

# The NCTCUG Journal

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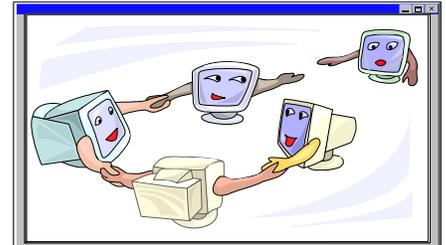
## Social Networking – What is it, really?

By Phil Sorrentino, President, Sarasota PCUG, Florida  
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Social Networking is all over the news; Facebook, LinkedIn, and Twitter are the ones that get the most play. So what are they, really? Well, they’re websites that provide another way of keeping in touch with friends, family, and associates. What are some older social networking methods? Maybe, the Telegram, the Telephone, Visiting on Sunday, Writing Letters. These are all ways of keeping in touch with your family and/or circle of friends. Yesterday we had these less technical ways of keeping in touch. Today we have the computer to help us keep in touch via email, instant messaging, Voice Over Internet Protocol (VOIP) telephone, and social networking. Social networking has encouraged new ways to communicate and share information. Social networking websites are being used regularly by millions of people, and it now seems that social networking will become a regular part of everyday computer life.

Social Networking is probably the newest technology and revolves around an internet website that provides social networking services. How about this for a definition of a social network: A site that allow individuals



to construct a public or semi-public profile within a bounded system; to create a list of other users with whom they have a connection; and to view their list of connections and those made by others within the system. With that in mind, a social network focuses on building online communities of people who share interests and/or activities. Most social network services are web based and provide a variety of ways for users to interact, such as e-mail and instant messaging.

On many of the large Social Networking sites, participants are not necessarily “networking” or looking to meet new people; instead, they are primarily communicating with people who are already a part of their extended social network, such as on Facebook and Twitter.

While it could be said that email and regular websites have most of the essential elements of social networks, the social networking sites make it easy to use. Here’s a look at some of the more popular sites.

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## Clean Up Your Room/Desktop, Part II

By Ron Hirsch, Contributing Editor, Boca Raton Computer Society, Florida?  
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### Introduction

Last month we started on managing your icons. In this issue, we'll be continuing the saga of the icons. When you have completed the exercises below and learned the various activities involved, you will be on the road to becoming an "expert" to your friends. You can then play the role of teacher rather than student.

Currently, there are many different Windows versions in use so the material which follows may bring up a slightly different listing of choices on your machine, when one right-clicks on the desktop. With all these varying situations, it is very difficult to present the many fine points exactly.

In general, the differences will be obvious by simple inspection. When they are not, the most direct approach is just to experiment to see what is produced when a choice is made. Generally, all such choices are reversible. In the process, you will get to better understand what is happening. To me, the aspect of experimenting is usually the best approach to understanding and learning.

Remember what I have been preaching for years in my articles. As you become more conversant with using your computer, you will gain more confidence in expanding your horizons with the most amazing machine that mankind has produced. But, it is only a "machine," and you should be in charge of it, even though Microsoft tends to try and make it in charge of you. You are the boss, and the sooner you let your computer know that, the sooner you will stop feeling intimidated by it.

### Desktop

In the latest Window's XP and Vista, MS has made a lot of changes, including the default desktop displayed.

I personally don't like it, but that's a matter of my taste. However, MS did leave the door open to go back to the older style of desktop, which you may prefer. If you right click on the desktop, there should be a choice to have a classic Windows desktop. Try selecting this and see which you'd rather have. You can always revert back to the new style if you choose.

### Arrange The Icons

Right click on an empty space on the desktop and a menu will come up. The first item on the XP listing is "Arrange Icons by." Put the focus on "Arrange Icons by," and you will get a list with lots of choices on how you want them arranged.

If you have carefully positioned all your desktop icons in the various areas where you want them and you use the "Arrange" feature, they will all line up like soldiers, starting at the upper left part of your screen. Then you will have to manually reposition them to where they were before you started. Again, this is a good area in which to experiment.

### Auto Arrange

In the window that pops up when you click on "Arrange Icons by", you will see an entry named "Auto Arrange." If you check this, your icons will always stay arranged, but not in any groups that you have established.

They will all line up like soldiers and stay that way even if you move them. They will jump right back into line. I personally don't like using this. But, you can try it to see if you'd like it. "Auto arrange" is the equivalent of constantly invoking the "Arrange" command.



## Align To Grid

I personally use the “Align to Grid,” which auto aligns all icons so that rows and columns are straight. With this checked, sometimes when you move an icon, it snaps to a different point on the grid.

It will always snap to the nearest point. When this happens, just click and drag it to where you want.

In the early days of XP when one had temporarily booted into safe mode, and then returned to normal mode, the desktop layout was totally garbled up. Microsoft apparently improved things in recent times, the original desktop layout does return now.

## Icon Arranging Utilities

There are also a variety of simple programs available free on the Internet to save and then restore your desktop layout. This can come in handy when something/someone has messed up your desktop layout. The one I used is called “iconlayout.zip” but the page for this appears to be gone now. This link appears to have a similar free program at ZDNET.

<http://downloads.zdnet.com/abstract.aspx?kw=Save+desktop+icon+layout&docid=18516>

What these utilities generally do is add two items into the dropdown list when you right-click on your desktop -- “Save desktop icon layout” and “Restore desktop icon Layout.” Browse around for something similar, if you’d like to have this handy utility, or try this ZDNET link.

