



# FEBRUARY 2011 Newsletter

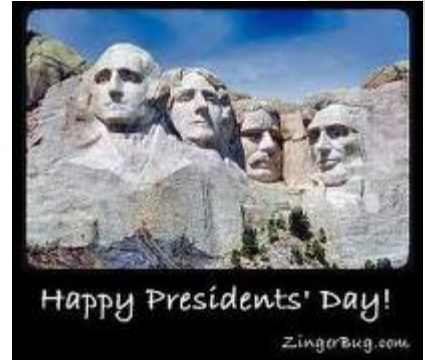


## Glendora Seniors Computer Club

*A Friendly Seniors Group Serving All Computer Skill Levels*

General Meetings: 2nd & 4th Wednesdays of the month at 1:00 p.m.

Board Meetings 2nd Wednesday of the month at 3:00 p.m.



### Volume 16 Issue 2

**PROGRAMS BY: Program**

**Chair: Jim Glass**

(All programs subject to change)

February 12th

**Info Wallet**

*By Bill Vahlar*

February 26th

**You tube**



Happy February, Happy Valentine's Day !

After a busy January, it is February already ! To judge by the "standing-room-only" crowds at our January Membership Meetings, I should say that we are doing well. The programs on SnagIt and Scanning were most informative, and I had much positive feedback from Members. Judy Taylour was great to listen to, she is so computer-savvy, and has a great sense of humor.

Unfortunately, the SnagIt presentation could not be given by Lucy Breja as planned. Her husband, former GSCC President Al Breija, passed away after knee replacement surgery unexpectedly on January 17. Our sincere condolences to Lucy and her daughter for their loss. Our hearts go out to them.

We are looking forward to more interesting presentations, InfoWallet, Time Management, and Skype again. This time Jeannine Foote will be the presenter for Skype.

As most of you know, I skype daily with relatives and friends in Europe. Don't know what I would do without it.

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Our Club is doing well, 135 Members strong, and here to teach and help you. We also had eight (!) guests come to the last meeting, and 4 joined. We must be doing something right.. Also, don't hesitate to come with your questions and problems. The second half of the program is always set aside for that.

Don't forget to check the Newsletter at [www.gsclub.org](http://www.gsclub.org) for upcoming classes, events, tips and tricks, and past programs. Dan Leddy does a wonderful job to put it together every month. Thank you, Dan ! As a reminder, many of our past programs are posted on our FTP site under [www.gsclub.org](http://www.gsclub.org) for you to read any time again and review.

Thank you, also, to everyone who volunteers to bring refreshments. They are such a welcome treat halfway through the afternoon.

See you February 9<sup>th</sup> !

Till then,

Annemarie

Members of GSCC mourn the passing Of Al Brejcha, former president of the Club and a good friend to all



# GSCC Meeting Minutes

January 12, 2011

**President Annemarie Hunt** opened the meeting at 1: pm

**President Hunt made the following announcements:**

- Called attention to Lucy's Slideshow of the Christmas Party (showing & in the newsletter).
- \$124 was realized from the Silent Auction.
- Thank you note from Barbara Denny received for help with the party.
- State of the Club Report – The Club is doing “very well” with a healthy balance in the treasury.
- Classes are scheduled & commencing for January and February
- Currently 133 members with approximately half have paid for 2011.
- Asked for any ideas for future programs: Bill Belcher suggested several sites including Restaurant.com and Groupon.
- Jim Glass will give individual help outside the meeting after the break.
- Today's program on Snagit will be presented by Bill, and Ell.
- President Hunt then turned the meeting over to Jim Glass.

**Program:** Jim Glass, Program Director, <http://gsclub.org/> Click on NEWSLETTER for scheduled programs.

- Bill and Ell demonstrated the Snagit software program.
- There was one full Snagit Version 10 to give away, a couple of T-shirts as well as eighty pens and eighty 30 Day Trial discs.

**President Hunt** thanked Helga for all the delicious goodies she brought. Alva, Jim Glass and Annette will bring treats to our next meeting.

**Q and A:** Bill Belcher and Ell Fullmer answered questions concerning various subjects including:

- Primary Language issues, Auto Correct function, special characters.
- Printers and Scanners.

**Education:** Bill Belcher <http://gsclub.org/> Click on CLASSES

- January 22 Program will be on Scanning.
- **Other** - The 50/50 was won by Jean Goff. Winner of the Snagit software: Ann Stutsman. T-shirts: Ann, Jeannine Foote and Francine Walker. Pens and 30 day trial versions of Snagit were distributed.

**Asset Management:** Glen Moore said there were a few things left from the Auction and should be picked up.

**Adjournment:** President Hunt adjourned the meeting at 3:00 pm

*Submitted by:*

Secretary Ruthann Mayrose

*Approved By:*

President Annemarie Hunt

# GSCC Meeting Minutes

January 26, 2011

**President Annemarie Hunt** opened the meeting at 1 p.m.

**President Hunt made the following announcements:**

- There are two Snagit 30 Day Trial discs still available.
- Lucy Brejcha's husband passed away Monday—Helga is circulating a card for all to sign.
- Received from Winifred, a thank you note for help from the Computer Guys.
- Asked again for Program ideas.
- 
- President Hunt then turned the meeting over to Jim Glass

**President Hunt welcomed new members and visitors;** there were 96 members and eight visitors at the meeting today.

President Hunt then turned the meeting over to Program Director, Jim Glass

**Program:** Jim Glass, Program Director, introduced Judy Taylour, President of the Santa Clarita Computer Club and Chair of the Southwest Computer Conference. Judy mentioned the upcoming Southwest Computer Conference 2011 (June 3, 4 & 5) and encouraged participation in the Digital Photo Contest.

