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# PPCUG NEWS

A PUBLICATION OF THE PRINCETON PC USERS GROUP

## Office 2007 & Vista Security

Michael Murphy

Monday, July 9, 2007

Michael J. Murphy, Microsoft, will examine the new interface in Office 2007 and discuss the impact this has on productivity. Further, we will look “under the hood” of the new Windows Operating System, Windows Vista, and demonstrate why Windows Vista will keep you more secure in the face of the emergent threats of the 21st Century Internet.

Michael, brings 20 years technology experience to his role as IT Evangelist for the Microsoft Corporation, including seven years in Manhattan executing corporate training and consulting services. He is a regular host on Microsoft’s TechNet Radio program, <http://www.microsoft.com/technet/community/tnradio/default.aspx>. His blog can be found at <http://blogs.technet.com/mjmurphy>.

Lawrence Library  
Meeting Rooms 1 & 2

US Alternate Route 1 South & Darrah Lane, Lawrenceville, NJ

*Meetings of an organization at any of the facilities of the Mercer County Library System  
in no way imply endorsement of its programs.*

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### Upcoming Schedule

August 13 .....	Joel May — The Many Faces of Google
September 10 ----	Kim Goldenberg — Linux Update
October 15 .....	John LeMasney — Firefox Browser Extensions
November 5 .....	Janie Hermann and Karen Klapperstuck
.....	— Social Software: Hype vs. Reality
December 10 ----	Member’s party

## About PPCUG

### General Meetings

Second Monday of the month at the Lawrenceville Library, Alternate Route 1 and Darrah Lane.

7:00 PM: Social Time / Tech Corner

7:30 PM: Meeting comes to Order

7:45 PM: Featured presentation

For information about upcoming meetings or joining PPCUG, see:

<http://www.ppcug-nj.org>

or email us at:

**ppcug.nj (at) gmail.com**

(Please include "OK" in the subject line.)

### Board Meetings

Board meetings are open to all members. Notice of an upcoming meeting will be posted on the web site.

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### 2007 Annual Dues

Dues are \$40 per calendar year with a mailed newsletter or \$20 per year with online access to the newsletter. New members pay \$3.25 or \$1.75 per month times the number of months remaining in the current year.

## Minutes of the June Meeting



Sol Libes by Clarke Walker

At 7:30 p.m. Clarke started the Meeting.

Clarke explained that he has been working on his daughter's computer and noticed that many of the folders and documents are being displayed in a blue font in Windows Explorer. Tom Carman thought it may have to do with the files being compressed. Further research showed that Tom is correct. There is a setting that enables this display feature. (I have since uncompressed the

files after installing a larger disk drive.)

Sol Libes, Program Coordinator, talked about uses and applications for flash drives. Unfortunately the Library's Internet connection was down so Sol was not able to do his demonstrations. Sol's notes can be found at <http://www.libes.com/sol/u3/>

- Submitted by Clarke Walker



## Pictures from the June Meeting

by Clarke Walker, [Clarke Walker \(at\) yahoo.com](mailto:Clarke.Walker@yahoo.com)

President of the Princeton PC Users Group





## President's Message

I have been playing with some of the applications that Sol mentioned at the June meeting. They are fun and interesting. Thanks Sol, and I encourage others to give a talk. It need not be a full hour and a half long. We can often start with a 10 to 15 minute presentation. And if you want to do a demo give us some advance notice and we will hold a “birds-of-a-feather” session at 7:00 p.m.

At the July meeting I will be asking for feedback on the articles in the Newsletter. Most of the articles come from other computer clubs and can be divided into two categories; information tips and reviews. I would like to know which type you want more of. I also want to encourage members to write articles. Don't forget that we are on the review list for O'Reilly books.

Because many members do a lot of traveling I have included an article on mapping service available on the web. And because of my experiences with Windows Explorer I included an article about this utility. Sol wanted to give us a demonstration of Skype at the June meeting but because the library's Internet connection was down he was not able to. I included a short notice about this product. I hope Sol can give his demo at a future meeting since it sounds interesting and is free in some circumstances.

