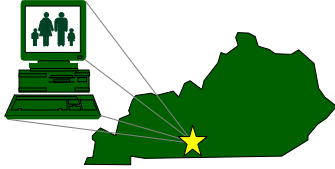


# BGA-BYTES



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

Volume 17, Issue 4; April 2007



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## April 2007 Presentations

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### Customize your toolbars, by Dick Schultz

When doing word processing or spread sheeting with common programs such as MS WORD, MS EXCEL, Wordperfect or others, you can many times set up shortcuts on a toolbar near the top of your window. Many packages come with pre-set toolbars but most allow you to also customize toolbars.

Very simple programs like Windows Notepad do not allow toolbars. Others like Windows Wordpad have just a few pre-set toolbars that you can turn on or off. Sophisticated programs such as Word allow many different types of toolbars and in addition allow you to customize your own toolbars.

Now why would a toolbar shortcut help you? Take the case of making a title in a document have heavy type (Bold). Without toolbars, you would have to highlight the title, select Format from the File Menu, select Font from the Format Menu and then click the entry marked Bold face, then click OK. With Toolbars you would highlight the title and then click on the **B** symbol in the toolbar.

So, come to the April meeting and find out from Dick Schultz how to make your own toolbars.

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### How to Make Calendars, by Linda Todd

I use a 12-month calendar to stay organized! I wear many different hats, and without this wonderful tool . . . I would probably show up at the wrong place at the wrong time!

During my 20-minute presentation at the April meeting, I will show you how to create calendars using both Word and Publisher. There are advantages to the calendar feature in each of these programs, but these days I prefer using Publisher. You will receive a handout so that you can go home and create a calendar which you can either use on your computer or print it.

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## Problems in the Question and Answer Sessions

A continuing problem in our general meetings is the variable quality of sound. This is serious for the presentations, but can be disastrous for the Question and Answer sessions. Even if the sound is not perfect for some of us during presentations, it is usually better than not using any amplifying system at all. That is simply because the natural voice of a great many members is not nearly adequate for the size room we use. (Jerry Gillette is a notable exception.) Consequently, many questions are not heard by any members except those in the immediate vicinity of the person asking the question. Unfortunately, numerous people asking questions virtually refuse to use the microphone offered to them. As a result, there are times that most of us listen to answers with only a vague idea of what was asked. In such incidents, much potentially valuable information is lost to the majority of members.

***Please use the microphone when asking questions.*** If the microphone is not immediately available, simply wait for the short time it takes to get it to you. ***It seems to not have occurred to many of us that questions and answers are not intended to be strictly personal but are for the potential benefit of everyone present and listening.***

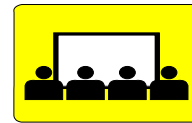
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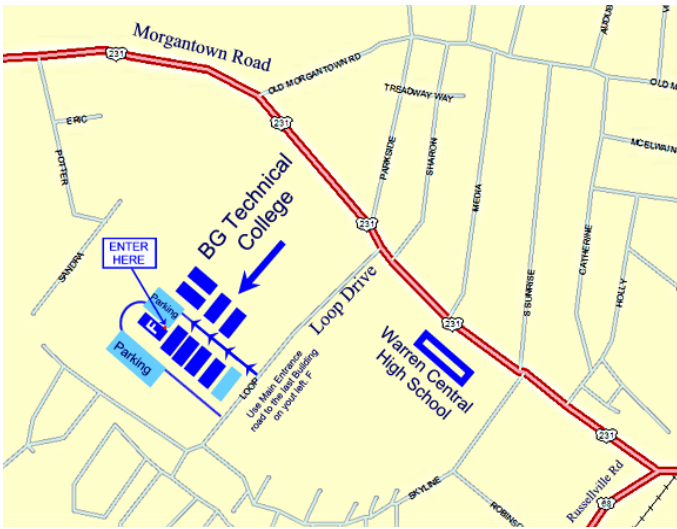
# April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	<b>3</b>	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	<b>24</b>	25	26	27	28
29	30					



# May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28	29	30	31		



**BGAMUG General Meetings are on the 4th Tuesday of each month.** The next two meetings are April 24 and May 22. These meetings will be at the Bowling Green Technical College, Bld 5, at 6:30 PM. See the map above. 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. Following the meeting, there is an optional social meeting at Hardee's Restaurant at Russellville Road and Campbell Lane. Ask for explicit directions at the meeting.

**BGAMUG Board Meetings are on the first Tuesday of each month.** The next board meeting will be on May 1 in the Alamo Room of the Lone Star Restaurant, 2425 Scottsville Road. It is located between the Greenwood Mall and the Best Buy store. The meeting starts at 6:30 PM and is open to all. An optional dinner at your own expense starts at the same place at 5:30 PM. The regular Lone Star Dinner Menu is available.

## Treasurer's Report for April By Jerry Gillette

Balance March 1, 2007	\$ 2,619.59
March Deposits	\$ 744.41
March Checks	\$ 218.52
Balance March 30, 2007	\$ 3,145.48

During March we were fortunate to receive special donations from the APCUG Jerry Awards Community Service Contest, \$250.00, and a generous \$300.00 from the Cumberland View Towers for the efforts of the Non-Profit Assistance SIG to boost our balance over the \$3000 mark. All checks written for the month were for routine operating expenses.

