

Bits, PCs & Macs

– A Newsletter



What's inside

Revenue & Expense	2
Questions & Answers	4
Editor's message	4
Web sites: Member's choices	6
Your Club's Administrative Assistants	9
Financial Software	9
Tips for Mac OS X	10
For Inveterate XP Tweakers only	11
Taking Control of the Cookies, Part II	13
Top Ten Backup Tips	16
One-on-one In-home tutoring	18
Class schedules: August 1 to 17	19
Class schedules: August 18 to 31	20

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President's Message

By Chuck Davis

A funny thing happened this summer! The number of students in your Club's classroom offerings has increased over the spring months. This is the opposite of what your Club experienced last year. We are heartened by this turn of events. The purpose of the Sun City Anthem Computer Club is to provide a forum for the exchange of information and knowledge among its members with respect to personal computers and their uses. Classroom education is the foundation of this effort. The *instructors* provide guidance with the help of the *classroom aides*.

Of course, the club offers additional programs to further this purpose.

General Member meeting and Microsoft presentation.

A General Member meeting has been scheduled for September 4, 2002 at 2:00 p.m. At the present time, the only item on the agenda is a couple of changes to the bylaws. The complete text of these

changes is on the web site at: <http://www.myscacc.org/Forms/020727Revisions.pdf>

Immediately following the General Member meeting, Allen of Microsoft will present some of Microsoft's newest products.

All Sun City Anthem Community Association members are welcome! There will be a free drawing for all attendees. Prizes worth up to \$299.00!

In-home tutoring

At this time, there isn't sufficient demand for classes on some application programs. The Club's volunteer Tutors fill the gap and provide excellent instruction of the following low demand programs:

- QuickBooks,
- Photoshop,
- Access,
- Publisher,
- PowerPoint,
- Word
- WordPerfect.

The In-home tutoring program provides the individual with two hours of intensive

(Continued on page 2)

Disclaimer

President's message, cont

The contents of this newsletter is intended for use by members of the **Sun City Anthem Computer Club** and their immediate families. The opinions expressed in this newsletter are those of the authors and may not be construed to represent an official position of the Computer Club nor of the Sun City Anthem Community Association.

Where prices and sources of computer related products are shown within this newsletter, they represent the author's best knowledge of current retail prices and availability. The information is subject to change, and as such, should be used for comparison only.

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(Continued from page 1)

work on these programs. Naturally, since the **tutors** come to your home, you must have the subject program installed on your computer. A suggested \$10.00 donation to the club is appropriate.

Special Interest Groups (SIG)

These groups are made up of individuals that have developed a modicum of skills in the use of an application product. The meeting is conducted by a **SIG leader** to moderate the discussion and aid in the

exchange of experiences and ideas. These meetings are not classes!

Koffeeless Klatches



Currently the club provides the Koffeeless Klatches four times a month. The Klatch is primarily a

question and answer session. Members bring a question, and more members will provide answers. Each answer may be correct, as there are so many different ways to accomplish any single task. A **moderator** conducts the program.

Please note the use of words in the opening paragraphs of this month's message that are highlighted in bold italic fonts. Words like **instructor, classroom aide, tutor, moderator, SIG leader**. This was not by accident. These folks donate their time and talents to these activities. These and other volunteers are the heart of your club.

Volunteers

Volunteers are truly the heart of this organization. You may ask: "How many volunteers are involved in carrying on the Club's business?" The number

SCACC Revenue & Expense Month Ending 6/30/02	
Revenue	
Dues Collected	\$7,614
Contributions	<u>678</u>
Total Revenue	\$8,292
Expenses	
Computer purchases	\$575
Other Expenses	<u>2,816</u>
Total Expenses	<u>3,391</u>
Excess of expenses over revenue	\$4,901
Cash Balance 6/30/02	\$9,226
<u>By George Freeman</u>	
Treasurer, SCACC	
Total Membership 6/30/02—407	

(Continued on page 3)



President's Messages, cont.

(Continued from page 2)

is staggering! The answer is in the table to the right.

Mind you, some of members serve in more than one capacity. With the constant changes in one's time, abilities and activities, many



“...At this time, there isn't sufficient demand for classes on some application programs...”

volunteers must move on. This creates a constant need for “new blood.”

What do the volunteers do?

Anything and everything that your club accomplishes is the direct result of one or more volunteers.

Monitors

The monitors are the most visible of your club's volunteers. In a very real sense they are Ambassadors. They open the lab for three-hour stints. They turn on the lights, printers, and welcome members and guests alike to the facility. These visitors are logged into the database as all lab and classroom usage is reported to the Community Association on a monthly basis.

- They also assist visitors
- ▣ become new members
 - ▣ verify Membership Request form is complete, and receive payment
 - ▣ obtain e-mail accounts
 - ▣ register for classes
 - ▣ understanding the facilities available
 - ▣ by answering questions as best they can or refer them to members with appropriate expertise.

Instructors

The club's volunteer instructors conduct formal monthly classes that vary from one to 6 hours in length.

Classroom aides

Our volunteer classroom aides devote time during

Volunteer Group	Number
Monitors	47
Instructors	16
Board of Directors	10
Classroom Aides	30
Administrative Assistants	2
SIG Leaders	3
Committee Chairs	5
Newsletter editor	1
Database Administrator	1
Web master	1
Authors	16
PIC coordinators	4
IT managers	2
Tutors	5
Total Volunteer positions.	143

class periods of 1 to 3 hours. The aides make the class work so much better

(Continued on page 6)

Questions and Answers — A Monthly Feature

By Chuck Davis

Question: How do you find msconfig on XP.

