



# THE WYSIWYG



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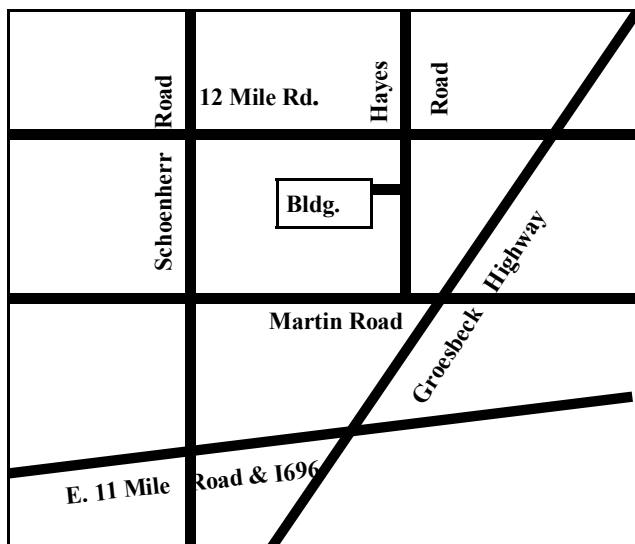
**STERLING HEIGHTS COMPUTER CLUB**

PO Box 385

Sterling Heights, MI 48311-0385

## MAIN MEETING: TUESDAY JAN 7 7:30PM

Macomb Community College  
South Campus  
14500 E 12 Mile Road, Warren  
John Lewis Community Center  
(Building K)  
(Enter from Hayes Road)



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## This Month's Main Meeting Topic:

"Internet Safety: The New Threat Landscape and What YOU Should Know," by Reserve Deputy Jaime Martinez from the Macomb Area Computer Enforcement (MACE) unit

## SIG Meeting:

Tuesday, January 21  
7:00 at the  
Sterling Heights  
Public Library

(The SIG will plan to meet every other month, at this location, if people continue to attend.)

## Sterling Heights Public Library

The Sterling Heights Public Library, at 40255 Dodge Park Road, is located just south of Utica Road. A large sign reading "City Center" marks the driveway to the library and parking. The Programming Center, where the meeting is held, is just inside the front door of the library.



Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding to become a member or not. Meetings include the main meeting and SIG. July and August don't count since there is no main meeting. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of Sterling Heights.

**DUES: \$25/YEAR**

**CLUB ADDRESS:** PO Box 385, Sterling Heights, MI 48311-0385  
**CLUB E-MAIL ADDRESS:** Info@SterlingHeightsComputerClub.org  
**CLUB WEB PAGE:** http://www.SterlingHeightsComputerClub.org

**Resource People:**

Family Tree	Rick Schummer
Firefox	Don VanSyckel
FoxPro	Rick Schummer
General Computer Questions	Jack Vander-Schrier
Hardware	John Rady
MS Publisher	Rick Kucejko
MS Word	Rick Schummer
Spreadsheets	Rick Schummer

**SHCC Coordinators:**

Associate Editor	Rick Schummer
Door prizes	Sharon Patrick
Greeter for visitors	Lindell Beck
Newsletter publisher	Rick Kucejko
Windows SIG	Jack Vander-Schrier
Program Coordinator	Jerry Hess
Publicity	Patrick Little
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(Call Jack after noon)

**2013 SHCC Officers**

President: Don VanSyckel  
 V. President: Mike Bader  
 Secretary: Rick Kucejko  
 Treasurer: Paul Baecker

**Four Month Meeting Schedule:**

**JANUARY 2014**

7 - SHCC- "Internet Safety: The New Threat Landscape and What YOU Should Know," by Reserve Deputy Jaime Martinez from the Macomb Area Computer Enforcement (MACE) unit  
 8 - COMP meeting  
 12 - SEMCO meeting  
 22 - SIG meeting

**FEBRARY 2014**

4 - SHCC- Main Meeting  
 5 - COMP meeting  
 9 - SEMCO meeting

**MARCH 2014**

4 - SHCC- Main Meeting  
 5 - COMP meeting  
 9 - SEMCO meeting  
 ? - SIG meeting

**APRIL 2014**

1 - SHCC- Main Meeting  
 2 - COMP meeting  
 6 - SEMCO meeting

**Other Computer Clubs:**

As a member of SHCC, you can attend meetings of other clubs where we have reciprocating membership agreements, at no charge.