## BGAMUG's Kroger Cares Gift Card

Fundraiser Program Update from Jerry Gillette

Seven BGAMUG Members have reloaded their Kroger Cares Gift Cards during March for \$1,175. That brings our total to \$4,110 for the period. That means we only have \$890 more to go before earning another 4% check from Kroger.

All BGAMUG Members and supporters may participate in the Kroger Cares Gift Card Fundraiser Program by purchasing a Kroger Gift Card from the BGAMUG treasurer. The cards cost \$25 and come pre-loaded with \$25 value.

You may use the gift card for all your Kroger purchases at any Kroger store. You then visit any Kroger Customer Service Department and have the card recharged for any amount you choose. Each time members reload their cards, BGAMUG will receive 4% of the value. When that total reaches \$5000, BGAMUG receives a check from Kroger. Keep up the good work.



# The Calculator with Extras

By Carol Brodeur

I was recently looking through a copy of Smart Computing when I saw a free download for a calculator. Why would I need another calculator? I now use the one in Accessories.

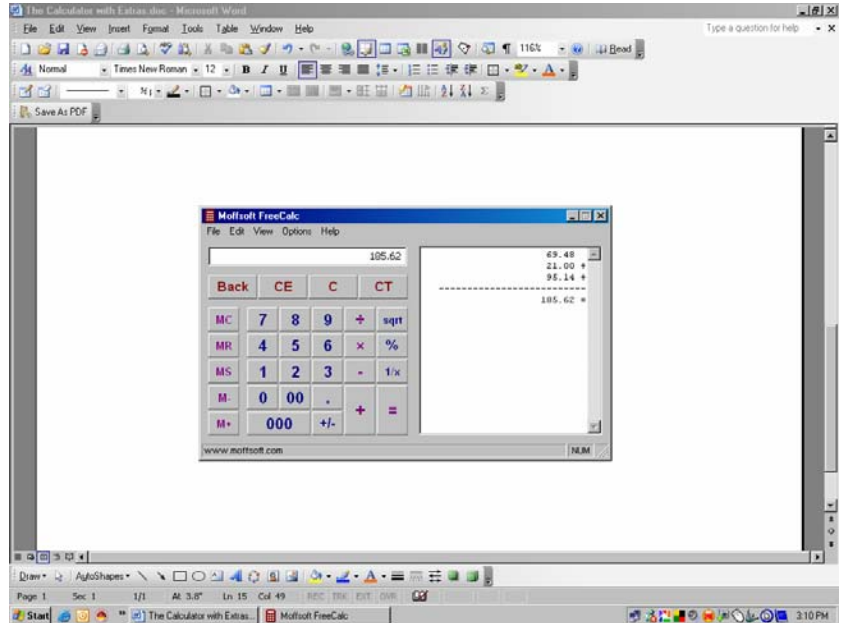
But as I read further, I found that this calculator had an added feature. It gave a running tape of your calculations. If you needed to retrieve a previous calculation it was right there just like a regular adding machine tape. If you have a long list of checks to add, you could go back and check that you had correctly entered all of them. For a forgetful senior citizen like me, this was a great advantage. The software is Moffsoft Free Calc, and can be obtained from the following web sight:

<http://www.moffsoft.com/downloads.htm>

Go down to the second product, i.e., Moffsoft free calc and click on Moffsoft. Just follow the installation directions which are quite simple.

The illustration on the right shows the screen when using the calculator. In the open space to the right of the keyboard is the tape of entries and calculations.

Actually, Moffsoft makes two calculators, the one described is free, and the second (Microsoft Calculator 2) is available as a download for \$19.95, It is also available free for a thirty day trial. A comparison chart on the Website shows that Calculator 2 includes financial functions (amortization schedules,) units conversions, and a few other things that the free version does not. Neither version contains scientific functions.



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## Review of Microsoft® Money 2007 for Home & Business

By Jerry Gillette

This review covers MS Money 2007, Home & Business version.

Having never used financial management software in my 20 years of using computers, this review will be more for the timid novice users than you savvy seasoned readers.

Being elected as treasurer for our computer user group, I realized the need and was encouraged by fellow members to use a program like MS Money or Quicken. I chose MS Money mainly because it was so popular, used by the previous treasurer who produced some of the best ever reports and charts with Money, and Microsoft's ongoing support for user groups.

MS Money 2007 Home & Business installed in less than a minute. I was then prompted to download and install the updates. Next I obtained a Windows Live ID & Password to enable automatic access to our accounts online.

Within minutes, following the simple instructions and the Online User Guide, I had both the clubs and our personal account information before me. I started balancing checkbooks and in no time I was tracking spending and creating charts and reports.

I particularly appreciate the ability to customize spending categories and include data from split transactions. This is very important when writing reimbursement checks that cover member expenses for various categories.

I look forward to using and reporting on more of MS Money Home & Business 2007 features in the months to come.

