



Lava free-falls into the sea from Kilauea Volcano in Hawaii, July 26, 2002.(CREDIT : Credit: Reuters/Courtesy US Geological Survey Hawaiian Volcano Observatory)

MOAA Computer User Group **e-PUSH Tech**

March 2011

Office Suite Standoff

by Nancy DeMarte, Member of the Sarasota Personal Computer Users Group, Inc

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Microsoft versus OpenOffice.org
An office suite is a software product that includes a group of programs which perform typical office functions; that is, creating and working with documents, spreadsheets, presentations, and databases. Some suites include specialized programs like email or calendars. There are many office suites available, such as Corel's WordPerfect Office, Lotus Symphony Suite by IBM, and ThinkFree3. Among the best known suites are Microsoft Office and OpenOffice.org.

My original intention this month was just to compare features and compatibility



between Microsoft Office and OpenOffice.org. I installed OpenOffice.org on my computer and have been testing it against my familiar MS Office for several months. In researching the history of the two suites, however, I stumbled across a story that I felt needed to be part of this article. Let's start with that.

History

Microsoft introduced its Office suite in 1992 with Office 3.0. It included Word, Excel, PowerPoint, and Mail (later to become Outlook). Since that time, the suite has expanded to MS Office 2007, which comes in eight versions that include from 3 to 13 programs and runs on both Windows and Mac platforms. MS Office 2010, its newest suite, has reduced the versions to three, including 4 - 7 programs. Because it is a commercial product with a profit goal, MS Office is expensive, although non-profits can get substantial discounts through websites like TechSoup, and businesses can get deals on volume licensing. Office 2007 and 2010 are full-featured

suites with frequent updates and great customer support and security.

OpenOffice.org has a different kind of history. The origins of OpenOffice.org (OOo) began in Germany in the mid-1980's with a suite called Star Office, created by the Star Division Company. It ran on several platforms, including Windows 98 and NT, Solaris, Java!, and Linux. In 1998, Star Office version 5.0 was offered free to users.

The next year Sun Microsystems purchased Star Division, mainly to get free software for its thousands of employees and to compete with Microsoft.

In 2000 Sun first offered the source code for Star Office 5.2 free over the Internet. In October, the new OpenOffice.org website went online both as a free downloadable office suite product and a collaborative project. Anyone could participate in improving the suite by submitting ideas or code. OpenOffice.org immediately became popular; the open philosophy was embraced by software developers around the world. By 2005, the free suite had reached 20 million downloads and over 150,000 registered members. It was a David and Goliath situation: big corporation versus the little guys.

All this time Sun had also continued to market its commercial office suite, Star Office, for a nominal cost to businesses, but free to educators. In January 2010, the large company Oracle bought Sun

Office Suite Standoff) Microsystems and acquired the OpenOffice.org brand. Before that year was over, Oracle had stopped making Star Office free to educators and had introduced a new commercial product, Oracle Open Office standard version for \$49.95 for 5 users or and enterprise version for \$90.00 for 25
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Jtarticles2go@gmail.com.

Oracle is planning to offer its own office suite soon, an online product called Cloud Office, using Java FX and open document format, but not based on OOo code. It will be competing against the new rash of "cloud" office suites, such as Google Docs and Microsoft's Web Docs on SkyDrive.

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As 2010 ends, the OpenOffice.org website remains intact; the suite is still a free download. But some Sun developers and many OpenOffice.org contributors are unhappy about changes that Oracle has made and worried that the company will soon remove "free" and "collaborative" from the OpenOffice.org vocabulary. Late in 2010 a new organization, this group formed the Document Foundation (TDF), to keep the open philosophy alive. They are working on a new office suite, LibreOffice, which is now offered for free download in beta. Its final version, based on the OOo code, is scheduled to come out in early 2011 with sponsorship from Novell, Red Hat, and IBM. How all of this drama will impact OpenOffice.org as a product is unclear. But the little guys are again making a stand against another Goliath.

Feature Comparison



MS Office clearly beats OpenOffice.org in features and formatting options, especially those introduced with Office 2007, such as themes, Quick Parts, picture styles, Word Art, macros, and content controls. Office 2007 offers encryption, more templates and an extensive Help system. It also has the new ribbon interface, whereas OpenOffice.org uses menus like MS Office 2003.

OpenOffice.org includes the common programs found in an office suite plus some interesting features such as font effects, backgrounds, and sounds. It is a solid office suite, especially for home and small business. Its advantages over Microsoft Office are cost (It is free with an unlimited number

of installations.), its ability to work with Linux and many other operating systems besides Windows, and its open philosophy. OOo runs a bit slower than MS Office, but takes up less disc space. Because it is a collaborative, it issues fewer updates and has fewer support options, but it also is less frequently attacked by malware. Even if you have never used an office suite, you can download this efficient little suite at www.OpenOffice.org and use it without much instruction.

Compatibility

As a Microsoft Office user, I was interested in how easy it would be to save files between the two suites since I have hundreds of Word documents and Excel spreadsheets. When I created a feature-filled Word 2007 document (.docx) and saved it as an OpenOffice.org file (.odt), it did save, but there were changes in margins and line spacing, and I lost all the Word 2007 features. When I created a document in OpenOffice.org (.odt), it would not save as a Word 2007 document (.docx). I had to save it as a Word 2003 document (.doc), and then open it with Word 2007 in compatibility mode.

Which Office Suite? I concluded that it's best to choose one office suite and stick with it. In short, if you are current MS Office 2007 or 2010 user, you will probably be happier staying where you are. If you are new to office suites, by all means give OpenOffice.org a try. End.



Kilauea Volcano Shoots Lava 80 Feet into the Air. One of the worlds most active volcanoes.



Malware, Viruses, Trojans Defined by Ira Wilsker

In the past week, I was called upon four more times to clean malware off of infected computers. One user had a major name brand antivirus program installed, running, and updated and could not understand how the malware had penetrated his antivirus software and contaminated his computer. He had purchased the antivirus software last fall from a big box electronics store based on the recommendations of a salesperson. He had been told that this particular brand of security software was the best as it was their top seller, and that antivirus software was all that he really needed. Based on that recommendation he plopped his hard earned money on the counter, went home, installed it, updated it, and blissfully surfed the internet, opened email attachments, downloaded software and music, and had just a jolly good time online until his computer gradually slowed to a crawl, and friends informed him that they were receiving spam emails from him. This user was perplexed, as his antivirus software was running, and indicated that it was updating several times a day. He just could not understand how 90 different malware programs had infected his computer.

His problem started when he purchased inadequate security software; while the product he bought was excellent at protecting his computer from viruses, and some Trojans and spyware, it did not offer the all-inclusive protection of the comprehensive security suite offered by that publisher (and others as well) that would have only cost him a few dollars more.