## Changing Icons

Except for a few Icons, of which Windows is very possessive, the icon images that display for the shortcuts on your desktop can be changed to suit your desires. When you right click on an icon, and select properties from the window which shows, a small window will come up; near the bottom right of that window is a button marked “Change Icon.” If you click on it, another window will open, with other Windows-supplied icons which are available. The selection is somewhat limited, but there is a “Browse” button.

If you have any icon library files on your computer, click on the “browse”, and navigate around to find these libraries. When you find one, double click on it,

and a whole bunch of icons will appear, find one you like, then double click on it, click OK, then when you close the window, you’ll have a new icon for that shortcut.

## Icon Libraries

If you’d like to get some icon libraries, one of the best places to go is [www.zdnet.co](http://www.zdnet.co). Once you get there, just navigate around to their download area, and then do a search for “icons.” You should get lots of results. These are generally free files and there are lots available, so have fun.

Google is also a good hunting ground for icons. Do a search for “icons for Windows XP.” You’ll get lots of hits, most of which are free downloads.

The spacing of icons, color, and many other properties of the desktop layout can also be changed. But, that’s outside of this area for now.

In a future article, we’ll go over the ways to change your desktop colors, the sizes of things, the display resolution, and many other elements that can make your display “better”, and easier to use.

## Starting Programs

Left click on the START button on the lower left of your desktop. On the menu which comes up, left click on “All Programs.” This should bring up a large window that lists all the programs installed on your computer. This is probably where you have been to run a specific program. You would move the cursor over the desired program and click; the program would then run.

Some of these items are links to start the program, and others are folders, which you must click to display the links that are within the folder. How about making copies of the startup links for the programs you use often. Doing this is simple. Put your cursor on a program shortcut, and then right click.

There should be a listed item “Create Shortcut.” Clicking on this will create another shortcut, with a (2) showing that it is the a duplicate of the original shortcut. Then, drag this onto the desktop. You can now edit the name to remove the (2), or make it any name you would like.

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# Exploring Microsoft Windows 7 Beta 1

## Part III: What I've Discovered About Windows 7 (A)

By Lee Reynolds, Contributing Editor, Boca Raton Computer Society, Florida Boca Bits, May 2009 [www.bcrs.or](http://www.bcrs.or) [leetutor \(at\) earthlink.net](mailto:leetutor@earthlink.net)

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Lee continues an overview of what the new operating system might look like, as well as what it is likely to have for features. This time around we are going to take a look at the new aero effects of Windows 7.

### New Aero Effects

#### Aero Shake

Let's open a few windows onto your Desktop to show some of the new Aero capabilities built into Windows 7. We'll put several of them there, all partially on top of one another.

Suppose you wanted to see the window where the mouse cursor is, which is partially obscured by a couple of other windows that are open. If you just click where the mouse is, then that window would come to the forefront, just as in previous versions of Windows.

Suppose as you click with the mouse on that window you shake it back and forth a couple of times, left and right. Magically all the other windows minimize to the Taskbar, and you are left with only the one you wanted to look at.

A bit quicker than making numerous clicks to minimize or close all the other windows!

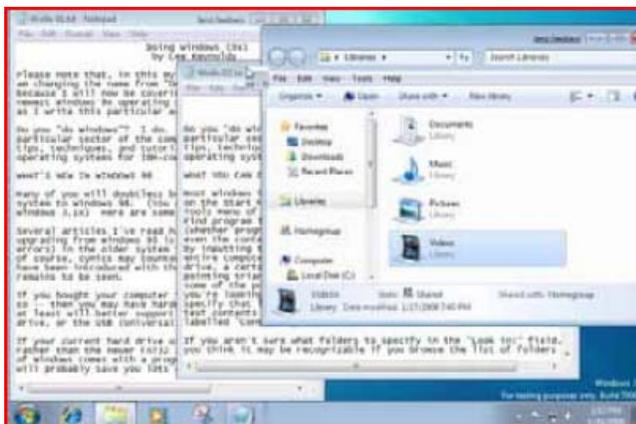


Figure 1 – Three Windows Before Aero Shake

This feature of Windows 7 is called “Aero Shake”, but that's only half of it.

If you now shake the one open window left and right a couple of times, all the other windows that were open but partially obscured appear back on the screen.

#### Aero Snap

The screenshot (Figure 3) shows two windows open, one partially behind the other. Note that they are two views of similar text documents that have been opened in Windows Notepad.

Take the one on the left, put your mouse near the lefthand side of the Title bar and drag it over to the left until the mouse just barely touches the left edge of your screen. A faint outline of half the Desktop shows up.

If you release the mouse button, then the window that you moved toward the left side of the screen resizes and fills up that half of the screen!

Now take the window on the right, put your mouse near the right-hand side of the Title bar and drag it over to the right until the mouse just barely touches

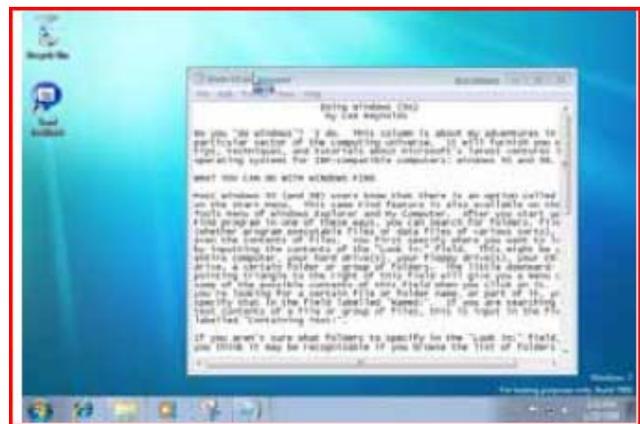


Figure 2 – After Aero Shake

the right edge of your screen. Then the faint outline of the right half of your Desktop shows up, and when you release the mouse button the window will resize itself to the right half of your Desktop. Very easy to see the two windows side by side for comparison purposes, for example.

