



# NEWSLETTER

*The Best Accessory  
for your PC!*



## MAIN MEETINGS

**West Side.....Tue, May 18**

CollegeAmerica, 6533 N Black Canyon Hwy, Phoenix

**East Side.....Wed, May 19**

University of Advancing Technologies  
2625 W Baseline Rd, Tempe  
(one block west of Fry's Electronics)

**Fountain Hills.....Thu, May 20**

Fountain Hills Library, 12901 N La Montana Drive,  
Fountain Hills

**Presentation this month:**

**SOMETHING NEW — IT'S CALLED—  
A PRESENTATION IN A BOX  
THE BOX WILL CONTAIN SOME VERY USEFUL  
INFORMATION AND SOME MYSTERY  
GOODIES — YOU MUST COME TO FIND OUT**

**Check our Website at [www.PhoenixPCUG.org](http://www.PhoenixPCUG.org)  
to verify subject matter and time changes .**

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### Steering Committee:

**Officers and Members who are present  
at the 6:00 P.M. West Side meeting.**

### *Inside this Issue...*

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# THOUGHTS FOR THE MONTH

## FROM YOUR PRESIDENT

This month we will have the presentation in a box with Smart Computing Magazine covering various features of their publications, their website, and helpful services such as Tech Support. So we should look into their company more in depth and realize more of their benefits to a greater degree.

Our new editor of the newsletter, Michael Bishop, plans to visit all the meetings over time and get to meet everyone. So please give him a warm welcome and bring him some ideas you might have. He wants to cover XP users and beginners, especially. Michael comes from a very interesting background and has published newsletters for other organizations in Arizona. Bill Aulepp will continue to publish and write articles for our newsletter.

Time permitting, we will demo more topics with voice recognition in Windows Vista & Win7, such as program manipulation, and more video editing.

The Board of Directors is also experimenting with uploading short videos of a 'how to do it' nature to a [www.youtube.com](http://www.youtube.com) type hosting website for our user group feedback. This will cover concepts that Allen Hunt, from Fountain Hills, wants to bring to our users.

We will continue to expand the beginner, intermediate and advanced topics such as how to buy a laptop, a desk top, and custom PC, then how to buy a printer. A new web page for this could be helpful. We'll ask Hank, our webmaster.

A news section in our newsletter on current events for the new Microsoft Office 2010, Internet Explorer 9 beta, Android vs. iPhone, new wireless services such as Sprint 4G. It would be nice if someone can cover a photo and video topics also. Anyone interested? You don't have to be an expert in the field, just find latest articles, such as the Olympus Pen F style digital camera with interchangeable lenses. Steve's Digicams and other web sites are excellent.

Several people have requested a search function within our web site so we will look into that also.

Bring a friend! Also lots of goodies this month!

*David Yamamoto*



## FROM YOUR EDITORIAL STAFF

This month there is a change in the Newsletter. We all welcome aboard Michael Bishop as our new editor. Michael is not new to the Newsletters business. He has been Editor of *Tobi Ishi*, the newsletter of the Japanese Friendship Garden of Phoenix for the last 3 years. In addition, he has also written articles for other international organizations based in the Phoenix area, including the Asian American Association of Arizona, and Global Interactions. Prior to that, he has had his writings published in a wide range of areas, from technical articles in peer-reviewed journals to prize-winning mystery fiction.

I'm moving over to the publisher spot and with the new setup both Michael and I intend to bring a new perspective to the Newsletter. Consistent with the groundwork laid by President David Yamamoto, we will include articles for Beginner, Intermediate, and Advanced Levels.

In that regard, Michael says, "I am impressed at the wealth of technical knowledge that is displayed by the speakers at the regular meetings of the Phoenix PCUG. However, the concentration seems to be on the latest hardware and software, particularly Windows 7 and Vista. Since my own experience is limited to XP, I hope that we will receive more articles that are of interest to other PC Users who use XP, or even earlier software, exclusively. Indeed, as MicroSoft moves away from XP Technical Support, the wealth of experience contained within User Groups may become the only available resource of such information and assistance."

We want the Newsletter to become "The Best Accessory for your PC!" We can do this only if we get articles and input from you. Remember to email Michael with your articles, thoughts, and suggestions at :

[Editor@PhoenixPCUG.org](mailto:Editor@PhoenixPCUG.org)

*Bill and Michael*

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Example: (user group and the name and date of the publication).

# MEETINGS

## CALENDAR

For room and time changes,  
check your website: [phoenixpcug.org](http://phoenixpcug.org) .

### GENERAL MEETINGS

WEST SIDE: CollegeAmerica (see map page 17)

- Tuesday, May 18, 2010
- 6:00 PM Steering Committee
- 6:30 PM - Q and A
- Followed by Presentation.

EAST SIDE: University of Advancing Technology (see map page 17)

- Wednesday, May 19, 2010
- 6:30 PM - Q and A
- Followed by Presentation.

FOUNTAIN HILLS: Fountain Hills Library (see map page 17)

- Thursday, May 20, 2010
- 6:30 PM - Q and A
- Followed by Presentation.

NO SIG MEETINGS THIS MONTH

**WHAT'S IN**

**THE BOX ??**



**NO ONE KNOWS UNTIL THE MEETING**

## FUNCTION KEYS ANYONE?

### **Use Function Keys**

**Bill Aulepp**

**Phoenix PC Users Group member**

About two years ago, when I first took over as editor of the newsletter, I started using the Publisher program to format the pages of the publication. In Publisher, the normal view is a full page which has print so small it is difficult to read. F9 zooms in from a full page view to a view that makes the print easy to read. Pushing F9 again toggles out to the full page. I use it all the time and would be lost without it. This got me to thinking how useful function keys are and how many of us do not make full use of them.

Function keys are shortcut keys. We should use them more often. Any time we can use the computer to do a process automatically we should use it. Too often we spend our time on processes that the PC can do.

While many programs have their own set of function keys, there are some F keys that generally work on any program. The list that follows gives some of the more common F key functions. Try them out and get familiar with them. Some are very handy.

#### F1

Anyone who had a DOS computer will remember that the F1 key was used to bring up help menus. The same applies today.

#### F2

This key can be used as a shortcut key to rename a file or folder name which has been selected (highlighted). After typing the new name, press Enter to keep the change (or Escape to ignore it). Using F2 is the same operation as right-clicking a file or folder name and then choosing Rename in the menu.

