have your screen flash at you when one of those keys is hit as well. To do that, go back to the Accessibility Options window, but choose the Sound tab this time. Check the box next to "Use SoundSentry" and choose which way you would like to be warned from the drop down menu. I personally like the "Flash active window" option, but choose one that will get your attention the best. Click OK when you're done and you'll be all set. Never again will you have to worry about not knowing when those keys are accidentally turned on and that's a big time saver for everyone!

### Web Page

Would you like to make your own web page? There are a number of programs out there that will give you a jazzy web page. Only problem is most cost money and have a big learning curve.

If you would like to try something on your own I've got a simple little program that was around for many years and then was dropped. It's a fairly simple WYSIWYG (What You See Is What You Get) program called **AOL Press**. AOL bought the program many years ago from another company and set it up as a free web page author program for AOL members. After being available for many years, it was finally dropped. In most instances, it works with Windows XP. I doubt if it will work with Vista, as it was originally designed for Windows 95. If you would like to download it, I've set it up on the **Other Links** page of the **RPA web site**. There is also a Help File in PDF format. Make sure you download that one also as it will answer a lot of questions for you. You can try it out, fool around with it, fiddle around and see what you can do with it. There's no support for it now but I've found a help file for it that might be of use to you. With this program you can set up your own web page the way you want it, not one of those generic fill in the blanks and take the prepared pages with you. For those of you who are AOL users, AOL gives you free web page space for every screen name you have. They offer you two different places for it. One is called **AOL Home Town** but the other one is called **Your FTP Space** and **that's the one that you can make your own special web page and not have any advertising banners or gobbly gook on it**. To set up your own web space, AOL users should go to Keyword FTP Space. Once there, click on See My FTP Space. When that opens up, click on the little red heart and

save it to your Favorites. That will be your very own AOL web space at member.aol.com from there, I'll tell you how to upload your files to make your own web page. It's a little complicated the first time but not something that you couldn't do yourself. People that aren't on AOL can also use the program, but they will need a place that will host their web page and you will also need a FTP (File Transfer Program) program to transfer the files from your computer to the host. Again, it's not that hard to do.

#### **E-mail List**

The e-mail list is growing in leaps and bounds and almost every day, someone else is joining in. There are now over 100 on the e-mail list. I'm glad that there are people interested in the computer tips and that you all enjoy the information.

If you would like to be on this list, e-mail me ([gotsha@aol.com](mailto:gotsha@aol.com)) your full name, phone number, department retired from and your e-mail address. Feel free to ask any questions you may have but please.....don't add me to any of your group e-mail list and don't send me any jokes. I get a ton of them from other jokesters. You will be responsible for keeping your e-mail address up to date. In the event you change it, please notify with an e-mail list and in the subject line put in **RPA E-MAIL LIST**. This way I'll know what it pertains to and I can make the change. If you don't notify me of the change, once a mail demon message comes back from your e-mail address, the address will be eliminated from the mailing list.

#### **Windows Vista vs. Windows XP**

I think just about everyone has seen the ads from Apple with the Windows and Mac guy talking about a new computer with Windows XP instead of Vista. Actually, it's true. People that have been buying new computers lately have been opting for Windows XP instead of Vista. There are still a lot of problems with Vista and most of them have to do with drivers for older hardware. Many printers and scanners do not have drivers for Vista. Also there have been many bugs with video cards and game controllers with Vista. The hardware companies haven't had enough time to get drivers that work with Vista and a lot of people have been opting to stay with XP. In fact, the number of copies sold of Vista the first half of the year compared to the number of copies of XP sold in its first half year of introduction doesn't even come close to the numbers that XP sold in the same time frame.

#### **Free Web Based E-mail Programs**

A number of free e-mail sites such as Yahoo, Hotmail and a few others have their own particular way of handling attachments such as receiving and sending photos. Because these are web based programs, everything is held on their servers. Sometimes that creates a problem when you want to send/receive photos or attachments. They usually require some extra steps to do these things. Unlike Outlook Express or AOL, you have to put up with these minor inconvenient or added steps. Each of these should have a help section where you can type in your particular question and then be directed to an answer to your problem, whatever it may be.

#### **Digital Picture Frames**

One of the latest must have gifts that were a hit for Christmas are the digital picture frames. These frames range in size from a 1" keychain type to larger 10" and bigger ones. You load your favorite photos into them and they will display a slide show of your photos or just keep one displayed all the time. Some come with built in memory and others require the use of a media card that goes into a media slot on the frame. The larger ones run

off ac power and some can also play music at the same time. Some even have a remote that you can control the functions with. Check local prices for sales as some of them can be quite pricy. What ever happened with the old scrapbooks?

#### **Internet Connection Slowing Down?**

Do you use one ISP to hook up to the web and another to do your e-mail? i.e. you use DSL or Cable to connect and then you use AOL for your e-mail and web browsing. If you do, you are probably experiencing a slow down with your connection. The reason for this is that you are accessing AOL through another connection with the results being that things are slowing down. You can check this yourself by using a speed test to test your connection while you are hooked up to AOL and then another speed test without going through AOL. It may sound confusing but it's like having three lanes of traffic going into one lane. If you are a DSL, FIOS or cable user, the next time things begin to slow down, hook up to the web directly through your first portals web page and see if things go faster..

#### **Consumer Reports Online**

Through a recommendation I made, members will now be able to access Consumer Reports magazine on line. **This will probably go in effect late January and in order to access it, you will have to call the RPA office for the user name and password.**

#### **Update On Right To Carry Law**

This isn't a computer tip but a number of members have been asking about the HR218 bill that was signed into law several years ago. Florida has now acted on the law and has set standards for its implication. There are a number of police departments in Florida who are giving the qualification course as well as certain individuals who have been approved by the state of Florida to give the course to retired police officers.

If you have a Florida conceal weapon permit, Florida has reciprocity with certain states about carrying in those states with a Florida permit. I've been telling people that in the interim of states setting standards for the HR218 qualification, that if they held a Florida permit, it was good in many states.

Then someone said that it was only true if you were a Florida resident and had a Florida permit. The Florida Division of Licensing has updated and published the rules for this and further explains on their web page:

*RNGCUG"PQVG<"Vjg"tgekrqtqekvf{"kphqt o cvkqp"qp"vjku"rc ig"ku"CN YC[U"EWTTGPV"Vjg"Fxkukqp"qh"Nkegpukpi"eqpuvcpvn{"o qpkvqtu"ejcp ikpi"i wp"nc yu"kp"qvjgt"uvcvgu"cpf"cwgo rvu"vq"pg i qvkvvg"ci tgg o gpvu"cu"vjg"nc yu"kp"vjqug"uvcvgu"cmnq y0"Vjku"nkuv"y cu"ncw"wr fcvgf"qp"Lwpg"34."4229."y jgp"Yguw"Xkt ikpkc"dgec o g"vjg"53w"uvcvg"vq"gpvgt"kp vq"cp"ci tgg o gpv"ykvj"Hnqt kfc0*

I've put a link to their web page about this and there are currently only 5 states that do not have reciprocity with Florida. On this web site pay particular attention to paragraph (4) and then check the list to see what states marked with (4) don't have reciprocity. Here is the link to their web page that explains everything:

[jvvr<llinkei ygd0fqceulvvcvg0h0wulpgyuleqpegcngfa ectt0jvon](http://www<llinkei ygd0fqceulvvcvg0h0wulpgyuleqpegcngfa ectt0jvon)

## How To Make A New Folder on Your C Drive

Several people have written that they don't know how to make a new folder on their hard drive. It's a very simple task. Lots of times you may want to make a new folder for something like your latest trip to Italy or a folder with pictures of the latest grand child. Whatever the reason you may have, just follow these simple steps;

1. From your Desktop, double click on **My Computer** and then on your **C Drive**.
2. On the **C Drive**, click on **File....New....Folder**
3. Scroll down to the **New Folder** icon on the C Drive, right click on it and then...**Rename**
4. Type in whatever name you want to give to the folder and that's it. Next time you open your C Drive the folder will be right there alphabetized in with all the other folders.

One thing you can also do is to make a sub folder within a folder. Let's say you have a folder named Grand kids that has photos of all your grand kids. Well you can also make a sub folder in that folder for each of the grand kids so that there is a folder with each of your grand kids name on it and you can sort the photos by their names so that you will have something like this:

Grand kids

Tom  
Dick  
Harriet

Whenever you have a number of different items that you would like to keep in a particular category but in different sub folders, all you have to do is make a new folder within that folder. Just remember to give it a name after you make it otherwise it will be named New Folder.

Got a question or a suggestion? Drop me a line at [gotsha@aol.com](mailto:gotsha@aol.com) or give me a call at (516) 579-1195.

## Computer Tips.....February Newsletter

### E-mail List

We now have well over 130 on the e-mail list for computer tips. If you would like to be on this list, e-mail me ([gotsha@aol.com](mailto:gotsha@aol.com)) your full name, phone number, department retired from and your e-mail address. Feel free to ask any questions you may have but please.....don't add me to any of your group e-mail list and don't send me any jokes. I get a ton of them from other jokesters. You will be responsible for keeping your e-mail address up to date. In the event you change it, please notify me with an e-mail and in the subject line put in **RPA E-MAIL LIST**. This way I'll know what it pertains to and I can make the change. If you don't notify me of the change, once a mail demon message comes back from your e-mail address, the address will be eliminated from the mailing list.

### AOL USERS

AOL just came out with a new version of AOL software called AOL 9.1. The new version is geared for Vista users but also works with XP. The e-mail program has some different features to it that you may not like. Before you change over to the new 9.1 version, make sure you have a copy of your old version in case you don't like the new one.

A good idea is to always have a copy of the AOL software that you are using on your computer. This way if you

have any problems with it, you can reinstall that version instead of downloading the newest version which you may not like. Look around at Best Buy, Circuit City and the Post Office for copies of AOL 9.0 VR software. That is the edition before this new one.

### Tax Break On Mortgage Insurance

Homeowners with a new mortgage that is covered by insurance can claim a tax break on the insurance this year. The break, introduced by the Tax Relief and Health Care Act of 2006 and called the qualified mortgage insurance deduction, lets taxpayers with an adjusted gross income of less than \$100,00 write off the full cost of mortgage insurance. People who earn less than \$109,000 can take a write-off for part of it. To qualify, the mortgage must originate in the years 2007 to 2010. The deduction can be taken for insurance on a principal residence or a second one.

### More Problems With Windows Vista?

More computer makers are giving buyers an option of buying a new computer with Windows XP instead of Vista. Vista is working fine but the problems are that hardware items such as printers and scanners and other items aren't working with Vista. The drivers for the equipment are not working with Vista. There have been so many problems that Service Pack 1 is scheduled to be released for Vista in the first quarter of 2008. In addition, Microsoft has now said they are going to continue support for Windows XP into the seeable future and Service Pack 3 is going to be released about the same time as the release for Vista. You can check the details of this by just typing in Windows XP Service Pack 3. That will take you their web site and explain what is happening.

### Looking For a Laptop Computer?

With the price of computer dropping all the time, many people are buying a second computer and more and more people are making that choice a laptop computer because they do a lot of traveling or are snowbirds and they can continue their computer work while they travel. Since laptop computers cannot be upgraded once you buy it, what should you be looking for in a laptop? A good majority of the laptops have a duo-core computer chip, either Intel or AMD. There isn't much difference in the two so what one you buy is not really a concern unless you are using the computer for heavy gaming programs.

If you want all the bells and whistles, you want to get a computer with as big a screen as you can afford. The biggest ones are 17" widescreen with the top of the line models. Next ones down are the 15" ones. I would take a look at the various screen sizes at one of your local Best Buy or Circuit City stores to see the difference. You might want to buy one that has a built in web cam and microphone. You may not be interested in one now but it is something to think about for future use. You can always buy one later on and plug it in and have it sit on top of the screen. Most have the Wireless G networking built in with more and more computers having the latest Wireless N networking built in. Wireless N is the latest technology and is suppose to offer more speed and distance for wireless connection. The N category is backwards compatible so it will work if your have a G router at home. You want a hard drive that will be big enough for your needs. Anything from 120 GB or bigger should be more than sufficient. That can hold a lot of photos if you do take a lot of pictures and hold them on your hard drive. A portable hard drive can always be used later and might be something you would be interested in so you can take things with you between your laptop and your desktop computer. Always

go for additional memory when you buy a new computer. 2 GB would be good. Vista is calling for at least 1 GB. Before you buy, go down to your local store and checkout all the computers they have on display. Fiddle around with them and see what you like and then make your decision.

### **Who Is Watching Albany?**

A new web site *yyyhuwpmkijvleqo* was unveiled by Attorney General Andrew Cuomo the end of December. Hoping to alleviate the public's cynicism about state government that he encountered while campaigning for office last year, Cuomo unveiled the site that will allow residents to view a bill, see who lobbied for it and who donated to its sponsors' campaign.

The web site compiles several public databases such as campaign finance and lobbying disclosures and allows users to browse through information by elected official, legislation and lobbyist. The site also boasts a map of New York State that shows how many member items- grants earmarked by legislators= are dispersed by county.

### **Hyperlinks**

What are they and what do they do? *Ymkrgrfkc*. the free encyclopedia, defines a **hyperlink**, as a reference or navigation element in a document to another section of the same document or to another document that may be on a (different) website. While hyperlinks are common and needed on web pages, you may not want them in a word document you are writing. When they appear in a document, they appear as blue underlined text and when you pass your mouse over them, the link information shows up in a little information box. If you click on it, you will be directed to that web page that has that information.

So, I am writing a report and I copy and paste something I found from a web site into my word document. The hyperlink appears as blue underlined type. While this may be preferred on a web page, how do you get rid of it with out having to retype everything in a word document. You don't want to print out this blue text when you print your report.

