

Bits and Bytes

July 2012

Arkansas' Premier Computer Club

Bella Vista Computer Club - John Ruehle Center

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MICROSOFT

SyncToy 2.1

(Windows 7, Windows Vista, Windows XP)

SyncToy 2.1 is a free application that synchronizes files and folders between locations. Typical uses include sharing files, such as photos, with other computers and creating backup copies of files and folders.

There are files from all kinds of sources that we want to store and manage. Files are created by our digital cameras, e-mail, cell phones, portable media players, camcorders, PDAs, and laptops. Increasingly, computer users are using different folders, drives, and even different computers (such as a laptop and a desktop) to store, manage, retrieve and view files. Yet managing hundreds or thousands of files is still largely a manual operation. In some cases it is necessary to regularly get copies of files from another location to add to primary location; in other cases there is a need to keep two storage locations exactly in sync. Some users manage files manually, dragging and dropping from one place to another and keeping track of whether the locations are synchronized in their heads. Other users may use two or more applications to provide this functionality. Now there is an easier way. SyncToy, a free PowerToy for Microsoft Windows, is an easy to use, highly customizable program that helps users to do the heavy lifting involved with the copying,

"June" New Club Members

The Club membership now totals 231 members.

"WELCOME"

Ed Pugsley	Gary Aaron, Sr.
Elsie Johnson	James Gutowski
Jay Soule	Carol Soule
Judy Sullivan	Justin Sell
Howard Groves	Lee Paasch
Cecilia Andersen	John Korn
William G. Brown	Rhonda Davis
Merl Houser	Arlo McDowell
Ken Nelson	Jim Ferguson
Jeanne Ferguson	Donna Farmer
Dick LaBrie	

Continue to invite friends and neighbors!

CLUB ELECTIONS IN AUGUST

August Program: "Facebook" by Paul Buckner

moving, and synchronization of different directories. Most common operations can be performed with just a few clicks of the mouse, and additional customization is available without additional complexity. SyncToy can manage multiple sets of folders at the same time; it can combine files from two folders in one case, and mimic renames and deletes in another case. Unlike other applications, SyncToy actually keeps track of renames to files and will make sure those changes get carried over to the synchronized folder. (Go to the web site of Microsoft SynTool for download)

EMAIL ETIQUETTE

All Email Programs

I'm not alone when I get so disgusted with some of the emails I receive. I'm so surprised there are so many computer users that do not know how to send email properly. Yes, some of the emails I hate to admit are my friends who send me junky "forwards" which have **everyone's address showing up in the cc: or To: field, etc.** I now know everyone's email address who received the email, but worse, everyone else now knows my email address which I don't want to have published in cyber space. I often feel like blocking their email or changing my email address so that I don't get their email in the future..... but then some of those come from my friends who apparently don't know about email etiquette.

I'm thinking that perhaps many people don't know what good email etiquette is, so here are a few (there are more) rules of etiquette to guide you.

- Do not send messages without a subject line.
- Do not click reply to an old message and talk about something completely different from the subject line.
- Do not send emails telling the recipient to forward the email to all their friends or to all their addresses or contacts in their address book. Don't try to embarrass them or yourself into asking them to forward the email. **Let them decide for themselves if they want to forward the email. If they don't want to forward it, they won't!**
- When responding to or replying to a message leave the original message intact.
- Do not include oversized attachments in email; try to keep it below 500 kb. Warn them in advance to get their concurrence before sending it.

- Do not send exe files in email; many email services will block the email
- Use extreme caution when sending warnings or other alerts by email that say "send to all your friends". Many are hoaxes. Check with "Snopes" to see if they are "True". And be sure to check on the date of Snopes finding as many go back to dates in 2008 to 2011 and may not be relevant any longer.
- Do not use "vacation responders". Your close friends will know if you are gone; everyone else can wait until you get home. If you really need to access your email use a web mail account like Gmail you can access from anywhere.
- Be cautious when using "request receipt". If someone wants you to know your mail has been read, they will respond to you
- Don't send mails with cc's of all your friends; be sure you use bcc.
- Don't assume because you have a high-speed connection that everyone else does too. There are still many people using dial-up. Nothing is more irritating to those folks than receiving an embedded video they can't watch, or a huge embedded image that takes them fifteen or twenty minutes to download.
- Don't send out emails asking the recipient to forward to your friends and include a copy back to the person who sent it to you.
- Don't make promises by telling the recipient that something good will happen within so many hours or days if you forward the mail to others. (I recently an email showing a very old wrinkled man with a very long beard sitting in a wheel chair, saying "I'm still waiting!")

When I receive a email directing me to forward to others or asking me to send back a copy, I generally delete it. If I find an email worthy of forwarding, I will select "forward" and then **edit it to remove all "forward to your friends or addresses in your contacts" before sending it.**

If you need help how to remove addresses in email you received, follow the procedures in the next article on page 3, or signup and take the email class.

HOW TO FORWARD EMAIL

You can only make changes (edit) and remove addresses when you click on "FORWARD OR REPLY".

After the email has been put in letter mode showing an address (To: CC: or Bcc), and (Subject:), then you may erase, reword or make any changes to an email which you previously received.

Start at the bottom of the last email address shown and drag your mouse cursor back across each letter in the address until the entire address is highlighted. Then click the "Delete" button on the keyboard. The address will disappear.