- Ms Taylour presented and demonstrated a very detailed and informational program on various scanners including portable scanners, slide & negative scanners and digital pens. Many of the products are available at IRISLink.com.
- **Next Program (2-9) - Info Wallet** (portable personal information)
- **2-23 - YouTube**

**President Hunt** thanked Alva Dominguez, Jim Glass & Annette for all the delicious goodies they brought. Joanne and Rita will bring treats to our next meeting.

**Q and A:** Ell Fullmer answered questions concerning various subjects including:

- Moving files to new folders
- Email address editing of contacts
- Expanding USB ports

**Other -** President Hunt encouraged members to join and support Partners of La Fetra Center.

- Gift basket donated by the Foote's was won by Connie Lang.
- The 50/50 Drawing was won by Rich Janicki.

**Adjournment:** President Hunt adjourned the meeting at 3:00 pm

*Submitted by:*

Secretary Ruthann Mayrose

*Approved By:*

President Annemarie Hunt

# Computer Classes for 2011

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**Note: All classes are held in the Elm Room of the LaFetra Center**

**Minimum enrollment required – 5 students for each class offering**

## **March and April – Email and the Internet**

Do you want to surf the internet safely? Find what you are searching for quickly and efficiently? Want to print just part of a web page? Do some shopping? Get free stuff? Ever wonder why everyone is fussing about YouTube and Facebook? Find old friends? Make new ones? Make your email behave the way you think it should? Reduce the amount of spam in your inbox? Send and receive attachments without a hassle? Send email to a group of people all at once? Then this is the 8 week class for you.

When: Thursdays, March 10 through April 28 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

## **March and April – The Digital Darkroom**

This eight week class is designed to help you get more out of your photo editing projects. Use the powerful editing capabilities in Adobe Photoshop Elements. Use layers and masking techniques to not just edit your pictures, but create digital masterpieces. Create digital collages, montages, and even scrapbooks.

When: Tuesdays, March 8 through April 26 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have a Windows computer, a scanner and printer, and Adobe Photoshop Elements 6 or later software. The student should be familiar with basic photo editing techniques such as cropping, and color and lighting correction.

## June and July – Basic Computer Skills

If you are new to PCs or have been using a PC for a while but want to use it more effectively, then this 8 week course is for you. We will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, installing and uninstalling applications, beginning word processing, as well as proper file management and maintenance. We will demystify some of those confusing boxes that pop up unexpectedly and throughout the course, we will use the language of computers so that you can understand and even speak a little geek.

When: Thursdays, June 9 through July 28 – 1:00 to 3:00 PM

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

## CERTIFICATION FOR THIS LATEST CPR TECHNIQUE IS NOT REQUIRED.

If you haven't seen this, you should. If you *have* seen it, it won't hurt to see it again. This is a *new CPR technique* which is much simpler.

This is a very important video regarding the latest CPR procedure.

Please watch and forward to your friends and family if you haven't already done so.

You never know, a life may be saved using this new procedure.

<http://tinyurl.com/2fx8r59>

(Submitted by club member Jim Glass)

<http://tinyurl.com/2fx8r59>

Www.heartarizona.edu

## Tips & Tricks

### Smart Computing Tips & Fun Facts

[www.SmartComputing.com/Groups](http://www.SmartComputing.com/Groups)

"Reprinted with permission from *Smart Computing*. Visit

to learn what *Smart Computing* can do for you and your user group!"

## Stop Keyboard Jitters

Trying to type on a rumbling train or plane is hard enough without your notebook's keyboard fighting you. Constant rumbling will cause you to press your keys too fast or too often, resulting in a long line of the wrong characters. The Windows FilterKeys feature will ignore brief or repeated keystrokes. To engage this feature, from the Windows Control Panel, double-click "Accessibility Options," and on the Keyboard tab, click the "Use FilterKeys" checkbox. Click Settings to tweak the feature's preferences to your liking

## Hot Battery Blues

If you often run your notebook PC using the installed Li-ion battery, beware of extremely warm temperatures. These kinds of batteries don't tolerate heat very well and can leave you powerless if you're not careful. So, whenever possible, use your AC adapter in a hot environment.

## Don't Strain To Read This

Many of us spend way too much time squinting to read blurry words from a small device screen. This can lead to a number of health issues including headaches and blurred vision. However, technology manufacturers are trying to help out. Microsoft has developed a line of fonts, including Frutiger Linotype, specifically for hand-held screens. The font features open letters with plenty of white space between letters so it doesn't look cramped.

