

Bits and Bytes

FEBRUARY 2013

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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Richard Clark, President

Don Hood, Newsletter Editor

WELCOME NEW MEMBERS

Nancy Gregg	James Farley
Jens Nielsen	Sue Nielsen
Jean Lemmon	Charles Kovach
Fred Pflederer	Nancy Veech
Russ Bernhard	Dave Douglas
George Sheldon	Ann Gray
Patricia Reames	Ron Reames
Kimberly F. Winters	Jerry Ahlman
Lila Fahlsing	Wil Fahlsing
Mary Alice Szymkowiak	
Sara (Sally) Dungan	

The Club membership continues to grow and now stands at 247 members.

REMEMBER: To check for classes offered by the Bella Vista Computer Club, go to our web site posted in the title block (shown above) and check the calendars for February, March, and April. Call Marie Herr (273-2558) for more information and to pre-register.

Open house for Computer Repair & Help for club members at the Computer Club:

February 20th (10 am—1 pm) (Wednesday)

March 2nd (10 am —1 pm) (Saturday)

March 6th (1—4 pm) (Wednesday)

UPCOMING 2013 PROGRAMS

FEBRUARY

File Management for Photos

MARCH

On Line Banking (Arvest)

APRIL

Introduction to Facebook

MAY

Things Every Computer User Needs to Know

JUNE

Google Earth & Computer User Wellness

JULY

Questions & Answers Panel

AUGUST

Club Elections & Logitech Vid

SEPTEMBER

Genealogy Including Family Tree Maker

OCTOBER

Backup (Part 1)

NOVEMBER

Backup (Part 2)

If you have a topic you would like to have presented, please offer your suggestion to Doug Lemm, Programs Chairman, (775) 625-7661. We need your suggestions.

HAPPY VALENTINE'S DAY

Computer Equipment & Supplies: Donations will be accepted for surplus new and used equipment in the Computer classroom. Check it out! First come –first served!

HOW TO USE SYSTEM RESTORE

IN WINDOWS 7

The following information was requested by a computer club member who pointed out many do not understand what a useful utility is provided by Microsoft when using Windows 7. It's basically a very valuable feature every member can use when trying to solve a major problem. Often when downloading and installing programs can provide results not intended. Most serious issues in Windows 7 are caused by problems with the Windows Registry, device drivers, or DLL files. When programs are installed, a restore point is created, a current copy of these and other important files in Windows 7 are saved and can be restored using System Restore. Considering the scope of protection that System Restores provides, using the tool early in your troubleshooting could save a lot of time. Following these steps for reverting important Windows 7 system files back to a previous state using System Restore.

Here's how: Navigate to the **Start Button**> **All programs** - >**Accessories** -> **System Tools** program group. Click on the **System Restore** program icon. (A faster way is to click on the start button and type **System** in the search box and click on "System Restore".) Once the System Restore box open, choose the restore point you want to use. (Preferably the one just prior to when you started having trouble). You may need to check mark the box to show more restore points.)

Note: Any restore points that you created, scheduled restore points that Windows 7 created, and those created automatically during the installation of certain programs will be listed here. You can not use System Restore to undo Windows 7 changes to a date that a restore point does not exist.

Then click **Next**>

(continued in next column)

Click **Finish** on the *Confirm your restore point* window to begin the System Restore.

Note: Windows 7 will shut down to complete the System Restore so be sure to save any work you might have open in other programs before continuing.

Important: System Restore will not revert any of your non-system files like documents, email, music, etc. to a previous state. These types of files are completely unaffected by System Restore. If your intention with this tool was to recover a deleted non-system file, try using a [file recovery program](#) instead of System Restore.

Click **Yes** to the *"Once started, System Restore cannot be interrupted. Do you want to continue?"* Dialog box.

System Restore will restore Windows 7 to the state that was recorded in the restore point you chose earlier.

Note: The System Restore process could take several minutes as you see the *"Please wait while your Windows files and settings are being restored"* Your computer will then reboot as normal when complete.

Immediately after logging in to Windows 7 after the reboot, you should see a message that System Restore completed successfully. Then click **Close**.

Check to see if whatever Windows 7 problem you were troubleshooting has been corrected by this System Restore. If the problem still persists, you can repeat the steps above and choose another restore point if one is available.

Note: Many computer club users find this program a very useful and important program to help resolve problems they experience. It is easy to preform and solves many, many, problems experienced. While this article is for Windows 7, refer to page 3 for how to use System Restore in Windows 8.

HOW TO OPEN A PROGRAM BY HOVERING OVER ITS ICON

Windows 7

Open the Ease of Access Center by clicking the **Start** button , clicking **Control Panel**, clicking **Ease of Access**, clicking **Ease of Access Center**, or type "Ease of Access Center" in the Windows Start Menu search and click on "Ease of Access Center" when it appears at the top. Select the options that you want to use:

Activate a window by hovering over it with the mouse. This option makes it easier to select and activate a window by pointing at it with the mouse rather than by clicking it. This feature allows you to place your mouse (cursor) over an icon of a program which is running in your task bar. You will see a "thumbnail view" of the program view. By clicking on the thumbnail view, that will open the view on the screen. This feature works very well after placing a checkmark in the box preceding "Activate a window by hovering over it with the mouse". (Editors Note: This option is very handy when working with two programs simultaneously such as switching back and forth on two different web sites.)

