The Villages Computer Club will meet at 1 p.m. Friday May 18th at La Hacienda Recreation Center.

This week's program will feature a presentation by Fred Benson titled "Photo Editing Options."

Following the presentation will be refreshments, 50/50, door prizes and a problem solving session. If you have a computer problem you can't resolve, fill out the problem report form found at http://thevillagescomputerclub.com/meetings.php and bring it to the meeting.

For more information on the VCC please reference the clubs web site at: http://thevillagescomputerclub.com/

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### 14th Annual Sumter County Sheriff Bill Farmer's Golf Charity for Youth Saturday June 2, 2012

#### SHOTGUN STARTS 7:45 A.M. OR 1:00 P.M.

- Continental Breakfast A.M. Shotgun / Lunch P.M. Shotgun
- Prizes for Winning Teams
- Hole in One Prize Car sponsored by *Phillips Buick GMC* (325)728-1212
- Hole in One Prize Golf Car sponsored by *The Villages Golf Cars* (352)751-6750
- Closest to the pin
- Door Prizes
- Raffle / Taylor Made RBZ Driver, Custom Fitted
- Golf Mulligan **Package** available \$5.00 Each Package (1 per player / 4 maximum per team)

Golf at Tierra Del Sol Golf & Country Club in The Villages
Dinner at the Savannah Center in The Villages
(Located at the corner of Buena Vista Blvd. & El Camino Real)

#### • Golf Only - \$50.00

- Awards Banquet Guest Ticket \$20.00
  - Cash Bar 6:00 P.M Dinner 7:30 P.M

Registration begins March 30, 2012 at Tierra Del Sol Golf & Country Club
\*\*\*\*\*\*\*\*\*\*Make checks payable to <u>Tierra Del Sol</u> \*\*\*\*\*\*\*\*\*

352-750-4600

May register as a team or individual and be paired.

\*\*\*\*\*\*

What's the difference between SLEEP and HIBERNATE in computers? Click below for all you'll ever want to know about SLEEP and HIBERNATE in computers.

http://windows.microsoft.com/en-us/windows7/Sleep-and-hibernation-frequently-asked-questions

# Sleep and hibernation: frequently asked questions

Here are answers to some common questions about sleep and hibernation.

#### What's the difference between sleep, hibernate, and hybrid sleep?

Sleep is a power-saving state that allows a computer to quickly resume full-power operation (typically within several seconds) when you want to start working again. Putting your computer into the sleep state is like pausing a DVD player—the computer immediately stops what it's doing and is ready to start again when you want to resume working.

Hibernation is a power-saving state designed primarily for laptops. While sleep puts your work and settings in memory and draws a small amount of power, hibernation puts your open documents and programs on your hard disk, and then turns off your computer. Of all the power-saving states in Windows, hibernation uses the least amount of power. On a laptop, use hibernation when you know that you won't use your laptop for an extended period and won't have an opportunity to charge the battery during that time.

Hybrid sleep is designed primarily for desktop computers. Hybrid sleep is a combination of sleep and hibernate—it puts any open documents and programs in memory and on your hard disk, and then puts your computer into a low-power state so that you can quickly resume your work. That way, if a power failure occurs, Windows can restore your work from your hard disk. When hybrid sleep is turned on, putting your computer into sleep automatically puts your computer into hybrid sleep. Hybrid sleep is typically turned on by default on desktop computers.

#### Why can't I find the sleep or hibernate options on my computer?

Click the Start button, and then click the arrow next to the Shut down button.

If sleep or hibernate aren't available, it might be for one or more of the following reasons:

- Your video card might not support sleep. Update the driver for your video card, or check the information that came with your computer about your video card and supported drivers. For more information, see <u>Update drivers: recommended</u> links.
- Some settings are managed by your system administrator. For more information, see Why won't Windows allow me to change a system setting?
- Sleep and other power-saving states are turned off in your computer's basic input/output system (BIOS). To turn on sleep, restart your computer, and then enter the BIOS setup. As your computer starts, instructions typically appear on the screen that indicate which key or keyboard shortcut you must press to enter the BIOS setup process. Because not all computer manufacturers use the same BIOS, different keys are assigned for this purpose. To learn more, check the information that came with your computer or go to the manufacturer's website.
- If the hibernate option is missing, you might have hybrid sleep turned on.

