



Official Newsletter  
SouthEastern Michigan  
Computer Organization, Inc.



**No General  
Meeting in April!  
Happy Easter!**

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**Two Free Helpful  
Utilities: File Repair and  
PrintFriendly  
By Ira Wilsker**

I have to admit that the most frequent sources of ideas for this column are interesting questions asked by callers on my weekly radio show on KLVJ (6:00 pm Mondays, 560AM), and e-mails from readers of this column. In a somewhat unusual move for me, I will respond to two of those inquiries in this column.

From a variety of causes, including external electrical problems, damage done by malware, and file errors caused by the applications being used, it is not at all uncommon for files to become damaged or corrupted. Sometimes the damage is unrecoverable, because the file has been overwritten by other data, or has otherwise been rendered unreadable, but many times an apparently damaged file can be recovered. These corrupted files often become apparent through the display of a popup window giving an error statement such as, “file is not in a recognizable format; unable to read file; file cannot be accessed; application cannot open the type of file represented by filename,” or by giving a mysterious “out of memory” or “low system resources” error, indicating that the file cannot be read or opened.

I have had good success recovering damaged and corrupted files using a utility, aptly named File Repair, which is available as a free 1 MB download from [www.filerepair1.com](http://www.filerepair1.com). According to the File Repair website, “File Repair is 100% freeware: No ads, no beg screens, no feature or time limits. It is completely free for you to use and enjoy.”

File Repair works very simply by loading the program, and then selecting the corrupted file to repair. The program will then scan the infected file, and attempt to repair it; it is just that simple. If a file cannot be completely repaired, but still contains some recoverable data, File Repair will attempt to recover the maximum amount of data from the damaged file, and write the recovered data to a new, usable file. File Repair may be able to recover many types of corrupted data files including Microsoft Word, Excel, PowerPoint, and Access files (both the older formats and the newer “x” formats used in the 2007 and 2010 versions of Office); corrupted compressed files (ZIP and RAR formats); all common video formats (.avi, .mp4, .mov, .flv, .wmv, .asf, .mpg); all common image formats (including .jpg, .jpeg, .gif, .tiff, .bmp, .png); damaged PDF files; and some of the most widely used music formats (.mp3, .wav).

I tried File Repair on some older files that I knew were not readable because they were corrupted, and in each case it took only a matter of a few seconds to read, analyze, attempt to repair the damage, and rewrite the files with a filename that I selected. File Repair was able to fully recover most of the files, which actually surprised me. Some of the files were mostly restored, with some obviously missing data or containing unreadable data; in an Excel spreadsheet (.xls format), File Repair allowed me to open a previously unreadable (by Excel) spreadsheet, but some of the cells had apparent “garbage” in them, a problem that could be manually entered, making the spreadsheet usable. A previous column that was in .doc format that had been

corrupted, was almost totally recovered, except for the last few lines that were either displayed as random text, or totally missing; it was as if the original file had been cut off or truncated at the end. I was able to somewhat restore an old .gif image file, making it mostly complete, but quite viewable, with only some small areas appearing pixilated (blurred with incorrect pixels); this was much better than not being able to view the image at all. As a free service, with reasonably fast turnaround, the creator of File Repair openly offers to attempt to recover otherwise unrecoverable files. "You can send us your file for the manual repair of the file. Our repair experts will analyze the file and repair it for you. Once the file has been received, it generally takes 1-24 hours to process. You can send your corrupted file as an attachment to us via e-mail <[repair@filerepair1.com](mailto:repair@filerepair1.com)>." Obviously, do not e-mail files that are highly personal, confidential, or otherwise sensitive in content.

Complete recovery, or enough recovery to make the file useful, was better than the alternative of having totally useless files. File Repair should be in everyone's software collection.

Several people have asked me about an easy way to print web pages without all of the images and ads, either as a hard printed copy or as a PDF file which can be easily saved. My personal favorite is PrintFriendly at <[printfriendly.com](http://printfriendly.com)>. This handy free utility (supported by ads on the website when used) is most convenient when installed as a button on the Bookmark or Favorites toolbar in Internet Explorer, Firefox, Chrome, and Safari browsers. By opening a webpage and clicking on the "Print Friendly" icon on the toolbar,

the service opens a window offering the user several choices, including "Print," create and download a PDF file, or e-mail the cleaned webpage. The user can also control the font size (text size), and remove images for faster printing; the user can also edit the content prior to printing, e-mailing, or creating a PDF. PrintFriendly has created a YouTube video <[youtube.com/watch?v=SOYKL7KYeSQ](http://youtube.com/watch?v=SOYKL7KYeSQ)> that demonstrates how to use PrintFriendly and all of its features and functions.

In addition to a "Print Friendly" button on a web browser, there is also an option to place a customized button on any of the users' own websites or blogs, including [Blogger](http://Blogger.com)/Blogspot, <[Wordpress.org](http://Wordpress.org)> (hosted), and <[Wordpress.com](http://Wordpress.com)>, which will allow that site's viewers to selectively utilize the Print Friendly functions directly from the webpage or blog. As a final alternative, if none of the previous methods are available, the user may manually enter (or copy and paste) an Internet address in the box on the top of the <[printfriendly.com](http://printfriendly.com)> page, and the same print, PDF, and e-mail options will be available. Print Friendly can save a lot of ink and time when printing blogs or websites to paper, and can alternatively create and save these blogs or websites as PDF files.

I have installed the PrintFriendly icon on all of my browser toolbars, and use it very frequently to efficiently print documents to paper, create PDF files of websites, and e-mail the cleaned content of web pages and blogs to others. Since it takes up little browser landscape, and does not degrade browser performance, it is a very handy (and free) tool to have and use. PrintFriendly is one of those simple tools that you did not know how

much you needed it until you have it and use it; it is a great little tool.