**Computer Club of Marysville and Port Huron (COMP)**

Time: 1st Wednesday, 7:00PM  
 Place: Mackenzie Bldg, Room 201, St Clair Community College, Clara E McKenzie Library-Science Building, 323 Erie St.  
 Port Huron, (810) 982-1187  
 Web Page: http://www.bwcomp.org  
 Reciprocating: Yes

**South Eastern Michigan Computer Organization (SEMCO)**

Time: 2nd Sunday at 1:30PM  
 Place: The Engineering Society of Detroit 20700 Civic Center Dr. Southfield, MI 48076 Suite 450 4th Floor  
 Web page: http://www.semco.org  
 Reciprocating: Yes

**The OPC (Older Persons Commission) Computer Club**

Time: Every Tuesday at 10:00  
 Place: OPC in Rochester 248-656-1403.  
 Web page: www.opcseniorcenter.org. go to "Activities - Programs", then to "OPC Computer Club" for club information.  
 No cost for residents to join or attend meetings. \$150 fee for non-residents, (full facility usage) or \$1 per meeting.  
 Reciprocating: No

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to :

WYSIWYG Publisher  
 5069 Fedora, Troy, MI 48098

OR at the e-mail addresses: newsletter@SterlingHeightsComputerClub.org

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## The President's Pen

by Don VanSyckel



**H**appy New Year and the best to you and yours. I hope you had a Merry Christmas and didn't do any shopping at Target. Did you hear about this? Target was hacked and millions of people's information was stolen. This information allows unscrupulous people to purchase stuff and do cash withdrawals against the Target customers' accounts. One good thing is most mail order firms will only ship to a street address. Of course the crooks can walk into a store and purchase stuff, like expensive things that can be pawned. Even though this only yields pennies on the dollar, the crook doesn't care because it's now clear cash and all free to them.

From what I read the USA is one of the few places that has not implemented more secure charge cards. If I understand many charge card providers have implemented a smart card of sorts. The card has a chip in it and this chip provides a different code every time the card is used. This code must be valid or the transaction is refused. None of the accounts I read mentioned where the code is checked but I have to think it's sent back to the company and checked there.

A few years ago the virtual private network (VPN) my employer deployed used a similar scheme. Everyone who was authorized to VPN into the company was issued a small device the size of a credit card and about twice as thick. This device displayed an eight digit number for about 20 to 30 seconds. When you VPN'ed to the company network you had a window of time to key in the code displayed on your device. After a few failures, many of us learned to wait until the display changed and then typed in the code. Anyway the 'system' on the other end, at the company, would validate the connection based on the code. Obviously there was a clock involved on both ends because each code was only valid for so many seconds.

I would guess that the technique the foreign charge card companies are using is the same except the code is transmitted to the company without the need for human intervention. So from my own knowledge I know that this secure technology has been available for literally years.

I believe the technology has evolved and the cards might not be quite as thick as before. So instead of carrying eight cards, you'll only be able to carry four or five because they're thicker, but they would be secure. If someone cracked a retailer's database and stole your information it wouldn't be usable because the code from the card would be required.

I haven't read about how these cards are used on-line. Possibly they simply go without any code because they only ship to street addresses. This is just one other detail that needs to be handled.

Speaking of the number of cards you carry, how about those store customer loyalty cards. How many of those do you have? It's fairly well recognized that people can't carry them all so many retailers are able to connect your card to your purchase by referencing your phone number. I'd like to see a loyalty card that you could register against the many individual loyalty cards you have. Then when you use this card at any of the registered stores it would cross reference the card number for that store and the transaction is done. This way you could carry the one card and it would represent all the various loyalty cards you have.

This month we are pleased to have Reserve Deputy Jaime Martinez from the Macomb County Computer Enforcement (MACE), talking about Internet safety, the new threat landscape, and what we should all know about it.



## SHCC Emergency Cancellation

**T**he Sterling Heights Computer Club might find it necessary to cancel an event if the weather gets bad enough. All members of SHCC have an email address. One of the SHCC officers will send an email to the addresses SHCC has on file alerting members to the event cancellation. Decisions will not be made before 4:00 PM and decisions will be made by 6:00 PM for the regular 7:30 PM meetings. If weather is questionable an email confirming that the event is NOT cancelled might be sent, so please carefully read any SHCC announcement about events. If your email is broken, call an officer. Don't leave a message, but instead call another officer if you don't talk to someone live. It is your responsibility to keep the email you have listed with SHCC current.



