

PC Post



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28 YEARS OF USER HELPING USER

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Windows 7 vs Windows XP and Back to Basics

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This month we will talk about Basic Computer Stuff. We will have two computers, both running Pentium 4.

The desktop has been upgraded from Windows XP to Windows 7. The notebook came with Windows XP. Both computers will be connected to the projector, so you can see the difference between the two OS's.

Windows 7 is the old Vista, but 100 percent better, come and see for yourself.

Back to Basics. Cut & Paste: Easy to learn.

Transferring text, data, files or objects from a source to a destination.

Learning to use Windows Explorer for moving files from C to D drive

Also, Learn how to download free programs from the internet.

The group will meet at 6:30 p.m. at Denny's Restaurant, 1525 McHenry Ave., for its Random Access Special Interest Group, featuring questions and problems members are facing. At 7:30, following dinner, the presentation will start.

Important Meeting Dates

General Meeting - April 22 - Denny's Restaurant, 1525 McHenry

Board Meeting - May 5 - Ridgeway's Restaurant

Beginner SIG - Location TBD



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Solving Document Incompatibilities

There is nothing more aggravating than trying to open a document from a friend and being given an error that says, "unable with a document filled with often because of even incompatibles between. The file formats can be as



to open" or worse yet, being presented gobbledygook. Yet this happens quite incompatibilities between programs and different versions of the same program. different as apples and oranges.

When new programs become available, there are often incompatibilities in file formats, even with older versions of the same program. Such is the case with the newest version Microsoft Office, Office 2007. Microsoft Word is part of this suite of programs and it is the program that causes the most headaches for unsuspecting users who try to share their documents with others.

Older versions of Word create documents with a .doc extension. By default, Word 2007 creates documents in a new format that ends in .docx. If you purchase Word 2007 and create a document without changing the default settings, any friends or businesses associates who are using older versions of Word will not be able to open your documents. While you can blame Microsoft for this (and many people do,) it is really just the nature of the fast moving computer world.

Call it "progress" or whatever else you like; the fact is that we have to live with it. The same problem exists with several other Microsoft Office 2007 programs, including Excel, PowerPoint, and Publisher. People expect to be able to send out these common types of documents and have everyone be able to open them, but this is not the case.

There are, however, some fairly simple workarounds. If you have Word 2007 and you know you want to share the document you just created with someone who has an older version of Word, just click on Save As instead of Save. Then choose to save the document as a Word 97-2003 Document. Everyone with Word will then be able to open your document and you will still be able to open them in Word 2007. If you have used some special feature that is only available in Word 2007, a pop up will alert you to that fact. However, most average documents will save perfectly in the old file format.

While creating a document in an older format is one way to ensure compatibility, sometimes you don't know when you create a document that you will want to share it with someone who has an older version of Word, or you do not know what version of Word the intended recipient owns. Of course, you can save the document again in the older format, just to be sure. However, the easiest thing to do is to set the default to save in the older format. This is what I do. After you reset the default, every document you create will be able to be read by every Word owner and you won't have to constantly think about format compatibility.

To do this, just click on the round Office icon and click on the Word Options button at the bottom of the pop-up screen. Then choose the Save Option on the left. Use the drop-down arrow to change the Save files in this format to Word 97-2003 Document (*.doc). Click OK, and all of your files will be saved in the older format ensuring compatibility.

You can handle 2007 Excel, Publisher, and PowerPoint in the same manner by either using the Save As command or changing the default save options.

Alternatively, you can send Office files as read-only PDF files. This is handy if you send out a calendar of events or a similar document or you want to share documents with people who may not have Word at all. Using this method will create a PDF file that will be able to be viewed, but that the recipient will not be able to change.

The first time you create a PDF from Word 2007 or another Office 2007 program you will choose Save As as we did in the above example. You will then choose Find add-ins for other file formats, and download the Microsoft Save As PDF add-on package, which is a free download. After you download the free add-on, PDF will appear in your Save As menu choices. You do not have to own Adobe Acrobat to use this option. Your recipient will have to have the free Adobe Acrobat Reader on their computer, but today most people already have that installed, so this is a good way to share documents.