## Don't Bring In A Virus

Although USB flash drives give you the ability to transport your files between work and home, you'll want to make certain you don't introduce a virus, which may have been on your home computer, onto your office network. If you have antivirus and antimalware software on your home PC, use the software to scan your USB flash drive before you take the flash drive to work

# Word Tips (Excel)

## Calculating Week-Ending Dates

Do you keep track of information based on week-ending dates? Many businesses do, and therefore need a quick way to calculate the week-ending dates for the complete year. The dates could be easily calculated with a macro, but you can do it just as easily with formulas.

There are two formulas you can use in order to calculate your week-ending dates. Let's assume, for the sake of this example, that your year is stored in cell A1. You could then figure out the first Saturday of the year by using this formula in cell A3:

```
=DATE(A1,1,1)+7-WEEKDAY(DATE(A1,1,1))
```

This works because the WEEKDAY function returns a value of 1 (Sunday) through 7 (Saturday) for any date. If you subtract that value from 7, then you have a value of 6 (Sunday) through 0 (Saturday). When you add that value to the DATE value for January 1 of the year, you end up with the first Saturday of the year.

If you prefer to have your weeks end on Fridays, then the formula needs to change a bit:

```
=DATE(A1,1,1)+7-(WEEKDAY(DATE(A1,1,1))+1)
```

Finally, if you prefer to have your weeks end on Sundays, then the formula needs to be like this one:

```
=DATE(A1,1,1)+7-WEEKDAY(DATE(A1,1,1),2)
```

This formula uses a parameter for the WEEKDAY function that calculates weekdays that range from 1 (Monday) through 7 (Sunday).

Once you have the first week-ending date for the year (in A3, remember?), then you can calculate the rest of the week-ending dates for the year. Place the following formula in cell A4:

```
=IF(YEAR(A3+7)=$A$1,A3+7,"")
```

This checks to see if one week past the previous date is still in the year. If it is, then the new date is returned. If it isn't, then an empty string is returned. If you copy this formula from A4 down through A55, then you will have all the desired week-ending dates for the year. With the formulas in place, simply change the year in cell A1 to see how the dates change.

The range A3:A55 provides room for 53 week-ending dates, which is possible for any given year. Because you used the IF statement in the formula in cells A4:A55, then the very last value (A55) will be blank if there were only 52 week-ending dates for the year.

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# Word Tips

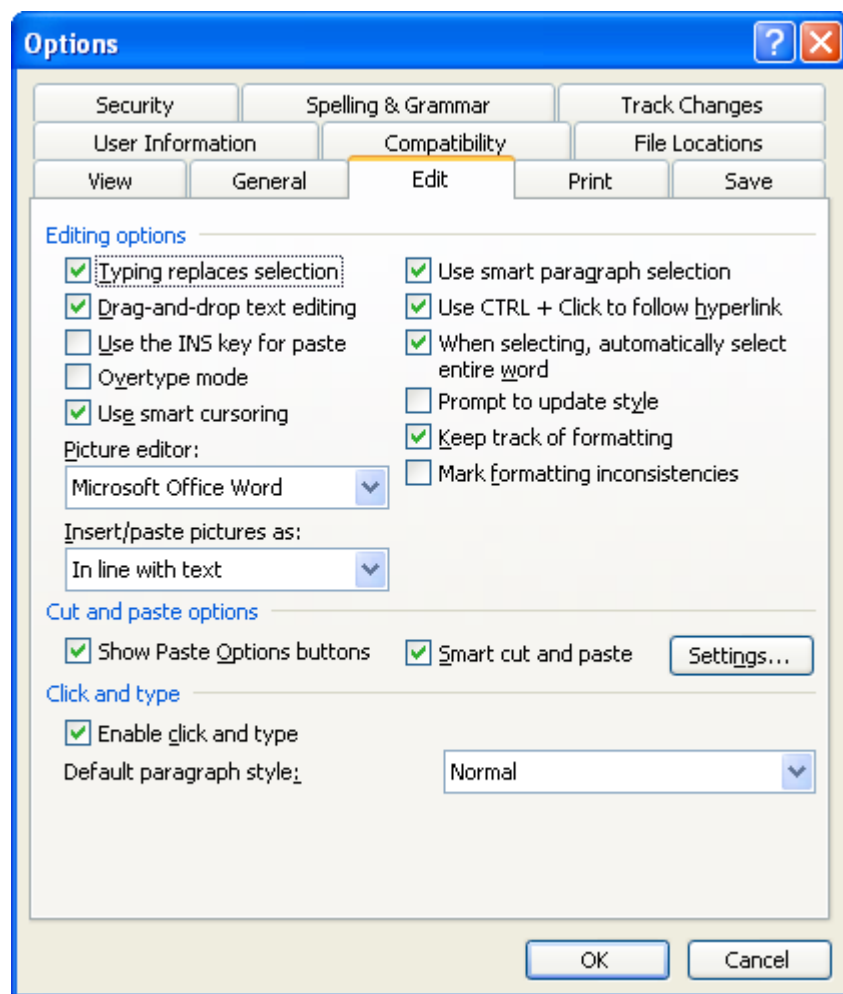
## Word 2007

### Automatically Selecting Words

When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected.



*The Edit tab of the Options dialog box.*

3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.

