

# SVECC Newsletter

Sunland Village East Computer Club

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## Monthly Reminders:

- Run Disk Cleanup
- Run CC Cleaner
- Defrag your hard drive
- Manually Update Windows
- Update Malware Bytes
- Run your Anti-virus

## How to Check Which Programs Are Phoning Home From Your PC

Anybody who uses the Internet has to be aware of the constant danger of being infected with malware that surreptitiously connects to the Internet. Various kinds of spyware and Trojan horses can phone home and reveal your personal information. Or an infection may turn your computer into a zombie that is part of a botnet without your knowledge. One way of guarding against unwanted Internet activity is with a two-way firewall that monitors both incoming and outgoing traffic. However, many average PC users have a firewall that only checks incoming traffic. There are also a variety of programs for analyzing network activity but most of these require a knowledge of networking that average PC users do not have. Fortunately, there are some simple ways that anybody can use and this tip will discuss one of these. It

doesn't require anything to be downloaded and installed and the information it provides



is easy to interpret. It doesn't replace more advanced methods but it makes useful information available to users of all levels of expertise.

### Using the command "netstat" to check Internet activity

All current versions of Windows come with a number of network tools that run from the command line. (How to use the command line is discussed at (<http://www.techsupportalert.com/content/perhaps-most-under-appreciated-tool-windows-command->

[line.htm](#)) One of these tools is the command "netstat", which has a number of features for analyzing network traffic. More experienced users can read about using "netstat" for detailed network analysis at (<http://commandwindows.com/netstat.htm>).

This tip shows a quick and easy way to use "netstat" to see what programs are connecting to the Internet:

1. Open the command prompt. For this tip, Windows Vista/7 will require administrator privileges  
Enter "netstat -b" (without quotes)

A list of the executable files that are making connections to the Internet will be displayed. You can also add a switch "n" to tell you which IP addresses are being contacted. Then step 2 becomes:

- Enter "netstat -bn" (without quotes)

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# Using Open Office Mail Merge

## Mail merge overview

In OOo there are lots of different ways to do mail merge. It took some trial-and-error to find the best methods for us, and that is what I will be describing here. The first choice to make is database format. Our receptionist had always used Excel spreadsheets as data sources for MS Word, so we first tried using OOo's Calc spreadsheets. It turns out that this choice leads to several limitations. For example, if you find a mistake in your data while you are doing the mail merge, you must return to the spreadsheet to fix the mistake, then completely close OOo and open it again before continuing the merge. Also, each spreadsheet must be set up as a new data source. I then ran across a suggestion to use dBASE files, which have been the perfect solution.

## We found the dBASE file format to be the perfect solution for everyday mail merge tasks

We also made the decision to avoid the normal mail merge tools

provided in OOo 1.1, which evolved into the Mail Merge Wizard in 2.x. While the wizard may be good for limited cases, it does not handle the variety of mail merge tasks we needed. It is actually fairly simple to go through the steps manually once you get used to them.

## Creating data sources

The first step in preparing for any mail merge task is to set up your data source. If you will be doing a lot of mail merge with a lot of data sources, it is appropriate to plan ahead how your files will be laid out. Our receptionist has a directory for each department. When using dBASE files as your data source, you only need to set up one data source for each directory (as will be explained later), and can add and remove files as needed. If you are working with existing data, you can probably convert it by opening it in Calc and saving it as a dBASE file. This works for spreadsheets, comma-delimited (CSV) files, and any other filetype

that Calc will open. In the first row of the file, specify field names. A limitation of dBASE files is that field names can only be ten characters—Calc will shorten whatever you put in to this length. You may also wish to specify the field type and length. Character fields may be specified as "FIELDNAME,C,10", and dates may be specified as "FIELDNAME,D", while numeric fields may be specified as "FIELDNAME,N,4,2". On numeric fields, the first number is the length allowed before the decimal, and the second number is the number of digits stored after the decimal. If you do not specify these, Calc will determine the proper values based on the data in the column. I recommend that you specify zip codes especially, either as character or as number with no digits after the decimal, so you won't receive any surprises when you merge. When you save the file, Calc will ask you to choose a character set. The default "Western Europe (DOS/OS2-850/International)" has always worked for us.

