



Official Newsletter of the Bowling Green Area Microcomputer User Group, Inc.,

**BGAMUG** PO Box 50882,  
Bowling Green, KY 42102-4182  
Website: [www.bgamug.org](http://www.bgamug.org)

## 2011 Club Officers

<b>President</b> Jerry Gillette 779-9645 jagky@insightbb.com	<b>Program Director</b> Karen Wickliff (270)842-2715 diamondwfarms@yahoo.com
<b>VP of Membership</b> Ward Coleman (270) 842-3870 wardc615@bellsouth.net	<b>VP of Protocol/APCUG Rep.</b> Jeri Steele (270)303-1877 jjs@PioneerInfoServices.com
<b>Secretary</b> Gary Wickliff(270)842-2715 kdwickliff@bellsouth.net	<b>VP of Technology</b> Joe Easterling (270) 495-0273 WKComputers@Bellsouth.net
<b>Treasurer</b> Paula Niece 846-2726 Paula.niece@insightbb.com	<b>Web Master</b> Betsy Sheppard (270)779-4152 lizann447@yahoo.com
<b>Sergeant at Arms</b> Raymond Hunton (270) 781-2380 rhunton@insightbb.com	<b>Newsletter Editor</b> Sharon Taylor-Carrillo (615)319-6531 SharonLyrae@aol.com
<b>Officer At Large</b> Neva Gielow (270)842-4118 nevabg@yahoo.com	<b>Officer at Large</b> Lou Travelsted 776-0649 ltravelsted@bellsouth.net
<b>PC Placement Program</b> Gene Iglehart 842-4570 iglehart@aol.com	<b>Historian</b> Position Open

## Welcome 2011

As we usher in a new year, BGAMUG is proud to announce some special things.

First of all, take a look at our new website; [www.bgamug.org](http://www.bgamug.org) . Betsy has been busy with the new look and has done a fantastic job.

Second is our February Special Internet Security Presentation Event with guest speaker and PC Evangelist Charley Prince will visit BGAMUG immediately following a trip to the RSA security conference in San Francisco the week of February 13th - 19<sup>th</sup>.

Read all about what Charley has been doing on page 7.

We will be advertising this event in the media and are counting on members to pick up flyers at the meeting to help spread the word and encourage a good attendance.

Now, if only the weather will cooperate ??

**\*\*January Program\*\***  
**Create Photo**  
**Movie DVD's**  
**With Windows Movie Maker**

**By: Ray Eddy &**  
**Jerry Gillette**



### Inside this issue:

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### 4. APCUG Info

5. Computer Classes
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# JANUARY 2011

Su	Mo	Tu	We	Th	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# FEBRUARY 2011

Su	Mo	Tu	We	Th	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## Happy Birthday



1-16 Lou Travelsted  
 1-17 John Walker  
 1-20 Edwin Phelps  
 1-25 Elizabeth Rose  
 1-26 Wilma Smith  
 1-29 Gilbert Lakes

Shirley Sublett 2/5  
 Jonathan Morrell 2/11  
 Jerry Phelps 2/11  
 Jeri Steele 2/16  
 Gary Wickliff 2/24

## Happy Anniversary



1-5 Robert and Wanda Hunt  
 1-24 Clifford and Martha Hayes



### BGAMUG Treasurer's Report

December - 2010

Paula Niece, Treasurer

November period: 11/30/10 - 12/31/10

Starting Balance.....	\$	1,298.96
Income.....	\$	25.07
Expenses.....	\$	309.49
Ending Balance.....	\$	1,014.54



### KROGER REPORT

BGAMUG members-

We are less than \$1,000 away from receiving a check.

Everyone keep reloading cards and I still have a few available for purchase.