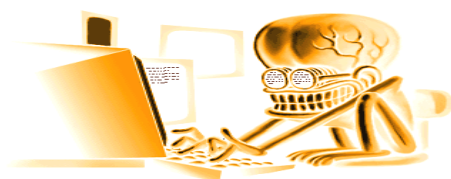
There is a common misconception in user circles that viruses are the primary computing threat, as users have had heard about viruses for several years. Today, viruses are present, but a relatively minor threat in terms of prevalence. I did a quick analysis of the most common new threats recently listed by TrendMicro, and found that viruses only made up 4% of the new significant threats to our computing security. On the other end of the spectrum, Trojans made up 42% of the commonly seen new threats, worms were at 14%, backdoors at 14%, web based threats were at 6%, java script malware was at 6%, 4% were hacking utilities, 2% adware, and about 8% other threats. It is obvious that protective software that protects the computer primarily from viruses

(Continued on next page)



is failing to protect the user from the majority of contemporary threats; it is precisely this fact that led to this user's infected computer, despite his premium quality antivirus software. A lot of users have a misconception about the common threats in circulation, believing that they are generically all viruses, but, as I saw in this case, this blissful ignorance may lead to a computing nightmare.

While not necessary to use a computer, it would likely be beneficial for computer users to be aware of the different threat groups that can impact our computing. According to Wikipedia, "A computer virus is a computer program that can copy itself and infect a computer." Many viruses attach themselves to legitimate programs or data files on the infected computer. The fact that a computer virus can copy itself to infect other computers is what makes it different from other types of malware, for which viruses are commonly confused. Viruses can be spread through digital media (USB drives, CD or DVD discs, and floppy discs) or through network connections that the virus can use to copy itself to other attached computers. Once a virus has infected a computer it may perform a variety of tasks as programmed by its author. Viruses may damage the data on a hard drive or degrade the performance of the computer. Some of the viruses are stealthy and their effect may not be noticeable by the user, as the viruses do their damage in the background. Some viruses are functionally benign, other than they reproduce themselves countless times on the infected hard drive, until they consume all of the free space on the hard drive.



Computer worms are a malicious computer program that wriggles through computer networks sending copies of itself to other computers attached to the network. Most worms are free standing programs, and are commonly programmed to spread themselves through the network without any action by the user. Most worms have an explicit nefarious function such as deleting files on the infected computer, or encrypting critical files, only releasing them after an extortion payment is made to the cyber criminal. Some worms open a backdoor into the computer that

will enable the creator of the worm to take remote control of the computer, converting the computer into a "zombie" under his control, which can be used to generate revenue for the originator of the worm by sending spam mail from the infected computer, with the spam fees collected going to the author of the worm. Some worms are used to create a zombie network of computers, also called a "botnet", where the compromised computers can be used to launch directed cyber attacks on other computers or networks, in an act of cyber terrorism.

For those who are aware of the epic "Helen of Troy" of Greek mythology, the term "Trojan Horse" means an object looks like it serves one purpose, but really has an unobvious, usually nefarious, purpose. Cisco, the networking company, describes a Trojan as, "It is a harmful piece of software that looks legitimate. Users are typically tricked into loading and executing it on their systems". In cyber speak, a Trojan Horse, typically shortened to the simple moniker "Trojan" is a program that appears to have a useful function, but after being installed by the user, the Trojan may be used to perform other undesirable functions. Some Trojans are money makers for their authors because they place paid (and usually unwanted) pop up advertisements (Adware) on the infected computer, redirect web searches, or shift online purchases to a seller not of the buyer's choice without his knowledge. Some Trojans are keyloggers, which are commonly used for identity theft, or to give unauthorized users access to a computer system. Trojans are often spread through intentionally downloaded software, surreptitiously bundled with another often legitimate program, from email attachments, and purloined websites with executable content (ActiveX is sometimes used for this). Some Trojans can be installed on the target computer by way of code written in Java, or a Java script, that when executed, implants the harmful content on the victim computer.

One of the more recent and costly types of malware to attack our computers is generically referred to as "Rogue Antivirus Software", which is usually implanted on the victim's computer by a Trojan. There are thousands of these rogue programs in current circulation, infecting millions of computers at any given time. Rogue antivirus is sometimes installed by the user using "social engineering" tactics, which tricks the user into clicking on something that installs the rogue software. Some of the common lures to ensnare the user into loading rogue software on the computer are offers for free screen savers, toolbars, utilities to play specific video for-

mats (often attached to an email), sham online security scanners, contaminated PDF files, insecure web browsers, and other vectors. The common thread of this rogue software is an authentic looking popup that informs the user that his computer is (falsely) infected with hundreds of viruses and Trojans, and for a fee it will clean the computer. These popups which will not permanently close will typically hijack the computer, destroy the installed legitimate security software, prevent access to online services that can kill it, prevent cleaning utilities from executing, and otherwise take control of the computer until the user pays a fee, typically \$30 to \$70. This fee is to be paid by credit card or other online payment service to a website that looks legitimate, but is really a complete scam. Not just will the rogue software not clean the computer of the pseudo infections after the fee is paid, but now a cyber criminal, often in Russia, has the user's credit card information. It is not uncommon for that same credit card information to promptly be sold on illicit websites, and to have substantial unauthorized charges appear on the compromised credit card account.

While there are many other cyber threats out there, those listed above are among the most commonly encountered by users. The traditional antivirus software will protect from some of the threats listed, but not all of them; this enhanced security capability is in the purview of the comprehensive security suite, or a combination of different types of individual security utilities, and not the free standing antivirus program. This is explicitly why I currently recommend a high quality integrated security suite, rather than an antivirus program. There are several good commercial security suites available, as well as a few free security suites. Just be aware that antivirus software by itself is inadequate to protect against today's contemporary cyber security threats. End.



E-mail Hacked? An Ounce of Prevention

By Lee Seidman, Vice President, Business and Professional Microcomputer Users Group, Inc. (BPMUG), CT

Recently, some unsuspecting e-mail users may have experienced dismaying and shocking notifications suggesting that his or her e-mail has been hacked and used to send spam (or worse), even if the e-mail system is web-based rather than downloaded directly to one's computer via a local application like Microsoft Mail, Outlook, Outlook Express, MacMail, Entourage, Thunderbird, etc. (and hence, susceptible to operating system-level vulnerabilities). The primary suspect is the password used to access the account. People tend to try to keep things simple by using the same password to access a variety of sites, but at the risk of security. People's e-mail account password should never be used for any other account or web site. Generally, e-mail can be compared to a postcard; although the message is destined for a particular recipient, it has the potential to be read by anyone as it traverses the Internet. Additionally, if one joins a web site that requests a password to subscribe, a confirmation e-mail is often generated clearly presenting the username (often an e-mail address) and the proper password. The postcard analogy applies to that non-encrypted e-mail – it is open for anyone to read. A typical malicious-minded hacker (the "Black Hat") who either intercepts that e-mail or accesses that web site's consumer database would first attempt to use that password associated with that e-mail address to access the e-mail account.

