Bits and Bytes
February 2015

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

CLASS SCHEDULE

Using Windows 7,
Part 2— "More Programs"
Feb 10, Session 1 of 1, 9 am to noon

Microsoft Word 2010 & 2013
Feb 11, Session 2 of 2, 10 am to noon

Using Windows 8.1—"Projects"
Feb 12, Session 1 of 1, 1 pm to 4 pm

Special Session (To Be Announced)
Feb 16, Session 1 of 1, 9 am to noon

PC Maintenance, Part 1 "Cleaning"
Feb 16, Session 1 of 1, 1 pm to 4 pm

Windows Live Mail (Windows 7 & 8.1)
Feb 17, Session 1 of 2, 10 am to noon
Feb 19, Session 2 of 2, 10 am to noon

Digital Photography, Part 2—"Camera to Computer"
Feb 17, Session 1 of 1, 1 pm to 4 pm

Internet, Internet Explorer 11
Mar 9, Session 1 of 2, 10 am to noon
Mar 11, Session 2 of 2, 10 am to noon

Call Marie Herr (273-2558) for more information and to pre-register. 5 members are required for each class.

Open houses for Computer Assistance

Feb 18- (10 am —1 pm) (Wednesday)

Mar 4 - (10 am —1 pm) (Wednesday)

Mar 7 - (10 am—1 pm) (Saturday)

YOU DON'T KNOW WHAT YOU DON'T KNOW, YOU KNOW?

You spend sixteen plus years going to school to find out what people have written in books. When you're old enough to get out in the real world you have even more to learn, usually all the things that weren't written in books or taught in school. Now you're ready to get a job and, guess what, there's even more to learn. Does it ever end? For most people it doesn't. I think most of those who join the Computer Club fit in the "still learning" category. You bought or were given a computer, you bought a book, took some classes, brought your problems and questions to an Open House Help Clinic, and attended the question and answer meetings we have in January and July. There's just one problem with this whole scenario, **"You don't know what you don't know", you know?**

In life that can cause problems or it might lead to a disaster. The same is true with your computer. Not knowing something about your computer can end up creating a minor problem, or complete system failure. You probably don't want to be reminded that most computer malfunctions are caused by the person running the mouse.

So, what are some of the "don't knows" you need to know?

Don't use weak passwords, especially for web sites where you exchange personal information. *(continue on page 2)*

Genealogy sig meeting, Feb 21, 10 AM

Don't turn off the computer by pressing the power button on the computer unless you've lost control of the mouse and the keyboard. If you have control of the keyboard, use the Windows key along with other keys or the Ctrl + Alt + Delete keyboard combination command to select an option that will have the computer go through the normal shutdown.

Don't fail to download and install all of the updates from Microsoft that are appropriate for your computer. If you've elected to use the "Install updates automatically" feature, you will not receive any Optional updates. If you have not changed the default setting associated with receiving Microsoft updates, you will not receive updates for Microsoft products.

Don't delete anything associated with a program you have installed on your computer. If there's a program installed on your computer you no longer want to use, uninstall the program.

Don't use the preview pane or reading pane to read your e-mail. Turn it off, and then double-click the e-mail header to open the message in a new window.

Don't use your computer with an out of date antivirus program or a program that has not configured to provide maximum protection from viruses.

Don't give your real e-mail address to the world. Get one or two free, disposable e-mail addresses, and reserve your real e-mail address for corresponding with friends and relatives.

Don't download and install a free program from the Internet unless you've checked to see if it's safe. A lot of the free programs you find on the Internet contain adware, spyware, or other malicious content you don't want on your computer.

Don't open an unsolicited e-mail message (Spam) unless you like Spam and want to receive more.

Don't open your email program and start reading the new e-mail messages without first deleting all of the unsolicited e-mail (Spam).

Don't click anywhere on a pop-up advertisement box or window that appears on the screen while you're on the Internet.

Use the Alt+F4 keyboard combination keystroke to remove the pop-up.

Don't just accept that new folder you just created named New Folder, use Rename.

Don't try to work in a window that's not full screen unless you have a reason to do so. If you want a window to always open full screen, tell the computer that's what you want. Be in control.

Don't click on any of the links that are located on a web page that are located outside of the text of the article you're reading.

Don't e-mail digital photos that are not properly sized for e-mail.

Don't accept the default settings for sounds, power options, and screen saver. Configure your computer to be user friendly, and look and run the way you want.

Don't allow your computer become infected with malicious software (adware, spyware, key loggers, Trojan horses, PUP's etc.).

Don't use an unsecure wireless router.

Don't click on an unsubscribe link in an e-mail message unless you personally requested to receive email from the sender.

Don't open an e-mail attachment unless you've confirmed that the person would be sending you something attached to an e-mail.

