



# THE WYSIWYG



\$3.00

September 2014

Volume 26, Issue 7

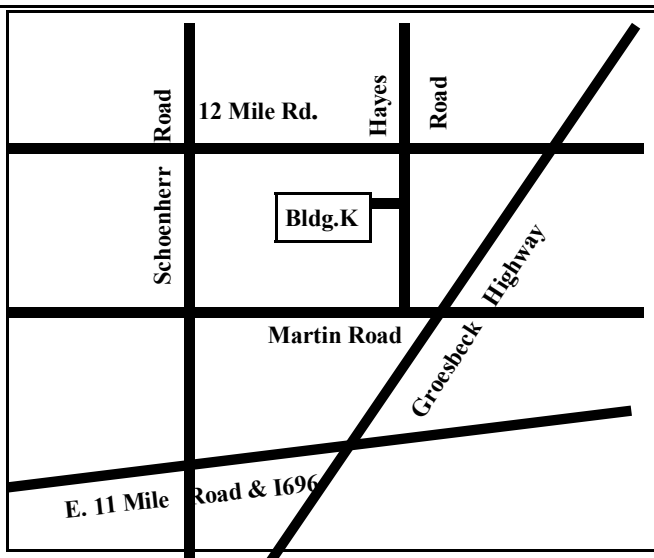
**STERLING HEIGHTS COMPUTER CLUB**

PO Box 385

Sterling Heights, MI 48311-0385

## MAIN MEETING: TUESDAY SEPT 2 7:30PM

Macomb Community College  
South Campus  
14500 E 12 Mile Road, Warren  
John Lewis Community Center  
(Building K)  
(Enter from Hayes Road)



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## This Month's Main Meeting Topic: Meeting Topic Not Finalized At Time Of Publication

**SIG Meeting:**  
September 16  
7:00 at the  
Sterling Heights  
Public Library

(The SIG will plan to meet every other month, at this location, if people continue to attend.)

### Sterling Heights Public Library

The Sterling Heights Public Library, at 40255 Dodge Park Road, is located just south of Utica Road. A large sign reading "City Center" marks the driveway to the library and parking. The Programming Center, where the meeting is held, is just inside the front door of the library.



Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding to become a member or not. Meetings include the main meeting and SIG. July and August don't count since there is no main meeting. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of Sterling Heights.

**DUES: \$25/YEAR**

**CLUB ADDRESS:** PO Box 385, Sterling Heights, MI 48311-0385  
**CLUB E-MAIL ADDRESS:** Info@SterlingHeightsComputerClub.org  
**CLUB WEB PAGE:** http://www.SterlingHeightsComputerClub.org

**Resource People:**

Family Tree	Rick Schummer
Firefox	Don VanSyckel
FoxPro	Rick Schummer
General Computer Questions	Jack Vander-Schrier
Hardware	John Rady
MS Publisher	Rick Kucejko
MS Word	Rick Schummer
Spreadsheets	Rick Schummer

**2013 SHCC Officers**

V. President: Mike Bader  
 Treasurer: Paul Baecker  
 President: Don VanSyckel  
 Secretary: Rick Kucejko

**Four Month Meeting Schedule:**

<b>SEPTEMBER 2014</b>	<b>NOVEMBER 2014</b>
2 - SHCC – Main Meeting	4 - SHCC – Main Meeting
3 - COMP meeting	5 - COMP meeting
14 - SEMCO meeting	9 - SEMCO meeting
16 - PC SIG	? - PC SIG
<b>OCTOBER 2014</b>	<b>DECEMBER 2014</b>
7 - SHCC – Main Meeting	2 - SHCC – Main Meeting
1 - COMP meeting	3 - COMP meeting
12 - SEMCO meeting	14 - SEMCO meeting
21—Novice SIG	

**SHCC Coordinators:**

Associate Editor	Rick Schummer
Door prizes	Sharon Patrick
Greeter for visitors	Lindell Beck
Newsletter publisher	Rick Kucejko
Windows SIG	Jack Vander-Schrier
Program Coordinator	Jerry Hess
Publicity	Patrick Little
Resource People	open
SIG	Jack Vander-Shrier
Welcome & check-in desk.	Jim Waldrop
Web Site	Don VanSyckel
Web Watch column	Paul Baecker

**Other Computer Clubs:**

As a member of SHCC, you can attend meetings of other clubs where we have reciprocating membership agreements, at no charge.

