

The TUG

e-PUSH Tech

May 2011

IPv6 is Coming

by Cal Esneault, President and leader of many Open Source Workshops & SIGs, Cajun Clickers Computer Club, Louisiana

Canonical (Ubuntu Linux) and Google recently announced they would participate in a 24-hour trial of IPv6 on June 8, 2011, along with Facebook, Yahoo, and others. This means that some of the big names in open source software will be involved with the new Internet Protocol, version 6 (IPv6) which will be needed to replace the



current Internet Protocol, version 4 (IPv4). To get to an Internet address, we usually type in a name, such as Clickers.org or Google.com. Software then goes to a distributed database from a Domain Name Server (DNS) and uses a table to translate this into a 32-bit numerical identifier. The identifiers are split into four 8bit segments. Since 8 binary digits (bits) can span the range from 0 – 255, we sometimes see these addresses as the decimal equivalents separated by periods. For example, 192.168.1.2 is a typical address for our internal networks when using routers. If we use the last “block” (last 8 bits), we could theoretically have 256 computers in this network. The total number of distinct addresses in IPv4 is $256 \times 256 \times 256 = 4.3$ billion. When the Internet first started, no one could conceive that more than 4 billion addresses would be needed, but the need for each home network and each mobile phone to have an address is straining that concept. Recently, the last big “blocks” were issued to area centers for distribution.

The problem is not as bleak as it may seem since many addresses can be issued temporarily, some early users took more than they really need and can give some back, and only one address is needed for a private network which handles many computers within its structure. Some believe that we will run out of freely available addresses by the end of 2011, and that new addresses will have to wait for an old one to be freed up.

Internet designers have been working on the new IPv6 protocol to solve issues with the old system. It will have 128-bit addresses which will provide for a possible of 340 trillion, trillion, trillion addresses (3.4×10^{38}). This at first seems silly today since each person on earth could have trillions of addresses, but it becomes more reasonable when you realize that any electronic device in your home (which will soon be a computer) and any device in a factory or auto-

mobile could have a unique address for control purposes. Also, it is hoped this will be sufficient for a very long time so that the change will be permanent in even our grandchildren's lifetimes.

The addresses for IPv6 will be split into eight 16-bit units. Since the decimal number for each unit is large ($2^{16} = 65,536$), the addresses will be in hexadecimal notation (a = 10, b = 11, ... , f=15). An example address might look like fe80:0:0::200:f8ff:fe21:67cf where fields are separated by a colon, leading zero's can be omitted, and blank fields can be represented by multiple colon marks. There will be a protocol which allows current IPv4 addresses to be contained within the new IPv6 address. If all works as hoped, we won't care since our DNS resources will fill in numbers for us when we type in *Clickers.org*, etc., just like it happens today.

Modern operating systems (Windows, Mac OS, Linux, BSD) have already been configured to allow for IPv6 protocol.

Your current router and your ISP (Internet Service Provider) equipment may not be ready.

In complex computer networks, all of the interactions between equipment and older software are not sufficiently known. Therefore, the test on June 8 will be the first of probably many to debug the issues which will have to be addressed.

A similar situation was envisioned when we moved into the 21st century (known as the Y2K issue, where ambiguity between dates could occur since early software only used the last two numbers for years).

In that case, the situation was handled well and none of the dire predictions about airplane crashes and business shutdown came to pass. It did, however, take a lot of work and effort to prevent chaos. **Will IPv6 be a big event, or just a problem for computer professionals?** We don't know yet, but open source folks are in there with everyone else to help. II

2011 APCUG Contest

- **Newsletter Contest**
- **Photo Contest**
- **Website Contest**

Deadline June 17, 2011

2011 Contest Forms

Available at

<http://www.apcug.net/>



Linux Software of the Month

by Geof Goodrum, President, Washington Area Computer User Group, VA

The software described below can be downloaded at the links provided or copied onto a USB flash drive at the WAC meeting. However, please check the online package management tool included with your GNU/Linux distribution first, as installation is often just a click away.



Free Pascal – v2.4.2. <http://www.freepascal.org/>. Modified GNU Library General Public License source code and packages for Debian and RPM-based GNU/Linux distributions by the Free Pascal Development Team. Originally named FPK-Pascal, Free Pascal is a 32 and 64 bit Turbo Pascal and Delphi compatible Pascal programming language compiler for DOS, Linux, Win32, OS/2, FreeBSD, AmigaOS, Mac OS X, Mac OS classic and several other platforms (the number of supported targets grows all the time, although not all of them are on the same level as the main ones). The Free Pascal compiler is available for several architectures, x86, Sparc (v8,v9), ARM, x86_64 (AMD64/Opteron) and Powerpc. An older version (the 1.0 series) also supports m68k. The compiler is itself written in Pascal and is able to compile its own sources.



Hedgewars – v0.9.15. <http://www.hedgewars.org/>. Free GNU General Public License source code and executable packages for Debian, Ubuntu, Fedora, ArchLinux, and openSUSE Linux by Andrey Korotaev et al. Hedgewars is a turn-based strategy, artillery, action and comedy game, featuring the antics of pink hedgehogs with attitude as they battle from the depths of hell to the depths of space. As commander, it's your job to assemble your crack team of hedgehog soldiers and bring the war to your enemy.

Features: Hilarious and devastating turn based combat for up to 6 players; Both local and network multiplayer, with optional AI opponents; Battle on an infinite number of randomly generated maps, with over 20 environments; Utilize 47 (and counting) devastating weapons including the piano strike and explosive robotic cake; Play the game your way, with 18 different game modifiers, tweak almost every aspect of the match; Customize your team, with over 120 costumes, 30 graves, 12 forts, 100s of flags and unique voice packs; Huge battles with up to 48 hogs; Play both singleplayer and multiplayer minigames; plugin your own custom maps, costumes, and other artwork.

Requires Qt >= 4.5, FreePascal >= 2.2.4, SDL >= 1.2.5, SDL_net >= 1.2.5, SDL_mixer >= 1.2, SDL_image >= 1.2, SDL_ttf >= 2.0, CMake >= 2.6.0, lua = 5.1.



Linphone – v3.4.3. <http://www.linphone.org/>. Free GNU General Public License source code and executable packages for Debian and Ubuntu Linux by Simon Morlat. Linphone is an audio and video Internet phone with GTK+ and console interfaces. It uses the Session Initiation Protocol (SIP), and is compatible with most SIP clients and gateways.

It can use various audio and video codecs such as Speex, GSM, G711, ilbc, amr, Theora, H263-1998, MPEG4, H264, and snow. This version improves Mac OS X integration with desktop menus, better sound system handling, and binary bundle generation for ease of installation. It also improves memory usage and fixes a few SIP bugs.

