Bits and Bytes
JUNE 2013

Arkansas' Premier Computer Club

Bella Vista Computer Club - John Ruehle Center

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LEARNING OPPORTUNITIES

* **Microsoft Excel** - June 11, 13 - 10 am to noon
* **PC Maintenance** Part 2 "Protect and Recover June 20, 1-3 pm
* **Basic Windows 7**– June 25, 27 - 10 am to noon
* **Setting Up Windows 8** -- June 25—1 pm to 3 pm.
* **Digital Photography** Part 3 "Photo Editing and Sharing —June 27— 1 pm to 4 pm

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.

GENEALOGY INTEREST GROUP meets at 10 a.m., June 15th (Saturday) at the John Ruhle Center.

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

June 19th (10 am—1 pm) (Wednesday)

July 3rd (1 pm—4 pm) (Wednesday)

July 6th (10 am—1 pm) (Saturday)

ANOTHER WAY TO FIND DISK CLEANUP
(All Windows Users)

You don't have to install any programs to clean the junk and garbage files from your computer. You can do that by pressing the Windows Key plus the "R" key, typing cleanmgr.exe in the command line and pressing Enter.

WHAT'S NEW IN WINDOWS 8.1?

It seems like everyone has been concentrating on the #1 problem of "No Start Button in Windows 8". Well, the new Windows 8.1 to be previewed in late June and officially released this fall has addressed the "Start Button" issue. The Start Button is back, but not the accustomed "Start Menu". Some of the new changes include:

1. New and Improved apps. (Calculator, Alarms, Reading Lists, Health & Fitness, Food and Drink, etc.

2. Changes in the Start screen with two new tile sizes and alignment of apps and new ways to use the start screen.

3. Bypass the Start Screen and boot directly to the desktop.

4. Synchronize the backgrounds of the Start screen and desktop.

5. File Explorer (instead of Windows Explorer) with Office style ribbon.

6. Move from Internet Explorer 10 to Internet Explorer 11.

7. Simplification in using the Search.

8. Improvements in the touch keyboard.

9. Automatic updates for store apps.

DIFFERENCE BETWEEN THE SLEEP AND HIBERNATE MODES
Windows 7 & Windows 8

Windows has one particular feature that many people find confusing. A good number of people have asked us what the difference between sleep and hibernate is, and we are here to answer this simple, yet fundamental question.

Both 'sleep' and 'hibernate' are power saving features, very much like 'stand-by' and 'shut down' in previous versions of Windows Operating Systems. Power consumption is negligible in sleep mode when compared to normal working status, and your PC consumes even less power when it's switched to hibernate. In fact, during hibernation, no power at all is used; you could technically leave the computer in this state for years.

When the 'sleeping' mode is invoked, your computer stores the current status such as files and settings in the RAM and switches off everything else, and for this reason the computer can 'wake-up' very quickly. This option saves a lot of energy, but the user must ensure the computer is always plugged into a power supply as eventually, the battery will run out, requiring a reboot. When the computer resumes work from 'sleep', Windows will load quick enough to continue working almost instantly.

From a hibernating state, the computer takes a little longer to resume working. This is because as opposed to 'sleep' whereby files etc. are saved to RAM, in 'hibernate' all settings as well as open files etc. are written to the hard disk (HDD), enabling the computer to shut down. The computer will take longer to 'wake-up' than it would from 'sleeping', but will resume faster than it would from a reboot. Hibernation also uses no power at all, so is ideal for people with laptops on the move.

What are the disadvantages of sleep?
A computer may be woken up from 'sleep' when it needs to perform scheduled tasks.

If you lose power whilst in sleep state, all current data will be lost since RAM is what we call volatile memory. What this means is that when a PC loses power, RAM loses the information it has stored in it.

What are the disadvantages of hibernate?
The main disadvantage of hibernate is that the computer takes longer to switch itself back to working state than it would from 'sleep'.

These functions are both excellent, but it is up to the computer user to understand their differences in order to decide which one is suitable for any particular point in time.

In Windows 7, you select either 'sleep or hibernate from the start menu; however, in Windows 8, you may not have the option to consider hibernate unless you install a new "Start Button" like "Stardock Start 8" which includes a start menu similar to Windows 7. The regular Windows 8 operating system does not include 'hibernate'. In Windows 8 you need to make the right-hand sidebar appear from anywhere in Windows 8. This right-hand sidebar, which Windows calls the Charm Bar, includes search and basic settings. Upon selecting the "Settings" gear the blue settings pane will appear. Click the "Power Button" icon. You'll see **Sleep, Shut Down,** and **Restart**, and you may see **Hibernate** if your PC supports this feature. Click one of these choices.

Now, that seems like many more clicks than in previous versions of Windows just to shut down the PC. Luckily, there's a few keyboard shortcuts that will get the job done. Click on the Windows Key which will take you to the desktop. When on the desktop, Click Alt + F4. The **Shutdown Windows** box will appear, and you can choose whether to shut down, restart, or sleep from here.

http://www.reviversoft.com/blog/2012/10/shut-down-restart-sleep-or-hibernate-your-windows-8-pc/

EASILY BYPASS THE WINDOWS 8 PASSWORD SCREEN

If you're annoyed by the Windows password screen (and many are) but don't know make it go away, we're going to show you -- and it's very easy to do..

1. Boot your PC and enter your password.

2. In Windows 8 Press Win-X and In the pop-up menu that appears, click Command Prompt (Admin) . In Windows 7 type CMD into the start menu. When the Command.exe shows at the top, right-click it and choose "Run as administrator".