#### WEBSITES:

<<http://www.filerepair1.com>>.

<<http://www.printfriendly.com>>.

<<http://tinyurl.com/7hofzdc>>

(PrintFriendly You Tube Video).

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I was recently doing one of my cyber security presentations at a professional meeting in a posh Dallas area hotel, and there was a need for several users to get online for research purposes. As the speaker, I had a hard-wired Ethernet connection allowing me to access the Internet, but the available WiFi connections in the room were weak and slow, making it difficult for the others to connect to the Internet. This was one of those situations where a common and inexpensive WiFi router connected to the available Ethernet cable would have sufficed, but no one had a WiFi router with them, as that is something that we typically do not carry in our computer bags. I remembered a column about a year ago in the Daily Buggle <[thedailybuggle.com/wifi-hotspot-free-windows-pc](http://thedailybuggle.com/wifi-hotspot-free-windows-pc)> which explained how to use a modern WiFi capable Windows PC as a WiFi hotspot, without the use of any additional hardware. I searched for that article, found it, and in a matter of minutes, we were all connected to

the Internet using our laptops, netbooks, and smart phones.

Most recent versions of Windows include a little known feature called Internet connection sharing (ICS), which is especially easy to set up and configure as an ad-hoc wireless network on Windows 7. When used with a freeware utility, Mhotspot <[mhotspot.com](http://mhotspot.com)>, the Internet connected laptop computer becomes a virtual WiFi router with no additional hardware, and no complicated software configuration. Once installed on the computer, the Mhotspot software does all of the work, and creates a WiFi hotspot without the use of complex configuration; Mhotspot is so simple that a single mouse click creates the hotspot.

The newly released version 4 of Mhotspot was released in February 2012, and is a fast 210 KB download, even though the website still shows it as version 3 <[www.mhotspot.com/download.html](http://www.mhotspot.com/download.html)>. The Mhotspot software requires Windows 7, but being the skeptic I downloaded it to an XP laptop, and it would not install on the XP machine. Mhotspot ran flawlessly on my newer Windows 7 laptop.

The setup process was fast and simple, consisting of only two steps, without any intricate configurations. There is no traditional installation, as the program is ready to run when downloaded. First I had to choose a name for my hotspot, and then create a password with a minimum of eight characters. The Mhotspot window appeared offering the choice to start or stop the hotspot, or setup its properties. If a configuration is necessary, it is a “one time” event, and does not have to be repeated in order to use Mhotspot in the future. For those

who may need visual instructions on downloading and running Mhotspot, there is a sequential set of graphical instructions on the Mhotspot website at <[mhotspot.com/howto.html](http://mhotspot.com/howto.html)>, and a three minute YouTube video clearly demonstrates the process at <[youtube.com/watch?v=Y6ABC5QmTjs](http://youtube.com/watch?v=Y6ABC5QmTjs)>.

Using the “how to” instructions on the Mhotspot website, it took me about three minutes to download the software, run it, choose a hotspot name and password, and set my Internet connection to “share.” As soon as it was ready, my audience could wirelessly access the Internet using the hotspot name and password that I created. Fully cognizant that the more users sharing the available bandwidth, the less connection speed available to each, I was still able to demonstrate what I needed to show, and the participants were able to do what they needed to do. In the group that was sharing my hotspot was a small assortment of laptops, smart phones, and iPads, along with an obsolescent netbook. After I completed my session, I clicked on the “Stop” button on the Mhotspot window, and the hotspot was shut down.

Later in the day, during an impromptu get together, I was asked by a self-proclaimed geek how I made my laptop into a hotspot without using a WiFi router, which he doubted could be done. Since there was an available Ethernet connection, I plugged in my computer, clicked on the Mhotspot icon on my desktop, clicked on the “start” button, gave him my hotspot name and password, and in seconds he was connected to the Internet wirelessly through my laptop without the use of a router! The Mhotspot had remembered all of my settings, and simply clicking

on the icon and starting the utility, made my computer a hotspot again.

I can visualize several scenarios where Mhotspot on a Windows 7 computer can be useful. As happened recently in the Dallas hotel, there was only a single Ethernet connection available in the hotel room, and more than one of us wanted to access the Internet at the same time; Mhotspot allowed us to do that. Similar arrangements can be made in classrooms, meeting rooms, and other places where people need to share Internet access.

Somebody somewhere must have found a use for Mhotspot, as the CNet website, <[download.com](http://download.com)>, shows the Mhotspot software as the current #3 most popular downloaded “Wireless Network Utility,” with over 154,000 copies downloaded, of which over 5700 copies were downloaded in the preceding week. Mhotspot has been reviewed and rated by several of the reputable software evaluation services, most giving Mhotspot their highest ratings. These rating services include “Editors’ Choice” awards from Brothersoft and FreeWareFiles, and “Excellent Ratings” from Download3000 and FreeWindows. For those concerned with the safety of downloading software, Softpedia tested the download, and certified it with its “100%” rating, indicating that it is totally free of any types of spyware, adware, or viruses.

The Mhotspot icon proudly sits on the desktop of my Windows 7 computer, ready to wirelessly share my Internet connection on an instant’s notice.

WEBSITES:

<<http://www.mhotspot.com>>.

<<http://www.mhotspot.com/howto.html>>.

<http://www.thedailybuggle.com/wifi-hotspot-free-windows-pc>>.

<http://www.youtube.com/watch?v=Y6ABC5QmTjs>> (Video about Mhotspot).