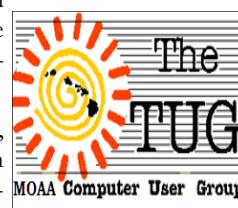


WordPress – v3.1. <http://wordpress.org/>. Free GNU General Public License scripts by the WordPress Development Team. WordPress is a software script that, together with PHP v4.3 or greater, MySQL v4.1.2 or greater, and a web server (e.g. Apache; Nginx), provides a point and click menu-driven framework for a standards-compliant, professional looking web site that is easy to maintain with no knowledge of web programming required. WordPress is the most widely used framework for self-hosted blogging web sites, and is highly customizable with thousands of widgets, themes and plugins, both free and commercial. New features include the admin bar, which provides easy access to common administrative tasks from the front-end for logged in users; internal linking, which lets you easily search for and link to existing content within your site from within the WYSIWYG editor; a standard set of post formats, enabling the creation of tumblelog-type sites; archive pages for custom post types; advanced taxonomy; and custom field queries.

Kernel Source - v2.6.38. <http://www.kernel.org/>. Free GNU Public License source code for all platforms by the Linux community. II

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The MOAA Computer User Group e-PUSH Tech contains both APCUG PUSH Tech articles and Articles2Go. The e-PUSH Tech is published monthly as a supplement to the "The TUG" newsletter.

Do you have an article you would like to see published? Just email your article with any photos to Judy Taylour.

Jtarticles2go@gmail.com



What Exactly is an Intranet?



by Gordon Giles, Committee Member, Perth PC Users Group Inc., Australia

1. The best way to describe an intranet is for you to think of the last time you went to a large company to get information or pay a bill no matter which teller you go to they have your data on the



screen in front of them. Their main computer holds an internal network system and only people in that building with the correct password have access to your information sometimes it is used by other offices in other buildings and even over the whole world. When they start their computer it automatically starts their intranet and after entering a password they have access to the main computer to carry out the work. The intranet you will be using on your computer will be for your use only so you will not have a password and it will only start when you open Internet explorer or your chosen browser. **You don't need HTML or a WISIGIG type program to compile your intranet page we will be using MS Word 2011 or you can use an earlier version.** Your page can contain links to other web sites, files on your computer and emails.

2. Make a new folder in my documents call it "My Intranet". Now think of a web page would you like a picture in the background or maybe use some favourite icons for shortcuts make copies of them

and save them in your new folder. This is important you may have seen web pages with a box and a small red cross in the top left corner this is a website where the picture for that area is missing.

3. Start MS Word. Before we go any further we are going to save this page as an HTML file or HTML.

4. Click on file and save as in the top left of the screen change the area to save in to the new file in My Documents/My Intranet.

5. Change the name to "index" and change the Save as type to Web Page HTML. HTML. Then save your first web page. Now you have the page created from time to time you need to save your work just hold down the CTRL key and press the S key this will save the changes.

6. Using the usual features in MS Word give your page a name.

7. You can use a table to arrange your links or just one line after another it will look more professional if you use tables. (Click on insert to see the table icon).

8. In each of the boxes place the name of a link or place one of the small icons you saved using insert to place the icon in the box. Remember to save.

9. The first link we will attempt is the email link one you may use frequently. Highlight your new email link click on insert and select Hyperlink when the new box opens the highlighted word you selected should be at the top then in the bottom empty box labelled Address type mailto; then the email address you wish the email to go to.

10. Click ok and save. Minimise MS Word go to your new folder and click and run the index.htm file when it opens click on the new email link and your chosen email program will open with a blank addressed email ready to be completed this is just to prove it works. Close the email, don't save. And reopen your web page in MS Word.

11. Next we will insert a link to a web page. Open windows internet explorer and select a web page you look at regularly I will be using the group's web page.

Copy the URL in the address bar at the top of IE. Then reopen your index.html

page in MS Word

12. Highlight the text you entered for this sight or type in the name not the address then select insert and select hyperlink and past the URL you copied earlier in to the area marked address.

13. Now save your work you can test this file in MS Word hold down the CTRL key and use the mouse pointer to click on a link. Remember to close IE before continuing.

14. If you wish to use an icon in place of text for the link just insert the icon in the page and instead of highlighting the text and making a hyperlink just highlight the icon. Now for some background this is best done last as it can make it difficult to see the area you need on the page.

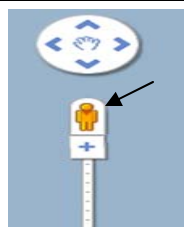
15. In MS Word select Page Layout then page colour select the colour and then save. This is just a plain background if you wish a picture to appear as a background it is difficult in word to get it to stretch and cover the screen and the only way I have found to do this is to use an HTML editor but it's a good exercise let me know if you have found a way of getting a full edge to edge background.

16. One last link it's not a usual link but you may have a file you like to work on like a diary each day and you can add a link for this. Place the required text on your web page then highlight the text select insert then select hyperlink when the new window opens you have to locate the file on your computer use the small manila folder icon to go back to a previous folder. Click on the file you wish to run and that's it now save it.

17. Do all your tweaking and alterations and save it test your new index.html file and if it all works get it opened in IE and select tools/internet options and with your new inde.html page in IE in the background select use current apply and ok. each time you open IE you will have your own personal internet web page that no other person can see. ll

Question: How deep is the Mariana Trench in round figures.

- A. 25,000 ft
- B. 30,000 ft
- C. 35,000 ft
- D. None of the above



Question: Name the figure on the left;

- A. G-man
- B. Mapman
- C. Pegman
- D. None of the above.

CONVERTING DOCUMENTS TO PDF



by Wayne Comstock, Member
South Walton Computer &
Technology Club, Florida

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. Pdf documents can also be easily emailed to others as an attachment.

You can convert to PDF from

any file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software



to accomplish this. I recommend the Free PrimoPDF program. It's free, easily installed and available at:
www.primopdf.com/index.aspx

Downloaded 15,000,000+ times.

PrimoPDF is the world's most popular free PDF creator.

1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.

2. When prompted, select a download location which you can find easily, such as your 'Desktop' or 'My Documents' folder, and click OK.

3. When the download is complete, double-click the file named FreewarePrimoPDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.

4. Follow the simple instructions to complete the installation. A system-restart is NOT required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality to output files to PrimoPDF for quick and easy PDF conversion.

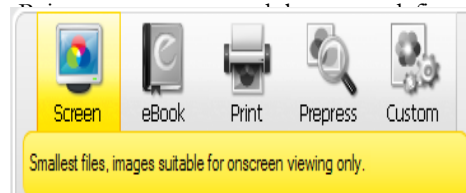
To Convert a Document to PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select File >Print.

2. In the printer dialog, select PrimoPDF from the dropdown menu and click OK to complete the print, and launch

the PrimoPDF interface.

3. Select one of the Creation Profiles for the document Quality you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide.



4. Select the Save As dropdown menu to set a name and location for the created PDF.

- Ask when creating PDF – Allows you to rename the PDF and select a save-location.

- Specific Folder – Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.

5. Click the Create PDF button to convert your document.

6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog. There are many more options and features available. (Appending a PDF) Go to the web site below and download the PDF Pimeo detailed User Guide.
http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf



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LOUD COMPUTING

by Dick Maybach, n2nd (at) charter.net

Although you can hardly pick up a computer publication without being assaulted by references to *cloud computing*, the term has been abducted by marketing organizations to the extent that it means almost nothing. Today, “cloud” is to computing as “natural” is to food. Although the term means little, the concept is very valuable, and is something that most computer owners use every day.

