

# Bits of Bytes

Newsletter of the Pikes Peak Computer Application Society, Colorado Springs, CO

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Issue 1



## The Prez Sez

by Cary Quinn,  
President,  
P\*PCompAS

**The incoming Prez for the New Year is introduced by the outgoing.**

Welcome to 2015!

I am greatly honored to have been accepted for the position of P\*PCompAS President for this year. I am looking forward to some of the challenges and opportunities in helping our group grow and learn.

For January, we are going back to a once popular practice of putting on an open topic experts roundtable. We used to put on this panel once or twice a year to expand on common ideas and themes in the age of computing. This is more than just an "around the room" session. I look forward to your input into topics of interest, not just for this coming meeting, but for ways the group can further help our members throughout the coming year. ☺



## Meeting Minutes

by Toni Logan,  
Secretary,  
P\*PCompAS

President John Pearce called the 13 December 2014 meeting to order at 9 am. Coffee and doughnuts are free for first-time visitors and a donation for members. The coffee is compliments of Laura at Starbucks at Barnes & Noble at Citadel Crossing. Today the doughnuts are a gift from Tim Hoffman from ISSA.

## Next P\*PCompAS meeting: Saturday, 3 January 2015

There will be an Experts Roundtable to help you solve any issues.

The minutes were approved as printed in the newsletter.

### OFFICER REPORTS

Treasurer Dennis Conroy reported as follows: Savings account has \$5816.92; checking account has \$1010.32, for a total of \$6827.24.

Membership Committee Chairwoman Ann Titus reported that she is taking dues for next year.

Newsletter Editor Greg Lenihan said that the deadline for the next newsletter is Saturday, December 20, 2014, the same day as the breakfast. Greg distributed some issues to members.

APCUG Representative Joe Nuvolini reported that he would pay the dues for the club after the election results.

Vice-President and Program Chairman Bob Blackledge reported that Cary Quinn would give the program for today. He also sent an ISSA newsletter around for the members to take a look at.

OLD BUSINESS: None

### NEW BUSINESS

Cary Quinn reported as the nominating committee the following candidates for office: President, Cary Quinn; Treasurer, Dennis Conroy; Secretary, Toni Logan; Board of Directors Member, John Pearce. A proposal to create a Program Committee to report to the Vice-President was suggested and adopted. The members of the committee are Toni Logan, Peter Rallis, and Paul Godfrey. Harvey McMinn volunteered to be a candidate for Vice-President. The nominations were accepted and voted on unanimously.

The next meeting will be on Saturday, January 3, 2015. The business meeting was adjourned.

### AROUND THE ROOM

The audio of the Around the Room is available on the P\*PCompAS Web page.

### PROGRAM

Cary Quinn gave a very informative talk on what you do with your physical and electronic information when you are no longer able to access them. He covered making inventories, how to safeguard financial information; making a checklist and many other things.

### DRAWING

Book—Cary Quinn  
Photo Paper—A. J. Whelan  
Photo Paper—Lois Weikart  
Photo Paper—Paul Godfrey  
Router—Dick Stienmier  
Pencil Plaque—Barbara McMinn  
Blank Business Cards paper—  
Chuck Kinsley ☺

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**Editor: Greg Lenihan**  
**Librarian: Paul Major**  
**Membership: Ann Titus**

**Committees**

**Hospitality: Pat Krieger**  
**Programs: Paul Godfrey, Toni Logan, and Peter Rallis**  
**Publicity: Harvey McMinn**  
**Nominating: Vacant**

**Board of Directors**

**Toni Logan**  
**Norm Miller**  
**Bob Blackledge**  
**Warren Hill**  
**John Pearce**

***Nybbles and Bits***  
 by John Pearce, P\*PCompAS

First this month is a follow-up to information on the POODLE vulnerability. The Mozilla Foundation released Firefox version 34 that has disabled SSL v2 and v3. This version has also changed the default search engine to Google. If you, like me, prefer to have the default search engine something other than Google, you will need to change the Default Search Engine setting.

Changing the Default Search Engine is actually quite easy. Click on Tools, then Options, and click on the Search tab. Click on the drop-down list and select your preferred search engine. Click OK and the change is effective immediately.

