

# PC Post



Official Newsletter of the  
Modesto PC User Group.  
Modesto, California

25 years of User helping User

December 2007 – Volume 25.12

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## Our Next Meeting

### *The care and feeding of your printer*

Angela Parker will tell members of the Modesto PC User Group just what Cartridge World can do for them at their next membership meeting on Thursday, Dec. 27.

Parker owns the brand new Modesto franchise establishment geared to provide refilled printer cartridges of almost any type or refill one her customer has. A Modesto elementary school teacher and an environmentalist, Parker also will talk about her green program.

Most customers will simply come in a swap an old cartridge for a reconditioned one at about half what they're used to paying, but she's prepared to recycle an officeful of used cartridges, if need be. Her business is located in the Save Mart shopping center on Pelandale Avenue across from Costco.

As usual, the gathering will begin at 6:30 p.m. with the Random Access Special Interest Group, where members can get their most pressing computer questions answered. Parker's presentation will follow refreshments at 7:30 p.m.

The event will take place at Destiny Christian Center on Carver Road just south of Roseburg Avenue. Members and friends should park in front or back of the building and enter on the south side.

**For directions to  
Destiny Christian  
Center  
see page 11**

### Important Meeting Dates

**General Meeting — Dec. 27 — Destiny Christian Center**  
**Photo SIG Meeting — Jan. 1 — Denny's Restaurant**  
**Board Meeting — January 2 — Ridgeway's Restaurant**  
**Beginner's SIG Meeting — Jan. 14 — Denny's Restaurant**



## President's Report .... Mike Kumler

Not much to say this time except that Jenny and I send everyone our wish for a very Merry Christmas and I'll see you on the 27th.

## Membership Report .... Hank Mudge

### Members renewing - Thank you for your support:

Alan Romander 6/08

### Members dues expiring in December:

Betty Hinkley	Bill & Flora Goodridge
Bill & Virginia Nylander	Kirk Stockham
Gordon Tolson	

### Members dues expiring in January:

Thomas O'Brien	Joe Sousa
Arthur Gingrich	

## Treasurer's Report .... Barb Cameron

<u>Income</u>		<b>Modesto PC User Group</b>		<u>Expenses</u>	
Membership	\$120.00	<b>Financial Statement</b>		Post Office Box Rent	\$ 68.00
Interest on Savings	\$ 0.00	<b>December 2007</b>			
Donations	\$ 0.00			<b>Total Expenses</b>	<b>\$ 68.00</b>
<b>Total Income</b>	<b>\$ 120.00</b>				
		<b>Current Assets</b>			
		Checking - US Bank, Modesto	\$ 2,023.64		
		Savings, US Bank, Modesto	<u>\$ 332.39</u>		
			\$ 2,356.03		
		<b>Total Club Assets</b>	<b>\$ 2,356.03</b>		

## New SIG Announcement ....

A new SIG called the Office Users SIG will be forming in January. The tentative plan is for the group to meet at Scramblz in Turlock. Scramblz is located on West Main Street and Highway 99 in Turlock. The group will focus on the Microsoft Office suite of programs primarily Microsoft Word, Excel and Outlook with insights to Access, PowerPoint and Publisher from a beginner's standpoint. For more information about meeting time and date, contact Bud Bondietti at [editor@mpcug.net](mailto:editor@mpcug.net).

# Claude's Bytes . . . .

By Claude Delphia, Editor Emeritus, Modesto PC User Group

**Don't fall for it.** — No one wants to look stupid, but yet that's what the Nigerian scammers are attempting to do to you every minute of every day. Just find a few people out of the millions who receive their emails and get them to bite into the scheme is all they need. Don't be one of their dupes. The worst ones are where they attempt to play on your religious beliefs and sympathies.

What amazes me is that their schemes are so obvious, so ill conceived, and yet the evidence is that people are taken in. Please don't be tempted.

Also don't be tempted to click on an attachment in the many emails that get through our filters and tempt us. They are usually .gifs.

I know, I know, I've written about this before, but I feel strongly about not letting anyone fall into these scam traps.

**Update to Office SP3.** — I recently upgraded to Office SP3. I can't say that I can see any significant differences. I do sense an increase in speed, but it's always hard to know why your computer increases. I do believe in updating, so much so that I have my computer set on auto update. I've not regretted that in the 2-3 years I've had it set that way.