# How can I prevent my computer from automatically sleeping or hibernating?

You can adjust how long your computer waits before sleeping or hibernating—or prevent it from turning itself off altogether. But be careful. On a battery powered laptop, inhibiting sleep or hibernation can result in data loss if the battery dies. Here's how to prevent your computer from entering a power-saving state:

- 1. Open Power Options by clicking the Start button, clicking Control Panel, clicking System and Security, and then clicking Power Options.
- 2. On the Select a power plan page, click Change plan settings next to the selected plan.
- 3. On the Change settings for the plan page, click Change advanced power settings.
- 4. On the Advanced settings tab, double-click Sleep, double-click Sleep after, and then do one of the following:
  - If you're using a laptop, click On battery or Plugged in (or both), click the arrow, and then click Never.
  - If you're using a desktop computer, click Setting, click the arrow, and then click Never.
- 5. Double-click Hibernate after, and then do one of the following:
  - If you're using a laptop, click On battery or Plugged in (or both), click the arrow, and then click Never.

- If you're using a desktop computer, click Setting, click the arrow, and then click Never.
- 6. If you also want the display to stay turned on, double-click Display, double-click Turn off display after, and then do one of the following:
  - If you're using a laptop, click On battery or Plugged in (or both), click the arrow, and then click Never.
  - If you're using a desktop computer, click Setting, click the arrow, and then click Never.
- 7. Click OK, and then click Save changes.

#### How can I wake my computer from sleep or hibernation?

On most computers, you can resume working by pressing your computer's power button. However, not all computers are the same. You might be able to wake your computer by pressing any key on the keyboard, clicking a mouse button, or opening the lid on a laptop. Check the documentation that came with your computer or go to the manufacturer's website.

You can also wake some computers by turning them on remotely over a network. This is called Remote Wake-up or Wake on LAN. For more information, see <a href="What are "Wake">What are "Wake on LAN" capabilities?</a>

## Why does my computer not go into sleep or hibernation as expected, or why does it wake unexpectedly?

 A hardware device might be keeping your computer awake. USB flash drives and USB mice are common devices that can keep your computer awake. Make sure that you have the most current drivers all of your devices. For more information, see <u>Update drivers: recommended links</u>.

#### To prevent a device from waking your computer

- Open Device Manager by clicking the Start button, clicking Control Panel, clicking System and Security, and then, under System, clicking Device Manager. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.
- 2. In the list of hardware categories, find the device that you want to prevent from waking your computer, and then double-click the device name.
- 3. Click the Power Management tab and then clear the Allow this device to wake the computer check box.
- 4. Click OK.
- A program or scheduled task might be waking your computer. By default, Power
  Option settings do not allow scheduled tasks to wake the computer from sleep or
  hibernate. However, some programs might awaken the computer if these settings
  have been changed.

#### To prevent programs from waking your computer

- 1. Open Power Options by clicking the Start button, clicking Control Panel, clicking System and Security, and then clicking Power Options.
- 2. On the Select a power plan page, click Change plan settings for the plan that you want to change.
- 3. On the Change settings for the plan page, click Change advanced power settings.
- 4. On the Advanced settings tab, expand Sleep, expand Allow wake timers, choose Disable for both when your computer is running on battery and when it's plugged in, and then click OK.

## I have a device that doesn't function properly after waking up from sleep or hibernate.

If you can, disconnect and reconnect the device or try restarting your computer. You can also make sure that you have the most current drivers for all of your devices. For more information, see <a href="Update drivers: recommended links">Update drivers: recommended links</a>.

#### Will sleep eventually drain my laptop battery?

Sleep requires an extremely small amount of power. If your laptop battery charge gets critically low while the computer is asleep, Windows automatically puts the laptop into hibernation mode.

#### Is my data safe while my computer is asleep?

You can prevent unauthorized access by requiring a password to unlock your computer when it wakes from sleep. For more information, see <a href="How do I change the password">How do I change the password</a> requirement when my computer wakes from sleep?

You may want to print this list...or save it.

