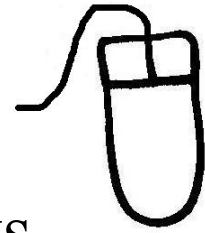




OMUG

<http://www.oly mug.org>

News



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Olympia Microcomputer Users Group

May 2006

Special Activities Chair Needed

By Shirley Bellinghausen
OMUG President

Wondering why you have not had any email from the president lately? It's a sad tale with a warning attached.

You've all heard about "computer housekeeping"—deleting your temp files and defragging your hard drive and so on—but who ever thought of actually opening the computer up to dust it inside?? Not me, and when I finally did, the four little fans trying to cool the computer components were so covered with dust they could hardly turn!

Well, when the boards get too hot the part can actually burn out. My video card was fried, so since my motherboard was older I decided the best thing to do was to get a motherboard with a video card attached.

You know how one thing leads to another. So the hard drives needed to be formatted and then that leads to backing up all your data etc, which isn't bad: it's putting back all the stuff you want that is tricky. And now I can't open one of the disks with all the information for OMUG on it. Anyway the moral of this sad tale is **open your computer case**, take it outside on a nice day, set it in a box and blow the dirt out till it is REALLY CLEAN and the little fan wheels turn freely. A touch of sewing machine oil will help, too.



I want to thank our members who have stepped up to handle some of the tasks it takes to run OMUG. We still have an important opportunity for someone who knows how to delegate: **Special Activities Committee Chair**. The Chair can delegate one person to handle each event, which breaks it up into manageable pieces. The event manager then can recruit help to accomplish the plan. **Gary Bigger**, last year's chairman, has notes and suggestions from the events of last year. By the way, Gary is handling the IPMA event on May 23 and 24, and is recruiting staff for our table (see page 2).

Upcoming events include **Super Saturday June 17** and our **Rest Stop coffee fundraiser July 1-3**. Much of the preliminary planning has been done for Super Saturday, and there are many people who enjoy volunteering for this event. Our Rest Stop fundraiser puts money in the scholarship fund, and we are hoping to make enough this year to bring our reserves up so that we can increase the size of the scholarship to \$1000.00.

John Gerecht has volunteered to be our representative at Raincoast, and we all work on the holiday potluck and white elephant auction held in December, which is in lieu of the general meeting. **Call me now at 426-7149 to volunteer as Special Events Chair.**

New Hot Topics Subject

By John Marshall
Hot Topics SIG leader

In the Hot Topics SIG, starting this May, a new series of meetings will be held on the subject of **Introduction to eBay**. John Webster, who gave a brief introduction to this subject in the April general meeting, will give step-by-step instructions for getting started selling and buying properties using eBay. By attending these meetings, attendees will be provided with the knowledge and the hands-on experience sufficient to confidently launch themselves into this potentially lucrative activity.

Please note that the monthly meeting time for the Hot Topics SIG must be changed to 7 p.m. on the **4th Tuesday** of the month in the computer lab of the Senior Center, starting on Tuesday the 23rd of May 2006.



EXECUTIVE BOARD

President: Shirley Bellinghausen
president@olymug.org 426-7149

Vice-President: John Acocks
vicepresident@olymug.org

Secretary: Larry Jensen
secretary@olymug.org

Treasurer: Max Whipps
treasurer@olymug.org 486-9959

Newsletter Editor: Sr. Dorothy
Robinson, OSB 438-1771
newsletter@olymug.org

Webmaster: Pat Sonnenstuhl
webmaster@olymug.org

Director at Large: John Marshall
director1@olymug.org

Director at Large: Gary Bigger
director2@olymug.org

Director at Large: L.D. McNall
director3@olymug.org

KEY MEMBERS:

APCUG Representative: John Gerech
Budget Committee Chair: Wim Verhoef

Database Manager: Max Whipps

Elections Chair: Bob Steinberg

Historian: David Belles

Membership Chair: Rich Cunningham

Newsletter Distribution Coordinator:
Dixie Cattell

Nominating Committee Chair:
Arlene Kapner

Public Relations Chair: Vivian Forrester

Scholarship Committee Chair:
Bob Wing

SIG Coordinator: Bob Steinberg

Special Activities Coordinator: Vacant

Visitors Coordinator: Glenda Reed

The Olympia Microcomputer Users Group is a not-for-profit organization dedicated to helping computer users improve their skills with computers.