Answer: To start the System Configuration utility, click **Start**, click **Run**, type msconfig in the Open box, and then click OK

When you use msconfig.exe, you can easily reset or change the configuration settings in Windows to include preferences for the following files and settings:

- The System.ini file
- The Win.ini file
- The Boot.ini file

You should be an experienced user to change these

settings. For a complete story on this subject, open Help and search on the word msconfig.

Question: What does Standby mode do? How does it differ from Hibernation?

Answer:

Standby is a state in which your monitor and hard disks turn off, so that your computer uses less power. When you want to use the computer again, it comes out of standby quickly, and your desktop is restored exactly as you left it. Use standby to save power when

**“...Question:
How do I
place my
computer into
automatic
hibernation?**

Answer: ...”

you will be away from the

(Continued on page 5)

Editor's Message

By Chuck Davis

Welcome to this issue of the Sun City Anthem Computer Club's Newsletter. In order for you to be reading this, you have successfully installed Adobe® Acrobat® Reader™ on your computer.

Justification

The newsletter is distributed in this format exclusively. Among the many reasons are:

1. Eliminates the cost of printing. Especially, when you consider full color printing costs.
2. Trash disposal is reduced.

3. The format can be viewed on PCs with either Windows or Macintosh operating systems.
4. Many hours of volunteer time for mailing preparation is eliminated. Our volunteers are better utilized.
5. Postage costs are zero.

Articles are invited

Creative, dedicated, and resourceful volunteers are what makes your Club successful. All computer club members may submit original articles relating to PCs and Macs for consideration for publication.

Those of you with a specific area of expertise, are urged to prepare a monthly column that will further the Club's educational goals. Possible subjects include:

1. Windows techniques
2. Product reviews
3. Word processing
4. E-mail usage
5. Computer components, *i.e.*, modems, sound cards, scanners, *etc.*

Submissions will be reviewed, and if acceptable may be edited. This editor reserves the right to withhold any material

(Continued on page 5)

Editor's Message, cont.

(Continued from page 4)

deemed inappropriate for the membership.

All articles must be submitted in a Windows based electronic format on 3.5" floppy disk, 100 or 250 MB ZIP disks, or via e-mail. Acceptable file types are:

1. MS Word (*.doc)
2. MS Publisher (*.pub)
3. MS Note Pad (*.txt)
4. MS Word Pad (*.rtf)
5. E-mail: directly entered into the e-mail message.

Schedule

This newsletter will be published on or after the first of the month following the Computer Club's Board of Director's Meeting (Last Thursday of each month.) The deadline for submitting material, or revisions to previously submitted work, is the morning of the Board of Director's meeting. All magnetic media submissions are to be delivered to:

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Questions and Answers — A Monthly Feature, cont.

(Continued from page 4)

computer for a short time while working. Because Standby **does not save your desktop state to disk**, a power failure while on Standby can cause you to lose unsaved information. This option is best used if you have an Uninterruptible Power Supply (UPS).

Hibernation

When you put your computer into hibernation, everything in computer memory is saved on your hard disk, and your computer is **switched off**. When you turn the computer back on, all programs and documents that were open when you turned the computer off are restored on the desktop.

**“...Question:
What is an
Uninterruptible
Power
Supply? Or
as you have
referred to as
UPS?”**

Answer:...”

Question: How do I place my computer into automatic hibernation?

Answer: To put your computer into hibernation, you must have a computer that is set up by the manufacturer to support this option.

To automatically put your computer into hibernation you must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.

Open Power Options in Control Panel.

Click the Hibernate tab, select the Enable hibernate support check box, and then click Apply.

(Continued on page 7)

President's Messages, cont.

(Continued from page 3)

by helping those that might fall behind. Once they fall behind, they never seem to catch up and the class is of no real value.

SIG leaders

The club's Special Interest Group (SIG) leaders preside over a group of like-minded individuals discussing their accomplishments and problems experienced with the

subject area of interest.

Authors

Sixteen different members have volunteered and authored articles for this newsletter. This provides a diversity of content and offers differing ways to approach the personal computer.

Volunteer now!

If you have the time and talent and would like to give

something back to your club, please contact me. I will put you in touch with the right person to help you become involved in the fulfillment of the Club's purpose. Please contact myself, any monitor or board member. See the sidebar on the front page for board members names and email addresses.



Web sites: Member's choices

This month, Bob Mitchell has submitted a site that will be of interest to all. Especially the Macintosh users!. Next month, if you submit some URLs, you can share your views about your favorite. Send your selection to the editor by email at: chuck@anthemwebs.com

If you're into Apple nostalgia, you're in luck. Check out The Apple Museum at <http://www.theapplemuseum.com/>. Here you'll find information about Apple people, products, and code names.

This site is divided into four parts: history, products, biographies, and codenames. (The biography section isn't finished yet so we'll skip that.) The history section is a timeline, the front page of which is divided by pictures: pre-1975, 1975-1979, 1980-1989, 1990-1999, and 2000-present. The timelines get more detailed as they get more recent but even the pre-1975 page has plenty of information.