[Cloud computing is using storage or processing resources on the Internet.](#)

Most of us already use cloud computing far more than we realize; for example, every e-mail we receive sits on our ISP's disk until we download it to our PCs, and when we use Google Maps, much the processing and all of the storage occurs on Google's hardware. In the extreme, cloud computing could evolve to the point where our computer would consist of only a keyboard, mouse, display, and perhaps a printer, with just enough processing power and software to support a Web browser. Google foresaw this as the future of home computing and began developing their Chrome operating system to support it.

A simple example of cloud computing is a backup service, which continually backs up all your data whenever you are connected to the Internet. You don't have to think about it, and because your backups are stored at a different location, they are safe even in case of a local catastrophe. A similar use is synchronizing data among several computers, where the data might be files, contacts, and your favorite Web sites and (with care) their passwords. Many people also use the cloud to share information with others, for example by using Facebook for personal information, Flickr for photos, or Google Docs for documents. Cloud storage is both convenient and inexpensive; indeed, many vendors offer up to two gigabytes free.

All the above examples are data storage ones, but there are also cloud processing services, such as Google Docs. Google Docs supports the common office tasks such as word processing, spreadsheets, and presentations, which means you can perform these without purchasing an office suite and having to keep it updated. It also allows on-line collaboration (where, for example, several people edit the same document), although few home users are likely to need this feature. Like cloud storage, cloud processing is inexpensive or even free.

By now, you may be thinking, “What's the Catch?” Somebody has to pay for these services, as providing them requires non-trivial costs for computer hardware, support staff, and communications. In some cases, the free service is a limited sample to entice you to purchase a more versatile one. In others, you are the product being

sold. Your habits and preferences are valuable commodities that advertisers will pay to learn about. For many of us this is a fair trade; in return for the convenience of Google's search engine, we tolerate the ads in the sidebar and being directed to sites that want to sell to us.

However, there are some security and safety caveats involved. Security is complex for a cloud vendor; your data are stored on the same disks, the same memory, and pass through the same processors as everybody else's. The process is much like what happens in a commercial laundry or dry cleaner, where everybody's clothes are tagged and thrown together into a large machine. Afterwards, somebody looks at the tags to get them back to their proper owners. Contrast this to a bank deposit vault, where only your key can open the box where you place your documents. Even at such competent vendors as Google, there have been instances of data leaking from one customer to another, and many cloud vendors are start-ups who have much less expertise than Google. This means that you should take responsibility for safeguarding your data. For example, if you back up your disk in the cloud, encrypt any files (such as those containing passwords or on-line banking data) that present security risks.



I store my passwords using KeePassX, <http://www.keepassx.org/>. Its file is always encrypted on your PC's disk, and you can safely back it up anywhere.

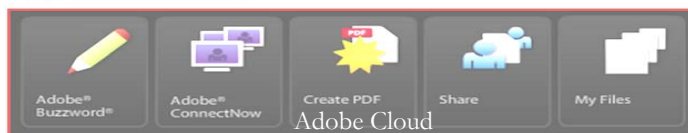


I also use Gnu Privacy Guard (gpg), <http://www.gnupg.org/>, to encrypt files and e-mail.

(Both of these programs are available for the Windows, Mac, and Linux platforms.) By the way, when you encrypt a file, be sure that only the encrypted version is ever placed in a directory that is backed up in the cloud.

Safety also is not trivial. Vendors do go out of business and, even if they keep operating, they may find that providing cloud services isn't profitable. Not all of them back up their storage, which means that their hardware failures and software bugs can destroy your data. If you use the service for back-up or synchronization, this isn't a problem because the chances of simultaneous failures in the cloud and on your PC is negligible. However, if you store your only copy of your photograph or music collection in the cloud, you are risking disaster. In the case of cloud processing, you should also be concerned about the format in which your data is stored. It does little good to download the file containing your novel if it's stored in a format that only the (now out of business vendor) could read. me glitches.

Finally, cloud computing is new, so you should expect some glitches. ll



Disk Maintenance

by Les Townsing, Editor Melbourne PCUG, Australia

Cleaning up your hard drive can restore your PC's Performance. There are three important utilities provided in Windows that help to improve a PC's performance:

1. *Disk Clean Up*
2. *Error Checking (previously known as Check Disk or Scan Disk)*
3. *Disk Defragmenter*

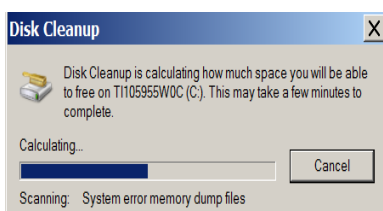
1. Disk Clean Up

Over time, unnecessary data and "leftover files" gradually collect in all PCs as you use them. As this garbage collects it slowly clogs up your system, taking up space and making performance slower and slower. The Disk Cleanup tool helps you free up space on your hard disk by searching for files that you can safely delete.

There are a number of ways to start Disk Clean Up. My preference is:

- **Open 'Windows Explorer'** and right click on the required drive.
- **Select 'Properties,'** click the 'General' tab, and then click 'Disk Cleanup'
- **Disk Clean Up** will then scan the drive and provide you with a list of possible actions and an estimate of the space that can be saved

Depending on your system, a number of different file types



are analyzed when the initial disk scan is conducted. After the analysis completes you can choose what to do with them. The analyzed files include:

In addition to the *Disk Cleanup* tab, the *More Options*

- | | |
|----------------------------------|--|
| • Downloaded program files | • Setup Log files |
| • Temporary Internet files | • Backup files for a previous operating system |
| • Recycle Bin | • Offline files |
| • Temporary Remote Desktop files | • Compressed old files |

There may be other categories that appear in your Disk Cleanup window, but in all cases, highlighting the item will display an explanation of the category in the Description area.

2. Error Checking

Previously called Scan Disk or Check Disk, this utility is known as *Error Checking* within the Windows XP / Vista / 7 system. Error Checking will check the hard disk for defects in its platters. It will also check file systems. If errors are found it will attempt to fix them. These errors are found inside your hard drive may be caused for a number of reasons. These include: system crashes, applications that have been improperly closed and the existence of harmful programs such as viruses

It is important to know that Error Checking is not a data recovery tool. Its job is to maintain the file system, and if your di-

rectories or files get in the way of this objective, they will be sacrificed! Before checking volumes or drives for errors, make sure that all other programs are closed, and disable your screen saver.

To run Error Checking:

1. Open 'Windows Explorer' and right click on the required drive
2. Select 'Properties,' click the 'Tools' tab, and then click 'Check Now' You will be given the options of automatically fixing file



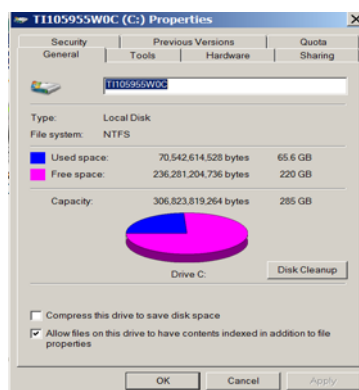
system errors and recovering bad sectors

Note: Vista and Windows 7 will not allow Error Checking to run while the system is operating. It must be scheduled to run at boot time.