But that's not all there is to Aero Snap. Now let's open a single window of our display of a text document through Notepad, and next drag it to the top edge of the screen, until the mouse barely touches it. A faint outline of the entire Desktop shows up, and if we release the mouse button, then magically, the Notepad window maximizes to fill the screen!

(Of course, this works with any window, not just a Notepad window.) Finally, if we drag the maximized window downward away from the top edge, and let it go, it returns to its previous size.

One more thing about the Aero Snap feature: there are shortcut keys for these effects if you would prefer to use the keyboard rather than a mouse:

- Windows key and Up Arrow -- same as Maximize window
- Windows key and Down Arrow -- same as Restore window
- Windows key and Left Arrow -- same as display on left half of desktop
- Windows key and Right Arrow -- same as display on right half of desktop.

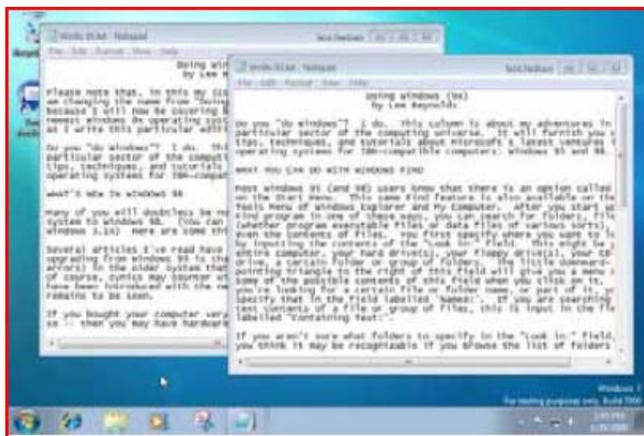


Figure 3 – Two Notepad Windows

## Aero Peek

The Aero Peek feature has a number of characteristics. It is particularly useful if you have a number of windows open on your screen. Each of the windows will of course correspond to a Taskbar button.

Some of the Taskbar buttons will appear to be several layers deep (one button behind another, like a row of dominoes), if you have multiple instances of the program open at the same time. If you have several tabs open in Internet Explorer 8, there will be a button for each of the tabs. When this is true, there is a little upward pointing arrow to the right of the taskbar icon which you can use to choose which of the program instances you want to work with.

Hovering over a Taskbar button (one which is not a pseudo Quick Launch button) without clicking it will open up a miniature image preview of that window over the Taskbar.

If you hover over any of those miniature image previews, then all other windows that are open on your screen become transparent and you see only the window whose image preview you are hovering your mouse over.

It is like you can peek through all the other windows to see that one window. (Of course, that is why the feature is called Aero Peek.)

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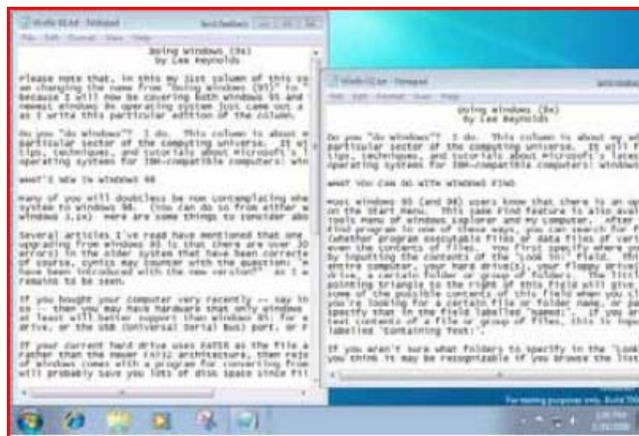


Figure 4 – After Aero Snap

(Continued from page 5)

So if you wanted to see what is in a window without transferring control over to it, you can very easily do so. If you actually click on one of those image previews, it becomes the active window.

You can also close a window (or a tab, in the case of an Internet Explorer Taskbar button) by clicking on the small “X” icon in the image preview.

Another part of Aero Peek is the replacement for the “Show Desktop” icon in the Quick Launch bar of previous versions of Windows. This is a small rectangle at the right end of the Taskbar.

If you hover your mouse over this area, you will see a tooltip reading “Show desktop”, but also it will show you an image of your Desktop overlaid with rectangular outlines of any windows you might have open covering parts of the Desktop. So it is as if you are peeking behind all the open windows to see the Desktop.

If you actually click that rectangular area, rather than just hover over it, then it will act like the Show Desktop icon of previous Windows versions: all windows minimize to the Taskbar and you see your Desktop.



## Club Election Notice

The NCTCUG Annual Meeting and election of officers and board members will be at the October meeting — October 7, 2009, 7 p.m. at Carlin Hall.

Anyone interested in running for office, please contact any board member. All officers and four board positions are to be voted on.