Now, what if you are using an older version of Word, Excel, or PowerPoint and someone sends you a document in the newer version? You may feel that you don't want to contact that person and have them resend it in a different format. You just want to be able to open it. No problem, just surf over to the Microsoft website where they have a Compatibility Pack. From there you will be able to download this free tool that will let you open, edit, and save files in the new formats without having to own the newest versions. The Compatibility Pack does not yet cover Microsoft Publisher documents, but Microsoft may update it to cover those documents in the future. To use the Compatibility Pack, you must have an older version of the Word, Excel, or PowerPoint installed on your computer.

Yes, dealing with incompatibility issues can be a pain, but it really helps to understand what is going on so you can properly handle these problems when they arise.

E-mail Scams

By Vinny La Bash, Regular Contributor, Sarasota PCUG, Florida
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There are at least two dozen people in Nigeria that want to give me twelve million dollars. Imagine that! People are vigorously competing with each other to make me rich. You would think that after all the publicity over the last dozen years everyone would know about the Nigerian scam. Headhunters in New Guinea know about the Nigerian scheme. Lost tribes in the Amazon know about the Nigerian scheme. So why do the scammers keep doing it? Because people keep falling for it. Some folks want to believe, and nothing will stop them no matter what evidence sits in front of them.

Email scams like the one that keeps flowing out of Nigeria can be downright dangerous. Not only have people been scammed out of money, but in a few instances have actually lost their lives. That is a high price to pay for credulity.

Most unsolicited commercial messages (SPAM) may be annoying, but they do little more than eat up some bandwidth. The originators don't want to harm you, just entice you to buy something. It's sometimes called online advertising.

As the Internet evolves, so do the scammers. They have become more sophisticated at attempting to trick us out of our money, hand over personal information, reveal passwords, frighten us or make us believe in something that isn't true.

For example, our current polarized political system has generated distrust of government in some places. A band of swindlers has used these sentiments to construct an email that "warns" you that the Department of Homeland Security and the FBI believe that you are involved in either money laundering activities or somehow complicit in terrorist activity. Information like that, even if false, can make people uneasy.



Fortunately, the scammers have a solution. For the small sum of \$370 the Economic Financial Crimes Commission Chairman will send documentation certifying you as a proper upstanding citizen, thereby avoiding a messy prosecution and jail time. How could anyone pass that up? These government agencies must be terribly busy, and isn't it a great comfort to know that they can resolve important matters by email if you're willing to send them only a few hundred dollars?

Congratulations! You've won the lottery! There are many variations to this theme, but they all involve filling out a form before you can claim your prize. Don't forget to include your social security number since they need to inform the IRS. What makes this scam so devious is that legitimate lotteries really do need this information. One thing that should puzzle you is how could you possibly win a lottery you haven't entered?

Suppose you really did enter the contest or bought a lottery ticket, what then? Legitimate enterprises are aware of these scams and will almost always provide you with an alternate way of supplying the information. In other words, never be careless with personal information.

You receive an email informing you of a "problem" with your bank account. Strange, you don't recall doing business with the bank. All you have to do to resolve the "problem" is click on the provided link and supply information that the bank already knows if you are a customer.

Tens of thousands of people receive these messages. A few may actually be customers of the bank. Some believing the email is real, click on the link, and are taken to a bogus site. Any information provided won't be used to resolve any "problems", but instead be used to clean out your bank account.

There are so many scams out there perpetrated by email it makes you want to give up in disgust. That would be understandable if there were no way to protect yourself, but many people forget the obvious: Use Common Sense.

When you get an email that asks you to be part of a plot to move large amounts of money offshore to your bank account by doing business with people you don't know from a foreign country thousand of miles away, shouldn't that arouse your suspicions?