#### F3

When looking at a folder, pressing F3 will bring up the search window to search the folder.

#### F4

Again, if you had a DOS computer, this key was used to close or shut down. In Windows, you can press Alt+F4 to close a window, or Ctrl+F4 to close a tab or child-window within a window.

#### F5

F5 is a refresh key. For example, I use it to refresh my email window when I am waiting for an email message to arrive. Sometimes Windows is slow in changing screens, such as when you put in a new CD, and the screen still has the information from the CD you took out. Pushing F5 or Ctrl+F5 will bring up the correct screen.

#### F6

This key will circulate where the focus is. For example, in Internet Explorer or Firefox, pressing F6 sends the caret to the address bar. Next time you have a window open, try the F6 key and see what it does.

#### F7

This function key runs the spell checker in some programs like Microsoft Word, but is normally not responsive in Windows itself.

#### F8

While the computer first starts to boot up, if you push this key repeatedly, you'll see a screen with several different troubleshooting modes. If you are unfortunate to have a computer that fails to boot up, this is a good key to remember so that you can go to the "safe mode" and then proceed to the "last known good configuration". This sometimes repairs the problem.

#### F9

This function key is used by some programs like Publisher, but normally is not responsive in Windows itself.

#### F10

This key, like Alt, activates the menu bar so you can navigate the menus with the arrow keys and Enter or Escape. Shift+F10, like right-clicking or pressing the Application (App) key (next to the right Ctrl key), opens the context menu which you can also navigate with the arrow keys and Enter or Escape.

#### F11

This key is very useful when working in Internet Explorer, Firefox or other programs to give you a full screen when normally the top half of the screen is filled with miscellaneous information. Push F11 again and the screen returns to normal.

*(Continued on page 5)*

## TIPS & FUN FACTS

**Smart Computing Tips & Fun Facts**  
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When In Doubt, Reboot & Reboot: Dropped connections, sluggish speed, limited connectivity, and "missing" networks often can be resolved simply by rebooting the wireless router first and then rebooting the affected PC. Start by unplugging the router for 30 seconds and reconnecting it. Often, a router reboot will reset the IP address and the signal so that the devices can pick them up again. If that doesn't work, reboot the affected PC.

Troubleshoot Options In Windows 7: One of the coolest additions to Window 7 is an extensive Troubleshooting center. But there is more here than might meet the eye. You can open the console by typing troubleshooting in the Start Search box and pressing ENTER. The first time you start this tool, you may be asked if you want to update the troubleshooting tools available. If you agree, Troubleshooting reaches out to Microsoft for an updated list of programs. Now, click View All in the task pane. The list of problem-specific tools now includes both those installed on your system (tagged as "Local" in the third column) or available from Microsoft's online library. Mousing over any of these choices pops up a thumbnail description of what they diagnose. If you click one of the online items, the tool will be downloaded and executed.

Do You Need A Surge Protector?: A surge protector looks similar to a power strip and has multiple outlets to plug in your computer, monitor, and other peripherals such as a printer or fax machine. But more importantly, it also protects your computer and

peripherals from power surges, which are sudden peaks in the electrical current flowing into your home. Power surges can be caused by downed power lines, faulty wiring, or regular electrical maintenance in your neighborhood. Fluctuations in the electrical current being delivered to your PC and its components can cause permanent damage to hardware, such as the motherboard, processor, or hard drive, causing a loss of irreplaceable files. Over time, power surges can shorten the life span of your computer equipment, but a surge protector will absorb any increase in electrical current and shield your system from potential harm.



## FUNCTION KEYS ANYONE?

*(Continued from page 4)*

F12

Although not responsive in Windows itself, this is the Save As key in some programs such as Microsoft Word.

A good way to determine if the program you are using has dedicated F keys is to type "function keys" in the program's help screen index, which often gives you a list.

This article is certainly not an all-encompassing review of function key operations, but if it has persuaded you to investigate and use function keys, it has been worthwhile.



This Month Web Tour is on hiatus but it will reappear in the June Issue. It will feature consolidating all of the information in past Newsletters so that if you are looking for a past article you can easily search it out on the Website.

*Bill Aulepp*

## WANNABE A BLOGGER?

### **Hints for the Wannabe Blogger**

**By Joan McIlmoyl Cleghorn, a member of Big Blue and Cousins, Canada, [www.bbcc.org](http://www.bbcc.org), [Joansjoy\(at\)gmail.com](mailto:Joansjoy(at)gmail.com)**

Do I Need Or Want to Have a Blog? Now, for many, the first question is "what on earth is a blog?" and, "why would I want one?" The origin of the actual word 'blog' comes from the definition of what it really is – a web log – which then became shortened to 'blog'.

People are using blogs for many varied purposes. Some use them like a personal diary, as though the world is truly fascinated by the minutiae of their daily lives (though in the case of celebs, that may be the case). Others, for sharing their knowledge of a particular subject which doesn't necessarily lend itself to publishing a book; and still reporting on the constantly changing happenings in a specific area of interest. In many instances now, professional reporters, whether radio, TV or in print, are writing blogs as well as their regular reporting functions. Others, for reporting on the constantly changing happenings in a specific area of interest.

There are two advantages of using blogs over publishing in the more traditional ways – first, they can be interactive, allowing the readers to make comments, add to the information or contradict the writer; and, second, as mentioned, the ability to update immediately with new or additional information.

My purpose in starting a blog at the end of June was prompted by an article in the Family Chronicle which pointed out how, by publishing a family history book, relations that you'd never known or connected with would suddenly contact you.

This struck a chord with me as I was in the midst of planning a family history book and wanted to connect with others researching this same family. Obviously, publishing a book wasn't the answer for my particular situation.

After some thought on this, I decided to investigate what was involved in creating a blog, thinking this might accomplish my purpose. Of course, one can use any of the social media sites such as MySpace, Facebook, etc. as a type of blog. However, I was looking for specific 'blog' sites. Well, typing 'free blog sites' into Google gave me far more results than I

could have dreamed of! Fortunately, there were two with which I was somewhat familiar so I opted to check them out first.

