CAEUG Computers Are Easy User Group

apcug

Calendar of Events

!!! IMPORTANT !!!

* * * NOTE * * *
**Confirmed
2010
meeting
dates**

**3rd Saturday
August 21**

**3rd Saturday
September 18**

** ** ** * *
**MEETING PLACE
will be the
Glenside Public
Library**

* * **
**Visitors
Welcome**

**HOPE TO
SEE YOU
THERE!!**
* * **

Our August presenter:
Norm Houbé will present
'How to use Windows 7 Part Deux'
on August 21, 2010   (3rd Saturday)

A First Look at OpenOffice
By Lynn Page, Editor
Crystal River Users Group, Florida, February 2010 Newsletter
http://www.crug.com   newsletter (at) crug.com

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     I have a new mini computer to use for internet access while traveling. I am used to having Microsoft Office for all of my computing needs and would be lost without it or a similar application. I downloaded and installed OpenOffice.org. The OpenOffice suite has six applications: Writer a word processor, Calc a spreadsheet, Impress for presentations, Base a database program, Math an equation editor, and Draw a graphics program. OpenOffice works with a wide variety of formats, including OpenDocument and Microsoft Office 2003 formats. So you can go back and forth between Office and OpenOffice without losing formatting. OpenOffice even exports files to PDF. And best of all, the entire suite is free.

     I will be working more with OpenOffice as I use my new mini computer. So I will attempt to provide some of my experiences in the newsletter. For my first look I will see how well the suite of office applications handles opening and working with some of my Microsoft Office files and look a little more at some of the applications.

Writer

     OpenOffice.org Writer looks and feels like Word 2003. It lets you produce word processing documents that include graphics, tables, and charts. You can save in a variety of formats, including the standardized OpenDocument (odt) format and Microsoft Word (doc) format. Although Writer doesn't have a save as pdf option as found in Word 2007
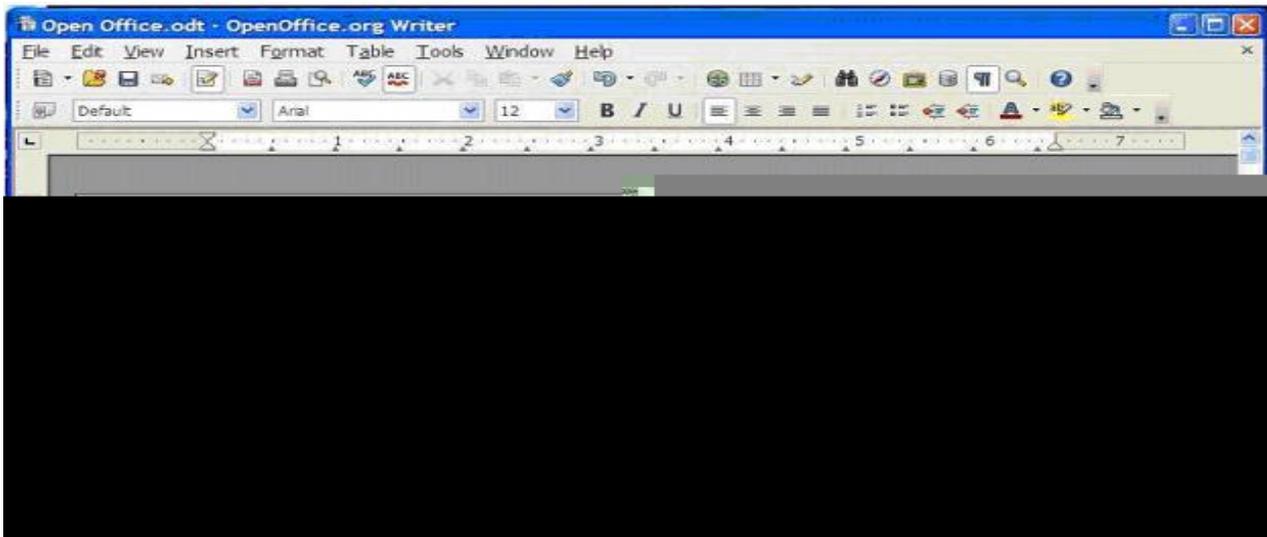
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you can export the document to pdf. Conversely you can open and edit Word documents. This is really what I was looking for in OpenOffice.

