

Bits and Bytes

JULY 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

Richard Clark, President

E-mail: jrc@bvcc.arcoxmail.com

Don Hood, Newsletter Editor

LEARNING OPPORTUNITIES

- Apple Special Interest Group —July 13,
10 am to noon
Basic Windows 8—July 16, July 18,
10 am to noon
Microsoft Word — July 16, July 18,
1 pm to 3 pm
Genealogy Special Interest Group —July
20, 10 am
Windows 8 Mail and People Applications
July 23—10 am to noon
Digital Photography Part 1 “The Camera”
July 24— 9 am to noon
Computer Security — July 24,
1 pm to 4 pm
Windows Live Mail (Windows 7 & 8) Part 2
Aug 6, Aug 8 —10 am to noon
Using Windows 7, Part 2 “More Pro
grams” Aug 6, 1 pm to 4 pm
Apple Special Interest Group —Aug 10,
10 am to noon

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

Carole Gutowski Don Kerr
Annette Burk Merlyn Burk
Thelma Sleep
Gary Aaron, Sr.

WHAT DOES THE LOCK ICON NEXT TO THE WEB ADDRESS IN MY BROWSER'S ADDRESS BAR MEAN?

The lock icon in your browser's address bar means that the traffic between your computer and the web site you're viewing, is encrypted in plain language, it means the site you are on is secure and anything you type into your browser on that site is encrypted and cannot be read by anyone else but the secure Web site.

The lock icon means your data is safe. If you don't see a lock icon on a site where you're entering credit card information or other sensitive data, don't enter it.

Web sites that display the lock icon are using secure servers with 128-bit encryption. The encryption code is generated randomly for your particular browser session and only you and the web site have the encryption key for that session. Once you log out of your session expires, the encryption code used during that session becomes invalid. Each time you log into that secure site, a new encryption code is generated and passed to your browser along with a key valid for that session only.

The above article is copyright 2008 by Cloudeight Internet. <http://thundercloud.net/infoave/index.html>

Invite your friends and neighbors to attend our monthly meetings and learn about the Computer Club and what it can do for them.

USE THOSE CHECKBOXES

(Windows Vista, Windows 7, Windows 8)

Remember how you have to hold down the CTRL key to select multiple files in Windows? You also know that if you don't keep the CTRL key pressed down while selecting all the files, and let go of the CTRL key, even for a second, you have to start all over again.

Take advantage of a great feature in Vista, Windows 7 and now Windows 8, that makes it much, much easier to select multiple files. It's called checkboxes. And you can turn on checkboxes in the Windows Explorer interface so that you can simply select files by checking a box. Using checkboxes makes it much easier to select the files you want to select, any number of files, in a row or randomly. It's much easier than using the Ctrl key.

Here's how to turn on the checkboxes features in Windows Vista and Windows 7:

1. Open Windows Explorer (Press the Windows key + E or click or open your start menu and click "Computer")
2. Click on the Organize button at the top left of the Explorer interface
3. Select Folder and Search Options from the next menu and choose the View tab
4. Scroll down and you'll see the option "Use check boxes to select items". Check that option and then click Ok.

Now, here is the way to turn on checkboxes in Windows 8.

Click on Computer, then click on the View Tab. On the right side of the ribbon menu just click on "Item check boxes".

You should now see check boxes at the top-left of a folder whenever you hover your cursor over it. A great way to select multiple files in Windows Vista, Windows 7, and now in Windows 8.

DISK DEFRAGMENTER?

"**Don says** Disk defragmenter can be scheduled. Type defrag in the search box and you get a window that lets you set the schedule or you can analyze the disk.

Our answer

Thanks for the tip Don. You're using Windows 7, and many people don't know this but Disk Defrag runs automatically in Windows 7 when the computer is idle, It's also part of Windows 8's automated self-maintenance. Unless your hard drive is nearly full, or you work with virtual machines, you should never have to run Defrag on Windows 7. Whenever we check our Windows 7 hard drives, we find fragmentation is always below 1 or 2%. And we never manually run Defrag nor use any 3rd-party tools.

For those using Vista or XP, it's a different story. You folks may want to run Defrag every month or two. Here's something else to keep in mind. Disk defragmentation, unless extremely severe, doesn't cause any major degradation in performance, as many think. If your hard drive is slightly or moderately fragmented, it causes seek times to increase, but these increases are fractions of seconds, not minutes. So it's not as big of deal as many like to make you think. We're not saying folks shouldn't ever defrag their hard drives. But if they're using Windows 7 or Windows 8, they'll find it is already being done behind the scenes in Windows 7 and Windows 8.

Another thing to note: Many computers are now coming with SSDs (Solid State Drives). You never have to defragment a solid state drive because there is no fragmentation on them -- ever."

The above article is copyright 2008 by Cloudeight Internet, <http://thundercloud.net/infoave/index.html>

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

July 17th (10 am—1 pm) (Wednesday)

August 3rd (10 am—1 pm) (Saturday)

August 7th (1 pm—4 pm) (Wednesday)

EASY WAY TO MANAGE THE WINDOWS SCREEN

(Windows 7 & Windows 8)

If you press the Windows Key plus any arrow key, amazing things happen. If you press the Windows Key plus the down arrow, the window in focus will be minimized. Windows Key + the up key, the window will be maximized. If you press the Windows Key + the left arrow key, the window will compact and move to the left side of the screen, conversely Windows Key + right arrow key will compact the window and move it to the far right side of the screen.

