

20th Year of People Helping People!

February 2007 Issue

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Although there are “Back to Index” links on some pages, you can tap the HOME button on the keyboard to return to top of the newsletter at any time.

If you have a later version of Adobe Acrobat Reader, you can have any pages read out loud. Click on “VIEW” on the menu bar and select “Read Out Loud” for choices. Repeat these steps to Pause or Stop. Also notice the shortcut key selections if you would like to use these.

If you are having trouble viewing PDF files, especially ones that have been saved on your hard drive, then download and try this program. - Foxit Reader 2.0 is a free PDF document viewer and printer, with incredible small size. - Read the info on the site. On the menu bar under HELP should be a choice to “Set to Default PDF Reader” if you want.

[http://www.foxitsoftware.com/pdf/rd\\_intro.php](http://www.foxitsoftware.com/pdf/rd_intro.php)

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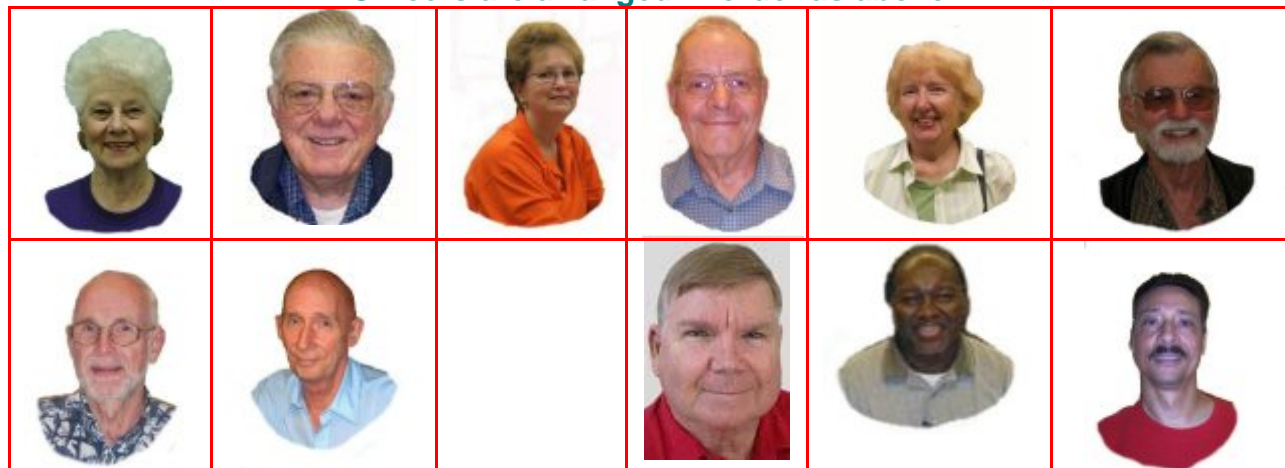
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**And our Newsletter Page** <http://gtbpcug.org/baybytes.htm>  
**About our Group** <http://gtbpcug.org/pcuginfo.htm>

**Visit our Member Sites**

<b>DarryD's Home Page</b>	<a href="http://darryd.com">http://darryd.com</a> Check out his <b>FastFacts – ExcelNet News – Lessons</b> and all the other pages for info.
<b>Darrell Manns Home Page</b>	<a href="http://www.dmanns.org/">http://www.dmanns.org/</a> See his <b>Games – Pictures – Tips/Downloads</b> and other pages.
<b>Don Miller's Home Page</b>	<a href="http://dmiller900.com/">http://dmiller900.com/</a>

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[http://www.apcug.net/members/newsletters\\_index\\_page.htm](http://www.apcug.net/members/newsletters_index_page.htm)

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## “Open With” and File extensions

By Charles Vanderford

<http://thevillagescomputerclub.com>

One of the most frequently asked questions I receive is, "Why does a certain program open when I double click on a file that is attached to an email message?" Or, "Program XYZ used to open up whenever I scan images or double click on a computer graphic, but now program ABC opens instead. Why? How can I change back to program XYZ?" The answers are fairly simple. Windows uses the 3 letter suffix in a file's name to determine the format. For example, files that end with "JPG" are graphics and should be opened with a graphics oriented program. By default, Windows uses Internet Explorer to open all HTML and JPG files. Likewise, Windows uses Word or WordPad to open all DOC files. Those program settings are stored in the Windows registry. However, when you install a new software program that program can change those registry settings so a different program opens to display your document (a JPG graphic, for example). Often if you select "Custom" during the installation procedure, you can choose what files you want the newly installed program to open. When all else fails, it would be nice to return these program associations back to normal. Thankfully there is an easy way using the OPEN WITH command.

The answer to the question below was written by John Torro and published in the 11/11/02 edition of the St. Pete Times. In John's answer he explains file associations and how to use the OPEN WITH command to change any file association to any program. Use caution. It is very possible to change a file association to a program that cannot read that type of file. For example, it is possible to change the file association of a JPG graphic to Windows Notepad, which is a text editor. Notepad cannot display graphic images. So if you permanently change JPG file associations to Notepad, Windows will open Notepad each time you double click on a JPG graphic and you will not see the image.

