



SVECC Newsletter

Sunland Village East Computer Club

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Volume 8 Issue 5

Checklist for PC Users at Home

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Monthly Reminders:

- Run Disk Cleanup
- Run CC Cleaner
- Defrag your hard drive
- Manually Update Windows
- Update Malware Bytes
- Run your Anti-virus

Remember, this isn't a quiz or a test. You don't score points for each box you tick or leave blank, and there's no league table of top scorers.

1. Ensure that you have antivirus software installed and that it is updated at least once a week, either manually or automatically. Check occasionally to ensure that it really is up to date. If your antivirus software subscription has expired, renew it as a matter of urgency.

Antivirus software stops viruses and Trojans getting onto your computer. Such "malware" could allow remote hackers to access your files and see what you're typing. Obsolete software won't protect you from new viruses, or new strains of existing viruses.

2. Never click on a link within an email message, or download an attachment linked to an email message, unless you are 100% confident that the source can be trusted. If in doubt, just delete the message. Remember, banks never email you to ask you to log in to your account.

Viruses, Trojans, password stealers and other types of "malware" often spread by automatically emailing themselves to potential victims. Clicking on an untrustworthy attachment is like inviting a burglar through your front door - it bypasses any protection offered by your firewall.

3. If you're running Windows, download and run the free Microsoft Baseline Security Analyzer program. You'll find it by searching for MBSA on www.microsoft.com.

It will tell you whether you are missing any important security patches, and automatically install them for you.

4. If you haven't turned on the firewall in Windows, do so.

It will help to protect you from hackers on the internet. It will also help to prevent any rogue software which finds its way onto your PC from making contact with outside hackers.

5. If you have a telephone-based broadband connection (ADSL) and you are using a broadband modem that plugs

into your computer via the USB port, consider replacing it with a router.

A router is much more secure than a USB modem. They normally have a built-in firewall, which is better than the one provided with Windows because it can block hackers before they even reach your computer.

6. Ensure that you have enabled the Automatic Updates feature in Windows.

This will ensure that security patches issued by Microsoft will be downloaded and installed automatically on your computer.

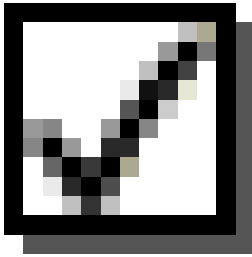
7. If you're running any version of Windows prior to XP, update to XP or Vista. If you're running Windows XP and you haven't installed Service Pack 2, download and install it urgently.

Versions of Windows prior to XP Service Pack 2 are much less secure than modern releases. They are not as resilient to hackers, viruses, or malicious web pages.

8. If you have a broad-



Checklist for PC Users at Home



band or cable router that is providing Wi-Fi access, you must enable encryption.

Without encryption, neighbors and strangers can access your internet connection and, possibly, the files on your PC. WEP encryption is an older standard and is not as strong as WPA, but is better than nothing if your router doesn't support WPA.

9. If you are using your computer for online shopping, always buy from sites run by reputable companies that you trust.

If you provide your credit card details to a company that you haven't heard of, there's a chance that the company might be fraudulent and might misuse your information.

10. If you use online banking, or other online services, where security is paramount, always use a different password for each bank or site.

If someone discovers or guesses your password, that password is only valid for one site rather than multiple sites.

11. Before entering personal information such as a password or your credit card number into a web site, check for a closed padlock symbol at the bottom of your screen and that the address of

the site starts with https rather than just http.

The https prefix and the closed padlock symbol means that all the information which you type into the web site will be encrypted before being sent to the site, thus ensuring that hackers can't intercept it. Also, companies which use https sites are easier to trace should anything go wrong.

12. If you have confidential documents stored on your PC you should therefore consider the use of an encryption program, or look up details on how to use the EFS (Encrypting File System) feature built into Windows.

If someone were to steal your computer, they could read all the files stored on it, even if you have configured Windows to ask for a username and password for each user. Encrypting the files prevents this.