Thanks, Paula Niece  
 Kroger Representative



### November BGAMUG DOOR PRIZE WINNERS

Door Prize winner: Paula Niece  
 4GB Sport Thumb Drive

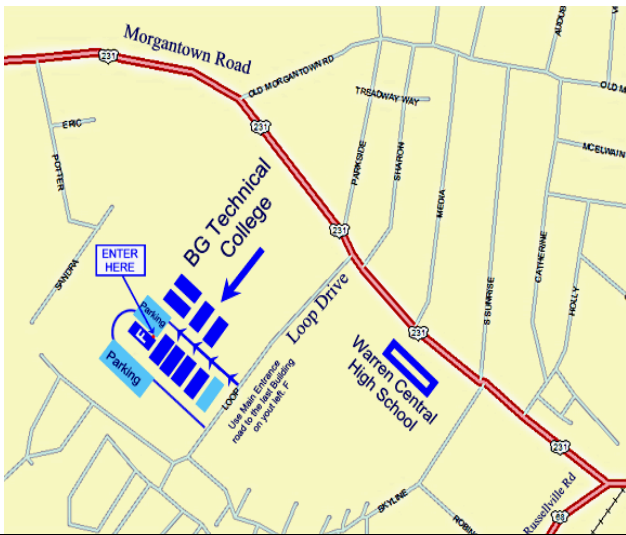
\$

????Door Dollar\$ Winner????  
 Would you believe ... Paula Niece also won the \$20 Door \$ Pot. This is the first time anyone has won both.  
 One Lucky Lady.

The pot is \$10.00 for January  
 Remember you must be present to win.



Gift Card



**BGAMUG General Meetings are on the 4th Tuesday of each month.** These meetings are at the Bowling Green Technical College, Bldg F, at 6:30 PM. See the map. The entrance to the BGTC campus on Loop Drive is clearly marked. Building 5 is the last building on the left, down the road through the campus.

**BGAMUG Board Meetings are on the first Tuesday of each month.** The next board meeting will be on Tuesday, February 1st. The location will be announced by email. The business meeting will begin at 6:30pm.

## January meeting will be in the F Building...



**Need to advertise your business???**  
ADVERTISING RATES are listed on page 10.



### Western Kentucky Computers

Free Estimates  
Low Rates

**Joe Easterling**

**Microsoft**  
CERTIFIED  
Professional

Spyware - Virus Removal, Upgrades, Networking, New Builds

Phone: (270) 495-0273  
Cell: (270) 996-8580

[www.westernkycomputers.com](http://www.westernkycomputers.com)



### The Bowling Green Area Microcomputer



Users Group is a dedicated gathering of local computer users who enjoy learning about their systems and teaching others about these

wonderful tools that can transform our lives.

## We Need "You" on Our List

Two or three years ago we started including interested members in the Eboard Email List. The reason being that everything officers that make up the eboard do is discuss and make decisions on the members behalf.

We would like to give all members the opportunity to follow and comment anytime on what business is being discussed among officers. When we get replies from members on various issues, it has a very big influence on the decisions we make.



There is no obligation that you reply to all messages.  
Only the ones you have an interest in and a comment or suggestion to make.



If you would like to be included in Officer Email Discussions, please email myself, Jerry Gillette at [JAGKY@INSIGHTBB.COM](mailto:JAGKY@INSIGHTBB.COM)

## APCUG Election Report by Marie Vesta

The 2010 election for the year 2011 was held the month of November, 2010.

A successful election was held with over 80 User Group Members casting their votes for the APCUG's Board of Directors and Board of Advisors.

From the 80+ groups that voted, 27 states and Canada were represented.

All regions participated in the voting process.

### Board of Directors for 2011:

Kathy Jacobs, Don Singleton, Linda Moore, Claudette Marshall, David Gerber, Marie Vesta, Hewie Poplock (reelected), Jim Evans (newly elected), and Clint Tinsley (newly elected).

### Board of Advisors for 2011:

Sam Wexler, Robert Vance, **Jeri Steele**, David Steward, Gabe Goldberg, Bill James (reelected), Patty Lowry (reelected), Ed Roberts (reelected), Stu Silverman (reelected), Roger Tesch (reelected), David Williams (newly elected), and Carl Loftstrom (newly elected).

Respectfully submitted,  
Marie Vesta, Election Chair  
Kathy Jacobs, Bob Vance

## **APCUG Photo and Newsletter Contest Coming**

### **APCUG's Annual Photo Contest for 2011**

Tell your members to get their camera's ready, the annual APCUG Photo contest will soon be announced. Somewhere inside of all of us is a creative genius just waiting for the chance to grab the spotlight...and we want to give you that chance. There will be multiple chances to win...including... professional judging and our own "Photo Idol" chosen from the 'best of the best', so grab those cameras and start shooting! Announcement coming soon!

## **So Much To Do In Such Little Time**

### **Handouts & Online Tutorials to the Rescue**

Everyone knows the presentations we offer in BGAMUG each month only scratches the surface regarding the various topics. After all, a presentation is only an overall view of what is available and a demonstration on how to achieve some basic tasks.

To expand the learning experience and give our members the opportunity to get more from our introductory presentations we often use handouts. These usually contain references and instructions where attendees can continue learning from home while at their PC's.