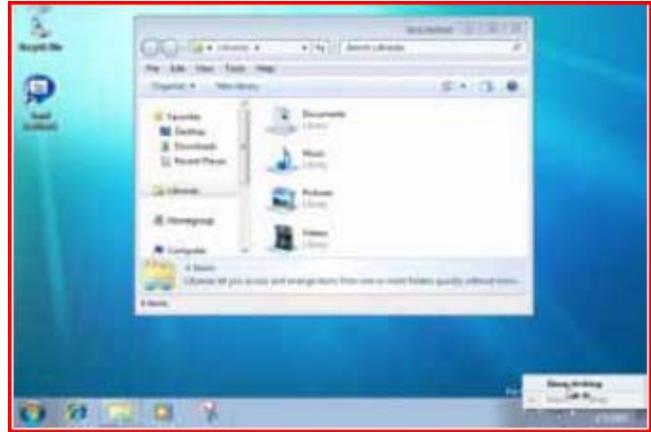


Figure 5 – Show Desktop

You can also right click the Show Desktop area of the Windows 7 Taskbar and it will give you a context menu from which you can choose one of the options: Preview Desktop, or Show Desktop.

Unfortunately, the Preview Desktop does not work (in fact, it shows as “greyed out” on the context menu) in the Virtual Pc environment. The screenshot in Figure 5 shows this:

## Coming in Part IV

In the next installment, we will be covering:

- The Start Menu And Its Properties
- Taskbar Properties



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“What’s This?”—clicking the question mark found in the upper right-hand corner of many dialogue boxes turns the cursor into a traveling question mark. Move it to a button or menu and click to display a brief explanation of the item you clicked.

Remember, just as Google is your online friend, answering most searching urges, Help can be a partner, giving clues to your computer’s mysterious personality.

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## Is There A Quick Way To Find Out How Windows Programs Work When I Can't Find The Manual?

By Gabe Goldberg, Computers and Publishing, Inc. Tipler (at) gabegold.com

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Which Beatles song describes an under-used PC resource for solving problems and answering questions? It's not "Ask Me Why?" or "Do You Want to Know a Secret". It's "Help"!

Since Windows' early days, Windows itself and most applications have included information on setting configuration options, usage, and problem determination. Being able to access this material lets you deal with problems whenever they occur, rather than waiting to call an expensive or frustrating support line during working hours. It leads to better productivity, can be faster than Google searching or pestering friends, is available when you're offline, and it can even make PC use more enjoyable by revealing techniques which impress those around you.

Using Help requires just a little knowledge and practice, since it can't—yet—read your mind and answer unasked questions. And you do need to know which rocks to look under for the information you need.

Help information in special files—usually installed with Windows or application programs—is accessed through built-in software. Fortunately, there's a common look-and-feel across most programs' Help material and interfaces.

The best way to learn Help is to experiment with your own favorite apps to see how they present their material. (And using Help is harmless—nobody need know you're doing it and you can't break anything!)

There are generally at least three ways to invoke Help: press the F1 key, click the word Help on the menu bar, and press Alt-H (hold the Alt key and press H).

Pressing F1 enters the Help system; the two other actions provide a short pull-down list of app-specific Help options (Users Guide, Reference Manual, About



information, check for updates, link to vendor site, report bugs, etc.) which can be clicked.

Most Help systems provides tabs for specifying how to retrieve info; common tabs are Contents, to show main topics and subtopics; Search or Find, to explore Help information; and Index, to list all topics alphabetically. Sometimes equivalent choices are listed in the pull-down menu.

Some applications link to a Web site for Help—good news because it's always current but bad news because it requires being online. Others, such as some Microsoft Office products—open a Help task pane within the application window. Microsoft Help sometimes includes an Answer Wizard, replacing searching, allowing entry of questions needing answers.

Some Help systems are task oriented, requiring you to select or enter what you're trying to do. That's helpful when your need matches supplied tasks but it's not as friendly for browsing or when you don't describe a task in Microsoft's terms. When that happens, don't get discouraged, simply rephrase your query or refer to the subject index.

Just as when you explore Web sites, navigating through Help leaves a trail. You can always click Back to revisit a previous display and then click Forward to retrace your path.

Two other helpful Windows facilities are often overlooked:

Dialogue boxes—sometimes only displaying cryptic buttons and choices—often contain Help buttons. These can be especially helpful since they display contextual help, describing what the dialogue box can do.

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## Twitter – What You Are Doing Right Now

By Ira Wilsker, APCUG Director; Columnist, The Examiner, Beaumont, TX; Radio Talk Show Host Iwilsker (at) apcug.net

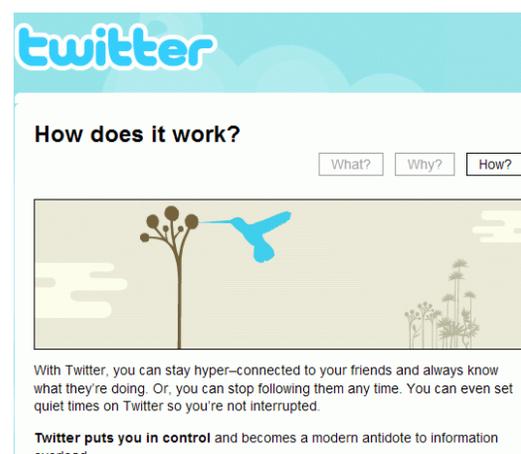
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Website: <http://www.twitter.co>

Several of the readers of this column asked me, “What is Twitter?” following the media reports that senators and congress people were “Twittering” during recent presidential speeches. Twitter (the internet service and the person who does the posting) and Twittering or Tweeting (the posting of personal activities on Twitter) has become one of the most popular ways of communicating one’s activities so that others can follow what is going on in the life of a Twitter. The service is self-described as, “Twitter is a service for friends, family, and co-workers to communicate and stay connected through the exchange of quick, frequent answers to one simple question: What are you doing?” According to some of the national media quoted by Twitter.com, “The New York Times calls Twitter “one of the fastest-growing phenomena on the Internet.” TIME Magazine says, “Twitter is on its way to becoming the next killer app,” and Newsweek noted that “Suddenly, it seems as though all the world’s a-twitter.” One may wonder why a Twitter user would post his daily activities as they occur; Twitter explains it this way, “Why? Because even basic updates are meaningful to family members, friends, or colleagues—especially when they’re timely.”