13. Make copies of all the important files that are on your computer, such as documents, emails, photographs, music tracks, video clips, and so on. The most convenient way to do this is to use an external USB hard drive or a "pen drive", depending on how much data you have. Never keep your backup near your computer.

If your computer breaks,

or is lost or stolen, you risk losing all of the information stored on it. If you have backup copies of that information you can easily copy it to your new machine. By ensuring that you don't keep the backups near the computer, disasters such as a fire or a burglary won't result in you losing both the computer and the backup.

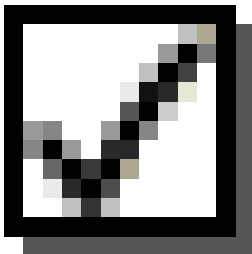
14. Never reply to spam emails, even to opt out from being on the sender's database. Just delete the message.

Spammers often try emailing addresses at random in the hope that you'll reply and thus confirm that the address was valid. By confirming your address as valid, you'll simply get much more spam, not less.

15. Install some anti-spyware software on your computer, and run it at least once a week. There's no need to buy expensive products SVECC recommends Malware Bytes which has a free version.

Many websites silently install spyware on your computer when you visit the sites. The spyware monitors your internet activity in order that the web sites can display adverts which are more relevant to you. However, many people regard this as an invasion of privacy, and the spyware also slows down your computer.

If you provide your credit card details to a company that you haven't heard of, there's a chance that the company might be fraudulent and might misuse your information.



5 Common Mistakes

Five Common Windows Mistakes You Should Avoid

I love to watch experts using a PC as I often pick up some nifty tricks just by observing the way they work. By contrast watching beginners (or even average users) can be painful as they often do things so inefficiently that it makes me wince. Not wince because they are doing something wrong but rather because they are making life so much harder for themselves by not making good use of Windows inbuilt productivity features.

Here are the five of the most common inefficient Windows practices and how some tips how to avoid them.

1. Don't use the <Delete> key when writing over text.

If you want to replace a highlighted section of text you don't need to hit the <Delete> key. Instead just type in your new text and the old text will be automatically deleted. Try it now. Click in your browser address bar and the current web page address it is showing will be selected. Now, type in a new

address like www.google.com. Notice you didn't have to delete the current address as Windows did it for you as soon as you started typing. It's quicker and simpler with no downsides. Definitely something you should put into practice.

2. Don't clear form fields using <Backspace> or <Delete>

My wife does this all the time. When filling a form on a webpage she will erase the existing contents of a field one character at a time using the <Backspace> or <Delete> keys instead of selecting the whole field using Ctrl A and then either:

- Hitting <Delete> to blank out the entire field with a single key-stroke.

- Start typing if she needs to replace the field contents (see tip above)

It's not only faster it's more effective as you are assured every character is deleted not just the ones you can see. (BTW, "Ctrl A" means you hold down both the Ctrl key and A key at the same time then release them together)

In the computer world the Ctrl A key combination means "select everything." It is one of the most important Windows shortcut keys and one you simply must know how to use.

Try it now, press CtrlA and select everything on this page. Click anywhere blank to remove the selection.

3. Don't minimize open windows just to get to the desktop

If you want to get to your desktop you don't need to minimize or close any open windows as there are several ways to get to do this in Windows without closing or minimizing anything.

The simplest way is to press the Windows key and the D key together. This will minimize all open windows immediately. Even better you can restore them again by hitting Windows D again

There are several alternative methods but Windows D is the simplest and best. It's also easy to remember – just think "Windows Desktop"

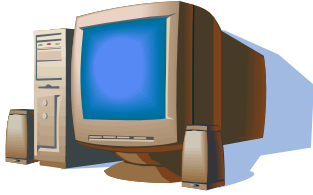
Try Windows D now to go to the desktop. Press it again to return.



Don't minimize open windows just to get to the desktop



5 Common Mistakes (continued)



4. Don't double click task bar icons

On your desktop you normally double click an icon to start the corresponding program but on your Windows Task Bar it usually requires only a single click. If you do double click a task bar icon you run the real risk of starting the program twice.

If you are thinking "So what" let me tell you a story.