## Door Prizes

**T**he SHCC offers door prizes at most regularly scheduled club meetings. In December the winner's circle included:

**Don Hjelle** won a book

**Warner Mach** won an optical mouse

**Rich Monk** won a USB light

**Ken Belbot** won a mouse pad

**Martee Held** won a Micro SD card

**Lois Hjelle** won a USB charging adapter

**John Rady** won an 8GB USB flash drive

**Don VanSyckel** won a power strip

**Paul Baecker** won a USB charge Booster



## CD-R and DVD+R Longevity: How Long Will They Last?

by John Langill, Southern Tier Personal Computing Club, NY

**A**lthough there are today many data storage alternatives, I'm sure that there are many such as me who in the past stored various kinds of information on optical media, CD-Rs in particular. To cite just two examples; I have scanned hundreds of family slides, organized the digital images, and saved them on CD-Rs. Similarly, I did the same with several hundred of digital photos from my two-month visit with my son and daughter-in-law in Australia in 2003. The purpose of doing so was to have a convenient form in which to archive the digital images and to share them with other members of the family; while at the same time conserving space on the hard-disk—then a more precious commodity than it is today.

Thinking back 10 or more years, one may recall that a single CD-R then offered a relatively large data storage capacity in a form that could be easily and inexpensively mailed anywhere in the world—something that could not be accomplished via the Internet or with other “portable” media at the time.

While acknowledging that the images stored on these CD-Rs—and others even older—could now be transcribed to another medium, I confess that I'm reluctant to devote the time and effort to doing so at this point. Accordingly, the durability and life-expectancy of the CD-Rs that I created 10, 20, and even 30 years ago, has become an increasing concern.

In the early '90s when the first CD-R discs were introduced manufacturers said the media had a data life in excess of 40 years. In the late '90s when the first DVD-R discs appeared on the scene producers proclaimed a data life of at least 100 years. However, in the time since their introduction it has been discovered that these early

discs are susceptible to media “rot” (i.e., “bit rot”) that can eat your information—audio, video, or data—in as little as two years after it is written. (According to research fairly recently conducted by J. Perdreau, CD-Rs may have an average life expectancy of not more than 10 years—*Journal de 20 Heures*, March 2008.)

Because CD-R and DVD+R media is used to archive nearly everything today, it does make one worry; especially if these discs are the only repository in which your precious, and irreplaceable, family memories—photos and movies—as well as vital family, personal, and company data/documents are stored.

So where does the truth lie? Somewhere across the complete spectrum. Most people who successfully burn a disc believe they have quality media. Unfortunately that only tells you the disc will be compatible (able to be played) in the vast majority of CD or DVD players. More importantly all better quality CD and DVD burners include technology called over burn/under burn protection making “coaster production” a thing of the past. The basic construction of both disc technologies enable you to burn your data in a very precise, very controlled manner.

### Test Options

There are only two foolproof ways of proving the data life of the discs you use:

1. Write a few CD-Rs or DVD+Rs, then wait about 25-50 years and check if they still hold the correct data.
2. Use a CD/DVD analyzer that is specially designed to retrieve

very accurate information about your media and your data after accelerated aging in test chambers where the discs are subjected to excessive temperature and humidity tests.

The first is typically impractical. Nonetheless, from personal experience I can attest to the fact that the first CD-R I ever burned—selections from a vinyl LP album—plays just fine and the music still sounds great 25 years later. However, I have also had some CD-Rs become unplayable in just a matter of months. Fortunately, such occurrences have been few.

The second provides only theoretical limits and doesn't take into consideration how you use, handle, and store the media. However, even assuming proper handling, temperature and humidity can adversely affect the data-life of even quality media.

Between the CD-R discs produced in the early 1980s and today's double-layer DVD+R discs there has been considerable progress in write performance, capacity, quality, and cost.

Following the test procedures of the International Standards Organization (ISO), quality media manufacturers have been able to predict data-life spans ranging from 50-200 years. But keep in mind there are wide differences between low-budget media manufacturers and quality media manufacturers. In addition variations in manufacturing methods, materials and processes/procedures can dramatically affect the data life of the media you use.

Or as auto manufacturers like to say... “Your mileage may vary.”

### Understanding Your Discs

It isn't vital that you understand the construction of CD-R or DVD+R media to produce a quality disc that can be read years from now any more than you need to understand the internal combustion engine to drive a car.

But understanding the difference between quality and cheap media may help you avoid losing family photos or videos later on.

Most people consider DVD+R discs little more than overgrown CD-Rs but, while they are similar, they are also quite different. In particular, the grooves are narrower and more closely spaced and the structure (pattern) of “pits” and “lands” is very much smaller with a DVD+R in order to enable a greater data storage capacity. Precision is very critical.