Just to experience the life of a Twitter, I went to [www.twitter.co](http://www.twitter.co) and signed up for a free account. The signup process was very fast and easy, only asking for me to create my user name, create a secure password, and entering my email address. After creating my account, I was given the opportunity to upload a photo of myself for display to anyone that views my Twitter page, and allow me to customize my page to control the way others view it. I entered my first short message that I was using Twitter, and it appeared on my now personalized webpage. Since messages and other postings are intended to appear as text messages on cell phones as well as on a webpage, individual postings are limited to 140 characters, the maximum length of a text message (SMS) allowed on most cell phone systems. As I was typing this column, I posted a Twitter (message) that I was typing this column; if anyone is following my activities at this instant, he would receive this news as a text message on his cell

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phone, as an RSS feed on his computer, and email, or by simply viewing my Twitter webpage. On my view of my webpage is a text box where I can type my current activity, as long as I keep it under 140 characters, as shown by the counter adjacent to the text box. Postings can be made or received by computer, cell phone text message, Blackberry, or other communications device. Postings can also be received on any newsreader that uses the RSS format news feed.

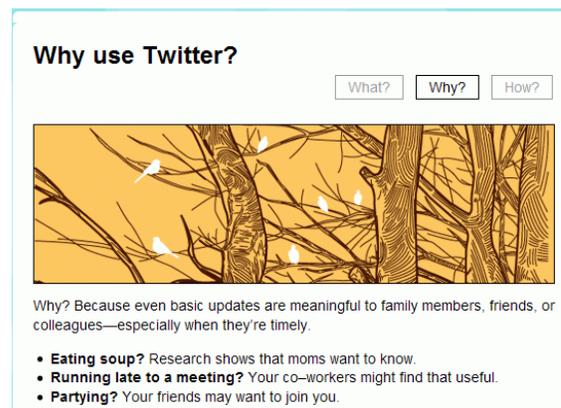
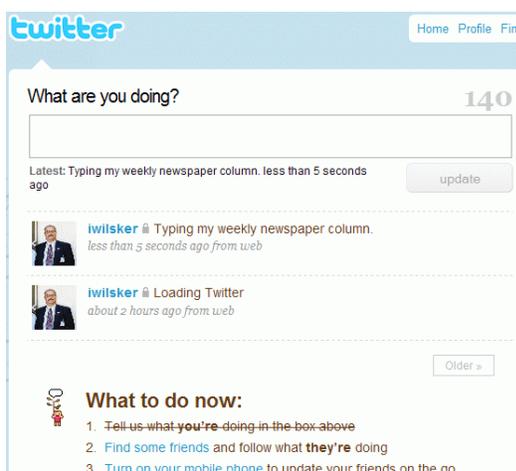
Twitter makes it very easy to find friends who also Twitter. By clicking on the “Find People” icon, a window is opened that says “Find people”. Follow them”. To locate friends on Twitter, I chose to allow Twitter to access my email address book to determine if any of my current correspondents are on Twitter. Twitter can access (but only with your express permission) address books on Yahoo, Gmail, AOL, Hotmail, and MSN. It will quickly scan the online address book, and match any email addresses in the address book against the millions already in the Twitter database. Twitter states that it does not save the email addresses and passwords, and does not send out emails to those located without express permission to do so. I also used the “Find on Twitter” feature to enter my last name to see if any of my relatives are on Twitter, and add them to my friends list. Just as a lark, I entered the names of some of our elected officials, and found that several of them do have Twitter accounts. If I want to invite friends by personal email, I can enter their email addresses in the “Invite by Email” box, and Twitter will send them an invitation.

If I want to add celebrities to my friend’s list, I can click on “Suggested Uses”, and a list of celebrities who Twitter will be displayed. By checking the box adjacent to their names, we can exchange Twitter

posts and monitor each others’ activities. Some of the more interesting celebrities and online services that can be added to anyone’s Twitter friends list are the Jodrell Bank observatory, the Dell Outlet Store, JetBlue Airways Customer Service (monitors Twitter 24/7), the New York Times, 10 Downing Street (the official residence of the British Prime Minister), rapper M. C. Hammer, CNN Breaking News, Al Gore, John McCain, Whole Foods Market (Fresh organic tweets from Whole Foods Market HQ in Austin), Lance Armstrong, Britney Spears (Yes! This is the real Britney Spears!), George Stephanopoulos (ABC News Chief Washington Correspondent and Host of “This Week”), Women’s Wear Daily, the Nightline TV news show, Martha Stewart, comedian and magician Penn Jillette, rapper 50 cent, and many more. The business and news outlets listed post breaking news or special deals to their Twitter friends. One that I added, being the nascent bargain shopper, is Woot.com, which posts one deeply discounted bargain each day in each of its merchandise categories.

Twitter, the company, is headquartered in San Francisco, and was founded in 2006. It is a small company, with only a few dozen employees, but has millions of members. It has a marketing model to generate revenue, but the revenue model has not yet been implemented, leaving all of the posts and web pages currently free of advertising.