A new vulnerability has been discovered in certain small-office/home-office (consumer grade) routers. The vulnerability named “misfortune cookie” allows attackers to use a specially crafted cookie to take control of your router. Not all manufacturers’ routers are vulnerable, so check the manufacturer’s support page for your router brand and model to see if it is affected. There is no known workaround to this problem. It will require a software/firmware update from the manufacturer. If your router is several years old, it might make sense to buy a new one. ☺



Our club deeply regrets the passing of another one of its selfless members who went out of his way to help others. Bill retired from the Air Force in 1973 as a full Colonel, and started playing with computers in 1991. He was involved with more than one local computer group in town, and volunteered much of his time to putting together



**In Memory of Bill Kennedy**  
 29 August 1921–13 December 2014

working systems to give away. He set up computers for many seniors who needed equipment, and was often called upon to help train them on their refurbished machines. Many in our club donated parts to Bill, who would build working systems for donation to schools in Mexico. He would take his truck to get items the club bought for the church, and help install them. His quiet demeanor and industrious nature will be missed by our group. ☺



**Cary Quinn was our presenter in December, and spoke on the topic of protecting your digital assets.**



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P\*PCompAS welcomes any comments, letters, or articles from members and non-members alike. Please send any articles to the editor (see last page for address). The editor reserves the right to reject, postpone, or edit for space, style, grammar, and clarity of any material submitted.

## *How to Recover a “Crashed” System, Windows 7 and 8*

*Published with permission from Ira Wilsker, Golden Triangle PC Club, columnist for The Examiner, Beaumont, TX*

### WEBSITES:

<https://support.microsoft.com/kb/929833>  
<http://www.techsupportalert.com/best-free-security-list-part4.htm?page=0,2>  
<http://www.ultimatebootcd.com>  
<http://www.technibble.com/large-list-of-useful-computer-repair-cds/>  
<http://www.sevenforums.com/tutorials/1538-sfc-scannow-command-system-file-checker.html>  
<http://www.sevenforums.com/tutorials/139810-sfc-scannow-run-command-prompt-boot.html>  
<http://www.eightforums.com/tutorials/3047-sfc-scannow-command-run-windows-8-a.html>  
<http://www.techsupportalert.com/create-bootable-rescue-cd.htm>  
<http://falconfour.wordpress.com/tag/f4ubcd/>  
<http://www.techsupportalert.com/content/how-create-recovery-discs-or-usb-keys-windows-8.htm>  
<http://www.techsupportalert.com/content/keep-bootable-cd-handly-troubleshooting.htm>  
<http://www.techsupportalert.com/content/two-new-ways-boot-safe-mode-windows-8.htm>

Yesterday I received a frantic phone call from a distraught individual. He had a fairly new Windows 7-64 desktop PC not covered by warranty, and it would not properly boot up. It would briefly show that manufacturer’s splash screen, and then nothing else; the screen was black. After a period of time, the power saving feature appeared on the otherwise black screen and stated that the computer was going into hibernate mode. Nothing typical could bring the computer back to life; a full repeat of the “power on” cycle only produced a repetitive black screen and shutdown. The computer would not even boot into safe mode using the F8 key, and it took several boot attempts to get to the BIOS setup using the F10 key (this varies by computer model); the BIOS appeared to be properly configured. There was no practical way to get to the “System Restore” function, and rollback the

PC to an earlier date and time.

Immediately prior to this boot failure, the individual had installed a new paid (renewal) version of a popular system maintenance utility which he allowed to perform a full diagnostic. Intentionally selecting the “Power down if no problems are found” function, the diagnostic utility went through a lengthy series of tests, found no errors, and dutifully shut down his computer. That was the last time it ran satisfactorily.

Fortunately, he had another Windows 7-64 desktop in his home, so he had the ability to research his predicament, and create some bootable rescue CD discs. If we can remember the joy and excitement of setting up a new PC, one of the procedures presented during the setup, but still available later, is the creation of a set of bootable recovery discs or with newer computers,

*Continued on page 4*



**Stanley “Pineapple Man” Rapaport made a visit to the December digerati at the Country Buffet to drop off some fruit for dessert. It was much appreciated by those having breakfast. Thanks again, Stan.**



*Recover a "Crashed" System (Cont. from page 3)*

a recovery bootable USB flash drive. While this bootable rescue disc set is often vital in recovering and restoring what many call a "crashed" computer, very few PC users ever create the set, even when prompted during setup, and at other times by the integral "PC Action Center."