**South Eastern Michigan Computer Organization (SEMCO)**  
 Time: 2nd Sunday at 1:30PM  
 Place: Altair, 1820 E Big Beaver Road, Troy, MI 48083 (248) 840-2400  
 Web page: http://www.semco.org  
 Reciprocating: Yes

**Computer Club of Marysville and Port Huron (COMP)**  
 Time: 1st Wednesday, 7:00PM  
 Place: Mackenzie Bldg, Room 201, St Clair Community College, Clara E McKenzie Library-Science Building, 323 Erie St.  
 Port Huron, MI (810) 982-1187  
 Web Page: http://www.bwcomp.org  
 Reciprocating: Yes

**The OPC (Older Persons Commission) Computer Club**  
 Time: Every Tuesday at 10:00  
 Place: OPC in Rochester 248-656-1403.  
 Web page: www.opcseniorcenter.org go to "Activities - Programs", then to "OPC Computer Club" for club information.  
 No cost for residents to join or attend meetings. \$150 fee for non-residents, (full facility usage) or \$1 per meeting.  
 Reciprocating: No

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(Call Jack after noon)

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to :  
 WYSIWYG Publisher  
 5069 Fedora, Troy, MI 48098  
 OR at the e-mail addresses: newsletter@SterlingHeightsComputerClub.org

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The WYSIWYG was printed by **STERLING PRINTING AND GRAPHICS**, located at 35976 Mound, Sterling Heights, MI 48312.

## The President's Pen

by Don VanSyckel



**W**elcome back from summer vacation! Sound like we're back in school again? Well, in a way we are; we get the summer off and we have classes, er meet, at a school. I hope you did lots of fun stuff this summer. As always summer parted way too quickly.

I wanted to start the fall off by offering a thought about PC security. There are more and more ways that the bad guys can get around security. It seems that the higher we build the wall, the longer the ladder that is brought to breach the wall. I was thinking that possibly we should divide and conquer. What could this mean?

With the price of PCs fairly low, many people have upgraded or replaced their PC. So do all your local stuff, like check book, Christmas list, and every thing else except web surfing on your new PC. On this PC only go to your bank and other trusted financial sites where you actually have accounts. You'll be fairly safe this way.

Then on your old PC, remove all personal data and use this PC for general web surfing. Anywhere but any of your financial sites. If this PC gets hacked, so what. You can even use that old WinXP PC for this.

A couple of ideas to make doing this easier, get an imaging software package and make an image of the old PC. This way if you suspect the PC has been infected or breached you can easily reset the PC back to a known state. You might even just reload the PC every six months, just because. Another idea is get a keyboard / mouse / video / audio switch. This device allows two or more PCs to use one set of devices. This way you don't have the clutter of a second set of devices in your way.

These switches are very handy but you need to get one that meets your needs. Two and four port switches are readily available. Another feature to look for is audio switching which many switches do not include. You can have a second set of small speakers without much fuss if the switch doesn't include audio. The other feature that you should consider is the process that switches between ports. Some switches have push buttons to select a port. Some have one push button to cycle through all ports in turn. Some switches detect a certain key press or set of key presses to cycle through the ports or choose a certain port. Some switches have a couple of these methods.

I have a four port switch with audio. The Win7, WinXP, and laptop docking station are all connected. It is a lot more convenient and doesn't take as much space. Once a year or so the switch gets confused and seems to not work, I turn everything off, and start over and it's good for another year. The switch I have is powered from the USB connections to the various PCs and switches the ports electronically, not mechanically. The docking station never turns off completely because the power adapter is plugged into it. I believe this contributes to the switch getting confused and I unplug the power from the docking station during the reset operation.

Don't forget the PIG SIG at 6:00 PM across Hayes Road from MCC. Kavan's has changed hands and is now a tavern but still seems like a restaurant inside. Hope to see you there.



**If your e-mail or mail address changes, please e-mail: [secretary@SterlingHeightsComputerClub.org](mailto:secretary@SterlingHeightsComputerClub.org)**

## Novice SIG

**T**he NOVICE SIG will hold its first meeting on Tuesday October 21 from 6:45pm to 8:45pm at the main branch of the Clinton-Macomb Public Library, located at the corner of Romeo Plank Rd. and Canal Rd. in Clinton Township. If you have a laptop, consider bringing it along, if you have specific questions about your system. Your laptop can be projected onto the wall for all to see as we attack your concern. All are welcome to attend.



## Last Month's Meeting

**L**ast month in June we had an issue with the presenter not showing up. Our president, Don VanSyckel, lead a spirited question and answer session. The time passed quickly so everyone must have been enjoying themselves.