Writable CD-R and DVD+R discs start with a piece of polycarbonate substrate into which very precise grooves are molded to guide the tracking of the laser beam. A dye layer is then precisely applied to the substrate followed by a reflective layer and one or more protective layers. A few of the leading media manufacturers have initiated the policy of applying two

very resistant layers for added data protection when the discs are used, handled, and stored.

Because of the faster read/write performance users now expect, leading manufacturers have developed new stamper technology for optimum groove (storage area) shape and ultra-precise molding technology. The molding is critical when the media must withstand being rotated at extremely high speeds during the write process—up to 52x for CD-Rs, and 8x to 16x for DVD+Rs. The engineering margin that was once reserved for manufacturing tolerance has been used for data capacity instead, leaving no tolerance for manufacturing; for these discs to be truly compliant with the Orange Book standard, the manufacturing process must be perfect.

#### Media Problems

The quality of your media is directly related with the time the media will last without losing information. As

you can see there are a number of areas where manufacturers can shave a few cents in the overall cost of the media and areas where production can go amiss to dramatically shorten the data life of your stored information.

There are conflicting claims and consumer beliefs on which media is best for data retention of 30, 50, 100 years—green, gold, or blue dye; and gold or silver reflective layer. It is somewhat immaterial today. Manufacturers of quality writable discs have developed significantly improved, more sensitive and more stable dyes, and better reflective materials that virtually eliminate data loss during high-speed read/write processes and enhance long-term reliability.

CD and DVD rot (i.e., bit rot) is not the problem today that it was with earlier LaserDiscs because the media use different dye technologies to store data and make it much less susceptible to that kind of degradation. The truth is that deterioration arising from delamination and oxidation is the greater problem.

Delamination and oxidation usually occur at the outer edge of the disc and are often the result of the adhesive not being properly applied and cured during the production process. This usually happens when price-oriented manufacturers use equipment that is 2 to 3 generations old and the least expensive materials possible.

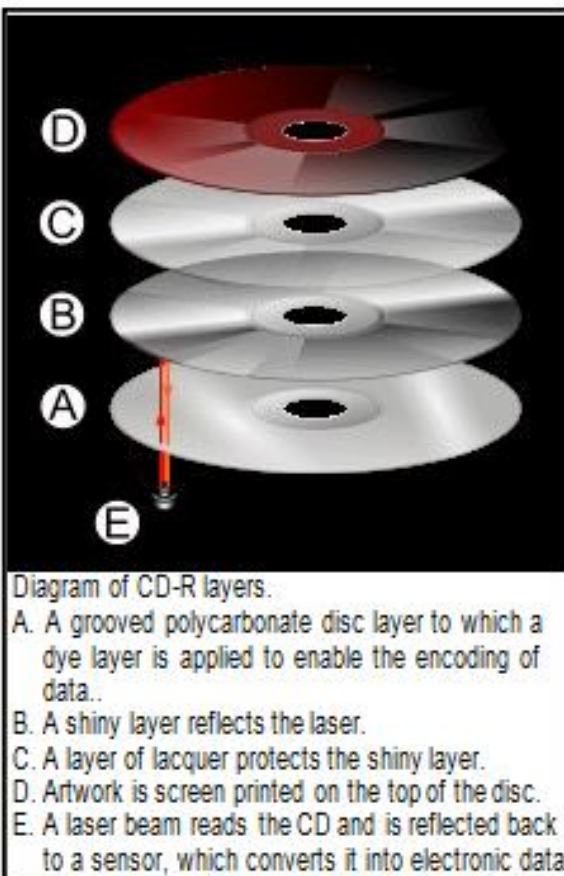
When it does happen the laser is unable to read the data on the reflected layer. It is usually caused by:

- Oxidation when air comes in contact with the reflective layer
- Galvanic reaction between the layers and coatings
- Chemical reaction caused by impurities in the disc’s adhesive or aluminum coating.
- Excessive heat and humidity are known to accelerate and exacerbate delamination and oxidation.

#### The Real Culprit

If you have purchased quality media from a quality manufacturer, you are still not assured of 50-100 years of data life!

The greatest danger to the data longevity of your personal, family, and business information is you alone; that is, by the way you handle and store your discs. The environment—temperature and humidity—can stress the materials. Gravity also can bend and stress the discs. Fingerprints and smudges can do more damage than scratches.



But by following a few Do's and Don'ts you can ensure your precious family and friend pictures, movies, family records, and business files have the maximum data life.

