Bits and Bytes   MAY 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

E-mail: jrc@bvcc.arcoxmail.com

Richard Clark, President

Don Hood, Newsletter Editor

LEARNING OPPORTUNITIES

* **Microsoft Word** - May 14, 16 - 1-3 pm
* **Digital Photography** **Camera to Computer**
     May 23 - 1-4 pm
* **Internet** - May 28, 30 - 10 am to noon
∗ **Using Windows 8, Part 3, Projects** -
     May 29 - 9 am to noon
∗ **Windows Live Mail** **(Windows 7 & 8)**
     June 4, 6 - 10 am to noon
* **Apple Special Interest Group** **June 8,**
     10 am

Pre-registration is required for all classes and are free to all Computer Club members. Call Marie Herr (273-2558) for more information and to pre-register.

WELCOME NEW MEMBERS

Sandy   Bugner   Bill   Bugner
Monroe   Glaser, Jr   William   Meyers
Lynn   Sorlie   Roseanne   Baker
Charles   Taunton   Geri   Wooldridge
Daria   Barbieri   Jan   Halgrim
Pat   Blackburn   Club membership = 259

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

May 15 (10 am—1 pm) (Wednesday)

June 1st (10 am —1 pm) (Saturday)

May 4th (1 pm—4 pm) (Wednesday)

TWO USEFUL WORD SHORTCUTS FOR QUICKLY DELETEING WORDS

(*For XP, Vista, Windows 7 and Windows 8)*

Many users delete text the hard way, character by character. Fortunately, there are many editing shortcuts, and I'd like to share two that transform [Backspace] and [Delete] into deleting machines.

[Ctrl]+[Backspace]: Pressing [Backspace] deletes the characters to the left of the insertion point, one at a time. When you need to delete an entire word, press [Ctrl]+[Backspace]. This shortcut deletes text to the left of the insertion point one word at a time instead of one character at a time. For instance, to delete the last four words in a paragraph, including the ending period character, you'd hold down [Ctrl] and press [Backspace] five times. (Word counts a punctuation mark as a word.)

[Ctrl]+[Delete]: Pressing [Delete] removes the characters to the right of the insertion point, one character at a time. To delete several characters to the right, at once, press [Ctrl]+[Delete]. This combo deletes all the characters to the right of the insertion point in the current word. For instance, to remove cut in the word shortcut, you'd position the insertion point between the t and the c, and press [Ctrl]+[Delete].   *By Susan Harkins, http://www.techrepublic.com/blog/msoffice/two-useful-word-shortcuts-for-quickly-deleting-text/8364*

Did you know that in most Email programs you can start a new message by simply pressing the Ctrl + "N" keys?

Patricia asks how she can uninstall a program that is not listed in Control Panel / Remove programs
I have several programs I want to uninstall, but they are not listed in Control Panel? How on earth do I remove them from my computer? Do you have any idea how to uninstall them? Thanks!

Our answer
This is a good question, Patricia. This seems to happen a lot on all versions of Windows: You install a program and you use it for several weeks or months and then you decide to uninstall it. But somewhere during the time you were using it, strange things were going on in the nether regions of Windows. Most of the time it's not the fault of the program you've installed - it's another of those annoying Windows things that drive us all crazy from time to time. While Windows has gotten more stable and consistent since the old days of 95, 98, and ME, it still suffers from Microsoftitis - that's a disease that could be eradicated or at least reduced if Microsoft wasn't always in such a rush to get its newest version to market.

OK time to try to help you solve your problem. There are two things you can try:

1. You can reinstall the program. Yes, this sounds silly and doesn't make a lot of sense but it works. The reason why the program isn't found in Control Panel is because its uninstall file has turned up missing or Windows can't find it. If you reinstall the program it will put the uninstall file back and then it will be listed in the Remove Programs section of Control Panel/Programs. As soon as you reinstall the program, go to Control Panel, Programs, Remove Programs (on Vista, Windows 7 and Windows 8) or Control Panel, Add or Remove Programs in Windows XP, and uninstall the programs. You can also look in the folder in which the program is installed == usually in Program Files or Program Files(X86) -- and look for a file called uninstall.exe, unwise.exe, uninstaller.exe, etc. This can be tricky though because different programs use different uninstaller file names and it's probably best not to be clicking on executable unless you know what you're clicking.