The products page will appeal to you old-timers. It's divided into several categories (personal computers, portable computers, personal digital assistants, etc.) Each category opens up with a page of introductory information and a list of products in that category. The PDA page includes the Newton, for example, and the printer page includes those old noisy Imagewriters. The software section doesn't look complete, though, and I wish some of the pictures were a little larger.

Finally, the codenames section describes all the codenames Apple products have had over the years. This section includes the story on codename BHA as well as some pretty surprising choices ("Hulk Hogan"?) The whole site will take you down memory lane even if you're not a big Mac fan. Worth a look.



Questions and Answers — A Monthly Feature, cont.

(Continued from page 5)

If the Hibernate tab is unavailable, your computer does not support this feature.

Click the APM tab, click Enable Advanced Power Management support, and then click Apply.

The APM tab is unavailable on ACPI-compliant computers. ACPI automatically enables Advanced Power Management, which disables the APM tab.

Click the Power Schemes tab, and then select a time period in System hibernates. Your computer hibernates after it has been idle for the specified amount of time. If you have a UPS, these settings must correspond to its capacity.

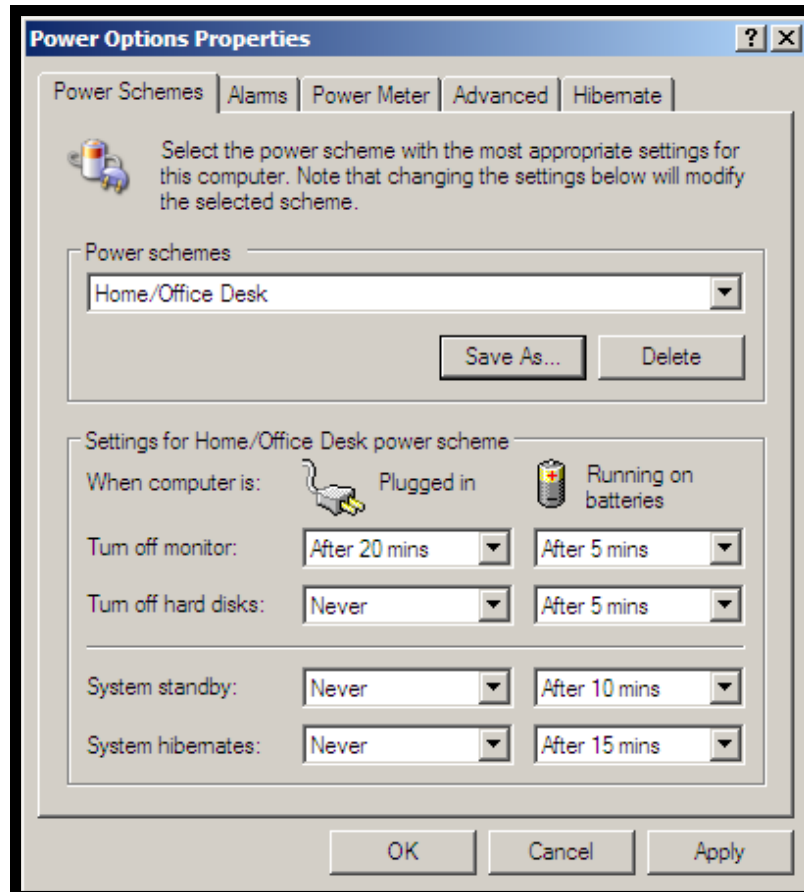
Question: What is an Uninterruptible Power Supply? Or, as you have referred to as UPS?

Answer: A UPS device automatically provides in-

stantaneous battery power in the event of a power failure. Most UPS devices also provide power surge protec-

tion. You may want to have the monitor turned off in five minutes when on battery as opposed to 15 minutes on normal house current.

The illustration at left shows the power options that I have selected for use in my environment. The environment consists of two computers. One is a Windows 2000 Pro system, and the other shown in the illustration is a Windows XP Pro system. They are networked using a router to enable file and device sharing, as well as automatic back up of the contents of each to the other's



second hard drive. The router also provides firewall protection between the networked computers and the cable modem that I use for Internet access.

The devices communicate via a USB connection with the computer to tell it to commence the power options that you have set for use while on batteries. You

second hard drive. The router also provides firewall protection between the networked computers and the cable modem that I use for Internet access.

Question: I have just started using Outlook for my e-mail and address book. The names always appear alphabetically by

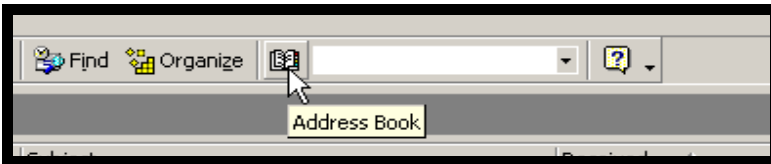
(Continued on page 8)

Questions and Answers — A Monthly Feature, cont.