I found Writer easy to use for simple documents but had to go to Help for some of the differences between it and Microsoft Office. I expected I would have adjustment issues as Microsoft Word 2007 is my favorite and most used application. I have been using Office 2007 long enough that I am no longer completely comfortable with Word 2003.

Writer has all text Formatting tools you need including basic styles and a format painter. I was glad to find see spelling and grammar checking and that I could display non printing characters. Find and replace worked as expected. I did find that the auto-complete feature in Writer displayed a lot of words that I didn't expect. That is not a problem because you just keep typing to ignore the autocomplete or hit enter to accept.

Cropping a graphic is one feature that is different than I expected. Cropping is done through a dialog box by moving the edges in a measured distance. Not as convenient as using the crop handles I am used to but still serviceable. Resizing a graphic is done by dragging the size handles and text wrapping is easily handled with a dialog box.

For one last look at Writer's compatibility with Word, I opened one of my Word 2007 documents. Open Office Writer opened the document and all formatting was intact. I did get a notice that the document was opening as read only. I was able save the document in OpenOffice or Word 2003 format and then edit it.

Calc

Calc is the spreadsheet application in OpenOffice. It again looks and feels like Microsoft Excel 2003. It opened an old CRUG registration spreadsheet generated in Excel 2003. All sheets of the spreadsheet, their relationships and all calculations worked well and all formatting was intact. I could simulate adding student registrants in classes and calculations on all sheets were accurately recorded. Styles and Formatting make it easy to apply cell formatting, including splitting or merging cell, adding cell borders and backgrounds. Cell content is formatted as in Writer and can even be freely rotated.

Although I haven't worked much with spreadsheets in the last couple of years found using the Formula Bar straightforward. The Sum function takes care of a lot of calculations and the Function Wizard helps in choosing and using the other spreadsheet functions. I tried sorting in another of my spreadsheets and it worked well, correctly sorting data by a selected column while recognizing my column headings.

Spreadsheets can be saved in OpenDocument format, an XML based format or a variety of other formats including Excel xls format.
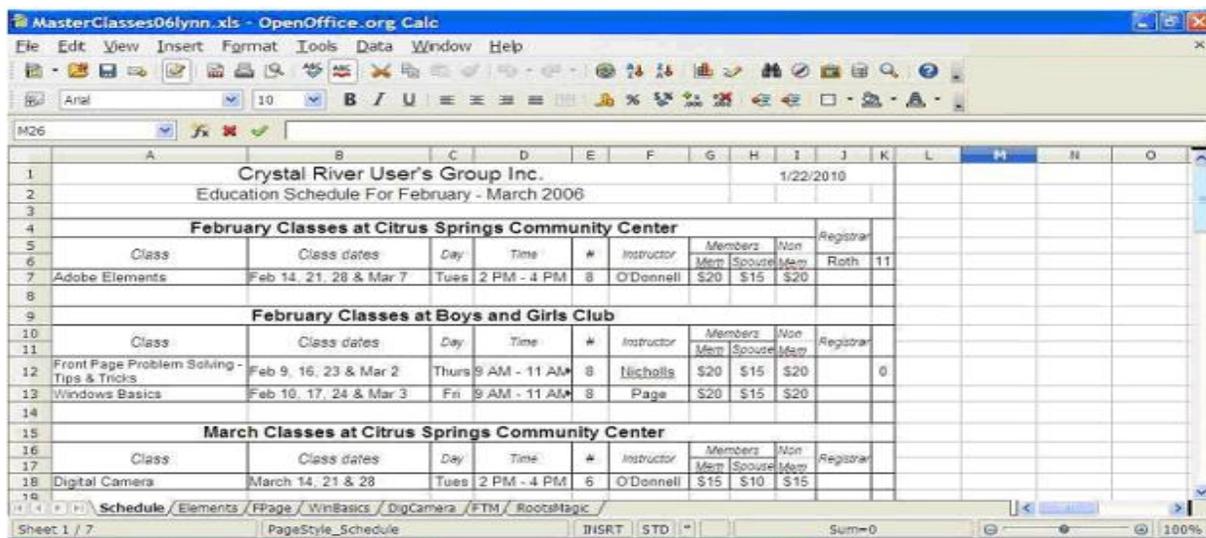
Impress