I wanted simple and easy to use.....nothing fancy, just the ability to type whatever I wanted to post and have it work. Obviously I was asking a lot for anything connected with technology right? Actually, wrong. I was able to set up the blog, type out my first posting and have it online within an hour! You want a site that gives clear, easy to understand directions and allows you to have some choices on the appearance or theme of your blog. Also, if you want some interaction with your readers, make it easy for them to add their comments. The site I chose definitely qualified under these points; much more so than the second site I checked out. I also checked out a few that I wasn't as familiar with and found that my first choice was still the best for my purpose. The two choices I initially checked out were Google's Blogspot and Wordpress. They can be found at [www.blogspot.com](http://www.blogspot.com) and [www.wordpress.com](http://www.wordpress.com); however, be sure to check out some of the others as well.

Should you decide to start a blog, there is one caveat I'd both read about as well as heard about from others – don't start posting, and collecting followers of the site, only to lose interest, and just stop posting, or become very erratic in your postings. When first starting my blog, I hoped to post about three times a week, with no less than once a week. In the nine weeks since I started, I've made 18 posts so have averaged two per week, even though I had a couple of weeks when I didn't make any posts due to the death of my mother.

Now, was posting my blog successful in my original purpose? So far, yes. I've heard from a couple of researchers with whom I'd lost contact a number of years ago, plus another couple of whom I'd never heard, so I certainly accomplished that part of my goal. Another bonus is the information I'm gaining from those connections that I might not have otherwise found.

Should you wish to take a look at my blog, here's the address: [www.mcilmoylfamna.blogspot.com](http://www.mcilmoylfamna.blogspot.com) . If you decide that having a blog is something you'd like to do, I wish you well, and have fun with it! For tips on 'how to blog' just type 'blog tutorial' into a search engine and you'll find lots of choices.



# SMART COMPUTING MAGAZINE - SUPPORT



***There is a way you can support your user group.*** Smart Computing Magazine will give a subscription to the Phoenix PC Users Group to be used as a door prize, raffle, etc., for each five subscriptions received from our group. Subscriptions can be applied for with the subscription coupon below or by phone as long as you use our group's unique source code number (8305) when beginning the subscription.

For each paid subscription using the source code 8305, our user group will be credited one credit. Results are calculated each quarter, and credits will accumulate until the group reaches five paid subscriptions, at which time they will contact the PPCUG.

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## FORWARD EMAILS APPROPRIATELY

***How to Forward Emails Appropriately***  
***Written by Dorothy Porterfeld, a Member***  
***of The Computer Club, Inc.,***  
***Sun City Center, Florida,***  
***[www.scccomputerclub.org/](http://www.scccomputerclub.org/),***  
***[ilonam1\(at\)juno.com](mailto:ilonam1(at)juno.com)***

A computer expert received the following directly from a system administrator for a corporate system. It is an excellent message that ABSOLUTELY applies to ALL of us who send emails. Please read the short letter below, even if you're sure you already follow the proper procedures.

Do you really know how to forward emails? 50% of us do, 50% DO NOT. Do you wonder why you get viruses or junk mail? Every time you forward an email there is information left over from the people who got the message before you, namely their email addresses & names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every email address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel!

How do you stop it? Here are several easy steps:

- (1) You MUST click the "Forward:" button first and then you have the full editing capabilities against the body and headers of the message. When you forward an email, DELETE all the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second.
- (2) Whenever you send an email to more than one person, do NOT use the To: or CC: fields for adding email addresses. Always use the BCC: (blind carbon copy) field for listing the email addresses. This is the way the people you send to will only see their own email address. If you don't see your BCC: option, click on where it says To: and your address will appear. Highlight the address and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients" in the TO: field of the people who receive it.

- (3) Remove and "FW:" in the subject line. You can rename the subject if you wish or even fix spelling.
- (4) ALWAYS hit your Forward button from the actual email you are reading. Ever get those emails that you have to open 10 pages to read the one page with the information on it? By Forwarding from the actual page you wish someone to view, you stop them from having to open many emails just to see what you sent.
- (5) Have you ever gotten an email that is a petition? It states a position and asks you to add your name and address and to forward it to 10 or 15 people or your entire address book.
- (6) One of the main ones I dislike is the one that says something like, "Send this email to 10 people and you'll see something great run across your screen." Or, sometimes they'll tease you by saying something really cute will happen.

IT IS NOT GOING TO HAPPEN!!! ( Trust me, I'm still seeing some of the same ones that I waited on 10 years ago!) I don't let the bad luck ones scare me either, they get trashed. (Could that be why I haven't won the lottery??)

- (7) Before you forward an Amber Alert, or a Virus alert, or some of the other ones floating around nowadays, check them out before you forward them. Most of them are junk mail that's been circling the net for YEARS! Just about everything you receive in an email that is in question can be checked out at Snopes. Just go to <http://www.snopes.com>

The email can be forwarded on and on and can collect thousands of names and addresses. FACT: The completed petition is actually worth a couple of bucks to a professional spammer because of the wealth of valid names and email addresses contained therein.

If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list of names and email addresses on a petition.

(Actually, if you think about it, who's supposed to send the petition in to whatever cause it supports? And don't believe the ones that say that the email is being traced, it just ain't so!)



## PRINT POPULAR WEB BROWSERS

### **Browsers**

#### ***Print The Web With Popular Browsers***

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Internet Explorer's Print Preview shows you exactly how a Web page will print.

Beginner

Browsers

The Web is always temporary. A page may change or disappear altogether. It can also be hard to take a Web page with you, at least in its electronic form. However, you can print Web pages easily from any of today's popular browsers.

Printed Web pages typically don't look exactly like they do on a screen. Formatting often changes when a Web page is forced into the bounds of standard paper sizes. For those times when you need to take a Web page with you, however, your browser's print function is a very handy feature.

Internet Explorer

<http://www.microsoft.com/windows/downloads>

Internet Explorer 8 is the one browser on this list that includes an easy-to-find print button on the default toolbar. You should see the Printer icon you know and love from other programs on the Command Bar, which is the same line where you see the browser's tabs. Click that button to print the Web page immediately. If you'd like to select your printer and change its settings, click the down arrow next to the printer icon and then click Print.

When you click the arrow, you'll notice that it also displays other commands, such as Print Preview and Page Setup. In Print Preview, you'll not only see what the page will look like on paper, but you'll also have access to the various commands that tailor the printout as you see fit.