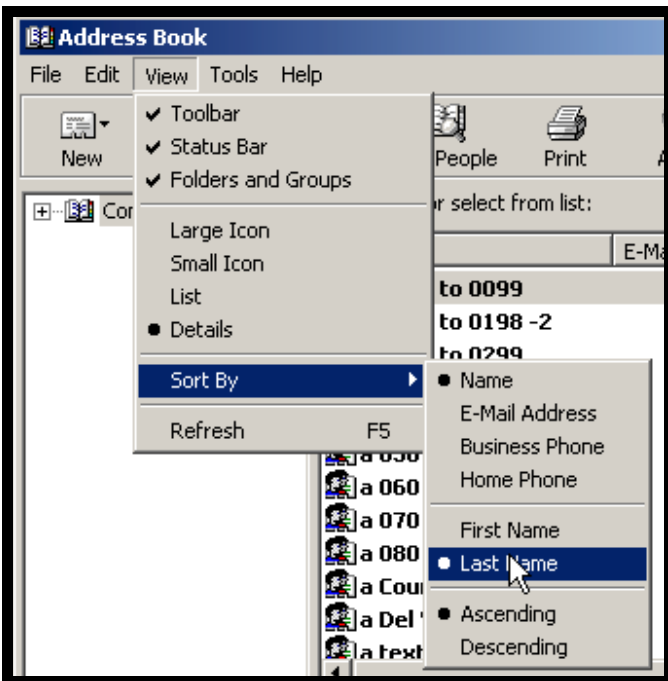
(Continued from page 7)

first name. How do I get them to appear alphabetically by last name?

Answer: Open your Address Book from the icon on



the tool bar as shown below. When the Address Book dialog box opens, choose Last Name from the Sort By



drop down list from the View drop down list, as in the illustration below.

Question: I have a router that I use for networking and as a hardware based firewall. How can I get

my web cam to work with the router?

Answer: John Schwartz, your club's Past President, says:

"I have a Netgear router, so the answer might be different for

other routers.

Routers use NAT (natural address translation). This is what makes your PC invisible behind

the router. The Netgear router will not allow the voice and video through the NAT router.

Chat works through the router. When I want to use voice or video, I unplug my cable modem, plug my PC directly to the modem and then power on my modem. When done I do the opposite. You're unprotected when you bypass the router so I

make sure my software firewall is running.

Netgear said that they are working on a fix."

Question: I recall something about a program that removes spy-ware cookies from my com-

puters. What is it called and how do I find out more about it?

Answer: There are two sources:

1. See the June, 2002 issue of this newsletter on page 4. You didn't save it? All is not lost, as it is on your club's web site: <http://www.myscacc.org/Newsletters/0206News.pdf>
2. See Chuck Naill's article in this issue, on page 8.

Question: I've received e-mail messages from several different folks with a 'signature' written by an animated hand or pen. How do they do that?

Answer: Most folks that use these animated signatures didn't create the animated graphics. They simply went to a source on the Internet. Depending on your name, you can get one free from: <http://home.attbi.com/~rblwood/signature.html>

The site describes which names are free, and which may require a nominal charge. Installation instructions are available on the web site for Outlook Express, Outlook, Netscape,

(Continued on page 10)

Your Club's Administrative Assistants

By Nancy Rose

I would like to talk a little bit about one of the functions of the Sun City Anthem Computer Club that Inez Levy and myself have been handling since the beginning of this year.

We are in charge of maintaining the membership roster. This entails entering newly paid member's information into the database and changing or updating pertinent information.

With this in mind we wish to solicit the help of all monitors, instructors and mem-



bers. Monitors and instructors accepting new membership applications, please review the forms to insure that there is a valid Sun City Anthem Community Association membership ID number along with a telephone number. If the new member does not have an email address please write NONE in the space provided. If the member wishes to sign up for a free email address any of the monitors would be glad to assist them. Some of the providers available are

Yahoo, Hotmail and LVCM (Las Vegas Cable Modem). Members can help by keeping the club abreast of any changes to their original information that we have on file. This can be accomplished by using a Membership Request Form and checking the box marked data change. Ask your Monitor for a form, or print one from the club's web site: <http://www.myscacc.org/forms.htm>

Thanks to all of you for your assistance. Your participation is welcome.



Financial Software

By Guy Lalouche

Frank Cappiola said at a Louis Rukeyser meeting in nearby Las Vegas, if you are rich you do not need to balance your checkbook. Most of us need to balance our checkbooks. More importantly, we need to categorize our expenditures so that we can better understand how the money is spent and fill our tax return.

The two most popular computer software programs to

help us take care of our finances are Quicken and Microsoft Money. The article here discusses some of the features in these programs. I use Quicken, maybe some of the menu references are different for MS Money but not sufficiently so.

Categorizing your income and expenditures, gives you the opportunity to break down your income and expenditures at the level of detail that you feel is useful

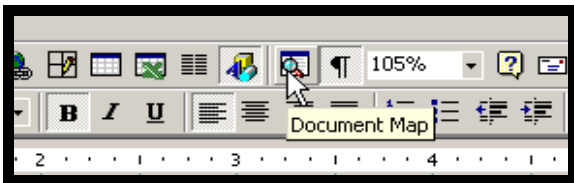
and necessary to understand your finances. The programs have extensive reporting tools to analyze your financial situation. One of the most useful summarizes your taxable income and expenditures. At the end of the year you will have in precise form the information needed to complete your income tax forms. The programs provide the tools to download your taxable information di-

(Continued on page 15)

Questions and Answers — A Monthly Feature, cont.

(Continued from page 8)

WEBCAM, AOL, LotusNotes and Hotmail. Vickie tried to install it as a signature on Yahoo, but we were turned aside on each avenue. The person that creates the images indicated by email that he had no idea how to set it up on Yahoo's free email



program.

Some of the other programs vary in their acceptance of the signature file. Outlook Express will only accept it for new messages, not forwarded messages. Outlook 2000 will accept it for both!

