



S V E C C

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

Shut down at night?

Would it be better to shut the computer down after I'm done with it for the day or keep it on 24/7? Everyone seems to have a different opinion and I'm not sure who to believe!

The argument over leaving a computer run or shutting it down when not in use is a long running one. One camp says that running a computer 24/7 minimizes the stress on the computer as the startup sequence (spinning up the drives, power up the boards) is the most stressful on the computer. The other camp says that it's a waste of electricity to run a computer around the clock.

The reality is they're both right but one camp is far more practical. Yes, shutting down a computer and starting it up places more stress on a hardware than leaving it running forever. The most likely

component to fail prematurely is the hard drive. A perfectly good hard drive of a large capacity (750GB-1TB) runs about \$50 at the time of this writing. Bear that in mind as we look at the cost of running a computer 24/7. On the other side of the coin, shutting down a computer when it's not in use saves you a boatload of cash. Let's say you've got a pretty standard off the shelf computer that consumes 300-400w of energy when everything is on. Let's say you use that computer 12 hours a day and turn it off for 12 hours. In turning it off for half the day (probably longer when you factor in days you aren't using the computer heavily, holidays, etc.) you're saving hundreds of dollars a year, easily. More than enough to replace quite a few components if they should wear out prema-

turely (which is highly unlikely as computers are *engineered* to be turned on and off all the time).

There *are* a few reasons to leave a PC on 24/7, however. If you're participating in any sort of distributed computing project (where your computer is in use to say, fold proteins or sequence genes) you'll want to leave your computer on to fully participate. Also if you use a remote backup service and have a lot of data to move the off hours are a great time to do so. Finally if we're talking about your work computer you might want to check with your IT department and make sure that the night shift isn't when they push major updates and backup files.





Libre Office Mail Merge

Up until now we have been working in LibreOffice Writer, but today we will step away for just a second to do something a little different. We're going to create a poor man's database in Calc and then return to Writer and create a mail merge. This will give you some ideas about how you can use a spreadsheet as a database. In order to do a mail merge, we need to work with some sort of database.

We could create our own in Base, but for a simple address book, Calc is an easier solution.

We will start by opening LibreOffice and clicking on Spreadsheet. This will open Calc with a blank spreadsheet. We won't go into a lot of details about the layout of Calc; we'll save that for another day. What you do need to know is that a spreadsheet is laid out as a series of columns and rows. The columns are labeled above with letters (A,B,C,...) and the rows are down the left side labeled with numbers (1,2,3,...).

When we use Calc as a database, the first

row must contain the field titles for the database. These are the database field headers. We will put the following field headers in the first row: Title, First Name, Last Name, Street Address, City, State, Postal Code, and Country.

Each field must be in a separate column starting at column A, so put the cursor in column A of the first row and type in Title. You can use the right arrow key on the keyboard to move to the next column, and fill in the rest of the fields.

Starting with the second row, we begin to fill in our data. Each row is a record. Think of a record as all the information on one person. For our purposes today, you don't need to worry too much if the data is wider than the columns. If you want to adjust the width of the columns while you input your information, just place your mouse over the line separating the two columns. The cursor will become a double arrow, and you can click and drag to increase or decrease the width of the column. Once we have entered all our data,

we need to save the spreadsheet. I saved mine as Poor-man_db.ods. Once it is saved, close it.

Before we can use our poor man's database, we need to register it in LibreOffice. File > New > Database will bring up the database wizard. Select "connect to an existing database", and in the drop-down box, select spreadsheet. Click the Next button. Use the Browse button to find your spreadsheet. Click Next.

Make sure "Yes, register the database for me" is selected, and uncheck "Open database for editing." Click Finish, and give the database a name (I named mine Addresses).

The database you just created is linked to the spreadsheet. Any updates you make to the spreadsheet will show in the database. The only catch is you cannot edit the spreadsheet when you have Writer opened.

Basically, your spreadsheet database can be the only LibreOffice document open. Otherwise, LibreOffice will open the spread-

We could create our own in Base, but for a simple address book, Calc is an easier solution.



Libre Office Mail Merge (continued)

sheet in read-only mode.

Now that we have created our database, and registered it in LibreOffice, we can use it to create a mail-merge. Mail-merge is great for sending form letters to customers or prospects. The cool thing is you can put any kind of data you want in your database and then use it in the letter. For example, if you have a rewards program for your customers, you could have a field for points, and include the points each customer has earned in the letter, but you would have to type the letter only once.