All you have to do to remove the hyperlink from the text is right click your mouse on the hyperlink and a drop down box will appear with several options. Just click on the option Remove Hyperlink and it will disappear and the text will be normal.

If the report you are doing is going to be sent to other people as an electronic filed report and not printed out on paper, then you may want the hyperlinks to appear in the report because then the recipient can click on the hyperlink and be provided with additional information that you might have to physicaly write in a paper printed report.

### **Find**

Here's another handy item to use while writing a report or a newsletter. If you write a newsletter for an organization you belong to and you use MS Word to write it, you most likely save yourself a lot of work by simply using the same format for every newsletter. Lots of people use Word to do newsletter instead of going out and purchasing a Publishing Program. In that case all you would have to do is copy the previous newsletter and paste it as the new one and redate it and cut and insert any new material in it. Lets say your newsletter is six pages long and each page has the date of the newsletter on it. Instead of having to go to each individual page to chage the date, just go up to the top menu bar and click on Edit...Find...and now a window opens with several options which are very useful. You want the tab that says Replace. When you click on that, the window changes to give you two

boxes, one that says **F**ind **w**hat and the other that says **R**eplace **w**ith. Now this applies to any text you may want to change. In the **F**ind box type in the text you want to find, lets say February 2008. Now in the box below that, just type in the text that you want it to be replaced with, March 2008. Now you are given a number of different choices to make. Just click on the choice you want. Click on Replace All and every place in your newsletter that you have February 2008 will be replaced with March 2008.

You'll notice other options there that you may want to use. You can find a particular word that you have used throughout the newsletter or report simply by entering that word and click on Find Next. You can also have it look for any particular font style, capitolization or other formats.

If you click on the question mark on the menu bar at the top, the MS Word Help will appear and you can type in your question right there and the help file will automatically give you a list of actions that you may be looking for.

### **Help And Search Engines**

Every program has a help file. Click on Help and from the dropdown list, pick the option you want. If you have a question, just type in your question and the help files will look for an answer for you. If you can't find an answer in the help files, then try looking on the web for an answer.

When you look on the web, there are a number of different search engines you can use to look for something. What's a search engine? The most common one is Internet Explorer. Its part of Windows. AOL has their own search engine that is combined with Google.

Google is one of the most popular search engines around. Yahho, Dog Pile, Mozilla, Altavista, Lycos, Infoseek are other ones. Each search engine tries to out do the other. Here's a free download for a search engine that combines a number of search engines all at once when you are looking for something. Its called Copernic Agent Basic and is available at *yyyhlegrgtpeleqo*" When you do a search with Copernic, it will use a number of search engines all at once and gives you a display of what each of them finds.

### **Meta Tags**

Meta tags are information inserted into the "head" area of web pages. Other than the **t**itle **t**ag, information in the head area of your web pages is not seen by those viewing your pages in browsers. Instead, meta information in this area is used to communicate information that a human visitor may not be concerned with. Meta tags, for example, can tell a browser what "character set" to use or whether a web page has self-rated itself in terms of adult content. Years ago, Meta Tags were inserted on web pages to give information to search engine crawlers to try and gather their attention and thus make more notice of your web page. Today, meta tags are not used by many web pages as there are different systems used today. In lieu of using meta tags to make your web page more noticeable, it would be wise to run a search for answers to that very question and then be guided from there. Most recommend that you put more description of your web page in the head area of your page.

To see what I am talking about, open up any web page you want and right click on it. A box will open with many options. Go dow to the item View Source and click on it. That will open up the HTML source of the web page you are looking at. HTML is the HyperText Markup Language (HTML) is a language to specify the structure of documents for retrieval across the Internet from

web pages. All web pages are made up of HTML, Java and several other different languages which when opened and views by a web browser, appear as a web page.

### Computer Etiquette

So you got a computer and an e-mail address. You've given out your e-mail address to different people, sent out a lot of e-mail asking a lot of questions and then nothing. You check your e-mail maybe once a week and find it full of all kinds of e-mails.

If you are going to give out your e-mail address to people, learn some manners and answer your e-mails. Do you check your U.S. postal (snail) mail daily? Do you check your e-mail daily? If not, why not? It really doesn't take much of an effort to turn on your computer and answer your e-mail. If you don't want to bother with it, then don't give it out.

### PDF Files

What are PDF (Portable Document Format) files? PDF files are special files that are usually read by Adobe Reader. PDF files can be read on any computer using Adobe Reader and they will appear exactly as they were written no matter what type computer you are using to read them. The PDF files can contain photos as well as text and everyone will see them exactly as they were written.

With a word document, different programs will view the document differently. That's why PDF files are important to many businesses and people doing desktop publishing. Once a document is made into a PDF file, everyone will see it the same way. You will see many files on web pages that are in a PDF format. Even our own RPA web page has PDF files on it. In order to read the files, you must have Adobe Reader and adobe reader is a free download from Adobe.com. You will usually see this symbol when you come across a document that you need

Adobe Reader to open. By clicking on the  you are automatically taken to the Adobe reader web page to download it.

### RPA Computer Tips Articles

I've recently updated all the computer tips articles on the RPA web page. You'll find them on the Other Links page of the RPA web site. The articles are posted by year and are in a PDF format. You can download any year from 2005 to 2007. Each year has been made into a booklet type file with an index on the cover page to help you find things easier.

### Things Running Slow Or Not Loading Right?

When you start up your computer, there are a lot of things going on. Drivers for different programs have to be loaded, information has to be passed on down the line and lots of other things going on. Sometimes after strating up, it may appear that things are not running right. The computer should operate like a well tuned orchestra and everyone is right on key perfectly and running smoothly. When it appears that something is amiss, just try restarting it. Sometimes that clears up a lot of problems or conflicts that may have been going on.

### Spyware

Sometimes we may pick up some spyware on our computer either from an e-mail or from a web site we were looking at. There are many different forms of spyware. Some things that you would take for granted can be called spyware. Cookies that keep track of web pages you have visited can be called spyware.

There is a freeware program called Spybot Search and Destroy that can rid your system of many of spyware and malware

items. To download the program, go to [yyyhcht/pgvyqtmkpi0qti](http://www.yyyhcht/pgvyqtmkpi0qti) The name of the program is Spybot Search and Destroy and it's a freeware program, there is no cost. It may not be the best program around but you can't beat it for the price.

Another freeware program that I mentioned last year is Adware. It also has just been updated and is available at [yyyhcxuqhwhleqo](http://www.yyyhcxuqhwhleqo) Both programs do an adequate job on removing spyware and adware and best of all, the price is right."

### Memory Upgrades

Interested in upgrading the memory on your computer? Do you know what kind of memory and size you have installed? You can tell how much RAM you have simply by right clicking on My Computer and then selecting Properties. It will tell you how much you have installed. He's a web site that will check your system and tell you what type of memory you have installed and then tell you what you can upgrade to with out opening up you computer. Go to [yyyletwekcilleqo](http://www.yyyletwekcilleqo) " Run their memory configerator and it will give you the information you need and then you can shop around for additional memory. When replacing or adding memory to your computer, make sure you turn the computer off and unplug it. When you install the memory, touch the side of the computer case so that you don't have any static electric charge in you. You can check your local computer stores for prices or go online to Ebay and you'll find 512MB of memory running about \$30 or less depending on what type your computer takes. Its really a no brainer installing it. In fact if you search on the web, there are numerous sites that will tell you step by step how to replace your computer memory. You don't need a computer repairman to do it.

Laptops are a cinch. You don't even have to open them up because you have the make and model right in front of you to see what kind of memory it takes. Most laptops come with a single memory chip in it with space for 1 additional chip. There is a little door on the bottom of the computer. Just remove the little screw on the door, open the little door and you'll see the chip right there on the bottom of the computer. Insert a memory module in the empty spot. If you have a laptop that already has two modules in it, then you are going to have to discard the one with the smallest amount of memory and install a new one with much more memory.

### Computer Tips .....March 2008 newsletter

The Consumer Reports magazine is now available to RPA members on line. In order to access it you must contact the RPA office and ask for the user name and password. Remember that only the monthly Consumers Reports magazine is available and not any other items put out by Consumer Reports.

### Where To Find Help

Sometimes we come up with a computer problem with a program and we can't figure it out. You may find some help right near you without even realizing it. One of your grand children! Most kids today are computer savvy at an early age. They are all into computer games, text messaging and all kinds of other thing connected with the electronic age today. A lot of them have been working with computers for a longer time than many of us and they can be a good source of help, so next time you have a problem you don't know the answer to, ask one of them. You may be surprised at the knowledge that they have about computers.

John LaGrasse, ret SCPD writes about problems he had

with Windows Vista. He said he finally dumped it and installed XP and everything works seamlessly now. John also passes along this tip: Print Screen -- as you have mentioned a few times- a real handy feature! Do you know that if you press the - Alt - key while pressing the - Print Screen - key, you will get a shot of only your open working window sent to the clipboard rather than the entire screen! Can be handy! How 'bout that !!!!! Thanks for the tip John.

#### **“How To Do....” Videos**

The old saying, “a picture is worth a thousand words” really holds true. Well, a show me how to do video beats someone trying to explain a computer operation. I’ve found a resource on line that shows a video on how to do many computer operations. A couple of months ago I sent out one on how to copy and paste. For those of you who might have missed it, here it is again. Go to [www.11y.y0jgnr.orgtkemleqolpqfgl7](http://www.11y.y0jgnr.orgtkemleqolpqfgl7); and see how to cut, copy and paste.

This sight also offers a video on how to check the RAM on your computer. This video takes you through the whole process of finding out what kind and how much RAM you need and how to install it yourself! It can save you a bundle of money if you want to add some RAM to your computer doing it yourself. It’s really a no brainer to install it yourself. Go to [www.11y.y0jgnr.orgtkemleqolcfkpiatc.oakpetgcugaeqorwvgtaurggfaxkfgqavkr0jvo](http://www.11y.y0jgnr.orgtkemleqolcfkpiatc.oakpetgcugaeqorwvgtaurggfaxkfgqavkr0jvo) While you are there, look up some of the other videos he has to offer and all the other computer tips. You can also ask questions and get an answer to your computer problems from this same site.

#### **E-Mail Controls**

Just about every e-mail program offers a way to catch Spam and junk mail before it hits your inbox. While they are not 100% perfect, they do a good job and it’s a place to start with. Most programs let you enter e-mail addresses that you don’t want to get e-mail from. They should also let you put in “key words” that will tip off that the e-mail is Spam or junk.

We have set up Spam controls for the RPA e-mail and anything coming in with the word Re: or Fwd: is automatically sent to the junk mail folder. That is why when you have something to e-mail the RPA, you should send it as an original message and not forward it. We have some people out there that know nothing but to forward jokes and other junk mail to us. Its obvious that they never read any notices we put out about sending mail to the RPA because they continue to send the same junk mail to us. They aren’t even aware that we can check to see if they are reading the notices that we send to them. Our controls help to cut down on the junk mail we get. I’m sure many of you are also fed up with a lot of junk mail that you get from some people. Some people never bother to check something out before they forward it to someone, like the one about “they are about to release your cell phone number to tele-marketers” or those favorite ones announcing you have been chosen to help get \$10,000,000 out of someone’s bank account in some foreign country for a small fee. The e-mails going out are unbelievable and there is always someone out there who thinks its true!

#### **Windows Vista**

More horror stories continue to show up about Windows Vista and non-compatibility with old programs, old hardware and also new hardware. Recently there was an article about someone purchasing a brand new Brothers multifunction printer/scanner. While the printer/scanner was clearly marked Vista Compatible, the OCR software with it wasn’t. Not only that, the printer

wouldn’t work with some older version of Microsoft Office. Just because a piece of hardware has the Vista Compatible symbol on it doesn’t mean that it will work right. Microsoft has sued several hardware manufactures for placing the “Windows Vista Compatible” symbol on their hardware packages.

#### **Attention PDCN Retirees**

I received this from the Commissioners Office recently. The first e-mail gave a wrong e-mail address. I checked with the Commissioners Office and verified that this one has the right address and you should use the e-mail address in this message.

#### **Attention Retired Force Members:**

I have heard from many retirees who have expressed an interest in being kept abreast of current events in the Police Department. In this regard I have arranged an email process by which we can keep you informed of matters of interest to you. If you would like to avail yourself of this service, please email your personal email address, name and serial number to:

*tgvtgfgo cknBrfep0qti*

Once we have compiled a list, we will begin sending out notices on a regular basis. Retired members can be added at anytime and will be removed upon request. All we ask if that you keep your information current. Our retired force members are an important part of the Nassau County police family. I hope this process keeps you informed.

Lawrence W. Mulvey, Commissioner of Police

#### **USB (Universal Serial Bus) Connections**

Sometime in 2008, there is going to be an upgrade on USB connections from USB 2.0 to 3.0. The new format is supposed to be ten times faster than 2.0. Using USB connections, you can daisy chair up to 20 or so pieces of hardware such as printers, hard drives, scanners and other items to your computer. USB 3.0 is targeted at ten times the current bandwidth, reaching roughly 5.0 Gbit/s

USB is intended to help retire all legacy varieties of serial and parallel ports. USB can connect computer peripherals such as mouse devices, keyboards, PDA’s, gamepads and joysticks, scanners, digital cameras, printers, personal media players, and flash drives. For many of those devices USB has become the standard connection method. USB is also used extensively to connect non-networked printers; USB simplifies connecting several printers to one computer. The large volume of USB memory devices and their ease of use has created a security concern that is often overlooked. USB lock software can lock out memory devices and still allow other USB peripherals to function. The USB was originally designed for personal computers, but it has become commonplace on other devices such as PDA’s and video game consoles.