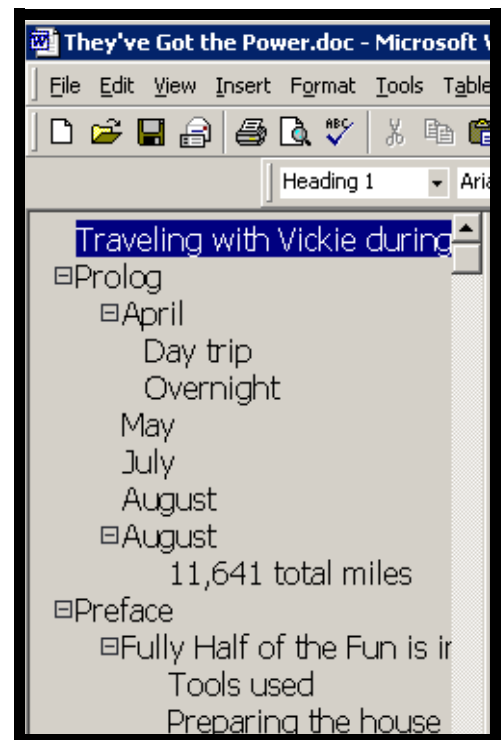
Question: I'm using Word 2000. I created a long document with many chapters and headings. It's difficult to find a specific topic in the document. Is there an easier way to get around?

Answer: You'll appreciate Word's Document Map. Click on the Document Map icon on Word's tool bar, at left.

The Document Map is an outline view of the document that will appear to the left of the text. It has a scroll bar for ease of moving up and down through the document's headings. Once you see the heading you are looking for, click on it. The document will move

to the heading you have selected.

To close the Document Map, click on the Document Map icon again.



Tips for Mac OS X

By Bob Mitchell

Files saved in the Portable Document Format (PDF) let you share documents with friends or colleagues even if they don't have the application you used to create it.

Being able to create PDF files is really handy, and Mac OS X lets you create them from any application.



Here's how:

- Open a document you'd like to save as a PDF, pull down the File menu, and choose Print.

- In the Print dialog, click the Preview button. Mac OS X will open the Preview application and display your document as a PDF.

- To save it, pull down the File menu once more, choose Save As PDF, and tell Mac OS X where you'd like the PDF file saved.



For Inveterate XP Tweakers Only

By Carl Siechert

One of the fun things about Windows XP and Windows 2000 is that there is so much tweaking you can do if you want to. You don't *need* to do any of the things that I described at a recent Pasadena IBM User Group presentation, but if you like peeking under the hood and making a few adjustments so things run just the way you like, you can. Here's a little more information about some of the topics I discussed:

Group Policy

Group Policy lets you make all manner of settings-- everything from configuring the desktop to hiding certain drives to preventing the creation of scheduled tasks. These settings (and hundreds more) are stored in the registry, which you can edit directly.

But Group Policy is much easier to use than a registry editor. A few notes before you dive in:

- To use Group Policy, you must have Windows XP Professional or Windows 2000; it's not available in Windows XP

Home Edition.

- To use Group Policy, you must be logged on using an account that's a member of the Administrators group.

“...I also mentioned the Services snap-in, which is included in the Computer Management console....”

- If your computer is not a member of a Windows 2000 Server domain, any settings you make in Group Policy affect everyone who uses your computer. (There is a crude workaround that lets you set up two

groups of users— those who are affected by Group Policy settings and those who are not. For details, check out pp. 1074-5 in "Microsoft Windows XP Inside Out." [Caution: this is the first of several plugs for my books.]

Ready, Set Go...

Start Group Policy by choosing Start, Run and typing "gpedit.msc". (If you end up using Group Policy very much, you'll want to make a shortcut to gpedit.msc.) The next two folders and their subfolders house the most interesting policies, although you might want to check out the others as well.

Then, in the left pane, select a subfolder of Computer Configuration \Administrative Templates or User Configuration \Administrative Templates. Select a useful sounding policy in the right pane, and an explanation of the policy appears. Keep poking around until you find something that interests you. To make a setting, double-click

(Continued on page 12)

For Inveterate XP Tweakers Only, cont.

(Continued from page 11)

the policy name and then choose an option in the dialog box that appears.

Pretty easy stuff, but you're exploring where few Windows users dare to tread. Unless you work hard to enable policies that, for example, prevent you from logging on, the settings under Administrative Templates are pretty safe. Nonetheless, you should read the explanation carefully before you make a policy setting.

Want more information? For a complete reference to Group Policy in Windows 2000, visit

<http://www.microsoft.com/windows2000/techinfo/reskit/en-us/default.asp>

Look for Windows 2000 Group Policy Reference in the contents pane. Nearly all the information in this reference applies to Windows XP Professional as well, although it doesn't include the policies that are available only in Windows XP. Another good resource is the Group Policy Object Settings spreadsheet, which you can download from <http://www.microsoft.com/WindowsXP/pro/techinfo/productdoc/gpss.asp>

Although the spreadsheet doesn't explain the settings, it lists all Administrative Templates policies and shows which ones apply to each operating system; it also provides a convenient way to record your own settings. You'll also find more information in "Microsoft Windows XP Inside Out" (Chapter 34) and in our new book, *Microsoft Windows Security Inside Out for Windows XP and Windows 2000* (Chapter 19). The latter book, which should be in stores in August, includes a number of specific recommendations about policies you can set to better secure your system.