## Door Prizes for June

**Warner Mach** won a 2013 MS Office book

**Ralph Osinski** won a Windows 7 book

**Mike Galat** won an iPhone book

**Tom Wojno** won a Speech—French, German Spanish CD

**Bernard Defazio** won a Carmen Sandiego game CD

**Bob Reed** won a Kindergarten Adventure CD

**Don Hjelle** won a Speak French CD

**Tom Miller** won Fighter Software CD

**Louise Manning** won a French Language CD



## Backup...Backup...Backup

by Phil Sorrentino, Sarasota PCUG, Florida  
www.spcug.org philsorr@yahoo.com

I know you've all heard this before, but it is very true. Backup your data and backup your system. When we talk about the Backup activity, we mean copying the files that you definitely want to have, should you lose your computer. But first, I'd like to discuss some Backup Philosophy. There are many levels of backup. The correct amount of backup is that level that lets you sleep at night. (Kind of like a well balanced portfolio.) You have to have enough backed up and you need enough backup copies. No doubt this can be taken to the extreme, as I'm sure it is by many obsessive-compulsive types. But, everyone needs to make these decisions;

1. What shall I backup
2. How often shall I backup, and
3. How many backup copies do I need.

Before we answer these questions, a few words on why we back up. In a perfect world we would not need to backup anything. Every time we turned on our computer, it would turn on without a hesitation or problem. And, there would never be cause to worry about viruses, spyware or any such malware, because they would not exist. Unfortunately this is not a perfect world and we have to be concerned with potential hardware and software problems. Hardware sometimes fails, and software problems and malware do exist. So, backup is protection against some hardware failures, namely hard drive failures. And backup is protection against software problems or an infection of malware. In either case not having your data and system backed up may force you to re-load your system and begin from a fresh start, and/or spend a lot of time reproducing the data that was lost.

Now back to those questions. The first one, what to backup? Generally, the answer is: all of the data that you have produced and is difficult to re-create, and your system (Operating System and applications that you are using). So this really has two components, data and system. Data backup is the easier. Just copy all the files you want to backup to another drive (internal, not on the same physical drive, or external), or to other memory devices such as CDs, DVDs, and flash memory devices. The amount of data to be backed up helps determine the backup media. For small amounts of data, CD or flash memory devices work just fine. For large amounts of data, a second internal hard drive, or an external hard drive is probably a good choice. (External hard drives seem to be coming the best choice for most backup needs.)

### Data Backup

So, what exactly are we backing up?

1. All of your digital pictures. These are usually .jpg or .bmp file types. Actually, there are many other file types that could be pictures or graphics. But with modern digital cameras, most of the pictures are going to be .jpg (or .jpeg, or .jpe) file types. These are probably in a general "photos" folder.
2. All of the data that you have created using "Office like" applications. Such as .doc, .xls, .ppt, .pps, .docx, .xlsx, .rtf file types. These files usually include personal and financial data that you have created for convenience. These could be in a general "Personal Information" folder or they could be spread out among a few folders.
3. All of the video files you have created or collected. Again, there are many video file types. Some of the more common ones are .mov, .avi, .mpg, .vob, .wmv, .swf. Many of these are created by digital cameras shoot-

ing video, or video cameras. These are probably in a general "video" folder.

4. All of the music files that you have bought, created, collected, or ripped from CDs. Some common file types are .mp3, .wma, .m3u, .aac. There are many other audio file types that could be produced by common applications in use. These are probably in a general "music" folder.

5. Any other data that you feel you cannot live without, such as Quicken or Money backup files, or the data files from TurboTax or TaxCut. These may be spread out among many folders.

How often to backup is the next decision. Basically, as soon as a file is created or changed, it is a candidate for backup, but, let's be practical. If during the day, there were a large number of files created or changed, then they are probably reason enough to backup at the end of the day. If there are very few changes from day to day, then daily backups are probably not necessary. So, some days you might backup certain folders and some days you may not. But, at the end of the week, it is time for a weekly backup. (This doesn't have to be any specific day of the week, but must happen at least once a week.) With this philosophy, in the worst case, all of your data is only one week old, and your important data is only one day old. This should let you sleep pretty well.