It looks like we're going to get a Windows XP SP3 soon. Some sites say they already have it to offer. In any case it is supposed to keep Windows XP running well and some say that this needed because so many people don't like Vista. This may be true. So far, although I've used a Vista computer, and I've stumbled through some of it's menu problems, I can see no really reason to switch to Vista.

In the past, I've always wanted to be on the cutting edge with the latest software upgrades, but two things have intervened. The first is the lack of money for upgrading. The second is more basic. I can do everything I need to do so far using XP. Now-a-days, I'm all about productivity rather than trying new systems or upgrading my computer to something that doesn't seem to offer any significant new usefulness.

Anyway, I recommend upgrading to Office XP3 just to make sure your Office programs are working as well as possible. And of course security is always an issue, so keep doing those free upgrades.

**Thumb drive reliability** — I've mentioned this to a number of people lately. I believe that thumb or memory sticks are incredibly reliable, maybe even more reliable than hard drives.

Think about this: most of our late model cars are all operating using flash memory just like a thumb drive. That means they are pretty reliable. I've asked a variety of different computer people and few know of a memory stick or thumb drive failing. Undoubtedly they do, but apparently not very frequently. The only one I've lost in several year of use is one that I damaged by fiddling with the file structure of the drive. Fortunately it was on a 16 meg drive, so no big deal. To think, that 16 megs was 1.6 the size of my first hard drive.

As these drives get bigger — in the gigabyte range, and cheaper, such as 4 GB for \$30 — they may be the best back up media.

# Moving on to Vista – Part 2 . . . .

by Neil Stahfest, Shareware Librarian, Tacoma Area PC User Group, WA

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*Obtained from APCUG with the author's permission for publication by APCUG member groups.*

One of the most irritating things about Windows Vista is the repetitious messages that appear whenever you attempt to install a new program. First you see a box with that asks, “Are you sure you want to run this program?” Once you get past this point, you see another box which says, “Unidentified program wants access to your computer”, “Allow” or “Cancel”. In some cases, once the program is installed, every time you attempt to run it you see a warning, “A program needs your permission to continue”.

I suppose this is part of Microsoft's attempt to improve security and protect users from “malware”. For a long-time, “experienced”, Windows User, these warnings seem like overkill. One of the first things I did was to search the Internet for a way to turn them off. Microsoft will tell you not to do this (it weakens their security system) but, for the knowledgeable user, here is the solution. Click Start --> Control Panel. In the left panel, make sure that you are in the Classic View. Double-click User Accounts. Click “Turn User Account Control on or off”. Clear the check box and click OK. Reboot the computer.

I'm not sure if I like the new Vista Start menu. You open it by left-clicking on the Start button or pressing the Windows key. The colors are more brilliant in the new menu and the order of some things has been changed to place things that are used more frequently near the top. For those who prefer something closer to what you see with Windows XP, Microsoft has provided an alternative. Put your mouse pointer on the Task Bar at the bottom of the screen and left-click. In the window that appears click on “Properties”. Click on the Start Menu tab; then click on the button for a “Classic Start Menu” and click OK. Notice that at the bottom of this page is a hyper-link (blue text) “How do I change the way the Start Menu looks”. Click on it to see the many options.

For those who want to change the right half of the NEW Start menu, place your mouse pointer on the Task Bar at the bottom of the screen again and right-click. In the window that appears click on “Properties” and then Start Menu tab and click on the “Customize” button. The top half of the screen shows all of the items that are available and the manner that they are available (you'll probably have to scroll down to see everything). Point and click to turn items on and off. Experiment a little. Turn things on and off. You can reverse the selections that you made if you don't like them or click on the “Use Default Settings” button to restore everything to the original condition. Note that you can do the same thing if you select the “Classic Start Menu” instead of “Start Menu”.

There was one “last” convenience item that I wanted to add to my desktop. I like to go directly to “Computer” (it used to be called “My Computer” in Windows XP) for fast access to hard drives and file folders without going through the Start Menu. This is easy to set up in Vista - just right-click on an empty area of the desktop and click on “Personalize”. On the left side of the window, under “Tasks”, click on “Change Desktop Icons”. Under “Desktop Icons”, click on “Computer” so a check mark appears in the box next to it.