**Do not:**

- Touch the surface of the disc.
  - Bend the disc... especially when removing it from its case as this can cause a fine crack to develop at the rim of the hub-hole which will render the disk useless. This is a particular problem with DVDs.
  - Store discs horizontally for a long time (years).
  - Open a recordable optical disc package if you are not ready to record.
  - Expose discs to extreme heat or high humidity.
  - Expose discs to rapid temperature or humidity changes.
  - Expose recordable discs to prolonged sunlight or other sources of UV light.
  - Write or mark in the data area of the disc (the shiny side that the laser "reads").
  - Clean in a circular direction around the disc.
- Store discs upright (book style) in original jewel cases that are specified for CDs and DVDs.
  - Return discs to their jewel cases immediately after use. Because the label side is more delicate and susceptible to damage, I recommend storing any CD or DVD disc label-side down in its jewel case.
  - Leave discs in their spindle or jewel case to minimize the effects of environmental changes.
  - Remove protective wrap only when you are ready to record data on the disc.
  - Store in a cool, dry, dark environment in which the air is clean—relative humidity should be in the range 20% - 50% (RH) and temperature should be in the range 4° C - 20°C (approx. 40 to 70°F).
  - Remove dirt, foreign material, fingerprints, smudges, and liquids by wiping with a clean cotton fabric in a straight line from the center of the disc toward the outer edge.
  - Dampen the cloth with a lens cleaner to clean your discs. Dry

with photo lens tissue. For tough problems use Windex or a similar glass cleaner, diluted dish detergent, or rubbing alcohol. Rinse and dry thoroughly with a lint-free cloth.

- Check the disc surface BEFORE recording.

**Reliable Medium**

There is a lot of cheap CD-R and DVD+R media that has marginal quality. For some applications like games, quality isn't critical. For irreplaceable, vital data like family photos, special events, vacations, and family/friends memories quality does matter. If you are backing up mission-critical data on your home or business computer, quality matters. Then it is important to select a brand of media that will keep your data safe, secure and available for years to come.

Quality and low prices just don't seem to mix!

The next step to long-term data reliability is to handle and store the media with the respect your data deserves.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## Windows XP's Swan Song – Time Is Running Out

by Bill James, Computer Club of Oklahoma City

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**Do:**

- Handle discs by the outer edge or the center hole.
- Use a nonsolvent-based felt-tip permanent marker to mark the label side of the disc.
- Keep dirt or other foreign matter from the disc.

If you are still using Windows XP, please read on. Did you know that Microsoft introduced the Windows XP Operating System in October 2001 and it is arguably one of the most popular of all the Microsoft OS's? It is 13 years old and still represents a 37% share of all desktop operating systems worldwide as of June 2013. However, time is marching on and Microsoft has announced that starting April 8, 2014, there will be no

more patches or updates – including security ones – issued for Windows XP. If you for instance do only email and web browsing you would think that this new policy would not affect you. Oh but it does because, over time without updates, Windows XP will not only become less secure, it also means that you will be facing support issues with finding anti-virus and other programs that work with XP. Your web browser, the tool that you

use to access the Internet, will also be open to security problems because of the lack of security updates, locking you into obsolete and insecure browsers designed for XP.

The solution, as I see it, is not to wait until you have a catastrophic computer failure which will then force you to update your system. But consider that now is the time to start looking at your options.. With a working XP system you will be able to take your time and decide what you need to do. You will also have the ability to move all your data files, those emails you wish to keep, etc. to a new computer or updated operating system as well as find alternatives for those favorite programs that will work with your existing data. By thinking about updating or replacing your system, you will be able to logically and methodically determine what your needs are and choose a strategy that works best for you. The end result is not to be hurried or pressured in doing something immediately just to get your computer up and running again.

If you have already decided that Windows 8 is not for you, you will want to upgrade to Windows 7. You should be able find copies of Windows 7 through Tiger Direct or Amazon and some computer manufacturers such as Dell and HP are still offering Windows 7 as an option. You can also use Google and search for vendors that might carry the product. But, I would not wait too long because soon sources to that program will dry up. If your plan is to buy a new computer, I would wait until Windows 8.1 is released in the later part of October 2013 because there are significant changes in 8.1 that will negate what you may have already learned about the current version of Windows 8.