MS Money Home & Business 2007 retails for \$89.99, however, most retailers offer a \$30 rebate that makes it only \$59.99



## PC Placement Quarterly Report by Gene Iglehart

As I write this article, it is week 14 of 2007 and today I delivered the 30th computer of the year. It went to a cleaning lady who otherwise would never be able to afford one. She has a grand daughter who will also use it "after she teaches grandmother how to use it" the lady says.

At the current rate, the placements are averaging over two a week, which continues to amaze me. It doesn't seem possible that this rate of placement can be sustainable in the future ---- (PLEASE!)

However, we have indeed averaged over 100 local placements per year for several years now, and that is very rewarding. I meet many hurting, deserving people and am fortunate to be able to assist them. It is amazing what a change a computer can make in a life. I am just thankful, that we can provide them through our computer club .

### Here is a summary of where some of these computers have gone in this past quarter.

Jan. 20 To an adult in Morgantown who can't read. Recommended by a Lifeskills caseworker who will supervise him.

Jan 22 To Jasmine Clouse in Tompkinsville who, her teacher reported is learning motor skills and has improved greatly.

Feb. 5 To Horse Cave for a fund raising auction. Sold for \$260.

Mar 8 To a Munfordville student to use in college.

Mar 21 To an 80 year old B.G. man who said he wanted to "Keep up with his grandkids."

Two went to Bowling Green Lifeskills case workers for clients, and two went to Brownsville for Family Resource clients.

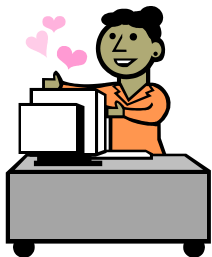
The Saint Vincent De Paul thrift store continues to sell everything I take to them. I am providing mostly Pentium 3's with monitors and Internet capabilities. They usually sell for \$150 to \$175 each.

Again, thanks to all who made this possible.

*Gene*

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## BGAMUG's Non-Profit Assistance Special Interest Group by Mike Moore



Well, it is press time, and here I am again scrambling to fill a promised column. We had a meeting on Thursday, April 12, at 5:30 PM in the Bluegrass Coffee house on Nashville Road. Next month, after officers approve the meeting minutes, I will give a report. I do have some good news right now, which I have not yet shared with our primary non-profit. A member of our group has arranged to place a brand new managed Cisco router into service at Big Brother Big Sister. This router has the capability of designating specific network addresses on any given port, rather than relying on the router's DHCP service to assign port addresses. This means that we can bring a specific network address to a given desk within the agency, allowing for a number of services that require a fixed IP address - not the least of which will be the Asterisk phone system. Thanks to Cisco for the donation!

Our Linux computer that will host the Asterisk telephone system for BBBS is here - although it's in pieces. I hope to have it assembled in a week, at which time we'll install and configure the Fedora Linux operating system that I downloaded recently. The Fedora Core system comes on five completely full CD-ROMs including a restore disk. I hope to have a DVD writer for this system as well to afford us the ability to back it up. We are planning a "parallel" installation to make sure that the phone system works before placing it into service.

Jerry Gillette e-mailed me today to let me know that two laser printers have been donated to Abel Court - I am sure these will be welcome there. I've located and installed a network print server that was donated to the club on one of the existing laser printers at Abel Court. This device places the printer directly on the network, which means that printing can be done without having to turn on a specific computer.

The project in Madison, TN is almost ready to deploy and the seniors are anxiously awaiting their new computer lab. At this time we have four computers built and I've asked Gene for a couple of Pentium III's in case the PCs I've already placed down there are too slow. As soon as they clear out one of their rec rooms, we'll be ready to move in and hook everything up. I have another donated laser printer in my car, thanks to Gene Iglehart.

If you know of a deserving non-profit that needs help learning about or expanding their network, please let me know! Also, if you have special and useful computer skills, and would like to join this new special interest group, please contact me either at one of the meetings or by e-mail.



## Discount Offer For APCUG Members (Including BGAMUG)

APCUG-member User Groups: You are receiving this discount offer as a benefit of your membership. Please forward it to your members as a benefit of membership in your group. I always substitute my computer club's name for APCUG in the statement at the bottom of this e-mail.

Judy Taylour, Chair  
Member Services

Dear User Group Member:

Alpha Software, one of the original software companies, has been developing database software as an independent software company for 25 years. We have a customer base of over 1 million customers and have always worked closely with user groups. In fact, the original Boston Computer Society was where we got our start!

To celebrate 25 years of building powerful, yet easy and productive database software, we would like to do something special for user group members.

We have just launched Alpha Five Version 8 – which is the most exciting new product we have ever released.

[http://www.alphasoftware.com/AlphaFive/ProductTour/Features\\_00.asp](http://www.alphasoftware.com/AlphaFive/ProductTour/Features_00.asp)

In conjunction with our exhibiting at the upcoming SW Computer User Group Conference, we are making 1,000 copies available at very special pricing to User Group members to thank you for the role that User Groups have played in our history and growth.

Alpha Five Version 8 is the first all-in-one solution that lets anyone build both web 2.0 and desktop database applications with full reporting, security and connectivity to any SQL backend or to the built-in Alpha database engine.