#### **Dynamic Library Codes**

You open your computer and up pops a message that a file is missing and gives the number 0x77DD0000 - 0x77E6B000. What is that suppose to tell you? Scroll down the list and you'll find that number. To the right is the Name of that system file and where the file is supposed to be located.

Dynamic libraries:

0x00400000 - 0x00419000 C:\Program Files\Internet Explorer\iexplore.exe

```
0x7C900000 - 0x7C9B0000 C:\WINDOWS\system32\ntdll.dll
0x7C800000 - 0x7C8F4000 C:\WINDOWS\system32\kernel32.dll
0x77C10000 - 0x77C68000 C:\WINDOWS\system32\msvcrt.dll
0x77D40000 - 0x77DD0000 C:\WINDOWS\system32\USER32.dll
                        C:\WINDOWS\system32\GDI32.dll
0x77F10000 - 0x77F57000
0x77F60000 - 0x77FD6000
                        C:\WINDOWS\system32\SHLWAPI.dll
0x77DD0000 - 0x77E6B000 C:\WINDOWS\system32\ADVAPI32.dll
0x77E70000 - 0x77F01000
                        C:\WINDOWS\system32\RPCRT4.dll
                        C:\WINDOWS\system32\SHDOCVW.dll
0x77760000 - 0x778CC000
0x77A80000 - 0x77B14000
                        C:\WINDOWS\system32\CRYPT32.dll
                        C:\WINDOWS\system32\MSASN1.dll
0x77B20000 - 0x77B32000
                        C:\WINDOWS\system32\CRYPTUI.dll
0x754D0000 - 0x75550000
0x76C30000 - 0x76C5E000 C:\WINDOWS\system32\WINTRUST.dll
0x76C90000 - 0x76CB8000 C:\WINDOWS\system32\IMAGEHLP.dll
                        C:\WINDOWS\system32\OLEAUT32.dll
0x77120000 - 0x771AC000
0x774E0000 - 0x7761D000
                        C:\WINDOWS\system32\ole32.dll
0x5B860000 - 0x5B8B4000 C:\WINDOWS\system32\NETAPI32.dll
                        C:\WINDOWS\system32\WININET.dll
0x771B0000 - 0x77256000
                        C:\WINDOWS\system32\WLDAP32.dll
0x76F60000 - 0x76F8C000
0x77C00000 - 0x77C08000 C:\WINDOWS\system32\VERSION.dll
0x773D0000 - 0x774D2000 C:\WINDOWS\WinSxS\x86_Microsoft.Windows.Common-
Controls 6595b64144ccf1df 6.0.2600.2180 x-ww a84f1ff9\comctl32.dll
0x7C9C0000 - 0x7D1D5000 C:\WINDOWS\system32\SHELL32.dll
0x5D090000 - 0x5D127000 C:\WINDOWS\system32\comctl32.dll
0x5AD70000 - 0x5ADA8000
                              C:\WINDOWS\system32\uxtheme.dll
0x74720000 - 0x7476B000
                        C:\WINDOWS\system32\MSCTF.dll
                        C:\WINDOWS\system32\BROWSEUI.dll
0x75F80000 - 0x7607D000
                        C:\WINDOWS\system32\browselc.dll
0x20000000 - 0x20012000
0x77B40000 - 0x77B62000
                        C:\WINDOWS\system32\appHelp.dll
                        C:\WINDOWS\system32\CLBCATQ.DLL
0x76FD0000 - 0x7704F000
                        C:\WINDOWS\system32\COMRes.dll
0x77050000 - 0x77115000
0x77260000 - 0x772FF000
                        C:\WINDOWS\system32\urlmon.dll
                        C:\WINDOWS\system32\Secur32.dll
0x77FE0000 - 0x77FF1000
                        C:\WINDOWS\System32\cscui.dll
0x77A20000 - 0x77A74000
                        C:\WINDOWS\System32\CSCDLL.dll
0x76600000 - 0x7661D000