Before you leave this window, notice that you can also change the icons that are used for each of the selected items. You can also pick one of the default icons, click on the “Change Icon” button and select an alternate from a library of icons. If you change your mind about the icon you picked you can click the “Restore Default” button. When you are finished with changes click OK.

Next month we'll look at more things you can do with the desktop.

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# Old to New Computer Files Transfer: Careful! . . . .

by Charles W. Evans, Reviews Editor, Hal-PC, Texas

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*Obtained from APCUG with the author's permission for publication by APCUG member groups*

It's that time of year when many of you will buy a new computer. And one of the biggest chores of getting a new computer is moving all of your stuff from one to the other. This review and the one in January '08 should be helpful in transferring or moving your "stuff".

I have the advantage of visiting numerous SIGs each month and listening to individual problems. Moving files or "migrating" programs can be a real head ache, but it doesn't have to be.

A few comments first:

1. When you install a program under Windows, that program not only places most of its files in its own folder (subdirectory). It also places files in various Windows folders. You must move the files in the Windows folders as well.
2. To remove a program, you cannot simply delete the folder. That's only the first step, although not the best. You must uninstall the whole program. Most programs now include an "uninstall" feature. Please use it.
3. Transferring a file or folder from old to new computer just does that – it simply moves files from one place to another. If you have the original installation media, that may be all that you need. Install the program on the new computer then move data files from the old computer.
4. If you don't have the original install media, what then? In January, I'll review a program that will actually move the entire program, including files in the Windows folders, to your new computer.

**CAUTION:** The trick is know what to move. If you're moving from XP to Vista, keep in mind that some of your programs may no longer work with Vista. And you have to be careful when you're moving full versions of a program from XP on top of demo versions on your new Vista machine. So spend some time up front doing some housecleaning on both machines before you start the process.

What won't move easily? Some programs with security features may need to have the user key put back in or the entire program reinstalled. Anti-Virus software won't move successfully because it is so coupled with the operating system.

PS: You can also use these two reviewed devices to copy files between your laptop and desktop computer. In addition, you don't have to deal with firewalls or Ethernet - some transfer programs use an internet type connection.

File Transfer or Migration

## Belkin USB Cable Transfer

For a basic utility and simplest way to use this Belkin Easy Transfer Cable drivers from the included CD. Plug in open Explore.

You should see your old computer as



transfer files from one place to another, for Windows Vista. Load the special the USB2 cable into each computer and

another device or hard drive. Then move

*(Continued on page 6)*

(Continued from page 5)

the files from the old to the new computer as you would move any other file. Suggestion: I would Copy rather than Move. That way you have a backup on your old computer...just in case.

The Windows Easy Transfer Wizard automatically appears and lets you select the files to copy. With a couple of clicks, your photos, music, settings, and more transfer, without requiring time-consuming CD burning or a network.

Belkin includes free file-synchronization software. With "One-Click," PCsync software automatically synchronizes files, folders, music, photos, video, etc. between your PCs. It works on Win98SE through Vista.

What can you expect in your box? An Easy Transfer Cable for Windows Vista, a brief Quick Start Guide (a more complete Guide is on the CD) and a CD with Windows Easy Transfer and PCsync® software. For more info and updates, go to [www.belkin.com](http://www.belkin.com).

### LapLink Migration Kit

For a more comprehensive solution to move your stuff from your old computer to your new Vista computer, look at LapLink's version 11.5 or 12 which use an optional USB2 for transfers. This device uses a TCP/IP connection, which, for us non-guru's, means an internet connection procedure. This device, but it does require you've got to read the few non-technical, but you have

Newer versions include a that attempts to bring over to the other (it helps if you select the files or programs the button. To assist you in Link has included a "sync" so handy.

