

The Villages Computer Club Friday, November 2 at La Hacienda Recreation Center 1p.m.

Hello All

It a privilege to have [Blain Barton from Microsoft](#) with us this Friday November 2nd at the La Hacienda Recreation Center, Time 1:00 PM. Blain will discuss the recent release of [Windows 8](#) and how it might impact the computer users in The Villages. There is quite a bit of conversation around this operating system because its so different. You don't want to miss this meeting.

We will have approximately 500 seats set up and that's the maximum capacity of the room so come early to make sure you get a seat.

We will also be accepting VCC renewal and new memberships for 2013 at this meeting. The cost of membership is still only \$5.00. So bring a \$5 bill so we can process membership quickly. We have the new and renewal membership down to a very quick process so there will be no waiting in line.

**Also please bring some canned goods for the food pantry, there is always a need to help. Thank you for considering this.**

This meeting is sponsored by The Villages Computer Club and The Villages Computer Plus.

Paul Rabenold

If you have any questions, email [TVCC.Pres@gmail.com](mailto:TVCC.Pres@gmail.com)

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Most infected domains (web sites) in United States...avoid these.

Location: United States

Infected country domains: 33

Last 10 infected country domains

redtub.us

keysoftware.us

genia.us

izleturkiye.us

referer.us

sqdy1.us

rewardstoday.us  
ablyte.us  
yw100.us  
niuren.us

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### **Back Ups Made Simple.**

How would you like to be able to backup your entire hard drive and have a spare in case you get corrupted or catch a virus. If you feel comfortable installing or changing hard drives, you can get a USB External Hard Drive Enclosure, also called kits, that allow you to install or change the Hard Drive. The hard drive must be purchased separately.

Shop for Internal Hard Drives which can usually be found on sale for about 50 cents a Gig after rebates. You can install an (internal) Hard Drive in this External Enclosure and use it to back up all your files... much easier than reading, writing and storing CDs or DVDs.

Also, using a cloning program such as Casper XP or Ghost, or Acronis, you can copy (clone) your entire hard to this USB External Hard Drive. Unlike other copy programs, Casper XP will clone your entire Hard Drive to a USB External - and the Hard Drives don't have to be the same size. You can even use a smaller, slower HD as a backup as long as it's big enough to hold the data.

<http://www.fssdev.com/products/casperxp/>

If your computer's hard drive crashes or gets corrupted, just install the Cloned Hard Drive in your computer and in about 5 minutes, you're back in operation - exactly like you were when you Cloned your Hard drive to the external. OF course data added to your computer's hard drive after the clone was saved will not be on the clone unless you add it periodically.

Also - while the Cloned HD is in the External, you can still read / write (non system) files and use it to backup newer data.

The possibilities seem endless Instead of storing many CDs or data DVDs as backups, I have a couple of spare Hard Drives that hold everything and are ready to install when needed.

Sorry - Laptops are physically different and use much more expensive Hard Drives. But, when using my laptop, I copy everything I save to a USB external hard drive.

It is impractical to try to back up Windows onto floppies because there's so much material to back up. At 1.44MB per floppy, your estimate of 500 floppies is probably accurate. I even consider it dangerous to backup to CDs. I feel much better copying important files to an external hard drive.

If you have purchased a new computer and have no easy way to copy files from the old computer to the new one, you can always attach a group of the files to an email and send it to yourself. It may require many emails to send all the data and pictures. Do not open the email in your old

computer. Rather, open them in the new computer and Save them to folders in your new computer.

**CRITICALLY IMPORTANT: When you purchase a new computer MAKE SURE that you get a Recovery Disk or that you use the information in the computer's manual to CREATE a set of Recovery Disk. IF your computer crashes, you can usually use the Recovery Disks to get up and going again.**

**Don't just depend upon the Recovery disk installed on your new computer to get you up and running...what if you can't get to that Recovery drive???**

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## **Carbonite Online Backup**

<http://tinyurl.com/2wxdjo>

The great thing about Carbonite is that it does it work quietly in the background while you use your computer. You install Carbonite and set it up at the beginning, then you can forget about it while you get your work done.

