



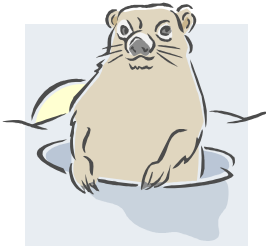
# Kokomo Computer Club



A great Users Group is the most important accessory you can have for your computer !

## Presidents Message

by: Mark Pendergast - Da Prez



Well, the groundhog is promising a early spring - bad news for us computing fanatics. (Though after these below-zero wind-chills, even I would welcome a little relief.)

By the time you read this we may know the fate of the Colts in the Superbowl. I will watch the game on TV and watch the stats in real time on [www.nfl.com](http://www.nfl.com). Go Colts!

We will now send out an email if the meeting is canceled due to bad weather. If it is bad out, please check your email before you come.

We continue to offer warm hospitality and engaging meetings. Please take a moment to invite a friend to one of our regular meetings. We offer first class presentations, good fellowship and an informative question and answer period. If they join our group they will also receive our wonderful newsletter. A good Users Group is the most important accessory you can have for your computer.



If you have any tips or tricks for improving our enjoyment of our PCs, please write them up in a short article for the newsletter. We would love to learn your secrets.

If you have a computer passion you would like to share with the Group, we would love to have you present it at one of our regular meetings. Some of our best presentations come from our own Group members talking about the programs and hardware they love.

If you feel that you would like to become involved in the leadership of the Group, please volunteer to be an officer. We are looking for people to participate in the leadership of the Group. Just contact one of the current officers.



## Unleash the power of the right mouse button by Greg Ogle



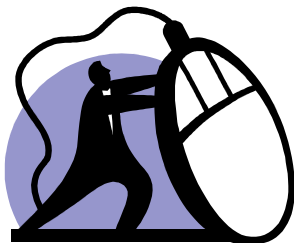
Most computer users have developed a full command of the point-and-click interface using the mouse and its left button. It is also recognized that many computer users have a preference for the menu bar, the toolbar buttons, or even keyboard shortcuts. But the average user may not be aware of the power that lurks beneath the right mouse button. You can enhance your computer experience by learning to use the right mouse button.

When you edit a document, consider how many times you have to select text, then move your mouse pointer to the menu bar or the toolbar and back, or use your hands to enter a keyboard shortcut like <Ctrl-C> to “Copy”, <Ctrl-V> to “Paste”, or <Ctrl-P> to “Print”. All of these methods take time, waste time, and are prone to errors. It takes time to move your mouse pointer from the selected text to the toolbar and back. It takes time to lift your hand off of the mouse to enter a keyboard shortcut then retake control of the mouse. If you create and edit many documents during the day, all of this extra mouse and hand movement can begin to add up, and can be inefficient.



The next time you are using your computer, explore the right mouse button. Whether you have selected text, selected a graphic image, or are just pointing at an icon on the desktop, click the right mouse button. A small menu displays beside the object you were pointing to when you clicked the right mouse button. The small menu is called a shortcut menu, or more correctly, a “context-sensitive” menu.

Why is it called a context-sensitive menu? Because the items on the menu will be specific to the object you were pointing to when you clicked the right mouse button. Pointing and right-clicking on another object will display a menu with completely different menu items. If you selected text and then right-clicked, you will see a menu with operations like ‘Cut’, ‘Copy’, and ‘Paste’. If you point at an icon on the desktop and right-click, you will see menu items such as ‘Arrange icons’, ‘Refresh’, and ‘Properties’. If you point to the Windows taskbar and right-click, you will see menu items that relate to window arrangement, and also ‘Properties’. You may see the ‘Properties’ menu item on many context-sensitive menus. This item lets you set properties of the specific object you are pointing at. On the desktop, ‘Properties’ lets you adjust the monitor, screensaver and background settings.