### **Of Interest Links (OIL) Fred Acerri**

#### **New NASA Videos of the Moon**

<http://scitechdaily.com/new-nasa-videos-of-the-moon/>>

#### **High Resolution 3D Printer Prints 5 Meters per Second**

<http://scitechdaily.com/high-resolution-3d-printer-prints-5-meters-per-second/>>

#### **Scientists tap the genius of babies and youngsters to make computers smarter**

<http://newscenter.berkeley.edu/2012/03/12/babyeinsteins/>>

#### **Hydrogen Power in Real Life**

<http://www.empa.ch/plugin/template/empa/3/118160/---/l=2>>

#### **Ancient “Graffiti” Unlock the Life of the Common Man**

<http://www.aftau.org/site/News2?page=NewsArticle&id=16117>>



### **Dynamic Pricing Gives Different Pricing to Different People By Sandy Berger**

If you walked into Wal-Mart to purchase a camera and the sales person told you the camera you were interested in was \$300 and then he offered it to the next person in line for \$200, you would probably be aggravated. If the clerk explained that your higher price was based on the fact that he thought you were a very interested buyer who was ready to make a purchase, while the other person was not a serious buyer, you might be even more outraged.

Yet, that is exactly what is happening with online shopping. Online retailers are using cookies to track your moves. Although cookies are relatively harmless and unobtrusive, they show the retailer exactly which items you have looked at and how often you have view them. Retailers can also use click loggers, ad sites, and computer-generated statistics to track your shopping. If you look at the same item several days in a row, the retailer might decide that you will soon be ready to buy and raise the price.

This happened to me recently, when looking for a bird feeder for my husband for father’s day. After several days a looking at the item and mulling the purchase, the price of the bird feeder suddenly went from \$42 to \$51.

This is what is commonly referred to as dynamic pricing which is, in effect, changing the price of a good based on what the retailer thinks a buyer is willing to pay. If you think about it, you realize that dynamic pricing has been around for eons. In a street market hundreds of years ago, a person who was a better haggler may have paid less for the same



item as someone who simply agreed to the first price given.

Today's online dynamic pricing is the practice of charging consumers different amounts based, not on their haggling ability, but on their characteristics as consumers. Evidently, as long as this does not include discriminatory criteria, like charging someone with blue eyes more than someone with green eyes, this is perfectly legal.

After all, airlines have been doing it for years. They typically charge more for flights that are popular with business travelers and they also have complex pricing schemes to fill unused seats. This year the St. Louis Cardinals introduced dynamic pricing for tickets to their ball park. This allows the Cardinals to charge more for "hot" games on popular days. A recent look at ticket prices showed that an infield pavilion seat for a Saturday night game was selling for \$42. The same seat on a weeknight might be a little as \$13.50. It was said that a few years ago, Coca Cola did a test with their vending machines that charged more for soft drinks when the outside temperature rose.

Dynamic pricing doesn't always go against you. For instance, it might be advantageous if you are booking a last minute flight or looking for a cheap ticket to the Cardinal's game. When dealing with dynamic pricing online, however, the instances that I saw in my recent shopping have all been leading toward higher pricing. There is, however, something that you can do to counteract this when it goes against you.

When they raised the price on my bird feeder, I decided to check out the price of the feeder using another web browser that didn't have a cookie

identifying me. Sure enough, the price was back to \$42. I was able to see the two different prices at the same website side by side when using two different web browsers.

You can do the same thing, just download a new web browser like Firefox <[www.firefox.com](http://www.firefox.com)>, Chrome <[www.google.com/chrome](http://www.google.com/chrome)>, or Opera <[www.opera.com](http://www.opera.com)>. These are all free. Then visit the website in question and look at their prices without logging in or giving any personal information. If you have been using one of these alternative browsers and want to use them for a price comparison, you should clear your cookies before you start your price search. A setting for doing that is usually found in the browser's Tools menu.

Dynamic pricing is not going away anytime soon. It looks like it will be a vital part of both off-line and online commerce for years to come. So get used to it, but don't get taken in by it.

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## **Windows 7 Partitioning**

### **By Dick Maybach**

In the dark ages (before XP), it was important to partition your hard disk so that your data did not reside on C:, because early versions of Windows crashed frequently, and in the process, sometimes corrupted the C: drive. To recover, you had to reformat C:, install Windows and all your applications, and restore your data, but if your data was on a separate partition, it survived the crash, making the recovery easier. (However, because these early versions of Windows stored your e-mail files and Web favorites on the same volume as the system files, they were lost unless you had backed up C:.) Many, including me, continued this partitioning practice in XP by mounting their My Documents directory on D:. This separation was largely hidden, because when you accessed your data in My Documents, you didn't have to specify on what partition it sat. The only awkwardness arose later in the PC's life when inevitably one of the partitions became full, even though there was plenty of space in the other, leaving you with the tricky task of repartitioning a nearly full disk. In hindsight, the partitioning was unnecessary, because XP rarely crashed, and in my experience, even when it did, the C: drive was not corrupted.

If partitioning for reasons of safety isn't needed in XP, it certainly isn't in Vista and Windows 7, which are even more robust. You should still be concerned about safety, but a much better way to address this is by using a good backup procedure. No matter how robust your software is, hardware

failure or malware can still strike, and partitioning is a completely ineffective defense against these. If you make and follow a good backup plan, partitioning is redundant; if you don't you are living on the edge.

When you install Windows 7, it sets up a flexible directory structure, which includes (among others) the folders Downloads, My Documents, My Music, My Pictures, and My Videos. Many applications know about these and use them by default. For example, I use iTunes to manage my iPod MP3 player, and when I add the music from a new CD, iTunes places the songs in My Music/iTunes. It makes sense to me that any other music I add would also reside somewhere in the My Music folder. My PC is new and as a result, its hard disk is nearly empty, but from experience I know that this will change. What I don't know are the details of my future storage needs. Will I continue to add to my music collection, will I buy a new camera whose pictures require 10 Mbytes each, or will I develop an interest in videos? Because all my directories share the disk, I don't care. Whichever directory needs the most space will occupy it.

