If you are reading this on your computer display, remember that **Acrobat Reader** has a *zoom* feature (under "**View**" in your top tool bar) for enlarging or reducing text and graphics.

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Next Computer Club (BVCC) Meeting

Organizing Picture and Document Files: Presented by Len Nasman

December 9, 2013, 7:30 pm, Glenn Center

Quick Index

You can jump directly to articles in this newsletter. Just left click on the Index listing.

Newsletter Contents

Notes from Kent

Good Works

As some of you are aware, the Club and its officers have been working with the Village library to computerize its processing system. This has included a protracted struggle to identify the most useful software for the project--finally opting for File Maker Pro 12, at Len's suggestion.

Working with the Bristol Village Foundation, a copy was purchased and installed on a computer donated by the Club. With this capability a book's entry need only be typed once--the software then uses the information to identify the information needed by the desired catalog card or spine label, format it appropriately and uniformly, and then print the card or label. Previously, it had been necessary to type the information again and again (each time introducing opportunities for errors). Now, if one does make an error, the error itself can be corrected without needing to type an entire new card. In addition to the desired card or label, the data-inputter is left with an electronic record that can provide the basis for a computerized card catalog if that is ever desired.

Survey Initiative

Members of the Club (BVCC) and the Sight and Sound Committee have been busily engaged in surveying Village residents as to their Internet, telephone, computer, and television usage to gather data for the Village administration to enable it to present a stronger case for Village wants in negotiation of a new contract with Time Warner Cable. (Interestingly, the contract is scheduled to expire at the end of the year and current business new reports both Cox Broadcasting (Comcast) and Charter Broadcast are preparing bids to buy the cable company). This casts a shadow over our survey efforts but the struggle continues to complete the survey, which should help Club officers in identifying programs of greatest interest or value to members.

Not Crying Wolf on XP

by Kent

Last month I reminded you all that the XP Professional software in use by most Club members will expire in early April. Perhaps I should have been a bit more judicious and explicit. Microsoft's support for the software will expire at that time but that does not mean that the software will cease to function as it has. Most importantly, it means that Microsoft will not be providing fixes to protect against viruses and other malware.

If you most use your computer for typing, there should be no problem with the absence of support. But if you want to use Email or surf the Web or otherwise go online, your computer is likely to increasingly become susceptible to purveyors of bad stuff. Also, as I discovered in trying to rescue a PC with Vista, the discontinuation of support on a specific date means that Microsoft will cease to make its past service packs available for a computer that has not had them installed. This is a good reason to keep your computer up to date with software updates (and to make a recovery disk), because the alternatives are a lot more hassle although doable. As an example, on April 8, 2014 Microsoft will stop supporting Windows 7 users who have not installed Service Pack 1, reinforcing the warning to keep your computer up to date with service packs. Using Microsoft Automatic Update will take care of most of this issue.

Windows 7 Gadgets

By Len

If you have been using Windows 7 *Gadgets*, and you update IE Explorer to version 11, you will find your gadgets either changed or missing.

This is from Microsoft:

> Gadgets are no longer available on our website because the Windows Sidebar platform in **Windows 7** and **Windows Vista** has serious vulnerabilities. Microsoft has retired the feature in newer releases of Windows. Gadgets could be exploited to harm your computer, access your computer's files, show you objectionable content, or change their behavior at any time. An attacker could even use a gadget to take complete control of your PC.

So, if you are using gadgets, it is time to remove them. Microsoft provides a tool for removing gadgets. Click on the picture below to jump to the Microsoft web page where you can download and remove gadgets.

Microsoft® Fix it
Disable Windows Sidebar and Gadgets
Microsoft Fix it 50906

Organizing Picture and Document Files

By Len

Common questions we get in the Computer Room:

- How can I transfer pictures from my camera to my computer?

- How do I use a flash drive?

- How can I back up document files onto an external hard drive.

The secret to answering these questions is to learn how to use *Windows Explorer.* (Windows 8 users please note; Microsoft changed the name of *Windows Explorer* to *File Explorer* in Windows 8.)