If you wish to learn more about file associations, John furnished a link at the bottom of the page to a web site that explains all types of document suffixes.

### File formats, suffixes

**Q.** Occasionally when I open a file, another window will open titled Open With. What program do you open the file with? How do you choose the best program to open the file?

**A.** It's one of our most asked questions and probably one of the least understood. Windows keeps a cross-reference of file extensions-programs in the Registry. If you double-click a file in Windows Explorer, Windows will look in the Registry to see which application, or program, is associated with the file's suffix, then run the associated application using the double-clicked file as the default input. For example, files ending with .doc are usually associated with Microsoft Word. This association is established as part of the setup when you install the Microsoft Office application. Files ending with .txt are automatically associated with Microsoft Notepad. This association is one that is established as a default by Windows itself.

The easiest way to change the associations is through Windows Explorer. Right-click on any file that you want to change the default Open With program. (Different versions of Windows may require you to select the file, then hold the Shift key while you right-click.) Select Open With. This will display the Open With dialog window. Scroll down and select the program you want to be associated with that file type, or click the Other button to browse to the desired program.

**Caution! DO NOT put a checkmark in the "Always use the selected program" unless you are absolutely sure that is what you want.**

A Web site that has an extensive listing of many file suffixes and the programs most often associated with them can be found at <http://whatis.techtarget.com/fileFormatA>

## Photoshop Elements 5: The Missing Manual

By Barbara Brundage, First Edition September 2006, 574 Pages  
Darry D Eggleston, Leader, New Users Group, Greater Tampa Bay PC User Group (GTBPCUG), Tampa, Florida

If this book were included with the CDs for the program, there would have been no need for other books to have been published.

If you want to learn to use the most popular photo-editing program of all time, look no further than this “here’s-how” presentation. Laid out in an easy to follow and easier to understand format, this book tells and illustrates doing the most basic and the more challenging tasks using Elements.

It goes beyond the simple presentations in other books to tell you not only how to do a project the way Adobe intended, but how to do the task in an easier way.

The 19 chapters and 3 appendices are divided into 7 parts, making it even easier to learn in a systematic fashion a program that has so much to offer the novice and the expert photo editor.

“Part 1: Introductory Elements” gets the reader grounded in the fundamentals of the work space layout, tools and palettes.

“Part 2: Importing, Managing, and Saving Your Photos” makes file management seem the easy task it is — if one plans ahead and follows that plan.

“Part 3: Rotating & Resizing Photos” gives the step-by-step of doing two of the most common, but least understood, activities with those precious digital memories.

“Part 4: The Quick Fix” reveals how rapidly one can make photo repairs using the palettes in this valuable Elements option.

“Part 5: Making Selections” reveals the basics of advanced photo editing. It makes a difficult concept seem like the easy procedure it can be.

“Part 6: Layers: The Heart of Elements” shows how the layers make editing the fun task it is. Everything from creating layers to linking, merging and hiding are shown in an easy-to-understand fashion.

“Part 7: Basic Image Retouching” makes cleaning up those old, abused photos in that shoe box a snap.

“Part 8: Elements for Digital Photographers” makes white balance, RAW conversion, and file renaming seem like basic elements in understanding the digital camera’s world.

“Part 9: Retouching 102: Fine-Tuning Your Image” takes the committed editor steps further into improving and enhancing those salvaged photos.

“Part 10: Removing and Adding Color” shows quick, effective ways to convert all or parts of photos from color to grayscale (also known as black-and-white) or from grayscale to color.

“Part 11: Creating Panoramas and Correcting Perspective” take the digital photo world to the next level. Where other photographers take photos of only parts of a landscape, you can make those landscapes come alive by following these tips and tricks.

“Part 12: Drawing with Brushes, Shapes, & Other Tools” moves the reader from photos to graphic creation and enhancements.

The remaining chapters take you into a world of possibilities that you may never have imagined learning — and, most importantly, doing.

Your previous evaluation of your photo-editing skills may have been elementary; but, after reading and using this manual, you will be elevated to levels you never believed yourself capable of achieving.

If you want to get a results-oriented, possibilities-enriched photo-editing program, buy Adobe Photoshop Elements 5.

If you want to conquer the potentials of that program, buy, read and use this “Missing Manual.”