Compare this to the situation if I decide that I'll make separate partitions for each interest, for example D: to hold music, E: pictures, and F: videos. Now I must decide on how large to make each, and if my predictions turn out to be wrong (as they certainly will), I'm faced with later having to repartition a disk full of my software and data. Windows 7 provides a way to make separate partitions appear as folders, which means they appear to reside within the structure of your home folder, so you can hide your partition

scheme from the OS. (In the partitioning example above, D: would be linked to My Music, E: to My Pictures, and F: to My Videos. If you don't make these links, some applications may store their data in the default file structure, instead of in the partition you would like, unless you change the default storage for many applications (which is not necessarily possible). However, you still have the problem of having to estimate the future storage needs of each folder.

I've seen two arguments for putting up with this situation: (1) it is easier to install the OS after it corrupts the C: partition, and (2) it facilitates changing or reconfiguring your OS. I've argued above that modern OSes seldom corrupt disks and a good backup procedure is a superior way to handle OS reinstalls. I've used XP for over ten years on five different PCs, and not once have I experienced a corrupted C: drive; however, in the same time, I've had two hard disk hardware failures. Fortunately, my backups let me recover my software and data, where partitioning would have been no help at all. I don't say that Windows 7 will never corrupt a C: partition, but it's rare. Hard disk failure, while not common, is not at all rare. Finally, I think it's foolish to experiment with the OS on a PC that holds your financial records and all your photographic memories; a virtual machine provides a much safer approach.

All this is good news, because the best partitioning strategy is also the easiest to implement; just leave in place the single partition that your PC manufacturer placed on your hard disk. As far as subdividing it into multiple partitions, in the words of Saturday

Night Lives' Emily Litella, "Never mind."

*This article appeared in the December 2011 issue of "BUG Bytes." Dick Maybach is a member of the Brookdale Computer Users' Group, NJ. Web: <[www.bcug.com](http://www.bcug.com)>. E-mail: <[n2nd\(at\)charter.net](mailto:n2nd(at)charter.net)>.*

**Managing the "Autos" in  
MS Office  
By Nancy DeMarte**

I can't count the number of times I have begun a list in a Word document by typing "1," only to look up to find that my 1 is now indented by a quarter inch and the text by a half inch, which was not what I wanted. I was experiencing the frustration sometimes caused by a feature of Microsoft Office programs called AutoCorrect. First, let me say that I am a big fan of the automatic editing and formatting concept. MS developers spent a lot of time interviewing users about their most common errors. Then, to make the programs more efficient, they added to Word, Excel, and PowerPoint a feature that makes these corrections while the user is typing. In some cases, however, when the automatic correction is not what I intend, I lose time undoing it. Therefore, early in my Office experience, I learned how to customize the "Autos" to my needs.

**AutoCorrect and AutoFormat**

If you want to see what AutoCorrect and AutoFormat actually control in Word, click the Office button, and then Word Options. (File tab, then Options in Word 2010). Next click Proofing in the left pane, followed by the AutoCorrect Options button. This window has 5 tabs at the top. Exploring the content of each

one will give you a good sense of what can be auto-corrected or formatted. You can adjust the checkboxes to create the auto corrections that fit your style. Here are my five favorite options, which I always keep checked:

1. “Correct the accidental use of the cAPS LOCK key” tops the list. It’s too easy to hit that Caps Lock key without noticing it until a whole paragraph has been typed. (AutoCorrect tab)

2. “Replace text as you type” gives you access to the extensive list of commonly misspelled words and other typical errors, along with their corrections. For example, if you type “teh” for “the,” it is automatically corrected. You can use the list as is, delete items, or add your own typical misspellings with the correct ones. (AutoCorrect tab)

3. “Replace fractions (1/2) with fraction character – ½” and “Replace ordinals (1st) with superscripts (1st)” make a document look more professional in an instant. (AutoFormat tab)

4. “Allow text to be dragged and dropped” is a feature that many Office users are not aware of. You can move small groups of text from one place to another on a page by simply selecting the text, placing the mouse pointer anywhere in the selected area, and holding the mouse button down for a second or two until a small dotted rectangle appears near the mouse pointer. Without letting go of the mouse button, drag the text to its new location. When a vertical dotted line shows you where it will appear, let go of the button. This is the quick alternative to cut and paste. (Word Options — Advanced)

5. “Show Tooltips on hover” gives you immediate definitions for command buttons by merely moving the mouse pointer over the item and reading the

information that appears. (Word Options — Display)

Here are my five least favorite Auto options, which I keep unchecked:

1. “Capitalize first letters of table cells” is an option I don’t want because I use tables for so many different purposes. (AutoCorrect tab)

2. “(Replace) Internet and network paths with hyperlinks” is good idea, but I often include a website or e-mail address in a document with no intention of having it linked to the web. (AutoFormat and AutoFormat As You Type tabs — uncheck both)

3. “(Apply) automatic numbered lists” addresses the situation I mentioned in the first paragraph. If I am creating a numbered list, I may want to put my numbers at the left margin to save space, rather than have them indented. (AutoFormat As You Type tab)

4. “Use Insert key to use overtype mode” is one of my most annoying features of Word. Overtyping mode means that to change a group of text, you merely type new text starting where the old text begins; the new replaces the old. But because the Insert key is located just above the Delete key on the keyboard, it is often pressed accidentally, engaging overtype mode. The next words typed will overwrite whatever is ahead of them. You can see the problem. (Word Options – Advanced)

5. “Automatically create drawing canvas when inserting Auto shapes” can cause a lot of frustration. The drawing canvas, introduced in Office 2003, allows you to keep shapes together in complex diagrams. It turned out to be hard to control, however, and in 2007 was relegated to optional status. (Word Options – Advanced)

## AutoRecover

Before you leave Word Options, click Save in the left pane. Here, in the Save Documents area, you will find several options which you can edit to your preferences. Here are the two most important:

1. "Save files in this format." — The default choice here is .docx, which is the file type for Word 2007 and 2010 documents. If you normally save your documents as the Word 2003 or earlier file type, .doc, then this is the place to set the file format so it will affect all future documents except those you change manually. Click the down arrow to get the list and choose .doc.