3. Disk Defragmentation

When files are created, deleted or modified it's almost a certainty they will become fragmented. Fragmented means the file is not stored in one place in its entirety and different parts of the file are scattered across the hard disk.

Fragmentation causes the drive heads to search for all the pieces of a file in different locations. The more fragmented files there are on a drive, the more performance and reliability suffer.



The Disk Defragmenter Utility is designed to reorganize fragmented files and optimize their placement on the hard drive for increased reliability and performance.

15% Free Hard Drive Space?

To run Disk Defragmenter:

Open 'Windows Explorer' and right click on the required drive Select 'Properties,' click the 'Tools' tab, and then click 'Defragment Now'

When Disk Defragmenter first opens you'll see a list of the hard drives displayed at the top of the screen. Clicking on the 'Analyse' button will display a graphical representation of the amount of defragmentation on the selected drive.

When the Defragment button is clicked, a graphical representation of the defragmentation during and after defragmentation is progressively shown. This graphical representation does not appear in Vista or Windows 7. You can schedule the Disk Defragmentation Utility to automatically run at a pre-determined time in both Vista and Windows 7.

For the technically minded, you are also given the opportunity to view a defragmentation report after the drive is analyzed and when it has been defragmented.

For the majority of users, the Disk Defragmentation Utility included with Windows is sufficient to keep the hard drives in relatively good condition. If you are the type that wants to extract the best possible performance from a system, consider upgrading to one of the premium defragmenter products. ll

The Mac Corner

Backing Up Your Photos with iPhoto

by Danny Uff, a member of the Help Line, Mac OS X and Windows XP, Tiger/Leopard/Networking, Lehigh Valley Computer Group, PA

Digital photos are great. They allow us to save those memories onto our computers. Gone are the days of boxes and boxes of old, aged photos in some drawer (yes, I am old enough to remember them) or bent photo corners. Yep, it's great! Until your computer crashes, and you have no DVD or printed back up of those memories. Do you wish you knew a way to back up those photos that you spent hours importing into iLife's iPhoto application? Well, it's easier than you think!



First you'll need an external back up source. If you only have a couple photos, then a USB flash drive should do nicely. But if you're like me, you have thousands of photos (old and new) so you may need to save them to a CD, DVD, external hard drive or an Internet back up service. Secondly, there are two ways to back up your photos using iPhoto:

1. If you do not have them sorted into groups, events, etc., just highlight all the photos, and then use the File> Export command
2. If you do have them sorted, then your best bet is to save the actual data file that iPhoto uses

Backing this up is a snap:

- Open Finder, then select the Pictures folder
- Within that folder is a file called iPhoto Library. Make sure this file is saved to the external source you are backing up too. That's all there is too it!

Now, to restore the photos, just get the external source and copy the iPhoto Library file back to the Pictures folder, then go back into iPhoto and bingo! All of your events, places, faces and photos are back again.

Printing from an iPad

By now, you may have seen the jazzy iPad TV Commercial that shows the device printing its output to an HP printer. Some Mac users have asked me if this was a real feature of the iPhone, iPod Touch and iPad? The answer to that question is, yes and no.

YES - It is a real feature for the said devices and by having the current update to its operating system. If someone does have an Airprint-compatible printer it does work like a charm. NO - It does not work if you do not have an Airprint-compatible printer.

What is Airprint anyway? It is a new printer protocol, developed by Hewlett Packard, that allows a user to print from a device such as a cell phone, to a compatible printer. If the user is on the

same WiFi network as the printer, then the user's device can pick the printer "out of the air" and send it to the printer. However, if the person is not on the same network, he or she can still print to that printer by sending the document (or whatever else you're printing) to a special e-mail address for that printer. The user sets all this up when they first set up the device.

Hewlett Packard is the only company making such printers and they can range from \$100.00 on up. They can be found at major retail and online stores.

In-app Purchases

Back in mid December, there were a slew of reports on parents letting their kids play with their iPhone, iPod Touch or iPad getting billed for what is known as in-app purchases.

In-app purchases let a user purchase items within an iOS application (such as more levels to a game, expanding an already purchased app, etc.) using the user's iTunes Credit Card or Checking Account.

One mother in the United Kingdom discovered that her 4 year old child spent more than \$80.00 (U.S. Dollars) on in-app purchases - story via CNN.

Fortunately, there is a way to disable this feature so that little kiddies (or even you) don't accidentally purchase something while in an application.

1. Tap SETTINGS
2. Tap GENERAL
3. Tap RESTRICTIONS
4. Enter a Restrictions pass code
5. Select "Enable"
6. Scroll down to "In-App Purchases" and make sure it is set to "OFF"
7. Exit Settings

Personally, I have to say that with all of the experience I have with computers, I almost made a mistake with the above and have disabled this feature on my devices. II



Key boards and Stuff

by Merle Nicholson, Secretary, Tampa PC Users Group, Inc., FL

I've modified and programmed keyboards, trying my best to optimize my time at the computer. Not that I don't enjoy my computer and the things I can accomplish, but, First, I'm a lousy typist, despite having practiced continuously since 1976, and, second, I hate messing with things that are obviously flawed. Keyboards are all flawed, that's a given. Here's how I'm coping.

I pretty much settled, a couple of years ago, on a Logitech Gaming Keyboard model G11. It's been succeeded by a model G510 (\$106 at NewEgg), which is only slightly improved from the G11. I'm always on the lookout for new keyboards, but so far I haven't found anything else to excite me. The G11 is distinguished by 18 programmable keys, key backlighting and multimedia controls. The G510 is the same except the backlighting is probably better and it has a small multipurpose LCD screen. It's the backlighting and programmable keys that make it worth it to me. The picture below is the left side, showing the key arrangement and my labels.



You can use these 18 keys in 18 times three ways (54) because there are three buttons at the top of the array – M1, M2 and M3 – that will switch the whole bank of 18 to three sets. So far I haven't found a use for switching the banks. Eighteen seems to be enough, so it stays on M1. Programming is pretty versatile. It accepts macros, shortcuts, functions, text and a scripting language, so I'd guess that you'd be hard pressed to find anything you couldn't program.

The bottom three keys in the picture are pretty obvious: They're a replacement for Ctrl+X, C and V. I use these three constantly, since I'm a real believer in cut, copy and paste because I make a lot of mistakes and need to avoid typing as much as possible. The next set up is new for me, marked 1 2 3. They (and cut, copy, paste)

don't need labels; I marked them for this article. 1 2 3 run a little program I wrote in VB.NET that will pop the mouse cursor to the center of my monitors 1, 2 and 3 and blip some eye-catching circles. The only disadvantage in using three monitors is finding the mouse and how to get it where you want it. Problem solved: The buttons "Computer", "F:", "G:", "C:" and "D:" all just open Windows Explorer to those drive letters. "UP" moves Windows Explorer up one level in the directory tree, "close" closes the current window (it's really Alt+F4, and a bit hazardous to use). "KP", "outlook", "IE" and "WAtacker" all launch programs and are used perhaps once a day. I'll ditch any of these if I find any other use for the keys. "Date" runs another program I wrote to push the time and date into the clipboard ready for pasting. I use this, well,...sometimes.