It's At Your Service

I also mentioned the Services snap-in, which is included in the Computer Management console. To open Computer Management, right-click My Computer (on the Start menu or in an Explorer window) and choose Manage. In the left pane of Computer Management, select Computer Management (Local)\Services and Applications\Services. (Tip of the day: You can open the Services snap-in within its own console. You can find a shortcut to Ser-

vices in the Administrative Tools folder, or you can simply choose Start, Run and type "services.msc".)

So which services should you turn off by changing their startup type to Manual or Disable? This Web site offers some good advice:

<http://www.blkviper.com/WinXP/servicecfg.htm>

And (time for another plug) *Microsoft Windows Security Inside Out for Windows XP and Windows 2000* provides a brief description of every service included with Windows XP and Windows 2000 and offers recommended settings.



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<http://www.swdocs.com>
Discussions, links, tips, and other good things are at <http://communities.msn.com/WindowsXPInsideOut>
and, as you'd expect, you'll find links for ordering the book online.

Taking Control of the Cookies, Part II

By Chuck Nail

In last month's issue of the SCACC Newsletter, we "opened the cookie jar" and explored some options you have for controlling those "cookies." Recall from last month's discussion that cookies are small data files "put on our computers, usually without our specific permission, ostensibly for the purpose of simplifying and speeding our surfing experiences." We reviewed the installation and use of a cookie management program called Cookie Wall. Hopefully, many of you have had a chance to install it and put it to work managing those cookie files.

In this article, we will explore the use of another excellent, FREE, utility program called Ad-aware, which is designed to help you be in control of what others put on your computers and what they learn about you.

Ad-aware

I have been using Ad-aware for about a year now, since long before I started using Cookie Wall. I learned about it in PC World magazine, in a column about Internet security. This program's claim

to fame is its ability to locate and eradicate spy-ware from your computer. Last month, we touched on spy-ware, which was described as, "cookies placed by websites/web services that want more than just to be helpful. They want to collect in-

formation below, cut from the Lavasoft home page

Notice the "Download Ad-aware" item in the lower left of the picture. If you left-click on that item, you will be taken to a link that gives you several website choices



formation about what your surfing habits are, information that can be sold to advertisers." The Ad-aware utility program provides you with the ability to locate those specific "spying cookies" and eliminate them from your computers. Let's take a look...

Ad-aware 5 can be downloaded from the link <http://www.lavasoftusa.com>. The latest version is the 5.83 version. When you visit the website, you should see the segment in the illus-

for downloading Ad-aware. I highly recommend that you choose the CNet download site. It seems to be the easiest to use and is less cluttered with ads. Left-click on the green and yellow icon. You will be taken to the CNet download website, and for about 15 seconds it will seem as if nothing related to Ad-aware is happening. Just wait for the Ad-aware download screen (see below), then select Download Now.

(Continued on page 14)

Taking Control of the Cookies Part II, cont.

(Continued from page 13)

Download the file to your desktop. When the download has been completed, logoff the Internet,

low illustrates how I have Ad-aware set up for my computer.

Click on the >>Scan Now button and watch as the

that isn't part of or appropriately associated with installed software.

When the process has been completed, you will see the something like the image at the top of the next page.

In this case, the computer was clean (which you know because of all the zeros). If, however, there are any numbers

where you see zeros above, you will then want to click on the >>Continue button. You will be taken to a screen with a list of all the spyware files found on your

Download Now Free download	Downloads: 7,861,219
871K	Publisher: Lavasoftware
More download links	Date added: June 19, 2002
	File size: 871K; Click this download
	License: Free
	Minimum requirements: Windows 95/98/Me/NT/2000/XP
	Uninstaller included?: Yes

go to the desktop and double-click on the new icon with the title "aaw."

Once you have completed the installation process, you will see the Ad-aware icon on your desktop.

Double-click on the icon to launch the program.

The opening screen for Ad-aware gives you options regarding what drives on your computer to check for spyware. Be sure that you

also check memory and the registry, but you probably will not need to check floppy or CD drives. The screen be-

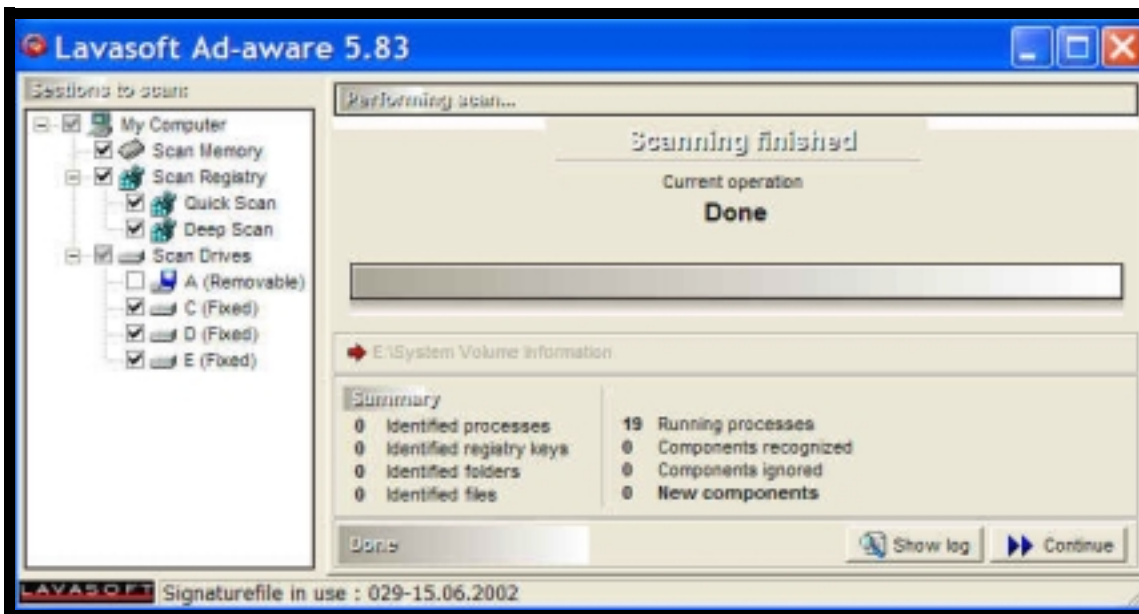
program carefully surveys every possible hiding place for spyware files. Part of the process is to look for known spyware, such as anything put on your computer by