> Note: Please do not confuse Internet Explorer with *Windows Explorer.* Internet Explorer is a web browser program that is used to 'surf the net.' Windows Explorer is used to locate and manage files on your computer disk drives and external storage devices such as flash drives, camera memory cards, or external hard drives.

Pretty much everything that your computer uses is in a file somewhere. There are program files for

applications such as word processing, spreadsheet, email, or web browsers. These programs must be *installed* on a computer, and they cannot be simply copied from one computer to another. There are numerous system files such as printer or other device drivers. Once system files are installed they are of no concern to the average user.
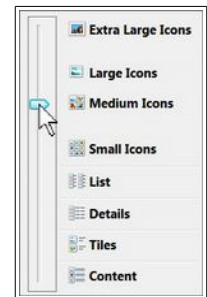
The files that every user should know about are document and graphic files. Document files are created by word processing or spreadsheet programs. Graphics files (also referred to as image or picture files) can be created by digital cameras, scanners, paint programs, or other graphics software.

When Windows Explorer is open, it shows a list of locations of various files.

Exploring computer drives.

In this discussion we will concentrate on the drives currently installed in the computer. The examples shown are from Windows 7. The *Exploring computer drives* example has the Favorites, Libraries, and Network options minimized. This was done by selecting the tiny arrow on the left side of these entries. The earlier example shows Favorites, Libraries, and Network options expanded.
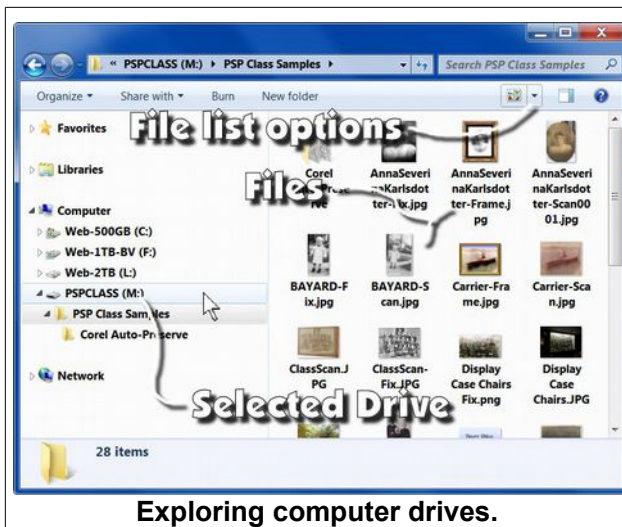
In the *Exploring computer drives* example, you will see drive **C:**. The main hard drive in a computer is always labeled as **C:**. In the example above, the **C:** drive has been renamed **Web-500GB**. The example has two other hard drives (F: and L:) and a flash drive (M:). The computer assigns drive letters according to what drives are installed. The drive *name*, however, can be changed by the user. In the example, the flash drive (M:) has been renamed from the default *Removable* to **PSPCLASS**.

The contents of a drive can be expanded by selecting the tiny arrow on the left side of the drive name. In the example, the PSP Class Samples folder in drive M: has been selected. The files in the folder are displayed in the *File List* area.

The *File List* area can be viewed a number of different ways. Selecting the arrow on the right side of the *Change your view* tool on the menu, you can select how to view the files. The *Exploring computer drives* example uses *Medium icons.*

When you insert a flash drive or an SD camera memory card, it will be added to the list of drives under Computer in Windows Explorer. When you first insert a flash drive or SD card, the *AutoPlay* window will open. When you select the *Open folder to view files* option, a new Windows Explorer Window will open. There you can view, copy, and paste your files.
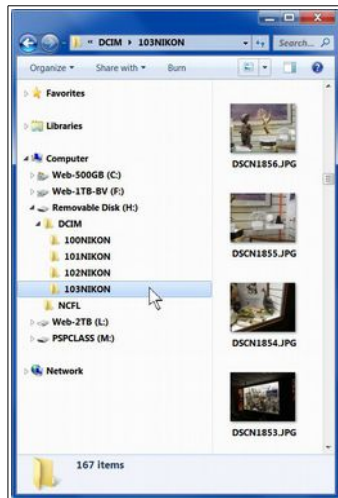

If you select the *Import pictures and videos* option, a new dialog box will open. If you simply select *Import* from this dialog box, the system will add the pictures to a default

folder. To take control, select the ***Import settings*** option and then select a folder where you want the pictures to be stored.