The first step in preparing for any mail merge task is to set up your data source.

## Using Open Office Mail Merge (Continued)

After you have one or more dBASE files, it is time to set up your data source. From any OOo application, click on File→New→Database. You will be taken to the Database Wizard. On the first screen, select “Connect to an existing database”, and choose dBASE as the type. On the next screen, either click on Browse and locate the directory where you stored your dBASE files, or type in the full path of the directory. Again I emphasize, you only point to the directory, not to an individual dBASE file. If you use the file browser, click OK when you are in the directory with the dBASE file(s). On the final screen of the wizard, leave the default to register the database, but probably turn off “Open the database for editing”. When you click Finish, you will be presented a Save dialog. I refer to the file saved here as a database connection—it contains only the information for OOo to access the data, not the data itself. Give it an appropriate name and save it wherever you wish. I prefer to designate a single di-

rectory for all of these files.

### **OOo database connections point to a directory of dBASE files, not an individual file**

You can verify that the data source is set up properly by opening either Writer (the word processor) or Calc, then selecting View→Data Sources (or pressing F4). The document portion of your window will split vertically. You will see a list of your data sources on the left side of the top area). If you click on the + next to the name of your new data source, and on the + next to Tables, and on the name of the dBASE file, you will see your data on the right side. From this view you can edit the data, as well as add and delete records.

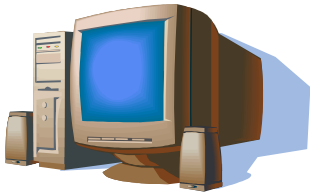
### **Using mail merge for letters**

Now it is time to put the data to use. Open Writer and start your form letter. You may either type your entire letter first and then add the fields to be merged, or you may add the fields as you go. There are (at least) two ways to add fields. Using

View→Data Sources, you may click on a column header (field name) and drag it to the letter in the spot where you want the field. Our receptionist did not care for this approach because she did not have as much control over where the field ended up, could not view as much of the letter at a time with the data view at the top, and had no control over formatting of numbers, dates, etc. The other method is to place your cursor where you want the field, and go to Insert→Fields→Other..., which opens the Fields dialog box (see figure 2). Go to the Database tab, and click on “Mail merge fields” on the left, then open up your table on the right and select the desired field. If any special formatting needs to be applied, use Format→User-defined→Additional formats... (if necessary) at the bottom.

**You may either type your entire letter first and then add the fields to be merged, or you may add the fields as you go.**

# How to Change the Name of the Registered Owner in Windows



## ***Applies to Windows XP / Vista / 7.***

One well-known Registry edit may be appropriate during any season when many will be getting new computers.

When you give away or sell your old Windows machine, you will want to change the name of the Registered Owner (not necessary if you have wiped off the operating system, of course).

This is easily done in the Windows

Registry with the Registry Editor. Administrative privileges are required. Here is the procedure:

1. Open *Regedit*  
Using *Regedit*, navigate to the following registry key:  
*HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion*

2. In the right pane, double-click "RegisteredOwner" A window "Edit string" will open. Under Value data, type the name that you want.

Click "OK"

3. Close *Regedit*  
An alternative to step 2 is to use the Find function  
Enter "registeredowner" (without quotes) in the "Find what" line (as shown in the graphic below). Click "Find Next" and then proceed as indicated in steps 3-6 above.

When you give away or sell your old Windows machine, you will want to change the name



## **How to Add Clipart to OpenOffice.org**

OpenOffice.org is a great, free, office suite. Sadly, it does not come with a great clipart selection. It can, however, be added free of charge.