3. In the command prompt, type control userpasswords2, then press Enter.

4.. In the User Accounts dialog that appears, uncheck the box marked Users must enter a user name and password to use this computer.

5. Click OK, then confirm the automatic sign-in option by entering your password (twice).

6. Restart your computer.
No more login screen for you. We don't recommend doing this if you have multiple users in your household or if you use a laptop and travel frequently with it.

WHY CONTINUE TO COMPLAIN ABOUT WINDOWS 8 NOT HAVING A START MENU!

I keep reading critiques of Windows 8 whose central premise is that Microsoft needs to bring back the Start menu. And I ask, in all seriousness, why?

Yes, there are legitimate concerns about the changes in the Windows 8 user interface. The learning curve is steep, some of its most basic new functions are difficult to discover, and parts of the UI are, frankly, unfinished and in transition. Windows 8.1 needs to fix those problems. Until then, you can set your "START" screen to operate just like your Windows 7 start menu. It just requires some organization on your part.

If you download a lot of apps from the Windows 8 Store, install your own programs, and pin those programs to the Metro Start screen, the screen can become a mess. However, you can group tiles on the Metro Start screen and label those groups.

After installing software, it's a jumble of programs, and as we install more programs, it'll only get worse. The tiles or apps we want are all over the place, but not necessarily where we would organize them.

To move a tile into a new group, drag the tile to an empty space between the current groups until you see a gray bar. Release the mouse button to drop the tile into its own group. Move additional tiles into the group by dragging them onto the current tiles in the group.

Once you have rearranged your tiles into groups, you can name the groups. To do this, click the minus sign button in the lower, right corner of the Metro screen. The view of the Metro screen zooms out, allowing you to select a whole group at a time and move it or rename it. To rename a group, right-click on a group. Do not left-click on it first. That will only zoom in again. If that happens, click the minus sign button again.

The whole group is checked and the Name group option becomes available at the bottom of the screen. Click Name group.

A dialog box displays. Enter a name for the group in the edit box and click Name. The name of the group displays above the group.

While zoomed out on the tiles, you can move groups to different locations, if desired. We decided to move our groups to the left side of the Metro screen, so we don't have to scroll to get to the tiles we use most. To move a group, left-click and hold on a group and drag it to the desired location.

Click anywhere on the Metro screen to zoom in again and display the tiles full size. So, even without the Start menu, you can still organize your programs and avoid a jumbled bunch of icons. http://ww.howtogeek.com/122446/organize-tiles-into-groups-on-the-metro-start-screen-in-windows-8/

CHECKOUT BELARC!
(Windows 8, Windows 7, Vista, XP)
(Both 32-bit and 64-bit)

This program is free and easy to download on any computer and will provide more complete information about your computer in 3 minutes than you've learned in about 3 years. The program will provide you with complete details of your computer that you need to print and save a copy in a safe place. Some of the information provided include:

◆ How well your computer is secure.
◆ Whether your Antivirus protection is current.
◆ Whether you are missing any security updates. Identifies missing updates/
◆ 'Your Operating System and if you have the required Service Packs.
◆ Computer Name, Model Identification and Serial Numbers.
◆ Size of Drives
◆ Processor AND Circuit Board information
◆ Types of Accounts locked or disabled.
◆ Information on Printer used and identification numbers.
◆ Antivirus program used and current version and when last scan occurred.
◆ All devices used with computer.
◆ A complete listing of all installed software licenses with **product key codes** of each. (*Very important to have complete listing of programs like: Windows Operating System, Windows Media, Office Programs, Internet Explorer, Movie etc.*)
◆ A complete listing of all software programs that have been installed on the computer. The report also reveals the frequency of use by the individual programs.

This program allows the computer user the opportunity to gather information about their computer and keep it readily available as backup material ***when needing to clean the computer by uninstalling programs, reinstalling programs, finding product codes and serial numbers. Its free for personal use.***

To learn more and download the program go to: http://download.cnet.com/Belarc-Advisor/3000-2094_4-10007277.html

SHOULD I OR SHOULD I NOT CLICK "UNSUBSCRIBE"?

If the sender is a legitimate business, and you don't want their emails, the answer is **YES**. It may take up to a month, but legitimate business will take you off their lists.

If the sender is a spammer, or if you don't know who sent the email, the answer is **NO**. Hitting "unsubscribe" just lets them know there is a real live person on the other end of your email address.

So really the question to ask first is, **How do you tell if the unwanted email is legit or spam?** Three options:

1. Fast & Easy fix - forget trying to find out whether the email is legit and just set up a rule to send all future emails from this source to your Junk Mail or Delete folders.

OR, if you have Outlook:

2. Highlight the email in your inbox without opening it, then right-click and choose "Message Options". At the bottom of the box that pops up is a section called "Internet headers". There is a lot of coding in there, but it tells you exactly the routes the email took to get to you, and who it really came from - the business it says it is, or someone else.

3. Another option is to move the email to your Junk Mail, then open it. Junk Mail lets you read your email in "safe mode", showing you only text. Look for links. Junk Mail lets you see where the links go. If the unsubscribe link goes to a real business, it's okay. If it goes somewhere weird, it may be a spammer. It's hard to tell sometimes if the business is using a service, but better safe than sorry.
When in doubt, write a rule in Outlook to send all incoming emails from that sender to you Junk Mail or Delete folder.

2013 Technogizmo Reference Site   http://www.technogizmo.net/index.php/email-tips/36-should-i-or-should-i-not-click-