I am not sure how much I will be using Twitter on a regular basis by posting my personal activities and short commentaries, but I will check my page occasionally just to see who is following my activities. The main purpose of Twitter is to answer the question, “What are you doing?” For those who want others to be able to know the answer in real time, they can do so with Twitter.



## The Computer As Crime Scene

By Michael Gemignani, a member of HAL-PC, Texas HAL-PC Magazine, July 2009  
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When most folks think of criminal activity, the computer is not the first thing that comes to mind.

But computers are arguably one of the most powerful instruments of crime in history. A poor sucker who robs a bank may get a few thousand dollars. He will almost invariably be caught and may wind up spending decades in jail. But a cybercriminal who causes billions of dollars in damage (witness the conficker worm), or who manages to steal millions of dollars electronically, may not even get caught and, if caught, is not liable to spend a much time in prison as the low tech robber. Computers offer the opportunity for theft and vandalism on an unprecedented scale. Some feel that the next world war may not be fought by soldiers with guns and bombs but by hackers who try to destroy a nation's power, utility, economic and communication capabilities.

However, we do not have to think in terms of grandiose acts or international plots for a computer to be associated with criminal activity. The fact is that even seemingly innocent activity can get a user in trouble with the law.

Suppose, for example, that pornography, or worse, child pornography, was found on your computer. Many companies will fire an employee if they find pornography on a computer that the employee uses at, or for, work. If child pornography is found, the computer user is subject to harsh criminal penalties. But one need not even download pictures to be subject to prosecution.

The relevant federal statutes are sections 2252A and 2256 et seq. of chapter 110 of Part I of Title 18, which is the United States Criminal Code. Child pornography basically involves the depiction of someone under age 18 engaging in sexually explicit activity.

It is not required that someone actually have downloaded child pornography. The law applies if someone attempts to violate the provisions against

possessing child pornography. Thus, if the FBI were to establish a decoy website that purports to provide child pornography, as some allege has already happened, someone clicking on the website could trigger an investigation and possible prosecution. Lest you think such language is overly broad and therefore unconstitutional, be aware that the Supreme Court of the United States has already ruled the statutes to be constitutional in their entirety as written.

I am not by any means defending the loathsome trade in child pornography. Nor do I seek to defend those who deliberately seek out child pornography. However, as is well-known to those who do not exercise appropriate caution, malware can play all sorts of tricks on a computer, including downloading images that the user would ordinarily avoid completely, usually without the user's knowledge. If a worker is provided a computer by his or her employer, the computer may already have illicit files stored on the hard drive and the new user may be none the wiser.

What of it, you might ask? Surely the police would understand that it was not the current user but, rather, the previous user or malicious software that downloaded the illegal files. But suppose such files were found on your own computer. How would you prove that you were not the one who downloaded them? If child pornography were found on your hard drive, how could you convince someone that you were not the one who put it there? Indeed, if someone at work wanted to get you fired and the person had the requisite expertise, he could put incriminating files on your hard drive and then let it be known to your superiors that he had observed you downloading pornography on the job.

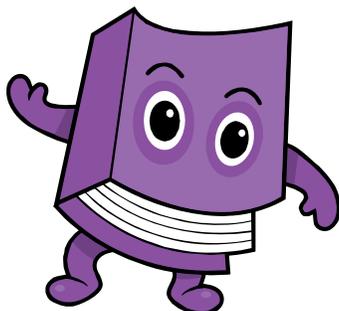
The saving grace in all this, if there is one, is that one is presumed innocent until proven guilty. Hence

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Edited by Elsie Smith, PC Community, CA, UG Rep to O'Reilly Media  
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you would not be required to prove that you did not download the files. Rather, the police would be required to prove that you did, and this might be quite difficult, particularly if your computer were found to be riddled with malware, or it could be shown that someone had hacked into your machine, or that your machine had been used by others.

Even if the charges were dropped, or never even filed, because they could not prove that you downloaded the illicit files or even knew about them, you would still suffer unimaginable emotional trauma, legal expenses, and the probable loss of your job. Moreover, the failure to prosecute would not be the same as exoneration. You would still be under the cloud of having the material found on your machine. Mere pornography can get you fired. Child pornography can get you five to twenty years in prison.

Detective stories often feature someone poisoning another's food or attempts to frame someone for a crime. Now we have the added possibility of poisoned computers destroying lives or being used to frame others for crimes they did not commit. Hope it does not happen to you.

The Rev. Dr. Michael Gemignani, an attorney and Episcopal priest, is also a former professor of computer science who has written extensively on legal issues related to computers. Although he is now retired, he enjoys writing and speaking about computer law and security.

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# Googlepedia

By Michael Miller

**Book Review by George Harding, President, Tucson Computer Society, AZ  
www.aztcs.or georgehardingsbd[at]earthlink.net**

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This book is the greatest! If you are interested in anything Google, this is the place to go to find out about it.

This is a Que book, the 3<sup>rd</sup> edition, by Michael Miller, who is a prolific author for Que. He's written some 80 non-fiction how-to books, mostly about computer-related subjects.

The book has over 700 pages, including a comprehensive index, a very complete Table of Contents, 46 chapters and 3 appendices.

I suspect that a 4<sup>th</sup> edition is not far off, because Google is constantly developing new tools that you will want to know about.

The best known Google tool is the Web Search engine. In the olden days, say five years ago, there were several search engines, all of which produced a list of results that contained many duplicates and may not even have produced something useful to you.