<http://www.oreilly.com/catalog/photoshpe5tmm/>

## Smart Computing

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- **Recycle Bin:** It's easy to delete files by dragging them into the Recycle Bin. At least it's easy if you can see the Recycle Bin. But if the Recycle Bin is hidden beneath one or more open windows, there's actually an easy way to deal with this situation. Drag the files you want to delete over a blank section of the Taskbar and wait for a moment. Windows automatically minimizes all of the open windows for you, which makes it easy to finish dragging the files to the suddenly visible Recycle Bin.
- **Replace Start Menu Items:** In Windows 2000, you can add the Control Panel to the Start menu. You can also add other options that Windows users often need, such as the Administrative Tools utility and the Favorites folder, and you can add cascading menus to the Printers, My Documents, and Control Panel items. Right-click the Taskbar and select Properties. Click the Advanced tab, make your changes, and click OK.
- **Create A Toolbar For My Computer:** If you frequently access your drives or DUN (dial-up networking) connections through the My Computer icon on your Desktop (Windows 98/Me/2000/XP), you can simplify things and create a My Computer toolbar. Click the My Computer icon and drag it to the top or either side of your Desktop. Release the mouse button, and Windows creates a toolbar that displays the contents of My Computer. You can drag the edges of the toolbar to resize it. You can also edit toolbar options by right-clicking the toolbar and selecting an option from the context menu that appears. This tip works for any folder on your Desktop, and you can combine toolbars by dragging one on top of another.
- **What To Do When . . . Your PDF Documents Cause Problems:** When it comes to information sharing and computing compatibility is always an issue. One solution to this problem is view information in a PDF format, but what happens when this method is failing? To find additional read the following article.  
<http://www.smartcomputing.com/support/links.asp?id=882>
- **Security Check For Spyware:** Safety is a huge issue when it comes to computing. Spyware specifically is a threat to your PC. To find out more information about how to check for Spyware and get rid of it check out this helpful article.  
<http://www.smartcomputing.com/support/links.asp?id=880>

### Some extra information

#### About ADWARE, SPYWARE & SCUMWARE

Darry D Eggleston Greater Tampa Bay PC User Group

[http://darryd.com/Windows/Adware\\_Spyware\\_Scumware.pdf](http://darryd.com/Windows/Adware_Spyware_Scumware.pdf)

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## Articles from Kim Komando

Here are 2 articles from Kim Komando's daily newsletter. Subscribe to her Weekly Newsletters, Tip of the Day, Daily Cool Site or News of the Day e-mail now! **Best of all, it's FREE!** Click on the **"Free Newsletters"** near top page.

<http://www.komando.com/>

**Please explain why, in some Internet Web addresses, there is a www.** But sometimes I see a ww1 or ww2 used. How can these Web sites still work?

Most URLs are of the "www.komando.com" variety. Every so often, however, you'll see a "ww2" or "ww8." How many World Wide Webs can there be? Let's start by picking apart the typical URL, www.komando.com. The "komando.com" part is a domain name. Just about anyone can purchase and register a unique domain name. It's the first step toward building a Web site.

The "www" part is a subdomain. Subdomains are ways to organize distinct sections of a domain. For example, my online store is at store.komando.com. The subdomain is "store." A subdomain often indicates a particular Web server.

Subdomain names are entirely up to Web site owners. I could have located my online store at xyz.komando.com or any other subdomain. Likewise, the www subdomain is not required of Web sites. A site could use ww3, 5w5, or nothing at all. In fact, www.komando.com also answers to "komando.com."

So, where did "www" originate? Years ago, as the Web took off, people separated hypertext documents (Web pages) from other files. To do so, most site owners used subdomains. The most commonly used subdomain name was www, signifying documents for the World Wide Web.

Eventually, people came to expect "www" as part of every URL. New Web sites followed the convention. Nowadays, most sites, like mine, also answer to URLs without the www.

Some sites use multiple Web servers. When a server is overwhelmed, visitors are redirected to alternate servers. Convenient names for the alternate servers include ww1, ww2, ww3 and so on.

Read on to learn more about how the Web works:

[How sites get into Web search results](#)

[How to manage your Web site using FTP](#)

[How URLs and IP numbers are related](#)

### A safer way to access Web sites

When you want to visit a Web site, you probably just type the address in your browser's address bar. But you don't worry about how your browser tracks down the site.

Each site on the Internet is assigned an Internet Protocol number, or address. A DNS (Domain Name System) server translates the address (such as www.komando.com) you type to the correct IP number.

There are many DNS servers on the Internet. You can change your DNS server by changing your computer or router's settings.

OpenDNS provides improvements over other DNS servers. It offers protection against phishing attacks. Plus, it will correct spelling mistakes you make when typing addresses. At the OpenDNS site, you can learn more about the benefits of OpenDNS. Then, to help get you started, there are instructions on setting it up.