If you are one of the majority who has never created a Windows bootable recovery disc utilizing the function built into Windows 7 and 8, the process is relatively fast and easy. In Windows 7, the bootable recovery disc can be created by going to Control Panel - System and Security - Backup and Restore - Create a System Repair Disc. A window will open instructing the user to insert a blank CD, which the system will use to create a bootable recovery CD. In some cases it may take several CD discs to create a complete recovery set, so be sure to have several blank CDs available. Windows will proceed to create the bootable set. When completed, label the discs with a permanent marker (I use a "Sharpie"), put them in a case, and store them somewhere safe where you can quickly find them if needed. Most modern factory built Windows computers do not come from the factory with recovery or system CDs (or DVDs), but instead have a second partition on the hard drive with all of the critical operating system files; it is many of these files that will be used to create the recovery set. In some cases, where this second partition was never created, or it was deleted (some users do this to get more space on the hard drive), it may be necessary to insert an original Windows 7 installation disc. To use the system repair or recovery disc, insert the bootable CD in the drive, and then reboot the computer, following the on screen prompts to run the restore and recovery.

The process of creating a set of restore bootable discs in Windows 8 is similar to that of Windows 7, except some of the instructions are worded differently. Use the keyboard shortcut "Winkey+W" to open the Start screen Settings search, and type "recovery." One of the choices will be "Create a recovery drive." Windows 8 supports creating recovery media on a USB flash drive (minimum of 256MB free space required, much more if a backup partition is created), or blank CD or DVD discs can be used. Follow the onscreen prompts, and the rescue media will be created. Label the media, and store it in a safe place where it can be readily found when needed. If needed, simply insert the USB or DISC, and reboot the computer, then follow the on screen prompts.

While the "official" system recovery discs

may be very useful in recovering and restoring a system that will not boot, or boots with significant errors, there are also several third party bootable discs (mostly free) that can be created to detect and repair most common errors, or to scan and delete most malware that may have taken over the computer. Detailed instructions and recommendations on resolving most of these crashes are available from Gizmo's TechSupportAlert.com at [techsupportalert.com/best-free-security-list-part4.htm?page=0,2](http://techsupportalert.com/best-free-security-list-part4.htm?page=0,2). Another very large list of recovery and repair utilities that can create bootable CDs or USB flash drives is at [technibble.com/large-list-of-useful-computer-repair-cds](http://technibble.com/large-list-of-useful-computer-repair-cds). One of my personal favorites is the "Ultimate Boot CD" available for free download from [ultimatebootcd.com](http://ultimatebootcd.com). This "Ultimate Boot CD," when burned to a bootable CD using an ISO burner (another readily available free utility), or to a USB flash drive (instructions are included in the download), contains dozens of utilities to diagnose and repair hard drives, memory tests, BIOS diagnosis and repair, CPU diagnosis, hardware diagnosis, video and keyboard diagnostics, malware scan and removal, and many diagnostic and repair utilities. For those who like a variety of competitive utilities, another free comprehensive bootable CD or USB flash drive containing several dozen diagnostic and repair utilities is the Falcon Four Ultimate Boot CD, available for direct download at [falconfour.wordpress.com/tag/f4ubcd](http://falconfour.wordpress.com/tag/f4ubcd). It should be noted that the latest build of Falcon Four Ultimate Boot CD works fine on Windows 7 and Vista, but does not currently work on Windows 8 systems.

Gizmo's TechSupportAlert.com recently had an updated feature containing detailed but easy to follow instructions for creating a bootable recovery CD or USB flash drive. These instructions can be viewed at [techsupportalert.com/create-bootable-rescue-cd.htm](http://techsupportalert.com/create-bootable-rescue-cd.htm). Included with these directions are links to six of the most popular (free) bootable recovery discs.

While apparent "crashes" do occasionally happen, it is more common that an error may appear on the Windows screen while running indicating that one or more critical system files may have been corrupted or cannot be found. To remedy this situation, all recent versions of Windows have a built in "System File Checker" that can check for missing or corrupted system files, and quickly and easily replace most of them.

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## Computing in the Cloud: MS OneDrive

By Nancy DeMarte, 1st Vice President, Sarasota Technical User Group, FL, [www.thestug.org](http://www.thestug.org), [ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

One problem with computer technology today is that the systems change before we learn how to use them. For example, storing documents and other files on the Internet has been around for many years, used mostly in the business world through paid services like Carbonite. In the past few years this concept, nicknamed the Cloud, has become more accessible to home users through free cloud storage services from companies like Apple (iCloud), Google (Google Drive), and

Microsoft (OneDrive). Many home users, however, are not taking advantage of the convenience of being able to store documents and photos on the Internet because of the difficulty of learning a new process. Because I have Microsoft Office, I use Microsoft's OneDrive for cloud storage, which I find to be an easy and convenient option on both my Windows 7 and 8.1 computers.