Now, on to the decision of how many backup copies? This is a very personal decision. For many, one copy on an external hard drive will more than suffice. That can be augmented by copying all of the files, once or twice a year to DVDs. That way, if the external hard drive goes down, and you haven't replaced it, in the worst case, you have the latest DVD copies to go back to, although that data could be 6 month old. For guaranteed safety, two external hard drives, one updated weekly, and the other updated once or twice a month, and a set of DVDs

every six months should make almost anyone feel good and sleep well. An even greater precaution taken by most businesses and some people is to take one set of Backup files (External or DVDs) and store it off-site, in a bank vault or a friend or relative's house. (For businesses, this is almost a necessity.)

Now, for the question, how to implement a backup strategy? If you only have a few files, you can just copy them to the backup device on the schedule that you have established. If you have a large to medium collection of files, you will probably need the assistance of a software application to make it palatable. The first backup is simply a copy of all of the files to be backed up. Each backup after the first need only to be a copy of the new files created and the files that have changed since the last backup. This is called an incremental backup. As your number of files to be backed up grows, you will grow to appreciate the incremental backup. The software will determine which files, in the folder to be backed up, are either new or changed and then only copy those files to the backup device. Some applications call this "synchronizing" the files. Synchronizing can be done in a few different ways and the application will allow you to choose the one that is right for you. For backup, make a selection that will not change the source files. Source files are those to be backed up, and target or destination files are the backup copies.

### System Backup

So far, we've only backed up our data files. Now, on to backing up the system. The whole system has to be backed up, in total. The system is not backed up by a simple copy of the system files. The system must be backed up by saving the system as an "image", using imaging software, specifically designed for this purpose. Normally, the system doesn't change as frequently as the data files. However, each time you get an update from Microsoft, the system changes, albeit slightly. The system also

changes each time you install (or uninstall) an application, peripheral device (like a printer), or hardware driver.

So, how often should we backup the system, another very personal decision. A good strategy for the system backup is to "take an image" every time a big change is made (a software installation, a software un-installation, or a Service Pack installation), or a fixed amount of time has passed, say 3 months. Taking an image takes a good bit of time, so you don't want to do this too often. If you have many large software applications on your system, it may take hours to take an image. Images are usually saved compressed, and the amount of compression is usually adjustable, for example low, medium, or high. The low compression choice will take an image quicker, with a larger image file being created. The high compression choice will be the slowest, but the file created will be the smallest. Medium will be somewhere in between. Highly compressed image files can be from 2 to 10 GB, so you need to have a good bit of storage just for the images. These images should be stored on a different physical drive from the drive that your C: drive is on. Saving them on another partition on the same physical drive will not help you if the drive goes down.

Just how many copies of the system image backup should be kept? Considering the size of the image files,

you may want to keep only a few, maybe 3 or 4, and some that were taken at key points. These key images might be the initial load of the operating system, or the initial load of the operating with the initial applications installed, or before any critical application was installed and checked out. Actually, any image that you are confident is reliable, and would be a worthwhile starting point, can be kept.

Once your backup philosophy is established and a backup strategy is put in place, and you execute the strategy, that is, you routinely backup your data and your system, you will be able to sleep more soundly at night, never having to worry about "what happens if".

If a hard disk failure occurs, your backup data can quickly and easily be copied to the new hard drive. If your C: drive with the system goes down, the last image can be restored to the new C: drive. If a software problem or malware infection occurs, the last image can be restored and you are back up and running. All of these problems are now less a problem because you can recover from them without any question and in a reasonable amount of time.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## The Tip Corner 1

by Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
[www.lvcg.org](http://www.lvcg.org) [nsheffaol.com](mailto:nsheffaol.com)

### Keep Updates Current

Make sure you install the latest updates for Windows (or whatever operating system you use), your programs and applications and device drivers. This can ensure a smoother experience. Windows allows you to receive updates automatically. Just go to the Control Panel and click on Windows Updates. You can set up updates to be

downloaded whenever it is most convenient to you. And since most of their updates are usually related to security, let Windows take care of it for you. Some programs will advise when there is an update or a new version. As a precaution, do not click on the recommended method, but use the custom button instead. Now-a-days they are adding tool bars and other

programs that you might not want. By using the custom update you have the ability to unselect or decline these add-ons. In many cases drivers do get updated, but go into your device manager and check on the date of the drivers. In some cases you can search for updates from the vendors or Microsoft. If a driver does not seem to be working like you feel it should, you can delete or uninstall the driver, close your machine and restart it, and the device manager will reinstall the driver.