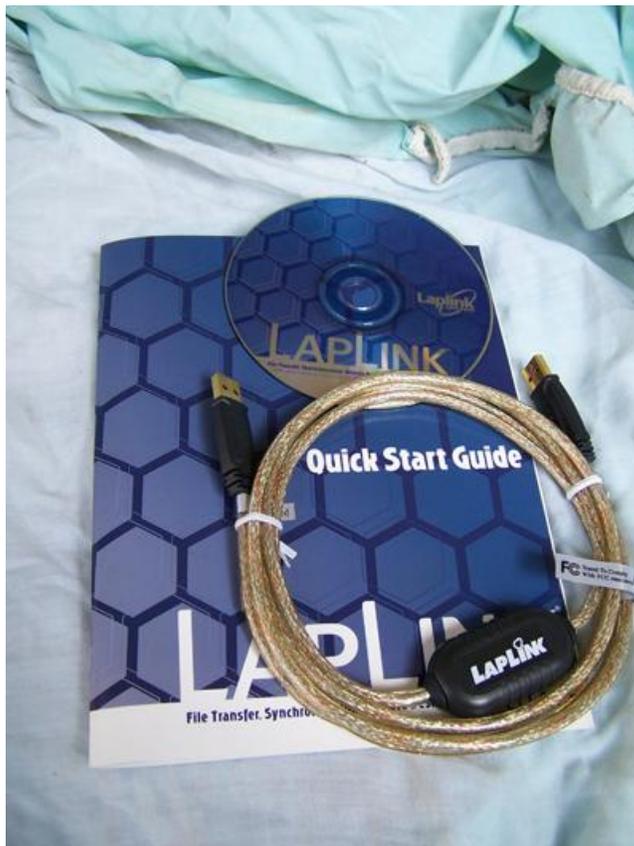
I have used the Vista wizard were adequately transferred were moved okay for the cumbersome and crashed on the network options. There Transfer security is very folder level security.

Warning: It is important to Do not attach the cable to

Incorrectly installing the cable can result in problems in the Device Manager, and can prevent Laplink from connecting properly. If it is currently attached, please unplug it before proceeding. For more info and software updates go to [www.laplink.com](http://www.laplink.com).

Not sure either of the above will do what you want? That's understandable. Hang loose for the January '08 review of an excellent file/program mover.

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Windows Vista transfer wizard some of your settings from one buy a special cable). Simply you wish to transfer and press correctly moving files, Lap-program – easy to use and oh,

on a handful of PCs and none in my opinion. The data files most part but the process was some computers when using were timeouts and snags. tight from lockout protection to

install the USB cable correctly. the computer until directed.

# Tweak Your PC to Keep It Running Fast, Feeling Good and Looking Young! . . . .

by Lou Torraca, President MOAA Computer User Group, HI

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*Obtained from APCUG with the author's permission for publication by APCUG member groups.*

Last week, I was explaining to a friend that I am a quick launch toolbar aficionado {-}

What the heck is that he asked. I said I was just referring to the fact I use it instead of the desktop to keep all my shortcuts, actually, lots of shortcuts, at least on my main PC. As we continued to talk about this I found myself explaining a lot of stuff I have done with my PCs and notebook in the past 6 or 8 years! An obvious question came up: "where do you come up with these things?" At that point I explained I call these "things... tweaks" and they come from dozens and dozens of places including many newsletters, also some regular blogs, newspapers, radio shows, other PC users I talk with and of course, the real biggie, MICROSOFT! Yup, their knowledge base contains millions of tips, solutions and you guessed it...TWEAKS! Our conversation ended with a suggestion that I put some "tweaks" in my column, so what follows are some that I like. But first, a reminder, whenever you decide to play, experiment, alter, or as I say, "tweak" an otherwise functioning computer, either do a backup first, or at least, set a restore point you can return to if what you do doesn't work out for you. If you don't know how to do that, click on start and then help and support and then choose index and type in system restore.

At the end of this list, I have a couple speed tweaks which I advise should only be used by advanced users, and you will also see I advise again to backup or set a restore point. With that in mind, here is my li

The area that sits between the start button and the tray (with the clock), on the bottom of your screen, is called the Taskbar.

I think one of the best additions you can make to your Taskbar is the Quick Launch Toolbar. Quick Launch gives you fast access to Outlook Express, and it top icon. It's really Quick Launch Toolbar.



Internet Explorer and includes a Show Desktop icon to open your

Right-click the Taskbar, click on Toolbars, and choose Quick Launch. The Quick Launch Toolbar now appears on your Taskbar right next to your Start button. You'll find the Quick Launch Toolbar very useful and to move all the icons you have on your desktop, just drag and drop them on the QL taskbar. You can play around with it and also expand it if need be. After you drag an icon there, you can delete it off your desktop so you have a neat looking space where I put different pictures every week or so. To be really neat, I hide the whole thing so it automatically disappears until I Point at it with my mouse. Right click on start, properties, taskbar and check auto hide.

