

Bits and Bytes

October 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

Web Site: www.bvcompclub.org

Richard Clark, President

E-mail: jrc@bvcc.arcoxmail.com

Don Hood, Newsletter Editor

WELCOME TO OUR SEPTEMBER COMPUTER CLUB NEW MEMBERS

Bernie Benson	Art Cannady
Donald Cavanaugh	Lorelei DeAngelis
Joe DeAngelis	Jeanne Downey
Carol Duckworth	Mike Edmunds
Joel Ewing	Shirley Newton
Sherry Sieber	Fred Sieber
Audrey Thomas	Kevin Thomas
Donald Ummel	Philip White
Acorn Realty (Business)	

HOW TO DISABLE THE WINDOWS STARTUP SPLASH SCREEN

If you're tired of seeing the Windows 7 logo splash screen every time you restart your computer, it's easy to disable it and you might save a few seconds from your boot time.

In Windows 7 or Vista, click Start and type: *msconfig* in the search field and hit enter. The System Configuration windows opens. Select the Boot tab, then check "No GUI Boot" and then click OK. The next time you restart your system, the Windows splash screen will no longer be displayed, and you'll go directly to the log in screen. It's debatable whether this helps Windows boot faster, but the splash screen is gone.

LEARNING OPPORTUNITIES—CLASSES

- ♦ OPEN HOUSE —WED. October 17 —10 am to 1 pm
- ♦ File Management —Oct. 18 —1-4 pm
- ♦ Basic Windows Vista —Oct. 22, 24 —10 am to noon
- ♦ Digital Photography—Part 1—The Camera — Oct. 22 — 1-4 pm
- ♦ Using Windows 7—Part 1—Programs Oct. 24 — 1-4 pm
- ♦ Microsoft Publisher —Oct. 25 — 1 –3 pm
- ♦ OPEN HOUSE —SAT. Nov 3 —10 am to 1 pm
- ♦ Microsoft Excel Workshop—Nov. 7 — 10 am to noon
- ♦ OPEN HOUSE—WED. NOV 7 —1-4 PM

You must pre-register for classes by signing up at the Computer Club meeting or by calling Marie at 273-2558. Classes are free for members.

Easy Tip

Here's a really simple way to highlight a large block of text. Put your cursor at the top of item and left-click. Now put it at the bottom of the item and click while holding down the SHIFT key.

THREE EASY TIPS FOR WINDOWS

Windows XP, Vista, Windows 7 and Windows 8

#1. To sort the Programs menu, the Documents menu, or the Favorites menu, right-click any item on the menu, and then click Sort by Name (you also sort by file type, date modified, and more).

To use your keyboard to sort the menu items by name: Use the arrow keys and select the item on the menu that you want to sort.

Press SHIFT+ F10 to view the shortcut menu.

Use either the DOWN ARROW key or the UP ARROW key to click Sort By Name , and then press ENTER .

#2. Tired of the all the icons on your desktop, but still need them? Right click on an open area of your desktop, look under "Arrange Desktop Icons" and uncheck "Show Desktop Icons". Now, right-click on a blank section of your taskbar (normally at the bottom of your screen) and select "Toolbars" and check "Desktop". Now you have a clean desktop and all your icons are listed neatly in when you click on the new "Desktop" toolbar on your task bar. You can always revert back to showing your icons on your desktop at anytime by reversing the above steps.

#3. Want to expand all the folders in a directory in Windows Explorer? Highlight the folder you want to expand, then tap the asterisk key on your numeric keypad. Click the minus (-) key on your numeric keypad to collapse the folders. And you thought the numeric keypad was just for bean counters!

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BEFORE YOU CLOSE A FROZEN PROGRAM AND LOSE DATA—TRY THIS TIP

In earlier versions of Windows if a program froze (hung, locked-up) there was nothing you could do about but kill the program using Task Manager/Processes/End Process. But Windows 7 users have at least a shot at un-freezing the program – plus you may get a nifty explanation of the problem too. And using this method to unlock or un-freeze a program will allow you recover the program without loosing any data. Keep in mind this does not work all of the time, but it does work some of the time and that's a much better chance than you had in earlier versions of Windows. In those earlier versions, you had no chance to unlock a frozen program at all.

The next time you have an application that is frozen or hanging, do this:

Click Start, type RESMON in the start menu search.

When RESMON.EXE appears at the top click it to launch the Resource Monitor.

Switch to the CPU tab (this tab should be the default) and find your frozen program which should be easy since it will be highlighted in red. Right-click on the application and choose "Analyze Wait Chain".

If you see at least two processes in the list, the one that is furthest down is the one instance of the program that is hanging. Before proceeding — just to be safe — save any open work in any other programs you may have open. Now, you're ready to proceed, right? Check the box next to the hanging process (program), click "End Process", and your frozen, locked-up program should come back to life.

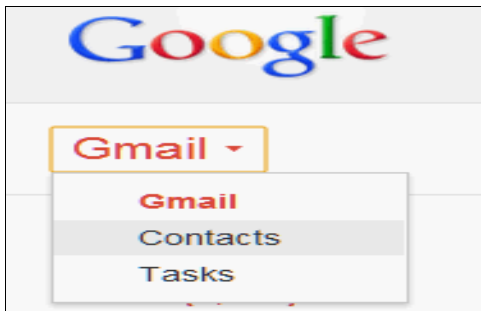
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EXPORTING GMAIL CONTACTS FOR USE IN DESKTOP EMAIL PROGRAMS

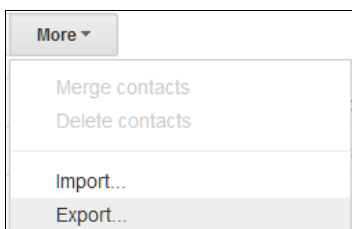
We've learned is a lot of you have Gmail accounts and it only seems reasonable to assume that those of you with Gmail accounts have a lot of contacts in Gmail. We've been asked many times how to export Gmail contacts for use in other email programs such as Windows Mail, Outlook Express, Outlook, Thunderbird, etc.