Each object on the desktop or in an application has a specific set of operations associated with it. When using a computer or an application,

## Unleash the power of the right mouse button by Greg Ogle

Continued ...



the most commonly used operations related to objects have been designed into the context-sensitive menu for those objects to make your experience more efficient. These context-sensitive menus also help reduce errors by limiting your menu choices to only those menu choices that are applicable to what you are doing. Context-sensitive menus also relieve users of the burden of trying to remember where the operation is buried in the menu-bar system. Just right-click, and there are the menu choices – no more hunting endlessly for the menu item. When using the right-mouse button, you may even find things in these context-sensitive menus that you didn't know existed!

Using the right mouse button may seem a little awkward at first, but with a little practice, you may find yourself using the right mouse button much more than the menu bar or the toolbar. When you do, you will see your computer skills increase dramatically! You'll soon discover that there's more power at your fingertips than you imagined!

## Are you a Windows Shortcut Fanatic? by Greg Ogle



Some computer users are very proficient at moving around in Microsoft Windows by using shortcut - key combinations to perform an action. In fact, if your mouse dies while you are working on a document, these shortcuts might just allow you to gracefully exit the application and shut down your computer safely rather than just “pulling the plug” and losing the entire document you are working on.

If you prefer using keyboard shortcuts, or would like to learn even more shortcuts, here are three Microsoft articles that you might enjoy:

If you still have Microsoft Windows 95, 98, 98 SE, or Millennium Edition, the keyboard shortcuts document can be found at:

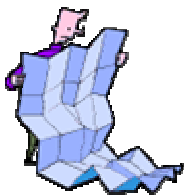
<http://support.microsoft.com/kb/126449>

If you are currently using Microsoft Windows XP, the keyboard shortcuts document can be found at:

<http://support.microsoft.com/kb/301583>

Or, if you want to get ready for Microsoft Windows Vista, the keyboard shortcuts document can be found at:

<http://windowshelp.microsoft.com/Windows/en-US/help/2503b91d-d780-4c80-8f08-2f48878dc5661033.msp>



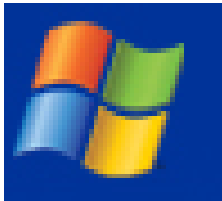
1: Have you backed up your personal data, explorer favorites, maybe cookies and outlook address book, lately ?

2: Do you have your Windows recovery CD/DVDs ?



I have an acquaintance in Greentown who would probably join the club if he wasn't busy on Thursdays. Anyway, his HD got so full his computer would barely run. We installed two bigger HDs, installed a fresh copy of Windows, put his older HD in a USB external enclosure and he took his computer home to move (copy) all his personal data from the old HD to the new HDs.

He thought he was done, so he formatted his old small HD (wiped it clean) Then he remembered he hadn't copied his Videos ... Big Whoops. After a Panic Email, I told him to NOT write anything to the old HD, and let me go looking. Would you believe, I found a program that would still read the formatted HD, and he was able to recover all his Videos.

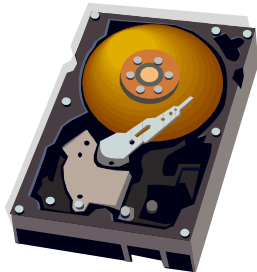


Two weeks ago, I was talking to the Geeks at Best Buy. A lady brought her brand new computer in. Seems like she was messing around and set a login password, but didn't remember it. They told her she needed the recovery CDs and wasn't sure they could save the data. She said the computer didn't come with the recovery CDs and she needed her homework tomorrow.

They mumbled something and said "comeback later".

Not sure I could have fixed Windows as simply or quickly, but I sure would have recovered her homework first.

Also, if your computer won't boot, or you think you might have a virus, I can still read your HD and copy the data. Last month, I was in Fry's Outpost and got an adapter so I can even do this on a laptop HD using my external HD enclosures.



These Data recovery tricks won't work if the HD has a mechanical failure,

So, do you have your data backed up ?

Also, if you don't have your Recovery CD/DVDs, I can make, and save a recovery file of your computer that can recover it back to exactly the way you had it setup at the time I make the total recovery copy.