Steps

Note: this will work on all platforms and in all versions of OpenOffice.org

2 Go to the Open Clip Art Library's [download page](http://www.openclipart.org/) <http://www.openclipart.org/> packages in your web browser of choice.

3 Select for download

the Full Release (With PNG) in your choice of compressed file archive.

4 Download the file.

5 Once the download is completed, extract the file.

6 Launch OpenOffice Writer, and under the top menu, go to "Tools>Gallery".

7 You can move the gallery to the left or **right like any other toolbar**. You can also switch from icon view to detailed list view.

8 Click to create a

"New Theme" in the window that has come up.

9 On the dialog, click on the right tab.

10 Click to "Find Files". Click on the folder created from the extracting of the files.

11 Now click to "Add all"

12 Now press the "OK" button at the bottom of the dialog.

13 Now you can enjoy wonderful clipart in Openoffice.

# How to Get Your Browser to Download Where You Want

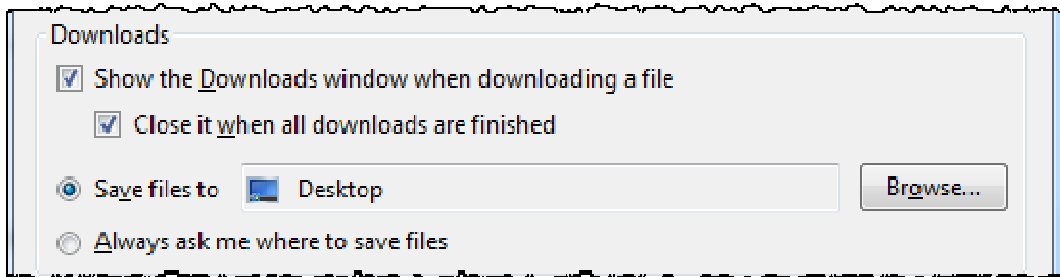
Do you have a personal folder where you would like to put files that you download but your browser keeps putting them somewhere else? All the common browsers have a default location that may not be what you had in mind. In this tip, I'll tell you how to send downloads where you want in three of the most popular browsers. Except where noted, information applies to Windows XP, Vista, 7.

## Select a download folder for Firefox 3.6+

Firefox uses a folder in *My Documents* in Windows XP or the *%USERPROFILE%\Downloads* folder in Windows Vista/7 as a default. Changing the download destination is easy:

1. Go to the "Tools" menu
2. Select "Options"
3. Click the "General" tab
4. In the section labeled "Downloads", choose your location from the "Browse" function (see the figure below)

Click "OK" and "OK" again

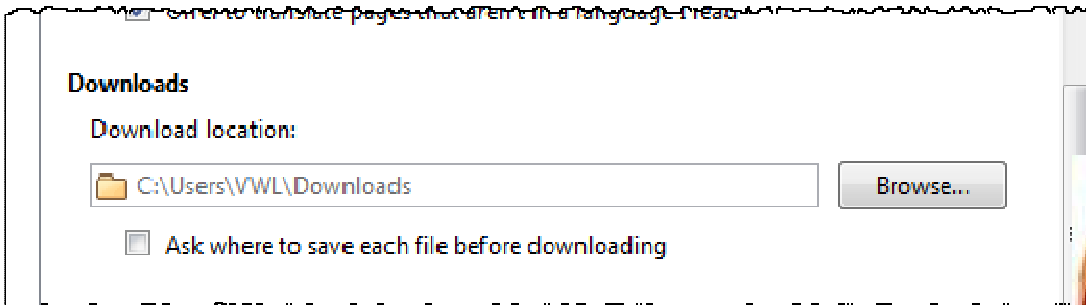


## Select a download folder for Google Chrome 8

Chrome also has an easy way to configure the setting for the download location.