I changed the way that email addresses are displayed in the Newsletter and Joe has been doing the same thing on our web site. By spelling “@” as (at) it is suppose to make it harder for sniffing software to capture email address for spamming and phishing purposes. Imbedded in the document are the HTML format of the actual email address. But once and a while I may miss one. (This actually takes almost half the time to prepare the Newsletter.) In those cases just copy the text and paste it into your application and change the (at) to the actual @ sign and you should be able send that person email. Then drop me an email so I can fix it in the Newsletter that is kept online.

This month Michael Murphy from Microsoft will talk about Office 2007 and Windows Vista security. Bring your questions.

- Clarke Walker



## Link of the Month

Tom Cosmos has suggested the “About” web site with Computing & Technology Info:

<http://about.com/compute/>

Have you discovered a useful link? Then share it with the members of the P PC UG.



## Free Online Mapping and Driving Directions

By Ira Wilsker, [lwilsker@apcug.net](mailto:lwilsker@apcug.net)  
APCUG Director

Websites mentioned in this article:

<http://maps.live.com>  
<http://maps.google.com>  
<http://maps.yahoo.com>  
<http://www.mapquest.com>

Many of us like to use maps when we travel. Maps can be used to display driving directions and points of interest. Fortunately there are several excellent and free mapping utilities available on the internet, such as those provided by Microsoft's

“Live” service, Google, Yahoo!, and AOL’s Mapquest.

Mapquest ([www.mapquest.com](http://www.mapquest.com)) has the honor of being one of the oldest online mapping services, and during its tenure has earned a large following. The interface on the startup page is simple, giving the user the options to enter the “Maps” option to display the image of a single location, or “Directions” to calculate driving directions. Maps generated can be displayed either in traditional graphics format, or as an aerial image with key streets labeled. If an individual map is selected, a bar at the top of the screen allows the user to locate and select from a lengthy list of local facilities including restaurants, banks, pharmacies, colleges and universities, hospitals, auto repair, and several other options. Any of the attractions listed have a link to “map”, “directions to”, and “directions from” such that the user can easily find the desired destinations. This feature can be invaluable to travelers and locals alike to find points of interest. Since most hotels currently offer internet access to guests, the ability to locate any activity or points of interest using the internet can be a major contributor to the joys of any trips.



One of the most useful features of any mapping website is the creation and printing of driving directions. Mapquest offers a fully featured driving direction service where up to 10 intermediate points or stops can be selected. Options include the choice of shortest distance or shortest time, avoiding busy highways, and avoiding toll roads. For those who prefer detailed return directions there is a selection “Reverse Route” which will generate detailed directions back to the starting point. One very good capability of the Mapquest driving directions is the easy option to create turn-by-turn maps to go along with the driving directions. When the driving directions are displayed on the screen, each segment has a “Map” option on the right edge of that segment. If “Map” is selected, a detailed map of just that segment will be inserted showing that turn in great detail. When the “Printer-Friendly” link is clicked, the resultant map printed will include the directions along with any map segments selected, along with a large map displaying the entire route, with smaller maps detailing the starting point and destinations.



The newest entry into the online mapping fray is Microsoft’s Live service at [maps.live.com](http://maps.live.com). Microsoft uses maps created with its “Microsoft Virtual Earth” using street data NAVTEQ. One interesting feature of Live maps is the ability to show both aerial views as well as hybrid maps which combines the aerial view along with the street map. Much of the aerial imagery is from the United States Geological Survey (USGS). Live also offers a most interesting service, a 3-D “birds’ eye view” where images can be displayed in a virtual 3-D window, complete with buildings and major landmarks that can be displayed from any perspective, from straight above to any selected angle. The search bar at the top of the page can display the location of any points of interest, such as restaurants.



Live offers detailed driving directions using either the flat 2-D maps, or the more sophisticated 3-D maps. When printed, the output includes detailed directions along with detailed maps. One interesting feature on Live is a display of real-time traffic conditions for major cities. As I type this, Live is displaying a Houston area map with some “moderate” incidents displayed on the map, but the color code for the Houston area highways indicates that traffic is flowing smoothly around most of the city.