<http://www.opendns.com/>

**Computer Help Desk**<http://www.mum.edu/helpdesk/>**Working with Windows - Before you start... How these lessons work**<http://www.jegsworks.com/Lessons/win/beforeyoustart.htm>**The Internet Owner's Manual**<http://www.learnthenet.com/English/index.html>**Basic Web Lessons - From AARP**<http://tinyurl.com/addmx>**Maintenance tasks that improve performance**<http://www.microsoft.com/windowsxp/using/setup/maintain/improveperf.mspx>**About Hard Disks**<http://computer.howstuffworks.com/hard-disk.htm>**File structure on a hard drive**<http://www.pcmec.com/show/harddrive/67>**NTFS vs. FAT: Which Is Right for You?**[http://www.microsoft.com/windowsxp/using/setup/expert/russel\\_october01.mspx](http://www.microsoft.com/windowsxp/using/setup/expert/russel_october01.mspx)**Understanding Hard Disks - An older explanation but still good**<http://dmiller900.com/downloads/BASIC.PDF>**Every File Extension in the World**<http://whatis.techtarget.com/file-extension-list-A/0,289933,sid9,00.html>**The Free Dictionary**<http://www.thefreedictionary.com/>**Welcome to NetLingo The Internet Dictionary**<http://www.netlingo.com/>**All the latest Betas, New Releases... plus the Old Versions!**<http://www.filehippo.com/>**Latest - More Google products**<http://www.google.com/options/>**National Fraud Information Center**<http://www.fraud.org/welcome.htm>**Troubles canceling my web service account**<http://www.pcworld.com:80/printable/article/id,128206/printable.html>

## **What is running on your computer**

**What is running when you start your computer?**

Click on START, Run, and type in `msconfig` then click on OK. Click on the Startup tab.

**More details on what is running.** START Run and type in `services.msc` and OK.

Maximize the window. Make sure `Extended` is selected on bottom of page. Left click on a Service for info to show on left. RIGHT click for choices. There is a Help icon on the menu bar. Read that first.

**AutoRuns for Windows** - See what programs are configured to startup automatically when your system boots and you login. Autoruns also shows you the full list of Registry and file locations where applications can configure auto-start settings. **Not all of these will be found on your computer. This is just a list of all known types.**

Scroll down to bottom of page to download the zip file. Unzip into a separate folder. There is no install, just run the autoruns.exe. Create a shortcut for it. Right click on the file, Send to, Desktop (create shortcut).

There is also an `autoruns.chm` help file in the folder. Read that. Careful with this application.

<http://www.microsoft.com/technet/sysinternals/ProcessesAndThreads/Autoruns.mspx>

## Safe Sites for Kids - Top TV Networks

(And GrownUps)

**NOTE** - Some of these sites may have pop up or pop under ads for special offers etc. Teach the kids to stay away from them unless you agree to any.

**Teenangels is a group of 13-18 year-old volunteers** that have been specially trained by the local law enforcement.

<http://www.teenangels.org/>

**Your one-stop solution for anything that you need help with online.** <http://wiredsafety.org/>

**Improve your family's Web security in 4 steps.**

<http://www.microsoft.com/athome/security/children/childrenonline.msp>

**The Internet is an increasingly important place to work, play and learn for both adults and children.** At the same time, we are concerned about the risks we face online. The challenge is to stay "one-click" ahead of would-be pornographers, hackers, child-predators and those who would misuse your and your child's sensitive information.

<http://www.getnetwise.com/>

**10 safe search sites for kids**

<http://www.komando.com/kids/tip.aspx?id=2397>

**Dealing with Cyberbullies**

<http://www.komando.com/kids/tip.aspx?id=2496>

**Kids Discovery** - There are also links to **Learning Channel, Animal Planet, Discovery Channel, Travel Channel and Discovery Health** on this page.

<http://kids.discovery.com/>

**Science News for Kids** <http://www.sciencenewsforkids.org/>

**Family Fun** <http://familyfun.go.com/>

**Paper stuff for kids and grownups** <http://www.papertoys.com/>

**Welcome to Bed Time Story** <http://www.the-office.com/bedtimestory/>

**The Fun K-12 Online Interactive Learning Center** <http://quizhub.com/quiz/quizhub.cfm>

**Museum of Science, Art and Human Perception.** <http://www.exploratorium.edu/>

**We love music and are committed to music education, within our community and beyond.** This website, in conjunction with our live performances, provide a great way for people of all ages to hear, learn, and have fun with music.