For example, if someone is whomever@aol.com registers to join community web site or message board site-whatever.com, generally he or she is asked to use his or her e-mail address as the user name. Site-whatever.com will ask the person to generate a password and often will send a confirmation e-mail identifying the username and password in clear text (meaning it is not obscured). The first thing a third-party (in other words, someone who is not the subscriber or a representative of the web site) may try to do is use the password contained in that e-mail to access homever@aol.com itself.

Once a hacker with bad intentions gets into the e-mail, he or she may start slowly to not get noticed, however, it does not require much effort for the "Black Hat" to change the password AND security questions (for password resets) to effectively lock the account owner out of his or her own e-mail. If nefarious activity

is suspected to take place with one's e-mail account: Inform those in your contact list of the circumstances, preferably by voice or an alternate e-mail account and make sure they understand not to engage the questionable content (usually seeking money in one form or another – especially via embedded hyperlinks); get as much help to act as quickly as possible as time is of the essence and everyone in that contact list is potentially at risk since they trust the e-mail is coming from you when in actuality it does not

Change the password to access the e-mail account (and make it complex and very difficult to guess) Change the security questions to change the password.

Notify the e-mail provider if this is a commonly used password for online financial transactions (banking, purchasing, etc.), change the password for those e-commerce sites. Keep all correspondence between the "Black Hat" and any contacts as evidence. If money is involved, contact local and federal authorities at the Internet Crime Complaint Center (<http://www.ic3.gov/default.aspx>), especially if the "Black Hat" actually defrauded someone out of money.

In general, it is a good idea to have an e-mail account for personal correspondence and a separate one for web-based subscriptions (or use a temporary/disposable e-mail address offered by the majority of providers). The key is to use distinct passwords; the online world can be a dangerous place in which to operate, but one's own behavior usually determines the level of jeopardy one will risk in such an environment. A little forethought can prevent a whole lot of hindsight consternation. February 2011 issue, The Help KeyMan (at) yahoo.com www.bpmug.org End



What is a strong password?

The strength of a password depends on the different types of characters that you use, the overall length of the password, and whether the password can be found in a dictionary. It should be at least 14 characters long.

Check your password — is it strong?

Your online accounts, computer files, and personal information are more secure when you use strong passwords to help protect them. To check your password strength go to this Microsoft site: https://www.microsoft.com/security/password-checker.aspx?WT.mc_id=Site_Lin

Common Password Practice

Password policies often include advice on proper password management such as:

- never sharing a computer account
- never using the same password for more than one account
- never telling a password to anyone, including people who claim to be from customer service or security
- never write down a password
- never communicating a password by telephone, e-mail or instant messaging
- being careful to log off before leaving a computer unattended
- changing passwords whenever there is suspicion they may have been compromised
- operating system password and application passwords are different
- password should be alpha-numeric make passwords **COMPLETELY** random but easy to remember.



Are you Secure?

By Constance Brown, President, Canton/Alliance/Massillon User Group, Ohio

Security is one of the most common concerns with today's computer based communications and transactions. How can I secure my personal computer? Should I do banking online or is it safer to write checks and mail them? Is it safe to purchase products online? How much can people learn about me through online access? These questions are some of the most common I hear expressed by my students. Let's look at some of these concerns.

First of all, we need to secure our personal computers. Most of us have high speed access in today's world. If you leave your computer turned on and internet access turned on 24 hours a day, 7 days a week, you are more vulnerable than someone who has dial-up access and has to get offline in order to place phone calls. Dial-up is so slow that hackers don't usually want to fool with it and users with that type of service are usually online only short periods of time. Those with high speed connections through DSL or cable can shut off their modems or turn off their computers. I have high speed access and VOIP phone service. So shutting off my modem is not an option for me.



That is one reason I turn off my computer if I am not going to use it for several hours. I also prefer to place my documents on an external drive that I disconnect if I choose to leave the computer running while I go to town.

Your personal computer needs to be protected with anti-virus and anti-spyware programs. It should also be protected with a firewall. One is included with Windows. A router provides an additional level of protection. It plugs into the modem and your computer plugs into it. When some would-be hacker tries to get to your computer, it finds the address of the router instead. Most routers come with programs to protect you. It is often necessary to update the router software to keep the protections as up-to-date as possible.

If you are using a wireless router in order to send signal to other wireless devices, you will want to secure your wireless network with strong encryption and a

strong password. When you choose passwords for your network or for your bank accounts and online stores, be sure to choose a strong password with meaning to you but not to others. A word that is not in the dictionary is best.



You will want to mix upper and lower case letters, include numbers, and a special letter if the site allows it. Let's look at a couple of passwords. Here are examples of two commonly chosen passwords that are dreadfully insecure: 123456; abcdefg. Here is an example of a strong password: E4g\$jwQy. Normally passwords should be 8 characters or more.

Is online banking secure? Many people pay their bills and monitor accounts regularly online. Banks require the use of a browser with specific standards of security. For example, if you are still using Internet Explorer 6, your bank most likely will not allow you to set up online banking. If anyone uses your computer other than yourself or your spouse, you will most likely NOT want to allow the site to remember your login information. Over the past two years, banks have added levels of security including a picture id of your selection from choices they provide in addition to the login name and password. The only time I would not be comfortable doing banking or providing credit card information for other types of transactions would be in places providing free public Wi-Fi.



Is it safe to make purchases online? Buyer be informed! All major retail companies have online stores. These have securities in place. After all, these corporations have much to lose if their names were soiled by identity theft.

There are quality "Mom and Pop"

stores online. And there are thieves, just as in the real world. If you have questions, check with someone more experienced than you before placing your credit card or bank card information with a company online. There are multiple, wonderful companies. There are some frauds.

Beware of emails that pretend to be from the FBI, PayPal, and Amazon, Chase bank or other well-known financial institutions claiming that there may have been fraudulent activity on your account and telling you to click on a link provided in the email to verify your account information. **DO NOT DO THIS!** If you have questions regarding your account, open a separate browser, type in the address yourself, and then login and check on things. Be sure to forward the email to the fraud division of the company it claims to represent. That is the best way to track down these identity thieves.



How much can people learn about you online? More than you think! Public information has always been available. You used to look up addresses in telephone books. And you could go to the auditor's office to look up information about someone's property. You could look up addresses on maps. Now all that information is readily available through the online white pages and the auditor's web sites. Of course there are many map services. A GPS can guide you precisely to the locations you program into the system. Try "Googling" your name and the city in which you live. You will find references to your comments in the local paper, information about you that is included in online publications and anything else that is public. End
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New Handheld Computer

By Merle Nicholson, Secretary, Tampa PCUG, Florida

OK – this is an article about an Android phone by a guy who is three times older than the demographic that normally buys these things.