OpenOffice's presentation application Impress can open and modify Microsoft PowerPoint presentations or create slide shows with the presentation wizard. Presentations can include charts, drawing objects, text, multimedia or other items. Animations and slide transitions make the on-screen presentation interesting and professional.

I opened and edited one of my PowerPoint presentations, made changes, saved it to Impress odp format and ran the presentation. Impress looked and felt like PowerPoint while editing and running the presentation. The presentation had the template, smart art graphics, transitions, text formatting and digital images I used when generating it in PowerPoint 2007. I did note that some transitions appeared a little rougher but still ran.

When Impress is opened the presentation wizard starts automatically. You choose to create a new blank presentation, use a template and let the wizard walk you through structuring the presentation or open an existing presentation.

When creating an empty presentation the Presentation Wizard walks through the steps of selecting a background, slide transitions, and speed of presentation if it is to be automatic. Not all of the backgrounds and transitions of PowerPoint are available but there are enough to get by.

If you decide to create a presentation based on a template the wizard lets you select a template based on the type of presentation and the output medium. For many of us this is an on screen presentation but Impress can also create output for overheat transparencies or hard copy. You then specify slide transitions. Then from the list of pages presented by the wizard select those to be included in the presentation. Once the wizard creates the generic presentation just add your information and tailor the presentation to your needs.

Base

The OpenOffice database application Base unlike the other applications is not directly compatible with Microsoft Access database files. With it you can create and manipulating tables, queries, forms and reports within the database. Since my intent with this first look at OpenOffice is to look at compatibility with my Microsoft Office files I have not looked at Base. I will look at it at a future time.

Math

Math is OpenOffice.org's equation editor. It can be used for generating mathematical equations. I have not had the opportunity to user the application but it can be used as an equation editor for text documents. Within Writer the equation is treated as an object inside the document.

Draw

I expected Draw to be similar to Paint but that is not the case. It is a vector graphics editor featuring connectors between the available shapes. I have not made any attempt at using Draw at this time.

Conclusions

OpenOffice.org's office suite offers an alternative to Microsoft Office or other office applications. As it is free it can be a solution for someone not wanting to invest in purchasing a license for one of the software suites. For those like me who use Office but have an extra computer without Office installed it offers a solution. The compatibility lets me copy my Word documents, Excel spreadsheets, and PowerPoint presentations to my mini. I can use and even edit my files in Writer, Calc or Impress and then save in the previous Microsoft format to use again on my desktop or laptop. For those using OpenOffice as their only office suite it lets them save in the Microsoft Office format or even as a pdf. This makes sharing files simple.

August 2010 CD of the Month

Advanced SystemCare - Utility to improve PC performance
ARI - August newsletter
Autoruns - A utility with the most comprehensive knowledge of auto-starting locations
cCleaner - Updated HD cleaning program
CDburnerXP - Updated CD burning program
CDOMlists - Lists of past CDOMs
CleanUp! - Updated HD cleaning program
Decrapifier - Updated program to eliminate bundled software on new computers
Defraggler - Updated HD defragmentation program
Firebird - Open source data base management system
FoxItReader - Updated PDF reader program
Geotag - Add or inspect geographical data in photographs
HirensBootCD - Boot CD full of utilities
Malwarebytes - Updated malware cleaner program
MemberContributions - Things e-mailed to me from members
MSOfficeViewers - Updated MS office data files viewer
OldTimeRadio - Old time radio broadcast
PCWizard - A system information program
Safari - Updated Apple browser
SyncBack - A backup utility to safeguard and synchronize your files
Thunderbird - Updated e-mail client software
Vista4Experts - Windows Vista tweak program
VLC - Updated media player