Doubleclick.com or Doubleclick.net. The program also reviews everything on your computer looking for any file

computer. Place a check mark in the box to the left

(Continued on page 15)

Taking Control of the Cookies Part II, cont.



installed Cookie Wall and set it up as discussed last month in the newsletter, Ad-aware has not found any spyware; but, I still run it weekly just to be sure. And, you will need to run it that first time to be sure that Cookie Wall is starting with a

(Continued from page 14)

of each file and select REMOVE and OK. Do not select Exclude!!!! This command protects spyware you might want to keep from being removed. I haven't found any yet that was worth keeping.

You will then get a congratulatory screen telling you that you have succeeded in cleaning up your computer.

I previously used only Ad-aware as the method for removing spyware cookies from my computer. Once I

clean computer

You are now equipped (assuming you have installed and run Ad-aware and Cookie Wall) with the best tools available to protect your privacy from the "Cookie Monster."



Financial Software, cont.

(Continued from page 9)

rectly into tax preparation software such as Turbo Tax.

The programs go well beyond keeping track of your checkbook. The programs help you track your financial transactions: Money market accounts, Savings accounts, Investments in stocks and bonds and properties, Cash account, Credit cards, mortgages, and loans. In short

the programs keep track of your net worth.

One other feature that is particularly useful I like best is the "home inventory." The programs provide a database to input the list of your major belongings, showing purchase price and replacement value. That list, combined with pictures of your major belongings can become an invaluable tool, in

case of disaster, for completing an insurance claim.

This is a short discussion of how these programs can assist you in managing your finances; I should mention that most of the information from your financial institutions could be downloaded from the web, thus minimizing the manual labor of entering the data.



Top Ten Backup tips!

By Bob Mitchell

How much time do you have invested in the data that is in your computer? Can you remember what it was? Do you have the papers that you used to create it?

1. Take Action Now

People typically start backing up after they lose their data. Be proactive, and save yourself from hours (or even days) of work after a disaster. Plan ahead to smoothly get through any problem. Protect your data from hardware failure, theft, natural disasters, or even human error. Whatever the cause, the result is the same; take action now to retain your data.

2. Develop a Backup Plan

First evaluate how often you need to back up. Consider how much work you can afford to lose if your data fails. Plan your backups on that time frame. Choose what kind of media you need to use. If you want to save your entire drive -- including applications and preferences -- go for a tape drive. If you want to save text documents and other small files, a Zip can handle

it, or just upload files to online storage. To keep a selection of video and other media files, look to a CD burner, Jaz, DVD burner, or extra hard drive. Finally, locate software that will work with your setup.

“...Certain disasters could wipe out your original data and your backup if they're together.....”

3. Choose Your Software

Several different software options can orchestrate the entire process. Consider:

- Dantz Retrospect <http://www.dantz.com>
- Connectix Copy Agent <http://www.connectix.com>

- CharisMac Backup Mastery <http://www.charismac.com>

- Iomega QuickSync <http://www.iomega.com>

Retrospect and Backup Mastery are best suited to save successive backups of your entire drive, and QuickSync and Copy Agent are oriented towards duplicating specific files. To just backup online, try:

- Apple's iDisk <http://www.apple.com>
- Synectics's Back-Jack <http://www.backjack.com>

4. Consider Backing Up Your Entire Drive

If disaster strikes, and you have saved duplicate copies of your important files, you're in a good situation. Your work will be recovered. But you'll still have to reinstall all of your applications (and perhaps even the operating system), and you may have to reset all of your preferences and tweaks. Your email may have been in a hidden file — did you locate it precisely and save

(Continued on page 17)

Top Ten Backup tips!

(Continued from page 16)

a duplicate copy before you lost your files? With a backup of your whole drive, you can recover it one swoop, applications, settings, and all.

5. **Back Up Regularly**

Your backup plan isn't any good, if you don't follow it. Once you put the pieces in place, be sure to follow through. Remember that if you lose your files on your Mac, you'll also lose any progress that you made since the last backup, so consider saving files nightly or several times a week.

6. **Use Compression**

Your computer likely has gigabytes of information on it. If you make iMovies or other video files, you're probably approaching the limits of your drive's space. All this information has to go somewhere in a backup, and most media isn't big enough to duplicate everything. With compression, you can push about twice as much information into the same space. You'll use less media to store your files.