2. "Save AutoRecover information every 10 mins." — In Word, Excel, and PowerPoint 2007 and 2010, your work is automatically saved periodically to protect it in case of an unexpected power outage or other disruption. The default is 10 minutes, but you can lessen or increase the time between saves. A shorter time keeps your files safer, but might slow down the program's response time. A better solution might be to save work manually after you complete important sections using the keystroke shortcut, Ctrl+S.

The "Autos" can be very useful as long as you set them up to match your style.

*Nancy DeMarte is a Regular Columnist (Office Talk) for Sarasota PCUG, Florida. Article appeared in the February 2012 issue of the "Sarasota PC Monitor." Web: <[www.spcug.org](http://www.spcug.org)>. E-mail: <[ndemarte \(at\) Verizon.net](mailto:ndemarte(at)Verizon.net)>.*



## Tips for Mixing Graphics with Text

By Nancy DeMarte

Have you had this frustrating experience when working with Microsoft Office? You are writing your holiday newsletter in Word and have some good photos of the cousins and grandparents to include. You've typed the text and have chosen an appropriate spot for the first photo to appear. You click in this spot, and then click Insert - Picture. You locate the photo in My Pictures, select it, and click Insert. The photo appears, but not where you want it. When you try to drag it to its chosen place, it either won't move or pushes too much text below it, leaving a blank space between the photo and the margin. Welcome to the tricky world of mixing graphics with text.

A graphic (photo, shape, WordArt, or drawing object) inserted into text is either Inline or Floating. The default property is Inline, which means that a photo will keep its position relative to the text. In the example above, you want the photo to stay related to specific text, so Inline seems like a good choice. But you also want the ability to move the photo around, if needed, and to eliminate the extra white space next to the photo. You need to make the photo floating, which means the photo will keep its position relative to the page, rather than the text. To do this, you need to adjust what is known as Text Wrapping. Once your photo has been inserted, right click the photo to get a menu of options. In Office 2003 and earlier, choose Format, then Text Wrapping. In Office 2007 and later, choose Wrap Text. Then select either Tight or Square. Both of these allow

text to wrap neatly around the photo, with Square allowing a bit more space between the text and the photo. Once you have wrapped the text, you can also easily drag the photo to different places on the page.

But let's suppose you wanted to place the photo in the exact center of the page. In Word 2007/10, select the photo, which opens the Picture Tools tab. Click the Format sub-tab and, in the Arrange group, click Position. Click the icon with the graphic centered and watch the photo jump to the center. You can position a graphic even more precisely by clicking "More Layout Options," choosing Size, and typing an exact location measurement.

Once a photo has been inserted into a document, you may want to take advantage of the simple, but useful enhancing and editing tools for photos which are features of the Office 2007/10 suites. When you select the photo, the Picture Tools tab appears in the ribbon. Click Format. Here you will find a variety of photo-enhancing tools, the most dramatic being the Styles Gallery, which contains borders and 3-D effects. Browse the gallery by selecting the photo and hovering your mouse over the styles one at a time. You can also make simple edits to brightness, contrast, color saturation, and tone using the editing tools on this tab. There is also a basic cropping tool. If you decide you prefer a different photo altogether, a click of the Change Picture button allows you to replace the current photo with another from your computer.

Another pair of useful terms to know is Order and Grouping. These are especially useful when working with shapes. You might, for instance, want to combine several shapes in a document

to create a logo or other design. First click Insert – Shapes and insert each shape individually. Then drag them into an overlapping arrangement. To change the order in which they are layered, right click one of the shapes, click Order, and select your instruction, such as "Bring to front." When the arrangement is complete, you can preserve it by grouping the elements. First select all the shapes by clicking Select – Objects in the Editing group on the Home tab. Then drag a dotted box around the group of shapes to select them all. You can tell you have them all selected when "handles" are visible around each object. Right click the group, and then click Grouping – Group. The separate shapes have now become one and can be moved without changing their arrangement.

It is also helpful to know the difference between a graphic which is embedded and one that is linked to file. Graphics are embedded by default, meaning a copy of the inserted graphic is located in the document file. This is usually appropriate. The 'Link to File' option, however, offers some advantages in certain situations. Let's say you have a large document with many photos and want to reduce its file size. You can insert a photo so that it is linked to its real location on your computer, such as My Pictures. Click the Insert tab – Picture. Locate and select the photo. Instead of clicking the Insert button, click the arrow next to Insert and choose Link to File. A virtual image of the photo appears in the document with a much smaller file size than the original. If you edit the photo in its actual location, the changes are reflected in its virtual image in the document.

Another valuable use of Link to File relates to charts. Let's say you have created a pie chart in Excel and want to insert it into a document. Because the data is this chart will change periodically, you can link the chart to its data set in Excel so it updates as you modify the data. This is much easier than recreating the chart each time the data changes. To do this, create the chart in Excel and paste it into the document using the "link data" paste option.

A caution with "Link to File" is if you change the location of the source file, the connection is broken. A photo will not be visible, and no longer will the chart change along with the source file. You can avoid this problem by choosing 'Insert and Link,' which both links the graphic to its source and also inserts it. The graphics will always be visible in the document, even if the link is broken.

Graphics add a lot to documents. Experiment with them using these tips.