The main section of the Print Preview screen shows you the proposed printout with all of the default options selected. Along the outside of the page preview itself, you'll see lines with arrows pointing either direction. These indicate where the margins of the page will be. Click one of those lines and drag it up

and down or side to side to make the margins larger or smaller.

Buttons on the Print Preview screen let you choose portrait or landscape printing, add headers and footers, and change the scale of the printout. The default, Shrink To Fit, generally works the best, but you can choose to reduce or enlarge the page elements to fit better on your paper or make the text more legible. Use the arrow keys along the bottom of the screen to skip from page to page. When everything looks good to go, click the Print button on the left end of the toolbar.

Firefox

<http://www.mozilla.com/en-US/>

Firefox seems to have taken a page from IE's printing options, with an end product that looks a lot like what you see in the Microsoft browser.

There's no print button front and center as in IE, but you can quickly open the Firefox Print Preview screen by selecting it in the File menu. You'll see a window with many of the same commands as in IE. You can click page buttons to move from one page to the next, select portrait or landscape printing, change the scale of the page, and access additional features by clicking the Page Setup button.

Safari

<http://download-safaribrowser.tk/>

Apple's Safari browser for Windows doesn't have quite the range of printing commands as in IE and Firefox. You'll find the Print option in the Page menu, which is the button in the upper-right corner with the page of paper icon. You can also press CTRL-P to bring up the Print dialog box.

Safari does include a Print Preview option, although it's not in the Page menu. Click the File menu to find it. In the Print Preview screen, you can choose page orientation, look at how each page is going to print, and change the paper size and margins by clicking the Tools icon (it looks like a gear).

Click the Print icon to see the standard Print dialog box where you can choose the number of copies and a page range to print.



## WINDOWS 7, NO THANKS

**Windows 7, Thanks, But No Thanks!**  
**Herb Goldstein (editor (at) spcug.org),**  
**Sarasota PCUG, Florida ([www.spcug.org](http://www.spcug.org))**

I am a devout XP user. It's not by any means perfect. It has its own set of quirks (like everything else), but it's better than anything that came before and it works quite well. It's like my house...I know where everything is. I can navigate it in the dark. I've got it furnished and decorated just the way I want it, and it took me, bit by bit, a long time to do. So why should I move across the street and start all over again? For whose benefit?

Some time ago, Microsoft provided their release candidate of Windows 7 free for all. I installed it on a spare hard drive and have been playing with it now and then. It's a nice functional operating system, but from a practical standpoint it provides me with nothing that I need or must have that's missing in XP. If you are starting as a new computer user with a new computer, it's just fine. In fact it will be on your new computer right from the get-go, want it or not.

For many reasons, there is no upgrade path to migrate from XP to Windows 7. You need to start from scratch reinstalling all your programs, all their updates and upgrades, and all the customized settings you have factored into them over time. That's providing you have your original installation disks or some record of those that you originally downloaded for which you have no installation disks. You will need all their serial numbers that you were originally required to provide. Talk about monumental tasks!

As though that were not enough to completely turn off the bravest among you, Windows 7 has another curve ball to pitch at you. Whatever applications you want to install in Windows 7 must have perfectly valid drivers that it will recognize. Windows 7 is much more fussy about what it

wants to approve. Many smaller software publishers whose applications you may now be using in XP may not have developed drivers that will work in Windows 7. You may well have to kiss some of your most fabulous freebies goodbye. The loudest argument I have heard by those urging the switch is that Microsoft will cease to recognize XP. If the automobile industry operated in similar fashion you would be forced to junk all cars more than a few years old.

So pardon me folks while I continue to avoid fixing what isn't broken. Unless and until Microsoft can offer a much better operating system that will easily migrate everything I am currently using in XP, thanks but no thanks!



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## FREE LONG DISTANCE

### **Google Voice, Free Long Distance**

**Hank Pearson**

***Hank.Pearson(at)PhoenixPCUG.org***

**Phoenix PC Users Group member**

What is Google Voice?

- A phone line? No
- Instant messaging? No
- A new Google telephone? No
- A new wireless phone plan? No
- VoIP (Voice over Internet Protocol)? No
  
- It is totally free? Yes!
- Free long distance? Yes!
- Free phone number? Yes!
- Intelligent forwarding? Yes!
- More versatile voicemail? Yes!
- And a lot more free features? Yes!

Do you have to be at a computer to use Google Voice? No. Use Google Voice from any phone. Google Voice is free, but you need an invitation.

Just Google for 'Google Voice invitation.' When you receive your invitation, select a free phone number.

When someone calls your Google number, some or all of your phones can ring at once - your home phone, mobile phone, work phone, your cousin's phone where you are visiting. You can answer from any of them.

You can organize your contacts into groups and let some contacts ring all your phones, others ring certain phones, others go straight to voicemail, and still others get blocked.

You can personalize your voicemail greeting for groups or even individuals.

You can listen to your voicemail from any phone or listen online, or receive email or SMS (texting) notification. You can read voicemail transcripts visually online, and see each word underlined as it is spoken by your callers.

When you are online, you can just click a contact to call local or long distance. Or you can call from any phone by dialing extra digits. You can call any number without setting up a contact. All calls to the contiguous 48 states are free! Check out the rates for other locations.

You can send, receive, and store SMS (texting) messages. You can screen calls and record calls.

Similar to a mobile phone interface, you can review calls placed, received, missed, and so on.

Can you use your existing number? Yes, but you get more features with the Google number. Check their website for details.

There's even more to Google Voice! And it's free!



### **PPCUG's Ride Sharing Program**

Bill Aulepp, long time group member has volunteered to coordinate member communication for those who need rides and those who can provide them.

To join the program for either side, email Bill at [bill@aulepp.com](mailto:bill@aulepp.com) Provide your name, your address, a way to contact you, and whether you can give or need a ride. Please do not wait until the last minute to request a ride,

Bill will gather the information from everyone who responds and connect up drivers with riders. It will be the responsibility of the individual members to organize the actual rides, dates, and pick up information.

### **Able to Provide a Ride?**

Are you willing to pick up, transport and drive another member to one meeting a month? As an added bonus, any driver participating will receive one extra raffle ticket each time they drive a member to a meeting.