Yahoo! has recently upgraded its mapping function ([maps.yahoo.com](http://maps.yahoo.com)). For those who may prefer the older format, but still very usable maps and directions, Yahoo! offers a link at the top of the page “Dial-up Map Original” which will open the prior mapping service. The new Yahoo! Maps offers a choice of a traditional road map, satellite view, or hybrid combining the roads with the satellite image. Options to display attractions such as restaurants and hotels are included in Yahoo! maps.



Yahoo! offers driving directions either direct or by adding desired stops or waypoints, and the printed output contains very clear text along with a detailed route map. Yahoo! also displays real-time traffic conditions for major cities showing incidents and average speeds along the major roadways.

Google also offers a competitive mapping service at [maps.google.com](http://maps.google.com). As with most of the others' services, maps can be displayed as a road map, satellite view, or hybrid. Google merges its popular search engine with the ability to locate attractions and local points of interest. As is now common, Google offers road maps, satellite images, or hybrid maps. Google also offers real time traffic conditions.

Google was recently rated as the most popular source of driving directions, and its printed directions are among the most precise and easiest to read. Small maps display the details of the starting point, destination, and route summary.



With the summer upon us, and as we enter the peak driving season, a good map or two may be most helpful on our journeys. With near universal internet access in most hotels, local information can be just a few keystrokes and mouse clicks away, by utilizing these services. I would suggest that readers experiment with two or more of the above mapping services to determine personal preferences, and print driving directions from one or more of the services.



## Exploring Windows Explorer

by Jim Sanders, [editor \(at\) noccc.org](mailto:editor@noccc.org)

Editor, The Orange Bytes, North Orange County Computer Club, California, [www.noccc.org](http://www.noccc.org)

Everyone using Windows XP uses Windows Explorer all the time. Some use it in what I consider the true form. Some, because you use it under the title of My Computer. And all of us when we are using Internet Explorer, because Windows Explorer is an integral part of Internet Explorer. I continue to be surprised at how many people do not know that you can right click on the start button and go directly to Windows Explorer. I prefer that to the My Computer path because it brings up Windows Explorer with the left hand pane of the window displaying the tree structure of the files. It surprises me that many people who use the My Computer path don't know that they can bring up the tree pane by clicking on the folder button in the taskbar.

Something that is almost sad, is how many people live with the default settings of Windows Explorer. One of the first things that I do with a new installation of Windows XP, is to open Windows Explorer, go to the view menu and click on details. The next step is to open the tools menu, and click on folder options. When the folder options window opens, click on the view tab. Then click on display the full path in the title bar to place a checkmark in the box, click on show hidden files and folders to put the bullet on that line, click on a hide extensions for known file types to remove the checkmark. Personally, I think Microsoft did new users in particular, a major disservice by having the last item set true by default. The resulting confusion of having two or more files with the same name, and not differentiated by the file extension, causes a fair amount of distress in users that are not sure which file to choose. I like to see the protected operating system files but you may be more comfortable leaving them hidden. The last item is to check is "show control panel" in my computer. Then click on apply, wait for it to finish, then click on apply to all folders, then click on OK and you're done.

As a result of the above actions the right hand window pane will now have four columns, name, size, height, and date modified. The sort will be set to alphabetical by name, numbers and special characters first, then A to Z. If you want the sort to be Z to A, click on name at the top of the name column. If you want the sort to be by size, click on size at the top of the size column and Windows Explorer will sort the folder by file size, smallest file first. To reverse the order, and place the largest file at the top of the list, click on size again. The same procedure works with the type column and the date modified column. There is a faint divider bar between each of the columns located in the horizontal bar where the names of the columns are located. One of the easiest ones to find is one space to the right of the column heading Size. If you move the mouse cursor to that area you should see a double headed arrow appear. If you then click and hold the left mouse button, you can adjust the width of the edge of the columns. The width of the name column is often too narrow to show the complete file name. Having

the complete path displayed in the address bar, is often useful when you need to copy and paste that path into other applications.