*Nancy DeMarte is a Regular Columnist (Office Talk) for the Sarasota PCUG, Florida. This article appeared in the January 2012 issue of the "Sarasota PC Monitor." Web: <[www.spcug.org](http://www.spcug.org)>. E-mail: <[ndemarte\(at\)Verizon.net](mailto:ndemarte(at)Verizon.net)>.*

### **Own the Cloud with ownCloud By Drew Kwashnak**

I love the cloud. I love the accessibility, and freedom it provides. Unfortunately that freedom is limited because the host can go offline; hold my files for ransom, or worse! Then there is question about privacy and lack of control over your own content. Proprietary formats

create a vendor-lock-in that traps you unwittingly to their services.

Maybe one solution could be a "private cloud" where it gives you the advantages of the cloud, yet you have full control over the content. That's the premise behind ownCloud.

It is a free, open source project that runs on a Linux web server whether the server is local behind a firewall or hosted somewhere accessible such as on Amazon's Web Services which, by the way, is where Dropbox stores those files you upload.

The requirements on top of Linux for ownCloud are fairly basic; Apache, PHP 5 and either MySQL or SQLite for database. Some Linux distributions even include a pre-built package that installs everything you need for you.

There are steps to install and run ownCloud on a Windows system, using IIS. Apple Mac OS X, being UNIX, is almost as easy to host ownCloud in Apache as Linux.

While ownCloud has sharing, music streaming, calendar, contacts, users & groups, OpenID, LDAP, WebFinger, and remoteStorage compatibility the most important feature is WebDAV file storage where you can add, remove and move files through the web browser or from your local computer!

With WebDAV, client computers can access the ownCloud files almost as easily as they can open and save files to their local systems! This works in Linux, MacOS X and Windows.

And that's not all! The developers of ownCloud are working to include an image gallery for your photos, an online text editor, encryption for your security, storage of bookmarks, server

**[Continued on Page 18](#)**





**Pictures: Recent SEMCO Meetings:** <<http://www.tinyurl.com/y8cm99e>>

**Video: Recent SEMCO Meeting:** <<http://www.tinyurl.com/363vnbd>>

**Podcasts: Podcasts of SEMCO meetings can be found at:** <<http://www.semco.org/podcasts.htm>>.

## SEMCO

Serving the needs of professionals, hobbyists, novices, and prospective computer users since 1976.

- \* Learn more about computing in an informal, non-academic setting.

- \* Get honest answers to computer questions without commercial bias.

- \* Meet and interact with other computer users. Personal and electronic networking.

- \* Gain access to members willing to provide help in response to a phone call or e-mail.

- \* Receive monthly newsletter with informative articles.

## Upcoming Events:

### Penguicon 2012

Will be held April 27 through 29 at:  
Hyatt Regency Dearborn  
600 Town Center Drive  
Dearborn, MI 48126

Early registration at:

<<http://penguicon2012.eventbrite.com>>

Cost is \$40 (Early Registration) or \$50 at the door.

### APCUG/CAMUG 2012

#### Regional Computer Conf.

Will be held Fri., July 13; 8:00 AM through Sat., July 14; 5:00 PM at:  
Walsh University  
2020 East Maple St  
North Canton, OH 44720

Details-1:

<<http://tinyurl.com/APCUG-CAMUG-Regional>>.

Details-2:

<<http://tinyurl.com/8xww8s6>>.

Details-3:

<<http://tinyurl.com/8444wty>>.

Early registration at:

<<http://tinyurl.com/2012-Regional-Conference>>

Cost is \$50 to \$75 depending on how early you register

## *SEMCO Meeting Pictures*



(Above) At SIG-Computing, Brian D. Renner discusses his site: <[MovieInsider.com](http://MovieInsider.com)>. (Below) At SIG-Techniques, Steven Gold talks about his role in building the early Internet.



## *SEMCO Meeting Pictures*



(Above): Tom Callow and Franz Breidenich tend to the prize drawing.  
(Below): Members listen to the topic.





**BOARD MEETING**  
**3/11/2012**  
**Carol Sanzi**

**Board Members Present**

President Mike Bader, Vice President Richard Jackson, Treasurer Bette Gay, Secretary Carol Sanzi, SIG-Computing Chairman Tom Callow, SIG-Advice Chairman Franz Breidenich, Publications Committee Chairman Warner Mach, and Members-at-Large Bob Clyne and Brian Brodsky. The board meeting was called to order at 12:02 p.m.

**Old Business**

Bette Gay reported that the current treasury amount equaled a total of \$9,153.83 with \$4,399.61 in the checking account and \$4,754.22 invested in three Certificates of Deposit. The membership currently is 74. It's time for Robert Marshall to renew his membership.

Tom Callow moved to reimburse Carol Sanzi \$28.70 for refreshment supplies. Mike Bader seconded the motion and it was carried.

**New Business**

Bob Clyne presented the Audit Committee's report. Tom Callow moved to approve the report on the contingency that it is signed by the committee members. Bob Clyne seconded the motion and it was carried.

Tom Callow moved to ratify the reimbursement of \$5.30 to Richard Jackson for the batteries he purchased in February, 2011. Brian Brodsky seconded the motion and it was carried.

Tom Callow moved to ratify the payment for filing fees to the State of Michigan for all prior years. Bob

Clyne seconded the motion and it was carried.

Tom Callow moved on a continuing basis to pay the annual filing fees to the State of Michigan. Brian Brodsky seconded the motion and it was carried.

Tom Callow moved that no more batteries should be purchased until the podcasts are up on the web. Brian Brodsky seconded the motion and it was carried.

Richard Jackson revised the evaluation form hoping to make it more succinct. A discussion followed with suggestions to enhance and clarify the form. Richard Jackson will make changes for the next meeting.

Tom Callow moved to adjourn at 12:37. Richard Jackson seconded the motion and it was carried.

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**[Continued from Page 14](#)**

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and client synchronization and Android or WebOS apps. Being open source, the possibilities are actually practically endless!

