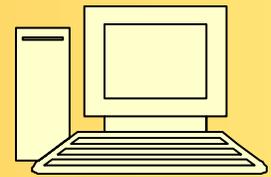


BAY BYTES

Greater Tampa Bay Personal Computer User Group, Inc.



Newsletter

Issue 4

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25th Year of People Helping People!



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Don't forget to visit our club's site at:

<http://gtbpcug.org>

As well Don Miller's and Darrell Manns' :

<http://www.dmanns.org/dmiller/>

Advice from Snopes

1) Almost all E-Mails that ask you to add your name and forward on to others are similar to that mass letter years ago that asked people to send business cards to the little kid in Florida who wanted to break the Guinness Book of Records for the most cards. All it was, and all any of this type of E-Mail is, is a way to get names and 'cookie' tracking information for telemarketers and spammers - - to validate active E-Mail accounts for their own purposes.

2) Any time you see an E-Mail that says forward this on to '10' of your friends sign this petition, or you'll get bad luck, or whatever, it has either an E-Mail tracker program attached that tracks the cookies and E-Mails of those folks you forward. The host sender is getting a copy each time it gets forwarded and then is able to get lists of 'active' E-Mails to use in SPAM E-Mails, or sell to others that do.

You can do your friends and family members a GREAT favor by sending this information to them; you will be providing a service to your friends, and will be rewarded by not getting thousands of spam E-Mails in the future!

If you have been sending out (FORWARDING) the above kinds of E-Mail, now you know why you get so much SPAM! Do yourself a favor and STOP adding your name (s) to those type listings regardless how inviting they might sound!

You think you are supporting a GREAT cause, but you are NOT in the long run. Instead, you will be getting tons of junk mail later in life!

Also: E-Mail petitions are NOT acceptable to Congress or any other organization. To be acceptable, petitions must have a signed signature and full address of the person signing the petition.

Read the full story.

<http://www.snopes.com/inboxer/petition/internet.asp>

How to Control the Display of Your Laptop

By Dave Bytes

<http://www.davebytes.com>

You can control the way Windows looks as well as how your laptop's monitor is configured. To do this, you need to visit the Personalization icon in the Windows Vista Control Panel or the Display icon in the Windows XP Control Panel. Oddly enough, the same icon is used in both versions of Windows.

Display Settings is where you go to set up the laptop for giving a presentation. As shown in the figure, it's where you configure the projector, which is treated like a second monitor. The quickest and handiest way to get to the Personalization or Display Properties dialog box is to right-click a blank part of the desktop and choose Properties from the pop-up menu.

Your laptop's display has certain modes and resolutions that work best — for example, 800 x 600 or 1024 x 768. These and other resolutions are known as the *native* settings for the monitor. Although other resolutions might be possible, the results don't look good and can wreak havoc on the display.

You might consider setting a lower resolution and number of colors for your monitor. The higher resolution and color settings require more video memory, which means more work for the computer, more power, and less battery life.

What resolution should I make my pictures to use in a PowerPoint slide show? From: MS Office PP Help

If you've asked this question and gotten answers like "Just scan your images at 96 dpi," I'll have to ask you to push your brain's **Restart** button. You need to clear your head of all that dpi stuff because for PowerPoint purposes, it's wrong, irrelevant, confusing (choose any three).

Working out the right size for images in PowerPoint is a lot simpler than some people try to make it sound. The Basic Rule is this: For images that fill the slide, the image size (in pixels) should be equal to the video screen's resolution.

For example, if your screen resolution is set to 1024 × 768, that's the size you want your full-slide images to be. If the image occupies only half the width and half the height of the slide, it should be 1024/2 or 512 pixels wide, and 768/2 or 384 pixels high.

Highly detailed images sometimes look better if they're set at a bit higher resolution than The Rule demands. So if you're working with maps or images of text, try the same image at several resolutions—you'll quickly get a feel for what works best. Just don't go overboard; the higher the resolution, the larger the image files; the larger the image files, the larger your PowerPoint files will become, and the slower the images will display. You want your images to be just big enough to look good and not a pixel bigger.

Power Point display adjusted

You have a laptop with a wide-screen display. When you start a PowerPoint slide show, it doesn't fill the screen. Instead, it leaves black on either side. Or maybe it fills the screen but distorts the pictures on your slides. Can't it fill the screen instead without making messes?

Solution

Yes, it can. PowerPoint will display your slides as large as it can without cropping. If the proportions of the slide don't match the screen then it can't fill the full screen, so it fills in the rest with black.