                        C:\WINDOWS\system32\SETUPAPI.dll
0x77920000 - 0x77A13000
                        C:\WINDOWS\system32\shdoclc.dll
0x00F90000 - 0x01018000
0x10000000 - 0x10008000
                        C:\Program Files\Adobe\Acrobat
5.0\Reader\ActiveX\AcroIEHelper.ocx
                        C:\WINDOWS\system32\SXS.DLL
0x75E90000 - 0x75F40000
                        C:\WINDOWS\system32\xpsp2res.dll
0x01290000 - 0x01555000
                        C:\Program Files\URL Organizer\UrlOrgIE.dll
0x01760000 - 0x01772000
0x75CF0000 - 0x75D81000 C:\WINDOWS\system32\mlang.dll
0x71AD0000 - 0x71AD9000 C:\WINDOWS\system32\wsock32.dll
0x71AB0000 - 0x71AC7000 C:\WINDOWS\system32\WS2 32.dll
0x71AA0000 - 0x71AA8000 C:\WINDOWS\system32\WS2HELP.dll
```

```
0x71A50000 - 0x71A8F000 C:\WINDOWS\system32\mswsock.dll
0x662B0000 - 0x66308000
                        C:\WINDOWS\system32\hnetcfg.dll
0x71A90000 - 0x71A98000 C:\WINDOWS\System32\wshtcpip.dll
0x76EE0000 - 0x76F1C000 C:\WINDOWS\system32\RASAPI32.DLL
0x76E90000 - 0x76EA2000 C:\WINDOWS\system32\rasman.dll
0x76EB0000 - 0x76EDF000 C:\WINDOWS\system32\TAPI32.dll
0x76E80000 - 0x76E8E000 C:\WINDOWS\system32\rtutils.dll
0x76B40000 - 0x76B6D000 C:\WINDOWS\system32\WINMM.dll
0x77C70000 - 0x77C93000 C:\WINDOWS\system32\msv1 0.dll
0x76D60000 - 0x76D79000 C:\WINDOWS\system32\iphlpapi.dll
0x01B30000 - 0x01DF6000 C:\WINDOWS\system32\msi.dll
0x017B0000 - 0x017CC000 c:\progra~1\mcafee.com\vso\McVSSkt.dll
0x605D0000 - 0x605D9000 C:\WINDOWS\system32\mslbui.dll
                        C:\WINDOWS\system32\sensapi.dll
0x722B0000 - 0x722B5000
                        C:\WINDOWS\system32\USERENV.dll
0x769C0000 - 0x76A73000
                       C:\WINDOWS\system32\rasadhlp.dll
0x76FC0000 - 0x76FC6000
0x76F20000 - 0x76F47000
                        C:\WINDOWS\system32\DNSAPI.dll
0x76FB0000 - 0x76FB8000 C:\WINDOWS\System32\winrnr.dll
0x7D4A0000 - 0x7D787000 C:\WINDOWS\System32\mshtml.dll
0x746C0000 - 0x746E7000
                        C:\WINDOWS\System32\msls31.dll
                        C:\WINDOWS\System32\msimtf.dll
0x746F0000 - 0x7471A000
0x5C2C0000 - 0x5C300000 C:\WINDOWS\ime\sptip.dll
0x74C80000 - 0x74CAC000 C:\WINDOWS\system32\OLEACC.dll
                        C:\WINDOWS\system32\MSVCP60.dll
0x76080000 - 0x760E5000
0x01ED0000 - 0x01EE1000 C:\WINDOWS\IME\SPGRMR.DLL
0x02640000 - 0x0269B000
                        C:\Program Files\Common Files\Microsoft
Shared\INK\SKCHUI.DLL
0x75C50000 - 0x75CBE000 C:\WINDOWS\System32\jscript.dll
0x71B20000 - 0x71B32000
                        C:\WINDOWS\system32\MPR.dll
0x75F60000 - 0x75F67000
                        C:\WINDOWS\System32\drprov.dll
0x71C10000 - 0x71C1E000 C:\WINDOWS\System32\ntlanman.dll
0x71CD0000 - 0x71CE7000 C:\WINDOWS\System32\NETUI0.dll
0x71C90000 - 0x71CD0000 C:\WINDOWS\System32\NETUI1.dll
                        C:\WINDOWS\System32\NETRAP.dll
0x71C80000 - 0x71C87000
                        C:\WINDOWS\System32\SAMLIB.dll
0x71BF0000 - 0x71C03000