The above article is copyright 2008 by Cloudeight Internet.
<http://thundercloud.net/infoave/index.html>

“You cannot depend on anti-malware, anti-virus, or anti-spyware to protect you 100% of the time from 100% of everything you're likely to encounter on the Internet. And no software can protect you from yourself.”

TEN WARNING SIGNS OF SPYWARE

Windows XP, Windows Vista, Windows 7

We receive thousands of emails each week. We have learned to tell at glance which people are likely infected with spyware. If you don't have a good anti-spyware program installed - and some of you still do not - here are the Ten Warning Signs Of Spyware:

1. When you start your computer, or when your computer has been idle for many minutes, your Internet browser opens to display Web site advertisements.
2. When you use your browser to view Web sites, other instances of your browser open to display Web site advertisements.
3. Your Web browser's home page unexpectedly changes.
4. Web pages are unexpectedly added to your Favorites folder.

5. New toolbars are unexpectedly added to your Web browser.

6. Programs you've run before without any problem suddenly won't start.

7. When you click a link in a program, the link does not work.

8. Your Web browser suddenly closes or stops responding.

9. It takes longer and longer time to start or to shut down your computer.

10. Components of Windows or other programs no longer work.

Note: Other things besides malware and spyware can cause some of these problems as well. If you experience any of these symptoms, scan your computer with a good anti-spyware, a good anti-virus, and a good anti-malware. It will be well worth the time it takes, because if you have malware or viruses or spyware on your computer, allowing it to reside on your computer is just inviting more malware to install itself on your computer, without your knowledge or consent.

The above article is copyright 2008 by Cloudeight Internet.
<http://thundercloud.net/infoave/index.html>

MY FAVORITE PROGRAMS FOR COMPUTER MAINTENANCE

(Newsletter Editor)

Many computer club members have their own favorite programs to help keep their computer free of spyware, problems, and to try to keep their computer operating smoothly and efficiently. I have some specific programs which I continually keep installed and updated. These are identified only as a suggestion for consideration:

Avast: (free) anti-virus (one only)

Malwarebytes: (free version—no real-time protection—but very useful) (the Pro version (\$24.99) includes real-time protection and a lifetime license).

SUPERAntiSpyware: A good program to use and alternate with Malwarebytes.
(continue on page 4)

Registry Commander: I believe this program is critical to keep the registry clean and optimized even though it is purchased annually at \$29.95.

Captain Optimizer: (\$29.95) Not required but does: Disk optimizer, system cleaner, driver updater, startup manager, uninstall manager, eliminate duplicate files.

WinPatrol (Scotty the dog) (free): Monitors important system area often altered by malicious programs including startup, add-ons, ActiveX controls and more.

These are my favorite programs with some free programs and some with an annual fee. I consider it is very important to try and keep my computers operating without downtime caused by the unknown and my mistakes.

ANOTHER WAY TO CONTROL WINDOW SIZES IN WINDOWS 7 AND WINDOWS 8

On all versions of Windows we try to either drag the edges with the (double edge arrow) to fill out the screen and then click the "X" in the top-right corner, or try maximizing the program window and then closing it by holding down the Shift key while clicking the "X" in the top-right corner. With most programs this will force that program's window to open full-size (maximized) the next time you open it.

Both Windows 7 and Windows 8 give you another way to open program Windows maximized. Right-click on any program's icon and choose "Properties". In the Properties dialog, next to "Run", click the down arrow and you can choose from: (1) Minimized, (2) Normal window, (3) Maximized.

The default size is Normal -- but you can change it to Maximized if you want that particular program to always open in a maximized window. Note: This dialog will only appear in "Properties" for program shortcuts and not Web site shortcuts.

WHAT TO DO WHEN YOU DON'T KNOW WHAT TO DO!

You're on the Web and you're browsing around when suddenly you encounter a popup that tells you your machine is infected with a gazillion viruses and Trojans - and a few hundred thousand spyware files. And if you just "click here" all your problems will be solved and your PC will be cleaner than a sterilized drill. Of course whether you click that button to "clean your PC" or if you click "Close" or try to close the popup by clicking the "x" in the top right-hand corner - your computer will be infected - and will stay infected until you ante up the \$59.95 the criminals want or you hire someone to clean up your PC - or you spend hours and hours trying to clean it yourself.

There are two things to remember: :Web sites don't know and don't care if you're infected. Windows does not pop dialog boxes telling you you're infected and tell you to click here to clean your computer.

There are two more things to remember. **NEVER click anywhere on a popup like that - don't try to close it using the "X" or the close button.** Press ALT + F4 to close it - and if that doesn't work open task manager and click the process tab - then find your browser's executable (they're all named so you can tell what they are -- iexplore.exe, firefox.exe, chrome.exe, etc.). And if all else fails shut your computer off at the switch and wait one or two minutes before you turn it back on. The popup will be gone and you'll be safe.

This is pretty basic stuff - but it's very important stuff. Try to remember it. When you're faced with that situation you may not be thinking as clearly as you are right now.

*The above article is copyright 2008 by Cloudeight Internet.
<http://thundercloud.net/infoave/index.htm>*

Club members are encouraged to submit topics and questions to be included in "Bits & Bytes". Contact editor at 855 -6750 prior to the 20th of each month.

The Bella Vista Computer Club assumes no responsibility for the accuracy of information contained herein and will accept no liability for its application