#### **Sending E-Mail To The RPA**

Seems no matter how many times we tell people, do not forward or send any e-mails to the RPA with Fwd or Re in the subject line. We have Spam controls on our e-mail and any message with that in the subject line goes in the round file. If you have something of importance you want to send, send it as an original e-mail r at lease take Fwd or Re out of the subject line. Do not include the RPA on any of your e-mail joke lists. We have enough jokers as it is. We’re also not interested in receiving any notices on virus alerts as most of these sent by people are wrong and not of any interest because they got an e-mail saying, “send

this to everyone you know.”

## **Create Slideshows Of Your Photos Using Movie Maker, A Component Of Windows XP**

With Movie Maker 2.1, you can create, edit, and share your home movies right on your computer. Build your movie with a few simple drag-and-drops. Delete bad shots and include only the best scenes. Then share your movie via the Web, e-mail, or CD. Using third-party software you can even take movies you've made and turn them into DVD's. You can also save your movie back to the videotape in your camera to play back on a TV or on the camera itself.

To download Movie Maker, go to Microsoft's web page <http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.mspx> Or simply search for Windows Movie Maker and you'll be taken to the link. Once you have downloaded it, to use it click Start....Programs.....Accessories.....Window Movie Maker

You can create slideshows of your fotos, or scanned material, you can record & add narrative, or include background music, you can select video effects and or Video transitions, you can make titles or credits

1. Open Window Movie Maker
2. Right click COLLECTIONS on menu bar, create new collection
3. Right click COLLECTIONS again to rename ie "sample or my birthday, etc".
4. Select TASKS on menu bar to expose task option side bar.
5. Select import pictures or other materials you want to use.
6. Locate pictures or materials on you computer, select one or more & press IMPORT.
7. Drag the pictures you want to use to storybook at bottom of window

Pictures can be moved by dragging. Results can be previewed, saved to compute, CD/DVD, Sent in E-mail. Select HELP on menu bar for more information. The default save location is My Documents\My videos.

## **MIME Files**

Gene Griffin (ret PAPD) wrote about a question about MIME files. Some recipients of his e-mail can't open the MIME files. I did some research and found out that MIME files are short for *Owmkrwtrqug" kpvgtpgv" Ockn" Gzvgpukqpu*, a specification for formatting messages so that they can be sent over the Internet. Many e-mail clients support MIME, which enables them to send and receive graphics, audio, and video files via the Internet mail system. In addition, MIME supports messages in character sets other than ASCII (ASCII is when you get a message that is all gobbly gook numbers and makes no sense to you. All those numbers actually represent different text characters but your e-mail program can't decipher it.

In addition to e-mail applications, web browsers such as Internet Explorer also support various MIME types. This enables the browser to display or output files that are not in HTML format.

**Unfortunately, it seems that AOL isn't set up to read MIME files and people on AOL can't view them.** In order for them to view them, they have to sign onto the AOL web page and read them through the web page e-mail system. I verified this by

## **8 Computer Tips 2008**

checking the file Gene sent me using my regular AOL software and then using the AOL web site to read the same piece of e-mail. I was only able to read it when I accessed it through the web browser using Internet Explorer or another browser other than AOL's.

## **Wi Fi Printers**

Something new is appearing in the way of printers. Wi fi printers are showing up on the shelves of computer supply store. Now the printer doesn't have to be connected to your computer. You can place the printer in another area of your house and still be able to print something from your computer. Wi fi is built into the printer and you get a wi fi card with the printer that you plug into your computer. If you already have a wi fi network installed in your house using a router, you can set up the printer so that it can communicate through the router or directly with the computer.

## **MS Office Menu Bar**

There are a number of symbols on the menu bar of MS Office and other word document programs that you may not be aware of. That little thing that looks like a sheet of paper with a corner folded over is the new document symbol. Click on that and a new document will open up. The next one is an open folder and will take you to a window where you can open any other file on your computer. The new one looks like a little floppy disk. Lots of people may not be familiar with floppy disks because most computers don't come with them anymore. In the not too distant past, you could put small files, up to about 2.4MB on a floppy disk. Most laptop computers do not have a floppy drive in them and a lot of desktop computers don't have them as standard equipment anymore. The floppy is slowly being replace by SD and other media cards or a USB Flash Drive all of which can hold enormous amounts of data. Anyway, that little floppy disk symbol is a way to save the current document you are working on without closing out the word document program. Most, if not all, word document programs such as MS Word, Corel Word Perfect and others have an automatic save feature. The program will automatically save your document every few minutes. It doesn't save it to a folder, it jst saves it in its internal memory.

When you close out a word document by clicking on the X in the upper right hand corner, it will ask if you want to save the changes you have made to the document. Clicking on the little floppy symbol will save it without asking and then when you close out the program, the document is saved to its folder location.

After that symbol is the print preview and spell and grammar checker, cut and copy and paste and then the format painter that applies formatting to selected text. The little arrows are the undo and can't undo arrow. The rest of the symbols can be different according to what version of MS Word you are using. What you should do is experiment with the different options you have so that you can become familiar with what functions they perform.

Got a question or computer problem? Send me an e-mail to [iquujcBcqll@eqo](mailto:iquujcBcqll@eqo) or give me a call and I'll see if I can help you out or get an answer to you. If you want to get the full version of the computer tips and not the condensed version that appears in the newsletter, send me an e-mail with your name, phone number and department retired from and I'll add you to the list.

**Computer Tips April 2008 newsletter.....Bob Livoti  
Project Sunlight**

The correct link to the NYS Attorney General's Project

Thanks for your interest in our computer tips articles. We now have over two hundred signed up for the e-mails. One thing about doing it through e-mails is that I don't have to limit the space for the articles. They may seem lengthy at times, but its not taking up a lot of space in the newsletters and I can send out other interesting article in addition to the regular computer tips article.

#### Passwords

They recommend that strong passwords should be used for all your sites that require them. They say you should use a string of random numbers and letters and not anything obvious like your birthday, your kids name and things like that. Yeah, sure! I've got so many sites that require user names and passwords I can't keep track of them. I write them down someplace and then I forget where I wrote them. Then I made a file on my computer and kept them there. That worded for awhile until I forgot where I put the file! With traveling around so much, I take my laptop with me when I travel and I have to remind myself that I have to update my passwords file from my desktop machine to my laptop. It gets very confusing at times. Like many of you, I also suffer from CRS. I'm sure most of you know what CRS is.

I just read about a freeware program called Password Safe that will keep track of all your passwords. Their was a program many years ago called Gator that use to keep track of your passwords and could fill out forms with required information for you. Then they found out it was sending cookies about you and every site you visited to other companies.

Now I don't know much about Password Safe other than what I've read so far, but I'm going to give it a try because trying to keep track of everything is driving me crazy. All the things that I've read about it are very technical much of which I don't understand but everything I've read says that it is an open source program and that your passwords are encrypted and safe from others. Being that it is an open source program, other programmers are free to change its inner workings and add things to it that might be of benefit. If they can make it more useful, they send the program to the developers and they can make the changes to the program and then pass it onto others. The one thing about this program is that it is Freeware and there is no cost to downloading it and using it. I'll let you know how I made out.

#### A Hidden Social Security Benefit

I found this information online and found it interesting. Did you start collecting Social Security checks before full retirement age? You can boost your income now by reapplying to the federal agency. Of course, there's a catch. If you did this, you know that your benefits are a lot lower than they would be if you had waited and taken benefits later. Your benefits were reduced because taking benefits early meant Social Security would have to pay benefits for more years.

But you can reapply from scratch with these easy steps. Visit your local Social Security office. Make use of a little-known and seldom exercised provision: Request a "withdrawal of application." By filing [SSA Form 521](#) (.pdf file), Social Security will treat you as if you had never applied for benefits. It will let you immediately reapply for benefits -- at your current age.

Yes, there is a catch. And it's a big one. You must repay every dime you've received in past benefits. But because Social

Security charges no interest, reapplying turns out to be a really good deal. It represents a way to buy an inflation-adjusted annuity for a price that beats anything offered by the financial-services industry.

Here is how it works. If you apply for Social Security benefits before your full retirement age, your benefit is reduced for each month you take it early. If you delay taking benefits beyond your full retirement age, your benefits are increased for each month of delay.

For example, if you were born between 1943 and 1954, your full retirement age is 66. If you retire at age 62, your benefit will be 75% of what you would have received if you had waited until age 66. In addition, those born in this period will receive an increase in benefits for each month of delay beyond their full retirement age. The increase is two-thirds of 1% a month, or 8% a year. At age 70 (when increases in benefits stop), your benefit would be 132% of your full retirement benefit.

Now let's put that together. If your benefit at 62 is 75% of your full retirement benefit and your benefit at 70 is 132% of your full retirement benefit, your monthly check could increase by as much as 76%. (The benefit will also be adjusted for inflation over the period.)

Here is an example of how it works:

If your benefit was \$1,000 a month at age 62, you'd have to return \$96,000 at age 70 in order to receive a benefit increase of \$760 a month. That's \$9,120 more a year. (I'm ignoring inflation adjustments.) In effect, you are buying an inflation-adjusted life annuity with an annual payout starting at a stunning 9.5% of your initial "investment" -- the return of money you'd received earlier in benefits.

#### Project Sunlight

The Project Sunlight web site that the NY Attorney General set up had an incorrect tag in it. Here is the web site again [www.sunlightny.com](http://www.sunlightny.com)

#### Send This To Everyone On Your E-mail List

Please....please tell me you are not one these people that follow these dumb instructions for all the dumb e-mails going around. The first thing you should do when you receive an e-mail requesting this is to delete it, send it back to the idiot that sent it to you, ignore it. I have never seen a legitimate e-mail that would warrant sending it to everyone on your e-mail list. We could cut all the junk mail and spam in half if people would just use a little common sense and deleted e-mails addressed like this. I really find it hard to believe that people believe all these dumb things and further more, I don't understand why anyone wouldn't take two minutes to find out if there was any truth to the e-mail instead of sending it to everyone on their e-mail list.

#### Open Office Suite

OpenOffice.org is a multi-platform and multilingual office suite and an open-source project. Compatible with all other major office suites, the product is free to download, use, and distribute.

Open Office is a program that is suppose to be compatible with MS Office and Corel Word Perfect only its FREE. The program was developed by Sun Microsystems and was then given away free and its open source is available to computer programmers to change, alter and further develop the program

without any costs.

If you are interested in downloading it, go to their web site [www.microsoft.com](http://www.microsoft.com)

There are a number of components to the program for word documents, spreadsheets, graphics, data base applications and others. If you want an Office Suite and don't want to pay the high price for MS Office or Corel Office Suite, this may interest you.

### Did You Lose Your Desktop Icons?

Have your desktop icons disappeared? Right Click on a vacant spot on the blue screen. Select Arrange Icons By. Select Show Desktop Icons or one of the other choices if you would like to arrange them by type or name.

### Getting An Answer To A Question

People underestimate the power of searching on line for an answer to a question. Many times I'll get a question from someone about computers or a computer program. The Internet is full of answers to almost any question you may have.

The easiest way to get an answer to a question you may have is to type it in on a web search. Just type in your question or inquiry without a question mark, such as "how to make chicken marsala" or "how to fix a broken window". Leave out the quote marks and you don't have to capitalize words. Don't worry if you spell something wrong, because it will usually come back with the correct spelling.

You can find an answer for just about anything. Got an inquiring mind? Try these two web sites, How Things Work or How Stuff Works. You can find some interesting things on them.

If you want information, the internet is the place to find it. It's like having a hundred thousand encyclopedias available. Want to know what a medication does, type the name in and read all about it. (Surprisingly many prescriptions assumed to be safe because your doctor prescribed them, can mess with your intelligence). Got a computer problem, type in your question and you'll get an answer.

So how does the computer find all this information? Various search engines search the internet for the answer to your question.

Now you are wondering what is a search engine is and how does it work.

### How Do Search Engines Work?

Exactly what is a search engine? Basically, a search engine is a software program that searches for sites based on the words that you designate as search terms. Search engines look through their own databases of information in order to find what it is that you are looking for. You can check this web site and everything is explained to you: [www.gigamonkeys.com](http://www.gigamonkeys.com)

### How to Create Forms in Microsoft Word

Several times in our lives we wish that things could be easier and more organized. Creating forms in [Microsoft Word](http://www.microsoft.com) can help make certain areas of our lives, personally and in business, much easier and more organized. When trying to organize and automate, it may take a little more time in the beginning, but in the end you will save time and be more organized. These steps are for creating a Form in Microsoft Word. You can also create a Form in Microsoft Access but the majority of people only have Word on their computer.

## 10 Computer Tips 2008

### Step 1:

Click "File" from the top menu, and then select "Save As." When the new "Save As" window appears, go to the bottom of the screen, and in the "Save As Type" box, use the drop-down menu to select "Document Template."

### Step 2:

Fill in the "File Name" above the "Save As Type" box. You can make the name anything you wish, preferably something that will make sense to you and other users at a later time.

### Step3:

Plan your form by using an existing form or by what you think will be easiest for the user to follow. You can use ideas from paper forms that you have filled out or other automated forms that you may have used or created.

### Step 4:

Select the "View" menu option from the top of the screen and highlight "Toolbars." Click on "Forms" to get the "Forms" toolbar to appear.

### Step 5:

Place your cursor, using the mouse or keyboard, where you want the field to begin. Select the type of field you want located in that position and click it on the "Forms" toolbar. As you pass over each type of field on the "Forms" toolbar, it will name the type of field. Repeat this step for each field you want on your form.

### Step 6:

Edit the fields that you have just inserted in your form by right-clicking them and selecting "Properties." You can also delete, copy and change other cosmetic attributes by right-clicking on the field.

### Step 7:

Use your newly created form by selecting "File" and then "New." Under the "Template" section that appears in the "New Document" window, select "On My Computer." Click on your form and select "OK."

