

Bits and Bytes

MARCH 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

Web Site: www.bvcompclub.org

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Don Hood, Newsletter Editor

WELCOME NEW MEMBERS

Jim Anderson	Nancy Kovach
Roberta Hoover	Robert Hoover
Janet Rusch	Nancy L. Williams
Marilyn Latham	Margo Webb
David White	Belly Jo Kelso
Wil Wing	Shirley Wing
Don Keith	Susan Keith
Sylvia Alderton	Mary Tysk
John Reese	Sandy Reese
Nancy Bumgardner	

The Computer Club membership continues to grow.....now totals 260!

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 March, April, and May. 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:

March 20 (10 am—1 pm) (Wednesday)

April 3 (1—4 pm) (Wednesday)

April 6th (10 am —1 pm) (Saturday)

ANOTHER WINDOWS 8 FEATURE!

Windows 8 maintains itself automatically. Windows 8 has a new feature that runs maintenance tasks like software updates, security scanning, and other maintenance and diagnostics, automatically. It also run Disk Optimizer (Defrag) automatically every week.

By default, Windows 8 runs automatic daily maintenance tasks at 3AM daily. If you are using your computer at this hour, Windows 8 is smart enough to wait until you're done using your computer. Automatic maintenance will wake your computer to do its thing. Windows 8 also gives you the option to change the automatic maintenance time or turn it off all together if you want to perform maintenance manually. You can take control of Windows automatic maintenance from the Action Center. You can access the Action Center most easily from the tray icon which looks like a flag, or type Action Center when you are on the Windows desktop - or just type it into the search in the Charms bar. In addition, it is still recommended to run Malwarebytes Anti-Malware, and SuperAntiSpyware software programs weekly.

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

ENABLE YOUR GUEST ACCOUNT

FOR YOUR KIDS & GRANDKIDS

This tip is for Windows XP through Windows 8.

After all the computers we've worked on since February one thing we noticed was how many of you have kids or grandkids that use your computer. How many times have we heard, "I don't know how that got there! It must have been my — son, grandson, grandkids, daughter, granddaughter — who installed that! Get it off my computer!

There's a way you can allow your kids and grandkids to use your computer but not make any changes to it — and it's as simple as activating the Guest account in Control Panel/ Users — and securing your account with a password (a strong password).

Those using a Guest account cannot make changes to your computer, but they can access the Internet — Facebook and the like.

A guest account is an account for users who don't have a permanent account on your computer. It allows people to use your computer without having access to your personal files. People using the guest account can't install software or hardware, change settings, or create a password.

You have to turn on the guest account before it can be used. And here's how you do that.

1. Open User Accounts in Control Panel.
2. Click Guest.
3. Click Turn On the Guest Account. The guest account will be activated. Now, a user without a user account can use your computer but not make any changes to it.

In Windows Vista, Windows 7 and Windows 8 — you may have to click "Manage another account" before you see the "Guest" account. To turn it on, click on Turn On the Guest Account

It's a great way to allow others to use your computer while protecting the integrity of your computer and the confidentiality of your personal files and folders.

When your kids use your computer or your grandkids come over and use your computer — log out of your password-protected account and have them click on the Guest account icon to start using you computer.

Try it!

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WINDOWS 8 FILE HISTORY

Windows 8 includes a feature that automatically and regularly backs up your libraries, contacts, desktop, and Favorites to any second drive you choose (External, internal, even a USB flash drive). To select a USB flash drive as your choice of drive, insert it and choose "Configure this drive for backup using File History" from the menu which appears.

To set up File History, go to Control Panel, System and Security, File History. Click "Exclude folders" and define what you're saving and what you're not. Under "Advanced Features" you'll be able to change the backup frequency and change other advanced settings. If you need to change the drive to which you're backing up your files, click "Change Drive" and then click "Turn on" enable File History with your customized settings.

File History is a great way to back up some of your most important files regularly and reliably. After you've been running File History for a while, you can check any file's history in Windows Explorer by selecting it, choosing the "Home" tab and then clicking "History".

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GENEALOGY INTEREST GROUP

**meets at 10 a.m., March 16th
(Saturday) at the John Ruhle Center.** Guests and new members are welcome.

WINDOWS BLUE IS COMING... IN AUGUST?

Rumors say next version of Windows will arrive soon. Windows 8 sales and prices are bound to fall.

Details of Windows Blue, Microsoft's next-generation replacement for Windows 8, have leaked ahead of a rumored launch date in August this year.

While Windows 8 only became available to buy in November last year, Windows Blue is apparently due to launch in August - but it won't be an entirely new operating system. The rapid launch is instead a response to rival Apple's frequent updates to its own OS, which sees incremental versions launched every year; while OS X itself is now approaching 12 years old, it receives an update almost every year. Windows Blue, then, is claimed to be the transition product to a more OS X-like release schedule for Microsoft. Rather than saving all the changes for major OS releases every few years, Microsoft is expected to move to an annual release cycle in order to more rapidly evolve its operating system and better compete with Apple.