So I'm going to say "Facebook" here and now, the first and last time because I'd don't have a Facebook account; I haven't "friended" anyone, so I certainly don't care where they are. And I haven't gone hunting for dates for 47 years. Just so you know who I am.

I've replaced two pocket devices with one Android SmartPhone two weeks ago. I had a tiny wireless telephone that I used for, well, telephoning, and a five year old PDA – a Dell Axim x50v. The old Dell is still functioning almost as well as it did when it was new. Its connectivity options are limited to wireless/b and Bluetooth. I used it mostly to sync with my Outlook calendar and contacts and keep family pictures to bore people with. The charging/sync connector is getting flaky, and I bought a new part to replace it, but the tiny soldering required put me off some and also prompted me to look elsewhere. Don't get me wrong, I can solder. NASA taught me how a lifetime ago. But this is tiny, close together and there are about twenty things to be soldered.

The phone I've had for two years has been just a telephone to me; it connects to a hands-free device I bought for the car, but it will also take pictures and do messaging, in which I had no interest. I discovered that the process to keep the camera from taking pictures of the inside of my pocket made it hard to take any kind of pictures at all and that Verizon was going to charge me to get them off my phone after I did take some. I have a good camera anyway.

Verizon is making it pretty easy to get a new phone and a data/mail plan to go along with it. But Amazon is doing it better by reducing the price of this model (Droid X) down to \$120, \$50 cheaper than buying direct from Verizon. That's after a \$30 credit accumulated at Verizon for having fulfilled my last 2-year contract. That's \$120, no tax, no shipping, no activation fee, plus, I later discovered that, because I went to Amazon through the TPCUG link, \$65 was credited to the TPCUG. I activated the phone with Veri-



zation within a few minutes of delivery to my house but after the on-line activation failed. Apparently Amazon and Verizon work it all out because the Amazon price is reduced by Verizon's \$30, and Amazon checks while you wait online to verify the Verizon eligibility if you've told Amazon that you're an existing Verizon customer and have given the phone number you want to use.

OK, now about Android phones – or rather what I've learned so far. There seems to be a consensus that the latest version of the OS, version 2.2, is the best so far, and 2.2 apparently has (Continued on next page) some much-needed new features. Being a Google product – you guessed it – it had a lot of features imbedded in it that depend on Google. I'm not especially fond of going to one source for everything, but Google has not eliminated all your choices, and, with time, now I'm completely comfortable with it.

Email would be a good example. I'm using my own email server account for email, not my Gmail account. My mail is still managed on my home PC because I run a business and my Outlook is essential. My Outlook 2010 isn't just an email/contact list/calendar; it truly categorizes and manages that searchable client data going back several years. So the phone brings in all my incoming mail from my private server, and I can send replies or initiate new mail through my server.

The web-based Gmail/Contacts manages your contact list on your Android phone pretty much seamlessly.



I export files (calendar by broad date range and contacts one at a time) from Outlook and then log into my Google email account and import each of those files.

I really don't know if the data is on the phone or in the "cloud," but I've decided I don't care. The contacts and calendar data appear in my phone not instantly but within maybe an hour; I'm not sure.

So far no one has discovered my Gmail account and that's just fine. On the phone, I pretty much just read any incoming email that I'm especially interested in, reply if required and then just erase all the phone's email. There are programs (purchased and

free) that improve the Outlook to Android transfer process, but I haven't yet seen any need to fully automate the exchange.

Here's a list of most of the functions and programs I'm actively using. Most are free and already installed. A few were free from the Android Market, and just two were purchased.

Browser – The Internet browser is surprisingly good considering the screen size. It responds to 2-finger zoom and pan rapidly, so, with a small amount of manipulation, you can see any part of even a large page in all detail. A very large number of websites have pages optimized for mobiles. Wikipedia is one excellent example.

Navigation – Google navigation is just amazing, and it's free, unlike the optional VZNavigator, which has a \$10 monthly fee from Verizon. Type in or speak a destination, and Google looks up and presents all the possibilities; select the one you want and the route is presented with voice directions as you drive. When you reach the destination, it presents a Google Street view. This really surprised me when I stopped and it showed a photo of the front of my house.

Maps – Google maps, satellite view and Street View, just like on the PC. Nothing seems to be missing.

Car Locator – This is a small GPS program that lets you quickly set the location of your car and then find it later using a directional arrow as you walk with the distance in feet or meters. \$3.

Kindle – This is a Kindle book reader; there are versions available for many other devices including PC's. The library of digital books you own here are identical to your Kindle. If you stay connected on both, it tracks your last read page so you can switch devices and not lose your place. It's wonderfully readable. It's not a (Continued on next page)

substitute for the Kindle if you own one, but it's handy, and if you happen to own a mobile phone, there's no real need to buy a Kindle if you don't want to.

Email – Well, it's email. It's the mail that I get from my mail server. I do reply to email from the phone when I feel I have to, and, since the voice-to-text feature works here as well, it's pretty easy.

Calendar – It's pretty good, completely integrated with Google Calendar.

Voicemail – Google voicemail takes your (Continue on next page)

voicemail messages, translates them to text and places a message on your phone to read or play – your option.

Music player – There's a sync app that detects when you're plugged into a PC and syncs your PC music to the device. There's also a DLNA app that plays media from a network with a media server. Otherwise it's a decent MP3/WMA player that also does videos.

Camera – An 8 Megapixel camera with face detection and panorama stitching. It has two fairly bright LEDs for flash and plenty of manual settings. Very good zooming, as you'd expect with 8MPixels to work with.

Camcorder – The camera also functions as a 720p HD video recorder. The device also has a mini HDMI port for playing to an external device such as a wide screen TV. It comes with a 16GB SDHC card.

Slideshow and picture management – naturally.

Password management I use the PC version of KeePassX, and I was delighted to find they make an Android version. Free.

Swype - I saved this for last. It's an alternative screen keyboard that allows you to enter a word by sliding a finger from letter to letter. It uses error-correcting algorithms to guess the word and presents alternatives. A world record was set on a touchscreen and Swype using a Samsung Galaxy S. The world record text message consists of 26 words and was typed in 25.94 seconds, which corresponds to a speed of 60 words per minute.

The few things I don't like It's a mystery to me that Android applications don't have an exit or close. Instead, they stay running until you either shut down each service manually or turn off the phone. I'd guess the up side to this is that everything launches very quickly. It's so fast in fact that you take it all for granted. I haven't found a disadvantage to this, although I've read complaints that it must be taking up cpu cycles and therefore must be draining the battery and contributing heat to global warming. I guess I doubt all that, but what I really don't understand is why I find apps such as Skype running when I've never used them. There are programs you can purchase to you manage these, but it's also widely held that you'd live a calmer life if you just ignored it all. Finally I did read a built-in tutorial recommending that you turn the phone off once a day to clear out unused programs in memory.