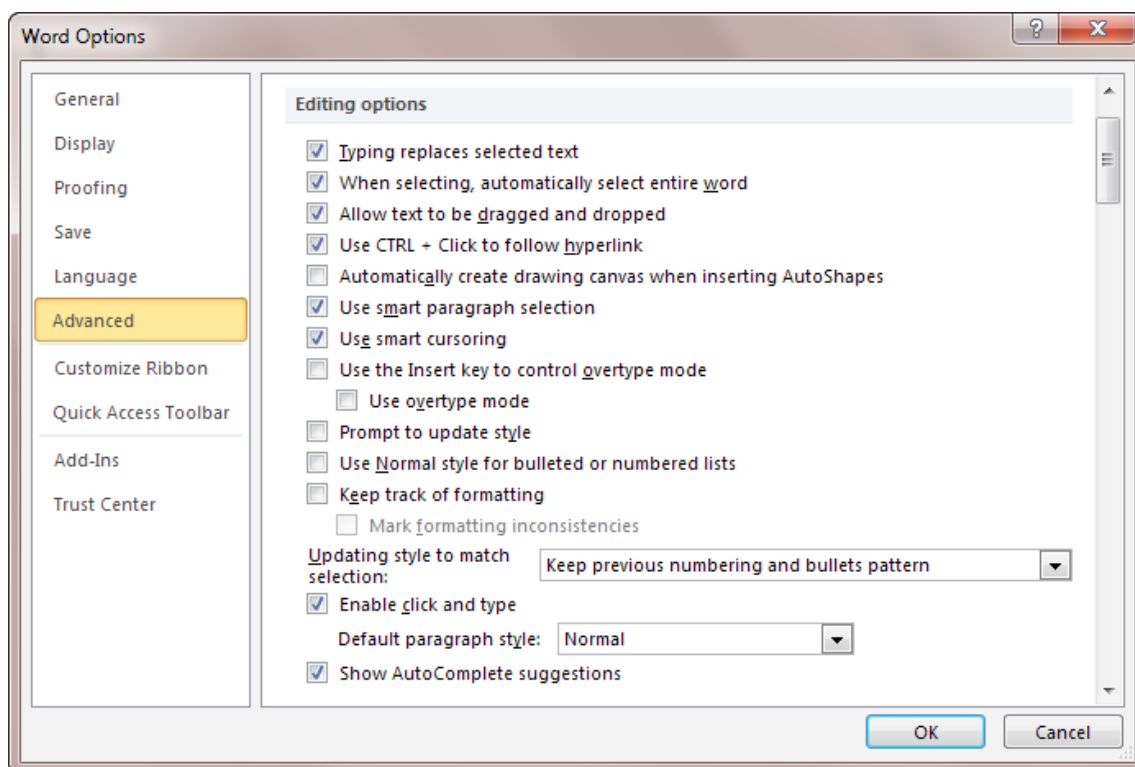
# Word Tips

## Word 2007

4. Click on OK.

You can follow these steps if you are using Word 2007 or Word 2010:

1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)
2. Click Advanced at the left side of the screen.



*The Advanced area of the Word Options dialog box.*

3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

## Discovering Windows 7 – Part 12

By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington

January 2011 issue, the Data Line

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[www.tapcug.org](http://www.tapcug.org)

The Black Friday sales were too tempting this year, and I decided it was time to treat myself to a new laptop computer. When selecting a new computer you need to determine what your requirements are. I wanted something powerful enough to run my current software plus what I would probably need a year or two from now. I don't consider myself to be a "gamer" but I do use some flight simulation software which has some pretty intensive graphics requirements. I decided to look for a computer with an Intel Core i7 processor plus with a lot of RAM and a good graphics card. I wanted a laptop computer so I could demonstrate software at S.I.G. meetings. After checking the Internet to find the best candidates that meet my requirements, I made my selection and placed an order. Getting a new computer is exciting and, while the experience is fresh in my mind, this is probably a good time to talk about setting up a new computer.

If you bought your computer from one of the major manufacturers or a store, it probably arrived packed in a box with its accessories. When I opened my box and found a large folded sheet of paper labeled "START HERE." (Can anyone remember the last time they got a printed manual with a new computer?) Unfolding it, on the front side I found two illustrated columns. One was labeled "QUICK SETUP" and the other, "AFTER SETUP." Because I've learned the hard way, I took a moment to turn the paper over. Printed on the backside of the paper was

“GET MORE FROM YOUR PC” with pictures of my computer showing the top and sides with everything labeled. There was also a section showing how the TouchPad works. I’ve used a number of computers with TouchPads, and it seems like they are all a little different. If your computer comes with a TouchPad, I advise you to look this section over. You should at least find out how to turn the TouchPad on and off or you may wonder why it doesn’t work. ;-)

Having studied (well at least glanced at) how the controls on my computer are laid out, I flipped the paper over to get back to “QUICK SETUP”. Following the illustrated instructions, I removed everything from the box, noting that I seemed to have everything shown in the picture. I started by installing my laptop’s battery (as shown in an illustration). I connected external power, turned on the computer and prepared to follow on-screen instructions. Nothing to it really. For a few minutes, the computer seemed to be doing internal things and small lights flashed. Then it asked me for my name, a password (which I had to enter twice) and I had to accept the license agreement. A clock appeared, and I had to reset the computer’s clock to my local time zone and time. Then it was time to connect to the Internet!