### Alpha Five Version 8 comes in three editions

#### **Desktop – SRP \$199, User Group Members Only Pricing - \$29.95**

(Builds Windows desktop single user applications)

#### **Professional – SRP \$249 User Group Members Only Pricing - \$39.95**

(Builds Windows desktop multi user applications and web applications using Alpha Five's DBF database engine)

#### **Enterprise - SRP \$349 User Group Members Only Pricing - \$49.95**

Builds Windows desktop multi user applications and web applications using Alpha Five's DBF database engine or against any SQL database)

### **To take advantage of this special opportunity:**

Please email [marketing@alphasoftware.com](mailto:marketing@alphasoftware.com) with the words Alpha User Group Special in the subject line (we will then get back to you with a secure ordering URL dedicated to this special “thank you to User Groups” offer). **This offer is only valid for user groups.** We must have all the information shown below.

#### **Please sure to include:**

Full Name, Address, Telephone, Email Address, Street Address, City, State, ZIP, User Group Name, President's or Chairman's Name,

Please include which edition of Alpha Five Version 8 you want.

Hope to see you in San Diego!

Sincerely

Richard Rabins

Co Chairman and Co Founder

Alpha Software Inc.

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

Note: APCUG does not endorse any company offering discounts, but makes these offers available simply as a service to our members.

## Wireless Networking Part III by John Walker

In this installment of the Wireless Networking Guide, we will discuss file sharing across the network. In this how-to I will assume that you have an existing network that is fully operational and communicating among the PCs you would like to share file with.

First we need to ensure File Sharing is enabled and we need to make sure the firewall is disabled on your local area network device.

Go to Start -> Control Panel -> and Network Connections. If you do not see Network Connections click on the link that says Switch to Classic View near the left of the window.

Right click on Local Area Connection and Select Properties. Ensure that the File and Print Sharing is listed under the sub-heading *This connection uses the following items*. If not you will need to perform the following steps to enable this function: From the General Tab, Click on the Install Button,

Click the Install button, Click once on Service to select that option. Click Add.

Click once on File and Printer Sharing for Microsoft Networks to select it and then click OK.

Click Close.

If the computer asks to restart, click No. You will restart your computer in the next step.

Now click the Advanced Tab and Uncheck Protect my computer and network by limiting or preventing access to this computer from the Internet and then press OK. Repeat this step on ALL PCs that you want to share files with on the network.

### Disable Simple File Sharing on Windows XP Pro

If you have Windows XP Pro, follow these instructions to enable password-protected file sharing. If Simple File Sharing is not disabled, shared folders will not be password-protected - this will allow any users and network viruses easy access into your computer. If you have already disabled this feature on your computer, skip to the next section.

1. Click on the **Start** button, then select the **Control Panel**.
2. In the Control Panel window, double-click on **Folder Options**. If you do not see the **Folder Options** icon, click on **Switch to Classic View** located on the left side of the window to see all Control Panel options.
3. Click the **View** tab.
4. Uncheck **Hide file extensions for known file types**.
5. Uncheck **Use simple file sharing**.
6. Click **Apply** and then click **OK**.
7. Close the Control Panel window. Proceed to [IV. Create user accounts](#).

### IV. Create user accounts

A user account must be set up on the computer for each user or group of users who will have access to the shared folders. Any number of users within the Wellesley network may be allowed access your Windows 2000/XP Pro computer by adding them as users. You may create one user account on your computer for sharing purposes, i.e. you may give that account's user-name and password out to anyone whom you allow to access shared folders. Or you may create multiple user accounts, one for each individual or group to whom you wish to give access to different share folders on your computer.

#### Windows XP Pro

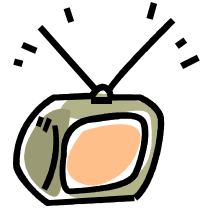
1. Click on the **Start** button and select the **Control Panel**. Double-click on the **User Accounts** icon.
2. Click on **Create a new account**.
3. Type in a username for the new account, i.e. *lilteapot*. The name should not contain spaces or special characters. **Do not use a domain account username**.
4. Click **Next**.
5. Select **Limited** as the account type.
6. Click on the **Create Account** button.
7. Under the *or pick an account to change* section, click on the newly created account.
8. Click on **Create a password**.
9. Type a [strong password](#) for this user and then retype it in the next field to confirm it. You may skip the field for creating a password hint. *Note: It is very important that you set a strong password for every user account.*

Continued on Page 9

# Countdown to the Digital Deadline

By Jim Sanders, Editor, North Orange County Computer Club, California  
Reprinted with the author's permission through APCUG

Television, as most of us know it, has barely two years of life left in it. Congress has set a deadline of February 17, 2009 for analog broadcasts to end. That means that the faithful television that you have had, for I don't know how many years, will cease functioning on that date. Well, cease functioning may be too strong of a description, but there will no longer be an over the air broadcast of the analog type of signal that it knows how to interpret.