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Coming Up: IPMA Forum

By Gary Bigger
Director at Large

The IPMA (Information Processing Management Association) will be held again this year at St Martin's University on **May 23 & 24**. The hours are 9:00 - 4:00 on Tuesday and 9:00 - 3:30 on Wednesday. It is an opportunity for OMUG members to participate in a VERY easy activity and see what is currently being offered. There will be at least 50 different vendors in attendance. The organizers have been extremely supportive of OMUG and to the best of my knowledge, we will be the only non-profit service group having a booth.

This event is an excellent opportunity for OMUG to pass out information about our role in the South Sound. In addition to the vendor booths, there are many forums (free) available that may be of interest. You can look at the web site for more information. <http://www.ipma-wa.com/forum/2006/main.htm>

I will be requesting commit-

ments from OMUG members to help provide the necessary coverage of our booth. Please watch the Reflector for additional information. We need at least 2 people in our booth during the open hours. I have set up a schedule of three shifts each day. The shifts are as follows:

Tuesday: 8:30 - 11:00 (this includes setup), 11:00 - 2:00 and 2:00 - 4:00

Wednesday: 9:00 - 11:00, 11:00 - 2:00 and 2:00 - 4:00

Please let me know what shift(s) you would like to cover. Send me an email at: omuggary@comcast.net.

Keep in mind that there are free handouts from many of the vendors. Last year we were able to have two people on duty and one or two others wandering around. This is a fun event and very easy duty. Thank you for all your support!

Welcome New & Returning Members

Arthur Anderson

Nick Lippert

Shawn McCormick

David Gibler

Diane Peterson

Umesh Vasishth

Thanks for Renewing

Chance Maxwell

Joanne Homolka

Marjorie Voice

Joe Strain

Stuart & Polly Ferester

Christie McCormick

John Gerech

Noral Baughman

Garrol Floe

New Board Members Introduced

By Larry Jensen
OMUG Secretary

The business meeting was called to order by new President Shirley Bellinghausen at 7:00 PM. Also attending were: new Vice President John Acocks, Secretary Larry Jensen, Treasurer Max Whipps, new Newsletter Editor Sister Dorothy Robinson, Webmaster Pat Sonnenstuhl, Directors at Large John Marshall (new), Gary Bigger (new) and L. D. McNall, as well as Richie Cunningham, new Membership Chairman.

Minutes of the March business meeting and April general meeting were accepted as presented.

The Treasurer reported an income of \$304.30 and expenses of \$747.92 for the month.

We have 183 primary members and 88 associate members for a total of 271, down 17 from a year ago. Gary Bigger reported that the IPMA (Information Processing Management Association) will have it's annual event on May 23 and 24 at St. Martin's College. OMUG will have a booth and volunteers are needed to staff it.

John Marshall reported that he had received permission to install Linux on the lab computers in anticipation of the Linux SIG to be led by Conrad Schuler.

John also reported that the Hot Topics SIG led by John Webster will have to be changed from the original May 2nd because of a conflict. When John confirms a date with the SIG leader, he will contact interested parties.

Sister Dorothy Robinson, Newsletter Editor, asked if the publication (copy) deadline date could be moved from the 25th to the 20th of the month. After discussion it was decided that we would retain the 25th as the deadline and the mailing date would then be moved to the 5th of the month. Max will continue to do the calendar.

John Acocks, new Vice President, said that some time he will be glad to put on a program on voice recognition. He also mentioned that Windows XP has a voice recognition program built in.