My neighbour recently asked me to look at her PC as it was running slow. A quick look showed she had 18 copies of her Genealogy program running! All these copies had consumed most of her PC's memory and a good part of its processing power. That's why it was running like a dog.

Impressed by this feat I asked her how she started family tree program when she needed it.

She took the mouse and made a slow deliberate double click on the Genealogy program icon in the Quick Launch section of her Windows XP Task Bar thus launching two more copies of the program. She now had 20

copies running :) Now I know it is an inconsistency in Windows that in different places you use double clicks and single clicks to do the same thing but that's the way it is. You can adjust your Windows settings to change this behavior but it's much better simply to learn to single click Task Bar icons. It takes less effort, it's a little quicker and most importantly, is far less likely to cause you problems.

these files one at a time but there is a far easier way – use Ctrl Z



the inbuilt Windows undo function. Next time you accidentally copy or move a file just hit Ctrl Z and the unwanted copies will disappear before your eyes. It works for a single file or a whole batch of accidental copies.

Ctrl Z also has a lot of other uses. For example if you ever accidentally delete a file, use Ctrl Z immediately and the file will be restored. Or if you accidentally delete a section of text in an email or word document just Ctrl Z it and the deleted section will reappear. Ctrl Z doesn't work everywhere and for all things but it works in most places for many things. So next time you make a boo-boo try Ctrl Z and there's a good chance your error will be fully reversed.



5. Don't manually delete accidentally copied or moved files

Almost everyone occasionally copies files by accident particularly when selecting group of files where an inadvertent movement of the mouse can result in a bunch of unwanted copies.

Most beginners delete

She took the mouse and made a slow deliberate double click on the Genealogy program icon in the Quick Launch section of her Windows XP Task Bar



Fixing the Boot Manager Error

Fixing the "BOOTMGR is missing" error isn't too hard; here's how.

The day before yesterday I was testing out a program with several system utilities built in. One of its components left my computer in a bit of a mess – no icons anywhere and other assorted woes. I had set a system restore point before I ran the program, so I thought I'd do a system restore. System restore gave me a message that it couldn't restore my files. I decided to restore a disc image I had made a short while back. When I booted up the computer I got a message:

BOOTMGR is missing
Press Ctrl+Alt+Del to restart
I stared at it the white letters on the black background for a few minutes, while the cursor blinked back at me. After some searching (on another computer) I had some solutions. Barring any hardware errors, here's how to fix that error:

- Insert your Windows Vista or Windows 7 disk into your DVD player and restart

your computer.

- The next screen you see should have the Language, Time and Currency and Keyboard boxes.
- In the lower left side there are two options: "What to know before installing Windows" and "Repair your computer."
- Click on "Repair your computer"
- Windows will then try to find the installation directory for Vista or Windows 7, depending on what you have.
- Next up is a screen with a box called Recovery Options. Click the first option, Startup Repair.
- You'll see a Startup Repair box with the message "Startup Repair is checking your system for problems..."
- When it's done, it will prompt you to reboot. If there is more than one problem it may reboot again to continue repairing. At this point, you can remove

the DVD, reboot and everything should be working.

Two sites I found helpful are [BOOTMGR is Missing](http://about.com) at about.com (<http://pcsupport.about.com/od/findbyerrormessage/a/bootmgr-is-missing.htm>) and cyberstorms [How to fix "BOOTMGR is missing" in Windows Vista](http://cyberstorm.blogspot.com/2007/04/how-to-fix-bootmgr-is-missing-in.html) (<http://cyberstorm.blogspot.com/2007/04/how-to-fix-bootmgr-is-missing-in.html>)

If the method outlined above doesn't work, try Solution #2 at the [cyberstorm link](#). Oh, restoring the disc image went fine and all is well. All my data was backed up (somewhere other than the hard drive Windows is on) so that was one thing I didn't need to worry about. Windows Vista and Windows 7 are the only Windows operating systems where this message appears; XP users don't have to worry about this one.



Next up is a screen with a box called Recovery Options. Click the first option, Startup Repair.