Carbonite allows you to select the files on your PC that you want backed up. There is no limit on the number of files, or the size of the files you can back up with Carbonite, and the cost is only five dollars a month.

Once you download and install Carbonite, the program walks you through the process of selecting which files and folders you want to back up. If you are not sure at first, you can choose to let Carbonite select them for you.

If you choose to backup an entire folder (like your Documents folder) any files that you add to that folder in the future are automatically backed up as well.

Once you have selected your important files and folders, carbonite goes to work double encrypting your files and uploading them to their secure Internet server.

The think I like best about Carbonite is that I never have to remember to back up my computer. I used to have to stop work early on Friday's to run a special backup program that took about an hour to run. I was not able to use my computer during that time, and I was often tempted to skip a week or two. Any time I make changes to a file or create a new one, Carbonite detects the changes or new file and backs it up, usually within 24 hours.

When I delete a file, Carbonite keeps a copy of the file on their servers for 30 days. This gives me a nice window of time to change my mind if I made a mistake.

When you open your Documents folder, you can quickly see which files are backed up, and which ones are waiting to be backed up. Files that are backed up have a little green dot on the lower left hand corner of their icon. If the file has changed and not been

backed up yet, the dot is orange. In fact, if the file is very important, you can right-click on it and then point to Carbonite and click "Back this file up as soon as possible"

If you have a file or folder that is not necessary to back up, you can right-click on the file or folder, point to the "Carbonite" menu then click on "Don't back this up".

You can download a 15 day free trial for Carbonite at <http://tinyurl.com/2wxdjo>

**Note: an important limitation of Carbonite.  
Carbonite will not back up any drive except the "C" drive**

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### **Moving files and folders from one computer to another**

**Note: Programs that require installing cannot just be copied to a flash drive and move to another computer...UNLESS the program is one you've downloaded and saved as the original file such as your AVG, or it's a small .exe program such as Bigjig.exe.**

The easiest way to move folder contents from one computer to another is to use a USB flash drive. Be sure that the size of the flash drive is large enough to contain the amount of material you're transferring, unless you wish to move part, then format the flash drive and then move more using the same flash drive.

1. Plug in the USB flash drive to the old computers' USB port. You'll get a message that the computer has found new hardware. Wait a few seconds and you'll get another message stating that the new software has been installed and is ready for use.
2. Rightclick the START button and select EXPLORE.
3. Click on the + beside the Local C: drive near the top of the left column in Explore.
4. Scroll down and click the folder where you've stored your documents and doubleclick that folder. All the subfolders and files you've created will be listed on the right side of the page.
5. Rightclick the folder you wish to copy to the flash drive and select Copy.
6. Now, scroll down the left column until you see the letter that is the REMOVABLE (flash) drive, rightclick it and select Paste. The folder you selected and all it's contents will be copied to the flash drive. The original folder and contents will remain on the C: drive of the old computer. (I do not suggest that you drag and drop as it is too easy to drop items before reaching the correct folder. Use Copy and Paste to avoid this problem)

7. Continue rightclicking folders and files and selecting copy, then rightclick the Removable drive and select Paste until all the folders and files you want have been pasted to the drive.  
(If you're used to doing Copy & Paste, you can hold down the CTRL key and select ALL the folders and files you wish to place on the flash drive, then rightclick in the blue area and select SEND TO: select the letter that is the Removable flash drive and all will be copied over)
8. Next, click the flash drive icon in the startup tray,(it's a little tray with a green arrow above it)and select the Removable drive, should be the top one listed and you'll get a message that it is now safe to remove (unplug) it. Unplug it.
9. Plug it into the new computer's USB port. Again, you'll get the message that new hardware has been found. Wait and you'll get the message that the new hardware has been installed and is ready for use.
10. Rightclick the START and select Explore.
11. Decide where you wish to store the contents of the flash drive. For instance, you can select the entire contents, rightclick and select Copy and then rightclick the My documents folder and select Paste and the entire contents will be added to the My Document folder of the new computer .  
However, my suggestion is to create a new folder in the My Documents folder and place all the files and folders from the old computer into it.