Pat Sonnenstuhl, Webmaster, reported that the changeover to a new site was accomplished with a minimum of problems. She will send out an e-mail with a reminder of the proper use of the Reflector, and will look into the excessive spam. Pat also said she is willing to give a program on Microsoft's new operating system, Vista.

The Auditing committee will do the annual audit by May first. The committee consists of Chairman Wim Verhoef, Shirley Bellinghausen, Max Whipps, and John Marshall.

Bob Wing, Chair of the Scholarship committee, was not able to be present. No viable candidate applied for this year, and we will soon have enough reserve funds to increase the scholarship to \$1000.00, as we decided some time ago. We need to notify Evergreen before they print next years' brochures.

New committee chairs were mentioned by Shirley. You can see them at:

www.oly mug.org/officers.htm#KeyMembers

Newsletter email has been changed to:
newsletter@oly mug.org

Meeting adjourned at 9 p.m.

OMUG Income & Expenses March 2006



Income: \$304
[Dues-\$300, Interest-\$4]

Expenses: \$748
[Newsletter Copying & Postage-\$316, Two Yrs Domain Hosting-\$168, Membership Committee Supplies-\$162, SSSS Donation -\$50, Bank Charge-\$2]

Net Deficit: (\$444)

Savings Account Balance:	\$3,023.66	4/25/2006
Scholarship Account Balance:	\$1,850.95	
Checking Account Balance:	\$379.31	
Bank Accounts Total:	\$5,253.92	
To Be Deposited	\$20.00	
Treasury Total:	\$5,273.92	

Windows XP Housecleaning

By Dick Maybach
Member of the Brookdale
Computer User Group, NJ

Unless you are careful, after a period of use Windows will begin to slow down. This occurs because many programs are always active, even though you aren't using them and because the number of files increases, which means that searches take longer. Fortunately, Windows XP contains several tools to help you ease these conditions. Using these tools periodically (every month or two is reasonable) will help you keep your PC lean and mean.

Disk Cleanup

Use Disk Cleanup to delete useless files. Right-click on a disk icon in Windows Explorer (C: will be the most rewarding); then click *Properties*, click the *Disk Cleanup* button, and select the actions. (I prefer not to compress old files as I've had bad experiences with compression.) Also be sure to check the actions available under the *More Options* tab, in particular deleting all but the last restore image. Finally search all your hard drives for the strings "*.tmp" and "*.dmp" in filenames. Delete anything more than a week or so old; however, Windows will refuse to delete any files it considers important.

Email

Go through your saved e-mail and delete old messages. This will reduce the size of the mail database file and help you to

find important e-mail quickly.

Unused Programs

Look at the list of installed programs (*Start* → *Control Panel* → *Add or Remove Programs*) and remove any you don't use. Most of us find that new software often is less useful than we expected. Also, many PC manufacturers ship machines with software that we neither ask for nor need. While you're checking, be sure to click on the *Add/Remove Windows Components* icon in the left margin of the window. You may find MS tools that you don't need.

System Restore

Windows allocates a large portion of your disk space for use by System Restore (*Start* → *All Programs* → *Accessories* → *System Tools* → *System Restore* → *System Restore Settings*). Select the C drive and click on the *Settings* button. Reduce the Disk Space Usage by moving the slider to no greater than 1 GB. If you have other drives or partitions, click on the box to stop monitoring them. System Restore only works with System Files, all of which are on your C drive.

Run on Startup

Check the startup folder for programs that automatically start; you will probably find that you don't want many of these running. *Start* → *All Programs* → *Startup* to view the contents of the startup folder. To stop a program from starting automatically right click on its icon then click delete. This does not delete the program; it

only stops it from being started at boot-up.

Unfortunately, most programs that start automatically don't appear in the startup folder. To disable these, click *Start* → *Run* and type "msconfig." Click the startup tab and uncheck any programs you don't want to run at startup. When you finish, Windows will ask you to restart. After boot-up you will see a diagnostic screen. On it uncheck the box that displays the diagnostic screen each time you boot.