There are several other ways to alter keyboards. I've disabled the "Caps Lock" key. It has no effect when pressed. It takes a complicated little registry change to do that, but just think about it; the only time I EVER use the Caps Lock is to switch it off after accidentally switching it on. What a waste of keyboard space. Likewise "Scroll Lock." I'll bet not one in ten thousand keyboard users know what Scroll Lock is, and it's on every keyboard waiting for an accidental bump. How about the "Ins" key? Although I probably would not disable it as I did Caps Lock, I'd like to at least disable it from an accidental bump almost all the time.

Now that I'm started on this – let's look at Num Lock. Ok, I'll concede that some people use it. But I do own three keyboards (two on notebooks) that have no numeric keypad. But Num Lock switches an array of character keys to numbers if you don't have a keypad. More than once I've gone crazy knowing that I know the logon password on a computer that wouldn't take. Guess what. The num lock was on, the password used characters U,I,O,J,K,L or M, and being a password wouldn't show up on the screen. Man, I hate that.

What I really want is a 100% fully programmable keyboard program built into Windows. How hard could it be?

There are programmable keyboards. One or two really are 100% programmable. Even some that you just place the key switches wherever you want on a slate. But I don't want it bad enough to pay them \$1,500.

Pictured below: Logitech G510, NewEgg Item#: N82E16823126100 for \$106.00



Also nice in my living room (think Netflix): Logitech diNovo Mini Black 63 Normal Keys Bluetooth Wireless Mini keyboard No. N82E16823126039 for \$120.00. ll

Online Marketing Inside Out



Review: by Gregory West, Member of Sarnia Computer Users' Group, Canada

by Brandon Eley & Shayne Tilley

Published by SitePoint Pty. Ltd.

ISBN-978-0-9805768-2-5

Pages: 184 USA: \$29.95 / CDA: \$29.95

<http://oreilly.com/catalog/9780980576825>

Online Marketing Inside Out has nine dynamic chapters that guide you through your next "modern marketing campaign". Chapter one explains how marketing is changing pointing out things you need to know before you begin planning your next promotion or campaign.

You will learn how to make money from a website by page views, optimize the values within search engines (SEO) and how the main players in social media can help you go deeper inside the communities spreading the word of your company or product.

Power Friending – “Demystifying Social Media to Grow Your Business”



Review: by Gregory West, Member of Sarnia Computer Users' Group, Canada

by Amber Mac (Amber MacArthur)

Published by Penguin Group (USA) Inc. 2010

ISBN 978-1-59184-328-3

Pages: 245, USA: \$24.95 / CDA: \$31.00

<http://www.ambermac.com>

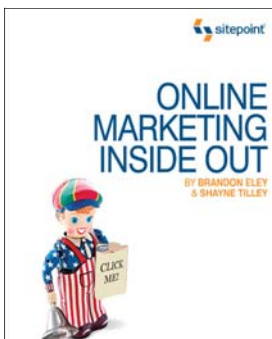
I bought this book as an aid in my research into the world of social media, knowing that Amber MacArthur would have it all explained in plain English, covering all the bases. I was right, she did, and then some.

As an avid listener to Amber Mac and Leo Laporte via the Twit.tv network, with the show: Net at Night, I learned how deep Amber's involvement is with technology and more so, social media. Her insights into this subject are extensive and I knew this book would reveal a guide that would set me on my exploration of social media.

Anyone, whether you own a business,

Even though email marketing has been around forever, it seems, this book sparks a new interest showing "many advantages" and the authors "walk you through every step towards a successful email marketing strategy".

Having your own sales people working for you online is easy when you create an "affiliate marketing program" that is covered in Chapter seven. The advantages of having an "army of salesmen all over the world" promoting for you is explained in easy to understand terms in this chapter.

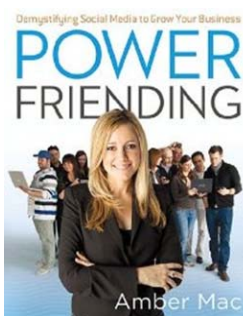


This is followed in sequence with Chapter eight wherein you learn about the world of "online advertising" as you will be able to "plan, implement, test, and optimize" what you setup with your online advertising.

I really like the way this book is set out. The Table of Contents leaves nothing to

operate a nonprofit group, or simply want to promote you own media for fun, this book is a guide, and Amber sets out to help you "build up your social media strategy, one Internet friend at a time".

The book consists of nine enlightening chapters starting with a "brief" history on the evolving social media which helps put thing into perspective and sets the groundwork for this book. Amber continues on in this journey telling how real people and companies struggle though mistakes, lies, and failures as well as many success stories. From the failures we quickly learn what not to do in creating our own social media awareness. The success stories are many and they help to give us not only ideas but courage to continue through the social media wilderness learning a little bit more with each step Amber takes us.



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Amber demonstrates three rules at the onset: "A IS FOR AUTHENTICITY" - "B IS FOR BRAVERY" - C IS FOR CONSISTENCY". Each rule is explained

imagination. The Preface and Chapters have extensive headings that guide you through the various topics so that you can easily look something up and jump right in on that subject. For example, in Chapter two's listing you will find headings such as: Press Releases. Then followed with sub-headings: Press Releases in the 21st Century, When to Write a Press Release, Stand Out From the Crowd and so on.

Every chapter tags your interest and keeps you coming back as a reference point for helping you develop your own online marketing campaign. This book is for those who "have a web site and...want to promote it", or anyone else who wants and/or needs to learn this amazing subject of online marketing.

Even if you are already doing online marketing and feel fairly successful, this book will take you to the next level of expertise and guide you in directions you may have possibly passed by. II Take a look at this video.... <http://gregorywest.wordpress.com/2011/03/29/982/>

O'REILLY

with examples of how people / companies both failed and prospered by either following or disregarding these rules.

In chapter four: "CARPENTRY AT ITS BEST", we are given the necessary social media tools to work with such as blogs, videos, wikis and more. Each tool is explained how and why it works and what it can do for you. Following each tool is a real life example how it works for others. I found this chapter most interesting and helpful. Chapter five is one of my favorites in which Amber discusses "The Strategy". Time management, spreading your word, responding and bringing the message home are a few topics covered. Here Amber shares her "Ten Best Practices..."A must read.

Amber points out success stories and failures too, all with examples so we don't make the same errors. One thing I really am a glad about is the Notes in the back of the book. Here are Amber's gems that refer to a topic on a certain page in the book with a website source that will take you deeper into the world of social media marketing.

I must give this book is easily a ten plus in not only content and information but Amber's personal stories that keeps the material moving. II

Discovering Windows 7 Part 14

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

Do you have trouble seeing the text on your computer's display? New computer displays come in a wide range of sizes. Twenty years ago an 800 pixel by 600 pixel display was considered to be pretty high resolution.

Modern LCD displays are available in a number of sizes that can range from 1024 by 600 pixels to 1920 by 1080 pixels.

By default Windows attempts to match your computer's display setting to the number of pixels in the display to give you the sharpest image possible. Sometimes, particularly if you have a very large display, the text may look to small.

