

Bits and Bytes

July 2014 *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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Computer Club Classes

Internet, Internet Explorer 11

July 15, 10 am to noon (Session 1 of 2) (2 hrs)

July 17, 10 am to noon (Session 2 of 2) (2 hrs)

Using Windows 8.1 "Part 1—Programs"

July 15, 1 pm to 4 pm (3 hrs)

Using Windows 7 "Part 2—More Programs"

July 17, 1 pm to 4 pm (3 hrs)

Downloading and Installing programs

(Windows 7 & 8.1) (3 hours)

July 21, 9 am to noon

Windows 8.1 "Mail and People Applications"

July 23, 1 pm to 3 pm (2 hrs)

Microsoft Excel 2010 & 2013

August 4, 10 am to noon (Session 1 of 2) (2 hrs)

August 6, 10 am to noon (Session 2 of 2) (2 hrs)

Setting Up Windows 8.1

August 5, 9 am to noon (3 hrs)

Windows Live Mail 2012 (Windows 7 & 8.1)

August 5, 1 pm to 3 pm (Session 1 of 2) (2 hrs)

August 7, 1 pm to 3 pm (Session 2 of 2) (2 hrs)

Microsoft Word 2010 & 2013

August 11, 10 am to noon (2 hrs)

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. 5 members are required for each class. Classes are presently free for members. Non-members may participate upon payment of nominal fees or by joining the club.

JULY 21ST

A special workshop on:

DOWNLOADING AND INSTALLING PROGRAMS

9:00 AM to NOON

WELCOME NEW MEMBERS

June Stirek	Lou Stirek
Marjorie Coates	Betty Long
Terry G. Reed	Mary K. Reed
Barbara Hedstrom	Dave Bell
Chuck Smith	Mary Smith
Barbara Carlson	Lynn Atkins
Betty Davis	Dan La Pointe
Ron Corn	Sue Green
Freddie Rogers	Larry Schleuter

The Computer Club membership continues to grow. Presently, the total membership is 269 members with 126 new members for 2014 and renewal members totaling 143. Our current membership has surpassed the total membership for each of the past 7 years.

WHAT IS THE “D” DRIVE FOR AND WHY DO WE NEED IT?

Reader Gilbert wrote in with a great question no one has ever asked me before. He's looking for help identifying the D: drive on his computer: Why is it there, what is it used for, and can he store data on it?

Without actually knowing the size and contents of your drive, I can only make a guess - but I'm pretty confident it's the right one.

Your D: drive is not actually another hard drive, nor is it the letter assigned to a memory-card slot. Instead, it's most likely a partition of your primary hard drive, a separate area created especially to hold certain files or data.

In other words, you have just one physical drive, but it's divided -- partitioned -- into two chunks.

So, what's on that second chunk, a.k.a. D:? The most likely answer: system-restoration files placed there by the computer manufacturer.

See, few modern PCs come with recovery discs, instead relying on far more convenient recovery software loaded right on the hard drive -- and stored on a special partition.

Why use a partition? In part so the software can work its recovery magic on your primary drive (i.e. C:) without overwriting itself, and in part so users are less likely to accidentally delete it.

My advice to you, Gilbert: **Leave your D: drive alone.** If it has a few extra gigabytes of available space, you could probably house some data there -- but why risk it? If you need more storage, pop in a flash drive or external hard drive.

By Rick Broida, PCWorld http://www.pcworld.com/article/258212/what_is_that_d_drive_for_anyway_.html

HOW TO RESET A HARD DRIVE TO FACTORY SETTINGS

Despite the amount of memory in most hard drives they tend to fill up rather quickly. Videos, audios, and photos eat up loads of space and simply deleting a file from the hard drive doesn't necessarily remove all traces. A reset is the only way to completely restore a hard drive to factory settings.

1. **Back up all your files onto an external hard drive or USB drive before you begin.**
2. **Insert the recovery discs into the CD drive and restart the computer. When the computer restarts, it will either directly load from the CD or it will bring you back to the main desktop, manually run the CD by selecting the “My Computer” option and double clicking on the name of the CD. This will bring up the program to restore your computer.**
3. **Run the system restore of program and allow a couple hours for the program to complete. During this process, the computer will completely erase everything on the hard drive and reset the computer to factory settings.**

Reset without Recovery Discs

4. **Reset your computer and immediately begin pressing the “F8” key. If you do not press the “F8” before the Windows logo appears, you will need to restart and try again. This will open the Advanced Boot Options Menu.**
5. **Select “Repair Your Computer” from the menu and hit “Enter”.**
6. **Select the settings you want from the restore and hit “Enter”.**
7. **Log in as the system administrator if required. (continued page 3.)**

- Each computer has a different option, but if the system has a recovery partition built and does not require the use of discs, then the option should be “Factory Image Restore.” clicking “Next” will run the system through a lengthy process to return the hard drive to the factory settings.