If you want PowerPoint to completely fill the screen with your slides you simply have to make your slides the same proportion as the screen. Start by making a copy of your presentation to work on, then do this (assuming a wider-than-average screen): Choose File, Page Setup. Increase Slide width; the ratio Slide width / Slide height should be the same as Screen width / Screen height

How big should you make the page?

[PowerPoint MVP Austin Myers has a free program that figures this out for you](#)

To calculate the value yourself, you need to know the width and height of your screen in pixels. To get this:

- Right-click the Windows desktop
Choose Properties from the pop-up menu.
Click the Settings tab of the Display Properties dialog box
Under "Screen area" you'll see the current setting as Screenwidth x Screenheight in pixels
Make a note of the values there, then click OK to close the dialog box

(On Mac, use System Preferences, Displays to get the current display Resolution setting)

Now use this formula to get the correct value for your PowerPoint Slide width:

$\text{Slidewidth} = (\text{Screenwidth} \times \text{Slideheight}) / \text{Screenheight}$

In other words:

- Start with Screenwidth and Screenheight (in pixels, from Display Properties) and Slide height (from PowerPoint's File, Page Setup dialog box)
Multiply Screenwidth by Slide height
Divide the result by Screenheight
- That's the value to use for Slide width in the Page Setup dialog box

Note: As [Keith Ratner of SkillzDesign](#) pointed out on the PPT newsgroup recently, keep your slide width at 10" and the height proportional to your intended screen size so you can print to normal letter/A4 size paper without having to remember to checkmark "Fit to page" every time you print.

What if the presentation's already done - and set up for a normal 4:3 ratio screen.

You have a bit more work cut out for you.

Continued on the next page

Open the presentation (we'll call it O for Original) and save it to a new name (we'll use W for Wide). Calculate the slide size you need to use and change W's File, Page Setup, Slide Size to match. The graphics may become distorted; Don't worry, we'll fix that in the next few steps. Open O again so that you have both presentations open at once.

Use the Window menu options in PowerPoint to arrange both presentations side by side.

Now step through both presentations a slide at a time. When you find a graphic that's been distorted in W, delete it, then select it in O and copy/paste it into W. You may want to do the same with text boxes, or perhaps to the text placeholders on the slide master.

You'll probably have to make a few other tweaks to the layout, but on the whole, this should get you there with minimal stress.

PPT 2003: Use the MS Script Editor to reset the size

This works in PowerPoint 2003 (and probably 2002 and 2000). See below for a similar solution for 2007.

Choose Tools, Macro, Microsoft Script Editor

In the pane on the right, double-click pres.xml

Near the beginning of pres.xml, you'll find a line something like this:

```
<p:presentation sizeof="screen" gridspacingx="49152" gridspacingy="49152">
```

Change it to this:

```
<p:presentation sizeof="custom" slidesizex="7680" slidesizey="4320"  
gridspacingx="49152" gridspacingy="49152">
```

When you switch back to PowerPoint from the Script Editor, you'll see a toolbar that has "Refresh" and "Do not Refresh" buttons. Click Refresh.

Your presentation will be reset to 13.33 x 7.5 inches (or 16x9 format). The original contents of the slide will be on the left side of the screen, but nothing will be distorted. Select and recenter everything on the slide and you're good to go.

To choose different dimensions, multiply the dimension (in inches) you want by 576.

Enter the results in slidesizex= (for the width) and slidesizey= (for the height).

Using a Full Screen Picture as a Background in PowerPoint

www.epson.com

Some presentations benefit from using a photograph or single graphic as a background image. There are many ways to do this in PowerPoint, but the easiest way is listed here.

To use a full screen picture as a background:

1. Open a PowerPoint presentation.
2. On the **View** menu, select **Master > Slide Master**.
3. On the **Format** menu, select **Background**.
4. Click the down arrow on the color bar.
5. Select **Fill Effects > Picture > Select Picture**.
6. Locate the image you want to choose and click **OK**.
7. Click **OK** again.
8. Click **Apply to All**.

PowerPoint automatically scales the image to fit the screen. This is a wonderful way to integrate a graphic element into a presentation. However, because PowerPoint automatically sizes the graphic, the clarity of the graphic is impacted by its original size. So, a graphic that is originally 1" x 1" may become unrecognizable as PowerPoint resizes it. Consequently, it is best to use images that are relatively close in size to the final slide size.