Sometimes, however, your display settings may get changed. If you attach a different display or a projector to your computer may change your settings. When you change back to your original display things may look "different" (icons in new locations and bigger or smaller, text larger or smaller).

Windows 7 makes it easy to check and change your display settings. Just click on the Windows Start button and then the Control Panel. Under Appearance and Personalization, click on Adjust screen resolution. This will produce a window like the one shown here which lets you change the appearance of your display. What we want to look at is the button next to resolution. As shown, when you click on it a small window with slider appears which shows you the range of settings available to you.



Now that we've "conquered" the subject of video settings, let's talk about file extensions. File extensions are a group of letters at the end of a file name that identifies the type of file for the programs in your computer. For example, if I had a picture on my computer it might be named cat.jpg. The name of the file is cat and the extension .jpg identifies it as a picture file for the Windows Photo Viewer program, as well as other programs that I might have for viewing pictures. Through the magic of Windows, you don't have to specify a particular program to open or view a file. In our example, just double clicking on cat.jpg will start the right program so I can see the picture of a cat.

I have a new laptop computer. It came with Microsoft Word 2010 on it. My old computer has Word 2003 on it. When you create a document with Word 2010, Word places a file extension of .docx on it. If you create a document using Word 2003 it has a file extension of .doc. Why? Because Microsoft changed something in the way it formats document file with Word 2010. Word 2010 can read .doc files created by Word 2003 but Word 2003 cannot read Word 2010 documents with a .docx file

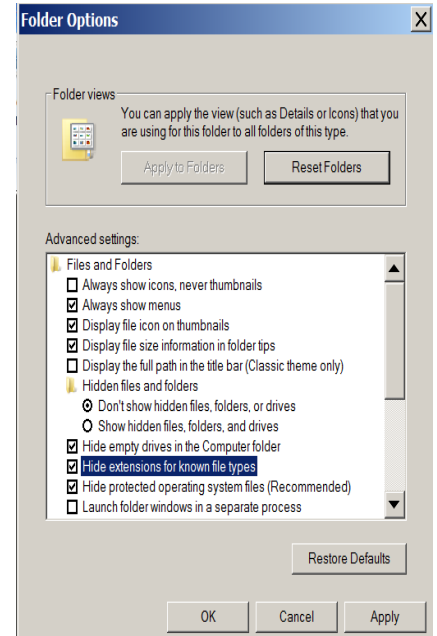
Word 2010 or Word 2007 file type

Word 2010 or Word 2007 file type	Extension	Description
Word Document	.docx	The default Word file format.

extension. For people like me that use Word 2003 on one computer and Word 2010 on another computer, it means that I can't read documents created on the new computer on my old computer. Fortunately Microsoft has provided a solution. It lets me save documents created with Word 2010 with the format used by Word 2003 (with a .doc file extension) so I work with the same document on both computers.

Now we get to Part 2 of my problem. By default **Windows 7, as well as other versions of Windows, hides file extensions.** This means that by just looking at the name of a document, I can't tell if it was saved as a .doc or .docx file. In older versions of Windows there was a way to unhide file extensions. I did that years ago on my old computer, it was something to do with "folder options" but I no longer remember how I did it. It doesn't matter. I

want to unhide file extensions on my computer with Windows 7. As it turns out, this is very easy.



Start by clicking on the Windows 7 Start Button. In the Search Box that appears above it, type "folder options." In the window that appears above the Search Box we'll see "Folder Options." We can also see that it is located in the Control Panel, but that isn't important right now. Just by double-clicking on "Folder Options" gets us to the Folder Options window. This is what we want. If we click on the view tab (as shown in the illustration) we see a list of Advanced settings, including one that says "Hide extensions for known file types." Notice the check mark in the box next to it. Click on the box to uncheck it and click "OK" to unhide file extensions.

While we're here in the Folder Options window, notice that there are a lot of other options. I'll leave it to you to explore them. Just remember, if you mess things up, just click on the "Reset Folders" button to restore everything to the default settings. II



Your Computer's Health

Comprehensive Computer Maintenance Part 4

by Greg Skalka, President, UCHUG (Under the Computer Hood User Group), CA

People need computers. Computers need maintenance. Unless you want to gamble with your email, continued access to the Internet, your finances and the other things we have come to depend on from our personal computers, you should consider some preventative maintenance. Even if you are unconcerned about a temporary loss of computer use, if you use it to access your financial accounts, you could be risking those assets and your financial reputation by failing to maintain your computer's resistance to viruses and malware.

Just as a car requires maintenance to provide reliable transportation, a computer needs regular care to insure it can safely and reliably negotiate the Information Superhighway. The concern is not only for making sure the computer works when you need it to and does not lose valuable information, but it also must protect you from attacks by information thieves. Neglecting basic computer maintenance can increase the risk of problems resulting from hardware and software failures, and can leave you open to theft of your identity and finances.

Since I must provide the maintenance and IT support for all the computers and users in my household, I've developed a basic process for computer care that provides a lot of protection for minimal cost and effort. It has evolved over the years, as computers and the threats to their well-being have changed, and has allowed me to prevent any serious computer problems from occurring. There is nothing you can do to completely prevent problems like hard drive failures, but you can take steps that will insure against the loss of data and allow you to be computing again soon.

My computer maintenance philosophy involves three basic computer maintenance principles I call the three up's: setup, backup and cleanup. Setup requires that each computer be configured as much as possible to make maintenance easier and operations safer. This can involve not only your computer's hardware and software, but your home network's hardware and configuration as well. Backup provides a reliable way to safeguard your computer's data and configuration, allowing you to recover easily from most any problem with minimal data loss. It can not only prevent information loss resulting from hardware failures, but can also protect your computer's configuration from alteration during the installation of questionable software. Cleanup involves regular maintenance activities performed to prevent hardware problems, keep your software running smoothly and repel cyber attacks. Implemented appropriately, these three aspects of computer maintenance can keep bad things from happening to your computers and the information they contain.

Setup

A thoughtfully conceived computer setup is the foundation on which the other two maintenance activities are based. For best effect, it should be implemented on your computers when they are first put into service. To make the backup and cleanup operations easier, I always - Partition the main physical hard drive into separate partitions for each "Function" - Provide a second physical hard drive for each computer for backup storage I typically create 7 to 8 partitions on the primary hard drive, each allocated to a

particular function. One will contain only the operating system, another only data and others programs of different types. For best results, this must be done before any applications are installed, so that the OS can remain separate in its own partition.

These partitions can be created by Windows in most cases, but I prefer the versatility of a partition management program such as Acronis Disk Director. The OS partition is the only primary partition, with the remaining partitions consisting of logical drives in a secondary partition. A typical partition set for a Windows 7 computer with a 1 TB hard drive might be:

120 GB - OS (operating system and drivers only; no programs installed here if possible)
50 GB - APPS1 (utility and system programs, like firewalls, anti-virus, anti-malware and browsers)
22 GB - GAMES (games)
50 GB - APPS2 (office and productivity applications, including email clients and financial apps)
100 GB - DATA (user data, such as documents, email, photos, source audio / video files and config files)
50 GB - APPS3 (mapping and misc. applications)
50 GB - APPS4 (multimedia applications, like photo / audio / video editors, scanning and VoIP software)
477 GB - LOCAL (scratch or working partition, for work in progress or temporary backup storage)

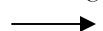
I never store anything in the My Documents folder created by Windows, as it is on the OS partition. I instead create folders in each partition to help organize files and programs, so I can avoid having to resort to using search to find things. If a desktop computer can accommodate it, I always install a second physical hard drive in the case for low-cost backup storage. For laptops and small desktops, I provide a dedicated external hard drive (eSATA or USB 3.0 preferred) for backup files. To protect my most sensitive personal and financial files, I never store them on a computer, but instead keep them on a hardware-encrypted external USB hard drive.