Click on the Data Sources icon or press F4. This will display the registered databases below the formatting toolbar. In the left part of the data sources, Addresses (or whatever you named your database) > Tables > Sheet1.

On the right side, you will see your data laid out much like you entered it in the spreadsheet. We insert the fields into the document by clicking on the field header and drag-

ging it into the document.

This will create a field placeholder for every field you drag into the document. Make sure you drag the field header and not a data block in a record. Now, you can type the body of your letter. When you need a field from the database in your letter, you can drag it into the document.

The database fields can be used any place in the document. As I said before, your database can contain whatever information you need it to contain. A teacher could even use it to report students' grades in a letter to parents.

Once you have finished typing your letter, you can print or send to a file. You might want to send a letter to file when you need to go back and add personal information for certain individuals. Like a teacher might want to request a parent-teacher conference for a student failing the class. File > Print, just like you would for a normal document. However, LibreOffice will tell you that your document contains ad-

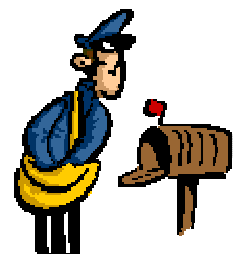
dress database fields and asks you if you want to print a form letter. Answer yes. The Mail Merge dialog will appear. In the dialog, you can choose to print to the printer or to a file. Also, you can choose to print a letter only for selected records or a range of records. You select records by clicking on the gray box at the beginning of the record, or use CTRL-click to select only certain records, or SHIFT-click to select a series of records. When you print to a file, you can choose to print to one file, in which case each letter will begin on a new page, or save as individual files, in which case each letter should have its own file. You can select which database field to use for the file name. On my version of LibreOffice (3.3.3), I got one document whichever I chose.

Apparently, they are still working on this feature.

You can also use your database to generate labels. File > New > Labels opens the labels dialog. Select your database and table.



The database fields can be used any place in the document. As I said before, your database can contain whatever information you need it to contain





Libre Office Mail Merge (continued)

Move the fields over into the label information box. Select your label type and click New Document. As with the form letters, when you get ready to print, you will have an opportunity to select the records you want to print, and you can print to a printer or a document.

You can also create envelopes much in the same manner.

There is another way to create a form letter, using the Mail Merge Wizard: Tools > Mail Merge Wizard. The wizard has some restrictions, and when I tried to use the wizard, I found it more difficult to get good results. I found the manual method I have described here to give better results, giving the creator more control over the output. Mail merge is a great time saver. Bang out your letter, drop in some database fields, and print. Sure beats typing 100s of letters or manually editing each one to change the in-

formation. In my next article, we will start to learn more about Calc by creating a simple budget spreadsheet.

From Full Circle Magazine Issue 5 This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that

useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

From Full Circle Magazine Issue 52



you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add

The wizard has some restrictions, and when I tried to use the wizard, I found it more difficult to get good results.



Inside Story Headline

RoboForm is one of my favorite software programs as it helps me very quickly log into secured websites. My listings of these websites include airlines, email, financial, medical, stores, travel, etc., and I currently have more than 50 of these secured websites listed.

The program is very easy to use. For example, first open Internet Explorer, and then click on one of its little toolbars titled RoboForm and a list of several choices appear titled Logins, Identities, and Soft Notes. While I mentioned Internet Explorer, RoboForm also works equally as well with Firefox, Safari, Chrome, and many more browsers. Next,

I click on Logins and then click again on the listed secured website that I want to enter. Next, RoboForm automatically redirects Internet Explorer to the website that I selected and when the login website appears, RoboForm automatically fills in my name and password, and I'm immediately logged into the secured website with unrestricted abilities.

Once you have the program installed, when you go to a new secured website and fill in your user name and password and click on Enter, RoboForm will automatically add the information. Including the website address, to your list of Logins.

If you need a new password, RoboForm will generate a highly secure password. On the Login list in RoboForm, the secured websites are listed alphabetically and you can easily rename any listing.

Other RoboForm features include SafeNotes, which securely stores other information of your choice. For example, some banks will frequently ask you for your wife's favorite color, your first dog's name, etc., to ensure that you are the secured party attempting to access your bank account, etc. You can securely store this information in SafeNotes.



RoboForm's options under Logins include Edit, New, and Print List. Under Identities are Edit, New, and Fill Empty Fields Only. SafeNotes includes Edit, New, Print to New, and Print Last. Numerous other choices include Fill Forms, Save Forms, Fields — Reset, Sat, and Clear, Profiles — Default, New, Date, Name, Refresh Fields, Explorer, Tools — Edit Identify, Edit Password, Edit SafeNotes, Search Fields, Taskbar Icon, Generate Password, and Sign RoboForm data, and Options — Help.

