

Bits and Bytes

July 2011

Arkansas' Premier Computer Club

Bella Vista Computer Club—John Ruehle Center
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USING CHECKBOXES

Most computer users know how to hold down the CTRL key to select multiple files and folders in Windows. However, when holding the CTRL key down while sorting through numerous files and folders, if your finger accidentally slips off the CTRL key, even for a moment you have to start all over again. It is really time consuming if you have a lot of files and folders.

Windows 7 and Windows Vista have a feature which does not require holding the CTRL key down. Instead, all you have to do is hover over each file or folder which allows you to form a checkbox and then by clicking on the box, a checkmark appears in the box.

Here's how:

1. Open Windows Explorer (Press the Windows Key + "E" or press your start button to bring up the start menu, then press the "Computer" button or click on the Computer icon on the desktop).
2. Click on the "Organize" button at the top left of the Explorer interface.
3. Another menu will appear. Select "Folder

and Search Options" and then choose the "View" tab.

4. Scroll down and you'll see the option "Use check boxes to select items". Check that option and then press "Apply" and "OK".

You should now see check boxes at the top-left of a file or folder whenever you hover the cursor over it. It's a great way to select multiple non-contiguous files or folders in Windows Vista and Windows 7. This very helpful whenever you are organizing your documents, files, folders and other programs in windows and often will work in your e-mail programs.

SPREADSHEET WORKSHOP

All computer club members can sign up for a free Spreadsheet Workshop to be held July 23rd, at 9 a.m. to 1 p.m. at Computer Club classroom. Pre-registration is required at the General Membership meeting or by calling Marie Herr, Education Chairperson, at (479) 273-2558.

Join the Bella Vista Computer Club and receive computer club member benefits (free classes, open house assistance, and information) to help you use your computer!

WATCH NETFLIX AND BLOCK- BUSTER MOVIES THROUGH THE INTERNET

As a Netflix or Blockbuster member, instead of only receiving movies in the mail, you can download and watch movies right on your computer as well as transferring the movies to your TV by either cable or stream the movies to the TV by using a wireless DVD or Blu-ray player.

- You must have a subscription with Netflix.
- You must have high speed internet service and a good router for streaming the movies.
- You must install Microsoft Silverlight for Netflix (Silverlight will not install on 64 bit, so it may be necessary to switch to Explorer 32 when watching movies.)
- You can use your current Netflix login ID and password.
- While Netflix has over 100,000 movies, approximately 15,000+ movies are available to download directly and quickly to your computer. Upon downloading, the movie can be watched on either the monitor, or if you have a cable connected to the TV from the computer, you can turn down the computer volume and watch the movie on TV.
- If the TV is located in another room, a wireless Blu-ray player will pick up the signal from the computer router and the movie can be seen in another part of the house.
- If streaming from your computer directly to a wireless Blu-ray or DVD player, you will be required to install a pin number provided by Netflix. After setting up the program on the players, you will be able to select movie titles directly on your TV screen and download them without returning to the computer.

CLASSES AVAILABLE IN JULY FREE FOR MEMBERS

Using Windows Vista

Digital Photography

Basic Windows 7

Microsoft Word

Computer Maintenance

Sign-up at the General Membership Meeting or call Marie Herr

(479) 273-2558

CLICKING LINKS IN E-MAILS

In today's world, we find so many emails being sent around the web with links attached. We all have a tendency to click on those links without thinking. Despite what some experts say, if someone gets their identity stolen it is by clicking a link that leads to a phishing site.

The quickest way to get your computer infected with bots, viruses, spyware, adware and malware is to click links without thinking. Even if you have the best antivirus and the two best antispyware programs installed and updated on your computer—you should not be clicking links in untrusted emails or Web sites of which you're not sure. It's so easy to do!

There are new viruses and Trojans being spread around the Internet that are highly evolved. They appear to be legitimate programs, and install as legitimate programs, but

Once installed they proceed to shut down your security programs (antivirus, antispysware, etc.) and proceed to unload their nefarious bundle into your computer— you shouldn't be clicking links in untrusted emails or Web sites of which you're not sure. Once that happens your computer will appear to be helpless. The virus can spread so fast, by the time you realize what's happening, it's too late. Antivirus and antispysware can only protect you from malicious files and programs—but they cannot protect you from yourself.