2. You can download and install Revo Uninstaller (the free version works great). Once you install Revo, run it and it will scan your system and display a list of all programs on your computer - it might not find the programs you can't find listed in Control Panel, but Revo has what's known as Hunter Mode -- be sure to read the program documentation so you know how to use it.. Be careful when you are downloading Revo Uninstaller - there's a trial version which is free to download, but not free to use beyond the trial period. Be sure you download the freeware version which never expires. You can get the free version by going to this site: http://www.revouninstaller.com/start_freeware_download.html Revo's site is quite confusing and designed to sell you the pro version. We don't blame the developer for trying, but still…

MICROSOFT TO BRING THE START BUTTON TO WINDOWS 8

Microsoft appears ready to concede what virtually every critic, user, and analyst knows about Windows 8: *the new OS needs the Start button back, badly.*

Ever since Microsoft made the controversial decision to dump the Start button and not offered a boot to desktop option in Windows 8, PC users complained loudly about the change. Heeding user feedback, Microsoft will bring back the iconic Start button later in 2013 with the release of Windows Blue, also known as Windows 8.1 (August maybe?) The Verge reported April 22.

The Verge's claim adds to similar reports about the return of the Start button from "ZDNet's Mary Jo Foley and Windows Watcher Paul Thurrott, all of whom cite anonymous sources inside or close to the company.

If the Start button does come back, the other question is how the rumored Windows 8 Start button would work.   Read the full report by Ian Paul, PC World by going to web site http://www.pcworld.com/article/2036094/microsoft-to-bring-the-start-button-to-win-8-reports-say.html

WHAT TO DO WHEN INTERNET EXPLORER CRASHES OR STOPS WORKING

Applies to Windows Explorer 7, 8, and 9

If Internet Explorer crashes, stops working, or closes immediately after being opened, you might get an error message about Internet Explorer not working or that it encountered a problem and needs to close. First make sure that you have a good connection to the Internet. If you can't open Internet Explorer or if it opens briefly and then closes, the problem might be caused by low memory, or corrupted or missing system files. Restart your computer to clear the memory and then open Internet Explorer by itself.

If your Internet connection is good and you've restarted your computer but Internet Explorer is still having problems, try the following:

♦ Disable all add-ons or at least most of the add-ons (Go to Tools, click on "Manage add-ons)
♦ Reset Internet Explorer settings (Go to Tools, click on Advance Tab and in lower right corner click on "Reset".)
♦ Scan for malware
♦ Make sure all updates have been installed.

A CALENDAR HIDING INSIDE YOUR CLOCK
Vista, Windows 7 and Windows 8

Do you need to quickly check the date on a calendar?

Did you know that there is a calendar readily available on Vista, Windows 7 and Windows 8 that is hidden inside the clock in the bottom right corner of the system tray? It's true. If you left-click on the clock in the task bar, you'll see a calendar for the current month along with an analog clock. If you use the back and forward buttons on the calendar, you can see the preceding and upcoming months. Pretty handy if you need to check a calendar quickly.

ADD YOUR FILES, FOLDERS & PHOTOS TO YOUR START SCREEN
(Windows 8)

Start is the heart of your PC, and you can customize it so it's just the way you want it. You can pin your most used and loved apps, websites, friends, files, and folders to your "Start Screen", so you can get to them quickly. If you've used previous versions of Windows, think of the Start screen like your old Start menu, but the Start screen shows you a lot more.