I could have used a cable to my Internet modem, but I elected to go wireless (that’s what I use most of the time anyway). The setup program included a “wizard” to help me here. The wizard wanted some information about my wireless network. A list of available local networks appeared (well, only mine really) and I clicked on it. It only took a few seconds for the wizard to figure out that I have an encrypted wireless network and a security key code was needed. Since I’m so well organized (not really) it only took me a minute to find the book where I wrote it down when I created the key code. A dozen or two key strokes and the code was entered. Now it wanted to know what kind of network I was using. Was it a Home network, a Public network or Work network?

They have different security settings. I selected “Home.”

Next, the installer wanted to know about my “Homegroup.” The Homegroup is a new feature of Windows 7. It is basically a private network that allows secure access to selected files and printers on the Homegroup network without a complicated process of configuring the computer with various network settings. In a Homegroup network, each Homegroup member is a computer not a specific user.

In other words, if I add my laptop computer to my Homegroup, which includes a desktop computer running Windows 7, anyone using my laptop will have the same access to files and printers attached to my desktop computer.

In a home setting, this can make it very easy to share files and printers between computers. I can print documents and pictures from my laptop computer on the laser printer attached to my desktop computer.

So after asking me if I wanted to use a Homegroup, the installer program asked me to select what I wanted to share including pictures, music, videos, documents and printers. I selected all of them. Then it asked for my Workgroup password. This password encrypts the information passing between the computers on the your Homegroup so, even if you are using a wireless network connection, if someone in your neighborhood were to intercept the information passing between your computers, they wouldn't be able to read the information.

Duh, I didn't have that written down. Luckily, the installer program told me how to find it on my other Homegroup computer. All I needed to do was to go to my other computer, click on the Windows “Start” button, type “Homegroup” in the search box and, when the Homegroup window appeared, locate where it says “View or print the Homegroup password” and click on it. I decided to print it.

After entering the password on my laptop computer, I placed the printout in my book with the Internet security key code for future reference.

At this point the computer restarted, using Windows 7. Since this was the first time Windows 7 was running on this computer, it gave me an opportunity to register the computer with the manufacturer and then gave me a tour of Windows 7. After the tour, now that my new computer was working, I make a system image backup (as described in this column in “Discovering Windows – Part 3”). Now all I have to do is figure out what programs I want to install on my new computer! :^)

Setting up a new computer will probably never be as easy as setting up a new bread toaster but, as you can see from the above description, it’s not very difficult. I could have saved a few steps if I had plugged the computer directly into my hi-speed modem with a cable before I started the installation. That would have avoided the need to setup the wireless connection, but I wanted my computer to be portable.

If I only had one computer, then I wouldn’t have needed to configure a Homegroup, but even that was no real challenge. If you set up a Homegroup, just remember that all the computers connected to the same Homegroup must use the same Homegroup password.

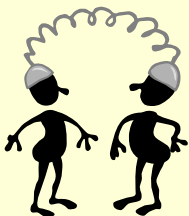
So to all of you who got a new computer over the holidays, or in the January sales, HAPPY COMPUTING. \*\*\*\*

**The Computer Guys**, *Bill Belcher & Ell Fullmer*, will be meeting on the

*SECOND Thursday* of the month:

Feb 10, Mar 10, April 14

9:00 a.m. to 12 noon — Second Floor — La Fetra Center



## **Buying and Selling on eBay (Part 1 of 5)**

Submitted by Gini Pedersen, Instructor, FREE Internet and Computer Classes, San Diego Continuing Education; Honorary Lifetime Member, Seniors Computer Group, for her outstanding work in the community

<http://www.iteachyou.com>      [gpederse \(at\) sdccd.edu](mailto:gpederse@sdccd.edu)

### **What is eBay?**

eBay is the largest and most popular auction site on the Internet. Their main service is to match up buyers with sellers anywhere in the world. Although the buyer doesn't pay anything to eBay to bid or win an auction, the seller does pay one or more fees. Fees vary, depending on what is being offered and the features included in the listing.

### **Registering on eBay**

Following are guidelines for setting up an eBay account:

1. Go to <http://www.ebay.com/>
2. Click Register link.
3. Complete all registration fields.

### **Viewing an Item on eBay**

Following are guidelines for viewing auction items at eBay:

1. Go to <http://www.ebay.com/>
2. Click "Sign In" link and log on to your eBay account.

*Note: Although you can view items on eBay without clicking the Sign In link, you cannot bid on items without first logging on.*

3. Type a search keyword(s) in the field under the eBay logo at the top of the eBay window and choose a category to the right, if desired. For example, type keywords Canon Camera and choose "Cameras and Photo" category. You can further narrow your search by choosing one or more options in the "Refine Search" sidebar on the

left. For example, Digital Cameras. Continue narrowing your search until you see a reasonable number in orange to the right of the Refine Search sidebar.