# BUSINESS CARDS



Marty Giunta  
Campus Director

6533 N. Black Canyon Hwy, Phoenix, AZ 85015  
(602) 246-3041 - Fax: (602) 242-1307  
marty.giunta@collegeamerica.edu www.collegeamerica.edu



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Users Group

(602) 995-0053  
CELL (602) 418-1243

Microsoft  
Registered  
Partner

Vicepres@PhoenixPCUG.org  
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## SMART IDEAS!

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## Phoenix PCUG

John L Curth

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**PC**  
Users Group  
phoenixpcug.org

### How to Submit Commercial Advertisements

Send commercial ad copy and payments to:  
Ad Manager, Phoenix PCUG Newsletter,  
5555 N 7<sup>th</sup> Street Suite 5 PMB 101  
Phoenix, AZ 85014

Make checks payable to Phoenix PCUG

(Note: AD PAYMENT MUST ACCOMPANY AD unless credit arrangements have been made).  
Commercial advertising rates per issue are shown below. Submit camera-ready black and white copy.

Typesetting service and photographic services provided at additional cost and must be scheduled and paid for IN ADVANCE. Payment must accompany ad. Copy will not be returned unless return postage is prepaid. Single insertion ad rates are as follows:

Full Page (7.5" by 10.0") \$50.00

Half Page (7.5" by 5.0") \$25.00 Ask about multiple insertion discounts!!!

Quarter Page (3.75" by 5.0") \$15.00 Note: Oversized ads are charged to the next higher size rate!!

Business Cards (2.0" by 3.5") \$ 5.00 (minimum of 3 months prepaid)

For questions please contact David Yamamoto 602 418-1249 or write to above.

Submission deadlines are the 25th of each month prior to month of publication. Prices subject to change without notice.

## BETTER WEB SURFING

### ***How to get the most out of web surfing***

***Written by Beverly Rosenbaum,***

***a member of HAL-PC, Texas,***

***[www.hal-pc.org](http://www.hal-pc.org),***

***[webwindow\(at\)hal-pc.org](mailto:webwindow(at)hal-pc.org)***

Many people consider "Google" to be synonymous with web searching, implying that it is the only search engine available. Indeed, practically everyone uses the word "Google" as a verb to describe searching the Internet, much like "Xeroxing" is intended to mean photocopying. But Google is only one of hundreds of search engines and search tools available. And, depending upon what information you're seeking, selecting the best one can improve the success of your search. This is especially true when searching for more specialized technical, legal, medical or scientific information. As an example, Google would be a poor choice when looking for job opportunities, while there are more than ten job search engines that would yield much better results."

So exactly how do search engines work, and why would you need them? They're actually tools designed to retrieve content from Internet indexes based on criteria defined by you, the user. These databases contain information collected from billions of pages and documents that are on the Internet. Google claims an index of more than 3.3 billion pages, and Yahoo more than 3.1 billion! Think of a search engine as a card catalog in a huge library, to help you locate the information you need without having to examine every single book yourself.

"When you sit at your computer and submit a search, you are presented with a list of results almost immediately. The speed of this search varies from one engine to another, and the results are often different because each search engine uses a different ranking process. And you're probably wondering how search engines can collect information from so many pages that are constantly changing. To do this, they use software programs called "robots" or "crawlers" or "spiders" to continually follow hyperlinks from one document to another all around the Web. When these programs discover new links, updated pages, or dead links, they send that informa-

tion back to their main site to be indexed. Google's Googlebots fetch not only titles and text, but also copies of the page contents, and return them to their index stored on a huge set of computers. That is how you're able to view from a Google search result a "cached" copy of how a web page last appeared, when the site may be currently unavailable."An estimated 30 billion web pages are linked to more than 100 million web sites, and every single page has a unique address or URL (Uniform Resource Locator) to specify its location. This address incorporates three components – 1) the protocol, 2) the domain name or IP address where the resource is located, and 3) the path and file name. The protocol identifier is separated from the resource by a colon and two forward slashes; for HTTP (Hypertext Transfer Protocol), the resource name would always begin with "www." The parts of the domain name or IP address are separated with periods, and single forward slashes separate the domain from the path of the files. So in this example -- [http://www.hal-pc.org/journal/2009/09\\_feb/index.html](http://www.hal-pc.org/journal/2009/09_feb/index.html) -- the protocol is HTTP, the domain name is [www.hal-pc.org](http://www.hal-pc.org), and [journal/2009/09\\_feb/index.html](http://www.hal-pc.org/journal/2009/09_feb/index.html) is the path for the index page of the February 2009 issue of HAL-PC Magazine."Site Maps Play an Important Role"

To improve visibility and inform search engines about the pages on their site, webmasters create a text document outline of those links called a Site Map. This is a standard inclusion for web sites, and is always located at the root of the server. The URL for ours is [www.hal-pc.org/sitemap.html](http://www.hal-pc.org/sitemap.html). The Site Map is an XML file that contains URLs for the site along with additional information about each URL (when it was last updated, how often it usually changes, and how important it is, relative to other URLs in the site), enabling search engines to more intelligently "crawl" the site. So the information from Site Maps augments the data collected in the "crawling" process. In addition, visitors to specific web sites often seek out and use the Site Map to find the page they need more quickly. This "bird's-eye view" of the site's content shows the structure and layout, and allows one-click access to all the topics. Visually im-

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## BETTER WEB SURFING

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paired users who employ text readers to help them surf the Internet are also able to navigate web sites much more easily with a good Site Map. They are as important for human visitors as for the automated indexing "crawlers."

You can imagine how single web pages that are not linked to any other page would never appear in the search engine results. Google first introduced the Sitemap Protocol in June 2005 so web developers could publish lists of links from across their sites. The next year Google, Yahoo, and MSN announced their joint support, followed by other search engines, and state governments were the first to announce that they would use Site Maps on their web sites.

"How to Search" I'm sure you've often entered a search term and either gotten too many pages of results or nothing at all. Here are a few rules to remember: The most important thing to do is keep the search simple - describe what you are looking for in as few words as possible. If you'd like to search for an exact phrase, enclose the words within quotation marks. You can exclude certain words by appending them to the search terms, preceded by a space and then a minus sign (-). Placing a plus sign (+) immediately before the search term will yield only an exact match and no synonyms. "The biggest general search engines include Google ([www.google.com/](http://www.google.com/)), Yahoo ([www.yahoo.com/](http://www.yahoo.com/)), and Ask ([www.ask.com/](http://www.ask.com/)). While Google and Yahoo process search terms similarly, Ask allows you to enter your search in the form of a natural question, such "How do I make a resume?"