Second, in spite of the claim of 220 hours of standby and 480 minutes of talk time, this thing eats battery. I'll admit I

pretty much actively used it all one day for 10 hours and ran the battery down. I used it for phone calls very little. The display, when on, eats most of the battery, so a continuous charge is necessary if you're going to use it for navigation. There's an extended battery for \$50, which is way too much. End

(SmartPhone)(Verizon Motorola Droid X – Android OS 2.2 Froyo) January 2011 issue, Bits of Blue www.tpcug.org Merle (at) merlenicholson.com

eBooks

By Wil Wakely,

President, Seniors Computer Group, CA

It took a long time for e-books to arrive on the scene, but now they are here in a swarm, offering many styles, file formats and displays. In a few years, when standards are established, this confusing variety will disappear. Currently, the major players are Kindle by Amazon, Nook by Barnes & Noble, Sony eReader, and a lot of fledglings trying to get their foot in the door.

The concept of the e-book is great: a portable electronic book containing hundreds of titles; low cost books in digital format so no paper printing is required; variable type font selection for ease of reading; immediate downloads for impulse purchases; access to the Web for blogs, magazines and newspapers; audio text-to-speech for when your eyes are tired. And I know of other advantages besides these. Recently, there has been a price war and Amazon and others have slashed prices drastically. I predict that Walmart will have an e-book for \$39.95 in the not too distant future. The e-book concept has been around for years; I recall promoting the idea 25 years ago, but at that time the technology was not yet available to make it practical. What was missing was an inexpensive low cost display; cheap large memory; a fast computer chip; and a small, lightweight, powerful battery. None of these existed at that time, but now they are here and the concept has been actualized.

Several types of displays are now available: Kindle uses a black/white display called e-ink. It is low power for long battery life and reflective so sunlight doesn't fade it; in fact, it is viewed best in bright light. The downside is that a book light is required to read in bed without disturbing your bed partner.

The Nook is a color display using liquid crystals, which is poor in bright light and a battery power hog. However, it is color and can be viewed in the dark, the

darker the better.

Qualcomm has developed a color display called Mirasol that uses interference colors like butterfly wings or oil-on-water; it also uses very little power for long battery life. Like the Kindle, it is reflective for viewing in bright light. Although holding great promise, it is not yet on the market, but is due later this year in some e-book. Every day hundreds more books become available in digital format. Google claims to be converting almost every book in print to digital format, and they have the resources to do it. Amazon and Barnes & Noble offer huge book selections on their Web sites. Surprisingly, Amazon sold more digital books last year than printed ones.

A major problem is the plethora of file formats that are too numerous to describe here. For more info go to: <http://bit.ly/fznE77> In time, these will boil down to just a few standard file formats. In the meantime, there are free conversion programs which will allow you to read almost any file format on your e-book, regardless of the model.

If you are an avid reader, I would recommend that you consider an e-book. It will save you money in the long run on the cost of books (NY Times Best Sellers, \$9.99 and many free ones). Plus, all the neat features make it a joy to use. End

February 2011 issue, Bits and Bytes, The Official Electronic Newsletter of the SCG www.SCGsd.org [wilw\(at\)adnc.com](mailto:wilw(at)adnc.com)



PC Cooling - Keep it Cool!

By Phil Sorrentino, President, Sarasota Personal Computer Users Group, Inc., FL

Just like your car, your computer has to be cooled because it generates a lot of heat. Some of the computer's components produce large amounts of heat during operation, and this heat must be [removed](#) in order to keep these components within their safe operating temperatures. PC Cooling, then, is the process of removing the [heat](#) from the [computer's components](#). Components which produce heat and are susceptible to performance loss and/or damage due to that heat include [integrated circuits](#), such as the Central Processing Unit (CPU), [graphics processors](#), [chipsets](#), and memory. Hard drives also produce heat but typical air flow is usually adequate to keep them within their operating temperature. (Although some of the very fast drives (10,000 rpm), may need additional cooling.)

Most of the heat produced in a computer is generated by the power supply, the CPU and possibly the graphics processor. That's probably where you'll find the additional fans (beyond the normal chassis cooling fans). You might not think such a small electronic chip, the CPU, could generate so much heat, but many modern CPUs need a separate fan mounted on a heat-sink to remove all of the heat generated. Overheated parts generally exhibit a shorter maximum life-span and may give sporadic problems resulting in system freezes or crashes. PC Cooling is mainly done using [heat sinks](#) to increase the surface area which dissipates heat, [fans](#) to speed up the exchange of air heated by the computer parts for cooler ambient air, and in some cases soft cooling, or the throttling of the speed of some computer parts in order to decrease heat generation.

First a little thermodynamics review. A heat-sink is an object that moves heat from an object that it is trying to cool, to a lesser hot area or object. It absorbs heat from an object, and transfers that heat to another object or the surrounding air. In the computer, a heat-sink, usually made of aluminum, is placed in direct contact with the CPU chip. A thermal grease is used to help the heat transfer from the CPU chip to the heat-sink. The heat is then typically transferred to the ambient air (the lesser hot area). The heat sink helps cool the CPU by transferring heat from the CPU, at a relatively high temperature, to the ambient air, at a relatively lower temperature. This transfer of heat keeps the CPU from overheating and possibly shutting down. The

most common design for a heat-sink is a piece of metal with many fins. The large surface area due to the fins results in the rapid transfer of heat to the surrounding, cooler air. A fan improves the transfer of heat from the heat-sink to the air by moving cooler air between the fins. This is how the combined heat-sink and fan work to cool down the CPU chip.



Now all that may seem a bit academic, but the point is that the components inside the PC must be cooled. You know how good you feel when you turn on a fan on a hot day. The heat-sinks and the fans are necessary for your computer to continue operating. So, if your fans stop or your heat-sinks stop being effective, your computer will eventually stop operating. If a fan stops it is usually easily noticed either by seeing it stopped when the computer is on or the lack of air flowing or the lack of the sound of the fan motor. It's the heat-sinks operation that is hard to determine. The best way to discern the operation of the heat-sink is to look at it. (Yes, that means removing the cover.) It should be nice and shiny and new looking, and not covered with dust or animal hair. Dust covering the heat-sink will impede its ability to transfer heat to the air, even if the fan is moving the air over the dust laden heat-sink.