4. Click the down-facing arrow to the right of the "Sort By field" to organize the results in desired order.

*Note: The Sort By field is on the right side of the screen, just above the first item listed.*

5. Click on the blue, underlined wording (Title) to the right of the image to see a specific item.
6. Scroll down to read details about this listing. The top portion is part of a "template" provided by eBay that contains the most important information about the listing, and below that is the description written by the seller.

### **Bidding on an Item on eBay**

1. Sign in with your User ID and Password.
2. Locate the item you want to bid on.
3. Bookmark the item so you can review its status later.
4. Read all information about the auction item.
5. Scroll to the top and type in the maximum bid in the "Your Max Bid field" - the maximum you would be willing to spend--knowing that bidding will reach this maximum only if another bid causes the amount to increase.
6. Click "Place Bid" and then "Confirm Bid" on the next screen.
7. You will see either the minimum bid ("Starts At" amount) submitted in your name (if you are the first bidder) or else the previous bid will be increased by the Bid Increment amount.

*Note: Click Bid History if you want to see the details about all bids so far. For most items your User ID will be replaced with one that looks like the following: x\*\*\*x which protects the identity of the bidder.*

1. Check back periodically (if desired) to see how bidding is progressing on the item.

\*\*\*\*

## Buying and Selling on eBay (Part 2 of 5)

Submitted by Gini Pedersen, Instructor, FREE Internet and Computer Classes, San Diego Continuing Education; Honorary Lifetime Member, Seniors Computer Group, for her outstanding work in the community

<http://www.iteachyou.com>

gpederse (at) sdccd.edu

### Guidelines for Safe and Successful Buying on eBay

**Guideline #1:** Be cautious about bidding on a high-priced item from a seller with a rating in the mid or low 90% range. Also check the number next to the seller's User ID since this indicates the number of feedbacks that the percentage amount relates to.

People who repeatedly sell merchandise on eBay can't afford to have a negative feedback rating, and they'll go out of their way to make sure the customer is satisfied. Check the seller's profile and use this information to evaluate this seller.

### Guideline #2: Escrow Service

For purchases over \$500 consider using an escrow service such as eBay's at <http://www.escrow.com>. Doing so will ensure that you get satisfaction before your funds are released to the seller. The fee charged for their service is worth the peace of mind that you'll get by knowing your transaction will be secure. Of course, there are other escrow services available, but be cautious when selecting one. Never let the seller select one.

### Guideline #3: Understand the process

Get out there and learn all you can. Read the eBay guidelines, check out the Safe-Harbor policies, look at other auctions by the same seller and make sure everything appears to be on the level. Information is power, and the only way you can hope to come out ahead is to know everything there is to know.

### Guideline #4: Sales outside the country

Never wire money out of the country. This is usually a bad idea; you have little chance of getting the money back.

### Guideline #5: Requests to update your shopping or payment account

If you receive an email message asking you to update your shopping or payment account, don't click its links or buttons. Just delete the message. Sites like eBay, PayPal, etc. never send emails asking for updated information. Such bogus messages are referred to as Phishing.

#### Guideline #6: Social Security Number

Never give your SSN to anyone who doesn't have a valid reason for needing it.

#### Guideline #7: Credit Card Info

Never give your credit card information in an email message. Only provide it on secure websites. You should see <https://> (not just http://) at the start of the address on screens where credit card information is entered.

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When you enter a "maximum" (also called proxy) bid for an item, you are indicating the highest amount you might be willing to spend for this item. You will pay this maximum amount **ONLY** if another bidder(s) bid against you, but don't exceed the maximum amount you entered.

Although no one actually sees what you enter as a maximum bid, you have revealed your interest in this item which occasionally draws more interest from others.

To allow the flexibility of a maximum bid -- and **NOT** reveal your interest in this item until a few seconds before the end of the auction, you can use an automated "sniping" service. I use BidRobot.com (<http://www.bidrobot.com>) which is very inexpensive and reliable. Or you can enter a manual bid during the last several seconds to do this yourself. Manual snipers often get beat out by automated sniping services.

It is important to use **ONLY** a sniping service that you feel you can trust, since you will be providing them with your eBay user ID and password, so they can bid on your behalf. I have used BidRobot for over 2 years. Others I've heard of (but not used) include AuctionTamer (<http://www.auctiontamer.com>) and Auction Sentry (<http://www.auction-sentry.com>). \*\*\*\*

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**Ask Mr. Modem! – February 2011**  
[www.MrModem.com](http://www.MrModem.com)

### **Review Windows Updates**

**Q. I've installed a number of Windows updates, but I can't remember which ones I have installed. Is there somewhere I can check to determine which updates have been installed?**

A. If you're using Windows XP, go to your Control Panel and click Add/Remove Programs. Place a check mark in the box labeled "Show Updates." Any installed updates, and their respective date(s) of installation, will be displayed for your review. If you're using Vista, go to Control Panel > Programs & Features. Under "Tasks" on the left, select "View Installed Updates." Windows 7 users, click Start and in the Search field, type "View installed updates" to navigate to that area.

**Q. I am trying to retrieve some information from a Web site and have been informed that in order to do this, my browser (Firefox) must have pop-up blocking enabled. I don't know how to do this. Can you help, Mr. M?**

A. The message you received probably asks you to disable (not enable) pop-up blocking in order to allow a pop-up required by the site in question. Either way, click Tools > Options > Content tab.