If the address doesn't disappear, then move the cursor to the beginning of the email address and hold down the delete key on the keyboard and the address will be deleted. Sometimes, you can highlight all of the addresses at one time and then all of the highlighted address will disappear at one time upon pressing the keyboard "Delete button". After removing all addresses, then upon wanting to send to more than one new addressee, **put the new addressee into only "Bcc" and not into To: or Cc.** You will be able to see the names of whom you will send to, but the recipient will receive their mail as **"undisclosed recipient"** and will not see the other people you sent the mail to. They won't be able to see the addresses of other individuals. Then click "Send".

HIBERNATE—SLEEP—SHUTDOWN?

Windows 7 supports a number of power-saving features for both desktop and laptop computers. Among these features are certain states – sleep, hibernation, and hybrid sleep – that Windows 7 enters when a PC has been idle for a particular length of time. While each of these modes drains less power than a totally alert PC, they do operate in slightly different ways. Here, we'll take a look at what sleep, hibernate, and hybrid sleep states really mean and how they differ from one another (continue next column)

Although power consumption during sleep state is lower than it is during full working state, the computer is still alert enough to be able to resume working again – almost immediately – when the user is ready. Basically, standard sleep state stores your current system status (open files, settings, etc.) in RAM, so your PC continues to draw enough power to keep that memory active. Since non-essential components are shut down, some energy is saved, but the "awake" RAM allows the PC to come to life much faster than it would if it were turned off or in hibernation mode.

When a computer goes into hibernation, it basically takes a snapshot of your current system status, including current settings as well as open applications and files. It then, in turn, writes this information to the hard disk and shuts down the computer. When you're ready to resume work, the computer accesses this stored information, returning the PC to the same point it was before hibernation kicked in. Although a computer generally comes out of hibernation faster than it performs a full reboot, the process does take longer than it would to come out of standard sleep state. It's more common to use hibernation mode with a laptop than a desktop due to battery considerations.

As its name suggests, hybrid sleep is a mode that lies somewhere in the middle between sleep and hibernation. In this state, Windows records system information about open applications and files both in RAM and the hard disk. In this sense, hybrid sleep is like standard sleep state with a failsafe provision in case there is a power outage or the machine shuts down while in sleep state.

That is, since the computer's information is stored in RAM, the PC will resume much quicker than if it were in hibernation or full shutdown mode – just like with standard sleep. The problem is, in the event of a power outage, this information would be lost so any unsaved work may be unrecoverable. However, since Windows also stores this information to the hard disk before going into hybrid sleep state, there is a backup of the work that can be restored. This power-saving state is more commonly used in desktops.

LEARNING OPPORTUNITIES: JULY 2012

- * **Using Vista Projects**
July 9 — 9 am to noon
- * **Internet** – July 9, 11 – 1-3 pm
- **Using Windows 7 Programs**
July 11 – 9 am to noon
- * **Digital Photography, the camera**
July 17 – 1-4 pm
- * **Genealogy Special Interest Group**
July 21 – 10 am
- * **Microsoft Power Point**
July 24, 26 – 1-3 pm
- * **PC Maintenance, Cleaning**
July 25 – 9 am to noon
- * **Microsoft Excel Workshop**
July 25 – 1-3 pm

Open House Clinics.

July 18 (Wednesday)—10 am to 1 pm;

August 1 (Wednesday)— 1-4 pm;

August 4 (Saturday) — 10 am to 1 pm

Classes and open house clinics are free to Computer Club members. Club membership fee—\$20; ½ price additional family member.

Classes are held at the John Ruehle Center located in the Highlands Crossings Center, 1801 Forest Hills Blvd., Suite 208, Bella Vista.

Pre-registration is mandatory. 479.273.2558

Club Officers

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

Board Members

Nancy Jones	855-3350	Marie Herr	273-2558
Don Schatz	855-0710		

Committee Chairs: Membership—Jim Prince (855-6673), Programs—Richard Clark (202-4554), Public Relations—Nancy Jones (855-3350), Web Master—Ryan Smith (876-2881), Education—Marie Herr (273-2558), Librarian—Earl Cummings (855-0192)

ALMOST HALF OF ALL USED HARD DRIVES CONTAIN PERSONAL INFORMATION FROM PREVIOUS OWNERS

Getting to know your neighbors better used to involve a lot of legwork: heading next door for dinner, chatting over the fence, signing up for the Neighborhood watch, et cetera. The times, they are a-changin', though, and a new study commissioned by Britain's Information Commissioner's Office suggests that these days, all you have to do to understand your fellow man is buy a used hard drive. Almost half of all used hard drives tested by the organization still contained information from their previous owners.

By "almost half," we mean a whopping 48 percent. A full 11 percent of the hard drives contained personal information, while 3 percent of the 200 drives tested contained really, really personal information, including copies of passports, resumes, tax info, birth certificates, driver's licenses, health information and full bank details. Some of drives originally came from businesses; everyday folks weren't just scanning birth certificates into PCs.

"At least two of the hard drives contained enough information to enable someone to steal the former owner's identity," the ICO press release noted.

Of the 52 percent of drives that didn't contain information from the previous owner, only 38 percent of them were actually wiped; the other 14 percent were damaged and unreadable, highlighting one of the major risks of buying used technology.

"We live in a world where personal and company information is a highly valuable commodity," says ICO Commissioner Christopher Graham. "It is important that people do everything they can to stop their details from falling into the wrong hands."

You know what? We agree. Wipe your hard drives when you're done with them, folks.

Courtesy of MaximumPC.com

GENEALOGY SIG will meet 10 a.m. July 21st (Sat.)

The Bella Vista Computer Club assumes no responsibility for the accuracy of the information contained herein and will accept no liability