<http://www.sfskids.com/templates/splash.asp>

**Nickelodeon TV Channel.** <http://www.nick.com/>

**Disney - Great site for kids to explore** <http://disney.go.com/home/today/index.html>

**A visit to Yesterland.** <http://www.yesterland.com/>

**Etch-a-Sketch** <http://www.etch-a-sketch.com/>

**Etcha - Sketch Welcomr to Etched in time** <http://www.gvetchedintime.com/>

**Crayola Crayons Website** <http://www.crayola.com/>

**LEGO Land** <http://www.lego.com/eng/>

**Mattel** <http://www.mattel.com/index.asp?f=true>

**Fun for the Brain** <http://www.funbrain.com/>

**Ask Dr. Universe** <http://www.wsu.edu/DrUniverse/Contents.html>

**Learning Center for Young Astronomers**

<http://starchild.gsfc.nasa.gov/docs/StarChild/StarChild.html>

**The place for kids on the net.** <http://www.mamamedia.com/>

<b>Surfing the net with kids.</b> <a href="http://www.surfnetkids.com/">http://www.surfnetkids.com/</a>
<b>The PBS Kids site is funded in part by a Ready To Learn cooperative agreement with the U.S. Department of Education.</b> <a href="http://pbskids.org/">http://pbskids.org/</a>
<b>Yahooligans - The web guide for kids.</b> <a href="http://yahooligans.yahoo.com/">http://yahooligans.yahoo.com/</a>
<b>Ask Jeeves - for kids.</b> <a href="http://www.ajkids.com/">http://www.ajkids.com/</a>
<b>The best in kids web sites.</b> <a href="http://www.kidsites.com/">http://www.kidsites.com/</a>
<b>Kid Safe Search Sites.</b> <a href="http://www.sldirectory.com/searchf/kidsafe.html">http://www.sldirectory.com/searchf/kidsafe.html</a>
<b>Family-Friendly Web Sites. Wired kids approved safe sites.</b> <a href="http://www.familyguidebook.com/safesites.html">http://www.familyguidebook.com/safesites.html</a>
<b>Kalida Local Schools Library. Safe Sites for Kids.</b> <a href="http://www.kalida.k12.oh.us/library/kids.html">http://www.kalida.k12.oh.us/library/kids.html</a>
<b>Coloring - We now have over 100 pictures to choose from.</b> <a href="http://www.coloring.com">http://www.coloring.com</a>
<b>OLogy means "the study of."</b> And here on the American Museum of Natural History's OLogy Web site, you can study and explore many cool OLogies. <a href="http://www.ology.amnh.org/">http://www.ology.amnh.org/</a>
<b>Junkyard sports is a colorful term evoking images of wacky games played with all kinds of funky materials.</b> Truth is that while this activity is a bit offbeat, many of the games are quite recognizable. Junkyard sports are just 'real' sports and games played with the wrong equipment. <a href="http://www.streetplay.com">http://www.streetplay.com</a>
<b>Dr. Seuss web site.</b> <a href="http://www.seussville.com/">http://www.seussville.com/</a>
<b>The Yuckiest site on the internet.</b> <a href="http://yucky.kids.discovery.com/">http://yucky.kids.discovery.com/</a>
<b>Kaboose Inc. is one of the world's leading online media and marketing companies focused on kids and families.</b> The Kaboose Network is comprised of three award-winning online destinations including Funschool.com, Zeeks.com and Kidsdomain.com. <a href="http://www.kaboose.com/index.html">http://www.kaboose.com/index.html</a>

**Get Back The Toys You Grew Up With & Mom Threw Out. What are they worth now?**  
<http://www.timewarptoys.com/>

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## Top TV Networks

<b>A&amp;E Television</b> <a href="http://www.aetv.com/">http://www.aetv.com/</a>	<b>MSNBC</b> <a href="http://www.msnbc.msn.com/">http://www.msnbc.msn.com/</a>
<b>ABC Family</b> <a href="http://abcfamily.go.com/home.html">http://abcfamily.go.com/home.html</a>	<b>MTV</b> <a href="http://www.mtv.com/">http://www.mtv.com/</a>
<b>ABC</b> <a href="http://abc.go.com/">http://abc.go.com/</a>	<b>NBC</b> <a href="http://www.nbc.com/">http://www.nbc.com/</a>
<b>Animal Planet</b> <a href="http://animal.discovery.com/">http://animal.discovery.com/</a>	<b>Outdoor Life</b> <a href="http://ww2.olntv.com/default.asp">http://ww2.olntv.com/default.asp</a>
<b>BET</b> <a href="http://www.bet.com/">http://www.bet.com/</a>	<b>SCIFI</b> <a href="http://www.scifi.com/">http://www.scifi.com/</a>
<b>Bravo</b>	<b>Showtime</b>