7. **Automate Your Backups**

Shouldn't your Mac be smart enough to back up

for you? It is. Most software can automatically back up your data on a schedule that you create. Set up the software to duplicate files while you sleep, on the weekend, or another time

“...First evaluate how often you need to back up. Consider how much work you can afford to lose if your data fails....”

when you're not using your computer.

8. **Perform Incremental Backups**

Make sure that the software you select can keep track of which files are new or changed. With that information, the application can save you time and backup media by incrementally

backing up the differences. The software can still restore the entire drive based on the changes. With some applications, you could even recover a file from a certain date in case that revision is more important than a later save.

9. **Make Several Copies**

Certain disasters could wipe out your original data and your backup if they're together. To guard against this scenario, keep one copy of your backup with your computer for easy access, and keep another off-site. Internet backup services can save important files that can be retrieved from any Mac. For critical data, make a third copy to guard against the chance that your backup and original could fail at the same time.

10. **Verify Your Backup**

After backing up your data, make sure that it works. Test the media and practice restoring some files. Some backup software can verify the process internally, too. After you know that your files can be recovered, you'll be ready to face the lost-data computer nightmare without fear.



One-on-One In-Home Tutoring

For those of you that require personal educational assistance, the Club's program of **one-on-one tutoring** has been made an ongoing offering to Club members. Our tutors will come to Club members homes for a two hour session. The member donates \$10.00 to the Club. The following subjects have tutors available:

Access — Cheryl Thode, 617-0907,
e-mail: thode@lvcm.com

AOL — Don Bell, 896-7177,
e-mail: dbell5577@lvcm.com

Basic Internet Access — Carl Minnich,
270-9634,
e-mail: carlminnich@lasvegas.com

Excel — Cheryl Thode, 617-0907
e-mail: thode@lvcm.com

Genealogy — Don Bell, 896-7177,
e-mail: dbell5577@lvcm.com

Mouse & Keyboard — Chuck Davis,
614-3107 e-mail:
chuck@anthemwebs.com

Outlook — Cheryl Thode, 617-0907
e-mail: thode@lvcm.com

PowerPoint — Cheryl Thode,
617-0907, e-mail: thode@lvcm.com

Publisher:

Cheryl Thode, 617-0907
e-mail: thode@lvcm.com
Chuck Davis, 614-3107
e-mail:
chuck@anthemwebs.com

QuickBooks Pro:

Cheryl Thode, 617-0907
e-mail: thode@lvcm.com

Chuck Davis, 614-3107
e-mail:
chuck@anthemwebs.com

Software Installation — Bob Brill,
897-9344
e-mail: rwbmsb@lvcm.com

Spreadsheets — Bob Brill,
897-9344
e-mail: rwbmsb@lvcm.com

Word:

Cheryl Thode, 617-0907
e-mail: thode@lvcm.com
Chuck Davis, 614-3107
e-mail:
chuck@anthemwebs.com

WordPerfect — Bob Brill,
897-9344
e-mail: rwbmsb@lvcm.com

John Apple will help members set up their computers, 616-3938 — e-mail:
JohnApple@lvcm.com

Please e-mail or call the instructors for **ap-
pointments**.

As usual, the Club requires all payments in the form of checks. Payable to: SCACC.

Take advantage of these unbelievable services for a minimal investment! Our volunteers wish to help others become more comfortable in their use of their computers.



Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7 Mouse and Key-board Levy 9:30 - 11:30 a.m. - Macintosh SIG Cancellier 7:00 p.m.	8 Koffeeless Klatch 9:00 - 10:00 a.m. - Pre Rookies: After the Mouse & Before Rookies. Levy 10:30 - 11:30 a.m.	9	10
11	12 Quick Start Beginning Internet & Beginning E-Mail Uchill 9:30 - 11:30 a.m.	13 Rookies Day 1 Brill 9:30a.m. - Noon	14 Rookies Day 2 Brill 9:30a.m. - Noon	15 Koffeeless Klatch 9:00 - 10:00 a.m. - Internet Security Minnich 10:30 - 11:30 a.m.	16 Beginning Word Processing Corman 9:30 - 11:30 a.m.	17

Class schedule — August 1 to 17, 2002

18	19 The Windows Operating System (Not XP) Schwartz. 9:30-11:30 a.m. You must be an intermediate user to take this class	20	21 Internet Apple 9:30 - 11:30 a.m.	22 PhotoSuite Minnich 9:30 a.m. - Noon	23 Making the Most of AOL (America On Line) Bell 9:30 - 11:30 a.m.	24
25	26 New Member Orientation Session 1 Schwartz 9:30-11:30 a.m. - New Member Orientation Session 2 Schwartz 7:00-9:00 p.m.	27 E-Mail (Outlook Express) Apple 1:30 - 3:30 p.m.	28 The Parts and Functions of the Computer, and Considerations in Buying a Computer Davis & Cancellor 9:30 - 11:30 a.m.	29 Board meeting 9:00 a.m. Koffeeless Klatch 7:00-8:00 p.m.	30	31

Please register early, as there may be waiting lists. **CLASS SIZES ARE LIMITED TO 11**. There is no charge to members for classes. The first class may be taken by non-club members. After that one must join the club. Vacation Villa guests may take a class, if space is available.
Please complete a registration reminder card. Take is home and mark your calendar