### Backup

If you do not usually back up your system, now would be a good time to do it. You can never go wrong with backing up; this is something you should do often even when you are not making major changes to your computer. Windows has made it very easy to backup your computer. The built in system imaging and backup and restore center makes it convenient to back up the operating system and all your critical data. However there are a few commercial and free backup systems available for you. You want to make a complete image of your hard drive about once a month (or more frequently if you do have critical information). Most of these systems create a compressed version of the hard drive as a bit to bit copy. But try and get a program that allows you to a) look at the backup as in Windows explorer, and b) get into the backup and withdraw and expand a file. Very helpful. Of course the best place to put a backup is on an external drive – not the same drive as your data. Hard drives can crash making it impossible to restore any data.

### Filing

So what's next? Try not to keep putting files into your Document or Download folder. Set up a system of folders – much like a filing cabinet. Within each major folder you can have multiple sub-folders, and within them sub-sub-folders. You can set them up by subject and then by date and then by further breakdown. I use

this a lot and every year I set up a new year within many of my folders. But this is just one idea of many possible methods. Think it through and come up with something that fits what you do.

### A Fun Project: How to make Photos Look like Pencil Drawings

As I am wont to do, I search the net looking for tips and help articles. I came across a site: "HowToGeek.com" and there are lots of interesting things hidden there. One that I liked was How to Make a Photo Look Like a Pencil Drawing. There is a lengthy tutorial with lots of pictures that take you step by step into this fascinating procedure. There are also stand alone programs that do the same thing, such as: Photo Funia and \$1.99 apps like My sketch HD and Pic Sketch for iPhones. Go read the tutorial and see if you want to play at being an "artist."

### What Happens If I Keep Using Windows XP?

Microsoft support for Windows XP went away in April, 2014. XP isn't going to suddenly stop working, but without official Microsoft support, there are no new security updates or bug fixes for Windows XP systems. Some third-party security software will continue to defend against known bugs, but without Microsoft support, they will not guarantee protection against new threats. Symantec, the company behind Norton Security said, "After the official End of Support date from Microsoft goes into effect, Symantec Support may not be able to provide full threat resolution on XP systems due to a lack of Microsoft security patches. It has always been Symantec's stance that proper network and workstation security begins at having the most recent security patches from the OS Vendor. Depending on the nature of the threats involved, Windows XP may be susceptible to viruses and risks that more recent iterations of Windows are immune to."

McAfee made a similar statement. "If a McAfee product requires Microsoft to provide a fix and Microsoft does not provide the fix, then McAfee cannot support the product any longer."

Without current security support, XP systems will be prime targets for people with malicious intent. They will be looking for ways to get into your system and steal your data. More so than usual. Between July 2012 and July 2013, Windows XP was an affected product in 45 Microsoft security updates. Without official support from Microsoft, those issues will not be addressed. With XP being completely vulnerable, you can expect to see a lot more threats than that in a year after April 2014.

Time to consider biting the bullet and get a new system. But the good news is with Window's 8.1 out there you can be assured that your operating system will be as good as it can be.

### Making a hyperlink in Gmail

Typing in a web site in Gmail does not indicate a "hyperlink" or any indication that it would be an active link. It was necessary to go down to the bottom of the email toolbar, highlight the address, and then click on the link button so it showed up as working. Okay. But there is an easier way. Do nothing!

When you are typing the link, it will not show up as an active link. However, as soon as you send it (or preview it!), you will see that it is a working link.

### Print Out Part of A PDF Document

In the old days if you were reading a magazine and wanted part of an article, you simply scanned it into your computer, saved it in a word document, edited it and printed it out. As usual, times have changed. Today everything is on-line and usually in PDF format. Fortunately most PDF readers will allow you to select exactly what you want to print, be it the whole document (but why?) a few pages or a specific page.

You click on the print icon or select print, depending on the reader, and then elect to print the entire document, only the page you are looking at or select a range of pages.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



*“The best way to protect your privacy is through a flood of misinformation obscuring the truth.”*

*This cartoon was reprinted with permission from the “How To Geek” online newsletter, available online at [newsletter@howtogeek.com](mailto:newsletter@howtogeek.com)*

## Computer Problems Plague Everyone—Even Me

by Sandy Berger, *CompuKISS*  
[Sandy@compukiss.com](mailto:Sandy@compukiss.com) [www.compukiss.com](http://www.compukiss.com)

**W**hy do things change on your computer? One day everything comes up just as it normally does. The next day, you can't get on the Internet, the icons are in a different place, and/or your program is working differently. Well I am here to tell you that everyone has problems like this - even me! Here's the whole story!