                        C:\WINDOWS\System32\davclnt.dll
0x75F70000 - 0x75F79000
                        C:\WINDOWS\system32\MSGINA.dll
0x75970000 - 0x75A67000
                        C:\WINDOWS\system32\WINSTA.dll
0x76360000 - 0x76370000
0x74320000 - 0x7435D000
                        C:\WINDOWS\system32\ODBC32.dll
                        C:\WINDOWS\system32\comdlg32.dll
0x763B0000 - 0x763F9000
                        C:\WINDOWS\system32\odbcint.dll
0x03140000 - 0x03157000
0x73BA0000 - 0x73BB3000 C:\WINDOWS\System32\sti.dll
0x74AE0000 - 0x74AE7000 C:\WINDOWS\System32\CFGMGR32.dll
0x72D20000 - 0x72D29000 C:\WINDOWS\system32\wdmaud.drv
0x72D10000 - 0x72D18000 C:\WINDOWS\system32\msacm32.drv
0x77BE0000 - 0x77BF5000 C:\WINDOWS\system32\MSACM32.dll
```

```
0x77BD0000 - 0x77BD7000 C:\WINDOWS\system32\midimap.dll
0x73300000 - 0x73367000
                         C:\WINDOWS\system32\vbscript.dll
0x73DD0000 - 0x73ECE000 C:\WINDOWS\system32\MFC42.DLL
0x03760000 - 0x03907000
                         C:\WINDOWS\system32\macromed\flash\Flash.ocx
0x6D430000 - 0x6D43A000 C:\WINDOWS\System32\ddrawex.dll
                         C:\WINDOWS\System32\DDRAW.dll
0x73760000 - 0x737A9000
0x73BC0000 - 0x73BC6000 C:\WINDOWS\System32\DCIMAN32.dll
0x76200000 - 0x76271000
                         C:\WINDOWS\System32\mshtmled.dll
                         C:\WINDOWS\system32\schannel.dll
0x767F0000 - 0x76817000
0x0FFD0000 - 0x0FFF8000 C:\WINDOWS\system32\rsaenh.dll
                         C:\WINDOWS\system32\dssenh.dll
0x68100000 - 0x68124000
0x71D40000 - 0x71D5C000 C:\WINDOWS\system32\actxprxy.dll
0x6D440000 - 0x6D450000 C:\Program Files\Java\j2re1.4.2\bin\npjpi142.dll
                               C:\WINDOWS\system32\OLEPRO32.DLL
0x5EDD0000 - 0x5EDE7000
0x6D310000 - 0x6D327000 C:\Program Files\Java\j2re1.4.2\bin\jpiexp32.dll
0x6D380000 - 0x6D397000
                         C:\Program Files\Java\j2re1.4.2\bin\jpishare.dll
                         C:\PROGRA~1\Java\J2RE14~1.2\bin\client\jvm.dll
0x08000000 - 0x08136000
                         C:\PROGRA~1\Java\J2RE14~1.2\bin\hpi.dll
0x03010000 - 0x03017000
0x03520000 - 0x0352E000
                         C:\PROGRA~1\Java\J2RE14~1.2\bin\verify.dll
                         C:\PROGRA~1\Java\J2RE14~1.2\bin\java.dll
0x03530000 - 0x03548000
                         C:\PROGRA~1\Java\J2RE14~1.2\bin\zip.dll
0x03550000 - 0x0355D000
                         C:\Program Files\Java\j2re1.4.2\bin\awt.dll
0x07720000 - 0x0782A000
0x73000000 - 0x73026000
                         C:\WINDOWS\system32\WINSPOOL.DRV
0x76390000 - 0x763AD000 C:\WINDOWS\system32\IMM32.dll
0x04D80000 - 0x04DD0000 C:\Program Files\Java\j2re1.4.2\bin\fontmanager.dll
0x73940000 - 0x73A10000
                         C:\WINDOWS\system32\D3DIM700.DLL
0x6D2F0000 - 0x6D304000 C:\Program Files\Java\j2re1.4.2\bin\jpicom32.dll
0x59A60000 - 0x59B01000 C:\WINDOWS\system32\DBGHELP.dll
0x76BF0000 - 0x76BFB000 C:\WINDOWS\system32\PSAPI.DLL
```