In the example shown here, an SD card from a Nikon camera has been inserted into the computer. It appears in Windows Explorer as Removable Disk (F:). Most digital cameras create a DCIM folder, and then creates additional folders as pictures are added. The Nikon camera used in the example makes a new folder for every 200 pictures.

Flash drives and SD cards are treated by the computer the same as any other drive. You can use Windows Explorer to view files or Copy and Paste files from one location to another.

Windows Explorer makes it easy to find and control your document and picture files. For more details on using Windows Explorer, visit the BVCC Schoolhouse.
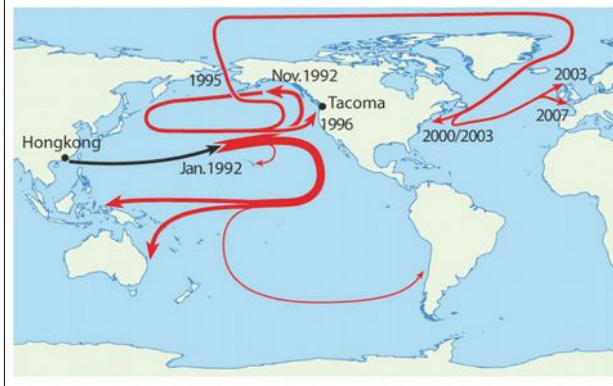
Internet Diversions and Distractions

By Len

Some days I open my Firefox web browser and before I know it I'm off in some strange web site wondering how I ever got there. Here is an example.

I was looking at www.twistedsifter.com and stumbled on an entry "40 Maps That Will Help You Make Sense of the World." One of the maps referred to Rubber Duckies.

19. Map of Where 29,000 Rubber Duckies Made Landfall After Falling off a Cargo Ship in the Middle of the Pacific Ocean

What is that about? You might well ask. Well, according to Wikipedia, During a Pacific storm on 10 January 1992, three 40-foot containers holding 29,000 Friendly Floatees plastic bath toys from a Chinese factory were washed off a ship

Some oceanographers decided that this was a good opportunity to study ocean currents and started tracking the duckies. In 2004 the duckies were still being discovered. My exploration that started with the map lead to learning about rubber duck races around the world, the saga of the largest rubber duck, and also the book *Moby Duck*.

Reading about the Rubber Duckies, I discovered something called the North Pacific Gyre. This is an area of the ocean that, because of the circulation of currents, collects large volume of floating debris, mostly plastic. There are other gyres, including a big floating garbage patch in the Atlantic ocean. Large volumes of floating toxic plastic break down and eventually enter the food chain and knowing this might put you off of ordering that swordfish steak.

Now I have stumbled into information about marine pollution. This includes the practice of large ships taking on ballast water in one area and dumping it in another, leading to the introduction of zebra mussels in Lake Erie and other example of the

movement of invasive species. And by the way, what do you think happens to the garbage and toilet flushing from the 6,000 passenger cruise ships?

As you can see, surfing the Internet can lead to amusing and interesting things. A good thing to remember is that if you get lost in cyberspace there is a tool on your web browser that will get you home again.

Avoid Installing Unwanted Software

By Len

The BVCC computer techs have received a number of computer fix-it-jobs lately where the computer was running much slower than when it was new. Many times this is from the presence of unwanted software that sneaked into the computer. Here are a couple of examples of how this can happen. *Don't say we didn't warn you*.

There are programs that you need to update because the program has been found to be susceptible to

hackers. Among these are Adobe Flash Player and Java.

The problem is that the update process for these programs may contain a check box for installing additional software. Here is the Flash Player screen.

If you do not *turn off the check box* before installing, McAfee (double yuck!) will be installed on your computer. Since you probably already have an

antivirus program installed, the two programs will fight each other in the background and make your computer run much slower than normal.

The Java update will add new toolbars if you are not careful. Extra toolbars take space on your browser screen, and can also slow the computer.

One last thought. *Never click on a link in an email* that claims it will update something in your software. These are always bogus and can install very nasty things on your computer. If a valid update is available it will appear when you use the program, not as an email link.