If you need help with learning to use your new OS, ask your UG to offer classes or workshops for the new OS. Moderating a SIG or Workshop is a wonderful way to learn about software. If you are in charge of programming, offer programs and workshops

for your members. If you have not signed up for the APCUG/O'Reilly free books program, then you are missing a source of information that covers the newer OS. If you are unfamiliar with the program, look for information on the APCUG website or APCUG Reports.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## The Tip Corner

by Bill Sheff *Lehigh Valley Computer Group, PA*  
[www.lvcg.org](http://www.lvcg.org)    [nsheff@aol.com](mailto:nsheff@aol.com)

**H**ere are a few random tips that should be helpful to computer users.

### Making a copy of your file listing

I wanted to make a list of all my music files. Back in the old Days of C: prompts it was very simple to make a copy of all the files in one of your folders. And even to print them out. I believe there are a few programs out there that can do that for us, and if you want one just Google 'how do I make a list of file names' and a few will pop up. But here is a simple and free solution.

Suppose you wanted to make a list of all your songs. Open up the folder with all the music files. It would look something like this: C:/Documents/Music/Mp3. Go to that pane and highlight the complete line and then type in cmd. You should get a black DOS screen with the name of the folder that is open. At the prompt just type in `dir *.* >name.txt`. Close the DOS screen. Now, if you look in the open folder you should find the name.txt file that you just made. You can copy it anywhere and open it with notebook or any other text editor. If you want to print out a copy right from the DOS screen you can just type `dir/p`.

### Keep your PC clean with Microsoft Security Essentials

While there are a lot of Security Programs out there, both free and commercial, if you haven't yet tried Microsoft Security Essentials you should give it a try. This program is not only free, it protects you against viruses,

spyware and Malware, works quietly in the background and doesn't slow down your system at all. The security suite is integrated into the operating system and as a result it's able to function in the background without hogging system resources and hindering any work that's going on in the foreground. As per various tests conducted online, it's able to detect and remove 99% of all threats in various virus and spyware forms.

This performance is not only impressive but a huge upgrade over what Microsoft had to offer previously. One little tip. Before running a scan always check for updates since the definitions are updated frequently.

### Personalize Your Gmail Inbox Background With A Photo

We all love the functionality of our Gmail Inbox, but it is a little plain. We can spruce it up by adding a personal photo.

Start by selecting Settings in your Gmail inbox and choose Themes. There are a wide variety of themes to choose from, but scroll down to Custom Themes where you can choose between a light or a dark theme.

You'll be asked to select a background photo. You can choose from featured photos, your own Google + photos uploaded from your phone, a URL or you can upload the photo of your choice. Most of your photo is going to be covered up by the photo, so choose something that looks nice with just the edges showing. Pictures with a landscape orientation look best.

Since you will only see parts of the photo, you'll probably want to experiment with different images and see what works best.

### OVERDRIVE

If you still go to the library to borrow books, then you should check out Overdrive. Overdrive is the software that you use to download the media from your library. You can go to your library's website to get the information, or just go to [overdrive.com](http://overdrive.com). There is an app for phones and tablets. You can search Overdrive for libraries all over the country. To download books you must have a library card from any library you want to borrow from. Once your library is found you can open it in Overdrive enter your library card number and a password if required. The good news is that you can get audiobooks or E-books and download them directly to your Bookshelf. The following formats are available: Kindle, Overdrive READ, Epub, and PDF (e-books) as well as MP3 and WMA for audiobooks. Android phones cannot play the WMA versions of the book.

The bad news is that your library has only licensed so many copies of any book to lend at a time, so the book that you want may not be available. The website will tell you how many copies the library has, how many are available and how many holds there are ahead of you. If you can't check it out immediately, you can simply place a hold on the book, just like you would a paper book, and the library will notify you when it will be available for you to download. Whether you check it out immediately or get it through a hold you will have three days from the time that it becomes available to download it.

Some libraries offer different "lending" periods for their books. If they do, choose the period that would be right for you. A usual time is around 14 days, but while you cannot renew a book you haven't finished you can re-download it. Usually the

book will disappear by itself, but you can have it returned and deleted at any time. You can usually borrow up to seven books at one time. It is also possible to transfer your book to another device. You can change the font, rewind and forward at will, and they are so light to carry around. If you have the app on your phone or tablet you can download via Wi-Fi.

### Erase Your Hard Drive

We all know that if we are going to destroy our PC or give it away there is a problem with data on the hard drive. When you delete something in windows—it just marks it to be written over. Formatting a hard drive does not permanently erase stored data, it just reconstructs the allocation table and checks the blocks on the disk. With the right software, old files can be recovered. Well here are a few programs that will totally erase data. Two free programs that can do the job are:

Darik's Boot and Nuke which is an application that you can install on a bootable floppy or CD Rom. Boot and Nuke uses several methods to wipe the data on your drive to an unrecoverable state. Go here to get it: <http://dban.sourceforge.net>

The second title is Eraser 6. Though this software is free as well, a \$15.00 donation is encouraged. This software does a great job of sanitizing your hard drive by removing all magnetic and solid state memory. It does this by using several different techniques including "pseudorandom data overwrite" and techniques defined by the Department of Defense. <http://www.heidi.ie/eraser/>

Once one of these procedures is performed the drive is ready to be given away or thrown out without fear of privacy invasion, fraud, or worse. A word to the wise.