So we're going to show you how easy it is to export your Gmail contacts in CSV format (the format that almost all Email program recognize). Here we go:

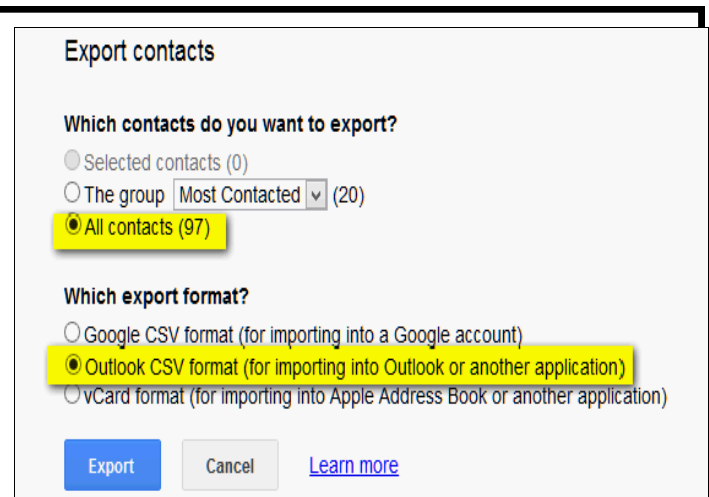
Log-in to your Gmail account. Right beneath the Google logo, you will see the word Gmail and right next to the word Gmail, you'll see a tiny down-arrow. Click the down-arrow and select "Contacts" from the list. See the



When you click Contacts, another dialog appears. Click on Export. See?



When you click on Export you'll be able to choose the contacts you want to export (we've selected "All") and the format in which you want to save your contact list. Almost always you'll want to choose "Outlook CSV" because this is a standard format recognized by the vast majority of email program.



Once you've selected the contacts you want to export and the format in which you wish to export your contacts list, just click the blue "Export" button. Your contacts list will be downloaded to your computer where you can import it to most email programs by clicking on "File" "Import" and choosing CSV format and then browsing to the file you downloaded from Gmail.. It's just that simple...

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Barb want to know what to do with all those desktop shortcuts

I am guilty of having too many shortcuts on my desktop. Is there somewhere else that I can keep these 'shortcuts' other than on the desktop? If I had them on the taskbar? at the bottom on the screen, would that still slow down my computer for boot up and shut down?

Our answer

Having too many desktop shortcuts slows boot times noticeably. How many of those shortcuts do you really need? How many of those shortcuts do you actually use?

We've had a lot of people write to us about how having too many shortcuts on Windows desktop can slow boot times. But, there are a lot of other things that cause slow boot times too. If you have many programs installed, Windows has to load all the shortcuts in your start menu. And if you have those programs in your quick launch toolbar, it has to load those too.

Good maintenance is the key to quicker boot times. Both of us are guilty of having too many programs installed, We rarely take time to remove all the programs we've tried but never use.

All of these programs have created shortcuts somewhere - on the start menu, on the quick launch toolbar, on the desktop - or all three places. If you don't use a program, then uninstall it. If you use a good uninstall tool like Revo Uninstaller (the free version will work just fine for this purpose) then the program, its registry entries and all associated shortcuts will be removed as well. Don't rely on a program's uninstaller to remove much more than the program itself. Program uninstallers are noted for leaving tons of junk behind. This junk slows down your boot times too.

And in case your wondering: If you put all your desktop shortcuts in a folder on the desktop, it won't cut down on boot times. Windows still has to load all the shortcuts in that folder - plus one more - the folder itself. So while making a folder on the desktop to put all your desktop shortcuts into may make your desktop neater and keep your shortcuts handy, it won't speed up the time it takes for Windows to load.

Having too many fonts installed also slows down Windows boot time because Windows has to load all the fonts you've installed. Too many fonts is a common cause of slow boot times.

Remember too, if you're really serious about speeding up Windows boot time, the number one cause of slow start-ups isn't too many desktop shortcuts, or too many fonts, or too many programs installed, it's too many programs starting with Windows. Use a program like WinPatrol to remove those programs that

starting with Windows the faster your boot time. You don't need chat programs, graphics programs, image viewers, scanner software, printer software, email programs, browsers, etc. to start with Windows. The fewer programs you have will be best. Just remember not to touch your security software - or any Microsoft items that start with Windows. These need to start with Windows. Removing these can leave your system vulnerable or not working properly. That's why we recommend WinPatrol to pare down your startup programs. WinPatrol tells you what each program is and what it does and lets you make an informed decision when you're deciding which startup programs you want to prevent from loading with Windows.

Remove as many of those desktop shortcuts as you can. If you have dozens and dozens of them, you will probably find you don't use them all - some you'll probably find you rarely use. Take some time to remove all the programs you've never or rarely use. If you can do without them, then remove them with a good uninstaller like Geek Uninstaller - <http://geekuninstaller.com/> . Don't overload your system with fonts you rarely, if ever, use. And, always keep the list of programs that start with Windows to a minimum.

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Genealogy Interest Group –Oct 20th - 10 am

John Ruhle Center

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