When weird things happen on the computer, most people immediately blame themselves saying, "I must have done something to make this happen." The truth, however, is that in the computer world changes can happen without your

having done a thing to cause them. This was really brought home to me this week when I had several "problems" with my own computer

When I sat down to work on the computer last Monday, the icons for my password manager and several other shortcuts that I use regularly were no longer on my browser toolbar at the top of the screen. On Tuesday, when I opened my Quicken program, the numbers and text was twice as large as normal. On Thursday I tried to play some music and found that iTunes was no longer working. On Friday I

found that my CD drive, which I hadn't used for months, was no longer working.

Now, it is unusual for all of these things to happen in one week, but it is not unusual for them to happen. I did not do anything to cause any of these changes. So what happened? Well the simple explanation is that the computer is run by millions of lines of code. As you work on the computer, add files, and download programs, things change. Even installing updates from the manufacturer causes changes. Sometimes these changes, even if they are aimed at making a certain part of the computer better or more secure, can adversely affect other programs and other computer operations.

Although these types of changes can produce huge frustrations for the end user, the first thing to learn is that you probably didn't cause the different behavior and that, if you remain cool and calm, you can often correct the changes. Here's how I got through my aggravating week.

To find the missing icons, I had to look carefully at the screen where they normally appear. I found two arrows next to where the icons normally appeared. Low and behold, when I pressed the arrows, the missing icons cascaded down. To actually solve the problem, I simply put my cursor on the area next to the arrows until it turned into a double-ended arrow. Then I dragged that to the left and my icons appeared and remained on the screen.

Quicken was another disconcerting item. For several days, the text and numbers appeared larger one time and smaller the next. To be honest, I never found the cause, but luckily it all went back to normal and has stayed that way.

Why in the world would iTunes stop working? I had no explanation, but I did have an easy solution. I simply reinstalled the iTunes program. It was

aggravating and a bit time-consuming to have to do so, but after I did, everything went back to normal.

The most vexing problem was my CD drive. Last time I used it, it worked fine. Now it wasn't working. It did not appear in My Computer at all. A trip over to the Device Manager showed the CD drive with a yellow exclamation meaning that it was not working properly, which I already knew. I tried a few things like uninstalling the CD driver and rebooting, but had no success. I knew that this could be a hardware problem. Perhaps the drive itself had stopped working. I also knew, that it could be a software problem. Since the driver and filters from the operating system are used to run the CD drive and other peripherals, I decided to check that out first. I headed over to the Microsoft website where I found a Microsoft tool called "Fix It." I used it to troubleshoot and correct the problem. There are multiple Fix It tools,

and the proper one can be a bit hard to find, but Fix It checked out the software, found the problem, and helped me quickly solve the problem at no cost. That sure beat having to purchase and install a new CD drive.

Well, now everything on my computer is back to normal. At least for the moment. The moral of the story is that, unfortunately, we have to expect glitches when working with computers. The best thing that you can do is to keep your eyes open for possible solutions, learn as much as you can about how your computer works and be bold enough to troubleshoot small problems. I keep my Sherlock Holmes hat ready for use at any time. You may want to do the same.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## The Tip Corner 2

by Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
www.lvcg.org nsheff@aol.com

### Tech Support

Before calling or e-mailing for support do have the following information handy:

Have the model and serial numbers.

Also be close to the product.

Have paper and pencil for instructions or contact information.

Try googling for the information before contacting anyone.

Ensure that you have lots of time available.

Have all purchase information available.

If there is a charge, have more than one credit card available.

When connected, write down the support representative's name and any case number assigned.

### Windows hidden "god mode" folder

Windows offers a centralized Control Panel for all of the OS settings, which

makes it easy for users to tweak everything from desktop background to setting up a VPN. To enter this mode, create a new folder with this exact name (copy and paste it): **God Mode. {ED7BA470-8E54-465E-825C-99712043E01C}** The folder icon will change to a Control Panel-style icon, and you will be able to jump in and change all kinds of settings. Note: Don't try this on Windows Vista 64-bit as it's known to cause a reboot loop.

### Problem Steps Recorder

This handy tool automatically records any mouse clicks and takes screenshots for you. If you need tech assistance with your computer, go to Run by typing Windows + R, and then type "psr." Use the tool and by the time you are finished, you can send this information, neatly compiled auto-

matically, to the person helping you with the issue. It will make the process of finding the problem much easier for them, which means you will be able to get your system up and running faster.