In previous Windows XP, Windows Vista, Windows 7, it was necessary to click on the Start menu, select individually the User Folder, Documents, Pictures, Videos, etc. then open the sub folder and select the file you wanted to see. Several steps were required and each resulted in double clicking. In Windows 8, there are fewer steps and easier once you set up the Start Screen to show icons for each folder or file you want to frequently use. For example, if you have specific files you want to go to on a frequent basis, just go to the Document Folder, then open the folder containing the file and right click the folder. In a drop down menu, select "Pin to Start". In a few moments, a icon will appear on the right side of the "Start Screen".

Use the same procedure to set up icons on the Start Screen for Photos, Documents, Downloads, Videos, Favorites or other folders. You can arrange the tiles on your Start screen in whatever way makes the most sense to you—put similar tiles together, or create a "work" group for the apps you use for work. To move a tile, drag it up or down, and then drag it wherever you want. You can create a new group of tiles by dragging one tile to an open space. When a gray bar appears, release the tile—this will create a new group, and you can drag more tiles to it. You then can name the group to your liking. Now when you click on the icon you will do directly to the file or folder you pinned to the Start.

TWO WAYS TO SEND LINK BY EMAIL

Several club members have asked how to send a link by email. There two ways revealed here in this article as follows:

#1. Go to the web site and then click on the title of the web page if you want the title to be the subject of the email. While on the web site, Click on "File" tab on the Menu bar. Scroll down until you see "Send" with a small arrow pointing to the right. Click on the arrow which will bring up a drop-down menu. Click on "Link by email" This will result in the new email page of your email program. The link will be shown in the email message along with the web page title shown in the subject box. You can construct and type your message above or below the link.

#2. The second method: Go to the web site that you want to send by link and in the address bar, right click on the address of the web site which will highlight the url and bring down a menu box. Click on "Copy". Open your email program to "Create Email". Prepare your email and when ready to insert the link, right click at the location and then click on "Paste". Your email is now containing a link back to the web page you are sending.

How to Open ZIP Files in Internet Explorer

Sometimes when you download files from a website they arrive compacted into a form called ZIP. Compressed files download faster, so ZIP can be an advantage if you know how to un-ZIP the files when they arrive on your computer. If you have downloaded a ZIP file, you need to open the ZIP file and extract the files onto your computer. Follow these steps:
1. Click the Open button if one is available after the download is finished.

2. If prompted with a User Access Control (UAC), click the Allow button to allow the website to open a folder on your PC.

3. The website isn't opening the folder; you are. If there's no Open button, open the Downloads folder window and then open

the Compressed Folder (ZIP) icon.
In Windows 7 and Windows Vista, click the toolbar button Extract All Files; in Windows XP, click the link on the left side of the window — Extract All Files.

Work through the Extraction Wizard: In Windows 7 and Windows Vista, click the Extract button. In Windows XP, click the Next button repeatedly until it turns into the Finished button and then click that button.

When Windows is done extracting the files, you should see them in a folder window.

By Dan Gookin from Troubleshooting Your PC For Dummies, 3rd Edition http://www.dummies.com/how-to/content/how-to-open-zip-files-in-internet-explorer.html

GENEALOGY INTEREST GROUP meets at 10 a.m., April 18th (Saturday) at the John Ruhle Center.

The Club has been requested to try having a swap or trade article in the Bits and Bytes for club members to request others if they would have certain items that are being sought and would be interested in either swapping or trading for. This is not a for- sale listing. Items listed will be for one month only and must be submitted not later than the 20th of the month to be listed in the following month's "Bits & Bytes". The "Bits & Bytes" shall not be responsible or liable for any listing, item, names, condition or working order, description or actions resulting from the listing provided by the club member.

SWAP OR TRADE

Steve Wanasek Email swanasek@sbcglobal.net
1- Cisco refurbished E1200-RM wireless router with power supply and all cables and installation CD.
2 -Sabrent USB 2.0 Wireless N network adapters.
1- Westell ADSL2

+ Router with power supply and cable.

Steve needs 3- 1GB PC 3200 memory sticks.