A visual check of the cleanliness of the heat-sinks every 3 to 6 months is advisable. (Maybe even more often if your computer is in a dusty environment, {like in the corner of a room on a rug}, and/or you have furry pets in the area.) Make sure you unplug the computer before you do this. While you are in there checking, take a can of "dust remover", which is like compressed air, and blow out all of the dust you can see, especially around the CPU heat-sink. Also, make sure all of the inlets and exhaust holes in the case are free from dust and debris so that the normal air flow will not be disturbed. That can of "dust remover" is your best defense against dust buildup both on the heat-sink surfaces, and around the air holes. (Keep a can of dust remover close at hand and give a package of them to your com-

puter owning friends during the holiday season.) Follow the directions on the can. Be especially careful not to hold the can on an angle or upside down, as doing so may force out a flammable freezing liquid. (Note that it is normal to feel the bottom of the can getting cold while the can is blowing air.) If you blow out the dust every 3 to 6 months, your computer should run nice and cool for many years, and you'll be spared some very strange and possibly aggravating problems. End

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February 2011 issue, Sarasota PC Monitor

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Geez - Gmail

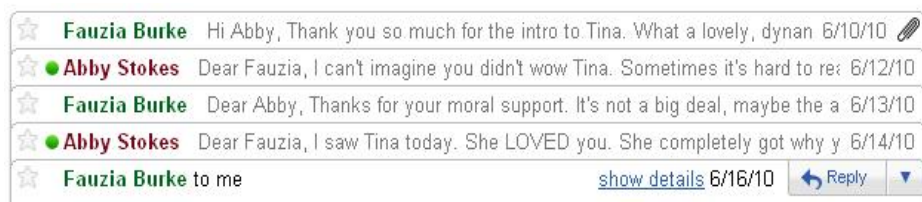
By Abby Stokes, Author, Is This Thing On?

When I'm asked what free web-based e-mail I recommend it is NOT Gmail <www.gmail.google.com/> I know, I know, your kids and grand kids are all over you to use Gmail instead of AOL. I agree that AOL is inconsistent and not as compatible with many handheld devices, but Gmail's design is not particularly "user-friendly" (a misnomer when referring to anything computer). I would suggest Yahoo <<https://login.yahoo.com/>> over Gmail, but I understand that your family has more influence over your decisions that I do.

So, if you're going to take the plunge and use Gmail, let's make it as "friendly" as we can by customizing it to meet your needs.

My first criticism is that e-mails stack on top of one another: For a newbie what you see above can be conceptually confusing and, for those that have dexterity issues, this format is difficult to manipulate - it requires very good aim.

I hear you daughter snapping back that one could click on Expand All in the right sidebar. The problem with this option is that Google then presents the oldest e-mail on top and the most recent must be scrolled down to - not an optimal choice for someone just learning to scroll or who has memory issues. Rather than debate the good, bad, and ugly of Gmail, let me offer



you a way to reformat the Inbox. This stacking is referred to as "conversation view."

To turn conversation view off:

- 1) Click on Settings (top right)
- 2) Scroll down until you see Conversation View:
- 3) Click in the circle (aka radio dial) to the left of Conversation view off
- 4) MOST IMPORTANT - Scroll all the way to the bottom and click on Save Changes

I am asked regularly "How can I change the font to be larger on all of my outgoing e-mails?" This is a courtesy to the reader that most older users are more apt to opt for. It is an elusive option with Gmail, but

it does exist.

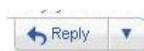
To enable change font style:

- 1) Click Settings (top right)
- 2) Click the Labs tab (far right)
- 3) Scroll down to Default Text Styling
- 4) Click in the circle to the left of Enable
- 5) MOST IMPORTANT - Scroll all the way to the bottom and click on Save Changes

While you're visiting Settings or the Lab tab, take a look around and see what else you might want to customize. Make a note of the original setting - in case you don't like the change you've made, you can revert back to what it was.



For those teaching Gmail to a new user, be sure to really hit home that the arrow to



the right of Reply is where the most common actions will be hidden - Forward, Print, Reply All, etc. Why did Gmail choose to hide these features? Mine is not to wonder why. Mine is just to show you how.

You're capable of learning anything - well-designed or not. Just keep in mind when you think the problem is you, it's more likely a thoughtless design choice.

Take a deep breath and rise above it! End.

www.abbyandme.com [abbystokes \(at\) yahoo.com](mailto:abbystokes@yahoo.com)

Become a Gmail Ninja

Learn tips and tricks to save time, increase your productivity, and manage your email efficiently. Start with the tips that are right for you, based on how much email you get each day.

<http://mail.google.com/mail/help/intl/en/tips.html>



The Seventh Son of Windows

Customizing the Notification Area
By Lee Reynolds, Contributing Editor,
Boca Raton Computer Society, FL

The "Notification Area" is that area on the right-hand side of the Taskbar where your system clock resides, and probably a large number of other icons. It used to be called, prior to Windows XP, the "system tray." Programs just love to install an icon there, to supposedly speed up access to their features. You doubtless have a lot of not very useful icons there, which can sometimes be removed by selecting an option or preference from the menus of the associated program. And in XP and Vista, you can right click the Taskbar, select Properties from the context menu that scrolls out, click on the Notification Area tab, and then perform various operations in order to "hide inactive icons."

Windows 7 DEFAULT

This situation has improved a lot in Windows 7. By default, there are only four icons that will appear in your Windows 7 taskbar notification area:

The **Sound icon** (so you can adjust the volume of your speakers or mute them)

The **Network icon** (so you can perform maintenance tasks concerning your network connection)

The **Battery icon** (if you're running Windows 7 on a laptop) to tell you how much charge is remaining to your pc's battery or whether it's charging if you are running your laptop plugged into a wall outlet. An icon connected with a new Control Panel applet called **Action Center**

ADDITIONAL

If you have any other icons in the Notification Area (such as one for your antivirus program, for example), they will usually be found by clicking the little upward-pointing carat to the left of the Action Center icon, which causes a small popup window to be shown. If you want to see any of those icons in this popup window in your Notification Area instead, you can just drag them down there.

Windows 7 Action Center

The Action Center icon will normally handle all those notification messages coming from the system when some program thinks you need to take an action of some kind. For example: download important updates from Microsoft Update, or perform a scan with (Continued on next page 11)

Recently, I was asked to teach an eight hour non-credit class on Excel to the employees of a local company. I know by experience that handouts are a popular adjunct for any class, so I had to find some useful handouts for this Excel class; so called “cheat sheets” are as good as any other handout, so I proceeded to print a set of Excel cheat sheets for Excel versions 2003, 2007, and 2010. The information on those cheat sheets alone was more than adequate for a one-day class, and could have also been used for a longer class.