Manage "Windows Explorer" Favorites in Windows Vista/7

Windows Explorer contains an area on the left side for placing shortcuts to folders that you use often. In Windows 7, the area is near the top of the left pane and is called "Favorites". In Vista, it is called "Favorite Links". Adding or removing links is very easy. To add a link, just drag a folder from the right pane to the link area. To remove a link, right-click it and choose "Remove" (Windows 7) or "Remove Link" (Vista). This also applies to the *Open/Save* dialog boxes.

Rename files fast in Windows Vista/7

Do you ever need to rename a bunch of files? Here is a quick way to do it. Personally, I find "List" view to be best for this operation.

Select the first file you wish to rename

Press the function key **F2**

Type in the desired new file name

Press the "Tab" key. Do not press "Enter"

Windows will automatically select the entire name of the next file, allowing you to type right over the old name. If you do not want to rename that particular file, press Tab again and the next file will be selected

Type in the desired new name and press the Tab key again. Repeat until you reach the last file you want to rename.

When you have renamed the last file, press the "Enter" key to finish.

Note that after you rename a file, it may jump to a new place in the list, depending on your settings. If that happens and a file suddenly appears in the middle of your list, just press Tab to go on to the next file.





911 Call to help group

What it costs elsewhere

Geek Squad in home call \$149.00 per hour

Serving Online Seniors in home call \$85.00 per hour

On line help \$79.95 subscription + \$24.95 per month

a gratuity to your SVECC helper is recommended

Name _____ Phone _____

Address _____

Brief problem description

Computer Help Group

Group Leader Joe Zagar

Joe Zagar	480-373-9373	all systems and programs
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Depending on the season we have a number of helpers to assist with problems or installations. Contact Joe Zagar for assistance, referral, or recommendation of local service provider.

In addition on most Tuesdays from October to June we offer a fix-it session from 1pm to 3pm at the Training Center. Sessions are open to all residents of SVE and are first come first serve. Charge is \$15.00.

Call ahead (373-9373) to see if your problem can be solved at a Tuesday session.

May 2011

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 Patch Tuesday	11	12 ASU Auction	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28 PLUG Installfest
29	30	31			Southwest Conference starts June 3rd San Diego	

Easy Way to Select Files in Windows Vista and Windows 7 with Check Boxes

Suppose you want to select only certain files from a folder list in Windows Explorer. Maybe you want to delete certain files or copy a few files to another folder. You may know the old trick of holding down the *Ctrl* key and single-clicking each file to make a group selection but Windows Vista/7 has an easier way. It isn't enabled by default, however, and you have to turn the feature on by going to **Folder Options**.

There are several ways to open **Folder Options** but here is one way to do it:

Go to the *Start-Search* bar

Enter "folder options" (without quotes). Actually, just "fol" works on my systems.

Select "Folder Options" from the list

In the dialog box that opens, select the *View* tab

Scroll down the list of advanced options and place a check by "Use Check boxes to select items".

Click "Apply" and "OK"

From now on, a check box will appear to the left of a file name whenever the mouse is hovered over it. Click the file to put a check in the box and select the file. The file will stay selected until you remove the check or close the Explorer window.

SVECC

Check us out at
svecc.com

President
Delores Bruno

Sunland Village East Computer Club

Founded for the Residents of Sunland Village East

Mission: To help each other learn about Computers

Membership is open to all residents of SVE

Dues are \$20.00 per Year

Due October 1st

Sunland Village East Computer Club



Father Murphy

Father Murphy walks into a pub in Donegal, and asks the first man he meets, 'Do you want to go to heaven?'

The man said, 'I do, Father.'

The priest said, 'Then stand over there against the wall.'

Then the priest asked the second man, 'Do you want to go to heaven?' 'Certainly, Father,' the man replied.

'Then stand over there against the wall,' said the priest. Then Father Murphy



walked up to O'Toole and asked, 'Do you

want to go to heaven?' O'Toole said, 'No, I don't Father.'

The priest said, 'I don't believe this. You mean to tell me that when you die you don't want to go to heaven?'

O'Toole said, 'Oh, when I die, yes. I thought you were getting a group together to go right now.'

SVECC

Check us out at
svecc.com

People helping
People