Starting on that date, all of the over the air television broadcasting stations have been mandated to transmit the digital television format signal only. Old faithful, or maybe not so old, can still be used as long as there is some device that can feed it the analog signal that it knows how to deal with. This could be your VCR or DVD player for instance. Or, it could be one of the set top boxes that millions of people are going to have to purchase if they wish to continue using their analog television to receive over the air television broadcasts. The purpose of the set top box is to tune in the digital television frequency and convert it to the NTSB analog signal that your television knows how to deal with.

The set top boxes contain an ATSC tuner. This stands for Advanced Television Systems Committee. They are an international organization setting the standards for digital television. In time, they will replace the NTSC, which is an American organization overseeing analog TV transmissions. There is considerable talk about Congress passing legislation to subsidize, or provide free of charge, set top boxes to low income families. At this time there is no requirement that the recipients be United States citizens.

When you purchase a digital television, ATSC is a term that will be listed on the specifications showing that the television has a built-in digital tuner. There are eighteen formats in the DTV spectrum, 12 SDTV formats and 6 HDTV formats.

The Federal Communications Commission (FCC) is the regulating organization in the United States that controls conversion from analog to digital. The Federal Communications Commission has set deadlines that mandate all manufacturers include digital tuners in their televisions. These are the dates that have been mandated:

July 1, 2005: all TVs with screen sizes over 36 in. must include built-in ATSC tuner.

July 1, 2006: 100% of 25 to 35in. TVs must include ATSC DTV tuner.

July 1, 2007: 100% of 13 to 24in. TVs must include ATSC DTV tuner.

July 1, 2007 100% of all interface device's must have ATSC DTV tuner. That includes equipment such as VHS VCRs, DVD player/recorders, and DVRs.

These deadlines only apply to new televisions and do not include the huge inventory of existing units. That is why you may see a number of television's larger than 36in. still being sold without built-in digital tuners.

Definition of television; a television is a viewing device that includes a tuner. A device without a tuner is called a monitor. There is a loophole in the FCC regulations that allows manufacturers to build TVs without any tuner which would technically make it a monitor.

Most cable subscribers and all satellite subscribers use their service provider's set top box to receive and decode the digital signals instead of using the television's built-in ATSC tuner. One exception to that rule is a small credit card type of chip that takes the place of the set top box and is called a CableCARD.

Most cable and satellite providers charge in the neighborhood of \$9.95 a month to receive HD channels. Over the air High Definition channels are "free" in the same sense that current analog channels are free, that is you pay the price of watching the commercials but don't actually have to shell out money. So if you spend the extra bucks up front to buy an HD television that includes the ATSC tuner, you are not forced to pay that additional monthly charge. By purchasing an antenna from an electronics store for in the neighborhood of \$25.00 to \$100.00, a person that owns a set with a built-in ATSC tuner can enjoy the over the air broadcasts for free.

When the analog signals are turned off and digital becomes the standard, cable and satellite providers will probably provide the local networks for free if they don't do so already. But you will still have to buy or lease the cable box which right now costs in the neighborhood of \$199.00. In addition to that, you'll still have to purchase the programming from the provider. So if you are a person that currently relies on getting all of your television through a rooftop antenna, in less than two years you will be faced with the choice of spending money for some new equipment or no longer being able to watch television.

One method of dealing with the problem would be to purchase one of the new DVD VCR combos that include the ATSC tuner. A number of VCR manufacturers, including Panasonic, have announced that when the regulations go into effect, they will simply stop manufacturing that class of equipment. JVC has announced a new DVD/VCR/ATSC tuner model that will be available in May. It is the DRMV99 selling for \$329.95.

*Continued on Page 8*

## Countdown to the Digital Deadline *Continued from page 7*



If you already own a good VCR and a good DVD player, it might make more sense to go ahead and purchase just the ATSC set top tuner.

In addition to dealing with all of the high definition signal acquisition problems, a whole lot of people are already trying to deal with the somewhat confusing array of HDTV offerings. The terminology which is frequently observed in the papers can be very confusing. The phrase “HD ready” is usually an indicator that the unit is a monitor that does not include a tuner. A lot of advertisements conveniently do not include what version of high definition a particular offering is. It is simply referred to as HD without saying whether it is 720i, 720p, 1080i or 1080p. The actual pixel resolution is often omitted as well. The 720i or p sets need to have a resolution of 1280 pixels by 720 pixels. The real 1080i or p sets need to have a resolution of 1920 pixels by 1080 pixels. Just like the older VGA computer monitors the 720i refers to an interlaced display and the 720p refers to a progressive scan display. The progressive display is the better quality.

Then you have to decide which display technology you are going to pick, the Plasma flat panel, the LCD flat panel, the rear projection DLP television, the rear projection LCD television, or the wall projection unit in either DLP or LCD. What is the brightness level? What is the viewing angle? What is the life expectancy of the projector bulb? What is the cost of the projector bulb? Does the unit have a VGA, a DVI and an HDMI video connector?

At the moment, I think the best bang for the buck is to purchase a projector that will do 720p, and if you can afford the extra cost, one that will do 1080p. If you have never seen even an older 800x600 projector displaying a movie from a standard DVD on an eight foot diagonal screen, I think you will find it impressive and I think you should do that before you spend money on anything.