In search of the many topics to cover during our upcoming Windows Movie Maker Presentation, I stumbled upon a fantastic site with Google.

The Site: <http://www.atomiclearning.com>

On [atomiclearning.com](http://www.atomiclearning.com) there is a magnitude of topics without the need to log-on and become a site member. For example, the site offers video tutorials for currently 620 leading software titles, both old and new. Each tutorial is broken down into short one to three minute narrated segments, allowing the user to select just the ones that may apply to them. The Windows Movie Maker Tutorial;

<http://www.atomiclearning.com/moviemaker2>

consists of ten categories with 63 detailed clips. To view all the clips would take about two hours.

I was very impressed with the clarity and simplicity of instructions.

Treat yourself by visiting this site. You may wish to add it to your favorites.

Jerry Gillette

### **Using a Personal Computer, Intro Level *Marcel Parent, Instructor***

Community Education welcomes new instructor Marcel Parent, of MountMars Consulting. In this introductory class you will become familiar with all the parts that make up a computer and learn the basics of Windows as you learn to use the mouse, change settings, organize files, edit documents, save and create files. Great for home users or those re-entering the workforce.

**8 sessions, Tu./Th., 2/1 – 2/24, 6:00 – 8:00 p.m. Greenwood High  
\$70.00**

### **Microsoft Excel, Beginning *Elaine Smith, Instructor***

This class provides the foundation needed to use a spreadsheet for business and personal use. Design concepts, databases, & charts will be examined along with the major built-in functions. Keyboard & mouse skills are needed.

**3 sessions, Tu./Th., 2/8 – 2/15, 6:00 – 8:00 p.m. Warren Central High  
\$35.00**

### **Microsoft Excel, Intermediate *Elaine Smith, Instructor***

Dig a little deeper into the realm of Excel with this next class. Tap into formulas and more involved spreadsheets. Keyboard & mouse skills needed. PRE-REQUISITE: Knowledge of Beginning Excel or Beginning Excel class.

**3 sessions, Tue./Th., 2/22 – 3/1, 6:00 – 8:00 p.m. Warren Central High  
\$35.00**

### **Getting Started on E-Bay *Marcel Parent, Instructor***

If you hear others talking about selling or buying treasures on E-Bay, but are afraid to try it yourself, this is the class for you. Marcel is a veteran user of E-Bay services and is glad to share his knowledge with everyone. A fun and interesting class. (Laptops welcome)

**1 session, Tu., 3/1, 2:00 – 4:00 p.m. Community Education Office  
\$15.00\***

### **Selling on E-Bay *Marcel Parent, Instructor***

Take the next step with this medium and learn to sell your treasures. Learn the ins and outs of the system, how to place your items for great visibility, pricing, and more. (Laptops welcome)

**1 session, Thu., 3/3, 2:00 – 4:00 p.m. Community Education Office  
\$15.00\***

### **Microsoft Word, Beginning *Marcel Parent, Instructor***

Learn the basics of this user-friendly and extremely versatile program. Topics include: editing and navigating in Word, character and paragraph formatting, and controlling page appearance. Basic keyboarding and mouse skills are needed.

**3 sessions, Tue./Th., 3/1- 3/8, 6:00 – 8:00 p.m. Greenwood High  
\$35.00**

2

### **Microsoft Word, Intermediate *Marcel Parent, Instructor***

In this continuation of Word, learn a few more skills such as creating labels, typing letters, and other great skills for work or home.

**3 sessions, Th./Tu., 3/10 – 3/22 (no class 3/17), 6:00 – 8:30 p.m.  
Greenwood High  
\$35.00**

### **The Basics of Social Media for Business Use *Marcel Parent, Instructor***

This workshop will help establish a certain level of familiarity and understanding of social media for businesses. It will help participants develop a feeling of how social networking may help them reach out and pull in a greater audience, provide a sense of the distinctiveness of different aspects of social media (blogging, Facebook, Twitter, and LinkedIn), and how to integrate social networking into marketing and outreach efforts. (Laptops welcome)

**1 session, Tu., 3/15, 1:00 – 5:00 p.m. Community Education Office  
\$30.00**

### **Microsoft Power Point *Elaine Smith, Instructor***

Preparing professional and/or fun presentations has never been easier. Learn how to do slideshow, training, and photo presentations. Can be used for work or to show off that last family vacation.