I also configure my computer and home network for maximum security. All security functions available in your router should be enabled. I configure my network's router for strong wireless security, and prefer to use a wired connection when possible. I don't allow sharing of drives or resources on my computers, but instead use stand-alone network drives to share files and network printers to share printing capabilities. Each computer runs a software firewall (I like ZoneAlarm), an antivirus and several anti-malware programs. I try to keep the cabling between my computer and network devices neat and labeled. It is often good to add an additional fan to some computers for improved cooling. **I've found placing a laptop on a laptop cooler allows better airflow to the bottom and keeps it cooler (even without running the extra fans).** I run my primary desktop computer on a low-cost UPS (uninterruptible power supply), so if the power goes out while computing, I have extra time to shut down properly and avoid data loss.

Backup

If you use computers long enough, you will have a hardware failure, the most common and devastating of which is a hard drive failure. To avoid the loss of my data, I make reliable backups of my computers as often as is reasonable.

Only you can decide how often your backups should be made, based on how much data you want to gamble with. Backing up



to subscribe to the loss of your recent data at risk, but is less convenient and takes time. It is easier to strike a reasonable balance between risk and time with your hard drive partitioned and segregated.

You can back up the more critical user data partition more often than the others, and with only user data in it, the backup file is created much faster. All partitions should be backed up periodically, and it often helps to label the backup files you make with source and date in the file name, and to maintain a backup log (text file).

If a computer hard drive fails, I want to be able to put in a new drive and be running again as soon as possible, with minimal data loss. To do that, I make image backups of each hard drive partition, rather than simply copy the files. There are several backup applications that can do this; the one I prefer is Acronis True Image. I make my partition image backups on the second internal hard drive or the external hard drive, so a hard drive failure does not result in the loss of my backups along with the primary data. I only make my backups while running the bootable CD version of True Image, so that I am familiar with the program when tragedy strikes. If a primary hard drive fails, I can replace the drive in my computer, boot from the Acronis True Image CD and restore all primary drive partitions from the backup files on the secondary or external drive to the new drive. I might have lost a few of my most recent files (created since the last backup was made), but I can be running again the same day.

I also like to make backups of the OS and application partitions right before installing new programs. If I don't like a program soon after installing, I'll simply restore the OS and application partition with the last backup files made, sending my computer back in time to a point before the installation. I like this better than using any of the uninstall methods, which often leave behind files and registry entries to clutter my drives and slow performance.

It is a good idea to periodically transfer backup files to external drives or other removable media, in case a computer power supply failure takes out both internal physical drives. Transferring these backups to another physical location (perhaps at least once a year) provides cheap protection for your data should your computer be stolen or you lose your home from fire or other disaster.

For protection of my most sensitive financial files stored on a small external hard drive, I maintain another two identical drives as backups. I copy the new files to these backup drives weekly, and store them in a fire safe or off site. To insure adequate backups, it is best to develop a schedule for making each of your backup types and stick with it.

Cleanup

The final piece of the computer maintenance puzzle is cleanup. This involves the periodic maintenance required to insure your computer continues to run safely and efficiently. Just as with backups, you should establish a schedule to follow to insure the proper maintenance is performed. Most of the required maintenance is done to the computer software, but there are also a few hardware maintenance items that should not be neglected.

To protect your computer from the external threats of viruses, spyware and other malware, the installation of good antivirus and anti-malware software is required. Although it seems the risk from viruses has diminished, running antivirus software and keeping its virus signatures updated is still important. **Only one antivirus program should be installed on a PC, as conflicts can result from multiple programs.** There are many good programs to choose

from, some of which are free. I presently use the one that comes with ZoneAlarm Internet Security Suite.

There are also plenty of choices available for anti-malware software, with many excellent ones available for free non-commercial use. More is better with anti-malware software. Since they typically don't run in the background, many different programs can be installed and used separately without conflicts. Since some work better on different threats than others, having a variety of anti-malware programs in your arsenal will provide the best detection and elimination of these threats. It is best to update your threat definitions and run your antivirus and anti-malware software at least once a week, preferably on a set schedule.

I run Webroot Spy Sweeper, Safer Networking Spybot - Search & Destroy, Lavasoft Ad-Aware, Malwarebytes Anti-Malware and Microsoft Windows Defender.

Your computer is like a living organism that starts out quick and vibrant, but becomes slow and develops ailments with age and use. The OS, applications and hard drive storage combine to form something like a nervous system. To detect and prevent the equivalent of computer headaches, nervous breakdowns and Alzheimer, some basic system maintenance should be performed regularly. Your hard drives should be scanned for bad sectors and other drive errors and defragmented periodically. Operating system updates should be applied as they become available, to improve operation and close security holes. As your computer gets older and slower, running a registry cleaner or PC tune-up suite can clean out your OS and improve performance.

Ultimately, however, your computer may reach the point after a few years where "the body is willing but the mind is weak." If your hardware is too good to replace but performance has been greatly diminished, a computer reincarnation may be appropriate. If you partitioned your hard drive as I described and have kept your early backup files, you can restore your computer's performance to its early days with no more effort than would be required to set up a new computer.

To give your computer a second life, simply restore your OS and all application (non-data) partitions, using backup files created soon after you got the PC. Having a backup log to refer to will help you pick a point in time that will minimize the reinstallation of applications. Your data should remain on its partition unaltered.

After restoring, you will need to apply all OS updates since that backup time and reinstall applications added since, but you will soon be running again with a computer that feels much younger. You can also use this opportunity to upgrade to a larger hard drive with little extra effort.

The final cleanup item to remember is your computer hardware. All computers should be opened up periodically so that dust can be vacuumed out or blown out with canned air. This also applies to laptops, though you may want to avoid disassembly, and only blow air into ventilation inlets and outlets. This will help your computer keep its cool and last much longer.

By following the three "ups" of computer maintenance, setup, backup and cleanup, you can keep your computer's performance at maximum with a minimum of effort, while protecting your data, finances and identity. By using a regular schedule of maintenance, little bits of time over its useful life spent taking care of your computer can keep it out of intensive care. Better Ups than OOPS. II



Working with Page Numbers Word 2007

by Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., FL

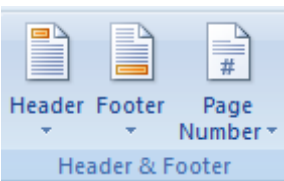
Adding page numbers to a document seems like a simple task. You open your document, position the cursor, and, on the Insert tab in the Header and Footer group, click Page Number. But Word offers several customizations for this process. It all depends on where you want your page numbers to appear and how you want them to look.