LampPost 118
by John Spizzirri
August 14, 2010

When using Windows XP, Vista, or 7, have you ever had the Windows Update fail
with an error code of 0x80070646, 646, or 1606? This recently happened on one of my clients
computers running Windows 7.   After the monthly push of updates in August, he saw the error on
the System Tray. The update push happens on the second Tuesday of every month. If
Microsoft (MS **(1)**) sees the need for an update before the second Tuesday, they may push
one out. The fix for this error involves changing the registry. Fortunately, MS has a web site
that does the change automatically **(2)**. About half way down the page is a button. When the
button is pushed, the registry is changed to the correct value. Reboot the machine and run
the update program again. If you are really into pain or want to learn about changing the registry
on your own, follow the directions (for your version of Windows)   just below the button.
Remember, that if you somehow mess up the registry, Windows may not start again.   Also, MS
will not help you, if the registry is messed up.

1) http://www.microsoft.com/
2) http://support.microsoft.com/kb/2258121

Dodge **(1)** has been running a television commercial about its tent sale **(2)**.   The commercial
featured a chimpanzee as well as tents and cars. People for the Ethical Treatment of Animals
(PETA **(3)**) considered the commercial offensive.   Dodge answered Peta by digitally erasing the
chimp **(4)**. PETA was not amused!

1) http://www.dodge.com/en/
2) http://skiddplayer.com/video/17658/dodge-tent-event-plunger-car-c
3) http://www.peta.org/
4) http://jalopnik.com/5611061/dodge-bests-peta-with-invisible-monkey-ad?skyline=true&s=i

Are you a fan of or have you seen MythBusters **(1**). Adam Savage **(2)**, one of the stars of the
show, posted a picture on Twitter **(3)**. Inasmuch as he is a well to do TV personality, he owns
a newer model expensive digital telephone with a built in camera (iPhone **(4)**).   When a photo
is taken with an iPhone 4, it is geotagged **(5)**. The geotag provides the longitude and latitude
and the time the photo is taken. Many newer cameras have the geotag 'feature' built into
them as well. This 'feature' allows the user to identify exactly where a picture was taken. It
also allows anyone who has access to the electronic copy of the picture to know exactly when
and where it was taken. Mr. Savage posted a picture of his car on the Internet. Anyone in
the world with Internet access and the capability of reading the photographs geotag would
know the street address where the photograph was taken. It happens that Mr. Savage took
the picture in front of his house (at the time). He made light of the incident stating that if he
was famous enough to be stalked, he needed a raise (in pay). He has since moved into a
new house and turned <u>off</u> the geotag 'feature' in his iPhone 4. The problem for most people
is that they cannot move away and the picture, once posted, is on the Internet forever (either
on the posting site or in search engine archives). If you are wondering how to read the
embedded geotag, some cameras / phones have software that will help you (read the manual). If
you want to check photos posted on the Internet, the program Geotag **(6)** is a software that
will allow you to add a tag existing photos that have not been tagged or read the tag of
photos that have tags.   Geotag is included on the CD of the Month.   It may also be run