Don't fail to use a foolproof system for keeping track of your usernames and passwords.

And the list goes on and on. Did you see something on the list you didn't know? Great! To learn more about the "Don'ts", your options are to read the book, attend a training session, come to an Open House Help Clinic, search the Frequently Asked Questions section of the Club's web site, submit your questions to the panel of experts at the January or July Question and Answer meeting, email your question to jrc@bvcc.arcoxmail.com, or call 479-553-8214 and leave a message. As you can see there's a lot of help available, but it's up to you to take advantage of what the Club has to offer.

Submitted by your Computer Club Officers!

HOW TO STOP AUTOPLAY VIDEOS

You open a webpage and start reading. But after a few seconds, you hear someone talking. A video has started automatically without your permission. Here's how to keep this annoyance from happening.

*Question: "How do I stop the video from automatically starting in my browser when I click on an article?"*

I sympathize. We all deal with this annoy-ance. In fact, I'm willing to bet that every-one reading this article who hasn't already solved this problem knows exactly what I'm talking about.

Most of these videos run on Shockwave Flash.   The trick isn't to block Flash en-tirely, but to make it work only with your permission.

How you do this varies with each browser. So I'll offer instructions for the three most popular ones:

Chrome
1. Click the menu icon on the upper-right corner and select *Settings*.

2.Then scroll down to the bottom of the page and click the *Show advanced settings* link.

3.Scroll down further until you find the *Content setting* button.

4.*Privacy* section. Click the In the resulting Content Settings dialog box, scroll down to
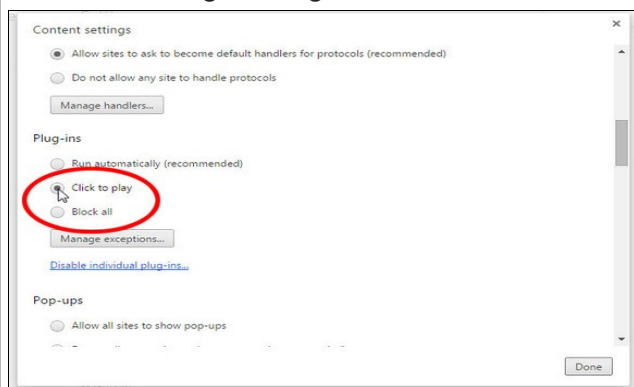
the Plug-ins section.

Select ***Click to play,*** then click the *Done* button in the lower-right corner.

From then on, a Flash window will appear as a gray box with a jigsaw piece icon in the center. If you want to watch the video, click the icon in that box.
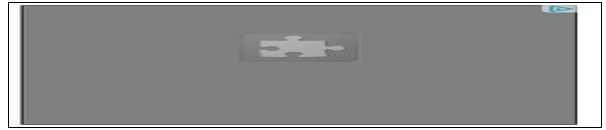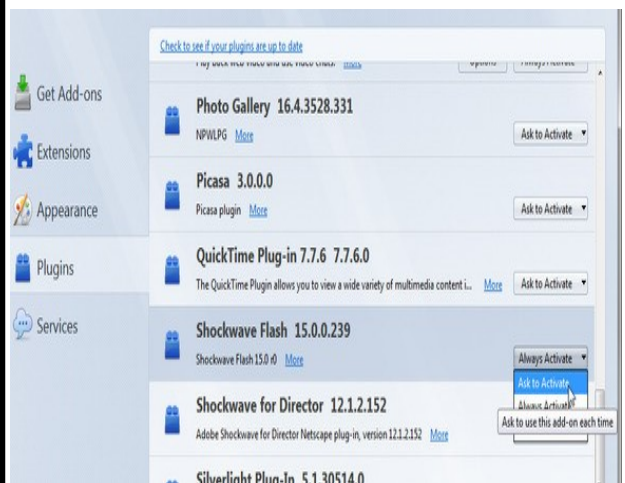

Firefox
Press **Ctrl-L** to go to the address bar, and type in the local URL **about:addon**.

Click *Plug-ins* in the left pane.

Find *Shockwave Flash* in the list of plug-ins.

Click the *Always Activate* pop-up menu on the right, and select *Ask top Activate*. When you visit a page with an embedded

Flash video, the video window will again be a box, but this time it will be white with Adobe's Flash logo (a stylized letter 'f') in the center. A gray bar at the top of the page will give you options to continue blocking or allow the flash.

If you click *Allow,* you'll get options to *Al-*
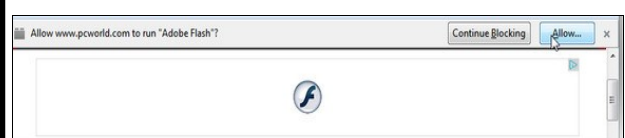
low Now or *Allow* and *Remember*. If you want to *allow* it at all, I recommend *Allow Now*.