## Computer Tips May 2008 newsletter.....Bob Livoti

### In My Opinion

For those of you who don't live in New York State anymore, you have missed out on one of the greatest travesties of state government in action. It all started last year when the Governor's office tried unsuccessfully to cast a bad image and investigation of the NYS Senate Majority Leader Joseph Bruno. Governor Spitzer failed in that attempt and made a laughing stock out of the Governors Office. Then In March, Governor Spitzer had to resign because it was disclosed that he had spent tens of thousands of dollars patronizing a call girl ring for a past number of years.

To keep the three ring circus going, Lieutenant Governor Paterson just minutes before being sworn in as the New York State Governor, holds a press conference and admitted to past extramarital affairs and also one by his wife. Then in addition to that, it has been disclosed that he had spent campaign funds on his extramarital affairs. But that turns out to be OK because 3 years later now, he decided to pay back the money to his campaign fund. You just can't make these things up! This is our government in action. This is the same person who when he was a NYS Senator, introduce a bill that would have required police officers to shoot to wound instead of kill. Now in addition to everything else, he

has admitted that he used Marijuana and Cocaine when he was younger. A fine example to set from our elected officials.

I ask you, what kind of government leaders do we have? This whole scenario is a disgrace to the people of New York. I can only hope that they, the politicians, get their act together and come together to govern the state properly. This whole thing has been a disgrace on past Governor Spitzer and present Governor Paterson, but then again, that's only my opinion.

### **E-mail Version Of Computer Tips**

For those of you who are receiving the Computer Tips on the e-mail list, I will be sending out the article also attached as a PDF file. The advantage of the PDF file is that everyone will view the file the same way. When I just send it as an e-mail file, different e-mail programs view the same e-mail differently. That's why some of you get some mixed up characters because of some bold type or hyperlinks that are included in the e-mail. With the PDF file, everyone will view it the same way.

### **All My Faves**

Gene Griffin (ret PAPD) sent me an e-mail with a link to a great site called "All My Faves". What is it? It is a web page with links in a jpg format or symbol to just about any web site you might be looking for to do with home, travel, banking, entertainment and more. Nice place to have all those handy links to in one place. It's very easy to recognize the icon of your favorite on their web page. Take a look at <http://ent.allmyfaves.com>

### **Saving Your Password Security**

Dick Furst (ret PAPD) wrote to say, saw your reference to "Password" savers. I had used Gator until I found out about the "cookies." I now use ROBO FORM, another freeware program that works well for me. Here is the link <http://www.roboform.com>

Always good to know of another freeware program that helps with passwords. With Robo Form you can also print out a copy of your passwords so that way you can have a hard copy. One good thing about Robo Form is that they give you more instructions from their web site. They have a tutorial on how to use the program. Password Safe gives you instructions, but not as much as Robo Form. Both programs require you to figure some things out but either one is a good choice for keeping track of your passwords.

### **Windows Vista**

Microsoft has released SP1 for Windows Vista. They also have release SP3 for Windows XP but at this time, you won't have an easy time finding it on Microsoft's web page. Hopefully by the time you read this, it will be an open download.

Still a lot of complaints coming in about Vista but most are related to hardware issues like no Vista drivers. If you are getting a new computer with Vista on it, research your hardware (printers, scanners, keyboards, mice etc) that you are going to hook up to it to see if new drivers are available for it. I recently bought a new computer with Vista and some of the scanner software didn't work with Vista in addition to the scanner driver not being compatible with Vista. There was a conflict with Internet Explorer and the software. I looked on the web page of

the software company and couldn't find any fix. I called them and they told me I needed a newer version of the software. The regular price was \$200 but they would give me a discount to \$99. I didn't pay that much for the scanner! I contacted Cannon and downloaded the new driver and then I called them about the software. They directed me back to the software company's web site when I was able to download the newest version of Software for Vista at no cost. It pays to look around and ask questions.

There are lots of new features with Vista and other features that appear to just get a name change. I'm sure there is more to it but you have to start the learning process all over again to learn the new operating system. Some of the changes they made seem like roadblocks to previous XP and require an additional step to complete. Beware that some programs will not work right with Vista. You can check to see if your old programs will work by going to the software web page and checking it out. I still have programs that I bought when I had Windows 3.1 and some of those didn't work with XP so I know they won't work with Vista.

There are many web sites that have helpful tips about Vista. All you have to do is type in your question on your browser and you'll be taken right to them.

### **Should You Buy A New Computer?**

Why should you buy a new computer you ask yourself? If you are having hardware problems with the old one that can't be fixed, that's a good reason. Buying a new computer is like buying a new car. The old car still gets you around town like a new one would, so why buy a new one. Well maybe the old one is out of style, or it's breaking down too much or it costs more to fix it than to replace it.

Well, old computers are like old cars and today, the price of computers are the lowest price and most improved features they've been since computers first came on the market. If you are in the market for a new computer, you'll have to decide if you want a laptop or a desktop computer. Whatever the choice, you will be getting the most for your money now then you would have you bought a new one last year or the year before. Prices have never been lower for computers.

### **Connecting To The Internet**

There are five different ways to connect a computer to the internet. What I am talking about is the actual physical ways to connect. They are:

#### 1. Dialup

You connect using the modem of your computer through your telephone line. This is the slowest of all and while you are connected, you cannot use your telephone. There is no additional cost involved other than the cost of the telephone call, so whatever you're monthly telephone bill is, it usually covers the cost unless your options require that you pay for each outgoing call, prices can range from \$25 to \$35 a month depending on your calling plan.

#### 2. DSL

DSL also involves your telephone lines but with this system, you can still use your telephone. Connection speed is much faster than using the computer modem but is still slower than using a cable modem. Usual cost is approximately \$30 a month additional to your telephone bill. DSL may not be available in every area.

### 3. Cable Modem

This connection is a high speed connection and is used through you TV cable line. This is one of the fastest connection speeds and typical costs run about \$20 to \$49 additional to your cable TV bill. Your cable company may also offer a package deal of Internet service, telephone and TV service which may reduce the price. They are very competitive price with FIOS in the New York area.

### 4. Fiber Optic (FIOS)

This is a new system being installed around the country by Verizon. It is the fastest of all connections and involves the use of Fiber Optic Lines. Available in a limited number of areas and they also offering a package deal with Internet, telephone and TV service. Costs can run from \$39 monthly just for Internet to \$99 a month for complete service.

### 5. Satellite

You connect to the Internet using your Satellite TV system. Connection speeds are faster than Dialup but slower than DSL and cost is very expensive.

The advantages of high speed connections are obvious. To new computer users, there is nothing more frustrating than having to sit for hours to download something from the internet. Unfortunately, you may live in an area where only dialup service is available. An accurate way to compare the difference is to imagine a tea cup and a bucket. Each is filled with Internet information for your computer. When you turn both of them over at the same time, the results are that in the same time span, you have received a bucket of information as compared to a tea cup of information. You may have the faster computer in the world, but it can only process as much information as it is receiving and that tea cup doesn't give you very much.

### Computer Icons

Don't like the look of some of your computer icons? Well its easy enough to change them. Just right click on the one you don't like and then click Properties. There will be an option there to Change Icon. Click on that and then you will be show a host of icons that you can pick. If you don't like any you have on your computer, you can always go to several web sites that have free icons and download them.

### E-Mail List

Our e-mail list continues to grow. I'm glad that we have so many people interested in joining the group. If you have something of interest you would like to share with the group, please send it to me so that I can include it in the monthly article. If you would like to be added to the list, just send me an e-mail with your name, phone number, and the department you retired from.

### Florida FOP Lodge NY 3100

A new FOP lodge has been started in Florida and is geared to retirees from New York. Because most FOP lodges outside of New York won't accept retirees as active members, Florida FOP Lodge NY 3100 was started in Florida to address that particular problem there. Here is something from their latest newsletter:

In February, your Board of Officers attended the Florida State Meeting in Gainesville and quite a lot was accomplished. First

and most important, NY Lodge 3100 is now allowed to accept retired New York Law Enforcement Officers from the entire State of Florida. If you would like more information about the lodge, send an e-mail to: [lmahgrapf5322Bjgvochn@ego](mailto:lmahgrapf5322Bjgvochn@ego) or call Stan Kriegsman (561) 742-8054; Arnie Dansky (561) 737-7973; Norm Rapport (561) 736-5667.

### HR218 Right To Carry Law

Some people and organizations continue to give out incorrect information regarding the provisions of the Right To Carry Law as it applies to retired officers residing in New York state.

New York State still has set no standards for implementing the provision of qualifying under the law for retired officers. The law specifically states:

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### Viewing Folder Options

Recently, I got a question from a member who wanted to change the default way his folders are displayed in Windows XP. He wanted his folders always to display all the file details. I thought I'd written about this tip before, but it must have been a long time ago, so even if I did, it bears repeating.

Personally, I like to know all information when I am working with files, so I like Details View too. In fact, whenever I get a new computer, changing the default folder view to show file details is high on my list of things to do to make Windows usable.

Fortunately, this change is easy. Double-click the My Computer icon on your desktop or open Windows Explorer. Navigate to your C drive and double-click a folder to open it.

To set the view, you can either use the View menu, or the drop-down Views toolbar button. You can choose from Thumbnails, Tiles, Icons, List, and Details. In this case, choose View/Details to show all the file details. Once you have this one folder the way you like it, choose Tools/Folder Options. Click the View tab and at the top, click the Apply to All Folders button.

Windows shows a dialog box that says, "Set all the folders on your computer to match the current folder's view settings (except for toolbars and folder tasks)? Changes will occur the next time you open them." You want to click Yes to make Windows apply the view changes.

If you change your mind and love how Windows looked when it was installed, you can click the Reset all Folders button. I have never clicked this button, since as noted many times, I hate the way Windows XP looks when it's first installed.

If you are using Windows Vista, in the currently open folder, click **Organize** in the toolbar, and then click **Folder and Search Options**.

In Folder Options, click the **View** tab, and then click **Apply to Folders**. (To switch these folders back to their default settings, click **Reset Folders**.)

### The Proper Way To Forward An E-mail

How would you like it if every e-mail you received had pages and pages of garbage, e-mail addresses, headers and more garbage in front of it and then the actual e-mail message was three lines or a photo? I think you would get pretty annoyed if every message you received was like that.

Well some people do that all the time when they send an e-mail. They are in that group that does nothing but forward everything they get to other people. When that happens, the recipients get all the garbage in front of the actual e-mail. A good indication of e-mails like that always have in the subject line **Fwd: Fw:**.

If the e-mail you received is so important or so good that you want to share it with others, please excuse them the pain of having to go through pages of junk before they get to the actual message by just sending the actual message or photo. It's so simple to do. Just highlight the actual portion you want to send and click on **Forward** or **copy and paste** it into a new e-mail window. That way you'll save them the trouble of having to go through all the garbage before the message. In addition you will not be divulging other peoples e-mail addresses that the same message was sent to previously.

Our RPA e-mail controls are set up so that messages like these that contain **Fwd** or **Re** in the subject line are automatically send to the spam folder and deleted.

### Keyboard Shortcuts

Lou Cardamone (ret NCPD) wrote in to tell of some keyboard shortcut to use while viewing a web page:

**Arrows:** scroll the web page up or down

**Home:** go to top of the page

**End:** go to end of line

**End go to** bottom of the page

**Alt+ left arrow:** back to previous page

**Ctrl + T:** open a new browser tab

**Ctrl + F:** search for keywords on a page

**Ctrl + R:** reload the page

**Esc:** stop loading the page

Depending on what application you are using, i.e. web page, word document, e-mail, etc, there are a number of keyboard shortcut that you can use for different programs. Do a search on the web for keyboard shortcuts and you'll be amazed at how many different ones there are.

### Internet Explorer 7

Available as an update with Windows XP, it is standard with Windows Vista. Lots of different options and suppose to have more security web surfing, you may miss the Toolbar menu.

It doesn't always show up. If you don't notice it, look to the right side of the window you'll see **Tools**. Click on the down arrow and then make sure you have **menu bar** checked. If it isn't check, you will not see the **Tools Menu Bar** on the web page.

### How To Videos

Been there, done that, still confused. Sound familiar? No matter how I try to explain some computer operations, a lot of them sound very confusing. Don't feel like you don't understand a lot of these computer tips. You're not alone. I was also in the same boat with many computer things when I first started. I'm always looking for easier ways to try and explain things. A couple of months ago I hit upon a web site that had videos of a lot of computer tips and operations. That one was on how to copy/cut and paste. I wished they had something like that years ago when I was trying to learn how to do it.

Well, I found another web site with a lot of computer tips and operations shown in a video. As the old saying goes, a picture is worth a thousand words. How true. I was trying to explain to someone how to navigate on a web page. Very difficult thing to do over the phone, but a video showing how to do it? Great! I came across this web site called **Expert Village.com**. It's a great site that has loads of videos that show you tons of computer tips and how to do videos. Check it out at <http://www.expertvillage.com/>

In case you are wondering how I found it, I just did a web search on *xfqgq"jqy"vq"pcxkicvg"cygd"rcig"* and it came up in the results. Like I've been telling you, if you have a question, just type it in a web browser and see what it comes up with.

This web site has how to videos on everything from how to play basketball to how to mix a drink. They have over 80,000 different videos.

### Viewing PDF Files

Artie Lembo (ret NCPD) was having problems reading PDF files using Adobe Reader. Artie was running Windows 98SE on his computer and the latest Adobe Reader was giving him problems. We cleaned out Artie's Adobe Files and downloaded Adobe 5.0 which was recommended for his version of Windows and he was still having some problems. Artie found out about another PDF Reader program from Foxit software and he downloaded the reader and presto! No more problems. Adobe has recently upgraded its Adobe Reader to 8.0 now and many people have been having problems with it.

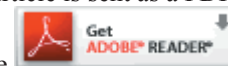
If you are having a problem with Adobe Reader, check out Foxit at their web site [www.foxitsoftware.com](http://www.foxitsoftware.com) and download their reader.