When you have a lot of files in a folder, there is a navigation shortcut in the name column that too few people seem to know about. When you first open a folder, the display will show any other folders (or what should really be called subdirectories) within that folder followed by files, starting with the letter A. If you need to get to a file that starts with a letter T, you might have to scroll through several hundred files to get there. There is a faster way. Click on the first file in the folder to highlight it, then type the first letter of the file that you wish to find. In this example the display would immediately jump to the first file that starts with the letter T. If you know what you are searching for, and can type quickly, you can follow the first letter with the second letter of the name and it will take you to that point instead.

I think initially setting all folders on a hard disk to the detail view is the best starting point and is best suited for the majority of folders. Windows XP allows you to customize the view of each and every folder and will remember what settings you assigned to a given folder. For instance, for folders that contain photos it is often more useful if the thumbnail view, or the film strip view, is chosen so that you can see what each picture actually is. The advantage of the thumbnail view is that you can find images quicker than in the filmstrip view. The advantage of the filmstrip view is that you get a line of thumbnails across the bottom of the pane and a larger view of which ever thumbnail is highlighted. There are also mouse click arrow's that allow you to view the next or previous image. Don't forget that you can right click on any of the thumbnails and bring up a whole new menu of things that you can do with the image.

Everybody should learn how to do file housekeeping on their computer disk. Being able to move files from one folder to another, to copy files from one folder to another, to create new folders, and several other functions along those lines can help you keep your data organized. It should be noted that most of these functions can be accomplished in more than one fashion. For instance, if you wished to copy a file from folder A to folder B, you would first select the file by left clicking on it which will cause it to be highlighted. You could then open the edit menu by clicking on edit, then click on copy, then click on the destination folder, then click on paste in the edit menu, a copy of the file will appear in that folder. Alternately, you could use some of the keyboard shortcuts. You could highlight the file, press and hold down the Ctrl key and then tap the C. key. This will copy the file to the temporary holding bin called clipboard. You would then highlight the destination folder, press and hold down the control key, then tap the V. key which will paste the file from the clipboard to the folder you highlighted. Another method is called drag and drop. In this method you move the mouse cursor over the file you wish to copy, left click and hold the mouse button, move the mouse to drag a ghost image of the file over the top of the destination folder and then release the left mouse button. There are many more features to cover but this is all the room I have for now. We will do more later.



## VOIP Made Easy with Skype

by Sharon Walbran, [sgwalbran\(at\)yahoo.com](mailto:sgwalbran@yahoo.com)

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VOIP, Voice Over Internet Protocol, using your Internet connection to make phone calls, has become very popular with the major bell companies offering programs with unlimited calling for one price per month, usually around \$30 per month. But Skype (rhymes with "type"), a free VOIP program, offers free computer-to-computer calls anywhere in the world if both computers have Skype installed. For calls from a computer with Skype to standard phones and cell phones in the U.S. and Canada, Skype.com offers unlimited free calling with an annual charge of \$29.95 a year. The real advantage of using Skype is if you make frequent international calls that can run your phone bill up. Calls to phone numbers across the world cost much less using Skype. A list of rates is available at [www.skype.com](http://www.skype.com).

In order to use Skype, you will need to install the program, of course, and you will need an Internet connection, preferably high-speed for best quality, and a microphone or headset with microphone.

Recently, USB Skype phones have come on the market. The one I purchased was the IPEVO Free-1 Skype USB phone from Microcenter. It is both Windows- and Mac-compatible, but requires Windows XP. It cost \$34.00, but there were others with more features for up to \$100. The IPEVO phone is small, just 1.5 inches wide by 6 inches long and has a generous 8 foot long cord. The phone comes with a CD with the USB driver and the Skype program. Installation was speedy. The Skype interface is simple with tabbed pages for holding your contacts' Skype addresses on one page and phone numbers on the other. To call a Skype computer requires point-and-click on the contact in the list. Calling a phone number involves adding your credit card

information and setting up a credit account of at least \$10 to start, then clicking an on-screen dial pad to input the number. The sound is as good or better than a land-line connection.

Try it out. You can install Skype and do a test call to see how it works. The test involves you speaking for 10 seconds, then Skype plays that back to you so you can hear the results. Better yet, get one of your friends in Paris or Rio to download the Skype program to their computer and talk for free for as long as you like.