To create the new folder, at the top of the Explore screen, click File...New... Folder and name that folder so it represents the old computer. Example: HP Desktop 2355 or such. And then select the entire contents of the flash drive, rightclick in the blue area and select SEND TO: select the new subfolder you created (HP Desktop 2355).

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## **Copy Pictures to Flash Drive**

**Easy storage – purchase a large volume flash drive or several if needed. Use one to store documents and a separate one to store your prized pictures. They're cheap! Don't lose those precious moments you've captured with your camera. Besides it's also an easy way to take the pictures with you and share with family and friends.**

- 1. Plug your flash drive into a USB port on your computer. A message will appear in the STARTUP tray that new hardware has been found. Wait a couple of min and you'll see another message stating the new hardware has now been installed and is ready for use.**
- 2. Rightclick Start...click Explore.**
- 3. Scroll down to the folder where your pictures are located. Rightclick the folder and click properties. Look to see how much space the folder contains....such as 590MB or it may be something like 2.3gig. Your flash drive must be big enough to**

contain this amount of data or you'll have to copy some to one and the rest to another flash drive. IF your flash drive is big enough to contain the whole content of the folder, then do this,

4. Rightclick the folder and select COPY.

5. Now, scroll down near the bottom of the left column until you see the letter that is this new Flash Drive. Rightclick it and select PASTE. The whole folder will be copied to the flash drive. Wait until it finishes copying.

6. Now doubleclick the flash drive itself and you should see on the right side of the screen the yellow folder that you just copied.

7. Doubleclick the yellow folder and make sure that all your pictures are there. IF they are, you may go back to the folder from which you copied them, doubleclick it and delete all the pictures on the right side of the page, or you may leave the original copy on your hard drive. The Flash Drive will be a backup copy.

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## **BIG JIG Free Puzzles**

**After purchasing the Big Jig program, you can download a free puzzle each month.**

**1. Go to [www.lenagames.com](http://www.lenagames.com)**

**2. Click Download...click Open (if you're using Win 7, click Run)**

Anytime you download you get the box that comes up wanting to know if you want to Open (Run) - Save - Cancel. If you have Windows 7, it will say **Run** instead of **Open**

You must click on Open(RUN) and then you'll get the unpack option.

Lenagames.com also has JigMake a program that allows you to take any photo and create a puzzle. Great present for a grandchild, is to use her/his photo, create a puzzle and send it to them.

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Does your computer still have a Floppy Disk drive? Do you still use Floppy disks?

### **FLOPPY DISK TO DISK COPYING**

1. Doubleclick MY COMPUTER.

2. Click once on the Floppy Drive A: to select it.

3. Click File....Copy Disk

4. Click START. You will get a message to Put in the Source disk (the one containing the info).

5. Place floppy disk containing info into the Floppy A: drive. Click OK

6. It will begin to copy the disk. When it finishes copying the information, it will tell you to put in the Destination 'blank' floppy disk.

The information will then be copied to the blank floppy destination disk

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A few BASICS for the New Computer Users  
**Create a new folder on your hard drive**

Example: to create an additional folder under the My Documents folder

1. Rightclick Start and select Explore
2. Click My Documents at the top of the left column.
3. Click File...New...Folder
4. A blue title folder will appear on the right side of the screen, type a name of this new folder right over the blue NEW FOLDER title.
5. Click outside the folder name and you'll see the new folder now on the rightside of the screen under My Documents

Now, you can save any document into this folder by select File...Save As....and when the explore box pops up awaiting your decision, just click My Documents (if it's not already listed in the top box) scroll down and doubleclick the folder you created steps 2-5.