(Excerpts taken from Cloudeight Information)

LEARN BY EXPERIENCE

This past month, I almost put myself into a bad situation. I received an e-mail from PayPal. Now I have had an account with them for several years even though I really can't remember when I last used them on an online purchase.

The e-mail asked me to update my information. I logged in and installed the password which brought up another page and I just started to type in my name and address when I started to wonder if the page was real. It had PayPal symbols and looked like the real thing. I stopped and went on the Web and finally found their telephone number. I called them and discovered that PayPal never asks for updated personal information. They helped me go through installing a new password even though I had not completed the request nor had I submitted the update. I ended up being connected to the "Spoof Fraud Division" and gladly forwarded the email letter to PayPal. They also flagged my account and stated they would be monitoring my account to watch for any suspicious activity. I was lucky this time. (And I thought something like this would never happen to me!)

REMEMBER!

Most legitimate firms never ever ask for any personal information to be updated!

HOW MUCH RAM?

Back when Windows 95 had 540MB (megabytes) it was determined that 540MB hard drive was very adequate for computer users. Eventually as new programs and software developed, the computer user needed more space on the hard drive. Every program (large or small) you open loads directly into memory into either virtual or physical memory (RAM). Ram is over 3 times faster than virtual memory. So if your computer is slow, if programs seem to hesitate when you open them, if programs freeze, if your computer freezes up often, if you often hear your hard drive spinning while you're using your computer, if you get error messages too often—the first place you should look is how much physical memory (RAM) you have installed. **To do this click "Start" and then select "My Computer" and select "Properties" to see how much Ram you have.**

The amount of Ram is not necessarily the whole story. If you are loaded down with lots of programs that start with Windows, and programs that are large like monster security suites (like Norton or McAfee) which contain anti-spam, firewalls, browser site advisors, email scanners, anti-virus and anti-spyware, keep in mind that all those programs are using up your physical memory. You probably don't need spam filtering as it has never been proven to be an effective way to control spam. Remember, programs that start with windows run in the background and constantly consume memory. Most computers—all but the very cheapest—sold these days generally have enough RAM.

You can now buy additional physical memory for your computer by buying RAM at the local computer stores, Best Buy, Staples, etc. A very desirable way is to look at Crucial web site (www.crucial.com) Not only are their prices competitive, their web site is set up to scan

your computer and find the correct type of RAM for you. They also give different alternatives for your computer. You have options to order the RAM. When they send it, you receive easy instructions on how to install it or you can bring the desktop tower or laptop to the Computer Club Open House to have the memory installed. If you add more RAM to your computer, it may well be the best five minutes (installation) you ever spent.

There are some limits to how much RAM you can install. If you have a 32bit computer—Windows XP, Vista, or Windows 7—having more than 4GB of RAM won't do you any good. 32bit systems cannot use more than that. In fact, Windows XP can't use more than 3 GB of RAM. If you have a 64bit Windows Vista or Windows 7 system, your version of Windows can use as much RAM as you want to throw at it. But you may be constrained by limits of the motherboard in your computer. Generally speaking, most motherboards installed in 64bit Windows 7 computers (and most Vista 64bit computers) support at least 8GB of RAM. If you visit Crucial.com you'll find out how much RAM your computer can handle.

Crucial will also make available, a chat line, contact by e-mail, and will permit you to call them to discuss your needs and help you determine the best recommendation for your computer.

"Genealogy SIG meets 10 a.m. July 16th at John Ruehle Center, Highlands Crossing." (Public welcome)

OPEN HOUSE HELP CLINIC

*The Open House Help Clinic will be held on July 20th (Wednesday) and August 6th (Saturday) at the Computer Club' John Ruehle Center, Highlands Crossing Center. All club members are invited to participate at any time between 10:00 a.m. until 1:00 p.m. Someone will be available to help with problems and/or questions. Bring only desktop towers and laptops **with power cords***

QUESTIONS and ANSWERS

(From the Past—2005 by Helen Weeks)

Q: I am having a problem with the windows that open in my Internet Explorer. I like a full screen but now when I open a new window, it is small. What do I do?

A: I cannot tell you what happened that may have changed your window size as it could be many different things. **Buts** here's what I would try. The next time you open a new window (less than full size), manually resize the window so that it fills the monitor screen. Once you have done this, hold the Shift key down and click the red X in the top right corner to close the window. Close all open internet Explorer windows. Now open Internet Explorer, visit any page and click a link. Your link should open in a full-size window.

Club Officers

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