Rather than remove the check mark beside "Block pop-up windows" which would then allow pop-ups to appear on any and all Web sites, click the Exceptions button and add an exception by typing in the Web site address of the site (or sites) from which you do want to permit pop-ups.

**Q. When I receive photos by email, they are very large. Too large. Is there a way that the photos can be made smaller? Thanks in advance for your help, Mr. M.**

A. The problem with super-large photos usually lies with the senders of those photos. It's best to take low-resolution photos if you're planning to send them by email. Most digital cameras have a setting for that, but instead, many people send higher resolution photos that are great for making prints, but often result in huge files or displayed photos.

You can resize the photos yourself, though you might want to politely suggest that the sender actually open the manual that came with his or her camera and learn how to take low-resolution photos, or determine what settings might exist for that specific purpose. Some cameras have an "Email" setting which produces low-resolution photos, perfect for emailing.

If you are the recipient of a super-large photo, Shrink Pictures ([www.shrinkpictures.com](http://www.shrinkpictures.com)) is a Web-based service that enables you to reduce the size of digital photos. No software is required, and the service is free. As an alternative, Resize2mail.com ([www.resize2mail.com](http://www.resize2mail.com)) is also free. Senders of photos would be well advised to use either of these sites before sending photos.

My suggestion for anybody who wants to share photos with others is to simply use one of the free, online photo albums such as Snapfish ([www.snapfish.com](http://www.snapfish.com)), Shutterfly ([www.shutterfly.com](http://www.shutterfly.com)), PhotoBucket ([www.photobucket.com](http://www.photobucket.com)), or Picasa (<http://picasa.google.com>). Once uploaded, you can simply send the Web address to others, who can then view your photos online, rather than having to fuss with downloading and resizing. Photos can also be posted on one's Facebook page or other similar "social media" site.

**Q. How can I convert ALL CAPS to an Initial Cap and the rest of the letters in lower case when working on a Word document?**

A. In Word, SHIFT + F3 is the case toggle, so just select (highlight) the words you want to change and press SHIFT + F3 to switch between ALL UPPER, all lower, or Initial Capitalization, also known in the biz as "nish caps."

## **Mr. Modem's DME (Don't Miss 'Em) Sites of the Month**

### **10MinuteMail.com**

A disposable email address can help keep you off spammers' lists. By providing this type of address when shopping online, for example, you can still receive a purchase confirmation, but avoid subsequent spam or follow-up solicitations. 10MinuteMail, as its name suggests, exists for 10 minutes. It's free, so just go to the site and you will be assigned an email address. Any email sent to this address will appear on the 10MinuteMail Web page where you can read it, click on links, and even reply, but the email address will self-destruct after 10 minutes, vanishing without a trace. You can, however, click to obtain an additional 10 minutes, which is kind of like a snooze alarm, but without the annoyance..  
<http://10minutemail.com>

### **Paper-Cut Sculptures**

It doesn't require a lot of expensive material to create great art, just an incredible amount of imagination and talent. Check out the work of sculptor Peter Callesen, who uses single sheets of paper to create astonishingly intricate "Paper-cut Sculptures." (After years of intensive practice and significant blood loss, I am proud to say that I have mastered the "paper-cut" portion of his technique.)  
[http://oddee.com/item\\_89460.aspx](http://oddee.com/item_89460.aspx)

### **Gas Prices**

Now that gasoline prices are on the way up again, there are a number of sites that can help you track down the lowest prices in your area or while on the road, if you're traveling. Several of the more popular gas-price monitoring sites include: GasBuddy.com, MapQuest Gas Prices (<http://gasprices.mapquest.com>), GasPriceWatch.com, and FuelEconomy.gov.

**For plain-English answers to your questions by email, plus great computing tips, subscribe to Mr. Modem's award-winning WEEKLY newsletter. Subscribe using Promo Code 0847 and receive a free month (four weekly issues!) with your six-month subscription. To view a sample issue or subscribe, visit [www.MrModem.com](http://www.MrModem.com).**

>**\*\*HUGE California Traffic Tickets Fines Effective 01/06/2011\*\***  
>  
>Please be extremely careful in your driving and car registration &  
>insurance matters. State of California is broke and they are trying  
>hard to squeeze all of us hard to collect money.  
>  
>**Effective immediately**, if you do not stop at the red light, be ready  
>to pay \$436 in fines or if you pass a school bus with flashing red  
>signals, you will be charged \$616. The state of California is going  
>for blood, so be extra careful in driving, You cannot afford messing  
>with them. I have been hearing that Highway Patrols are under  
>pressure to issue a lot more tickets than last year with at least  
>30% increase in fines over 2009, so beware of radar guns, highway  
>and traffic cameras installed everywhere and the tougher enforcement  
>of parking rules.  
>  
>Just for your info, the next time you park in the handicapped zone,  
>even for a minute, you will be looking at almost \$ 1000 in parking  
>tickets , so it'd better be worth it.  
>  
>California needs money, so pay close attention to the rules of the road!  
>  
>**\*Traffic Ticket Fines\*\* (Effective 01/06/2011) \***  
>  
>VC 12814.6 \$214 Failure to obey license provisions.  
>  
>VC 14600(A) \$214 Failure to notify DMV of address change within 10 days  
>  
>Note: The fine may be reduced with valid proof of correction.  
>  
>VC 16028(A) \$796 Failure to provide evidence of financial  
>responsibility (insurance)  
>>Note: This fine may be reduced with proof of insurance on or after  
>the violation date.  
>  
>VC 21453(A) \$436 Failure to stop at a red signal.  
>  
>VC 22349 \$214 Unsafe speed, 1 to 15 miles over the limit.  
>  
>VC 22350 \$328 Unsafe speed, 16 to 25 miles over the limit.  
>  
>VC 22450 \$214 Failure to stop at a stop sign.  
>  
>VC 22454(A) \$616 Passing a school bus with flashing red signals.  
>  
>VC 23123(A) \$148 **\*Driving while using a wireless phone not hands  
>free, first offense \***.