Reset with Disk Management

- Open the “Start Menu” and right-click on “My Computer” and select “Manage”.
- Click “Disk Management” under the “Storage” category.
- Right-click on the name of the drive you want to reset and select “Format” from the menu.
- Press “Okay” after naming your drive.
- Press “Okay” to initialize the format process.

Reset an External hard Drive

- Open “My Computer” and right-click on the name of the external hard drive.
- Chose the “Format” option from the menu that opens.
- Click “Format” and the bottom of the window.

Eric Pederson, http://www.ehow.com/how_6774873_reset-hard-drive-factory-settings.html

Open houses for Computer Repair & Help

July 16th (10 am—1 pm) (Wednesday)

Aug 2nd (10 am—1 pm) (Saturday)


Aug 6th (1 pm — 4 pm) (Wednesday)

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

MANAGE YOUR “GOOGLE CHROME” BROWSING HISTORY

Use the History page to view a list of websites you've ever visited in the last 90 days while using Google Chrome in standard mode. This page doesn't store pages from secure websites, those you've visited in incognito mode, or those you've deleted from your browsing history. If you're signed in to Chrome on multiple devices you will see your browsing history from those signed-in devices. Any changes that you make to your history on one device will be synced to your other signed-in devices automatically.

Open the History page

- Click the Chrome menu  on the browser toolbar.

Select **History**.

Tips on using the History page
You can easily clear items from the History page.

Use the search box at the top of the page or the address bar to search your history.

- To see the pages you've visited in your current browsing session, click and hold down the forward and backward arrows next to address bar.


To see your most frequently visited sites, open the New Tab page.

If you've enabled advanced sync encryption only your local browsing history will be visible.

You can delete some or all your browsing history from Google Chrome. If you're signed in to Chrome on multiple computers or devices, deleting your browsing history will take effect on all other devices.

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Clear your entire browsing history: Click the Chrome menu  on the browser toolbar.

1. Select **Tools**.
2. Select **Clear browsing data**.
3. In the dialog that appears, select the "Clear browsing history" checkbox.
4. Use the menu at the top to select the amount of data you want to delete. Select **beginning of time** to clear your entire browsing history.
5. Click **Clear browsing data**.

The following information is removed when you clear your browsing history:

- Web addresses you've visited, listed on the History page
- Cached text of pages you've visited
- Snapshots of your most frequently visited pages on the New Tab page.
- Any IP addresses pre-fetched from pages you've visited.

<http://support.google.com/chrome/answer/95537?>

PASSWORD MANAGER

As computer users download and install software and visit many different sites on the web, strong passwords are encouraged. I have been using **LastPass** as a password manager for the past 5 yrs. and have 65 different (no duplicate passwords) which average 14.6 characters and the measured strength is 98.7%. I don't have to remember each one nor do I have to login each time I want to go to Amazon or the other 64 sites. In August, we will cover **LastPass** in the "Bits & Bytes" and show how to use this outstanding program.
Newsletter Editor

MANAGE AND DELETE YOUR INTERNET EXPLORER BROWSING HISTORY

Your browsing history is the information that Internet Explorer remembers and stores on a PC as you browse the web. This includes info you've entered into forms, passwords, and sites you've visited, and it helps make your browsing experience better. If you're using a shared or public PC, you might not want to Internet Explorer to remember your browsing data.

View your browsing history and delete specific sites.

By viewing your browsing history, you can choose to delete specific sites, or return to a webpage that you've already visited.

1. Open the desktop, and then click the Internet Explorer icon on the taskbar.
 2. Click the **Favorites** button (star).
 3. Click the **History** tab, and choose how you want to view your history by selecting a filter from the drop down menu.
- **View By Date** shows your last three weeks of history in chronological order.
 - **View By Site** shows a list of sites you visited in the last three weeks, but not the dates of your visits.
 - **View By Most Visited** shows your most visited sites in the last three weeks.
 - **View By Order Visited Today** shows only sites you visited today.

To delete specific sites, press and hold (or right click) a site from any of these lists, and tap or click **Delete**. Or, return to a page by clicking any site in the list.

<http://windows.microsoft.com/en-us/internet-explorer/manage-delete-browsing-history-internet-explorer#ie=ie-11>