directly from your web browser at the web site **(6)**. Forbes Magazine **(7)** ran the article **(8)** explaining the implications of this 'feature'.   In the article a web site was cited that gave instructions on how to turn off the geotag 'feature' in cameras and phones **(9)**. That web site is not available at the time of this writing. The owner may have taken the site down because every click on that web site costs the owner of the web site money **(10)**. The Forbes article was an expose of the Hackers On Planet Earth (Next HOPE **(11)**,**(12)**) convention in New York. It was sponsored by 2600 Magazine **(13)**. Two of the lectures were featured in the article. I Googled Next HOPE for news and found a New York Times **(14)** article **(15)** that cited the story about Adam Savage. The Times article referenced Firefox **(16)** and Internet Explorer (IE **(17)**) plugins that would give the geotag information with just a click. Exif Viewer for Firefox can be downloaded at **(18)**. Opanda IExif for IE can be downloaded at **(19)**. I have tried both Geotag and Exif and found that most photos on the Internet are too old to have the information on them or the professional photos have had the data removed before posting. I think that as newer phones and cameras spread in the marketplace, many photos will have the information attached. After reading both articles and playing with the software, the implications of this hidden piece of data hidden in photographs (and videos) is staggering. Selling things on eBay **(20)** and CraigsList **(21)** can become life threatening (a digital picture of an expensive item for sale that has the address attached can draw thieves who may use any means to steal the item). Posting pix on Facebook **(22)**, MySpace **(23)**, Twitter **(3)**, Yahoo **(24)**, Kodak **(25)**, Snapfish **(26)**, PhotBucket **(27)**, and sites like them can inadvertently reveal information to total strangers that you would never tell just anyone. The experts in the article demonstrated at the Next HOPE convention that a program could be devised that would search the Internet gathering hidden information in photographs creating a data base of addresses with the pictures. If these experts demo'ed a concept, I bet the National Security Agency (NSA **(28)**) and other criminal elements are already doing it. Even more frightening are marketers gathering information to target our buying trends even more closely.

1) http://dsc.discovery.com/tv/mythbusters/
2) http://en.wikipedia.org/wiki/Adam_Savage
3) http://twitter.com/
4) http://www.apple.com/iphone/
5) http://en.wikipedia.org/wiki/Geotagging
6) http://geotag.sourceforge.net/
7) http://www.forbes.com/
8) http://blogs.forbes.com/firewall/2010/07/19/researchers-show-how-twitter-twitpic-make-stalking-simple/
9) http://icanstalku.com/how.php#disable
10) https://www.nearlyfreespeech.net/
11) http://thenexthope.org/
12) http://en.wikipedia.org/wiki/Hackers_on_Planet_Earth
13) http://www.2600.com/
14) http://www.nytimes.com/
15) http://www.nytimes.com/2010/08/12/technology/personaltech/12basics.html?src=busln
16) http://www.mozilla.com/en-US/firefox/personal.html
17) http://www.microsoft.com/windows/internet-explorer/default.aspx
18) http://araskin.webs.com/exif/exif.html
19) http://opanda.com/en/iexif/
20) http://www.ebay.com/
21) http://chicago.craigslist.org/
22) http://www.facebook.com/
23) http://www.myspace.com/

24) http://www.flickr.com/
25) http://www.kodakgallery.com/gallery/welcome.jsp
26) http://www.snapfish.com/snapfish/welcome
27) http://photobucket.com/
28) http://www.nsa.gov/