If you can copy or move things to a folder, keeping information on your computer more organized is easier. Here is how to add copy or move to a folder to Windows Explorer. Open Windows Explorer (not Internet Explorer) by clicking on Start and then on My Documents. Next, click on an empty area of the standard button bar, the one that starts with the Back button. Last, click on customize. In the available toolbar buttons: list,

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click on copy to and then click on add to add it to the current toolbar buttons list. Click on Close to complete the customization work. Now the next time you click on a file or folder, the Move to and Copy to folder buttons will appear

If you ever have the need to copy both files and folders to a CD, as in backing up your important information, here's an easy way to do it. Click on Start, and then click on My Computer. Now right-click on your hard drive (usually drive c:) and click on Explore. Now you have a complete list of the files and folders on that drive. Click on any file or folder, and then, while holding down the Ctrl key, click on any other file or folder you wish to copy to a CD/DVD. When you have finished, click on edit, copy to folder. From the list provided click on the CD/DVD R/W (Read/Write) drive you want to send your selection to, and then click Copy at the bottom of that small window. This will result in a folder with those items waiting to be copied. Put in a CD/DVD and click on write these files to CD to the left.

Windows XP has several utilities programs that manage various aspects of XP. You can run any of these utilities by using them as "run" commands. Click on Start, and then click on Run. In the Open: box, type one of these shortcuts and press the Enter key or click OK. control Opens Control Panel clipbrd Opens Clipboard Viewer notepad Opens simple text editor wordpad Opens Word-like text editor compmgmt.msc Computer management devmgmt.msc Device manager diskmgmt.msc Disk management dfg.msc Disk defrag eventvwr.msc Event viewer fsmgmt.msc Shared folders gpedit.msc Group policies lusrmgr.msc Local users and group perfmon.msc Performance monitor rsop.msc Resultant set of policies secpol.msc Local security settings services.msc Services. (Run shows up when you have classic menu selected.)

I use My Computer, which shows me all of the drives on my computer, like the floppy drive (A:), the Hard Drive (C:), and others that include DVD the time. Having My Computer show a pointer touches the My Computer link to what you want. To set this up, right-on properties. Click on the customize In the start menu items window, scroll display as a menu. Now click on OK,



site of the one above in that you need to That little area to the right at the bottom One way to get more space is to do the clock by right clicking on any blank section of the Task bar, and then clicking on Properties. On the Taskbar tab, click on the checkmark next to "Show the clock" and finally click OK. You can also check the hide inactive icons box to gain a bit

When you click on Start and open My drive and then click Explore to get the ply double-click on that drive, you get better because you can work with fold- the right pane.



To have My Computer open the contents of a drive in the Explore view, from within My Computer click on Tools and then on Folder Options. Open the File Types tab and then click on (NONE) Folder, to highlight it. Now click on the Advanced button, make sure Explore is highlighted, and then click the Set Default button. Click OK, and then click Close.

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Now when you open a drive in My Computer it will display in the Explore mode.

Your my documents folder in windows XP holds, by default, your documents, the My Pictures folder and the My Music folder. For most of us, the My Documents folder holds everything you use most.

To make the contents of that folder invisible to nosy folks, do this: Click on Start and right-click on My Documents. Now click on Properties, and then open the General tab. Click in the box next to Hidden in the attributes section and click ok. Now click on Apply, Select "Apply changes to this folder, subfolders and files," and click ok.

This is not encryption, it just makes it harder for a casual user to open your private folders. When you want to view all files again, just reverse the process.

Speeding up your PC is always something most of us think about and the following tweaks are intended to do just that for your XP Pro operating system, but beware, these are intended for advanced users and involve using the registry...not recommended for the faint at heart! Before even considering them, do a registry backup-Here's how:

Modification of Windows Registry files, which contain settings and other information Windows needs to operate with is risky if you don't take care. Make a mistake here can cause your PC to stop working. So it makes perfect sense to make a back-up copy of your registry files before you attempt any modifications. Create a batch file to back up your Registry, and then automate the process with an icon on your Desktop.