### WinDirStat

Find and Delete large files cluttering up your hard drive. A tool called WinDirStat (Windows Directory Statistics) will help you find files and folders that are taking up the most space on your drive. Once found they can be deleted.

### Use the Cloud

If you are working on some serious stuff don't just save it to your hard drive. Use the Cloud to backup important files. You can use services like Dropbox, Google Drive, or many of the other popular cloud storage solutions. They usually offer two to ten GBytes of free storage. More than that can cost, but it will be a while before you have to go that route. The files are then available to you no matter where you are or on which computer. A little setting up can put the folders in easy reach. Try it out.

### Typing Tricks

Ctrl + Bksp will delete an entire word. Move the Cursor to the beginning of the next or previous word by using Ctrl + left or Right Arrow.

Instead of using Paste Special to get unformatted text type Ctrl + Shift + V.

### Cycle through open windows

Pressing ALT+TAB allows you to cycle through currently open windows. This makes switching back and forth between running processes quick and painless.

### UNDO

You can undo almost any action by using CTRL + Z. This is not only to fix typing errors. If you accidentally delete or move a file, CTRL + Z brings it right back to where it was. In Chrome and Firefox you can also undo closing a tab using CTRL + SHIFT + T.



**CTRL + ALT + Delete**

This handy shortcut interrupts all processes and should be a standby for us all. Something happens, the computer freezes and in most cases Ctrl + Alt + Delete will interrupt all processes, including the one that is bogging down your system, which might save you from a restart and lost data.

If you want to open the task manager directly and bypass the interrupt that happens when pressing CTRL + ALT + DEL just type CTRL + Shift + ESC.

**File Management Trick**

Rename a file quickly. Right-clicking and selecting rename is not very efficient. Instead, simply press F2 while a file is selected to change its name. To alter the name of another file, type TAB without deselecting the current file.

**Rename files sequentially**

In Windows You actually don't need to download any programs to perform a batch file rename in Windows. Instead, you can select all the files you want to change, right-click the first one in the list, select rename (or use F2), and type in the name. This will automatically change all the other files with the same root name with a suffix: (1), (2), and so on.

**Minimize all windows**

If you have a few programs open and want to get to the desktop, Windows + D will minimize everything you have open. Beats pressing the minimize button for each window.

**Close current window**

Close the current window/tab. Sick of moving all the way to that X button? Press CTRL + W and the current window will close.

**System information window**

Not too many uses around for the Pause button. Bring this one up by pressing Windows + Pause/Break and the System Information panel is there.

Making sub and superscript text.

If you need to make sub or superscript text (think exponents for superscript), press CTRL + = for subscript and CTRL + SHIFT + = for superscript

**Security Tip**

Run programs on an infected PC. Oftentimes, malware will prevent a computer from running certain programs. Changing the name of the .exe file can often override this. If that doesn't work, changing the extension to .com is another useful alternative, and the program will still be able to run in spite of the extension change.

**Web Browsing Trick**

Automatically add www. and .com to a URL You can shave off a couple of seconds typing in a URL by simply clicking CTRL + Enter after you type the name of the site. Need .net instead of .com, press CTRL + Shift + Enter instead.

**Korora**

Korora takes Fedora and adds things like Adobe Flash and various multimedia codecs as well as a big selection of software to make it a great system for those fairly new to Linux.

Korora Linux is available with a number of desktops including KDE, Cinnamon and the one we checked out Gnome3. Korora has modified the Gnome desktop a bit by adding a places icon to the top panel which allows you to quickly access files on your file system, network, or external media. Korora is nice looking and responsive.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*

**If your e-mail or mail address changes, please e-mail: [secretary@SterlingHeightsComputerClub.org](mailto:secretary@SterlingHeightsComputerClub.org)**

**Presenters Wanted**

The officers invite any member to make a presentation at the main meeting.

If there is some software you have been using and think others may be interested as well, or there is a computer topic you would like to present to other members, please call or e-mail Don VanSyckel. Making presentations is not that difficult. The hour goes by before you know it and there is always enough material to cover in a software package so that the hour is easy to fill.

If there is a topic you are interested in or something you would like demonstrated, please see any of the officers. They are always interested in what the members would like to see.

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**SHCC Emergency Cancellation**

The Sterling Heights Computer Club might find it necessary to cancel an event if the weather gets bad enough. All members of SHCC have an email address. One of the SHCC officers will send an email to the addresses SHCC has on file alerting members to the event cancellation. Decisions will not be made before 4:00 PM and decisions will be made by 6:00 PM for the regular 7:30 PM meetings. If weather is questionable an email confirming that the event is NOT cancelled might be sent, so please carefully read any SHCC announcement about events. If your email is broken, call an officer. Don't leave a message, but instead call another officer if you don't talk to someone live. It is your responsibility to keep the email you have listed with SHCC current.