<a href="http://www.bravotv.com/">http://www.bravotv.com/</a>	<a href="http://www.sho.com/site/homepage/index.do">http://www.sho.com/site/homepage/index.do</a>
<b>CBS</b> <a href="http://www.cbs.com/">http://www.cbs.com/</a>	<b>Speed TV</b> <a href="http://www.speedtv.com/home.php">http://www.speedtv.com/home.php</a>
<b>Cinemax</b> <a href="http://www.cinemax.com/">http://www.cinemax.com/</a>	<b>Spike TV</b> <a href="http://www.spiketv.com/">http://www.spiketv.com/</a>
<b>CMT</b> <a href="http://www.cmt.com/">http://www.cmt.com/</a>	<b>Starz</b> <a href="http://www.starz.com/">http://www.starz.com/</a>
<b>CNN</b> <a href="http://www.cnn.com/">http://www.cnn.com/</a>	<b>TBS</b> <a href="http://www.tbssuperstation.com/">http://www.tbssuperstation.com/</a>
<b>Comedy Central</b> <a href="http://www.comedycentral.com/">http://www.comedycentral.com/</a>	<b>Golf Channel</b> <a href="http://www.thegolfchannel.com/core.aspx?">http://www.thegolfchannel.com/core.aspx?</a>
<b>Court TV</b> <a href="http://www.courttv.com/">http://www.courttv.com/</a>	<b>Learning Channel</b> <a href="http://tlc.discovery.com/">http://tlc.discovery.com/</a>
<b>C-SPAN</b> <a href="http://www.c-span.org/">http://www.c-span.org/</a>	<b>TNT</b> <a href="http://www.tnt.com/country/en_corporate.html">http://www.tnt.com/country/en_corporate.html</a>
<b>Disney Online</b> <a href="http://disney.go.com/home/today/index.html">http://disney.go.com/home/today/index.html</a>	<b>Travel Channel</b> <a href="http://travel.discovery.com/">http://travel.discovery.com/</a>
<b>ESPN</b> <a href="http://www.espn.go.com/">http://www.espn.go.com/</a>	<b>Turner Classic Movies</b> <a href="http://www.turnerclassicmovies.com/">http://www.turnerclassicmovies.com/</a>
<b>Food Network</b> <a href="http://www.foodtv.com/">http://www.foodtv.com/</a>	<b>TV Land Online</b> <a href="http://www.tvland.com/tvl.jhtml">http://www.tvland.com/tvl.jhtml</a>
<b>FOX Broadcasting Company</b> <a href="http://www.fox.com/home.htm">http://www.fox.com/home.htm</a>	<b>Hallmark Channel</b> <a href="http://tinyurl.com/4lkg4">http://tinyurl.com/4lkg4</a>
<b>FOX News</b> <a href="http://www.foxnews.com/">http://www.foxnews.com/</a>	<b>USA Network</b> <a href="http://www.usanetwork.com/">http://www.usanetwork.com/</a>
<b>FOX Sports</b> <a href="http://msn.foxsports.com/">http://msn.foxsports.com/</a>	<b>VH1</b> <a href="http://www.vh1.com/">http://www.vh1.com/</a>
<b>TV Guide</b> <a href="http://www.tvguide.com/">http://www.tvguide.com/</a>	<b>WE com</b> <a href="http://www.we.com/">http://www.we.com/</a>
<b>PBS</b> <a href="http://www.pbs.org/">http://www.pbs.org/</a>	<b>Weather com</b> <a href="http://www.weather.com/">http://www.weather.com/</a>
<b>HBO Online</b> <a href="http://www.hbo.com/">http://www.hbo.com/</a>	<b>Cartoon Network</b> <a href="http://www.cartoonnetwork.com/">http://www.cartoonnetwork.com/</a>
<b>History Channel</b> <a href="http://www.historychannel.com/">http://www.historychannel.com/</a>	<b>Discovery Channel</b> <a href="http://www.discovery.com/">http://www.discovery.com/</a>
<b>Home and Garden</b> <a href="http://www.hgtv.com/">http://www.hgtv.com/</a>	<b>Entertainment Online</b> <a href="http://www.eonline.com/">http://www.eonline.com/</a>
<b>AMC TV</b> <a href="http://www.amctv.com/section?CID=0-EST">http://www.amctv.com/section?CID=0-EST</a>	<b>WGNTV - Chicago</b> <a href="http://wgntv.trb.com/">http://wgntv.trb.com/</a>
<b>Independent Film Channel</b> <a href="http://www.ifctv.com/ifc/index">http://www.ifctv.com/ifc/index</a>	<b>Lifetime TV</b> <a href="http://www.lifetimetv.com/">http://www.lifetimetv.com/</a>
<b>Nickelodeon</b> <a href="http://www.nick.com/">http://www.nick.com/</a>	<b>MSN Money - Finance Site</b> <a href="http://moneycentral.msn.com/home.asp">http://moneycentral.msn.com/home.asp</a>

## Windows Tips and Tricks

**Note: Tips with (DG) after the name were found on Dave Gerber's website**

[www.davebytes.com](http://www.davebytes.com) In addition to being a radio show host, Dave is an APCUG Advisor for Region 5 (Florida) and a Vice President of the Sarasota PCUG.

### Use WinXP's Taskbar Address Bar (DG)

Many users overlook WinXP's ability to keep an open Address bar in the Taskbar. Right-click the Taskbar, select the Toolbars menu, and click Address. This will add an Address bar to your Taskbar that looks and acts like the Internet Explorer Address bar. If the full bar is not visible, just double-click Address to expand it. You can type in URLs to launch the browser directly into this destination. If you have several IE windows open, the Taskbar Address bar will control the window in the foreground.

### Displaying the Traditional Desktop Icons (DG)

Older versions of Windows had a few icons that always appeared on the desktop:

- My Documents
- My Computer
- My Network Places
- Internet Explorer
- Recycle Bin

Of these five, only the Recycle Bin appears on the Windows XP desktop by default. If you want to display any of the other icons, follow these steps:

Right-click anywhere on the desktop. Make sure you right-click the desktop itself, not on an object lying on the desktop. Windows displays a context menu.

Choose Properties. The Display Properties dialog box springs into view.