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#### Some Experts Tips

- 1. Turn it off, turn it back on. "Nine times out of ten, rebooting your computer (and any equipment that connects to it) will solve the problem."
- 2. We're like Santa: We know if you've been bad or good. Fessing up to what really happened right before the system crashed is going to save time-and I'm going to figure it out anyway.
- 3. Use "strong" passwords. Geek Squad agent Derek Meister suggests combining letters and numbers-but not your birth date-to create a "base" password, and adding a unique suffix for each site you use. If your base password is your spouse's initials and your anniversary date (say, SP061789), your Amazon password might be "SP061789AM."
- 4. Make sure you have current antivirus and anti-spyware protection, and set it to update at least

once a day and run a full-system scan at least once a week.

- 5. There's no free lunch. Downloading free music, movies, and games from file-sharing sites can open holes in your system for others to exploit. Play it safe and use established services like Rhapsody, iTunes, and Netflix.
- 6. Remember: Public Wi-Fi is public. If you don't have a compelling reason to check your e-mail or bank account while sipping a latte at the mall, don't do it. While you're on a public network, even one that's encrypted, a nearby hacker can capture your passwords.
- 7. Give it a rest. Turning off your computer when it's not in use saves energy and clears out the RAM, or temporary memory, which would otherwise slow your machine over time.
- 8. If you can't get online, call your Internet service provider first. Connection problems can often be checked and fixed-free.
- 9. No, you can't use your cell phone to pop popcorn. Next time an Internet rumor drops into your inbox, don't just pass it on-check it out at www.snopes.com first.
- 10. If you don't understand me, I'm not doing my job. Confusing tech jargon is a sign of insecurity, not intelligence.
- 11. Keep it clean. On a PC, run Disk Cleanup and Disk Defragmenter at least once a month. This will store files more efficiently so your system doesn't slow down. After about four years, your computer is elderly. If you're shelling out for a blazing-fast Internet connection, pony up for a new model.
- 12. Check the cables. "People are always shocked that a cable came loose," says Geek Squad agent Derek Meister. Of course, everything that needs power is plugged into an outlet, right?
- 13. Got neighbors? If you do, protect your home wireless network with a password. "If a person knows what he's doing, getting into a computer on a non-encrypted net-work is easy," says Schildkraut.
- 14. You backed up your data, right? External hard drives with lots of memory now sell for under \$200, and automated programs like Cobian Backup make regular backups a no-brainer. Secure online backup services save your data offsite should anything happen to your home.
- 15. If you travel with your laptop, get a lock. A 2007 survey by the Computer Security Institute found that 50 percent of respondents had a laptop or other mobile device stolen in the past year. A simple cable lock (starting at about \$20) lets you physically secure your laptop anywhere you go.
- 16. Remember: If your company owns the computer, they own what's on it, too—even your email in some cases. Act accordingly.

### **Setting Up a New Computer**

#### **Sites for Downloading Free Programs**

File Hippo: All free programs, very easy to deal with <a href="http://filehippo.com/">http://filehippo.com/</a>

<u>Download.com</u> – more difficult to deal with for free programs, avoiding the paid versions

Ninite.com USE THIS FOR MULTIPLE PROGRAM DOWNLOADS <a href="http://ninite.com/">http://ninite.com/</a> Here you can download 10, 20, more all at once. It installs the programs with the features you probably

Want (install in c drive start menu, no icon in the task bar, etc) in maybe 10-15% of the time it would take

To do it individually.

<u>Google.com</u> to search for any other programs not in file hippo or Ninite (downloads.com is too much trouble)

#### Steps for a New or Reformatted Hard Drive

1. Uninstall ALL the trial programs on the machine including, Norton, Adobe Reader, Microsoft Office.

At the FREE decrapifier <a href="http://www.pcdecrapifier.com/download">http://www.pcdecrapifier.com/download</a>. Free for personal use. You do

Not have to do this first, but do it soon. INSTALL NONE OF THEM. Better FREE ones.

2. Go to file hippo and download AVG Free Edition Antivirus and Antispyware and install it so you will be

Protected on your next internet steps. (Internet Explorer browser comes with Windows). You'll get the

Rest of the programs from ninite or google (or back to filehippo) Get all the rest you want/need from

Ninite.