### Microsoft Outlook

As you might know, Microsoft is converting Hotmail to Outlook. There are pros and cons on both sides, but in the

meantime here are a few Word and Outlook tips.

### Word Screenshots

Microsoft Word 2010 provides you with the capability to take a screenshot from another open program and paste it within Word. Just click the Insert tab and select Screenshot.

### Office 2010 Search

When searching for text, you may find a word in several locations in a document. To help you quickly locate the specific use of the word you want to change, Microsoft Word 2010 provides you with an excerpt of the text surrounding the word you searched for. Examine all of the excerpts to find the exact text you want to find or change.

### Outlook Conversation View

In Outlook 2010, you can group messages by subject, so you can condense email threads by removing any redundant messages.

### Paste Preview In Office 2010

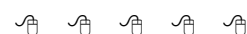
Office 2010 offers a feature where you can preview the different formatting choices before you actually paste. Just hover your mouse over the "Paste Options" menu when pasting content.

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## PIG SIG

Join fellow club members for a light supper and casual conversation before the next club meeting at Travan's Restaurant, on Hayes, across from our meeting location. It starts at 6:00, and ends in time to get to the meeting. This great eating and fellowship meeting is referred to as "The PIG SIG."





## How To Write, Publish And Promote Your Book For Free Using Technology

by Bohdan O. Szuprowicz, Member, Sarasota PC Users Group, FL

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Millions of people all over the world want to write and publish a memoir, a novel, or share their grandmother's favorite recipes. They spend months and years chasing agents and publishers only to face endless rejections.

But times have changed. The latest technologies make it possible for anyone who can get on the Internet to become an author, publisher, and promoter of anything he wants to write, whenever he wants to do it, and all without spending any money in doing so.

All you have to do is write your stuff, edit it, and follow instructions of various services to format your text, design a cover, price the book, select a publicity program, and boast about your achievement to book review editors, on Facebook, Twitter or your own E-mailing lists.

Yes, all those functions are being offered to would-be authors at a price by masses of editors, agents, consultants and promoters. They took the trouble of reading the instructions and now they try to cash in on it. You do not need them if you follow the instructions yourself.

The simplest way to start is to go to Amazon's website, which is the largest online seller of books. You are looking for Kindle Direct Publishing (KDP) which will provide you with a free instruction booklet on how to format your manuscript in Microsoft Word for publication by Amazon as a digital book. So you just write your book in Word and follow simple instructions about spacing, page ends, chapters, etc. Once your manuscript is finished you follow the instructions how to publish it on Kindle and that's all there is to it.

You also set the price that you may vary at will as time progresses. Amazon sells your book and you get a royalty of 35% to 70% depending on arrangements.

There are close to 2 million titles on Amazon so it's important that your book has a cover that is distinctive and attractive to readers. You can design your own cover using Picasa collage functions which is also free. It offers hundreds of fonts and colors and you can include any photographs or images you like. The important thing to remember is the fact that on the screen of a tablet or an E-reader these covers are thumbnail-size. As a result you should make sure that the size of title lettering and colors are contrasting and show up clearly in black & white on many E-reader devices.

Once your book is on Kindle you want to let the world know that it has been published and where to find it. If you stick to digital publishing there is no problem of distribution or costs of sending the book by mail. It is delivered via the Internet to the buyer who can read it on about a dozen devices such as E-readers, iPads, PC's, iPhones, and various smart phones.

There are several publicity websites that can be used to announce the publication of your book. Most offer a basic free service as well as paid versions depending on distribution requirements. Once you follow instructions of a press release site you can also include the image of your book cover and send the whole package to book review editors, TV or radio talk show producers, and your personal E-mail lists completely free of charge.

Better still, the URL's of such press releases can be copied and simply pasted into other messages you are

sending out. PRLOG is such a service used by the author and examples can be found at <http://www.prlog.org>

Twitter and Facebook are the two most popular social media services that you can use freely to promote your book. Although Twitter allows only 140 characters per tweet, you can easily include the URL of your press release and also another link to an image, which may be a Picasa collage of your book cover, prices and reviews, as well as author biography and a photograph of yourself with your pet alligator. You can also use the Twitter search window to send such promo packages to selected recipients like your preferred talk show hosts, and book review editors, many of whom maintain distinct Twitter accounts.