Tip:

The running processes in XP Task Manager are

23-30 Processes - Fairly Clean Installation of Windows XP with few extras

30-40 Processes - XP Computer with several extras such as Printer, Scanner and CD or DVD writer

40-55 Processes - is usually too many or an indication that you have too many programs running in the background such as AOL, Instant Messenger or other programs. This may affect the performance of your computer

55+ Processes - Too many for most installations, but again depends on your exact system and installed hardware and software.

Is Your Internet Security up to Date?

Antivirus up to date?

Firewall?

Windows up to date?

Spy Ware?

See how to protect your computer at:

<http://gtbpcug.org/protect/>



More about Internet Threats

Is iCloud safe?

<http://www.komando.com>

Q. Hi Kim. I have a question about iCloud. Is it safe to use? I joined Audible and will be downloading audio books. I want to put these in iCloud so I can listen to them on all my gadgets. However, I hear iCloud opens the door to hacking, stolen passwords and viruses. Is this true?

Thank you for the show and all the information you give.

A. Thanks for the question, Shirley, and for tuning in to the show. I'm sure you'll get many hours of enjoyment out of your Audible membership.

For those who don't know, Audible is an Amazon-owned service that provides access to audio books for a set monthly fee. Titles are downloaded with a Wi-Fi connection to the listening gadget of your choice.

iCloud, on the other hand, is Apple's online storage system for music, photos and documents. It allows you to share and synchronize your information across your computers and iOS gadgets.

Neither one is any more dangerous than any other online service. The same rules for staying safe apply.

Before I go into that, I should point that you don't need to use iCloud for your Audible files. Audible provides its own delivery system.

There's an Audible app for iOS and Android gadgets. Amazon's Kindle and other e-readers have Audible apps you can download.

Any computer can play an Audible file like a regular sound file. iTunes can import Audible files for transfer to a portable media player or to burn to a CD.

Continued on the next page

iCloud can back up your Audible files, along with the rest of your iTunes library, but you can also download replacement files from Audible. So, iCloud isn't really needed in this case. Learn some better ways to use iCloud.

As I said, Audible and iCloud are no more dangerous than any other major Web service. So, the same rules apply for staying safe.

It's important to use a strong, unique password for every account you have online, including Audible and iCloud. You read almost every week about hackers stealing customer usernames and passwords from sites.

Crooks use that information to go after the customers' other accounts, knowing that most people use just one password for them all. I tell you how to make strong but memorable passwords in this tip.

Make sure to turn on your iPhone or iPad's passcode lock at Settings>>General>>Passcode Lock. This will prevent people from sneaking in to your iCloud, especially if your gadget has been stolen. Learn more about security for your gadget. Any website that requires you to log in and conduct business does so on a secure HTTPS page. That encrypts the communication between you and the site. If a thief could intercept data in transit, it would be scrambled and meaningless.

That's true of iCloud as well. Everything sent to or from iCloud is encrypted in transit. All content stored in iCloud is encrypted. Click here to learn more about HTTPS.

You're more likely to invite a hacker or virus into your computer if you don't use and regularly update security software. I have the free and effective programs you need in my Security Center. Opening email attachments you're not sure about is also asking for trouble.

A wireless network at home that isn't encrypted and password-protected is like leaving your front door wide open to a thief, except it will be your passwords and personal information that gets stolen. I tell you how to lock down your network in this tip.

Even in a fast-paced, digital world, people still love books. Here are a few more ways technology can help you connect with books.

When money is tight, you don't have to stop enjoying audio books. This site manages a vast collection of public domain audio books.

Reading doesn't have to be a solitary activity. At this site, you can share and discuss what you're reading with other book lovers.

If you download a lot of e-books, you know how hard it can be to keep them organized. This tool will help you straighten up your [digital bookshelves](#).

Set up Windows Mail

(Former Outlook Express)

<http://www.comando.com>

Outlook Express was a popular desktop e-mail program. But Windows Vista does not include it. Windows Mail has replaced Outlook Express.

I'll tell you how to set up Windows Mail. But first, let me explain a little about desktop e-mail programs.

To start, you'll need an e-mail account from a provider. Windows Mail does not provide an e-mail account for you. You'll get one from your Internet service provider, work, school or Webmail service. After setup, Windows Mail will download the e-mail to your computer.

Your e-mail provider should have POP3 or IMAP access. You'll need to know the server address for your account. You'll also need the SMTP server information for outgoing mail.

For example, Gmail's POP3 address is "pop.gmail.com" (minus quotes). And its SMTP address is "smtp.gmail.com" (minus quotes). Check your provider's help section for this information.