Some useful FAQs are available on the Website <http://www.dtv.gov/>

### **What is the digital TV transition?**

The switch from analog TV (the traditional TV system using magnetic waves to transmit and display TV pictures and sound) to digital television (the new TV system using information transmit-ted as “data bits” -- like a computer -- to display movie-quality pictures and sound), is referred to at the digital TV (DTV) transition. In 1996, the U.S. Congress authorized the distribution of an additional broadcast channel to each TV broadcaster so that they could introduce DTV service while simultaneously continuing their analog TV broadcasts. In addition to improved picture and sound quality, an important benefit of DTV is that it will free up parts of the broadcast spectrum for public safety as well as other valuable uses. This is possible because the modern technology of DTV is more efficient than analog TV technology. DTV allows the same number of stations to broadcast using fewer total channels (less of the broadcast spectrum) which will free up scarce and valuable spectrum for public safety and new wireless services.

### **What is the February 17th, 2009 DTV deadline date?**

Congress passed a law on February 1, 2006, setting a final deadline for the DTV transition of February 17, 2009. Most television stations will continue broadcasting both analog and digital programming until February 17, 2009, when all analog broadcasting will stop. Analog TVs receiving over-the-air programming will still work after that date, but owners of these TVs will need to buy converter boxes to change digital broadcasts into analog format. Converter boxes will be available from consumer electronic products retailers at that time. Cable and satellite sub-scribers with analog TVs should contact their service providers about obtaining converter boxes for the DTV transition.

### **What is digital television (DTV)?**

Digital television (DTV) is a new type of broadcasting technology that will transform television as we now know it. By transmitting the information used to make a TV picture and sound as “data bits” (like a computer), a digital broadcaster can carry more information than is currently possible with analog broadcast technology. For example, the technology allows the transmission of pictures with higher resolution for dramatically better picture and sound quality than currently available – called High Definition Television (HDTV) - or the transmission of several “standard definition” TV programs at once – called “multicasting.” “Standard definition” digital TV pictures would be similar in clarity and detail to the best TV pictures being received and displayed today using the current analog broadcast system and TV receivers. DTV technology can also be used to provide interactive video and data services that are not possible with “analog” technology.

### **Is HDTV the same thing as DTV?**

HDTV is the highest quality of DTV, but it is only one of many formats. In addition to HDTV, the most common formats are Standard Definition Television (SDTV) and Enhanced Defini-tion Television (EDTV). SDTV is the baseline display and resolution for both analog and digital. Transmission of SDTV may be in either the tradi-tional (4:3) or wide-screen (16:9) format. EDTV is a step up from Analog Television. EDTV comes in widescreen (16:9) or traditional (4:3) format and provides better picture quality than SDTV, but not as high as HDTV.

## Wireless Networking Part III Continued from Page 6

*This will be the username and password necessary for access to shared folders.*

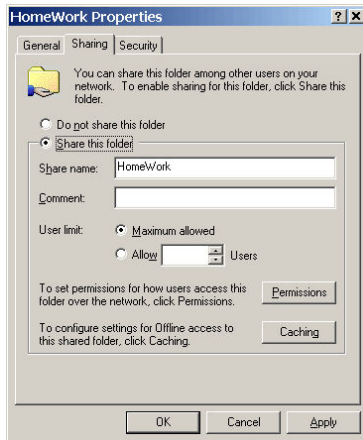
- 10 Click on the **Create Password** button.
- 11 If you wish to create multiple user accounts, repeat steps 2-9 for each new account.
- 12 When all users have been added, close all open windows. Proceed to:

### V. Setting up the folder that will be shared.

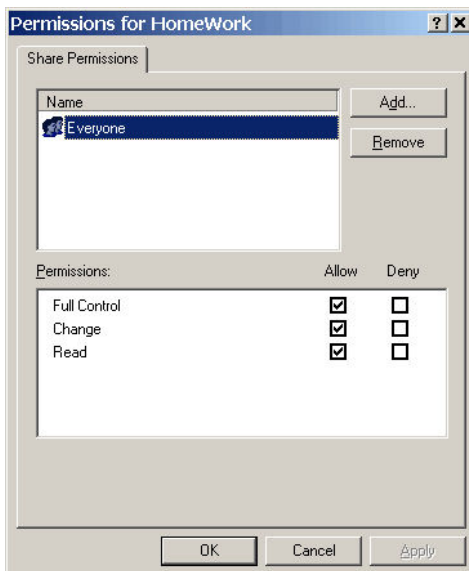
#### V. Setting up the folder that will be shared

Only folders may be shared, not individual files, i.e. if you wish to share a file named *blue.doc*, then you must put *blue.doc* inside a folder and then share that folder by following the directions below. *Note: If a Windows 98 computer is going to access your shared folder, then the name of your shared folder should not contain any spaces.*

- 1 Right-click on the file or folder to be shared. In the menu that appears, select **Sharing** or **Sharing and Security**