**2 sessions, Tu./Th., 3/22 – 3/24, 6:00 – 8:00 p.m. Warren Central High  
\$35.00**



# **COMPUTER CLASSES**

Contact  
BGWC Community  
Education

1227 Westen Avenue

PO BOX 1320

Bowling Green, KY  
42104

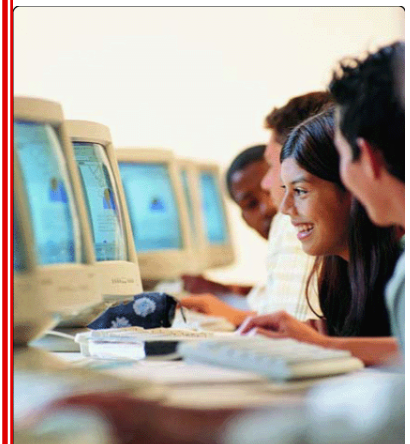
Hours:  
M-F 8:00AM-4:30PM

Phone:  
270-842-4281

Fax: 270-842-0554

Email:  
info@commed.us

www.commed.us

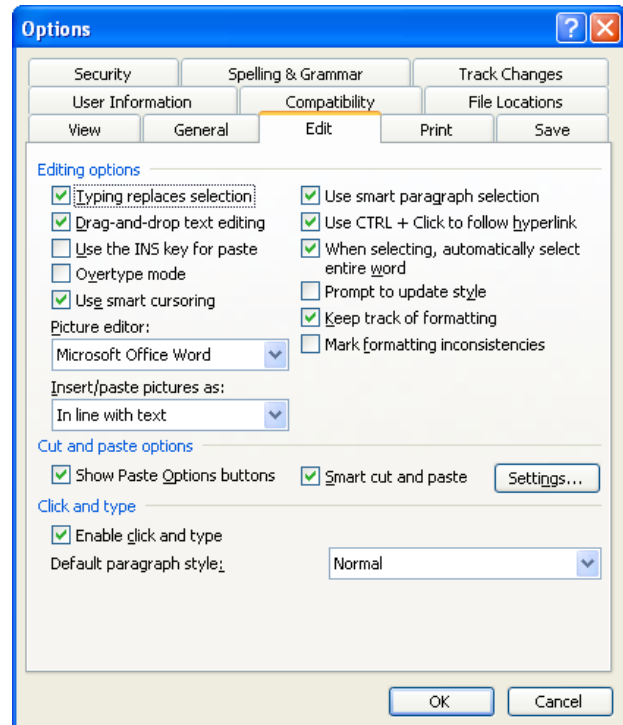


# Automatically Selecting Words

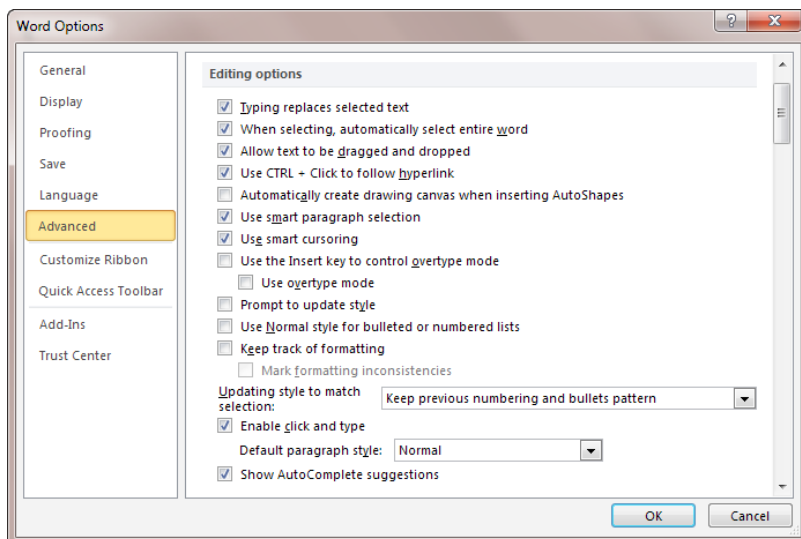
When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected.
3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.



*The Edit tab of the Options dialog box.*



*The Advanced area of the Word Options dialog box.*

You can follow these steps if you are using Word 2007 or Word 2010:

1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)
2. Click Advanced at the left side of the screen.
3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

## **Nationally known Speaker, Charlie Prince, will be at the February 22nd BGAMUG meeting. Read what he has been doing over the past 40 + years:**

1969 & 1970 - attended junior college (now known as tech/community colleges) for an associate degree in computer programming & operation.