Google took a new approach to produce search results that do not have duplicates, are up-to-date and are sequenced by probable usefulness to you. They do this by the following process:

Periodically, usually every few weeks, their GoogleBot crawler searches the web for each page, tracks every

link in the page and saves a copy of each page it encounters on its servers.

Google creates an index to each of the saved pages, storing every important word on each page. Once a search of the pages is complete, the results are ranked by methods known only by Google.

The rankings are displayed on the search results page in order by what is likely to be the most important to you, to the least likely. There are many techniques to making a successful search, and these are described fully in the book. Using quotes or operators can significantly improve the accuracy of your search.

What's most interesting, though, is all the other services provided by Google. I suspect you, like me, are not aware of many of these.

**GOOG-411.** Search for businesses by voice from your cell phone. Dial 1-800-GOOG-411 to try it out.

**Google Desktop.** Create a home page environment that has just what you want on it.

**Google Docs.** Word processing, spreadsheet and presentation documents on the web, sharable with others.

**Google Earth, Sky and Mars.** Tools to explore these areas.

**Google Gmail.** An email portal.

**Google Groups.** Create and join specific discussion groups.

**Google Maps.** View maps and driving directions.

**Google Notebook.** Store web information you come across.

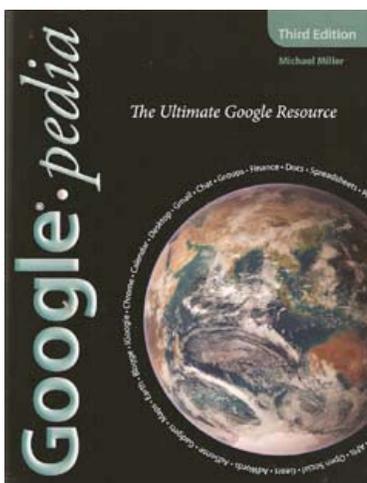
**Google Reader.** Display articles and headlines from blogs and RSS feeds.

**Google Scholar.** Read and search scholarly journals and articles.

**Google Transit.** Plan your trip using public transportation.

**Google News and Web Alerts.** Be advised of new material that meets your criteria.

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## Google Docs 4Everyone

By Steven Holzner and Nancy Holzner

Book Review by John Krill, NOCCC (North Orange County Computer Club)  
California Orange Bytes, August 2009 [www.noccc.or](http://www.noccc.or) editor (at) noccc.org

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Confession first: I'm a big Google fan. After two nightmare situations with Yahoo!, I went over to the bright side and got a Gmail account. Now I have four Gmail accounts. The center of my Internet existence is Google's Personal Web portal. I also use Google Blogger for three blogs. Lastly there is Picasa for organizing all my photos and the Picasa's web space for displaying the photos I want to share with others.

The one Google application that I have wanted to use but have put it off is Google Docs. This application is a word processor, spreadsheet, and presentation program in one wrapper. Why use Google Docs when Microsoft Word and Excel are fast and easy to use? The primary reason is Google Docs ability to easily collaborate and share with others.

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### And more...

Each chapter tells you about a Google service and how to use it. Each description is described simply to begin with, but continues with more details about how to make use of special features. You can easily be an expert user of any of their tools through this book.

All of these services came out of the Google Labs, which is essentially an R & D facility. It is constantly on the search for new, useful tools for users. One recently announced service is Google Voice that gives you free phone calls within the US, but also forwards calls to your cell phone and land line and transcribes voice messages into email.

I found this book fascinating, because it opened my eyes to all the things that are available from Google. It will take me some time to learn about the ones in which I'm interested.

**Googlepedia**, by Michael Miller. Que Publications  
[www.informit.com/qu](http://www.informit.com/qu) ISBN-10: 0789738201 ISBN-13: 978-0789738202. Price: \$30, \$24 with free membership

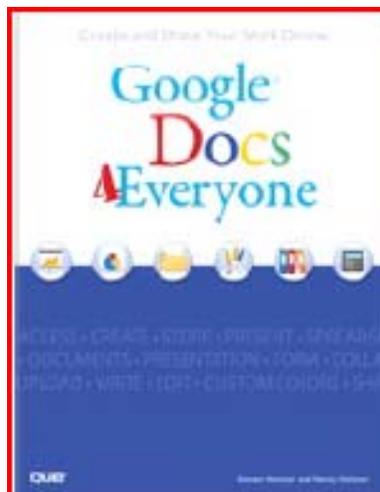
You can't learn this stuff on your own—can you? That's where *Google Docs 4Everyone* comes into play. Let's be honest I really didn't think I needed a manual to learn Google Docs. I was wrong. The first chapter alone gave me information on Google accounts that I've already taken advantage of. If you only read about the collaboration tools (Chapters 5, 8, and 10) in Google Docs you will benefit greatly. The book covers word processing, spreadsheets, presentations, and collaborating and sharing the documents you work with in Google Docs.

Remember the manual you received with your software? Well *Google Docs 4Everyone* is your manual for Google Docs. It's that simple. Most of you have a wealth of knowledge using word processors, spreadsheets, and presentation software and what you need is a manual that gives the basics of Google Docs, especially its limits. The important subjects are those that make Google Docs special. Primarily its collaboration tools and Google Docs ability to publish to the Web and post to blogs. It's all covered in *Google Docs 4Everyone*.

This book is very much recommended. I'm now a big fan of Google Docs because of Google Docs 4Everyone. The list price for Google Docs 4Everyone is \$19.99 and it can be had at Amazon for \$13.59. (It

also can be ordered from the publisher with a 35% discount if your group is a member of the Pearson User Group program).