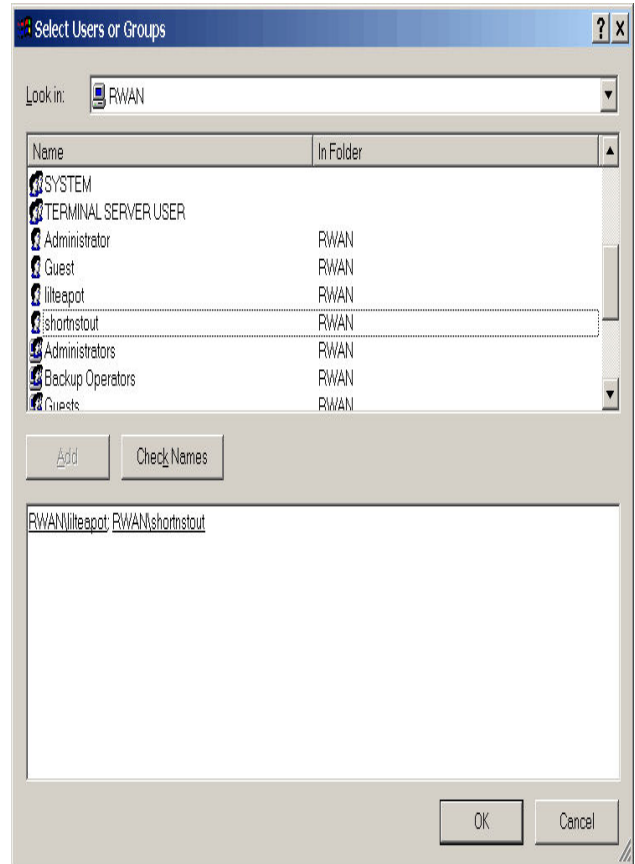
2. Select **Share this folder**. The name of the folder that appears on the network may be changed by typing in the new name in the Share name field.
3. Click on **Permissions**.



- 5 Click **Add**.

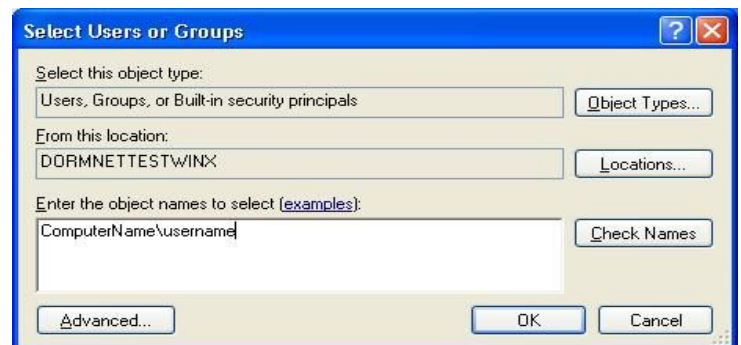
- 6 To give user accounts access to this folder:

**In Windows 2000**, make sure the *Look in:* bar has the name of your computer selected. Under the *Name* section of the Select Users or Groups window, double-click on the names of the user accounts that will have access to the folder. Click **OK** when you are done



#### **In Windows XP Pro:**

1. In the *Enter the object names to select* field, type in the name of the first user account (or alternatively, type in the <ComputerName>\<user name of the account>) that will have access to the folder and then click **Check Names**.



2. To add multiple user accounts, type a semicolon after the first account name and then repeat step 1 for each account you wish to add.

*Continued on Page 10*

## Wireless Networking Part III Continued from Page 9

Each user account will appear as COMPUTER NAME\user name (i.e. *johndesktop\john*) and each user account will be separated by a semicolon.

3. Click **OK** when you are done.

To change each user account's permissions, in the Permissions window for that folder, click once on the name of the user account. Once it is highlighted, you may allow or deny them privileges according to the options below. Check or uncheck the boxes next to the permissions you wish to give the user. **Note:** *You must change the permissions for each user account that has access to this folder.*

- **Read** allows the user to read the files in the folder.
- **Change** allows the user to add, alter, or delete files in the folder.
- **Full Control** allows the user to read, add, alter, and delete files in the folder as well as to adjust these permissions or take ownership of the folder.


When the permissions for all users have been set, click **OK**.

Click on the **Security** tab and then click **Add**. If you do not see a **Security** tab within the share folder's Properties window, then skip to step 11. Add all the user accounts that you have added in the Permissions window above in step 6.

**In Windows 2000**, in the top window, double-click on the names of the user accounts that will have access to the folder. Click **OK** when you are done.

**In Windows XP Pro:**

1. In the *Enter the object names to select* field, type in the name of the first user account that will have access to the folder and then click **Check Names**.
2. To add multiple user accounts, tap the spacebar on the keyboard to put a space after the first account name and then repeat step 1 for each account you wish to add. Each user account will appear as COMPUTER NAME\user name (i.e. *JohnDesktop\john*) and the accounts will be separated by a semicolon.
3. Click **OK** when you are done

Click Apply and then click OK. The folder icon will change into a folder resting on an arm . This indicates that this folder is now shared. Anyone who knows the username and password of the account(s) set up with access to the shared folder (s) will be able to access the folders, so be careful about giving out the account information and make sure the users whom know that information understand the importance of keeping them secure.