Word of the Month

One **gigahertz** is equal to 1,000 megahertz (MHZ) or 1,000,000,000 Hz. It is commonly used to measure computer processing speeds. For many years, computer CPU speeds were measured in megahertz, but after personal computers eclipsed the 1,000 MHz mark around the year 2000, gigahertz became the standard measurement unit. After all, it is easier to say "2.4 Gigahertz" than "2,400 Megahertz."

While gigahertz is most commonly used to measure processor speed, it can also measure the speed of other parts of the computer, such as the RAM and backside cache. The speed of these components, along with other parts of the computer, also impact the computer's overall performance. Therefore, when comparing computers, remember the number of gigahertz is not the only thing that matters.

This and That

By **Elizabeth B. Wright**, Contributor to the Computer Club of Oklahoma City
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You never know what your program will remember when you close it.

For that reason, if the last file you used in the program happened to be on removable media which has been detached from the computer, you might face a real problem the next time you turn on your computer. So, before terminating whatever program is using a file located on the removable media, CLOSE the file located on that media. Next, still in the program you have been using, locate on your internal hard disk any file which that program will recognize. Open it. You don't have to work on the file, just open it and close it so that the last file used by the program was from the hard disk. You don't necessarily have to do any editing of the file, but you can re-save it as an added step to help the program remember where it found the last opened file, or you can just close it without re-saving it. On my C:\ drive I keep a text file created in MS Notepad titled freecell. You guessed it, that is where I save a list of the games I have failed to win (in other words, LOST). It isn't particularly important, so if it somehow becomes corrupted or deleted, it can always be replaced with new information.

This file is easily accessed and opened, after which, for a little added security, I re-save it before closing it.

Hopefully this satisfies the computers lust for usable information. I have spent too much time thinking a program had taken a permanent dive before remembering that the last work I did before turning off the machine was on a file located on a floppy disk, a camera memory card (either in a card reader or in the camera itself), or from some other form of removable media no longer accessible by the computer. If a file can no longer be physically accessed, many programs go into an endless loop trying to find it, causing your program to appear to be failing.

If you are lucky, using every trick you can think of, you might get the program to respond to a command to open a file on the hard disk. My all-time-favorite, Paint Shop Pro went to a "White Screen Of Death" recently every time I tried to use it. When my brain's memory kicked in I remembered the last thing I had done before closing PSP earlier was to download pictures from my camera's memory card. The memory card had been in a card reader and was removed to put it back in the camera AFTER I closed PSP. Downloading the camera photos was the last work I did before closing PSP. When next opening the program and getting that "WSOD" (see above), I found that even though various messages told me the program was not responding, the mouse would still operate and I was able to get "File/Open/etc. etc." to open a photo located on my hard drive. Problem solved, at least for that incident.

Of course, you can never count on anything happening exactly the same way twice. So maybe, instead of "Death" for PSP it should just be "White Screen Of Coma." But your program might just stop working with no change in the screen at all. Quoting one of our knowledgeable members, "it all depends" on how the programmers wrote it.

iPad Shoppers Beware!

By Gregory West, Member of Computer Operators of Marysville and Port Huron (C.O.M.P.), MI

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If you are bent on getting an iPad don't read any further. However, if you are trying to decide between buying a laptop and an iPad this article is for you.

I like my laptop because I can load any software, connect any device such as a digital camera, memory stick, backup drives, by USB connections. I like the idea of being able to load free software from any company or source and not be restricted to one company such as Apple.

"Your computer should be yours to control," said Peter Brown, the Free Software Foundation's executive director. "By imposing such restrictions on users, Steve Jobs (APPLE CEO) is building a legacy that endangers our freedom for his profits (The Microsoft Blog)."

For me, choosing a laptop is simple: Macbook. I run Windows XP and Windows 7 on my Mac laptop without a glitch. Of course there are many other laptops, notebooks and net books that work great too and all of them avail you the opportunity to install third party applications, many at no cost.