"Both Yahoo and Ask also provide kid-oriented search engines at [kids.yahoo.com](http://kids.yahoo.com) and [www.askkids.com](http://www.askkids.com)." "In meta-search engines like Dogpile ([www.dogpile.com/](http://www.dogpile.com/)), Mamma ([www.mamma.com/](http://www.mamma.com/)), Clusty ([clusty.com](http://clusty.com)), or Copernic ([find.copernic.com/](http://find.copernic.com/)), the keywords you submit in the search box are transmitted simultaneously to several individual search engines and their databases of web pages. Within a few seconds, you are presented the results from all the search engines queried. Meta-search engines do not have their own database of Web pages, they search the indexes maintained by other search engine companies. Most send

their queries to smaller, free search engines and directories, but Dogpile uses Google, Yahoo, Ask.com, and MSN Livensearch. Many search engines blend into the results any sites that have purchased ranking and inclusion, so you'll see "sponsored" links below or beside the search results.

"Waiting 17 Years for an Engine" A new search engine is due to come online later this year as a result of the Anti Car Theft Act of 1992 (Public Law 102-519). The National Motor Vehicle Title Information System (NMVTIS) will provide a searchable database of Vehicle Identification Numbers (VINs) to avoid fraudulent retitling of salvaged vehicles. This system will provide an electronic means to verify and exchange titling, brand, and theft data among motor vehicle administrators, law enforcement officials, prospective purchasers, and insurance carriers, and allows state titling agencies to verify the validity of ownership documents before they issue new titles. It has taken thus far 17 years to accomplish a piece of legislation that a majority of Congress obviously agreed would benefit the public. When available, it will be found at [www.nmvtis.gov/](http://www.nmvtis.gov/)."

At the end of 2008 Google controlled 72% of all searches in the US, Yahoo had 14%, and MSN 8%, for a total of 94%. So all the other search engines together have 6% market share. In future columns we'll explore what you may be missing. Did you ever want more information about some of the people in the news? There are lots of reference engines, and even a pronunciation engine that provides both phonetic and audible assistance from 50 resources."

The Internet is a great place to find information on any topic by letting your fingers do the walking on your keyboard. In future columns, we'll delve more deeply into search strategies and how to select the best tools for your needs. If you have any search queries, questions, or favorite search tools to share, send them to [webwindow@hal-pc.org](mailto:webwindow@hal-pc.org)." Beverly

Rosenbaum, a HAL-PC member, is a 1999 and 2000 Houston Press Club "Excellence in Journalism" award winner.



## LIVE AND LEARN

**Live and Learn****or****Yes, I Finally Figured It Out****Allen Hunt****Phoenix PC Users Group member**

How many of you have read an article in the Phoenix PC Users Group Newsletter and decided try out what was suggested in that article, and come away totally "blown away" by the results? Often times, that is what happens to me.

I almost always read the Newsletter, looking for something new and interesting. Occasionally, I find a few things that range from interesting to extremely interesting.

Some of the articles just seem to jump off the pages and demand that I give them a try. However, some of the things discussed and described are not and will probably never be very interesting to me. Sometimes, when I try out some of the suggestions or ideas, I am happy with the results. But at other times, I feel as if it were a waste of my time trying out those suggestions and ideas. But, like I said, some topics hold my interest and I simply have to give them a try.

One such topic was an article in the March 2010 Newsletter titled "USE DUAL MONITORS." Jeepers, Creepers!!! I have always wanted to be able to do that. Sooooooo, I was extremely happy that someone from Smart Computing decided to tell us all about how to "Use Dual Monitors."

To get myself to the point where I felt as if I really understood what the author was saying what I had to do in order to be able to "use dual monitors", I read the entire article two times (one right after the other). At that point, I felt that I somewhat understood what the author was trying to tell us. And now, I had only to slowly reread the article comments for Windows Vista and Windows 7 to see how I should do the steps appropriate for applying a "dual monitor" capability to my computer.

Shortly, I had my laptop to where it would recognize the second monitor. Then I got more nervous. It

was now time for me to finish the task of personalizing my "dual monitor" setup so that it pleased me.

To begin, and as I remember, these are the steps I took:

1. I had to first find an open space on my laptop screen and Right Click on the empty space. When the screen opened up, I noticed the word "personalize" at the bottom of the screen.

2. I left-clicked on the word "personalize" and another screen opened up. At the lower left of this "personalize" screen was the word "Display".

3. I left-clicked on the word "Display" and the "Display" screen opened up. On this screen, two different functions were available.

- a. In the middle of the screen, you have the option of setting the size of the text and other items on my screen by choosing either "Smaller", "Medium", or "Larger" for text size. I choose the "Medium".

- b. At the upper left of this screen was the phrase "Change display settings".
4. I left-clicked on that phrase and a "Screen Resolution" screen opened up. In the middle and at the top was a button with 1 and 2 circled (implying the two screens) and the buttons for "Detect" and "Identify".

- a. If I remember correctly, I did a double-click on the circled 1 and 2, and they separated into two monitor screens. Screen "1" was on the left and screen "2" was on the right.

- b. While there, I clicked on the Monitor/Screen "1".

- \* Below it was the word "Display:".

- \*\* To the right was a "drop-down menu" that had "1. Mobile PC Display" identified.

- \* Below that was the word "Resolution:".

- \*\* To the right was a "drop-down menu" with the maximum choice of "1680 x 945 (recommended)" identified.

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## LIVE AND LEARN

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\* Below that was the word "Orientation:".

\*\* To the right was a "drop-down menu" with the choice of "Landscape" identified.

5. While on this "Screen Resolution" screen, I clicked on the "second monitor - monitor 2." As I did that, the "drop-down menu" values had changed to reflect those values applicable to this second monitor1.

6. Now that all these choices were made, the only thing left to decide was which of the "Multiple displays:" to use. The choices were:

- a. Duplicate these displays.
- b. Extend these displays.
- c. Show desktop only on 1.
- d. Show desktop only on 2.

I chose "Extend these displays." That had something to do with the screen covering the entire monitor screen.