In this context, a “cheat sheet” is not a device used by a college student in an act of academic dishonesty, but a digital or printed copy of instructions for a software product that clearly explains and shows how to use the features and functions of that product. In addition to the various versions of Microsoft Office, free cheat sheets are available for many other PC, MAC, LINUX, and other computer related software and hardware products. While most of the free cheat sheets are for software products, some cheat sheets, called by their publisher “Make Use of Guides” (www.makeuseof.com/pages) are for hardware and services. Some of the nearly three dozen available include: How To Easily Build Your Own Cheap Computer, The Awesome Automation Guide for Mac Users, The (Very) Unofficial Facebook Privacy Guide, The Office Worker’s 101 Guide to a USB Thumb Drive, The Windows 7 Guide: From Newbies To Pros, The Ultimate Guide To Gmail, Your Guide To Create Professional Documents on Word, The Internet Music Guide For The Audiophile, The Essential Guide To Digital Photography, A Newbie’s Getting Started Guide to Linux, The Mac Manual, The Underground iPhone Guide, The Big Book Of iTunes, and about 25 other such titles.

One of the best sources of free software cheat sheets is Custom Guide’s “Quick References”, available online at www.customguide.com/computer-training/quick-references

. On this Quick Reference page are free PDF format cheat sheets for Office 2010, Excel 2010, Outlook 2010, PowerPoint 2010, and Word 2010. With free registration, the user can also access the full collection of Custom Guide’s Quick References, including the 2007 and 2003 ver-

sions of the Office products, as well as Microsoft’s OneNote, Project (2007 and 2003), Publisher, SharePoint, and Visio. There are also Quick References for Windows 7, Vista, and XP. Apple users may also find these Quick Reference Guides useful, as there are guides for Appleworks, MAC OS, Microsoft Entourage, and the Apple versions of Microsoft Word, Excel, and PowerPoint. Some of the guides for Adobe products are available for both the PC and MAC versions, and include Acrobat, Dreamweaver, Fireworks, Flash, and Photoshop.

Almost all of the Custom Guide’s Quick References are of a similar design and format as downloadable PDF files.

The guides are in full color, and typically two pages in length. They all display the opening screen of the product with all of the features labeled with a clear and concise explanation of each item. If there is a ribbon or menu bar in the software, the guide labels each function on the image of the item, and presents a summary of the functions in a table adjacent to the image. Most of the products covered by the guides also have a selection of “keyboard shortcuts” displayed that can be used to increase the speed and efficiency of the user by using these shortcuts rather than clicking on menu items. Commonly done tasks like copying something can be accomplished by utilizing the common Windows shortcut CTRL-C, and then pasting the item with CTRL-V; this is much quicker than clicking on the menu and then scrolling to COPY, and repeating the menu process and clicking on PASTE. In many Office products (including competitors to Microsoft Office), formatting can also be done with intuitive shortcuts, such as CTRL-B for bold, CTRL-U for underline, CTRL-I for italics, and several other similar shortcuts; these shortcuts are among the dozens displayed in the Quick Reference guides. The guides also include information (as appropriate) for formatting, graphics, editing, styles, animations, special effects, tables, and other functions of the software. There is a lot of very useful information crammed into these two-page guides, and they would be ideal for all users of these products, regardless of experience level. These are precisely the handouts that I use in my non-credit software classes.

The “MakeUseOf Guides” available free from www.makeuseof.com/pages are also downloadable in PDF format. While these guides are free, a one-time registration is necessary to download

them. In addition to the “MakeUseOf Guides”, there are also dozens of other free guides available for download (free registration required) at www.makeuseof.com/pages/downloads

Some guides that I have used to learn shortcuts include guides for Firefox, Gmail, Linux, and Internet Explorer. MAC users may find useful the shortcut guides for OS X, and the MAC versions of Firefox. Since its release, I have been using Windows 7 as my primary home computer, and have found “The Ultimate Windows 7 Guide: From Newbies To Pros” a very helpful document. This free 50 page guide (PDF) to Windows 7 is written in an easy to read and understand format, and contains useful information and tips for Windows 7 users of all levels. I have used “The Essential Guide To Digital Photography” to help me with my digital camera, and since it seems that almost everyone today has a digital camera, this guide may be invaluable. I know a lot of people who use Google’s Gmail service as their email provider, and the “The Ultimate Guide To Gmail” is 35 pages full of Gmail hints, tips, and ideas. “The Incredible Free Manual For Every Mac User” is a 69 page ebook (PDF) with a treasure trove of information for MAC users. In all, there are 32 such ebooks available.

With all of this free information available for computer users, there should be several titles that would be of interest to just about everyone. I use some of these “cheat sheets” in the classes that I teach, and recommend them as needed to my students and coworkers. You too may find them very useful. End.

<http://www.makeuseof.com/tag/14-great-cheat-sheets-posters-to-make-you-a-software-wizard/>

<http://www.customguide.com/computer-training/quick-references>

<http://learn.customguide.com/index.php?module=QR&action=Index>

(free registration required)

<http://www.makeuseof.com/pages/>

<http://www.makeuseof.com/pages/downloads>

<http://www.makeuseof.com/tag/7-essential-cheat-sheets>

Free Cheat Sheets Cont-

Windows Defender, or download the most recent antivirus data, etc.

In Windows 7 there is now a new Control Panel applet called Notification Area Icons, which takes the place of the corresponding tab of Taskbar Properties in Windows Vista, XP, and previous versions.

When you go to that Control Panel applet, you will be shown a list of each of the Notification Area icons, and for each one you can use the "list box" next to it to choose one of three possible settings:

- Show icon and notifications
- Hide icon and notifications
- Show only notifications

End. February 2011 issue, Boca Bits
www.brcs.org leetutor@exploringwindows.com
Mac vs PC - How Do You Decide?



Hawaii has been long known as one of the best surf spots in the entire world.



Mac vs PC - How Do You Decide?

By Abby Stokes, Author, *Is This Thing On?*

I'm regularly asked "Should I buy a Mac or a PC?" It's a battle not unlike the Hatfields vs the McCoys. For those of you that don't know the difference, a Mac/Apple (the name is interchangeable) is one manufacturer of both laptop and desktop computers. The inside (operating system or the brain) and the outside (hardware or what you touch) are both designed by Apple. A PC is every other manufacturer of the outside of a laptop or desktop computer (HP, Sony, Dell, etc.) with the operating system manufactured by Microsoft.

The answer to the question "Should I buy a Mac or a PC?" is a question: "Who will you call for help on Sunday afternoon when something goes wrong with your computer?" Your computer lifeline needs to understand the kind of computer you have. So, if your computer lifeline is your neighbor, your daughter, or your friend next door purchase a PC or Mac according to what they use. You don't need to buy the exact model they have, but you'll want to buy a computer that they understand and can help you with.

Let's call a spade a spade. I've been teaching computers for 17 years and I can say with complete confidence that NO COMPUTER is "user-friendly." That is just damn good marketing. That doesn't mean you can't learn to use a computer, whether it is a PC or a Mac, but there's very little about any computer that is intuitive or friendly. Once you understand some of the techniques necessary to operate it, the computer becomes more intuitive in the same way that driving a car becomes intuitive, but it isn't any thanks to some of the design choices. Who was the genius that put the Caps Lock key so close to the Shift key? What is the logic of clicking Start to turn off the computer? I could go on... The upside is, like a car, the computer can bring you to wonderful places making it worth the effort to learn how to operate it. And, like a car, you don't need to understand the nitty gritty of how it works in order to work it.