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**CUT or COPY and PASTE**

1. Select (highlight) the text to be copied.

You do this by positioning your mouse pointer where you want to begin cutting or copying. (To copy the first instruction here, for instance, you might position your mouse by the letter "C" in "CUT"). Press your left mouse button. Now drag your mouse down to "Release the mouse button". If you highlight too far down, then keep holding that mouse button and move back upward to just where you want to stop copying. Release the mouse button.

2. Click EDIT on the Menu bar. Select COPY. The highlighted portion will be copied to the computer's invisible clipboard. It will remain on the clipboard until you copy something else.
3. Bring up the new email form or other document sheet where you want to paste this highlighted text or graphic.
4. Place your mouse cursor on the new sheet exactly where you want the highlighted portion to be.
5. Again, click EDIT and this time select the PASTE option. The copied portion will be inserted into the new document.

If you want to copy an entire article, place your mouse cursor anywhere within the article to be copied, click EDIT and the SELECT All button. This will highlight the entire article instantly. Then, click EDIT and COPY NOTE: It is a lot quicker if you learn to use the keyboard shortcut keys for these functions. Here they are:

SELECT ALL = CTRL + the A key on your keyboard

Copy = CTRL C

Paste = CTRL V

CUT = CTRL X

Note1: when copying from a web site, it's a good idea to look at the top and bottom of that page for a PRINTER FRIENDLY button, click it and then copy that screen. Sometimes when you

attempt to copy from a web site and then print it, the printed page be missing some text on one side or the other. The printer friendly page should adjust to your printer .

Note 2: When copying a picture from a web page, it's a good idea to paste it wherever you want to paste it but then save it as a .jpg file onto your own hard drive. With AOL you can paste directly to the email then rightclick the pic and select SAVE AS..... You will then select the folder such as My Pictures in which to store the pic, giving it a name of course and saving it as a .jpg. When you wish to share this pic with someone, send it as an attachment and you're less likely to get a response from the recipient that they only got a rectangle with a RED X in it and no picture. This doesn't solve all the RED X problems but it does help a great deal to avoid the red X.

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### **What does 'delete' mean?**

Many users are still convinced that when they delete a document or file on their computer, it vanishes into thin air -- but that's hardly the case.

As "Sam," a security engineer who wishes to remain anonymous because of the nature of his job, explains: "When a user 'deletes' a file, it's not really gone. Deleted files are sent to the Trash folder. At this point, files can still be recovered." However, even if the Trash folder is emptied, it doesn't mean the file has disappeared completely. "But the longer a deleted file is left on a drive, the greater the chance the file cannot be recovered," Sam says.

### **Formatting and disk wipe**

Then there are times when you really do need to permanently delete everything. If you are in the process of donating or selling your computer, or if you have sensitive information stored on it which you wish to be deleted permanently (such as medical information, bank or legal documents, or Social Security numbers), tech experts recommend reformatting your hard drive or performing a disk wipe. According to The Tech FAQ, "Formatting the hard drive or any of its partitions will completely erase all data that is present."

A thorough "disk wipe" will essentially overwrite your hard drive to the point where recovery is impossible. As "Sam" explains, "When the U.S. Government wants to delete information from an entire hard drive, it employs the Department of Defense disk wipe, which means the entire drive has its data overwritten with a random pattern of zeros and ones (binary data) three times. At this point, any data on the hard drive is considered unrecoverable. In some instances, the platters are removed from the hard drive and dipped in caustic acid -- referred to as 'erase by physical destruction.'"

Users can (and should) erase the hard drives of their old computers so their data cannot be found by anyone else. One program "Sam" and other tech experts recommend is Darik's Boot and Nuke, which will delete the contents of a hard drive with certainty. Another program is Window Washer which can write over deleted files 9 times.

### **Consequences of not deleting files**

Sensitive information carelessly stored on computers can lead to identity theft. Never store sensitive information such as credit card numbers on your computer. IF you use financial



software, Save the data files to a flash drive. Do not allow it to be stored on the computer by the default setting. This way, only the software program is on the computer and all the data must be accessed via the flash drive.