1972 to 2002 - applied for any position in the computer group at the local Dupont plant. There were no openings so I took another job. Worked for 30 years at the local Dupont plant. In the early '80s, the plant started switching to computer controls. I was appointed the computer trainer for my work group while retaining my Chemical Plant Technician position.

During this time I also owned several non-PC computers including a C64, C128, Amiga 1000, & Amiga 500. In 1995, I bought my first PC which was an Acer running W95. This computer had it's first virus in 1997 while using Norton which failed to protect the computer. After finding and deleting the files responsible for the virus, I had to learn to edit the registry to repair the damage done and to remove Norton. This took a couple of days.

This computer was upgraded to W98SE and was using McAfee when the second virus struck in late 1999 or early 2000. Again, I had to find & remove the files responsible plus edit the registry to repair the damage and remove McAfee. This took several day to complete.

The Summer of 2000 found me building my first PC. While searching the web for another antivirus, I came upon AVG free and installed that. It was a terrible install that took too much time and lugged the system down badly but I used AVG for about 1-1/2 years.

In January 2002, I found Avast while again searching the Internet for an antivirus program. The uninstall of AVG was worse than the install taking me several days to complete. On the other hand, Avast installed easier than either of the 3 antivirus I had used before. The computer ran like it was brand new with no perceivable slow down of the system.

2004 - After 2 years using Avast, I joined the forum on February 14th out of an interest of learning more about Avast and why it worked so well when the more well known brands had failed me miserably in the past. I began to learn that as well as much more about malware.

2005 - That Summer, I built my second computer and it is the desktop I am still using today. Of course, Avast was the first program installed after the OS.

2006 - By this time, I had learned much more about malware and people who use computers. I had also risen to the rank of Avast Evangelist on the forum during this time period.

2009 - Invited by Avast (along with several others) to a conference in Prague, CZ. There was also an Evangelists meeting and a resellers meeting. This was a week long trip.

2010 - In the Summer, Avast asked me and another evangelist (also from the US) if we would be interested in becoming Spokespersons for Avast in the USA. We both said yes right away. The staff of Avast has a slow and deliberate way of doing things which I like very much. So, it was not until late November that my position & account was finalized. Our first job is to make the public more aware of the dangers of the Internet and of PC malware.

2011 - Already this year, I have been requested by the Avast CEO to be in Prague February 8th - 11th for an evangelists meeting as well as an information update on coming projects.

I will also be attending the RSA security conference in San Francisco the week of February 13th - 19th with members of the Avast staff and a few other evangelists.

During all these years of using Avast, there has not been an infection in any of my computers nor the other computers that I support though there have been many tries over the years. Avast either blocks them before the payload gets in or catches when it tried to execute. It has to be considered that I sometimes visit some very risky sites while researching malware for my own information as well as for seeking answers to problems posted on the forum.

**BGA-Bytes** is the monthly newsletter publication of the Bowling Green Area Microcomputer User Group, Inc. (BGAMUG), which is a nonprofit, charitable educational society recognized by the Internal Revenue Service as a 501(c)3 tax-exempt charitable organization. Donations to BGAMUG may be tax-deductible.

The views expressed in BGA-bytes are those of the author(s) and do not necessarily reflect the official views of the organization. BGAMUG is a member of the Association of PC User Groups (APCUG) membership.

**BGAMUG** holds regular presentation/membership meetings the fourth Tuesday of each month (except December) at the Bowling Green Technical College (BGTC) on Loop Drive in Bowling Green, Kentucky.

The public is invited to attend our regular presentation meetings. To join, our annual membership dues are \$25 for an individual and \$35 for a family.

Loop drive intersects Morgantown Road just West of Warren Central High School. There is a stoplight at the intersection. The access road to BGTC from Loop is clearly marked with a sign. The meeting building is Building F .

ADVERTISING RATES for BGA-Bytes		
SIZE	1 issue	12 issues
Full	\$50.00	\$550.00
Half	\$30.00	\$330.00
Quarter Page	\$15.00	\$165.00
Business Card	\$10.00	\$110.00



**BGA-bytes is online!** Please see <http://www.bgamug.org>

To see our online edition of the newsletter you will need **Adobe Acrobat Reader** installed on your computer. If you do not have it, then please download and install Acrobat Reader by accessing; <http://www.adobe.com/>

**BGAMUG**  
**P.O. Box 50882**  
**Bowling Green, KY 42102-4182**



**Don't forget our next meeting at  
the B G Technical College,  
F Building, January 25th, 6:30 PM**