1. Click the "Tools" icon (the wrench)
2. Select "Options"
3. Click the tab "Under the Hood"
4. Scroll down to the "Downloads" section (see the figure below)
5. Use the "Browse" function to select your folder
6. Click "OK"

Click "Close"



## Internet Explorer 8

There is no direct setting in IE8 to change the download folder. Advanced PC users can edit a value called "Download Directory" in the following Registry key:

HKEY\_CURRENT\_USER\Software\Microsoft\Internet Explorer

However, several Windows tweaking programs provide for changing the download location. The [Ultimate Windows Tweaker](http://www.thewindowsclub.com/ultimate-windows-tweaker-v2-a-tweak-ui-for-windows-7-vista) <http://www.thewindowsclub.com/ultimate-windows-tweaker-v2-a-tweak-ui-for-windows-7-vista> And there you have it. Now you can put downloads wherever you choose.



Do you have a personal folder where you would like to put files that you download but your browser keeps putting them somewhere else?





## 911 Call to help group

What it costs elsewhere

Geek Squad in home call \$149.00 per hour

Serving Online Seniors in home call \$85.00 per hour

On line help \$79.95 subscription + \$24.95 per month

**a gratuity to your SVECC helper is recommended**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Brief problem description

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## Computer Help Group

Group Leader Joe Zagar

Joe Zagar	480-373-9373	all systems and programs
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Depending on the season we have a number of helpers to assist with problems or installations. Contact Joe Zagar for assistance, referral, or recommendation of local service provider.

In addition on most Tuesdays from October to March we offer a fix-it session from 1pm to 3pm at the Training Center. Sessions are open to all residents of SVE and are first come first serve. Charge is \$15.00.

Call ahead to see if your problem can be solved at a Tuesday session.

# June 2011

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 SWCC	4 SWCC
5 SWCC	6	7	8	9 ASU Auction	10	11
12	13	14 Patch Tuesday	15	16	17	18
19	20	21	22	23	24	25 Linux Install Fest @ UAT
26	27	28	29	30		

## Computer Tips

**Windows 7, as a multi-tasking operating system, allows us to open lots of 'windows' which can completely take over the Desktop.**

Clicking the minimize or close button for each open window is one way to clear the open windows that you don't need at that moment, but Windows 7 allows you to 'shake away' all of the open windows except that one that you want to work with!

All you have to do is click and hold the right-mouse button at the top of the desired window and shake it back and forth...et viola!

**BONUS TIP:** if you want them all to come back up, simple shake the window again!

**SVECC**

Check us out at  
[svecc.com](http://svecc.com)

President  
Delores Bruno

# Sunland Village East Computer Club

## Founded for the Residents of Sunland Village East

**Mission: To help each other learn about Computers**

**Membership is open to all residents of SVE**

**Dues are \$20.00 per Year**

**Due October 1<sup>st</sup>**

Sunland Village East Computer Club



## Irish Stories



Paddy was in New York .

He was patiently waiting and watching the traffic cop on a busy street crossing. The cop stopped the flow of traffic and shouted, 'Okay, pedestrians.' Then he'd allow the traffic to pass.

He'd done this several times, and Paddy still stood on the sidewalk.

After the cop had shouted, 'Pedestrians!' for the tenth time, Paddy went over to him and said, 'Is it not about time ye let the Catholics across?'

Paddy was driving down the street in a sweat because he had an important meeting and couldn't find a parking place. Looking up to heaven he said, 'Lord take pity on me. If you find me a parking place I will go to Mass every Sunday for the rest of me life and give up me Irish Whiskey!'

Miraculously, a parking place appeared.

Paddy looked up again and said, 'Never mind, I found one.'



An Irish priest is driving down to New York and gets stopped for speeding in Connecticut . The state trooper smells alcohol on the priest's breath and then sees an empty wine bottle on the floor of the car.

He says, 'Sir, have you been drinking?'

'Just water,' says the priest.

The trooper says, 'Then why do I smell wine?'

The priest looks at the bottle and says, 'Good Lord! He's done it again!'

**SVECC**

Check us out at  
[svecc.com](http://svecc.com)

People helping  
People