The iPad has landed in North America and is creating huge hype. Rightfully so! It is a wonderful device allowing for various functions. According to Wikipedia the iPad "is part of a device category between a smartphone and a laptop computer." This may be true but it is not close to my Macbook laptop, not by a long shot.



For starters the hard drive is only 16 to 64 gigabytes (GB) of flash memory (a technology that is primarily used in camera memory cards). My laptop is 250 GBs and with a terabyte hard drive connected by USB. I now have a grand total of 1274 GBs of hard drive space. Very different from 16 to 64 GBs of the iPad.

The iPad's 9.7-inch (25 cm) screen has a low end resolution of 1024 X 768. What this tech talk means is that the iPad will not support HDMI video which many have come to love. With high definition the rave...Why go back to a lesser screen resolution. This does not make sense.

Other features lacking in the iPad are: no camera, no webcam, no multitasking, no drag and drop file management, no USB port, no SD slot, no Flash, no HDMI out, no 1080p playback, and no native widescreen. Are we going backwards here? In 2005 it was "the Year of High Definition Video," according to cnet.com. How come the iPad lacks these features?

Many are saying the iPad has its neat functions and is esthetically appealing. Just make sure you are getting the exact features you require in any tech device. Do your homework on this one.?

Gregory West is a Mac Instructor for Lambton College in Ontario, Canada. He is also Webmaster at Central United Church, the home of the new COMMUNITY Computer Room at: <http://central-united-church.org/news?>

Computer Humor



Diskeeper 2010 Professional

By Terry Currier, President, WINNERS, WINDOWS usER Group, California
[http://www.windowsusers.org/winner/sug\(at\)aol.com](http://www.windowsusers.org/winner/sug(at)aol.com)

The defrag that comes with Windows works okay, but is slow. Plus with Vista or Windows 7 I don't get a visual of what it is doing so I don't know how long it will take. I just get the message that it can take minutes or hours. Enter Diskeeper to speed up the job and I can see what it is doing.



With the new 2010 there is a new feature they call IntelliWrite technology to prevent fragmentation even before it begins. I will tell you that I tried it first my main computer with XP. It has RAID 0 on it (not my choice), but something was wrong with its compatibility. It

kept accessing the drive, and it was not the IntelliWrite. When I was trying to find the reason I turned it off. It still happened. I thought I had an answer in taking out System Mechanic. It did work for a while, but still came back. How do I know it was Diskeeper? Well when I did brought up Task Manager and ended that process it stopped each time. I did a search to see if anyone reported such a problem, but no one did, and there was only praise of Diskeeper.

Now when I switched it over to my other computer with Windows 7, no problems. It is running smooth and I even have the IntelliWrite feature turned on. After recording a TV show in HD (10Gb file) and then deleting it, I like go in and defrag that large gap. The three main features:

- IntelliWrite™ fragmentation prevention technology prevents up to 85% of the fragmentation every system suffers from. It intelligently writes contiguous files to the disk so system resources are not wasted creating fragmentation.
- InvisiTasking® technology is a real-time background processing technology that allows Diskeeper 2010 to defragment your system as fragmentation occurs, even during heavy traffic times - without using active system resources. InvisiTasking eliminates the need for scheduling and administrator attention.
- I-FAAST® 2.0 (Intelligent File Access Acceleration Sequencing Technology) accelerates file access times to meet the heavy workloads of file-intensive applications. Utilizing a specially formulated technology, I-FAAST closely monitors file usage and organizes the most commonly accessed files for the fastest possible access, up to 80% faster.

Other features of Diskeeper include:

Paging File Defragmentation - defragments the paging file. You can help maintain peak Windows performance, and help Diskeeper run better at the same time.

Master File Table (MFT) Defragmentation - defragments the Master File Table (MFT). The MFT is used by the NTFS file system to locate files on a volume, so fragmentation of the

MFT slows the retrieval of files on the disk, whether these files themselves are fragmented or not. Defragmenting the MFT will improve the overall performance of the volume.