Click on Start, Run, and then type NOTEPAD. Click OK or press the Enter key. Now you have Notepad open to a blank page. Type "Regedit /E C:\AAAA" (without the quotes) and press the Enter key. Now click on File on the menu bar at the top of the Notepad window, and then click on Save As. In the Save As window, click in the box next to File Name: and type c:\windows\system32\REGBACKUP.BAT. Now click on the down arrow to the right of the Save as type: box and select All Files. Click on the Save button, and close Notepad. To create a shortcut to the registry backup, right-click on the Desktop, click on New and then on Shortcut. At the cursor type c:\WINDOWS\SYSTEM32\REGBACKUP.BAT and click on Next. Now type: Registry Backup and click on Finish.

If you want to change the icon for your new shortcut, right-click on it and click Preferences. Click on the Change Icon button, click Ok when the Change Icon window opens, and then double-click on the icon you want to use. Click OK

Another way to be sure you are safe is to backup your complete computer using either True Image (my favorite) or Ghost...both of which completely copy an image of your entire computer. Also, do a system restore point (see the help menu for how to) this may be the quickest way to go back to where you were if you have problems, but if not, the True Image or Ghost backup will do the trick.

Here's a way to make XP even faster, by making sure that Operating System functions stay in memory (RAM), because memory is much faster than your hard disk. Try this: Click on Start, on Run, and then type REGEDIT and click OK or press the Enter. The word REGEDIT is not case-sensitive. Now double-click on HKEY\_LOCAL\_MACHINE. Drill down by opening System\CurrentControlSet\Control\Session Manager\Memory Management. Right-click on the DisablePagingExecutive entry located in the right pane (side) of your screen and select Modify. In the Edit DWORD Value dialog box, type the number "1" (without the quotes) in the Value data field. Click OK and then close the Registry Editor. Finally, make sure you don't have any open programs, and restart your computer so that the change you made can take effect.

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Lastly, it seems that our Windows XP computers just get bogged down with stuff we don't want or use. One way to get more performance out of your computer is to disable the "last access/update" feature. The NTFS file system in Windows XP maintains and directory on your computer's hard times but for most of us, this may not process takes a lot of resources from to disable it. Once you have done that, information for files and folders.



last access/update details for each file drive. This information is useful some- be of much use most of the time. This your computer, so it may make sense you'll still have access to last modified Here's what you need to do. Click on

Start, Run, and at the prompt type REGEDIT and press the Enter key. Now click to open HKEY\_LOCAL\_MACHINE, and then drill down by clicking on SYSTEM and then on CurrentControlSet, Control and finally on FileSystem. On the right side of the Regedit screen, look for the data key "NtfsDisableLastAccessUpdate."

Double-click on that key and then just set its value to 1. Click OK to save the change and then close the Registry Windows. The next time you boot-up, this change will take place and give you a bit more performance from your Windows XP computer. That's it so...

Not really, but after all that it is probably time to relax and forget the PC for awhile, so be careful out there while you enjoy all the fun things to do with your new toys and on the 'net.

Aloha, Lou



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## Did you know? ....

Domain Name Extensions have a specific meaning here they are:

- .com.....commercial
- .edu.....educational and research
- .gov.....government
- .int.....international organizations
- .mil.....military agency
- .net.....gateway or host
- .org.....non-profit organization

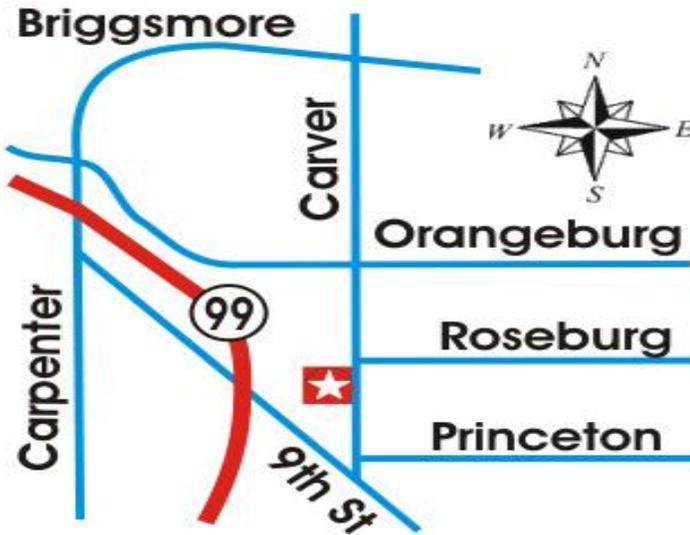
Computers only understand two digits, 0 and 1. This base two math is known as Binary. 1 represents on and 0 is off. When you type the letter M on your keyboard, it is translated to the Binary code of, 01001101. Every letter, number, pixel you see on your monitor is a binary set of 1's and 0's .