The first clues as to what to expect from Windows Blue have leaked courtesy of Win8China, which claims that the operating system won't be dramatically different from Windows 8. While there will be a few modifications to the user interface, including improvements to the way the new 'Charms' system operates, the biggest alterations have been made under the hood: a new version of the Windows kernel, the heart of the operating system, provides performance improvements and a claimed drop in power consumption, while the display engine allows for better scaling in Metro apps on high-resolution displays.

Microsoft has not commented on what it describes as an unannounced product, but leaked internal documentation - including a job posting for a user experience designer, since removed from the company's site - confirm many of Win8China's details. *(continued next column)*

SING BLIND COURSEY COPIES

Question:

I use Gmail. I always BCC my emails. On a reply to one of my emails, I clicked on the show details...there were all the address's of the people I had emailed. I thought by using Bcc: that these addresses were not seen or available.

Answer:

Regardless of which Email client you use, you (the original sender) can always see who you Bcc'd on emails. You're the one who wrote the email and you're the one who Bcc'd the recipients. You already know who they are and you already, obviously, know their email addresses. You can always go back to any email where you Bcc'd one or more people and look at the properties and see everyone who you sent it to in the Bcc: line.

The important thing is that none of your recipients can see any of the other addresses (except their own) that you sent the email to. And this is exactly why you should always send emails to multiple recipients using the BCC line - that way you're not giving away everyone's address to everyone else you sent the email to.

We hope this clears up Bcc: for you. It only makes sense that you (the sender) can see everyone's addresses you sent the email to using Bcc:, and why none of the recipients can see the any of the other addresses. For your eyes only.

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According to the site, Windows Blue will hit Release To Manufacturing (RTM) status in June, ahead of a planned retail launch in July. Interestingly, Windows Blue is claimed to be a free upgrade for Windows 8 owners - an improvement over Apple's cut-price OS upgrades, and one that puts Windows Blue as more of a service pack upgrade than an entirely new operating system. *By Woody Leonhard | InfoWorld <http://www.infoworld.com/t/microsoft-windows-blue-rumored-the-windows-8-fire-sale-begins->*

WHAT IS THE RECOVERY (D) DRIVE ON MY COMPUTER?

Do you have a computer which shows there is another hard drive on your computer? The Recovery (D) drive on your computer is a portioned hard drive installed by your computer manufacturer to allow you to simply restore your computer to its factory settings as it came when you first bought your computer. **You should not touch or alter any files or folders in this partition "D" drive as it may corrupt the files making it impossible to reset your computer back to factory settings.** Unfortunately, if you do corrupt the files, you may also void your warranty. If drive "D" has been set up as a recovery drive (which is quite common these days), you should simply never use it. Period. You would use it *only* as part of actually performing a recovery.

Now, there may be some confusion since Windows may start warning you that the drive is close to full. Well, a recovery drive D will almost always be close to full, *and that's ok*. It has a bunch of recovery information on it and it doesn't need any more room because you should never use it for anything else. As long as you're not using it for anything else, you can simply ignore the low space warnings for a recovery drive.

The one caveat I'll throw out here is that if you *are* using your recovery drive for something, you may quickly run out of space on the drive and some programs may fail to work or complete their tasks properly. Make sure that they're not saving files to your recovery drive.

Many people think Windows 8 is a completely new operating system because of how it looks. Actually, it's very much like Windows 7. In fact, if you were previously a Windows 7 user and upgrade to Windows 8, then add a start button and choose to boot to the desktop instead of the multi-tiled start screen, sometimes you'll forget you're using Windows 8.

HOW TO FIND WHAT WINDOWS 7 SERVICE PACK IS INSTALLED

Knowing which Windows 7 "Service Pack" that's currently installed on your computer is valuable because you should always have installed the latest service pack available. Some programs may require that Windows 7 is updated to a certain service pack level and may not operate currently if that service pack is not installed. Being aware what Service Pack you have installed can also come in handy when troubleshooting certain problems or when manually installing a service pack. Windows 7 Service Pack 1 is the most recent service pack available for this version of Windows.

Follow the easy steps below to find out what Windows 7 service pack you have:

1. Click on **Start** and then **Control Panel**.

Tip: In a hurry? Type **system** in the search box after clicking the **Start** button. Choose **System** under *Control Panel* from the list of results and then skip to Step 4.

2. Click on the **System and Security** link.

(Note: If you are viewing the *Large icons* or *Small icons view of the Control Panel*, you won't see this link. Simply double click on the **System** and proceed to Step 4.)

3. Click on the **System** link.
4. In the *Windows edition* area of the *System* window, you'll find your Windows 7 edition information, Microsoft's copyright information, and also the "Service Pack level".

If you find that Windows 7 SP1 is not installed, you are encouraged to do so as soon as possible, via *Windows Update*.

Note: Windows 7 service packs are cumulative. In other words, you only need to install the latest Windows service pack available because it contains the patches and other updates required prior to the most recent service pack.

By Tim Fisher, About.com, Guide, PC Support, <http://pcsupport.about.com/od/windows7/ht/windows-7-service-pack.htm>