

# Bits and Bytes

April 2012

*Arkansas' Premier Computer Club*

## Bella Vista Computer Club - John Ruehle Center

Highlands Crossing Center, 1801 Forest Hills Blvd, Suite 208, Bella Vista, AR 72715

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**Nan DeLany, President**

Don Hood, Newsletter Editor

### STANDARD EMAIL SETTINGS

At the March General Membership Meeting, discussion was held on changes by Cox internet service. Chuck mentioned these changes are provided by Cox and explained in a link from them. Following is what you will see when going to the link site:

#### **"Standard Email Settings:**

Use Standard Email Settings when setting up email clients like Outlook Express, Windows Live Mail and Mac Mail. Customers who use their PC in a mobile environment or off the Cox Network may need to use Mobile setting below.

**Note:** Cox has updated the Email Server Names in order to make setting up email easier for our customer. If you currently have the old mail server names of [pop.east.cox.net](http://pop.east.cox.net) or [pop.west.cox.net](http://pop.west.cox.net), you must update those settings."

**Locations:** Arizona, Arkansas, California, Connecticut, Florida, Georgia, Idaho, Kansas, Louisiana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, Virginia.

Upon living in any of the above listed states, make the following changes:

*Email server: (new settings)*

**POP Server (Incoming Mail): [pop.cox.net](http://pop.cox.net)**

**SMTP Server (Outgoing Mail): [smtp.cox.net](http://smtp.cox.net)**

**Server port settings for Standard Authentication:**

**Incoming POP Port: 110**

**Outgoing SMTP Port: 25**

### HOW TO FORCE PROGRAMS TO OPEN MAXIMIZED

Windows XP, Windows Vista, Windows 7

If you've ever wished your programs would open maximized, you might be surprised to learn that most programs give you the option to choose the size of window that it opens when you start the program. It's easy to do. Open your start menu and select a program you want to open maximized. Right-click the program's icon and choose "Properties". It should open with the "Shortcut" tab highlighted, if not click the "Shortcut" tab at the top. About 1/2 way down in the dialog, you'll see "Run" and next to it a selector. If you have not changed this setting before it should say "Normal window". Use the down arrow to view the other choices which are "Minimized" and "Maximized" (CONTINUE ON PG #2)

(CONTINUED FROM PG 1)

Choose "Maximized", then click "Apply" and "OK". Now each time you open that program it will open maximized. Most programs offer this option, but some do not.

## **Welcome New Members**

Sharon Monagha	Tom Page
Wanda Parish	Ben Hubby
Freddie Hubby	Jim Kelly
Denise Volz	Molly Volz
Jim Kelly	Sandra Larsen
Rick Loudenback	Liz Herrmann
Marie Snow	Herman Bowery
Elaine Weiner	Wilma LaMaster
Christel Krug	Jack Allen

The Club membership has grown to 192 members.  
Continue to invite friends and neighbors!

## **DON'T FORGET NEXT OPEN HOUSE**

**April 18th (Wednesday 10 am—1 pm)**

**(new) May 2nd (Wednesday 1—4 pm)**

**May 5th (Saturday 10 am—1 pm)**

Laptops with power cord      Desktop Towers only

**BRING COMPUTER AND YOUR QUESTIONS**

*(Free help for Members)*

*Due to outstanding number of members coming out for the open house for computer help, the Board decided to expand the number of monthly open houses from two to three per month and to create an afternoon open house. Remember, you must be a current member, to receive free help.*

## **MANAGE YOUR WINDOWS**

### **TASK MANAGER**

Windows task manager is probably one of the most powerful programs on your computer. And probably one of the most underused. You can use

it to stop or start Windows Services, check your computers performance, to end processes (programs) and to view all running applications on your computer – and more.

Task Manager shows you the programs, processes, and services that are currently running on your computer. You can use Task Manager to monitor your computer's performance or to close a program that is not responding.

If you are connected to a network, you can also use Task Manager to view network status and see how your network is functioning. If more than one user is connected to your computer, you can see who is connected, what they are working on, and you can send them a message.

One of the ways we use Task Manager the most is to end problematical programs (processes). Have you ever had a program "freeze" or just refuse to close even if you clicked the "X" in the program toolbar until you were blue in the face? We all have had these kinds of experiences. The next time that happens, remember Windows Task Manager. You can end any unruly program by clicking the "Processes" tab, right-clicking on the application's name and choosing "End Process". It will terminate that process in an instant. A great way to avoid re-booting your computer when you find there's a program open on your computer that has become frozen and refuses to close.

You can access Windows Task Manager in Windows XP by pressing the Ctrl + ALT + Delete keys. In Windows Vista you can use Ctrl + ALT + ESC. In Windows 7 you can access Task Manager by pressing Ctrl+SHIFT+ESC. You can also open Task Manager in XP/Vista and Windows 7 by right-clicking an empty area on the taskbar and then clicking Task Manager

The next time you have tasks to manage, don't forget Windows Task Manager. That's what it's there for. So use it!

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## **CLASSES AVAILABLE THIS MONTH**

PC Maintenance—Cleaning

Microsoft PowerPoint Workshop

File Management

Internet Using Vista—Settings

Digital Photography — The Camera

*Note: Check the Web for dates and times!*

## **HOW TO PROPERLY CLEAN**

### **YOUR LCD MONITOR**

“If you have a laptop or desktop computer with an LCD monitor (and almost all desktops sold in the last few years do), you have undoubtedly had to clean your screen. And some of you have seen and probably purchased those expensive LCD screen cleaning solutions – or pre-soak cloths to clean your screen. And no doubt a few of you have actually used Windex and paper towel to clean your screen (How’d that work for you?).