**Google Docs 4Everyone**, by Steven Holzner and Nancy Holzner. 251 Pages. Publisher: QUE, 800 East 9th St., Indianapolis, Indiana, 46240. <http://www.informit.com/store/product.aspx?isbn=078973936>



LinkedIn ([www.linkedin.co](http://www.linkedin.co)) – LinkedIn is mostly for business people and professionals. People use it to maintain contacts and to develop new business opportunities. To use LinkedIn, you create a profile where you describe yourself, listing work and education history, skills, specialties, etc. Just like a resume. Once you have your profile, you start connecting to others. That's the driving force behind LinkedIn. You use your connections to promote yourself and build relationships.

Twitter ([www.twitter.co](http://www.twitter.co)) – Twitter is a micro blogging service. When it started out, people used it to tell others what they were doing at various times during the day. Now it has evolved into a way to tell people about your activities and then provide a link to further details. SPCUG as a group could have its own Twitter account. Once we had it, interested members could “follow” it and receive our group information known as “tweets” delivered to them. A Twitter “tweet” has a limit of 140 characters. This may possibly be a substitute for our use of Constant Contact to contact the membership for changes in educational class schedules.

Facebook ([www.facebook.com/](http://www.facebook.com/)). Facebook is sort of a cross between LinkedIn and Twitter. Facebook used to be mainly for students, but has become more mainstream. Like LinkedIn, you build a profile of yourself, where you talk about what your interests and hobbies are. Like Twitter, you can do micro blogging about things you want people to know. In Facebook, you have friends as opposed to connections or followers.

## Washington Area Computer User Group

WACUG Meeting will be held on October 17, 2009 from 12:30 to 3:30 pm. Starting with the January 17th, 2009 meeting, WACUG will hold joint meetings with **OPCUG** [[www.olligmu.org/~opcug/](http://www.olligmu.org/~opcug/)] It is anticipated that all meetings, except June, July, and August, will be held at the **Osher Lifelong Learning Institute** [[www.lli.gmu.edu/](http://www.lli.gmu.edu/)] at George Mason University, 4210 Roberts Road, Fairfax, VA, known as the Tallwood Campus.

October topic: Basics of Digital Photography

You do not need to be a member to attend. For more information on WAC meetings and events, call the WAC AnswerLine (voice) at (703) 370-7649. Also see WAC's Web Site at

<http://www.wacug.org/>

Users of Social Networks, in general, can upload a picture of themselves, create their “profile” and can often be “friends” with other users. In most social networks, both users must confirm that they are friends before they are linked. For example, if Alice lists Bob as a friend, then Bob would have to approve Alice's friend request before they are listed as friends. Some social networking sites have a “favorites” feature that does not need approval from the other user. Social networks usually have privacy controls that allow the user to choose who can view their profile or contact them, etc.

Privacy of Social Networks is a big concern. On large social networks, there have been growing concerns about users giving out too much personal information and the threat of sexual predators. Users of these networks need to be aware of data theft and viruses. However, large networks often work with law enforcement to try to prevent such incidents.

Access to one's information is also of great concern. Many social networks, such as Facebook, provide the user the choice of who can view their profile. This prevents unauthorized user(s) from accessing their information. To edit information on a social network account, the site usually requires you to login or provide an access code. This prevents unauthorized users from editing an account such as posting pictures or changing personal information.

Social Networking is a promising new technology for staying in touch. Give it a try, there must be some group of people you would like to keep in touch with.



## Washington Area User Group Partners

Working Together For Our Members

**NCTCUG.ORG WACUG.ORG CPCUG.ORG**

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### Article Submissions

Articles, helpful hints, and other items of interest to readers of the NCTCUG Journal are always welcome and will be published as soon as possible after submission. Priority is given to members' contributions. Articles may be submitted in MS Word (.doc) or Rich Text Format (.rtf) or plain unformatted text (C/R only at end of paragraphs, no indents preferred) via email to the editor [nctcug@verizon.net](mailto:nctcug@verizon.net)

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### COMPUCENTER BBS

Is no longer in operation. It has been replaced by the 'compucenter' mailing list at <http://groups.yahoo.com/group/compucenter/>

### If you are moving

Please send your change of address to the club address as soon as possible to avoid missing issues.

*Thank You!*

(Continued from page 3)

## Conclusion

At this point, take a break, and make sure that you are now well versed in the icon activities presented above. It would also be a good idea to play with the capabilities you have just learned, in preparation for the next venture. This will be a major step for many of you, as we'll be making new folders, adding icons to the desktop, and storing all the icons we don't need in a folder which we'll call "Icons in Storage."

Next month, we'll pick up where we left off, and go through a variety of procedures that you should understand relative to controlling and manipulating windows. We'll also "play" with icons, setting up a storage folder for the excess icons that are presently on display. And, we'll go through the process of getting some new icons on the desktop to save searching for them when we want to use them.

Remember, if you learn a little bit each day, your new skills will make using your computer much easier.

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201 S. Kensington St.  
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# First Class

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## October 2009

1st Wed. (10/7)

**7 p.m. General Meeting  
Annual Meeting & Election**

4th Wed (10/28)

**7 p.m.** Internet SIG

3rd Monday (10/19)

**7 p.m.** Board of Directors

All meetings are at **Carlin Hall**, 5711 S. 4th St.,  
Arlington VA: East off of Carlin Springs Rd, just  
south of Arlington Blvd/Route 50.