It's true that a Mac is less vulnerable to viruses. That is a definite plus. And it can be argued that the inside of a Mac may have been or still is better, lushier, or more advanced than a PC, but you and I won't ever notice the difference. If you're a graphic designer, a Mac is probably a better idea. For us, the average user, both a Mac and a PC will equally meet our needs with e-mail, word-processing, and the Internet. If you're comfortable with whichever kind of com-

puter you already have, there's no reason to succumb to pressure because someone you know LOVES their Mac or PC. Will they be there to help you when with a computer question or problem?

If you decide to change from PC to Mac or vice versa, you can make the transition with same patience required with a new spouse. They'll be good days and bad days and eventually you'll hit a comfort level with all the changes. A different operating system does require that you purchase all new software which can be pricey. Research the cost of whatever software you have on your existing computer before you make the change.

No matter the pressure or hard sell that comes your way, your computer choice is YOURS to make. Hold fast to what suits your needs, wallet, and comfort level. Tell them I said so!

For more on Mac vs PC visit Chapter 6 (p. 47) in "Is This Thing On?" A Computer Handbook for Late Bloomers, Technophobes, and the Kicking & Screaming. End.

www.abbyandme.com abbystokes (at) yahoo.com

Name	Socket	Cores	Hyperthreading	Clock Speed
Core i7 975	1366	Quad	Yes	3.33GHz
Core i7 960	1366	Quad	Yes	3.2GHz
Core i7 920	1366	Quad	Yes	2.66GHz
Core i7 870	1156	Quad	Yes	2.93GHz
Core i7 860	1156	Quad	Yes	2.80GHz
Core i5 750	1156	Quad		2.66GHz
Core i5 670	1156	Dual	Yes	3.46GHz
Core i5 661	1156	Dual	Yes	3.33GHz
Core i5 660	1156	Dual	Yes	3.33GHz
Core i5 650	1156	Dual	Yes	3.20GHz
Core i3 540	1156	Dual	Yes	3.06GHz
Core i3 530	1156	Dual	Yes	2.93GHz
Pentium G9650	1156	Dual		2.80GHz

Microsoft Program Stores All Types of Data

By John Weigle, Editor, Channel Islands PCUG, California

Microsoft's OneNote was one of the subjects discussed by Toby Scott, Channel Islands PCUG Technical Advisor, at their December 2010 program in December.

OneNote has been compared to a three-ring binder as a place to store all types of information in a searchable form. But it's far more useful than just a binder full of paper, as Scott showed in the demonstration.

OneNote first appeared in the Microsoft Office suite in 2003, but not in all versions, he said. It was in most of the versions of Office 2007 and is in all of the 2010 versions, including Home and Student. It is also available as a stand-alone purchase for about \$75.

OneNote is the perfect place to store "a tremendous amount of random stuff" in notebooks that can all be examined with a single search, Scott said. Each notebook can have tabs to further divide the information.

Notebooks are listed on the left, and the tabs for a notebook run across the top of the program. Pages can also have subpages.

"I probably have 10,000 notes of one kind or another I'd like to be able to get to and some of them I can't find anymore," Scott said. OneNote becomes a central depository for this kind of information, he said.

A notebook could cover plans for a trip, he said. When the trip is over and you don't need it anymore, you can delete it with a right click.

The program is quite flexible, he said, because "you can enter data into OneNote almost any way you can get information into a computer." You can cut and paste information, import Word and Excel documents and copy and paste text from an image (for example, a screen shot). Text in an image is searchable.

OneNote wants to tie into SkyDrive, Microsoft's "to the clouds," he said. It gives you 25 Gig of storage but you cannot store files larger than 50 Meg. Stored items can be personal (private) or shared. Users who put information in a shared folder are immediately asked if they want to send e-mails to notify people that the information is there. Anyone can see the shared files, but they can be password-protected to limit access, he said.

It's also possible to copy entire Web sites, and, while the format of the page

does not remain, all links remain live. Those who put data in a shared file can give users permission to edit it, but they, not those who visit the shared folder, have the power to limit and grant access permissions.

The cloud version of Office, which includes Word, Excel, PowerPoint and OneNote, can be used from SkyDrive.

Information entered in OneNote is saved immediately so users don't have to remember to save before closing the program.

A search in OneNote looks through all notebooks, lists where the term is found and highlights it in the opened notebook.

Hundreds, if not thousands, of templates are available for OneNote users, including ones for home, school and business. But, Scott noted, "Not all free template downloads are useful."

Text can be saved from many pictures, such as a screen shot of a DOS box, and copied to another spot in OneNote. A search will find the information in the image whether you've copied it out to text or not (the highlight was hard to see on the DOS screen shot, however). This does not work on heavily artistic graphics, like the CIPCUG logo on the society's Web page, however. "There are limits on what you can pick up," he said.

OneNote also defeats attempts to make copying a Web page impossible, Scott noted. In Vista and Windows 7, you can use the clipping tool to mark the portion of the Web page you want and paste it into OneNote, where it's instantly searchable.

Scott also showed a notebook for work where he stores information on problems that are repetitive but don't come up often enough so fixing them becomes automatic. He stores fix-it information in the notebook and can then search for words matching the problem. He can store registry fixes and similar information, keeping the links live all the time.

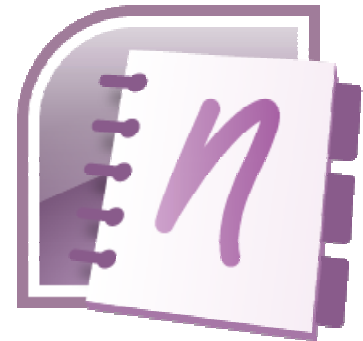
Another use, he said, is to gather pricing information from a variety of websites for airline tickets and so on, paste it into OneNote and compare all the data in one place. OneNote also adds a "Pasted from ..." tag with information you paste from a website.

OneNote does not pick up CSS formatting and the background images on a Web page so it won't display the information the way you see it on the Web page. Information can also be copied from a PDF file, he said.

Spreadsheets imported from websites are readable, but they don't necessarily import in a spreadsheet format. Scott said that if he wants material from a spreadsheet to be imported into a different spreadsheet, he copies the material into Note Tab Pro. He then does a search for two spaces and replaces them with a tab. He then pastes that material into a spreadsheet, and Excel uses the tabs to create new columns. End.

January 2011 issue, The Outer Edge
www.cipcug.org
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Microsoft OneNote



Microsoft Cloud Computing