### Computer Tips June 2008 newsletter.....Bob Livoti

#### E-mail Version Of Computer Tips

For those of you who are receiving the Computer Tips on the e-mail list the article is sent as a PDF file. In order to view

the file, you must have



which is a free download at <http://www.adobe.com/products/acrobat/readstep2.html>

This article is a condensed shorten version of the article.

## The Bully On The Block

Microsoft continues to be the bully on the block with their attitude that you can't have it your way. Microsoft Office Suite 2007 is a prime example. The word processor program for the suite Word 2007 changes a decades old format which was a .doc file. The 2007 version has changed the files to a .docx and in doing so, no previous version of Word can open the file. In order to view the file, you must have a converter program that will change the .docx file to a .doc or .txt file so it can be viewed using older versions of Word. You need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats. You can download the free compatibility pack at <http://office.microsoft.com/en-us/word/HA100444731033.aspx>

## Free Credit Reports

By law, you are allowed a free copy of your credit report once a year from the three credit reporting agencies, Trans Union, Equifax and Experian. If you do a search on the web for your free credit report, you will come up with loads of different sites offering you a free credit report. Be advised that there is only one site that is listed with the FTC (Federal Trade Commission) that is authorized for your free credit report. To access your Free Credit Report, go to [www.annualcreditreport.com](http://www.annualcreditreport.com). Even going to that site, you are given options for a Credit Score which is not free and you have to pay for it.

**The Credit Score is not your credit report.**

## Comcast

Those of you on our e-mail list using Comcast as your ISP, you may not be getting the article on line. Last month when I sent it out, I had several returns saying the file was too big for Comcast. It was a straight text PDF file but Comcast thought it was too big for their system. I'll check for the maximum size allowed on Comcast.

## RPA Web Page

Back in the year 2000, I decided to put a counter on our RPA web page. Since then, we have had over 25,000 visitors to the site. Most of those visitors have come from all over the United States and in addition, have also come from all over Europe, Asia and the rest of the world. If you have a personal web page set up, you can also put a counter on your page that will tell you the amount of visitors you get and if you pick the right counter, it will also show you the statistics of from where in the world those visitors are.

## National Sex Offender Registry

There have been a number web pages showing convicted sex offender locations, but Ben Albertson (ret Clarkstown PD) has found another one that pinpoints if any are living in your neighborhood. Check it out at <http://www.familywatchdog.us> The site also gives you some other interesting links.

## Update On Hidden Social Security Benefit

In the April newsletter, I reported on a hidden Social Security benefit of reapplying for benefits for those who took early retirement for Social Security at age 62 instead of age 65.

First, let me say that those who retired on a Social Security disability do not qualify for this option.

For those who took the early benefit, if you are thinking of reapplying like the article said, you will have to have a hefty amount of money to pay back to Social Security. When I inquired about doing this at the local SSA office, they figured the dates as age 62 to 70 and not 65. In my case, the amount is just over \$92,000. I went down to the Mineola Social Security Office to inquire about the benefit and get the details. All the person at the office could say was, "Why would you want to do that? Why would you want to pay back all that money?" When I explained why, he still couldn't believe that anyone would want to do such a thing. All he could do was give me preliminary answers and amounts and he also said he had never heard of anyone doing it. Since he had never heard of it and couldn't give me all of the exact figures, he sent my information to the Payment Processing Center who will get back to me with a detail report and figures on the option. He said it might take a month to get the figures.

Based on what he could tell me, and he wasn't sure of the exact amounts because he had never heard of anyone doing this, my payment back to the system would be approximately \$92,000. My future Social Security payments if I made the change would be 132.5% increase (that's an increase of 32.5%). The increase is figured at 6.5% a year from age 65 to my present age (effective on my next birthday) which would be age 70. The 5 year difference is calculated at 6.5% a year for 5 years which makes it 32.5% additional. My monthly benefit at age 65 would have been \$1713 increasing to approximately \$2269 at age 70 due to inflation and cost of living increases. All payments are based on an actuarial table for life expectancy for the year you were born. Again, he isn't sure of the exact figures because this is the first time he ever heard of anyone doing it. That's why he sent the request to the Payment Processing Center for the exact details and amounts. I asked how long would it take the SSA to adjust my monthly payment and how long it would take them to get me the back pay for the monthly adjustments and he couldn't give me an answer. He said it could be one or two months.

Without considering alternative uses of money (e.g., delaying tax-deferred pension distributions), the retiree in this example who expects to live past 81 years will collect more lifetime Social Security benefits by delaying Social Security collection until 70. If the retiree expects a shorter life, collecting Social Security benefits at 62 will lead to a greater lifetime benefit. They say if you take early SS retirement you are ahead of the game for the first 5 years and then you start to lose money. If you take the delayed benefits, it will take approximately 72 months (6 years) to make up the difference of the payback monies.

An easy way to look at this is that there is a set amount of money based on age at retirement and earnings paid into Social Security. We'll call this "Money pile A".

1. Based on your life expectancy at age 62, you will be paid all the money in "pile A" over that period of time.
2. If you decide to take that "pile A" at age 65, naturally you will be getting the same amount of money paid out over a lesser amount of time (your life expectancy).
3. Now at age 70, you approach the SSA and say you want to withdraw and reapply again at age 70. So now you have to pay back everything you have received and now SSA recalculates the money in "pile A" that is now

going to be paid back to you over the amount of years left in your life expectancy. That is how you get a larger monthly payment. If you live past the life expectancy they calculated, you are ahead of the game. If you don't, you lose. That's the whole thing in a nutshell.

When I get the detailed information, I'll be able to give you correct figures and have a better idea if all of this is worth it.

### Windows XP and Vista Updates Pulled

Microsoft pulled in the reins on two scheduled updates last week. Early updaters found compatibility problems with both Windows Vista SP1 and Windows XP SP3 and several prominent business software programs.

### Portable GPS Systems

One of the fastest selling electronic gadgets today is the portable GPS. Sales each year are increasing and for the year 2007, there was over \$4 billion in sales. Today just about every car maker offers some type of built in navigation systems on most of their model cars.

Besides built in navigation systems on cars, you can purchase a portable hand held GPS navigation unit that range in prices from \$150 to over \$600 and now you will also see cell phones with a GPS system already built in. These portable GPS systems usually come with preload maps of the US already installed in them. You can hook them up to your computer and update their software and maps in a flash. Most will find a list of interests such as restaurants, stores, shopping centers and all kinds of different places simply by tapping out instructions on the GPS screen. They will route you to your destination by the most direct or fastest route and also tell you of points of interest along the way.

A navigation system is great for someone who hasn't the faintest idea of where they are but knows where they want to go. With a portable one, you can take on it vacation or trips with you and use in a rental car. You can load a list of POI (Points Of Interest) into it before you leave on your trip and then use it to navigate to your POI's. Once a POI is loaded into the unit, it doesn't make any difference where you are in the country, when you turn it on at any destination, it will give you the directions to your POI.

You have to understand that a GPS will give you either the most direct or the fastest route to your destination according to the information stored in it. It may not match directions that could possibly be better from a local source. That is one of the drawbacks. It can give you different alternatives to your destination, some of which may be longer or slower than a local person might know.

There are only a few companies that make maps for the different GPS systems available. These maps are then loaded into the GPS and then that particular GPS manufacturer has software that correlates with the maps to produce driving directions to your destination. Not all of the different brands of GPS systems use the same software for navigating so there can be differences between brands as to how they route you to a destination and how fast they recover from a wrong turn and re-route you to your destination.

A recent report in Consumer Reports rates the different brands and how well they operate. Many brands do not come with a printed owners manual and the only way to figure out how it

operates is by trial and error or hooking it up to a computer and doing it through your computer.

Generally speaking, you cannot use a road map GPS in a boat. There are several different makes that are usable on and off road and several that can be used on waterways, but they require special mapping programs and must have the ability to install the different functions of navigating on land or water. They all work the same and it is the signal received by at least three GPS satellites that will give you your exact position. The more satellites signals the unit receives, the more accurate it is and can pinpoint your position to within three-four feet. Most can receive a signal for 3-7 satellites at a time.

### Blocking Unwanted E-Mails

Are you an AOL user that wants to block unwanted e-mails? AOL has several different e-mail controls you can use. You can specifically block mail from different e-mail senders and have them automatically deleted from your incoming e-mails. Click on *Ockn i 0Dnqem" Wpy cpvgf" Ockn i 00* now check the lower portion of the window for Additional Spam Filters. There are several options listed there that you can set, Words and Phrases Filter, Sender Filter and Content Filter. You can use all of these options or just 1 or 2 of them. If you keep getting spam from a particular e-mail address, just put that e-mail address into the Sender Filter and you won't be bothered with any more e-mails coming from that address. Go to the Words and Phrases Filter and put in particular words or phrases that are contained in some e-mails and they will also be blocked.

If you use MS Outlook or Outlook Express, they also have particular e-mail controls similar to AOL. Just click on their Help menu and type in the request and follow the instructions. For those of you using Windows Vista, you won't find Outlook or Outlook Express in Vista for e-mails. MS has changed the e-mail program to Windows Mail. It's similar to Outlook and Outlook Express with a different name. Again, to set the controls, click on the Help menu and type in your request.

### Help

Help is where you find it. So many people have different questions about how to do things with various programs and they are missing the answer right in front of them. Every program has a Help menu and that's where you will find the answer to many of your questions relating to that particular program. As large as that knowledge base may be, it may not contain an answer to what you are looking for. The reason for that may be as simple as the answer is not in its knowledge base, or you are not phrasing the question right. When you are stumped for an answer you are looking for, go to *Iqqingbeqo* and type in your question. Then check the results that come up. I find Google to be one of the best sources for answers to questions I may have on just about any subject. Google is one of the most comprehensive search engines available. " If you want to set Internet Explorer to automatically open up to Google.com, open up Internet Explorer and click on Tools....Internet Options....click on the General tab.....under Home Page, type in *y y y Iqqingbeqo* then click on Apply and then OK and that will set Internet Explorer to open on the Google homepage. If you would rather Internet Explorer to open with a different homepage, simply type in the link for the homepage and click on Apply and then OK. The default for Internet Explorer is usually Microsoft.com but that could have been changed by something you might have click on at one time. Lots of times

when you are surfing the web and click on something, it can change the homepage that Internet Explorer opens in. This is especially true with Yahoo and several other sites that will change the Internet Explorer tool bar to their own tool bar.

### Is Your Mailbox Full Of Unwanted Catalogs?

Is your mailbox getting crammed full of unwanted catalogs from different merchants such as Lands End, Pennys, Sears and other catalog companies? You can stop unwanted catalogs from arriving at your house by registering at [yvy0ecvncqiejgkeg0gti](#) What is Catalog Choice? Catalog Choice is a free service that allows you to decide what gets in your mailbox. Use it to reduce your mailbox clutter, while helping save natural resources. How It Works:

Step 1: Sign up.

Fill out the online registration form using your name and primary mailing address. Your contact information will only be used for the purpose of declining (opting-out of) catalogs. See our [privacy policy](#) for more details.

Step 2: Find your catalogs.

Find and decline your catalogs, using the Catalog Choice search facilities. We'll then contact the catalog providers on your behalf, requesting that your name be removed from their mailing lists.

Step 3: See the results.

It can take at least ten weeks to process your request, after which time you should no longer receive your declined catalog. If you do continue to receive them, you can return here to let us know, and we'll follow up with the merchant.

Catalog Choice is designed for your continued use. Upon receipt of additional unwanted catalogs, return here to decline them. As a registered user, you'll also discover additional features related to declining catalogs at multiple addresses, adding new catalogs to their database, recording personal notes, and "going paperless".

### Coming In The Next Issue

The next issue we will talk about toolbars. What the symbols mean and how you can change them.

See you in September. Enjoy the summer and check the RPA web page for coming events. Our annual picnic will be held September 11th 12 noon to 5 PM at Hecksher State Park on Long Island.

### Computer Tips September newsletter.....Bob Livoti

It seems that Comcast and some of the other ISP's are limiting some users downloads, so those on the e-mail list will receive the computer tips article as a straight e-mail instead of a PDF file now. The RPA web site will contain a PDF file for all of the Computer Tips articles. The advantage of the PDF file was that hot links and photos could be embedded into the file and all you had to do to go to the link was click on the hot link. Doing it as a straight e-mail may not allow some users the ease of the hot links and seeing the photos.

### Do You Know How To Type?

Talking to different people and watching people on the computer, I've found the biggest obstacle to working with a computer is the inability of people knowing how to type. People who have no typing ability are left to hunt and peck with one finger on the keyboard. I've noticed that this frustrates a lot of

## 16 Computer Tips 2008

people and makes every chore on the computer more difficult. Hey, a lot of us never took typing in school so don't sweat it. If you want to improve your typing skills, read further.

If you fall into this category, I would suggest that you practice your typing skills. By doing so, you will hopefully stop aggravating yourself over the typing mistakes or lack of speed and typing skills you have. There are numerous web sites you can go to that can help you with your typing skills. One of them is [jwvr<llyyy0mpqyngfigjqwpf0eqolmjjqv4uljqyavqavfrg0jvo'''](#)

Like with everything else, the more you do something the more proficient you become at it. You don't have to turn yourself into a touch typist doing 120 words a minute, but until you develop some typing skills, you will find using the computer difficult. Don't worry about looking at the keys on the keyboard. Lots of people type that way. Some people who only type with two fingers have been able to increase their typing speed and skills simply by doing more of it. Like I said, the more you do it, the better and faster you become at it.

### Shortcut Tips

Right in the beginning of starting all these computer tips articles, I gave out some shortcuts that applied to Windows XP. One of them was how to clear the list of recent documents you have opened. I gave out a desktop shortcut that you could click on that would clear that list. If you're not sure what I'm talking about, if you are using the Classic Start Menu, click on the Start button and then drag your mouse up over the Documents symbol and you will see a list of documents that you have recently open up. The list usually contains the last 20 or so of the ones you opened. If are using Windows XP, it takes a number of steps to clear that list of items. The shortcut I gave was for Windows XP and also older versions of windows.