1. Find the computer where the shared folder resides.

- In Windows 2000, double-click on **My Network Places > Entire Network > entire contents > Microsoft Windows Network > YourNetwork**
  - In Windows XP, click on the **Start** button and select **My Computer**. In the *Other Places* section on the left-hand side of the window, click on **My Network Places**. Under the *Network Tasks* section on the left side of the window, click on **View workgroup computers**.
- 2 Double-click on the name of the computer the shared folder resides on.
  - 3 Double-click on the folder you have access to.
  - 4 In the window that appears, type in the username and password of the user account you have been given in order to access that shared folder.
  - 5 Click **OK**.



The folder's contents will now be displayed in a window. What you are allowed to do in this folder depends on the permissions its owner has given you.

## BGAMUG Club News

**Spelling Errors.** Unfortunately, at times there have been spelling errors in the newsletter. Particularly serious are misspellings of members names. The corrected spelling of two of these are: Wayne Gustafson and Dick Schultz. Also, there have been some errors in birthdates and anniversary dates. (Thank Betty Lyne for noting these last month.) Hopefully current ones are correct.



### Birthdays in May

Edward W Adler Jr .....15th  
 Romona Bobbitt .....4th  
 Ward Coleman .....22nd  
 Patricia Vincent .....12th  
 Carlisle Barnes .....17th

**For Kroger Cares™ Information,  
 contact Jerry Gillette at  
 jagky@insightbb.com 781-6309**

**For Fern Terrace Information,  
 contact Raymond Hunton at  
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**For Abel Court Information,  
 contact Debbie Fugate at  
 aca0401@bellsouth.net 842-4114**

<b>2007 Club Officers</b>	
<p style="text-align: center;"><b>President</b>                      Michael Moore 843-9535                      ml.moore@insightbb.com</p>	<p style="text-align: center;"><b>Program Director</b>                      Linda Todd 781-7872                      linda.todd@wku.edu</p>
<p style="text-align: center;"><b>VP of Membership</b>                      Dick Schultz 393 0120                      dschul41@yahoo.com</p>	<p style="text-align: center;"><b>Webb Master</b>                      Chuck Thomas 843-6380                      chuckt@insightbb.com</p>
<p style="text-align: center;"><b>Secretary</b>                      Lou Travelsted 776-0649                      kymamalou@bellsouth.net</p>	<p style="text-align: center;"><b>VP of Protocol</b>                      Gilbert Lakes 202 0312                      gilbert.lakes@insightbb.com</p>
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<p style="text-align: center;"><b>Sergeant at Arms</b>                      Raymond Hunton 781-2380                      rhunton@insightbb.com</p>	<p style="text-align: center;"><b>Librarian</b>                      Karen Wickliff 842-2715                      kwickliff@bellsouth.net</p>
<p style="text-align: center;"><b>Officer At Large</b>                      Carol Brodeur 749 3722                      ccbrodeur@windstream.net</p>	<p style="text-align: center;"><b>Officer at Large</b>                      Pat Vincent 782 1191                      pat.vincent@wku.edu</p>
<p style="text-align: center;"><b>PC Placement Program</b>                      Gene Iglehart 842-4570                      iglehart@aol.com</p>	<p style="text-align: center;"><b>BGAMUG Historian</b>                      Ginny Molloy 846 7274                      charmeat@aol.com</p>

**Door prize** for the April 24<sup>th</sup> BGAMUG Meeting is a 50 Piece Tool Kit Anyone attending the meeting can win.

## Windows Networking Part III *Continued from Page 10*

### How to remove file sharing

*Continued on Page 11*

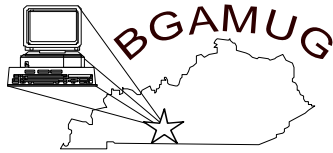
**To un-share a particular folder:**

1. Right-click on the folder's icon. Select **Sharing...** or **Sharing and Security..**
2. In the window that appears, select **Do not share this folder.**
3. Click **Apply** and then click **OK.**

**To turn off file sharing completely:**

1. Go to the **Control Panel.**
  - In Windows 2000, click on the **Start** button and then select **Settings > Control Panel.**
  - In Windows XP Pro, click on **Start** and select the **Control Panel.**
2. Double-click on the **Network Dial-Up Connections** or **Network Connections** icon.
3. Right-click on **Local Area Connection** and select **Properties.**
4. Select **File and Printer Sharing for Microsoft Networks.**
5. Click the **Uninstall** button.
6. Click **Yes** in the window that appears.
7. Click **Close.**
8. Restart your computer

BGA-Bytes  
171 Stone Mill Court  
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**Don't forget our April meeting at  
the B G Technical College,  
Building F,  
April 24, 6:30 PM.**

For contact with BGAMUG not related  
to return mail for BGA-Bytes, please  
use this mailing address:

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

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If you use the phone for dialup Internet service, and want to access the newsletter more rapidly, then access:

<http://www.bgamug.org/nesletterarchives/mar2005-lo.pdf>

In either case, 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 you need to download and install Acrobat Reader by accessing;

<http://www.adobe.com/products/acrobat/readstep2.html>

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**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 in the last group of buildings down the access road. A map is inside this newsletter.