Similarly, Facebook can be used to introduce your memoirs or novel with all the publicity materials to your friends and family. Other social media like LinkedIn, Pinterest and such, can also be used in providing free publicity for your book depending on type of audience you are seeking.

In short, the technology is here to be used and most of it is free. What it means is that anyone can become a published author literally overnight.

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### Last Month's Meeting

Last month Mr. Rick Broida of CNET gave a great presentation, "Finding Great Deals on Tech Stuff". There was lots of good information and tips. Visit Rick Broida's blog at CNET.



**If your e-mail or mail address changes, please e-mail: [secretary@SterlingHeightsComputerClub.org](mailto:secretary@SterlingHeightsComputerClub.org)**

## WYSIWYG WEB WATCH (www)

by Paul Baecker [webwatch@sterlingheightscomputerclub.org](mailto:webwatch@sterlingheightscomputerclub.org)



This column attempts to locate sites containing valuable, amusing and free content, with no overbearing pressure to purchase anything. Send your favorite entertaining, helpful or just plain useless sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue.

Reviews and comparisons of tax software available online, some free and some at cost.  
<http://www.reviews.com/online-tax-software/>

Canadian Railway history and stories, with related links, photos and videos.  
<http://www.trainweb.org/oldtimetrains/>

Folding instructions for simple gliders, cruise missiles, airliners, jet fighters, more.  
<http://www.amazingpaperairplanes.com>

What is the Higgs? Animated slide series explains the theory of how particles acquire mass.  
<http://www.nytimes.com/interactive/2013/10/08/science/the-higgs-boson.html#?g=true>

Popular source for everything related to movies – ratings and reviews, various top rated lists, HD movie trailers, news, more.  
<http://www.imdb.com>

Helps you search and find the right things at the right price. Includes tab for Detroit area deals.  
<http://www.fatwallet.com>

All about British race car design and construction, and about how cars have

been specially built or modified for racing. Loads of pics.  
<http://www.britishracecar.com>

Burn off that Holiday feast: 17 infographics to inspire you to exercise.  
<http://blog.visual.ly/burn-off-that-thanksgiving-feast-17-infographics-to-inspire-you-to-exercise/>

What is a *Raspberry Pi* anyway??? Find out here, along with Quick Start diagram, “New Out-of-Box Software” and other OS’s, a DIY cutout case, forum, FAQs, more.  
<http://www.raspberrypi.org>

Thousands of meteorites have collided with the Earth since 2500 BC. Only 1,107 have been seen falling. Animation shows their activity. Select any year and view each meteorite’s history.  
<http://www.bolid.es>

Interactive website for free ship tracking based on AIS technology -- world maps, port database, vessel details and current position, ship history and photos, latest maritime headlines.  
<http://www.vesselfinder.com>

Six things you should not do with Solid State Drives (SSDs).  
<http://www.howtogeek.com/165472/6-things-you-shouldnt-do-with-solid-state-drives/>

When your PC stops booting, a boot drive is the electronic version of a defibrillator. If you can boot your PC, you can detect bad memory, chase bad sectors, change passwords, and recover data. Here are some tool recommendations.  
<http://www.pcworld.com/article/2054425/pcs-fail-be-ready-with-the-best-boot-drive-programs.html>

Ten tips on using a browser to search for exactly what you want to find.

<http://www.macworld.com/article/2049392/ten-essential-tips-for-searching-the-web.html/>

CryptoLocker ransomware information guide and FAQ --- be informed now, or pay up later.  
<http://www.bleepingcomputer.com/virus-removal/cryptolocker-ransomware-information>

Site attempts to find the best content around the Web to cure your boredom –pics, videos, music, games, more.  
<http://www.theboredninja.com>

Compilation of animations illustrates six mind-bending questions in physics, math and science, such as: How does a humble tortoise beat a mighty hero in a race? Can a cat be simultaneously alive and dead? And what do our grandfathers have to do with time travel?  
<http://www.richannel.org/60-second-adventures-in-thought>

Almost 216 million people, or 3.15% of the world population, live outside their origin countries. Click on a country box to know more about migration flow to/from that country.  
<http://www.peoplemov.in>



## World Wide Web Column on the Club Web Site

Check out the WebPageReviews section on the club’s web site. You can see past web sites reviewed in the column on our club web page. They are arranged into various key word categories to help locate a specific site.