I was advising my cousin on how to speed up her computer. I thought that what I told her might be helpful to our members. So here it is. If you have Norton **(1)** or McAfee **(2)** on your machine, get rid of it if you do not have a long term contract. If you have prepaid for a term of months, you might as well get your money's worth unless your machine has ground to a halt. Both of these products do what they say they will do but the cost in system resources is huge. The more system resources are tied up, the slower the computer runs. If you insist on paying for anti virus and anti spyware software go to eSet **(3)** for ESET NOD32 Antivirus. It works just as well, costs about the same, and does not slow down your system. If you prefer to use a free product that works, try Microsoft Security Essentials. It can be found at Microsoft **(4)** or you can go to FileHippo **(5)**. Download the version appropriate for your version of Windows and install it after you have uninstalled the existing product. If you have Norton, you will need the Norton uninstall program found here **(6)**. Do not uninstall Norton using the Windows uninstall function in the Add / Remove Programs area of the Control Panel. It will fail and leave junk in various places on your machine (not a good thing). Additional malware protection that I recommend is Super Anti Spyware **(7)** and Malwarebytes' Anti-Malware **(8)**. Both should be installed and run after the primary antivirus scan has been done. Both programs require an Internet update before running. Malwarebytes nags you to buy it but it is not required. If you are using Vista or Windows 7, the firewall provided by Microsoft works and should be used. If you are using Windows XP, download ZoneAlarm Free **(9)**. The Windows XP firewall does not work well and should be turned off (ZoneAlarm does that automatically when it is installed). Drive clean up should be done after a virus scan but before defraggmentation. Download and install cCleaner **(10)**. During installation it has a checkbox prechecked to add the Yahoo toolbar to your browser. Uncheck that box unless you really want it. I also recommend fCleaner **(12)**. Run cCleaner followed by fCleaner. fCleaner has the added advantage of having a Startup Manager that works better than the one that comes with Windows. It allows you to disable programs that begin when the computer is started by just checking or unchecking checkboxes. You may also remove programs that begin at startup. If you are using Vista or 7, the hard drive defragmentation program does not display what it is doing. I find that to be a major fault. I recommend Defraggler **(13)**. If you are using Windows XP, the defragmentation program works well and displays what it is doing. Once the defragmentation is done, it should be run again. When all these things have been done, the PC should be running at a speed similar to when it was new. This whole process may take more than a day if regular maintenance has not been done. Fortunately, these programs do not have to be tended. Start them and do something else, checking the computer periodically for program completion. All programs should be installed before the first one (anti virus scan) is run.

1) http://www.symantec.com/index.jsp
2) http://www.mcafee.com/us/
3) http://www.eset.com/
4) http://www.microsoft.com/Security_Essentials/
5) http://www.filehippo.com/download_security_essentials/
6) http://www.symantec.com/norton/support/kb/web_view.jsp?wv_type=public_web&
docurl=20080710133834EN&ln=en_US
7) http://www.filehippo.com/download_superantispyware/
8) http://www.filehippo.com/download_malwarebytes_anti_malware/

9) http://www.filehippo.com/download_zonealarm_free/
10) http://www.filehippo.com/download_ccleaner/
11) http://toolbar.yahoo.com/
12) http://www.fcleaner.com/
13) http://www.filehippo.com/download_defraggler/

Some of our members may go to Elmhurst, Illinois **(1)** from time to time. You should be warned that rolling your eyes in Elmhurst may be illegal **(2)**. This story became national news and was picked up by David Letterman **(3)**. Some of the jokes he told about this abuse of governmental power are here **(4)**. The politicians responsible may make sighing illegal next. Be forewarned. [Editors's note: Hmmmm. Sigh]

1) http://www.elmhurst.org/
2) http://articles.chicagotribune.com/2010-07-26/news/ct-edit-elmhurst-20100726_1_eyes-disorderly-conduct-body
3) http://www.cbs.com/late_night/late_show/
4) http://politicalhumor.about.com/library/bldailyfeed3.htm

While helping another client of mine, I ran into another boot CD utility called Hiren's boot cd **(1)**. It is similar to the Ultimate Boot CD **(2)**, but it has quite a number of utilities that Ultimate does not have. Hiren's is on the CD of the Month because I had quite a bit of trouble finding it on the Internet **(3)**. Once you have the ISO, it is easy to make a CD. Instructions are on Hiren's web site to create a USB boot disk (4).

1) http://www.hiren.info/
2) http://www.ultimatebootcd.com/
3) http://www.hirensbootcd.net/
4) http://www.hiren.info/pages/bootcd-on-usb-disk

There is a bill being debated in Congress about allowing the President to have and use a kill switch on the Internet **(1)**. The Lieberman-Collins-Carper bill **(2)** is supposed to be a national security bill but has a much darker side. The Communications Act of 1934 allows the President to stop wire communications in wartime. This new bill would give the President even wider powers. If you wish to read the bill, it is here **(3)**. You may want to write your Congress-critter about this.