With the use of Windows Vista, they put a shortcut on the menu but it isn't buried like it was in XP. To clear the recent documents, all you have to do is click on the Start button....scroll up and right click on Recent Items Shortcut and then click on Clear Recent Items List. That will clear the list of recent items you have opened up.

### One Click Shutdown For Windows XP

This shortcut can be used with most versions of Windows and is an easy way to turn off your computer. Right click on any blank area of your Desktop and a popup will open. Go down to **New.....Shortcut** and click on Shortcut. A window will open up to make a new shortcut on your Desktop. Type in shutdown -s -t 01 Note that there is a space between the s and the dash and also a space between the t and the zero. Click on **next** and then in the next window click on **Finish**. You have now made a shortcut on your desktop that when you click on it, it will automatically shut off your computer.

### Toolbars

All programs have toolbars to them. Most of them are very similar to each other even though the programs themselves differ from each other. The toolbar for a word processor program is similar to the toolbar for a photo-editing program even though they are two completely different programs. There are basic things on most of them such as New, Open, Save and the Print symbols. This is the standard MS Word tool bar:



Rather than explain all the symbols here, if you go to this web site, they will give you a detailed explanation of each symbol and explain their uses:

[http://www.internet4classrooms.com/msword\\_handout\\_toolbar\\_lt.htm](http://www.internet4classrooms.com/msword_handout_toolbar_lt.htm)

In addition to the toolbar, you should familiarize yourself with the menu bar, which sits directly above the toolbar. The menu bar in Microsoft Windows is usually anchored to the top of a window under the title bar; therefore, there can be many menu bars on screen at one time. Menus in the menu bar can be accessed through shortcuts involving the Alt key and the mnemonic letter that appears underlined in the menu title (i.e., Alt V will open the View option). While using a word processor program such as MS Word, right clicking on the right mouse button will also give you certain options from the menu bar. These are also shortcuts so that you don't have to move the mouse up to the menu bar and then click on an option. Some you can simply do by a right click on the right mouse button. Remember that in using the right mouse button to copy, cut or paste something from one application such as a web page, e-mail or another word document give you the ability to past that item into another word document.

In addition to the standard toolbar in MS Word, there is also the Formatting Toolbar, which sits directly under the standard toolbar:



Using the different options from this toolbar, you have the ability to change the font type and size, bold or underline and justify the paragraph. You can also add bullets or numbering to a list from here and put in boxes and different colors of type in addition to highlighting type which is very useful to bring attention to certain statements in a word document. Again, check the web site about for the complete list of options for each of the toolbars you have available.

## Folders

Your hard drive is made up of many different folders (or directories). What is a folder? A folder is an object that can contain multiple documents or other folders. Folders are used to organize information on your computer. A folder on your computer is like a folder you may have in your filing cabinet and is used to store information. It is a simple way to organize the information you have on your computer.

If you look at your hard drive (usually named the C: drive) you will notice all the folders you have are listed in alphabetical order. If you look down to the folder called Program Files and open it, you will find another long list of folders. Each of those folders contains the different programs you have on your computer. Opening any one of those folders will contain other folders and also separate files. Your computer stores all the information in different folders and files.

The main folders on your C drive are the directory

folders and any folders contained within those are called sub-directory. Depending on the complexity of a particular folder, it can contain a number of different sub-directory folders. All these folders are used for storing the many different files on your computer.

### How To Make A Folder

To make a new folder on your C drive, you first have to do a couple of actions to get to it. Since making new folders will be a common thing to do on your computer, the first thing we'll do is make a shortcut to your C drive on your desktop. To do that, go to your desktop and double click on the *Computer* icon. When that opens, you should see your Hard Drive listed as the *C:* drive. Right click on that once and a pop up menu opens. Look for the one *My Computer* and left click on that and it automatically makes a shortcut to the C drive on your desktop. Now you can close out of My Computer because you will be doing everything with the shortcut for the *C:* drive you just made to your desktop.

Double click on the C Drive shortcut and if you are using Windows Vista you will see two columns of folders. Left click on *File* on the top menu and look for New Folder and left click once. It has now made a new folder on your C drive.

If you are using Windows XP or older versions, go to the menu bar and left click once on *File* and from there look for *New Folder* and left click once. It has now made a new folder on your C drive.

In either of these actions you now have to give that folder a name otherwise it will just sit there with the name *New Folder*. To give it a particular name, just right click on it once and then from the drop down menu, click on *Rename* and then type in whatever name you want to give the folder. After you rename it and close out of the C drive, that new folder will now take its place automatically in the list of folders on your C drive.

Remember that folders are used to store and organize files that you have made. If you write a lot of letters to a particular person or company you may want a folder to store all those things in. If you have photos of your house you want to organize, make a folder for them and store them in that folder. Same thing if you have a lot of photos of your grandkids, you can make a folder called Grandkids Photos and in that folder you can make sub folders for each of the grandkids you have photos of. This way you will have a folder set up for each one of them.

### Saving A MS Word Document

If you are using MS Word and are working with a previous document, if you make any changes to it and then want to close it, you will always get a prompt "Do you want to save the changes?" You then have to click on one of the three options and it will close. If you just want to save your changes but not close out of the document, just click on the little floppy disk icon on the menu bar and it will automatically save the document without closing it.

### Windows Updates

No matter what version of Windows you are using, you should have your automatic updates for Windows turned on. If you are not sure if it is turned on, go to the Help and Support and type in turn on automatic updates into the search box. Follow the directions it gives to turn the automatic updates on. It is very

## 18 Computer Tips 2008

important to keep you version of Windows up to date.

### Virtual Library

NY State has a virtual library known as NOVEL. You must have a NYS Drivers License or DMV ID or a local library card to access it. You can access subscription newspapers, magazines and reference materials. It also gives access to child and business publications and to the full text of scholarly works instead of abstracts. You can access this at [www.nys.gov](http://www.nys.gov)

### Some E-mail Statistics

Now that you have a computer, here are some things to think about. Statistics, extrapolations and counting by Radicati Group from October 2007 estimate the number of emails sent per day (in 2006) to be around 183 billion. 183 billion messages per day means more than 2 million emails are sent every second. About 70% to 72% (or between 128 and 132 billion) of them might be spam and viruses. The genuine emails are sent by around 1.2 billion email users.

The first piece of spam was sent on May 3, 1978. It was sent to people taken from a (then printed) directory of ARPANET which was the first computer network set up by the DOD. Its users were mostly at universities and corporations.

### Why Am I Getting E-mail Addressed From Myself

What you're seeing is called "spoofing" or more correctly "From-spoofing" - sending email that appears as if it's coming "From:" someone that its not. The fact that you're seeing your email address used in the "From:" field shouldn't alarm you. It might be annoying, but there's no need to worry about it. You're already on spammers lists to get spam and they're using that same list, or variations of it, to select which addresses to use when spoofing. And there's currently no effective way to stop them from spoofing.

They're trying to spam you, and know that it's unlikely you'll block email from yourself. In fact, as you've seen, it's not even always possible, but I'd consider it a bad idea even if you could do it. It'll prevent certain types of legitimate email from reaching you.

They're trying to spam someone else, and what you're seeing is a bounce message indicating that the original spam was rejected by its intended recipient. Since the email looks like it came "From:" you, you get the bounce message.

There's nothing you can do to prevent From-spoofing. Eventually your email address is going to show up in the "From:" field of spam that you had nothing to do with. In fact as you've seen, it probably already has. The only thing you can do is to keep doing whatever it is you do to control spam.

### Internet Explorer Settings

Whenever you open up IE, it will open to the site that has been set as the default. Sometimes when you download different things, it may reset that default to something you don't want without even asking you and the next time you open up IE you are at place you didn't select or want to go to.

It's very easy to set the default to what you want. Simply open IE and then on the menu bar click on Tools and then Internet Options. When you click on that, a window opens with many different tabs. On the General tab you will notice the first item is Home Page. That blank is where you type in the URL of the home

page that you want to set as the opening every time you start IE. Simply type in the URL you want and then to the bottom and click on the Apply button and the next time you open IE, it will open to that site.

### **How To Delete Multiple Items**

Now this action works the same in many different applications such as your list of e-mails, files in folders, photos in files.

If you have a list of emails in your e-mail in box that you want to delete, it's not necessary to delete each one separately. Same thing goes to any list of photos or files listed in any folder. There are two ways of deleting these items depending if they are multiple in order or are scattered through out the folder.

#### **Files that are in order of each other**

Hold the shift button down and then left or right single click on the top item and then go to the last item in that order and do the same thing. As you do this, all of the items become highlighted. Now right click anyway in this highlighter list of items and select delete from the dropdown menu. When you do that, a prompt will appear asking you if you are sure that you want to remove these items (it even tells you how many of them there are). Click yes and they are sent to the Recycle Bin.

#### **Files that are not in order**

If you have a list of files, photos or whatever you want to delete that are not in order, instead of hold down the Shift key, hold down the Ctrl (control) key and then right or left single click on each item you want to remove. When you have chosen all of the items you want to remove, then right click anyway in this highlighter list of items and select delete from the dropdown menu. When you do that, a prompt will appear asking you if you are sure that you want to remove these items (it even tells you how many of them there are). Click yes and they are sent to the Recycle Bin.

Now if you discovered that you made a mistake and deleted something you didn't want to delete, open up the Recycle Bin and you'll find the item there. From there you can restore it back to where it was.

### **Google Street View**

Here's another great thing from Google. Open your IE browser to google.com and type in street view. When you get google street view to open, type in your address and there is a nice shot of your house and your street. Then by clicking on the arrows, you can get a 360 degree shot of your street. Pretty cool!

### **Computer Tips.....October 2008 newsletter.....Bob Livoti**

#### **Not Getting Our Computer Tips On Line?**

If you are on our e-mail list for the computer tips, you should know that if your mailbox is full because you haven't checked your e-mail in some time or if you automatically use an "I'm away" return message for your e-mail, you probably won't get the computer tips when it is sent out. Both of those conditions usually block any incoming e-mails and the computer tips is sent out only once in a group message.

Just when you thought Windows Vista was all the talk, Microsoft is working on the next OS (operating system) called Midori. Microsoft won't comment publicly on what Midori is, but the company has confirmed that it exists. The report claims Midori is an offshoot of Microsoft Research's OS, which creates

"software-isolated processes" to reduce the dependencies between individual applications, and between the applications and the OS itself. Now if you can figure out what that means, let me know.

If you check the Sunday newspapers for computer ads, you'll notice a computer with a touch screen by HP. The touch screen application is similar to a touch screen computer you see being used in a lot of restaurants and fast food places. Instead of using a mouse to navigate between applications, you use your finger to go from one program to another.

### **Slow Startup??**

Recently a neighbor of mine asked if I could help with a problem with his computer. Seems it was taking almost ten minutes for his computer to startup and load before he could do anything with it. When I checked to see what was running on his computer, every single program he had installed on his computer was trying to startup at the same time when he turned his computer on. That's like all the cars trying to go through one toll booth at the same time. Even with lots of memory, it just can't be done. After disabling just about everything from his startup menu, its working fine and taking a much shorter time to start.

### **Got Questions? The Web Has The Answers**

One of the most fascinating things about computers and the Internet is that you can find an answer to just about anything there is. All you have to do is type your question into a web browser and click on enter. Give it a try.

### **Recycle Bin**

Every time you delete a file on your computer, it automatically goes to the Recycle Bin. If you accidentally deleted a file, open the Recycle Bin on your desktop and look through everything there. When you find the file, highlight the file and right click on it and click restore and the file will be restored to wherever it was. To empty out your Recycle Bin, right click on it and then click Empty Recycle Bin. Once you do that, everything that was in it will be deleted entirely from your computer. It's a good practice to empty your recycle bin and to also delete all your temporary internet files from your web browser.

### **Taskbar Shortcuts**

The Taskbar if you use it, sits on the bottom of your monitor screen and has many different types and uses. If you right click on the bottom and then click on Toolbars, you are presented with various different toolbars. One of the most useful is the **Quick Launch** toolbar. When you have the Quick Launch toolbar displayed, you can drag a file, folder or even a program or shortcut on to the Taskbar for quick access to programs, files or web sites. From there, it is only a click away to get to that particular item.

### **Florida FOP Lodge NY 3100**

Many retired members who moved to Florida and tried to join the local FOP lodge there were met with frustration as the Florida Lodges would only accept a retired member as an associate member of the FOP.

A group of retired members living in Florida decided to form another lodge specifically for retired members from the NY area and formed FOP Florida Lodge NY 3100. I've included the list of their officers and phone numbers here. You can request

information on joining their lodge and also information on how to qualify for certification under HR218 in the Broward County area. There are other areas in Florida that are eager to qualify retired NY Police Officers who have become Florida residents. I'm sure that members of this FOP lodge can give those of you who are interested, more information than I can about doing it.