Change the color and size of mouse pointers. This is a handy feature for many computer users who have difficulty seeing the mouse pointer. You can use these options to make the mouse pointer larger, or change the color to make it easier to see.

After making changes on this page, be sure to select "Apply " and "OK" top activate the selections.

<http://windows.microsoft.com/en-US/windows7/Make-the-mouse-easier-to-use>

GENEALOGY INTEREST GROUP meets at 10 a.m., February 16th (Saturday) at the John Ruhle Center. Guests and new members are welcome.

DO A SYSTEM RESTORE FOR WINDOWS 8

System protection is a feature that regularly creates and saves information about your computer's **system files, programs, drivers, and registry settings** as "restore points" for all drives that have system protection turned on. You can use these restore points to do a **system restore** to return these items to an earlier point in time without affecting personal files. Restore points are created just before significant system events, such as the installation of a program or device driver. They're also created automatically by Windows using a scheduled task once every seven days if no other restore points were created in the previous seven days, but you can create restore points manually at any time. You must be logged in as an administrator to be able to do a system restore in Windows 8.

Here's How: Navigate to the **Control Panel (icons view)** by using the "Charms bar">**Settings >Control Panel**. With the Control Panel in icon view, select **System > System protection** link in the left pane, then click on the **System Restore**.

Another option is to go from the Control Panel icon view selecting **Recovery** icon, clicking on the **Open System Restore** link which opens up the System Restore dialog.

At this point, the computer user can proceed to choose a restore point (date) in which to change the computer settings back to exactly the way they were at that time. It is especially best if the computer user remembers when just when the problem started. Follow the instructions to operate the System Restore.

Note: The System Restore process could take several minutes as you see the *"Please wait while your Windows files and settings are being restored"* Your computer will then reboot as normal when complete.

Immediately after logging in to Windows 8 after the reboot, you should see a message that System Restore completed successfully. Then click **Close..**

THE MYSTERIOUS CLOUD

All internet users

“Question:

Doreen wants to know what we meant when we said not to store sensitive information in the Cloud.

Our Answer

Hi Doreen. First about the mysterious "Cloud". You can use the terms The Web or The Internet interchangeably. The Cloud is cool-speak for The Internet or The Web -- i.e. Web servers on the Internet which service Web sites, Web services, Web-based programs like Email, Facebook, forums etc. The Cloud is as old as the Internet and old-time services like guest books and forums and Web-mail like Hotmail and Yahoo which have been around for a long time.

The cool-speakers are always coming up with cool names for common things. It's just cool anymore to say "The Internet" when you can say "The Cloud". I'm sure there are cool-speakers out there who would argue with us and claim The Cloud is vastly superior to the Internet, but then my car is vastly superior to a Ford Model T (I imagine, but even I'm not old enough to have own a Model T). See? The more things change the more they stay the same. Back when we wrote the original article, the social media phenomena had not yet started. But Social Media, like Facebook and Twitter, is a very popular and powerful use of the Cloud. And while Facebook and the others offer to protect your privacy, you have the ultimate control.

We think it would be best if all users of social media kept private information, such as your cell phone and home phone numbers and your home address off social media sites. Why? Because while Facebook and the others want you to believe that the only people who can access your information are those you choose to allow access, we all know that when information is posted on the Web it become accessible to others. Why take unnecessary chances if you don't need to?

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There is no way you can avoid having your personal information somewhere in The Cloud. If you drive, your license info is somewhere in the Cloud. If you have a credit card, that information is somewhere, if you have a social security card, that information is somewhere in the Cloud. In the information age, everything about you is somewhere in the Cloud. You can't stop it. But you can stop making it easy for people to get your personal information by keeping it off social media sites (Facebook, Twitter, etc.) There is no reason to post a phone number or address on these kinds of Cloud services. And the key to your personal accounts is the strength of your passwords. Never use weak or common passwords, if you do, you're inviting trouble. Shore up your passwords for all your online accounts. If any of your accounts have weak passwords, change it right away. The best thing you can do for your privacy is download a good password manager ([LastPass](http://www.lastpass.com) is free and available from www.lastpass.com) and use it to generate strong 12 to 14 character passwords consisting of a mix of numbers, lower-case letters, upper-case letters, and symbols, and to remember your passwords for you.

We hope this helps you understand that the Cloud has been around for 20+ years, only the name is new. While you can't keep your personal information completely off "The Cloud", you can make it more difficult for others to see it. Keep private information like your home address and your phone numbers off social media sites. There's no sense serving it up to everyone especially when you don't need to. There is no way you can avoid having your personal information somewhere in the Cloud."

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