## The Inside Security Recovery Toolkit (INSERT)

by Dick Maybach, [N2nd \(at\) att.net](mailto:N2nd@att.net)

Member of the Brookdale Computer User Group, New Jersey, <http://www.bcug.com/>

Most of us use an OEM (original equipment manufacturer) version of Windows supplied by the vendor who built our PC. Although we often receive a Windows CD-ROM, it is not the same as the disk included with the retail version of Windows. In particular, we must go to our PC hardware vendor for Windows support, rather than to Microsoft, and we can't use the OEM CD-ROM to install Windows on a new computer or to repair an existing installation. Instead, we can only restore the software to the state it was in the first time we turned on the PC. This will delete all our data, as well as any applications we've installed. While XP is usually quite stable, problems such as virus infections, operator errors, and hardware and software failures can cripple a PC to the extent that it won't even run. This means that without a good recent backup or good recovery software, all of our data will be lost.

A particularly powerful recovery tool is INSERT, a version of Linux designed to correct problems in Windows, Linux, and the latest Macintosh PCs. INSERT is a "live CD", which means it does not use the hard disk at all, but runs directly from the CD-ROM drive; as a result, it can run even on a PC with an inoperable hard disk. It has a graphical user interface and many useful maintenance applications, including those for file-system repair, data recovery, virus scanning, network analysis, and Internet browsing. In this short article I'll just introduce INSERT; you can download a tutorial on it from What's New section of the BCUG Web site, [www.bcug.com](http://www.bcug.com), and this includes instructions on how to obtain the software for free.

After any serious problem, your first action should be to copy all your data to an external (usually a USB) drive. Especially if the problem is a failing hard disk, you have no time for experimenting; just copy everything in My Documents. INSERT has file managers that let you do this graphically, much as you would with Windows Explorer. However, Linux is not Windows, and you should get some experience with INSERT before the next PC disaster. In particular, Linux uses different designations for hard disks than does Windows. The first ATA hard disk is hda and its first partition is hda1. (On most PCs, hda1 is c: in Windows.) If this disk has a second partition, it is hda2 (usually d: in Windows). If you have a second ATA drive, it is hdb in Linux. SATA, SCSI, and USB drives are designated sda, sdb, sdc, etc. Before you can access the information on a storage device, you must mount it. Fortunately, INSERT has a graphical mounting tool that lets you mount a device with a mouse click; see the tutorial for more information.

When INSERT is running, neither Windows nor any of its programs are running. This means that any viruses are dead and hence are easier to deal with, since they cannot hide themselves. INSERT has the clam virus scanner – a Linux program that looks for Windows viruses. With this you can clean up any infections before you restart Windows.

INSERT has tools to manipulate entire partitions. These allow you to change partition sizes and create new ones. You can also move your entire file system to a new disk – handy if you are replacing your c: drive with a new and larger one. If you are selling an old PC, there are tools to wipe your hard disk completely clean, which avoids giving the new owner your passwords, checkbook files, tax returns, etc. It also has tools to recover damaged files. Finally, it is possible to damage a hard disk's master boot record (mbr) or a partition boot record, which prevents Windows from booting, even though none of its files are damaged. The retail version of Windows has the tools fixmbr and fixboot to repair such problems, but these aren't present in the OEM version. INSERT allows you to repair damaged mbrs and boot sectors.

With INSERT you can also reset Windows passwords and edit its registry (if you are sufficiently courageous or desperate). You can edit boot.ini; this is a text file, which if corrupted, will prevent Windows from booting. There are also programs to explore the hardware, view files, and look at any connected networks. All in all, INSERT is an especially valuable maintenance tool, especially if you are responsible for maintaining several PCs. Other maintenance programs are available, in par-

ticular the Ultimate Boot CD and the System Rescue CD, but I've found that INSERT is the easiest to use and has the most complete set of tools.

Note: Dick has created a tutorial on INSERT. If you are interested in giving a talk on this please let me know and I'll give you the materials. /Clarke



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*All unattributed articles are solely the fault of the editor.*



# Happy 4th of July!

Taken by Clarke Walker with a Kodak Z650 in "fireworks" mode at Mercer County Park, 2007-06-30.



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