So if you like the idea of the cloud, but not the idea of giving control over your files and information to some 3rd party, and if you have some spare machines lying around the house you can easily create your own cloud, where you Own the Cloud!

**WEBSITE:**

<http://owncloud.org/>.

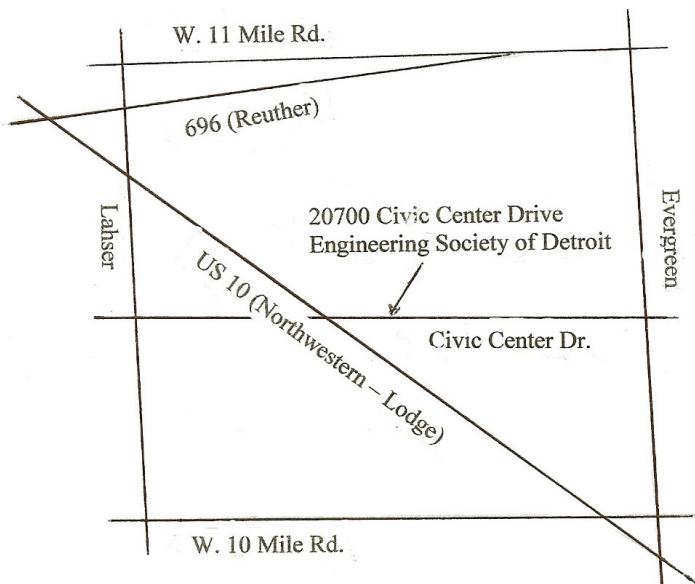
<http://tinyurl.com/ownCloud-win7>?

<http://tinyurl.com/ownCloud-blog>.

*Drew Kwashnak is a Member of the Danbury Area Computer Society, CT. Article id from the January 2012 issue of "DACS.doc." Web: <[www.dacs.org](http://www.dacs.org)>. E-mail: <[dacseditor \(at\) dacs.org](mailto:dacseditor@t.dacs.org)>.*

**SEMCO Meetings at Engineering Society of Detroit**  
**20700 Civic Center Drive, Suite 450, 4th Floor**  
**Southfield MI 48076.**

**42°29'7" N by 83°14'29" W**



From I-696 exit at Evergreen. Take Evergreen south to Civic Center Drive. Civic Center Drive is about halfway between I-696/Eleven Mile Rd. and 10 Mile Rd. Turn west, right if you are coming from the north, onto Civic Center Drive. Follow Civic Center Drive, watching the number signs on the right. When you get to the 20700 sign turn right, north, and follow the drive until you arrive at the southwest corner of the brown building with the Engineering Society of Detroit sign near the top. Turn right, east, and go past the front of the building. When you reach the end of the building, turn left, north and go to the back of the building and turn left, west, again. The parking lot will be on your right. The entrance is in the center of the building. Park in back of building. Enter the rear door. The ESD office is on the fourth floor.





## SPECIAL INTEREST GROUPS (SIGS)



**SIG-COMPUTING**  
Tom Callow

**April:** No main meeting in April.  
Happy Easter!



**SIG-TECHNIQUES**  
Warner Mach

**April:** No main meeting in April.  
Happy Easter!



**SIG-PROGRAMMING**  
Richard Jackson

**April 21:** At the home of Richard Jackson. Contact Mr. Jackson for full details: (248) 546-3694. **Topic:** “A review of chapter 7: Improving Program Organization with Functions and Subroutines—plus program snippets”



**SIG-ADVICE**  
Franz Breidenich

**April 3/May 1 (Tues): 5:30 p.m.:** At the Madison Heights Library located at 240 West 13 Mile Rd. one block West of John R. The parking lot entrance is off Brush St. The lot and entrance to the library is located in the back of the library. Topic: General discussion.



**SIG-LINUX**  
Michael Rudas  
Mike Bader



**April 24 (Tues): 6:45 p.m.:** At Motor City Free Geek, 1511 Jarvis St., Suite #10, Ferndale, MI 48220. The building is on the Northwest corner of Wanda and Jarvis - The first traffic light south of 9 Mile, on Wanda. Topic: TBA.

**May 2012 DATA BUS DEADLINE (7th day after 2nd Sunday in month)**  
**SEMCO Input and Members' Ads—Deadline: Sun., April 15, 11:59 p.m.**  
Members' personal ads are free. To mail, use Editor [address on Page 2](#); e-mail address: [<warnermach@gmail.com>](mailto:warnermach@gmail.com). PLEASE send to arrive sooner than deadline.  
**Business Ads - Deadline: Second Friday monthly.** Contact Editor ([address Page 2](#)).



**Warner Mach**[warnermach@gmail.com](mailto:warnermach@gmail.com)

(to post monthly computer group info)

**CALENDAR-OF-EVENTS  
OTHER GROUPS****COMP (Computer Operators of Marysville & Port Huron)**

April 4., 7 p.m., (1<sup>st</sup> Wednesday) Jane Wheatly 810-982-1187 or Pam Raisanen  
E-mail info: <[compinfo@greatlakes.net](mailto:compinfo@greatlakes.net)>. Web: <<http://www.bwcomp.org>>.  
Topic: TBA.

**Focus: Hope IT User Group**

1400 Oakman, Detroit, MI. 48238. Web info <<http://www.fhitug.org>>. See web site for details. Pre-registration required.

**HUG (Holly User Group)**

April 14, 9 a.m.-noon (2<sup>nd</sup> Saturday) Groveland Twp. Fire Hall, 3085 Grange Hall Rd. & Dixie Hwy., Holly, MI. 48442. Ron McCauley 810-629-9683. Topic: TBA.