Windows Services

You can also turn off Windows services that you don't need, but *you shouldn't do this* unless you are very knowledgeable. However, it doesn't hurt to look at what's running, and you may learn something. Open the Services window by clicking *Start* → *Control Panel* → *Administrative Tools* → *Services* and the System Configuration window by clicking *Start*, then *Run*, typing "msconfig" and selecting the services tab. Move the windows so you can see both. Clicking on a name in the services window will display a short description. Removing a check mark in the System Configuration window will disable that service, but no matter how confident you are, don't disable any service marked "essential."

Unsigned Files & Drivers

Check for unsigned files and drivers; these can be corrupted files or programs not approved by Microsoft. Click *Start* → *All*

Programs → *Accessories* → *System Tools* → *System Information* → *Tools* → *File Signature Verification Utility* → *Start*. The search will take several minutes; then a list will appear showing all the program files without valid signatures. Consider deleting (by using the Add/Remove Programs tool) these.

System Information

Another utility you should know about is *System Information* (*Start* → *All Programs* → *Accessories* → *System Tools* → *System Information*). This doesn't allow you to change anything, but you can learn a lot about Windows by exploring it. For instance, if you click on the plus box by *Software Environment* then on *Startup Programs*, it will show you a list (after a pause) of all the modules that start at boot-up. It shows information in each entry that may enable you to track down a troublesome program. As is common with Windows utilities, you can sort any column by clicking on its header.

Compatibility Mode

If you have problems with a program that ran with an earlier version of Windows, try running them in program compatibility mode. Click *Start* → *All Programs* → *Accessories* → *Program Compatibility Wizard* → *Next* → *Next*. You will see a list of all the installed programs. Select the troublesome program and a compatibility mode (Win 95, Win NT, Win 98/Me, or Win 2000). Clicking *Next* brings up a screen allowing you to set a

lower resolution on the screen, which may be needed for very old Windows programs.

Performance Settings

You can tune your PC performance with very little risk, even if you are a novice. Right click on *My Computer* in Windows Explorer; then, click *Properties* → *Advanced* → *Performance Settings*. Usually, checking "Let Windows choose what's best for my computer" is satisfactory, but you might to try "Adjust for best performance" if you machine is slow. If you are more adventurous, you can select *Custom* and disable individual features by unchecking items in the list. If you don't like the result, you can just go back to "Let Windows choose what's best for my computer."

Defragmenting

After completing the cleanup, check to see if you should defragment your disks. Right click on a disk icon in Windows Explorer; then click *Properties* → *Tools tab* → *Defragment now* → *Analyze button*. If Windows says the disk does not need defragmenting, don't do it. Defragging the C: disk takes a long time, and seldom results in any noticeable performance improvement.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.



stickies: A Brief Review

By Sr. Dorothy Robinson
OMUG Newsletter Editor

Stickies is an elegant little program written for Windows that works better than Post-It® notes cluttering up your computer workspace—and occasionally falling off to get lost. Stickies, once set on your screen, stay there even through system reboots. You can "roll them up" to save space so only the title bar shows, and you can set them to stay on top of your current work or to allow your work to cover them temporarily.

Tom Revell offers this useful program, which doesn't do anything to your OS or write to your registry, free. You can also send messages over your local area network. A "friends" list for sending to is maintained on a designated computer on your LAN, and the other computers synchronize to that list when booted. You can also email stickies.

Stickies can be written and set to "wake" at any date and time you want. Then they "go to sleep," or disappear, until the date/time you set. They have the option of jiggling around to get your attention on waking, and to be pointed to an audio file that will give you an audible alarm. I have mine pointed to a file of my own voice saying, "Ding dong, ding dong, ding dong." (Please, no comments.)

Get stickies free at <http://www.zhornsoftware.co.uk/stickies/index.html>