Or, call and ask.

Create a new account

In Windows Mail, click Tools>>Accounts. Click Add. Select Email Account and click Next.

Enter your name in the field labeled "Display name." This will be in the From field of outgoing messages. Click Next. Enter your e-mail address in the "E-mail address" field. Click Next.

Enter the server information gathered earlier. Under "Incoming e-mail server type" select POP3 or IMAP. Put the POP3 or IMAP address in the "Incoming mail (POP3 or IMAP) server" field. Enter the SMTP address in the "Outgoing e-mail server (SMTP) name" field. Click Next.

Enter your e-mail account's log-in information. Enter your user name and password in the proper fields. Check the box labeled "Remember password." Click Next. Check the box labeled "Do not download my e-mail at this time." Click Finish.

Server ports

Next, you'll need to set up the server ports. These are two numbers you'll need to get from the e-mail provider.

Highlight the account you've just created in the list. Click Properties. Select the Advanced tab. Look under Server Port Numbers. Enter the proper numbers in the "Outgoing mail (SMTP)" and "Incoming mail (POP3)" fields. The provider may require a secure connection. If so, check the box labeled "This server requires a secure connection (SSL)." Click Apply>>OK.

You're all set up! Click the Send/Receive button to start handling your mail.

Some things to look into...

<http://www.printwhatyoulike.com>

We all been told to stay away from Beta Version Software, which is good advice. However for the ones who never had any luck to print out a Web page without getting of all the unwanted stuff that surrounds the part you actually would like to print, there is a way to do it now. This utility lets you pin-point exactly what you want to see on your printout. Just look at the screen shots on the site to see what it is all about. "Try it, you'll like it."

<http://www.phonespamfilter.com>

Still getting soliciting telephone calls? How would you like to call back to complain? This site lets you search for the number that appeared on your caller ID. However, to take full advantage of this service, you'll need a phone system that can use their filter script, like VOIP (Voice over IP). Yahoo Messenger with voice, to name one of them.

<http://www.fictionaddiction.com>

For all who think there could be a tiny Ernest Hemmingway inside of you, this site will give you enough information to put you on the right track to get your writing started. Even something you have already written can be posted on that site under the " Writers Showcase."

<http://www.photosecrets.com>

If you already have taken up photography as a hobby or just want to get started, this could be the site to go to. For all the Do's and Don'ts in photography, digital or otherwise.

<http://www.listofhobbies.org>

If fishing or playing golf doesn't fill up your spare time, for us retirees that is, you might want to take a look at this site. Explore the many links and maybe one of them just might get you in touch with a hobby you always wanted to do, to fill your spare time with, enjoying doing it and having fun at the same time.

[Sistine Chapel](#)

Move the mouse around and see what happens. ± will zoom in or out.

[IE 9 and IE 10: Change the Number of Days to Keep History](#)

By default, Internet Explorer will keep a list pages that you visited in the History for twenty days. However, if you want to clean the history more frequently or if you want to keep the history longer, these directions will show you how to change it.

<http://www.backcountrygallery.com/wallpaper/>

Looking for different or unusual wallpaper for your PC take a look at this site, you might find what you are looking for.

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

Moving files from one PC to another, the experts think this is the way to go.

<http://tinyurl.com/7yq78n2>

Lessons for digital photography can be found here

The lighter side

A man is strolling past the mental hospital and suddenly remembers an important meeting.

Unfortunately, his watch had stopped and he couldn't tell if he is late or not. Then, he notices a patient similarly strolling about within the hospital fence.

Calling out to the patient, the man says, "Pardon me, sir, but do you have the time"?

The patient calls back, "One moment!" and throws himself upon the ground, pulling out a short stick as he does. He pushes the stick into the ground, pulls out a carpenter's level and assures himself that the stick is vertical.

With a compass, the patient locates north and with a steel ruler, measures the precise length of the shadow cast by the stick.

Withdrawing a slide rule from his pocket, the patient calculates rapidly, then swiftly packs up all his tools and turns back to the pedestrian, saying, "It is now precisely 3:29 p.m., provided today is August 16th, which I believe it is."

The man can't help but be impressed by this demonstration and sets his watch accordingly.

Before he leaves, he says to the patient, "That was really quite remarkable, but tell me, what do you do on a cloudy day, or at night, when the stick casts no shadow"?

The patient holds up his wrist and says, "I suppose I'd just look at my watch."

Some Material appearing in this newsletter was provided by other members of the GTBPCUG. Thank you.

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