7. Now that I had decided upon and selected the values for the two monitors, the only thing to do was to left-click on the APPLY button and the OK buttons at the bottom of the screen.

8. I did find that I had one problem. And that was:

- a. I had my extra monitor on the left side of my laptop. But since the "appearance of the displays" had the monitor number 2 on the right of monitor number 1, that meant that as I slid my cursor off the right side of my laptop monitor, it came into the monitor 2 screen from it's left side. To make it easier on my eyes and physic, I had to go back into the "Screen Resolution" screen and simply "left-click on the "Monitor 2", hold down, and then slide the "Monitor 2" over to the left side of "Monitor 1". Now, I simply had to slide the cursor off the left side of my laptop screen and directly into the right side of the Monitor 2. How marvelous to find this out!

So my present system has the Desktop Icons on the laptop monitor. Any program that I choose to open, opens up on the laptop screen. But what makes me feel so happy is that I can open the Outlook Email

program, and "left-click while holding down" on the very top of the Office screen, and then slide the entire Outlook program screen out the left side of my laptop screen and directly into the Monitor 2, coming through the right side.

You can manage any program you wish in a similar manner. This gives you much more freedom and ease of use of your programs. I find it extremely exciting to be able to pull up data on my Monitor 2 and then use a different program on Monitor 1 (the laptop monitor).

I can take data from Emails and easily input that data into any program on a different monitor, making it easy on the eyes and making it so that you do not have to "Restore Down" a program screen to make it so that you can see it's content. And, as you know, there are several other "ease of work" happenings when using two monitors.