<b>FOP NY Lodge 3100 Board of Officers</b>			
E-mail address fl_fop_ny3100@hotmail.com <b>Please do not send non related e-mails to the above. If they are not police related, do not send them.</b> We have enough e-mails to really keep us busy, so please, no jokes or videos. They also use up the allotted megabytes allowed by the server. Thank you			
Office	Name	Telephone #	Cell Phone #
<b>President</b>	<b>Stanley Kriegsman</b>	<b>561-742-8054</b>	<b>561-703-5846</b>
<b>Vice President</b>	<b>Arnie Dansky</b>	<b>561-737-7973</b>	<b>561-676-6151</b>
<b>Trustee</b>			
<b>Treasurer</b>	<b>Norman Rapport</b>	<b>561-736-5667</b>	<b>971-817-0905</b>
<b>Secretary</b>	<b>Jill Doyle</b>	<b>561-753-3653</b>	<b>914-497-5186</b>
<b>Sergeant. At Arms</b>	<b>Charles Balsamo</b>	<b>954-428-2289</b>	
<b>Chaplain</b>	<b>Christine McIntyre</b>	<b>561-477-9604</b>	<b>561-703-0349</b>
	<b>Hurley</b>		
<b>Inner Guard</b>	<b>Pat DeFeo</b>	<b>561-753-3653</b>	<b>914-497-5188</b>

I receive an e-mail from Lou Savini (ret NCPD) about the FOP lodge and he writes:

Bob: Thanks for the info, but let me tell you about FOP Lodge #41 in Fort Pierce Florida. They will take retired police as full members. One of the delegates is a member of IPA Region #26 of which I am the president. He said if anyone who lives in the area which includes Palm Beach, Stuart and Port St. Lucie and wishes to join his Lodge they can call him. Phil Mendel at 772-337-5531.

Also if you would kindly mention if anyone would like to join the IPA Region #26 they can call me Lou Savini at 772-288-1972 or cell 772-215-1901 or they can call Phil Mendel who is our Treasurer. We will be sure they get an application. Thank you, Lou

### **Eye Strain On Quick Launch Toolbar**

Are your icons too small on your Windows XP or Vista quick launch toolbar? Right Click in an open space in the toolbar, make sure Lock Taskbar is deselected and then go to View and click Large Icons and your icons will be much bigger.

### **Keyboards**

If you place your hands in front of you on the table like you were going to type something, you'll notice that your fingers are not all lined up straight in a row like the keys on a keyboard. Next time you are at a big computer store, try the same thing on an ergonomic keyboard. While it may look funny, your hands will actually be more comfortable. You might want to give some thought to purchasing an ergonomic keyboard if you spend a lot of time on the computer. Those keyboards also have a great wrist support at the bottom of them.

### **Let's Hear From You**

Let's hear from you. What do you want to know or learn? Send me an e-mail with your questions or tips and we'll

post it here so that we can share with everyone.

### What Do I Do With My Digital Camera Now?

I know a lot of people have bought digital cameras and a lot don't know what they should do as far as taking pictures with them or sending them in e-mails. I received some great tips from someone in our Photo Section that can help explain things to a novice user with a digital camera.

"I bought a 10 megapixel digital camera that I must use a little card to take the place of film. They say these cards should be at least 256 or 512 megabytes to hold lots of images. But what about the 10 megapixels? What is that good for? I'm confused."

### Photo Capacity

The above thought is common to many owners of new digital point and shoot cameras. I mean, really, you just barely begin using the camera and between everyone you talk to about it, you are inundated with queries as to the mega-this and mega-that about your high tech electronic device. All that is important to you (so you thought) is can it quickly shoot what I'm aiming at? Now, it seems, I also have to know if it can "hold" a certain amount of images, and does each image have enough "pixels" for a big enlargement?

All right, let's come up with a simple formula that we can memorize and better understand the comparisons and sound like we know something about the \$200 we just laid down for a new digital camera. This is what it boils down to and if you look in the manual that came with the camera you'll find this in a different language:

megapixel= picture quality capacity

megabytes= camera card capacity (that's the little card that came in the camera)

For us simple people "Mega" means "million" so we have millions of pixels and bytes.

### What's A Megapixel

Pixel is short for PICTURE ELEMENT and it's the smallest component of a digital image, so a megapixel is shorthand for "a million pixels." Digital images are in fact a mosaic of pixels, just like the tiles on your bathroom wall for example. Each pixel is a small square of uniform color. They can be light or dark, red, green, pink, brown, black, white or any one of millions of other colors. When seen from a distance you don't see the individual color dots and they blend together to form a continuous tone image. Generally speaking, the more megapixels a digital image contains, the more megabytes (MB) it will consume on a hard drive or a Web site. Pixel resolution doesn't have a lot to do with the actual file size, which is measured in megabytes.

### What's A Megabyte

The actual file size of the photo is measured in megabytes. The file size will depend upon several factors, including the amount of data compression used to save the photo (this is sometimes called the jpeg quality level). Measuring the number of megabytes tells you how big a file is; like a hard drive the memory capacity is, by counting millions of bytes. For example, a high-quality jpeg photo from a 6.3 megapixel digital camera takes up about 3MB of space. CD's can hold up to 700MB of space.

### The Basic Concerns

How many pixels do I need to print an image? As a rule of thumb, when printing a digital image you need at least 200 pixels per inch for the image to look good. More is better and for the best image quality you may need 300 pixels per inch. So if you want a 4"x6" print you'd need an image of at least 800x1200 pixels, i.e. 960,000 pixels. So a 1 megapixel camera should give you decent 4"x6" prints. Most digital cameras today start off in at least the 3-4 megapixel range. The following table gives you a very rough idea of image size in pixels vs. **maximum print size for high quality**. With high quality digital images it is possible to go to a larger print sizes than indicated in the table below.

#### PIXEL/PRINT TABLE

Image size

Printed at 200dpi	Printed at 300dpi
1 megapixel 4x6	3x4
2 megapixels 6x8	4x6
3 megapixels 8x10	5x7
4 megapixels 9x11	6x8
5 megapixels 10x12	6.5x8.5
6 megapixels 11x14	7x9

All cameras are not equal even though they may have the same megapixels. The lenses can vary and that will also make a difference in the quality of the photo.

### What Are The Advantages/Disadvantages Of More Pixels

The advantage of more pixels is the ability to make larger prints, or to crop the image significantly and still make reasonable size prints that are clear. The disadvantage is that the digital files are larger and so you can store **less of them** in any given size camera memory card. If you are posting a photo on a web page, then the dpi of the photo can be as low as 72dpi and still appear clear on a web page. This same photo will not print clear if you want to make 4x6 prints. A good rule of thumb is that the larger the file, the bigger the photo can be printed at without loss of quality.

### Personalize Google Search Page

You can set IE to open with a personalized Google search page with your own on it name instead of Google.

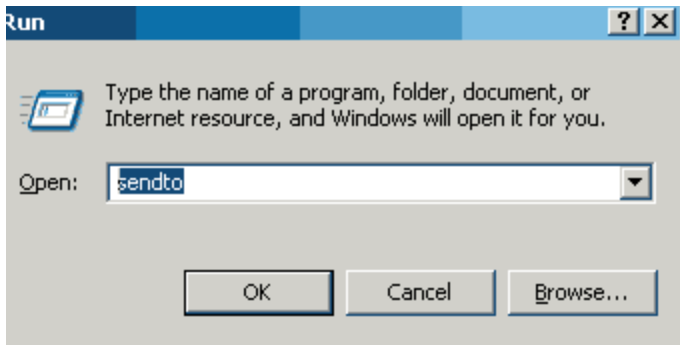
1. Got to "*rkorofugctejleqo*" and type in your name or a short phase up to 28 characters in the "Enter Your Name Below" box
2. Click "Create Now". A box will open asking if you'd like to set the new page as your home page. Click "Yes" or "No" depending on your preference.
3. A new screen will appear with you personalized Google page. If you set it as your home page, every time you open up IE your name will appear instead of Google but you will still be doing a Google search. If you ever want to change the name, click on the box "Change Logo Text" and make the change.

### Attention NCPD Retirees

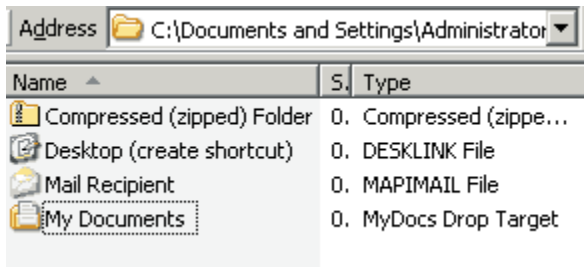
Commissioner Mulvey has put into operation a resource for NCPD retired members where they can receive information on personnel changes, promotions and assignments within the Nassau County Police Department. To be placed on their e-mail list, you should send an e-mail to *tgktgfgo cknBrfep@qt i'''* and send them your name, serial number and shield number. You will then be



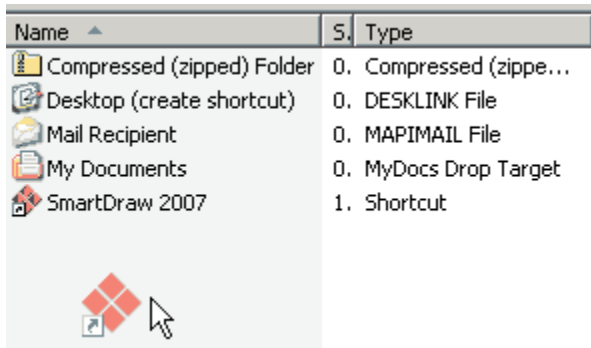




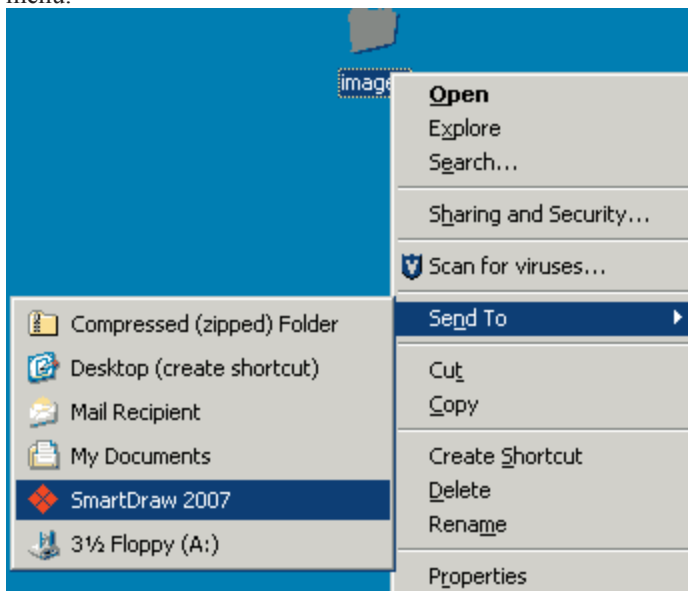
A window will appear with default Send To lists (Compressed (zipped) Folder, Desktop (create shortcut), Mail Recipient, My Documents).



Now using drag-and-drop technique (or using copy and paste method), you can move any program, folders and drives shortcuts to this folder.



Now you can verify, your new shortcut is created in Send To menu.



But next time, if you want to delete any destination, then open the Sent To folder and remove the destination shortcut.

## Flash Drives

Bill Schenck (ret Greece PD) asked about flash drives and transferring information. There are several different types of flash drives or memory cards. Most people associate a flash drive with the more common USB type which range up to 32GB now. Other types you may already have without knowing it and that is a memory card from your digital camera. The memory cards and the USB flash drives all function in the same manner. Neither of them contains any moving parts and they all store items electronically in their memory capacities. That memory card in your camera can double as a flash drive and can hold tons of data other than photos. Most computers today have memory card readers already built into them. If yours doesn't, you can buy a separate one that plugs into any USB port on any computer. Those with them built in you can see when you click on *O* *E* *q* *r* *w* *g* *t* and then your *E* *f* *t* *x* *g*, they will appear as *T* *g* *o* *q* *x* *c* *d* *n* *g* *"* *F* *k* *u* *m* *"* *C* *.* *D* *.* *E* and so on depending on how many slots it has.

These flash drives and memory cards can be used to transfer information from one computer to another simply by copying whatever information you want right onto the drive. Then all you have to do is plug it into the other computer and copy the data from the drive to the hard drive of the other computer. You can transfer the information by simply copy from the one hard drive and paste it to the flash drive or drag it over. Either way works. While most camera memory cards are in the 2GB range, you can find some that can hold up to 32GB. That's a lot of data.

Not enough storage for you? Then try a portable hard drive. Portable hard drives connect to your computer by a USB connection or a Fire Wire connection and their sizes can range up to 1TB. Portable hard drives can be used when the built in hard drive of your computer is filled up or you can use it to transfer data from one computer to another simply by plugging it in like with the flash drives. Going on vacation and don't want to bring another computer with you but you want access to certain data you have? Put it on the flash drive or the portable hard drive and take it with you and then plug it into another computer where you are.

## More Tips

Lou Cardamone (ret NCPD) found a place called Real Estate Cyber Magic <http://www.recyber.com/stealthlink2.html> There are loads of computer tips on it that you might like to browse through and other resources that can be very handy.

## System restore point

System Restore is a component of Microsoft's Windows Me, Windows XP and Windows Vista operating systems that allows for the rolling back of system files, registry keys, installed programs, etc., to a previous state in the event of malfunctioning or failure.

That's the technical explanation. The short and quick story is that if you are using any of the above Windows operating systems, you should have set a recent System Restore Point. The reason you need it is because some day you might accidentally go opps! When that happens you can spend endless hours trying

to fix something or you can spend just a few minutes to fix that opps!

The System Restore Point enables you to simply turn back the clock to a point when everything was running fine on your computer. To manually set a new point, click on *Uvctv í 0Rtqi tcou í 0Ceeguqtkgu í 00U{wvgo "Tgivqtg* and follow the instructions to make a new restore point. Usually whenever you install a new program a new restore point is automatically made, but its better to be safe than sorry.

### **Are you a MS Word user?**

If you are a MS Word user, you are probably familiar with some of the toolbars it has, but there are other toolbars to use while working with Word that you may not realize are there. Some toolbars are hidden until you want to use them and then you have to bring that particular toolbar up on the page. Maybe you don't know what all the symbols on the tool bars mean. Here is a web site that explains what all those symbols on the various toolbars are, what they are used for and how to use them: [http://www.internet4classrooms.com/msword\\_handout\\_toolbar\\_lt.htm](http://www.internet4classrooms.com/msword_handout_toolbar_lt.htm)

### **MS Word tips**

MS Word is full of tools that can help you work faster and smarter but only if you know about them. Here's one for you:

#### **Shrink Document by One Page**

A document whose last page is mostly blank is a waste of printer paper, especially if you have to make a lot of copies. Your letter and mailing will also look more professional if they fit the pages nicely. If *Rtkpv"Rtgxky* reveals a skimpy last page, click the *Uj tkpm"Vq"Hkv* (Word 2003) or *Uj tkpm"Qpg"Rc ig* Button" (Word 2007). Word will tweak the fonts in the document to make it a page smaller. Don't like the results? Just press Ctrl Z to undo.