3. Download, save, and install Startup Monitor to monitor each new program or update installation and ask

You to OK or deny addition to the task bar on the right (runs 100 percent of the time in the background,

Hogging resources, slowing the computer). You will deny almost of them. You just need security stuff from

This list (AVG). The rest you start up when you want to use them. Startup Monitor is free.

#### http://www.mlin.net/StartupMonitor.shtml

4. Go to <a href="http://ninite.com/">http://ninite.com/</a> and put a check in each program you want. Do not check Microsoft Office unless

You have already purchased the program , have the key but not the installation disk. You can always

Download it from Microsoft.com also. Open Office is a FREE clone of Office that governments, companies

Universities use because it is free and until Microsoft brought out Office 2007, Open Office was stronger.

You can set the defaults to save in Microsoft Office formats (.doc, .xls, .ppt, etc) so the whole world can

Open it's documents. Microsoft Office 2007 now includes OO formats as an option . I suggest you get

The following and use them by putting a check in the box beside the names.

The red ones are must haves for best practice. The others are nice but optional. Get others if you

Recognize and want to use them. Do not get Ad-Aware and SpyBot. They are not effective,

Malwarebytes is the recommended one. You can always come back to Ninite anytime to get more.

Chrome Google's browser. Fast, easy to use. Everyone needs more than one browser in case

It becomes corrupted so you can get the internet. Firefox and Chrome are the most

Popular and solid.

**Firefox** Many people's favorite browser. You don't need to have Internet Explorer as your default

Browser unless you so desire

iTunes Apple's free media player. Windows Media Player comes installed in Windows

VLC Plays videos

Paint.net Similar to Photoshop but is not quite as user friendly, I hear. But it's FREE

**Picasa** Considered the best free photo editing and managing program from Google. Need to store

Photos free on google's picasa.com photo storage.

Infanview Very useful quick photo and clip editing and conversion program.

OpenOffice Equivalent to Microsoft Office. Set the Save defaults to save documents, powerpoint

(presenter), excel (has another name in open office) in Microsoft Office formats.

Foxit THE pdf reader. It is 5mb instead of 50 of Adobe Reader, quicker, easy to use and doesn't

Attract the malware that Adobe Reader does (since "everyone" has Adobe it is a target)

Cutepdf document

Registry

In addition to Primopdf that is not in Ninite, can CREATE pdf files from any

File

**Malwarebytes** Considered the best antimalware program. The free version is manual. You must update it

Before using and run scans yourself every month or so. There is a paid version if you

Want it to run in the background and automatically update.

Flash A must have to view animation and videos on the net

**Flash(IE)** Must be a version for Internet Explorer.

**Java** Must have to view on the net

GoogleEarth To see any location in the world

**CCleaner** Run at least once a week to clean the excess and temporary files. Run the

For a safe registry cleaner. Has an uninstaller, but Revo is better

**Revo** A program uninstaller. Shows all the programs and uses the program's uninstaller, if one

Came with it. The uniqueness of REVO is that it then presents all the left over bits and pieces

And registry items (there can be thousands). The other uninstallers, including the Windows

Control panel one, leave junk files behind that build up.

**Defraggler** The best, quickest, most effective free defrager. It actually returns significant usable space.

From the same company as Ccleaner.

NOW, after all that. One local computer repair guru (Jon Townsend) recommends that in addition to

AVG and Malwarebytes, that you download and install FREE **Spyware Blaster**. It works differently from

Other antispyware programs, keeping more from coming in. Keep it updated. <a href="http://filehippo.com/download\_spywareblaster">http://filehippo.com/download\_spywareblaster</a>

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Jmax's Website http://www.jmaxbits.com/

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

- 1. For help with a computer problem, put <u>HELP</u> in the subject line and give me info about the computer you're using, if you know it.
- 2.To view or print <u>Jmax Bits Good Services List in the Villages area</u>, click link www.jmaxbits.com
- 3. To sign up for the non-computer newsletter, send an email to VLGSClassifieds@aol.com. Put SUBSCRIBE in the subject line. To send an Ad, place AD in the subject line.
- 4. The Villages Computer Club's web page: Click here: Welcome To The Villages Computer Club

To add your name to the VCC announcements list, send email to The VCC-subscribe@yahoogroups.com

5. Fred Benson's website www.thevillagescomputerbasics.com