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## WYSIWYG WEB WATCH (www)

by Paul Baecker [webwatch@sterlingheightscomputerclub.org](mailto:webwatch@sterlingheightscomputerclub.org)



This column attempts to locate sites containing valuable, amusing and free content, with no overbearing pressure to purchase anything. Send your favorite entertaining, helpful or just plain useless sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue.

Can you outsmart a hacker? Take this short quiz to see.  
<http://money.cnn.com/quizzes/technology/security/hacker-safety-quiz/>

Large collection of easy-to-watch tutorial and conceptual videos, mostly for MS Office products. <https://www.youtube.com/user/skaceli/videos>

"Smarter Every Day" - Large collection of videos which explore the world of science, many in slow-motion. <https://www.youtube.com/user/destinws2>

Discover exhibits and collections from museums and archives all around the world. Explore cultural treasures in extraordinary detail, from hidden gems to masterpieces. <https://www.google.com/culturalinstitute/>

Collection of emblems, motorcycle company histories, logos, typographical & graphical reviews, design features and just about anything that is motorcycle related. <http://www.mototype.com/>

How 10,000 workers lifted 104 floors, gave new life to an international symbol, and created one spectacular view. <http://time.com/world-trade-center/>

15 keyboard shortcuts to enhance your PC productivity  
[http://mashable.com/2011/07/06/keyboard-shortcuts-windows/#\\_](http://mashable.com/2011/07/06/keyboard-shortcuts-windows/#_)

Easy guide to understanding aperture (f-stop). <http://www.redbubble.com/people/peterh111/journal/5725038-the-easy-guide-to-understanding-aperture-f-stop/>

Beatles trivia, photos, web links.  
[http://www.huffingtonpost.com/2014/08/05/beatles-things-you-didnt-know\\_n\\_5648410.html](http://www.huffingtonpost.com/2014/08/05/beatles-things-you-didnt-know_n_5648410.html)

Free online versions of MS Office applications -- Word, Excel, PowerPoint, Outlook, and OneNote.  
<https://office.live.com>

Comprehensive tools and resources for home improvement, maintenance and repair projects. Search by metropolitan area, including Detroit.  
<http://www.homeadvisor.com>

Unethical hacks. Try a few. Just don't get caught. Search by category or just hit the "Random Hack" button.  
<http://unethicalhacks.com>

Tool oriented toward the needs of hearing professionals, sound therapists, and people interested in noise machines in general. Check out the "Online Noises" page.  
<http://mynoise.net>

BSoD's are common with Windows XP and Vista, but rare in Windows 7 & 8. Here is a BSoD Survival Guide, just in case. [http://www.maximumpc.com/article/features/blue\\_screen\\_survival\\_guide?page=0,0](http://www.maximumpc.com/article/features/blue_screen_survival_guide?page=0,0)

Convert among global currencies, historical exchange rates, bid/ask rates, more.  
<http://www.oanda.com/currency/converter>

Find lots of information about hummingbirds with tips on how to spot and identify them.  
<http://www.hummingbirdworld.com>

Free tool replaces the default Windows Alt-Tab dialog with a nice box that shows a list of all running tasks, with their names and preview snapshots, and enables the user to take actions on them.  
<http://www.ntwind.com/software/vistaswitcher.html>

Dates of religious and civil holidays around the world.  
<http://www.when-is.com>

Provides how-to videos that are high-quality, concise and free for repairing your specific car/model.  
<http://www.carcarekiosk.com>

The independent magazine for the Ubuntu Linux community. Free and downloadable.  
<http://fullcirclemagazine.org>

Play Sponge Bob Bowling.  
<http://ak.imgag.com/imgag/product/full/ap/3040935/graphic1.swf>

Feature comparison between LibreOffice 4.3 and Microsoft Office 2013.  
[https://wiki.documentfoundation.org/Feature\\_Comparison:\\_LibreOffice\\_-\\_Microsoft\\_Office](https://wiki.documentfoundation.org/Feature_Comparison:_LibreOffice_-_Microsoft_Office)



## World Wide Web Column on the Club Web Site

Check out the WebPageReviews section on the club's web site. You can see past web sites reviewed in this column on our club web page. They are arranged into various key word categories to help locate a specific site.