LCD screens are very sensitive. They also attract dust and dirt. If you cough or sneeze without covering your mouth and nose, you know what gets all over your screen. From time to time you’re going to need to clean your LCD/TFT screen, and we want to tell you the proper way to do it, without going out and spending money on special cleaning solutions or really expensive wipes.

Here are the don’ts:

1. Never use tap water on your screen. Tap water contains chlorine, minerals, and dissolved salts (or even more junk if you live where I live). Tap water can leave streaks on your screen.
2. Never, ever, use Windex, ammonia, solutions containing methyl chloride, acetone, ethyl alcohol, toluene, ethyl acid – or any other harsh chemicals sometimes found in glass and appliance cleaners.
3. Never use Kleenex, bath towels, or paper towels – these can scratch your screen and/or leave lint particles that will stick to your screen.
4. Don’t use excessive pressure when cleaning your screen. Pushing too hard on an LCD or TFT screen can damage the pixels. If you damage pixels you won’t be able to fix them.

5. Don’t waste your money on expensive LCD cleaning solutions or wipes.

Here are the do’s:

1. Use distilled water and make your own cleaning solution using 1 part distilled water to one part white vinegar.
2. Use a microfiber or soft cotton cloth – a handkerchief, an old cotton t-shirt, etc. Make sure it is lint-free.
3. Do not press on your screen. Treat it gently and use as little pressure as is necessary.
4. Use a dark (black is best) background on your desktop and temporarily remove all desktop icons. Windows XP, Windows Vista, and Windows 7 users can do this easily. Just right-click on your desktop, click “View” and uncheck “Show desktop icons”. When you’re done cleaning, you can re-enable them after you’re done cleaning your screen, by repeating those steps, and checking “Show desktop icons.” Then restore your previous wallpaper (if any). The reason for using a dark or black screen is that it makes it easier for you to see the dirt, dust, and other particles 🧼 on your screen.
5. Clean your screen frequently. Don’t wait until it’s so dirty you can barely read the text in this newsletter or on Web sites. Cleaning frequently also helps you resist the temptation to use more pressure than you should in order to remove junk that’s been sticking to your screen for months.”

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#### **Club Officers**

<b>Nan DeLany</b>	<b>268-3264</b>	<b>President</b>
<b>Chuck Billman</b>	<b>855-4188</b>	<b>Vice President</b>
<b>Julie Storm</b>	<b>696-8867</b>	<b>Secretary</b>
<b>Judi Shannon</b>	<b>876-2400</b>	<b>Treasurer</b>

#### **Board Members**

<b>Nancy Jones</b>	<b>855-3350</b>	<b>Marie Herr</b>	<b>273-2558</b>
<b>Jan Kaylor</b>	<b>855-6974</b>		

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## **KEEP THIS EMAIL IN A SAFE PLACE**

*(All Computer users)*

When we send out registration keys we always remind people to save a copy in a safe place. It seems we didn't define "Safe Place" very well because there isn't a day that goes by when we don't receive two or three emails saying something like: "My computer crashed and I lost my registration key for \_\_\_\_\_"

So now we're going to make it very simple: What is a safe place to keep copies of important emails and documents? The answer? Any place but the same hard drive with Windows on it. The safest, quickest place to save important emails and documents is on a USB flash drive. Even a 2GB flash drive will save 1000's of emails and documents. And you can get one for less than \$10. You can also store important emails and documents to an external hard drive or a second internal hard drive, or to a CD or DVD. But if you store important files on the Windows drive, you're wasting your time. If anything happens and you need to reinstall Windows or your hard drive fails, you're going to lose anything you saved. It's like keeping important papers locked up in wooden desk drawer in your house to protect them against a house fire. So next time you get a email with a software key or other important information that you need to save, move it to a safe place, but not on your C:\drive.

## **FUTURE MEETING PRESENTATIONS**

**June:** "Power-point For Home Inventory, Digital Photos"

**July:** "Question & Answer Panel"

## **IS INTERNET EXPLORER 9 FOLLOWING YOU?**

"Internet Explorer 9 automatically sends your entire browsing history to Microsoft if you have "Suggested sites" enabled. Your data is sent to Microsoft (essentially they're tracking you on the

Web). Microsoft saves your browsing history and correlates it and uses it to find sites similar to those you've visited. Microsoft then uses the data collected from you to serve up Internet Explorer 9's "Suggested sites" when you click on the Suggested Sites button on your IE9 Favorites bar.

Personally, we don't get all worked up about some company following us around the Web. As we've written before, you can't stop everyone from tracking you. If you think you can, try to stop your ISP from tracking you. You can't. They're required to keep server logs. So even those who are paranoid about being followed, and take every possible precaution, are being tracked at least by their ISP.

Then again, how many of you actually use "Suggested Sites" in Internet Explorer? Ah! No one raised their hands. Yes, EB? You say you never even noticed the Suggested Sites button? Don't feel bad - I'm sure many others haven't noticed it either.

If you don't use "Suggested Sites" then why not turn it off. That will be at least one less company following you around the Web. If you're paranoid about people following you around the Web - this won't stop all of them but it will stop "Internet Explorer 9" from gathering information about your travels on the Web. So here's how to turn off "Suggested Sites" in Internet Explorer 9:

Click the gear-icon to open the tools menu

Click on "Internet options"

Click the "Advanced" tab in the "Internet Options" dialog

Uncheck "Enable Suggested Sites"

Click Apply and then OK

If you don't use Suggested Sites, you may as well turn it off. It's not the tracking that bothers us, it's all that information flow slowing things down that does." 😊

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***Genealogy SIG will meet at 10 a.m. on April 21st at John Ruele Computer Club classroom***