A program I use to wipe a hard drive clean that I'm getting rid of is Window Washer. Using Window Washer to wash a hard drive with bleach 7 times is equivalent to what NASA does.

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### **ADD TO An Existing FILE**

1. Highlight item you wish to save,(e.g. a portion of Jmax Bits) click CTRL+C or EDIT and COPY to copy that item to the computer's invisible clipboard.
2. Click FILE, OPEN, select the drive on which the file already exists( e.g. click down arrow and doubleclick C:). The C: drive should now be listed in the SAVE IN box.
3. Scroll down until you locate the FOLDER the file is in, doubleclick the folder to get a list of the files in that folder.
4. Scroll to find the particular file to which you wish to add and doubleclick it to open it.
5. Click CTRL and END to take you to the bottom of what is already in the file.
6. Place cursor at the bottom and click CTRL+P or EDIT and PASTE to paste the item from step #1.
7. Click FILE and SAVE.

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### **ASSOCIATING FILES WITH PROGRAMS**

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer?

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but **only** if you are **sure this is the program** you want to **Always** use to open this file, otherwise make sure this box is **UNChecked** and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

### **ASSOCIATING FILES WITH PROGRAMS**

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer? When you click the OPEN WITH, up comes the File Association box with a list of programs and it's waiting for you to pick the program to be used to open this file.

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but **only** if you are **sure this is the program** you want to **Always** use to open this file, otherwise make sure this box is **UNChecked** and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

Example: You have received a picture with the file extension .jpg. You click on the file to open it and get the message "Which program do you want to use to open this file?" or the message, "There is no program associated with this type file?"

1. Rightclick the file and select click 'Open With' to bring up the File Association box.
2. Scroll down and select the Windows picture and fax viewer (this is the default used by Microsoft).

The picture file with the .jpg extension should pop up on your screen.

3. Go back and repeat the above process but this time place a check in the 'ALWAYS USE THIS PROGRAM TO OPEN THIS TYPE FILE' box. Now every time you click on a .jpg file the Windows picture and fax viewer program will open it for you.

Revised 6/22/2008 JMM

To change the program that has been associated with particular file extensions (the three letters after the dot at the end of a file name).:

1. In **My Computer** or **Windows Explorer**, on the **View** menu, click **Folder Options**.
2. Click the **File Types** tab.
3. In the list of file types, click the one you want to change.
4. Click **Edit**.
5. In **Actions**, click Open.
6. Click **Edit**.
7. In **Application used to perform action**, enter the program you want to use to open files that have this extension, and then click OK. (Example: If you want to use the program Kodaking.exe to open all .jpg files, you would type into that blank C:\windows\kodaking.exe. This tells the computer the program to use (Kodaking.exe) and it's location or path ( C:\Windows  
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**UNASSOCIATING FILES** (Just in case you forgot to take the little check out of the box below the Associate box in the instructions above as I have often done, to my distress later.jmax)

Should you find a file that has been associated with a program that cannot open that file click **on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program and check the "Always use this program to open this type of file" box and then click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.**

Or,     Click on MY COMPUTER  
          Click on VIEW (on the menu bar at the top)  
          Click on OPTIONS  
          Click on FILE TYPES tab  
          You'll see a list of REGISTERED FILE TYPES

REGISTERED means the computer knows what action to take when this type of file is accessed (associated). For example, when you select Bitmap Image or .bmp, the FILE TYPE DETAILS area reveals the type, extension, and content and which program will be used to open these files.

Clicking the EDIT button will allow you to modify the settings.

(you've mistakenly associated a file with the wrong program and forgot to take out the check mark)

Click on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program, check the "Always use this program to open this type of file" box and click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.

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7. Click FILE and SAVE.

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**Jmax Bits Newsletter is now posted each Monday & Thursday on the website.  
You have the option for a .pdf or a .rtf file.**