Thank you, Smart Computing, and thank you, Marty Sems

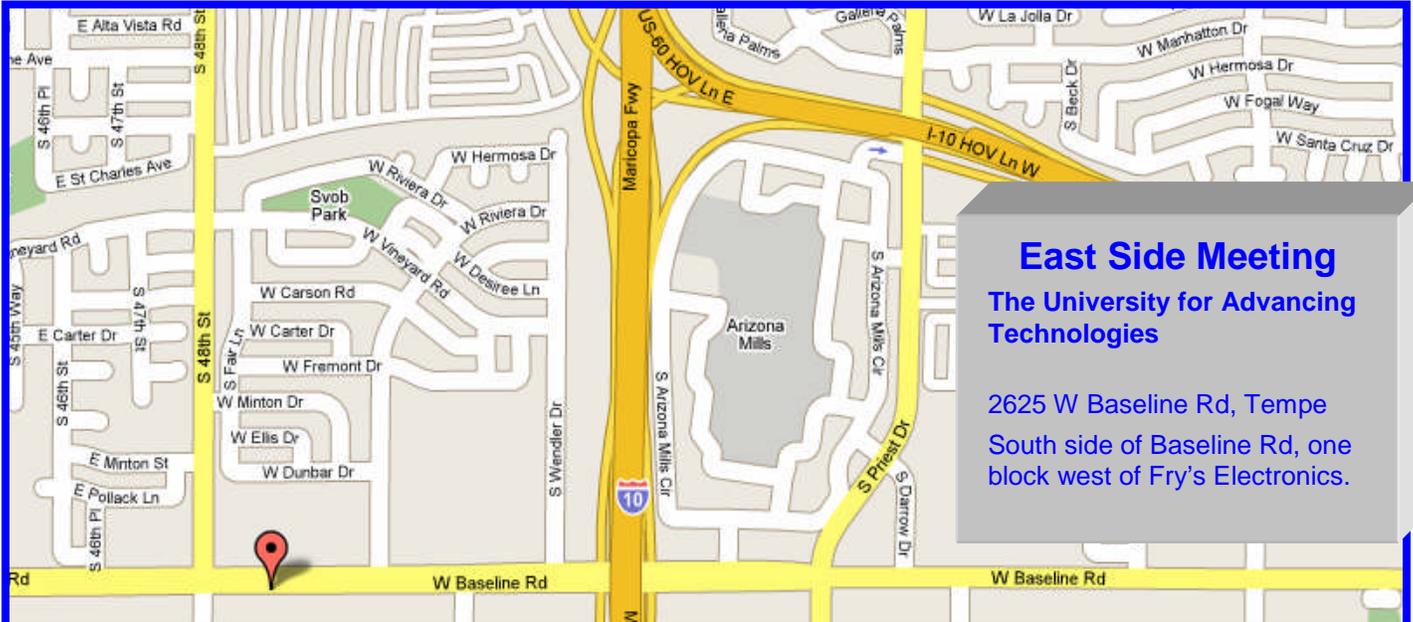


**HELP INCREASE OUR  
MEMBERSHIP.  
BRING A GUEST  
TO THE  
NEXT MEETING**

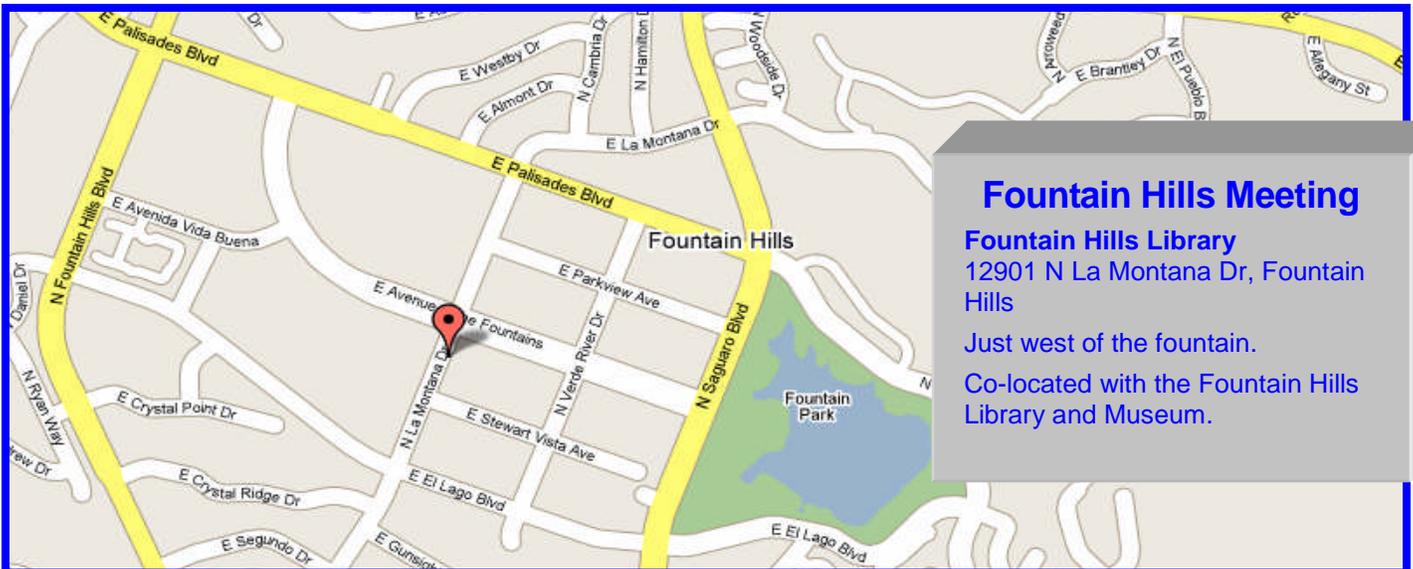
# HOW TO GET THERE



**West Side Meeting**  
**College America Room 2**  
 6533 N Black Canyon Hwy  
 Phoenix  
 Turn right (east) on McLellan Blvd.  
 Immediately turn right (south) into parking lot..



**East Side Meeting**  
**The University for Advancing Technologies**  
 2625 W Baseline Rd, Tempe  
 South side of Baseline Rd, one block west of Fry's Electronics.



**Fountain Hills Meeting**  
**Fountain Hills Library**  
 12901 N La Montana Dr, Fountain Hills  
 Just west of the fountain.  
 Co-located with the Fountain Hills Library and Museum.

# THE MISSING MANUAL

## Book Review: Office 2007 - The Missing Manual

**George Harding**

**Georgehardingsbd(at)earthlink.net,  
Tucson Computer Society, AZ ([www.aztcs.org](http://www.aztcs.org))**

O'Reilly Publishing has a series of "Missing Manuals" that are described as "The book that should have been in the box." These books give you a detailed and complete description of all you could possibly want to know about the application in question. In this case, the book deals with the major components of Office 2007: Word, Excel, PowerPoint and Access. Microsoft provides several versions of Office, all of which include Word and Excel. PowerPoint and Access are included in some versions. The book is extensive, being nearly 800 pages long plus two appendices and several indexes. It starts out with some of the rationale for the ribbon system used in Office 2007. It explains the Quick Access Toolbar and how to customize it. The book spends little time on the Office button, which is unfortunate. This is a major area for customization of your version of Office. There are four major sections: Word, Excel, PowerPoint and Access, plus the initial section of the Office Toolbar and ribbon. **Word** There are eight sections: Creating, Opening and Saving documents; Entering and Editing Text; Formatting Text Paragraphs and Headings; Setting Up the Document; Themes and Templates; Spelling, Grammar and Reference Tools; Printing; and Planning with Outlines. Each of these sections gives explicit instructions for doing a particular task; this is done in terms of the ribbon, its menus and submenus. If you are familiar with prior versions of Word, you will understand the function, but may not know where in the ribbon to find the tool you need. The sections will lead you to the proper place in the ribbon.

### Excel

There are eight sections: Creating and Navigating Worksheets; Adding Information to Worksheets; Moving Data Around a Worksheet; Managing Worksheets and Workbooks; Formatting Cells; Viewing and Printing Worksheets; Building Basic Formulas; Tables and Charts. Here, too, the book gives explicit instructions about performing a given operation by using the tools in the ribbon. If you have used Excel before, you should refer to these sections to see how to efficiently perform in Excel 2007.

### PowerPoint

Nine sections: Creating a Basic Presentation; Editing Slides; Formatting and Aligning Your Text; Formatting and Laying Out Slides; Editing Your Slideshow; Adding Charts, Diagrams, and Tables; Delivering Presentations; Printing Presentations; Images and Transitions. This portion shows you in detail how to construct a PowerPoint slide show. You can find out the details behind any facet of the procedure, but in terms of using the ribbon. PowerPoint has been improved quite a bit and made easier to use. Reading the sections will be worth your while.

### Access

There are nine sections: Creating Your First Database; Building Smarter Tables; mastering the Datasheet; Blocking Bad Data; Linking Tables with Relationships; Queries and Reusable Searches; Creating Reports; Creating Simple Forms; Importing and Exporting Data. Access has been expanded in several ways. If you are a master of Access in prior versions, these sections will show you the many improvements in Access 2007. If you have not or rarely used Access, these sections will give you a good introduction to this powerful and versatile program. There are two Appendices, one covering "Customizing the Quick Access Toolbar," the other "Getting Help." Help includes not only built-in Help, but also the Microsoft Office website, and the several tutorials at Microsoft's website. Finally, in a departure from traditional indices, there are separate indices for Word, Excel, PowerPoint and Access. The last page of the book points out that more material is available. If a CD-ROM had been included, it would have various references, which are bookmarked at the O'Reilly page for this book. Many of the references are to Microsoft's site, but they are nonetheless helpful. This is a very helpful book for the new user of Office 2007, or those that are transitioning from a prior version of Office to 2007. Authors: Chris Grover, Matthew MacDonald, E.A. Vander Veer Publisher: O'Reilly

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

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# MEMBERSHIP DUES

**The Official Policy of the Phoenix PC Users Group is that we do not condone software piracy in any form.**

*DUES \$36 FOR MAY 2010  
THROUGH  
DEC 31, 2010*

## Phoenix PC Users Group Membership Application

First: (Print Legibly) \_\_\_\_\_ Initial: \_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Please note: We DO-NOT share phone numbers outside the club, and will generally only use your phone information, if we cannot contact you in timely fashion, via e-mail, or the club web-site

Receive Electronic newsletter in place of printed one:  Yes  No

E-mail address: \_\_\_\_\_ (Print Legibly)

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Release my address to vendors ?  Yes  No Note: Phone numbers **will not** be listed.

May the club share your e-mail address with other members only?  Yes  No

With club approved vendors?  Yes  No

Please do not share my e-mail address

Mail this completed form with payment to:  
**Phoenix PC Users Group**  
5555 N. 7th Street, Suite 5  
PMB101  
Phoenix, AZ 85014



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May 2010

The Newsletter of the Phoenix Personal Computer Users Group  
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