<u>Internet Explorer</u>

1.From the menus at the top of the window, select *Tools>Manage add-ons.*

2.In the resulting Manage Add-ons dialog box, make sure that *Toolbars and Extensions* is selected on the left. Wait for the list to appear.

Find and double-click *Shockwave Flash Object* on the right (it's listed under Adobe and will likely be near or at the top).
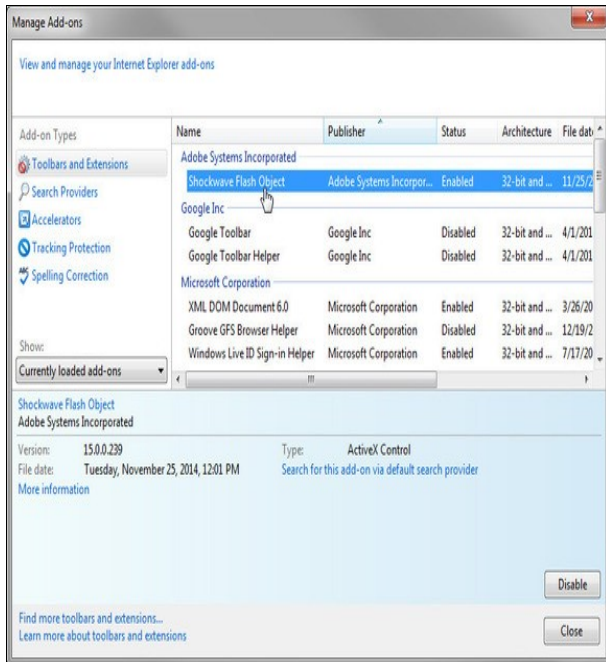
In the resulting More Information dialog box, click the *Remove all sites* button. Then close the dialog boxes.
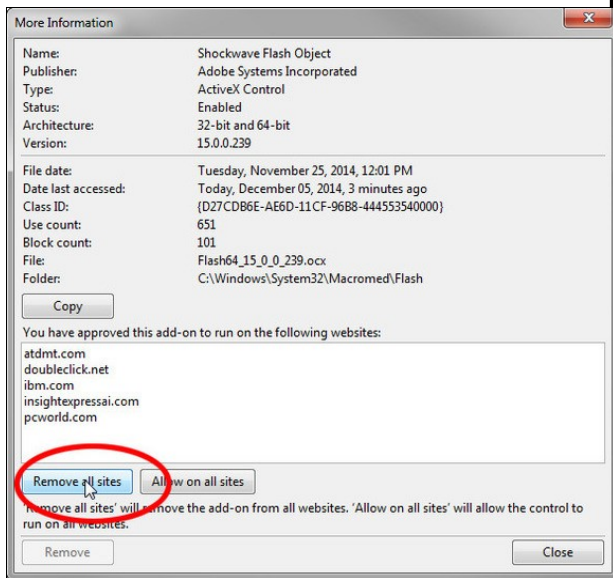
The Flash windows may not appear at all, or they may appear blank. A bar at the bottom of the window will offer options to allow Flash to play. Click the *x* on the right to say "No."

Lincoln Spector@LincolnSpector, Jan 1, 2015 - *http://www.pcworld.com/article/2858421/how-to-stop-autoplay-videos.html#tk.nl_pwr*

<u>TWO QUICK & EASY RIGHT-CLICK TRICKS</u>

Here are two handy (and easy) Windows right-click tips. The results you'll get depend on your version of Windows. These tips work on Windows XP, Windows Vista, Windows 7, Windows 8.x and Windows 10.

<u>Drag and Drop + Right-Click:</u> When you drag and drop using a left-click you have only limited options. When you drag and drop using right-click you get a context menu that allows you to choose from several options. Right-click; drag and drop is the way we move files around because of the additional options. Try it; we'll bet it becomes your preferred way of moving files or copying files as well!

<u>Shift + Right Click:</u> When you hold down the Shift key and right-click and item you'll get an expanded menu of options. The number and kinds of options depend on the type of file you're right clicking.

Simple, easy, Windows tips that are very simple and very useful.

Copyright 2008 by Cloudeight Internet, http://thundercloud.net/infoave/index.htmt

---

<u>Welcome New Members:</u>

Gary Cowell	Sharon Drake
Rose Ann Hofer	Ray Holliday
Ray Matkowski	Ruth Matkowski
Mike Stone	Debby Stone
Donald Barness	Stephanie Culp
Charlotte Elliott	Al Hvidsten
Marland Thurston	Jan Strey
Dave Strey	Tom Rebarge