Inserting Page Numbers

Your first decision is where you want to position the page number: in a header, footer, or in the margin. The most common place is in a footer. Fortunately, the Footer gallery has many footers which include page numbers. Click the Insert tab, then Footer, and scroll to see the gallery choices. Click a design to make it your footer.

If you find a footer you like which does not include a page number, it is possible, although not easy, to add a page number to the footer. To do this, insert your footer choice and double click the footer area to select it. You will notice that a Header and Footer Tools tab appears above the Ribbon whenever a header or footer is selected. Put your cursor in the footer where you want the page number to appear. Because many of these gallery footers contain tables, you may have to press Ctrl+tab to set a tab stop within the table cell in order to put your cursor exactly where you want it.

Once the cursor is set, under Header and Footer tools, click Page Number. Click "Current position" which opens the Number Style gallery. Click a design for your number from the gallery, and it will appear in the footer. Warning: If you choose an option other than "Current position," such as "Bottom of the page," the page number will replace the footer instead of adding to it.



An easier approach is to insert the page number first, and then add other elements and information to your footer. To do this, on the Insert tab, in the Header and Footer group, click Page Number. Choose "Bottom of the page," then click a number style from the list, making sure the design puts the page number in the area of the footer where you want it to appear (left, center or right). To insert content after the page number in the footer, press the End key, then the Tab key. Then enter the content, such as author's name or date. You may need to use the Tab key to adjust the position of content items.

Formatting Page Numbers

Office 2007 is full of new galleries, which are collections of preformatted content which can be added to a document with a single click. To see the page number gallery of styles, start with a document that does not contain page numbers. On the Insert tab, click Page Number and then one of positions, such as "Top of the Page." A gallery opens that shows page numbers in various positions on the page. Some include graphical elements, others text, such as

"Page X of Y," as in Page 3 of 14. More options can be found in the Building Blocks Organizer. Click the Insert tab -- Quick Parts -- Building Blocks Organizer and scroll to the Page Number gallery.

To change the actual number type, such as from numeric to Roman numerals, click the Page Number icon and select "Format Page Numbers." Choose the style you want from the drop down list.

Of course, you can always select just the page number and format it yourself. Double click in the area where you've put the number, then select the page number to reveal a mini-toolbar just above it. Here you can easily change the font and apply attributes such as color, boldface, or italics. To change the size of the number using the mini-toolbar, either click the large or small capital A icon, which grows or shrinks the selected number, or change the font size number. The new format is copied immediately to all other page numbers in the document.

Removing Page Numbers

The easiest way to remove all page numbers in a document is to select one of them and press the Delete key. If you have created a footer which includes a page number and other content, the content will remain even if the page number is deleted.

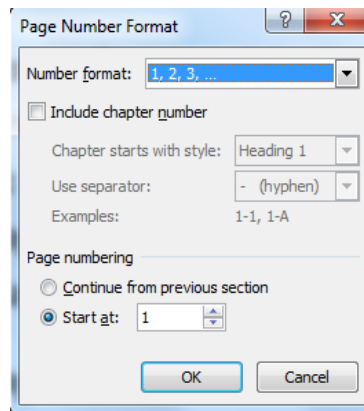
Managing Page Numbers

Often you will not want a page number to appear on the first page, which might be a cover sheet or title page. It isn't difficult to remove the page number from the first page, but don't just delete the number 1. This will cause all the other page numbers to disappear as well. Instead, remove the first page number using the "Different first page" command. Let's say you have added a footer which contains the author's name and the page number. Double click in the footer area of the first page, which opens the Header and Footer Tools tab. Click to put a checkmark next to "Different first page" in the Options group. Your footer and page number will be removed from the first page. The second page will contain the footer and page number 2. You can now insert a footer that does not include a page number on the first page, if you wish, without changing the numbering on the rest of the pages.

If you want the first page to be unnumbered, but the second page to display page number 1, insert a footer with page numbers in the document, then double click in the footer area of the first page. Under Header and Footer Tools, select "Different First Page." Then click Page Number -- Format Page Numbers. In the "Start at" box, type 0, and then click OK.

It is also possible to change the numbering style or format in different sections or chapters of a book or long document. A section within a long document can, for instance, include no page numbers, even though the surrounding sections are numbered.

Working with page numbers is just one example of the depth of options available within Microsoft Office programs. The more you become familiar with the options and how to use them, the closer you will come to fully utilizing these programs. II





Friday 15 July 2011	Conference Agenda		
3:00 PM 6:30 PM	Registration Sign In		
7:00PM until ?	Social Meet and Greet		
Saturday 16 July 2011			
7:00 AM 7:50AM	Breakfast on your own		
8:00 AM 8:50 AM	Keynote Jeff Carson Intel Cuyahoga Ballroom		
	Break out sessions for training tracks		
	Track 1 Salon Room 1	Track 2 Salon Room 2	Track 3 Salon Room 3
9:00 AM 9:50 AM	Windows Tips and Tech Hewie Paplock	OneNote Kathy Jacobs	Digital Photography James Wright
10:00 AM 10:50 AM	iPad Where it Fits E books Q&A Don Tilliman	Ins & Outs of Skype Marie Vesta	Facebook Angie Palmer
11:00 AM 11:50 AM	Team Viewer John Kennedy	Mr Excel Bill Jelen	Searching with Google, Bing & Biekkko Dave Williams
12:00 PM 1:10 PM	Lunch in Cuyahoga Room Open Air Walls between Salon 1, 2, & 3		
1:20 PM 2:20 PM	Keynote Matt Hester Microsoft Cuyahoga Ballroom		
	Break out sessions for training tracks		
	Track 1 Summit Room	Track 2 Independence Room	
2:30 PM 3:20 PM	LinkedIn Susie Sharp	Fund Raising Marie Vesta	
3:30 PM 4:20 PM	Virtual Machines Don Tilliman	Genealogy Ohio Genealogical Society Presenter	
4:30 PM 5:20 PM	Linux Guy Don Cobert	Social media Kathy Jacobs	
Sunday 17 July 2011			
7:00 AM 7:50AM	Buffet Breakfast Seating in Cuyahoga		
8:00 AM 8:50 AM	MAR's Refurbishing & Recycling Hank Feinberg Cuyahoga Ballroom		
	Break out sessions for training tracks		
	Track 1 Salon Room 1	Track 2 Salon Room 2	Track 3 Salon Room 3
9:00 AM 9:50 AM	Linux Future of Computers Beth Lynn Eicher	Power Point Add in's and Tools Steve Rindsberg	Crossloop Don Singleton
10:00 AM 10:50 AM	Q&A with BoD Kathy Jacobs	Q&A with BoA David Stewart	Drupal Part 1
11:00 AM 11:50 AM	Basic Cloud Computing Safe Data Destruction Don Tilliman	Getting and Giving Help James Tanny	Drupal Part 2
12:00 PM 1:30 PM	Annual Meeting and other Business Cuyahoga Ballroom Open Walls Cuyahoga Room		
1:30 PM	End of Conference		
	F2F following Conference Sunday and Monday		