There are an estimated 800 million web pages available on the web and experts estimate the web doubles in size every 8 months

Originally the WWW prefix was used by the scientists at CERN (the European laboratory for Particle Physics) to distinguish Web files from other Internet documents. Today, it's a completely unnecessary part of a Web address. (Personally, I can't forget to stop using it :->

# The Club's Meeting Place

Our general meeting and the Random Access Special Interest Group are held at the Destiny Christian Center, 1161 Carver Road on the west side of Carver across from Sam's Food City. Parking is available both in front of and behind the Center. No parking along side of the Center, please.



Free classifieds for members. Email the text to the editor at [editor@mpcug.net](mailto:editor@mpcug.net)



## Hot Spots...

Go Wireless-  
Your Personal  
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to the World.



For Information about our website host and how you can get on board:

Click on this link [info@fire2wire.com](mailto:info@fire2wire.com)

## Cyrano Writing & Editing

When you need help putting it in words, call Cyrano.

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*Resumes, letters, applications,  
articles, newsletters,  
press releases, theses*

Elizabeth Leedom

Need help hooking up  
that new PC,  
or installing DSL-Cable?  
Call Jim Goodman, \$60.00 for as  
long as it takes. 579-0122

[jgood99@sbcglobal.net](mailto:jgood99@sbcglobal.net)

Modesto, Ceres Area

## Modesto Find-HG.Info

sources  
for area  
home &  
garden

home & garden

artsandhome.com

Claude Delphia, publisher

Websites, Photo Editing & Graphics

209-402-1936

Be sure and check our web site at least once a week at [www.mpcug.net](http://www.mpcug.net)

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## PC Post

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## Join The Modesto PC User Group

Web site: [www.mpcug.net](http://www.mpcug.net)

To join MPCUG (or just get more information about us go to our Web site and fill out the new member form or mail your check to: MPCUG, P.O. Box 5122, Modesto, CA 95352-5122. Membership is just \$24 a year and includes 12 issues of the PC Post along with participation in all meetings and events. You will also receive e-mail advising you of extra events or news.

## The PC Post and Editorial Policy

The PC Post is published online 12 times per year and is available to all group members as a membership benefit. Annual group membership dues are \$24.00.

For information write: Modesto PCUG PO Box 5122, Modesto, CA 95352-5122

Opinions expressed in the PC Post do not necessarily reflect the opinions or views of the members as a group or the Board of Directors.

The PC Post encourages group members to submit articles for publication. We would like to have articles which deal with the writer's experience with computer hardware and software or digital photography.

An article may deal with any computer-related subject provided it contains no libelous or offensive material. We can't use information copied from other publications without written permission except for quotes.

Articles should be submitted in MS Word text. Do not spend time formatting your article such as indents or centering. Please use only one space between sentences. and do not use bold, italicize or otherwise format the submission as we can't guarantee results in translation to Publisher. Proof read and run your spelling checker. Watch for special upper and lower case in brand names. Do not tab or indent to layout text.

If you want to include a graphic, please contact the editor for instructions.

We reserve the right to edit articles, for length or to improve readability. Longer articles may be published in several parts. We will not knowingly promote unlicensed businesses.

Letters to the editor are encouraged. All articles and letters to the editor should be submitted to the editor via email as an attached file. Call him at (209) 667-1980 before submission. Please include your name, day and evening phone numbers, and email address for contact.

The MPCUG exchanges some articles with other user groups around the country via the Association of PC User Groups (APCUG). If for any reason you object to having your article distributed to APCUG member organizations for reprinting, please notify the editor at the time you submit the article. Your wish will in no way affect publication of your article in the Post. Production notes: Prepared using **Microsoft Publisher 2007**, **MS Office 2007**, **pdfFactory** and a Minolta laser color printer in addition to a lot of sweat and a few tears.