### **Browsing through a Word document**

Down in the lower right corner of the scroll button in an open file in MS Word 2002, there is a little round symbol between the two scroll up and down arrows. If you click on that little round symbol, it will give you scroll options of page breaks, pages, sections and a number of other ways. You can pick what ever way you want to scroll through a document and reduce the time it takes you to scroll from one place in the document to another.

### **View two parts of a document simultaneously**

1. Point to the split box at the top of the vertical scroll bar on the right hand side.

2. When the pointer changes to a double headed arrow, drag the split bar to the position you want.

#### **Notes**

- €# To return to a single window, double-click the split bar.
- €# To move or copy text between parts of a long document, split the window into two panes. Display the text or graphics you want to move or copy in one pane and the destination for the text or graphics in the other pane, and then select and drag the text or graphics across the split bar.

I received a nice note from one of our widows Elizabeth

Murphy, saying how much she enjoys the computer tips and that she has finally figured out how to "cut and paste". Everyone has a problem with that when they first start using a computer, but Elizabeth has finally mastered it.

Another one of our widows who lives in Florida Rose Murphy, called to say how the computer has changed so many things that she does. She has a project going right now where she is transferring songs from some old LP's to her computer and putting everything onto disks. She's also an avid E Bay user and has been using E Bay to sell off a lot of her collectibles

### **December 2008 Computer Tips article.....Bob Livoti, E-Mail Courtesy**

Most people got computers to surf the web and to send e-mail. When sending e-mail, you should be aware of certain things.

Whether you use Outlook, Eudora, Thunderbird, Pegasus, Netscape e-mail or some other e-mail program having a few hours of training in its use will only help. Probably the best way to get the training you need is to visit the manufacturer's website and search for tutorials for the program you're using. If you're unable to find something there, a simple Google search should turn up a tutorial for the program you're using.

When answering someone's e-mail, you have the ability to pull a quote from that e-mail and respond to it so that the originator or the other recipients of that e-mail will know what you are referring to. You do that by holding down the left mouse button and dragging the cursor across the part of the e-mail message you are responding to. When all of the text is highlighted, then click on the reply to or reply to all buttons. What happens next is that the highlighted text appears in a new write mail window headed by the quote like, "In a message dated 10/22/2008 10:15:18 A.M. Eastern Daylight Time, gotsha writes:" Depending on what you use for e-mail, AOL or outlook express, the whole quote will appear either at the top or the bottom of the new e-mail you are writing. What this does is it gives the recipients an idea of what you are responding to in an e-mail.

Lots of people make the mistake by forwarding the whole message again which in turn sends all kinds of garbage from that e-mail to everyone again. At times it can mean pages and pages of garbage for a two-word answer. Don't pass on others e-mail addresses or garbage. Don't click on that Forward button and send the same e-mail out to "everyone in your address book" as many suggest. There is nothing more annoying than receiving garbage e-mails and only you have the ability to stop something right there instead of contributing to the mess. Remember if it's important enough to send to others, do it as an original e-mail and not one cluttered with useless garbage before the actual e-mail message. In addition, if you are going to be an e-mail writer, then at least have the courtesy to check your incoming e-mail frequently. It doesn't make sense to be a member of an e-mail group and then not check your e-mail. Would you let your snail mail pile up in the mailbox?

You should also be aware that you can set the default type font in your e-mail program. There are some types of fonts that you cannot tell if the letter is actually the letter L or the number 1. Times New Roman which is a popular font used in newspapers, magazines and other print material is a font that has these problems. Arial font is another. If you use these two you may have to explain if a character is a number or a letter some

times. It really becomes a problem in trying to access a web site and the best way to alleviate any problems is to copy and paste the suggested text from the document into the web browser.

### **Sending e-mail to the RPA?**

If you are going to send an e-mail to the RPA then be sure to do it as an original message. Do not forward others e-mails because the e-mail controls we have set up, any e-mail with Fwd:, Re: in the subject line will be sent to our spam folder and deleted. If its good enough to send, then copy and past it into a new mail window or eliminate the forward part.

### **Slow running computer??**

MSConfig, or Microsoft System Configuration Utility is a utility to troubleshoot the Windows startup process. It is bundled with all Microsoft Windows operating systems since Windows 98. To start msconfig, click on Start ...Run, then type msconfig.

If your computer is running slow, this is where I tell people to look to first to speed startup. You will be amazed at how many programs you having fighting to startup the minute you turn on your computer. **Anti virus programs are the single largest slowdown of computer startup.** All of the programs listed in the startup tab in addition to anti virus programs can account for 98% of the problems with a slow running computer, and msconfig is where you have to start to correct the problems.

I would suggest you do a simple web search on msconfig to see what the utility does and read about how to make changes in the startup menu. It is the startup tab in that utility where you want to make the changes.

### **Free Antivirus program**

Are you still paying a yearly fee to Norton's or McAfee for their antivirus program? Try AVG Free. Go to <http://free.avg.com/download-avg-anti-virus-free-edition> for the free edition. They have several editions and the one you want id the free 8.0 edition.

### **Antivirus 2009**

In the past month, I have had several people contact me about their computer being infected with a virus called Antivirus 2009. Antivirus 2009 is a rogue anti-spyware program that uses false spyware results to lure you to purchase its full version. Antivirus 2009 is an updated version of Antivirus 2008. If your computer gets infected by this virus, it keeps sending you to various websites and you can't stop it from getting all the popups. Make sure you have a good Antivirus program installed on your computer and that you keep the virus definitions up to date.

Antivirus 2009 is usually promoted via a ZLOB/MediaAccess Codec installer found on adult websites. Zlob has been the trojan of choice to infect users with pop ups disguised as system notifications that lead to websites with rogue anti-spyware programs.

Do not click on any link provided by Antivirus 2009. Once you click on the link provided, you'll be redirected to Antivirus 2009's website (antivirus2009.com) to download and purchase Antivirus 2009's rogue anti-spyware program. Antivirus 2009 has the ability to recreate itself after reboot and its "System scan" messages may continue to pop up on your task manager. It is advised to run a scan with a reliable anti-spyware program to check for the presence of Antivirus 2009 on your computer.

If you have trouble removing the virus, try starting your computer in *uchg"o qfg*

## **26 Computer Tips 2008**

*cpf"vjgp"twp"e"eqo rnyvg"uecp"wukpi"qwt"cpvkxktwu"rtqitc o"vq"tgo qxg"vjg"xktwu*

### **Knol: Google's Wikipedia**

Most of the information in Wikipedia is completely accurate. Some of it isn't. The problem is knowing which is which. Google has launched a new service called *mpqnl"iqqing\eqo ""*The articles and definitions written there will usually list a photo of the author and information about that author can be checked out and verified to check whether that person knows what they are talking about or not. Information on the site is very limited right now.

### **Do you shop on line?**

Do you do any shopping on line? Is the place you are shopping a secured site? One way to check is to look at the web address on their web page. If the web address begins with https:// then the site is secured and encrypted and safe to give your credit card information to. It will also have a little padlock down in the right hand corner. Web pages that begin with http:// are not secure shopping places and in addition, you will not see that little padlock down in the right hand corner.

### **AOL Users**

A reminder for AOL users, if you are using the free edition of AOL, they don't offer the free antivirus program with it anymore. They stopped it as of October 31, 2008. If you were using the free AOL, make sure you have an antivirus program for your computer.

Another freebie that's no longer is AOL's Pictures. As of December 31, 2008, AOL will no longer provide the [AOL Pictures](#) online photo service. If you have not already done so, it is important that you choose from the options described below prior to December 31, 2008. After this date, you will no longer be able to access your images through AOL Pictures. AOL has partnered with American Greetings® PhotoWorks® to enable continued access to your pictures through the PhotoWorks service. PhotoWorks provides unlimited free storage, just like AOL Pictures, as well as a variety of options for making creations and sharing your photos. You can access your images on PhotoWorks simply by providing your screen name and password to register for a free American Greetings PhotoWorks account.

### **Using MS Word**

You can use one of the templates that come with MS Word to write a letter, a memo or a fax. You can save yourself some time by using some basic Templates and Wizards to help you construct your document. From the *Hkng* menu, click *Pgy* and select the option for *Yqtf"Vgo rncvgu*. You can select from a range of document types including letters, brochures and memos, all laid out ready for you to insert your own text. You can also choose to use Wizards that work by asking you questions about the document you wish to write. You can also make your own temple for a document and add it to the list of templates in Word. To do that, after you have made the template for your document, simply click on File...Save As...when the window opens go to the Save as type: box on the bottom and select the Document Template option, give the file a name and then click on Save. Now whenever you want to use that template, all you have to do is open up the template with that name.

Are you a Spamer or guilty of sending junk mail?

A very easy way to answer the above question is to simply look in your sent mailbox or outgoing mailbox. If the subject line of the mail you have been sending starts with Fwd:, all you have been doing is sending other people's e-mails.

How about getting original and send a real honest to goodness e-mail with a thought that you developed all by yourself instead of clicking on the Forward button. Many people have set up e-mail controls to deal with problems like this and any mail that contains Fwd in the subject line is automatically sent to the trash bin.

### Resizing the active window

Sometimes working with various programs and documents you may want to resize the window you are working with. To do that, all you have to do is click on the little box in the upper right hand corner of that window and it will shrink somewhat. If you want it smaller, drag you mouse cursor over an edge or corner and when it changes into a double arrow hold down the left mouse button and drag it to make the window smaller or larger.

### Windows 7

Microsoft is already into development and testing of their newest operating system called Windows 7. There has been so much opposition to Windows Vista that they are talking about an early release of the next system, Windows 7.

While Windows Vista (launched in early 2007) addressed a number of Window's XP's biggest issues, most notably a much needed security refresh, Microsoft's most current operating system (OS) came with its own string of new headaches, like incessant pop-ups and some frustrating incompatibilities (not to mention its own set of flaws). Despite what those Mac vs. PC commercials might say, Microsoft has been listening, and its answer is Windows 7. Vista hasn't proven to be completely impenetrable, but it is a big step forward in terms of security when compared to XP, which has proven to be less than secure. From what we've heard so far, Windows 7 won't be a huge step forward in this respect, but will include some useful additions, including security for something that more and more people are using: USB thumb drives.

Vista may be more secure, but it came at quite a cost: the User Account Control, or UAC. The UAC is what's responsible for all those incessant pop-ups that ask you if you're sure you want to install this app, or delete that file, or allow access to this drive to this program. Windows 7 will also include the UAC, but according to some people who are testing the new OS, you can tone it down. In Windows 7, the UAC enforcement can be adjusted with a slider ranging from Always notify to Never notify... You can tell also Window 7 to only notify you when programs try to install software but not for system changes as a halfway measure, with the most stringent choice being to notify for both activities and to wait for your response.

One of the biggest problems with Vista was the incompatibility of hardware to work with Vista. New drivers were slow in coming so that your old hardware could operate with Vista. I believe that most problems with drivers for Vista have now been corrected.

The bottom line is it's much the same so, Windows 7 definitely has some tidy improvements, but ultimately it won't be that much different. This is a point many testers are stating,

"Instead of promising "Wow" (big mistake), Microsoft is coming right out and saying that this OS will be a lot like the last one, but in the best and most important ways." That sounds like change PC users can believe in.

I have 1 computer running Vista for almost a year now and I haven't had any problems with it other than having to get new drivers for my printer and scanner when I first got it. It took several hours to locate the new drivers and in one instance, I had to get new software for my scanner to operate the OCR program. That was the biggest problem as the software company wanted me to buy the new OCR program and Cannon had a site to download the program for free. One of the annoying things I find with Vista is the UAC (User Account Control) because you have to answer a series of questions before you execute certain operations.

### Backing up files

Maybe its never happened to you but its something to think about backing up your files. I'm sure everyone has certain files on their computer that they would be lost without them. If you don't have those many files that you want to back up, you can simply do them on a flash drive just by copying them to the flash drive every so often. If you are the type that leaves their computer on all the time or one that is always using their computer a particular time of day or night, you can go to various web site and backup your important files. There are enough free sites out there to use that you don't have to pay for it unless you are backing up huge files.

One of the free sites is [oqiflego](http://oqiflego.com). If you have less than 2MB that you want to back up there is no cost. If you want unlimited backup, its \$5 a month. They have a very easy interface for backing up files and you can set it up to do it every day or once a week.

### Printing web pages

Most of the time when you want to print out a web page, there may be banner ads or big images along with text that you may not want to print. On web pages you can use your browser's built in selection printing option. First select and highlight the text you want to print. Then choose File...Print from the menu bar and then click Selection in the Print Range section of the Print Dialogue box.

If you want a free program that can this and more, go to HP Smart Web Printing and download the free program that gives you a way to grab selected text and graphics from web pages, save them to a document and then print your customized pages.

### Access multiple e-mail accounts

If you have multiple e-mail accounts like many of us do, here's a way to read all your e-mails from different accounts at one location. Google's free web based Gmail service is both an e-mail host and an e-mail client. Use Gmail's built in Mail Fetcher to retrieve message from up to five external e-mail accounts that use the POP3 standard. In Gmail's Settings area, click the *Ceeqwpnu* tab to set up your external e-mail addresses. After you're done, you'll receive all of your mail in one roomy inbox. You can even send mail from your non-Gmail addresses via Gmail's Compose screen too.