I've used RoboForm for numerous years in Windows XP, Windows Me, Windows 2000, Windows Vista, and now Windows 7. RoboForm's website is www.roboform.com, and there are three versions of RoboForm available: Desktop, Everywhere, and 2Go.

Desktop provides high security and restricts the access to RoboForm from only one computer.

Everywhere allows you to access RoboForm from numerous computers.

2Go works using a portable

USB drive, so that you can take your RoboForm information and use it on many computers while traveling on business or on vacation.

RoboForm runs in numerous versions of Internet Explorer, including versions 6, 7, 8, and 9 but only on 32-bit versions and not the 64-bit versions. There is a free version of RoboForm that is limited to only 10 logins. For more than 10 logins, the Everywhere version is available for \$20 per year, and the Desktop version is \$30. The current version, which is version 6.10.2.0, was introduced earlier this year.

When you install RoboForm for the first time, you will be asked to create a master password, which protects all of your secured data in your Logins, Identities, and SafeNotes. This prevents anyone else who has access to your computer from seeing or copying this information. If you prefer, you can eliminate this protection and allow anyone to access all of your important information.

Review: RoboForm

Program stores websites, login information

By Jim Thornton, Member, Channel Islands PCUG, CA

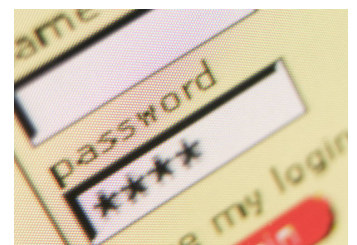
August 2011 issue, The Outer Edge

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“To catch the reader's attention, place an interesting sentence or quote from the story here.”





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

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.

October 2011

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Computer Club	4	5	6	7	8
9	10 Computer Club	11 Patch Tues SLUG 6pm	12	13 ASU Auction	14	15
16	17 Computer Club	18	19	20	21	22
23	24 Computer Club	25 SLUG 6pm	26	27	28	29
30	31 Computer Club					

Computer Tips

E-mail

* If you get a message from your bank or eBay about a problem with your account, it's probably a "phishing" scam. It's a fake, designed to lure you into typing your name and password so the bad guys can have it. Delete it. If you're concerned, visit the institution's Web site in your browser by typing in its address (like Citibank.com) — not by clicking the link in e-mail.

Before you pass on any amazing item you get by e-mail—Obama's a Muslim, the bubble boy wants greeting cards, the Nieman-Marcus \$400 cookie recipe — first check it out at Snopes.com, the world clearinghouse for Internet scams and rumors.

If a blue underlined link shows up in an e-mail message, you can mouse over it without clicking to see what Web site it plans to open.

* If you get a message from someone you know that relates a horror story about being mugged in England (and needing you to wire money immediately), delete it. It's a popular scam — even if it's the correct e-mail address of someone you know.

SVECC

Check us out at
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 1st



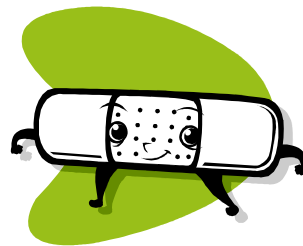
Irish Story

Patton staggered home very late after another evening with his drinking buddy, Paddy. He took off his shoes to avoid waking his wife, Kathleen .

He tiptoed as quietly as he could toward the stairs leading to their upstairs bedroom, but misjudged the bottom step. As he caught himself by grabbing the banister, his body swung around and he landed heavily on his rump. A whiskey bottle in each back pocket broke and made the landing especially painful.

Managing not to yell, Patton sprung up, pulled down his pants, and looked in the hall mirror to

see that his butt cheeks were cut and bleeding. He managed to quietly find a full box of Band-Aids and



began putting a Band-Aid as best he could on each place he saw blood.

He then hid the now almost empty Band-Aid box and shuffled and stumbled his way to bed.

In the morning, Patton woke up with searing pain

in both his head and butt and Kathleen staring at him from across the room.

She said, 'You were drunk again last night weren't you?'

Patton said, 'Why you say such a mean thing?'

'Well,' Kathleen said, 'it could be the open front door, it could be the broken glass at the bottom of the stairs, it could be the drops of blood trailing through the house, it could be your bloodshot eyes, but mostly it's all those Band-Aids stuck on the hall mirror.'

SVECC

Check us out at
svecc.com

People helping
People