If you think I can help, Call me at 455-2916.

## More about PDF files

by: Jay Eitelman



Many times you can print something to paper but you cannot save it as a file in your computer.

One example ... I was selecting my new customized computer at HP shopping.com. After I made all my choices, I wanted to Email my choices for someone to see them, but the web site would not let me send a link since it was several pages deep and this customized page would not be saved at HP shopping.com

So ... I hit the Print function on the web page and told my computer to print to a PDF file in my computer instead of paper. I was thinking a PDF file is a whole lot easier to Email than paper.

To do this requires some more software in your computer and as you might guess, I've found some freeware.

The one with the best recommendations I can find is PdfCreator.

<http://sourceforge.net/projects/pdfcreator/>

With PdfCreator installed, when you press the Print Command you will have a choice to print to your printer ... or PdfCreator.

If you choose PdfCreator .. it will simply ask you where you want to save the pdf file and what you want to name it.

As much as I hate messing with PDF files, looks like I'll just have to grin and bear the pain.

Da Prez sends me these newsletters in a M\$ Publisher file. I open them in M\$ publisher, hit the print button and tell PdfCreator to print it to an Adobe PDF file.

It only takes a second or two's worth of pain.

If you have anything you want to Email, but aren't sure the recipient has the software to view it ... PDF it.

Have you updated to the new Adobe Reader 8.0 yet ?



*Happy Valentines Day*



This Month's User Bucks G. Ogle \$2, J. Eitelman \$2

**MEETINGS: Second Thursday of each month at 7:00 PM at IVY Tech**, 1815 East Morgan Street. Look for a notice of the room assignment as you come in the main East entrance. If the meeting location is changed, it will be announced on Page 1 of the newsletter. If a meeting is canceled due to inclement weather, we will send email by 5:00 PM on the day of the meeting.

**MEMBERSHIP:** Annual membership fee is \$10. Checks should be made payable to the Kokomo -PC Users Group and mailed to: Rodney Malkoff, 3209 Janice Dr., Kokomo, IN 46902 (or pay at the meeting). Persons interested in joining the Group may receive two free issues of the newsletter. Contact the editor at [kpcc@insightbb.com](mailto:kpcc@insightbb.com).

**BENEFITS:**

1. A one year subscription to the Group e-Newsletter.
2. Great presentations on interesting topics at each meeting.
3. Question and Answer session at each meeting.
4. HELP from other Group members who have been down the road before, and with whom you can share your experiences.

President  
Vice-President  
Vice-President  
Treasurer  
Membership Services  
Newsletter Editor  
Newsletter Distribution  
Group WWW site

Mark Pendergast, 455-2229 [m.pendergast@insightbb.com](mailto:m.pendergast@insightbb.com)  
Jay Eitelman, 455-2916 [jeitelman@insightbb.com](mailto:jeitelman@insightbb.com)  
Jerry Henry 453-4144  
Rodney Malkoff - acting  
Rodney Malkoff, 453-1159  
Mark Pendergast, 455-2229  
Jane Ober, 455-1583  
<http://www.geocities.com/roood/pcusers>

**NEWSLETTER ARTICLES:** Articles may be submitted to [kpcc@insightbb.com](mailto:kpcc@insightbb.com) two weeks before the meeting.

**February 8th**

**Genealogy**

**Regine Brindle from the Peru Church will give us a presentation on genealogy.**

**This has always been a popular topic with the Club.**

**Hope to see you there!**

Join us on the 2nd  
Thursday of each month  
at Ivy Tech at 7:00 pm  
  
Computer News & Reviews  
Questions and Answers  
Great Presentations  
Fun and Fellowship  
Monthly Newsletter

More details about the computer club are published on the web at [www.geocities.com/roood/pcusers](http://www.geocities.com/roood/pcusers)

Also, see some cool information and links on the web on [kpcc.home.insightbb.com](http://kpcc.home.insightbb.com)