If you scroll down on Diskeeper you will see more information. The Dashboard tab displays details about Fragmentation Prevention and Automatic Defragmentation, the health of your volumes, the idle resources that Diskeeper uses to accelerate volume performance, and other useful defragmentation information. The Dashboard tab includes these sections:

System Improvement

This section of the Dashboard tab relates to your entire system and shows the percentage of improvement Diskeeper has provided in file read and write access time since the previous day.

IntelliWrite™ Fragmentation Prevention

This section of the Dashboard tab explains that IntelliWrite increases system performance by preventing fragmentation before it happens.



System Fragmentation Prevention Graph

This section of the Dashboard tab shows system fragmentation prevented by IntelliWrite in real-time. In the graph, fragmentation prevented every second, within the last minute, for your entire system, is displayed in green. The scale on the left side of the graph pertains to the number of fragments that have been prevented and the scale along the top of the graph pertains to the seconds in the last minute.

Statistical Information for Selected Volume(s) Since the Previous Day

This section of the Dashboard tab shows statistical information for selected volume(s) since the previous day. The columns of the table include the name of the selected volume(s), whether or not IntelliWrite and Automatic Defragmentation are enabled, the number of fragments prevented, the number of fragments eliminated and file read/write time % improvement.

Volume Health and Recommendations

This section of the Dashboard tab includes an evaluation of the overall health of the volume, the reasons for that rating, and recommendations for improving or maintaining the reliability of the volume.

Automatic and Manual Defragmentation Status

This section of the Dashboard tab shows when either Automatic Defragmentation with InvisiTasking® technology or Manual Defragmentation are active on any volume on this computer. When the indicator light is green Diskeeper is actively processing files on one or more volumes.



Idle Resources Used by Diskeeper

This section of the Dashboard tab shows the idle resources available, the idle resources used by Diskeeper for both Automatic and Manual Defragmentation, and the resources used by other process on the computer. This graph clearly illustrates how Diskeeper I-FAAST Performance Gains and Throughput Rates

Displayed only on Diskeeper editions that include I-FAAST®, Intelligent File Access Acceleration Sequencing Technology feature, this section of the Dashboard tab provides statistical information about I-FAAST Defragmentation Jobs and the related performance improvement. The values shown in this section are based on measurements taken during I-FAAST processing, and they show the potential performance gain you can expect from the selected volume, as well as the actual measured throughput rates for the volume.

You can download a 30 trial of Diskeeper or purchase it \$59.96 at www.diskeeper.com



Smart Computing Tips & Fun Facts
www.smartcomputing.com

Windows 7 Gadgets

To quickly bring your Windows 7 gadgets to the forefront from beneath the clutter of open windows, press WIN (the Windows logo key)-G.

Clear Your Workspace In Windows 7

The Windows 7 Aero Shake lets you grab and shake an open window with your mouse to minimize the other open windows on the Desktop. But what of the mouseless laptop user? To get the same effect from the keyboard, use the WIN (the Windows logo key)-HOME key combination to minimize all but the current window. Tapping the combo again restores all open windows to the Desktop.

Troubleshoot Options In Windows 7

One of the coolest additions to Window 7 is an extensive Troubleshooting center. But there is more here than might meet the eye. You can open the console by typing troubleshooting in the Start Search box and pressing ENTER.

The first time you start this tool, you may be asked if you want to update the troubleshooting tools available. If you agree, Troubleshooting reaches out to Microsoft for an updated list of programs. Now, click View All in the task pane. The list of problem-specific tools now includes both those installed on your system (tagged as "Local" in the third column) or available from Microsoft's online library. Mousing over any of these choices pops up a thumbnail description of what they diagnose. If you click one of the online items, the tool will be downloaded and executed.

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Elizabeth Leedom

**The Club's
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Our general meeting and the Random
Access Special Interest Group are held
at the Denny's at 1525 McHenry Avenue

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