On the Desktop tab, click the Customize Desktop button. Windows displays the Desktop Items dialog box with the General tab selected.

At the top of the dialog box, select the check boxes corresponding to the icons you want displayed on the desktop. Conversely, you can deselect the check boxes of any icons you don't want displayed.

Keep clicking OK to dismiss all the dialog boxes onscreen.

The icons you selected should be visible onscreen, along with all the others you have.

### Stop Printing that Document (DG)

Sometimes you begin to print a document and then change your mind. How do you stop a print job? Because your program simply passes off its printing jobs to Windows, there is no obvious way to cancel printing. It can be done if you're crafty, however. Follow these steps:

Locate the printer icon located on the taskbar at the bottom-right of your screen. (Look near the current-time display.) This printer icon appears only when Windows is sending something to the printer. Depending on how much you're printing and how fast your printer is, you may not even see it at all. If you don't, you're out of luck and you may as well quit right now and eat some ice cream.

Double-click the little printer icon.

Click the name of your document "job" in the Print Manager's list.

Choose Document-->Cancel Printing.

You may be asked whether you really want to terminate the employee, er, print job. Click OK. If you're using a network printer, you may not be able to cancel the document. Oh well.

Choose Printer-->Close. You are zapped back to your program, ready for more editing action.

## **Killing a Window (DG)**

Have you ever had one of those windows that misbehave? By "misbehave," I mean you cannot get it to Maximize or Minimize. Sometimes Web programmers want to splash a screen onto your PC with no controls and will use this technique so that you can't get their junk off your screen. For some bizarre reason they think this is a good thing. Anyway, you do have some control with the standard Windows window control options.

Click anywhere in the misbehaving window and hit Alt + Spacebar.

On the resulting menu, you can choose Close and kill the window.

## **How to Rename a Series of Files (DG)**

If you have a series of files you want to rename, but want to keep the sequence intact, here's how:

Using Windows Explorer, locate the files. Be sure you're in "Details" mode.

Go to the last file in the sequence and select it.

Hold down the Shift button and select the first file in the sequence.

All the files should now be highlighted.

Go to File/ Rename. You should now be able to rename the first file. Be sure to keep the file extension. All the files should now be renamed in sequence with the new appellation.

## **Turning Off Your Computer (DG)**

Choose the Turn Off option when nobody else will be using the computer until the next morning. Windows XP saves everything, and tells you when it's okay to turn off your computer.

(Sometimes it turns it off for you.) When you choose Turn Off Computer, Windows clings like a sleepy cat, tossing up these three options:

**Standby:** Also called Hibernate on some laptops, this option quickly saves all your work and puts the computer in virtual sleep -- a delicate mode between on and off. Avoid it.

**Turn Off:** Choose this option when you're done for the day. Let you -- and your computer -- get some real sleep. When Windows XP leaves the screen, turn off the computer and the monitor, if Windows XP doesn't do it automatically.

**Restart:** Only choose this option when Windows XP screwed something up: Several programs crashed, or Windows seems to be acting awfully weird. Windows XP turns off and reloads itself, hopefully feeling refreshed.

When you tell Windows XP that you want to quit, it searches through all your open windows to see whether you've saved all your work. If it finds any work you've forgotten to save, it tosses a box your way, letting you click the OK button to save it. Whew!

You don't have to shut down Windows XP every night. In fact, some people leave their computers turned on all the time, saying it's better for their health. Others say their computers are healthier if they're turned off each day. However, everybody says to turn off your monitor when you're done working. Monitors definitely enjoy cooling down when not being used.

## **Mouse Tip (DG)**

If you're using a wireless optical mouse then get a white or light-colored mouse pad. The mouse's infrared transmitter/receiver uses less power if it's reading a light-colored surface. This will make your batteries last longer.

## **INTERNET TIPS**

### **Protect Your Primary E-mail Address (DG)**

Chat rooms and message boards are among the most appealing places for spammers to gather e-mail addresses. Protect your primary e-mail address by creating other "throwaway" e-mail addresses for posting on message boards and for giving out to people and sites you're not sure you can trust. Many ISPs allow you to create secondary screen names or additional e-mail

addresses at little or no cost, or you can get free e-mail addresses from Yahoo!, Hotmail, and other free-e-mail services.

If spam comes flooding into those accounts, you can always delete them and make a new one, all the while shielding your primary address from the flood.

### **Reloading Web Pages (DG)**

When your browser retrieves a page you have asked to see, it stores the page on your computer. If you ask for the same page again five minutes later, the program doesn't have to retrieve the page again -- it can reuse the copy it already has. The space your browser uses to store pages is called its cache (pronounced "cash").

Some of us hardly ever exit from our browsers, which is probably not a good idea for our long-term mental stability. If you are one of us, however, remember that the pages your browser has cached aren't normally reloaded from the Web (they're taken from your disk) until you reload them.