1) http://www.time.com/time/nation/article/0,8599,2009758,00.html?xid=rss-mostpopular
2) http://hsgac.senate.gov/public/index.cfm?FuseAction=Press.MajorityNews& ContentRecord_id=227d9e1e-5056-8059-765f-2239d301fb7f
3) http://thomas.loc.gov/cgi-bin/query/z?c111:S.3480:

Between you, me and The Lamp Post that's all for this month.

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Webmaster	John Spizzirri

Reminder:
You'll get better, faster service if you use CAEUG in the subject of your e-mail.

ABOUT   THE NEWSLETTER:

This printed version of our newsletter was laid out using **Adobe's Pagemaker Version 7.0** for Windows.

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The CAEUG newsletter is published eleven times annually. Contributions by members are encouraged and will be gratefully acknowledged in the newsletter. We have a policy of exchanging newsletters with other users groups across the nation. Several CAEUG member articles have already been picked up and reprinted.

MEMBERS HELPLINE

Any member with a specific expertise can volunteer to be on the Members Helpline.

Beginner Helpline . . . . Billy Douglas

Beginner hardware problems . . . Dick Fergus

Hardware problems, ...2K, XP & Linux
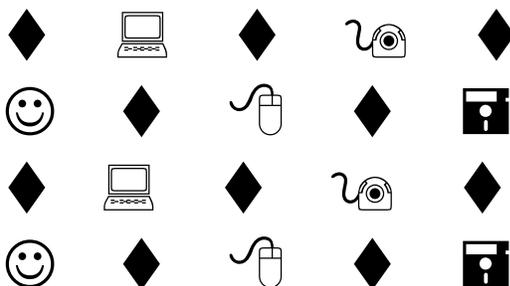. . . . . John Spizzirri

CD OF THE MONTH FORMAT: Is now available in **two** (2) flavors. The **Basic CD** will be packed with the standard items, while the **CD of the Month** will have NEW and updated items.

NEW Money Saving Offer for CD of the Month
Pre Order + Prepay = SAVE $$

The club will offer the CD of the Month on a pre order, prepaid basis. The charge will be $70.00 a year for 9 months. This is $20 annual savings over buying them for $9 each month. Lynn Johnson, the treasurer, will keep track of anyone placing a 9-month order.

MAIL Request - There will be a $2.00 mailing charge per CD

Membership Costs.....		
	First Yr.	**Renewal**
Individual	$25.00	$20.00
Family	$30.00	$25.00
Corporate	$30.00	$25.00
Associate	$20.00	$15.00

CAEUG
P. O. Box 2727
Glen Ellyn, IL 60138

FIRST CLASS MAIL

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* ! ** ! ** <u>Notice Date information</u> ** ! ** ! *

The next **REGULAR** meeting will be held at the **Glenside Public Library**
25 East Fullerton in Glendale Heights, Illinois
starting 9:30am

<u>3rd</u> Saturday August 21

CONFIRMED Future Meeting dates for **2010** at Glenside Public Library
The following Saturdays mark your calendars ::
<u>3rd</u> Saturday September 18

Meeting Location and Special Accommodations

The Glenside Public Library address is at 25 E Fullerton Avenue, Glendale Heights, Illinois. The Library location is Fullerton between Bloomingdale Road (stop light intersection) and Schmale Road (stop light intersection) on the south side of Fullerton. Fullerton is parallel to North Avenue (Route 64) and Army Trail Road. North Ave. is south and Army Trail is north of Fullerton. Please park away from the building. Thank you.

The meeting(s) are not library sponsored and all inquiries should be directed to Mike Goldberg at MikeGold60137@yahoo.com. Individuals with disabilities who plan to attend this program and who require certain accommodations in order to observe and/or participate in the program are requested to contact CAEUG president, Mike Goldberg at MikeGold60137@yahoo.com, at least five (5) days prior to the program, so that reasonable accommodation can be made for them.

Hope to see you there!