**MacGroup-Detroit**

April 22, 3:00 p.m., Birmingham Temple, 28611 West 12 Mile Rd., Farmington Hills. Info: Terry White, <[terry@macgroup.org](mailto:terry@macgroup.org)> or 248-569-4933. <<http://www.macgroup.org>>. Topic: "New Announcements from Apple March 7 Event."  
SIGs: 2:00 PM.

**MacTechnics, (MAC User Group)**

April 21, (3<sup>rd</sup> Saturday ); See web site for meeting time and location. <<http://www.mactechnics.org>>. JoAnn Olson at 248-478-4300. Topic: Late Breaking News from Apple

**MDLUG (Metro Detroit Linux User Group)**

April 14, 12:30–2:30 p.m., (2<sup>nd</sup> Saturday); MDLUG meetings will be at The Gaudior Academy located at 27100 Avondale Avenue in Inkster. Web: <<http://www.mdlug.org>>. Topic: TBA.

**Motor City Free Geek**

Every Saturday 1 p.m. to 5 p.m. 1511 Jarvis St. Suite #10, Ferndale, MI 48220. <<http://www.motorcityfreegeek.net>>. E-mail: <[MotorCityFreeGeek@gmail.com](mailto:MotorCityFreeGeek@gmail.com)>. Recycling & Open Source.

**MUG (Michigan User Group)**

April 10, 6:00 p.m., (2<sup>nd</sup> Tuesday): Farmington Community Library-Main Branch, 32737 W. 12 Mile Rd., Farmington Hills, MI. 48334. <<http://www.mug.org>>. Topic: TBA.

**Oak Park Computer Club**

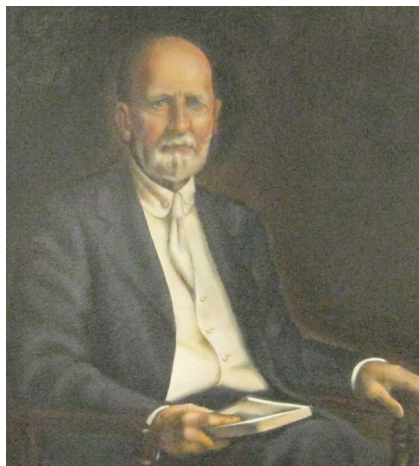
Every Fri., 10:15 a.m. at Oak Park Library, Oak Park Blvd. west of Coolidge.

**Royal Oak Computer Club**

Every Wed., 12:30 to 2:30 PM at Mahany/Meininger Senior Community Center, 3500 Marais Ave., Royal Oak, 48073. Near Crooks & 13 Mile. Guest speakers & regular monthly speakers. <<http://tinyurl.com/royaloakcc>>.

**SHCC (Sterling Heights Computer Club)**

April 3/May 1, 7:30 p.m.(1<sup>st</sup> Tues); Macomb Community College South Campus, Bldg. K, 14500 E. 12 Mile Rd. Don VanSyckel <[Don@VanSyckel.net](mailto:Don@VanSyckel.net)>, 586-731-9232; Web: <<http://www.SterlingHeightsComputerClub.org>>. April Topic: "Tablets and eReaders." May Topic: "Backup, Issues and Techniques."



## He Who Watches.

Note: For the Key Word to get the 30% discount see any SEMCO officer or member of the board.



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### COMPUTER RESOURCE PEOPLE

This is a list of people willing to be resources for other members to call when they have hardware or software questions.

Are you willing to help members learn?

Which software programs are you familiar enough with?

It is not necessary to be an expert, but just have some familiarity with the program and be willing to help someone starting to learn it. Please give this some thought and volunteer at the next group meeting.

**Almost Anything:** Vander-Schrier

**AutoCAD:** Comptois

**Genealogy:** Cook

**IBM PC Hardware Issues:** Clyne, Yuhasz

**Operating Systems:** Callow, Clyne, Yuhasz

**MAC Hardware and OS Issues:** Yuhasz

**Security:** Bader

**MS Office for Windows:** Callow

**MS Word:** Clyne

**Networking:** Callow

**Novell Netware:** Yuhasz

**Quicken:** Clyne

**Geocaching:** Cook

**Relational Database Programming:** Lis

Bader, Mike—586-573-7330, 9am–8pm.....	<a href="mailto:mdbader@flash.net">mdbader@flash.net</a>
Callow, Tom—248-642-5770, 9am–5pm.....	<a href="mailto:tcallow@monaghanpc.com">tcallow@monaghanpc.com</a>
Clyne, Bob—810-387-3101, 9am–10pm.....	<a href="mailto:clyne@mich.com">clyne@mich.com</a>
Comptois, Jerry—248-651-2504, anytime	
Cook, Stephen—313-272-7594, eves.....	<a href="mailto:scook48227@ameritech.net">scook48227@ameritech.net</a>
Lis, Bernie—248-669-0101, 10am–8pm.....	<a href="mailto:BerLLis@comcast.net">BerLLis@comcast.net</a>
Vander-Schrier, Jack—586-739-7720, 12–8pm.....	<a href="mailto:jvanders@comcast.net">jvanders@comcast.net</a>
Yuhasz, Steve.....	<a href="mailto:Help@yuhasz.org">Help@yuhasz.org</a>



**SOUTHEASTERN MICHIGAN  
COMPUTER ORGANIZATION, INC.**

## **SEMCO CALENDAR**

**Engineering Society of Detroit  
20700 Civic Center Dr., Suite 450, 4th Floor  
Southfield, MI. 48076  
42°29'7" N by 83°14'29" W**

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### **May 13—SEMCO Sunday**

**<http://www.semco.org>**

**PUBLIC INVITED**

**(Please copy this and the next page to post on your bulletin board)**

**SouthEastern Michigan  
Computer Organization, Inc.  
P.O. Box 707  
Bloomfield Hills, MI 48303-0707**

**SEMCO (future meetings)  
April - No Meeting (Easter)  
May 13**

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