>>VC 23123(B) \$256 Driving while using a wireless phone not hands free, each subsequent offense.  
>  
>VC 23123.5 \$148 Driving while using a wireless device to send, read or write text.  
>  
>VC 23124 \$148 Minor driving while using a wireless phone.  
>  
>VC 22500 \$976 Parking in a bus loading area.  
>  
>VC 22507(A) \$976 Violation of disabled parking provisions, first offense.  
>  
>VC 22507(B) \$1876 Violation of disabled parking provisions, second offense.  
>  
>VC 26708 \$178 Unlawful material on vehicle windows.  
>  
>VC 27150 \$178 Adequate muffler required.  
>  
>VC 27315 \$148 Mandatory use of seat belts.  
>  
>VC 27360 \$436 Mandatory use of passenger child restraints.  
>  
>Note: This fine may be reduced by completing a court authorized child seat diversion program .  
>  
>VC 27400 \$178 Headsets or Earplugs covering both ears.  
>  
>VC 27803 \$178 Violation of motorcycle safety helmet requirements.  
>  
>VC 34506 \$616 Commercial Driver - Log book violation.  
>  
>VC 4000 \$256 No evidence of current registration.  
>  
>Note: The fine may be reduced with valid proof of correction.  
>  
>VC 4159 \$178 Notify DMV of change of address within 10 days.  
>  
>Note: The fine may be reduced with valid proof of correction.  
>  
>VC 5200 \$178 Proper display of license plates.  
>  
>Note: The fine may be reduced with valid proof of correction.  
>  
>VC 9400 \$178 Commercial weight fees due.  
>  
>Note: The fine may be reduced with valid proof of correction Look out for the money grabbers in Sacramento but don't blame the cops. They don't set the fines or collect them! (Submitted by club member Helga Djordjevic)  
>



### Elected Officers

President	Annemarie Hunt	ajhunt1447(at)aol.com
Vice President	Connie Lang	connielang(at)verizon.net
Secretary	Ruthann Mayrose	Ruthannmeister(at)gmail.com
Treasurer	Rose Marie Diem	catscobwebs(a)charter.net
Tech Advisor	Ell Fullmer	pakratt(at)gmail.com
Past President—	Annemarie Hunt	Ajhunt1447(at)aol.com

**Have a New**

**Email Address?**

**Please Notify Membership  
Chair: Jeannine Foote**

**jeanninefoote(at)  
yahoo.com**

### Committees & Chairpersons

Program Director	Jim Glass	jglass1001(at)aol.com
Asset Management	Glen Moore	mooretours(at)earthlink.net
Membership Chair	Jeannine Foote	jeanninefoote(at)yahoo.com
Public Relations	Frances Madrigal	franrm(at)roadrunner.com
Nominations		
Programs Chair	Jim Glass	jglass1001(at)aol.com
Webmaster	Ell Fullmer	pakratt(at)gmail.com
Education	Bill Belcher	billbelcher(at)gmail.com
Newsletter Editor	Dan Leddy	ranchitoave(at)yahoo.com
Set-Up Chair	Bill Hart	Bobbibill(at)peoplepc.com

**Please submit Newsletter Arti-  
cles by the last Friday of the  
Month.**

**Type GSCC in Subject Line.**

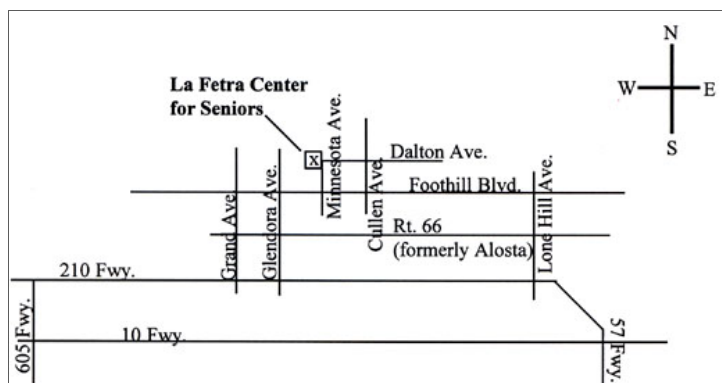
**Email to Dan Leddy  
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Thank you to the following mem-  
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month's Newsletter:

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