If you want to make sure that you're getting fresh pages, reload pages that you think may have changed since you last visited. Your browser is supposed to check whether a saved page has changed, but because the check sometimes doesn't work perfectly, an occasional Reload or Refresh command for pages that change frequently, such as stock prices or the weather report, is advisable.

Click the Reload or Refresh button on your browser's toolbar, or press Ctrl+R.

### **Windows XP's Picture and Fax Viewer**

**Kathy Frey, Computer Club of Green Valley, Arizona**

Windows XP has a picture viewer that is a great way to view your digital photos. First, locate a folder with a digital photo file on your computer. Then right click the photo, select "Open With", and choose the Windows Picture and Fax Viewer. You can use the Next and Previous buttons to view other photos in the same folder.

In the Windows Picture and Fax Viewer, you can view the photos one by one or in a slide show. Other things you can do include rotating the image clockwise and counterclockwise, zooming in and out, and printing.

If you print through the Windows Picture and Fax Viewer, you have the option of printing multiple pictures on a page. Just follow the printing wizard. When you come to the layout selection window, you use the scroll bar to choose anything from one image on a page to as many as 35 images per page. You do not need to buy special photo editing software to print multiple photos on a page.

If you want to edit a photo, click the icon at the bottom right of the Viewer tool bar. This will open your default photo editor, such as Photoshop Elements or Picture It. If you don't have a default image editor, the file will open in Paint. And it's all included in XP

### **Inkjet Printer Care**

**Kathy Frey, Computer Club of Green Valley**

If you are leaving for the summer months, take care of your printer before you leave. Printers should not sit for months with the ink cartridges left installed in the printer. Consult your printer manual for proper removal.

Even if you just installed a new cartridge, you will need to remove it. Wrap the cartridge tightly, with either or a combination of Saran wrap, aluminum foil, and a resealable plastic bag.

Remove as much air as possible from the packaging. Store in the vegetable compartment of your refrigerator. The vegetable compartment has some moisture which will help keep the cartridge from drying out.

There is no guarantee that the cartridges will not dry out and therefore be unusable. However, taking precautions before you leave may save you the cost of purchasing a new cartridge.

**CRT and Flat-screen Monitor Care****Kathy Frey, Computer Club of Green Valley**

Use extreme care when cleaning your monitor's screen as the surface can be easily scratched. Never touch your monitor LCD screen with your finger nails. For cleaning use a soft and dry lint-free cloth to remove dust and greasy fingerprints from the screen. Do not use polish or glass cleaner on your monitor. Many modern displays have anti-glare coatings that are easily damaged.

**Windows Tips****Larry Smith, Big Bear Computer Club, CA**

Rush hour on the Windows Taskbar

If your Taskbar is too full to read individual items, position your mouse pointer on top of the Taskbar until you see a double-headed arrow. Left click and drag upwards to make room for all those open windows.

**All the better to see you with**

Try the Magnifier for a really big view. Left click "Start," "Programs," "Accessories," "Accessibility," "Magnifier."

**Making it easier to capitalize**

If you often find it difficult to type capital letters because you have to hold down the shift key, you can turn on a feature called StickyKeys which allows you to simply tap the shift key before a letter you wish to capitalize instead of having to hold it down. It is designed to allow typing with one hand. To activate StickyKeys in Windows 95 or higher go to "Start" and then to either "Settings" or "Control Panel." From there click the "Handicapped Accessibility" button and then select "StickyKeys."

**No more repeated lettersssss**

Designed for those with difficulty typing, Windows offers FilterKeys. When Filterkeys are turned on, the computer will ignore brief or repeated keystrokes or slow the repeat rate. To turn on FilterkEys go through "Start" to your "Settings" or "Control Panel." From there click on "Handicapped Accessibility" and then select "FilterKeys." For some Windows you can also hold down the right Shift key for 8 seconds to activate this feature.

**Access System Properties**

Press the Windows icon key and the Pause/Break key to open System Properties. This window gives you information about your computer system. Handy when online with tech support.

**Printing Without Color****Les J. Kizer, Greater Tampa Bay PC User Group**

If your printer uses too much colored ink while printing large colorful documents, such as Bay Bytes, do: / Start / Settings / Printers, then right click on the icon for your printer followed by clicking on Properties. Look for a check box that allows you to print in grey scale. Such a setting prints the document in black and white without the benefit of color.

**Question - Received two CD's.** CD's play fine Christmas music. Want to copy them to my hard drive and all I can copy is the heading...."track one", "track two". The CD's are 'read only'. Why can't I copy the CD's?

**The problem is the terminology.** You don't want to "copy" the CDs to your hard drive, you want to RIP the music to the HD. Media Player does that automatically for you. Insert the CD, open Media Player and choose to RIP the music. It will automatically copy each song and convert to MP3 or WMA format as you desire.

**There is a shortcut that will lock the computer keyboard.** Simply press the Windows and L key. This locks Windows until you unlock it. To unlock it, press Ctrl + Alt + Del. If you have a password, you'll need to enter it.

**PRB Corp - Windows XP Tips and Tricks**

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