Why should you consider storing files in the cloud? If you travel often or have multiple

computers or devices, the possibility of creating a document on one computer and saving it on the Internet where it can be accessed from any computer and most devices at any time is a huge benefit. Plus, if your computer fails, your files are safe in the Cloud. Before I began using OneDrive, I would create a document on my desktop computer, copy



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### Recover a "Crashed" System (Cont. from page 4)

Probably the most efficient way to detect and repair almost any necessary system files is to do it from a command prompt in safe mode. Getting to safe mode in Windows is simple; starting with the computer off (turned off, not hibernating or sleeping), turn on the computer with its power button then immediately start tapping the F8 key in the top row of the keyboard. Keep tapping the F8 key every second or two until the computer opens a black screen with white fonts; one of the choices will be to boot into "command prompt" which can be reached with the up and down keys on the keyboard. The computer will rapidly complete its very limited boot process, and when done, will only show a single command prompt on the screen, such as "C:\>". At this prompt, type "SFC /SCANNOW" (no quotes). It can be in upper case or lower case, and will check the system files. While the SFC /SCANNOW function can normally detect and repair most missing or corrupted system files with the first pass, there are cases where the command must be run several times in order to repair or replace a badly damaged system. Alternatively, the SFC /SCANNOW command can be run from within Windows, while Windows is running. Click in the menu on "RUN" and then enter SFC /SCANNOW in the box; be sure that it is being run with "administrative privileges." The process of running SFC /SCANNOW in Windows 8 is very similar to that of Windows 7, with both Windows 7 & 8 specific instructions available from Microsoft at [support.microsoft.com/kb/929833](http://support.microsoft.com/kb/929833).



For most of us, it is not the proverbial question of if we will suffer a computer "crash," but more likely "when" we will have that problem. Computer crashes are often different, and mostly unrelated to hard drive crashes, as computer crashes are mostly software based, but can also include the failure of hardware components. At a minimum, we should all have a set of bootable recovery discs (or USB drives) created by our operating systems. It would also be a wise idea to periodically create one or more (I have several) of the free third party repair and recovery discs. By personal choice, being cognizant that utilities are often frequently updated, I periodically download newer, updated versions of the third party products, and burn them to CD, discarding the older versions. Blank CDs (and new USB flash drives) have become very inexpensive, so cost is not an issue. While it may take several minutes to download or create a set of bootable recovery media, the investment in time and money is but a shadow of the fiscal and emotional cost we pay if our computer crashes, and we do not have appropriate recovery media. Along with good contemporary backups, both of our data and "shadow" or "image" (complete) backups of our hard drives, it is better to have them than not. ☺

*OneDrive (Cont. from page 5)*

it to a flash drive or a CD, and copy it from there to my laptop. Now I just save an important document to OneDrive, making it easy to get to it on my other computer or any device which has the OneDrive app.

If you use Microsoft Office, OneDrive is an obvious choice.

**The History:** Microsoft first introduced online storage outside the business world in 2007, when Windows Live SkyDrive was introduced. A person with a free Microsoft Live account could have 25 GB of free storage in a secure place on the Internet. At that time, though, it was a cumbersome process to learn and use. I tried it, but soon got frustrated and gave up. In the next few years, Microsoft made several improvements. In 2010, Web Apps were added to SkyDrive. These were simple versions of the Word, Excel, and PowerPoint applications which could be used online in SkyDrive to create and edit files. By 2012, the SkyDrive app was available for Apple and Android devices and was easier to use, although it only offered 7 GB of free storage space for home users. In February 2014, the name SkyDrive was changed to OneDrive as result of a copyright suit. Since then, the service is being upgraded and improved continuously. For instance, those users who purchase the subscription version of Office 2013, called Office 365, now get a total of 27 GB of free storage space on OneDrive.

**How it Works:** OneDrive will not work with Windows XP; it comes already installed on Windows 8.1. In Windows 7, unless you have Office 2013, you must first establish a Microsoft account or have a Hotmail e-mail address, Windows phone, or Xbox Live. Then you can download the OneDrive desktop app to your computer. As long as you don't move this OneDrive folder to a new

location, all changes you make to files you have saved to OneDrive will be synced to the OneDrive cloud location and any other computers or devices on which you have set up the OneDrive app. To save a document to OneDrive, either drag it to the OneDrive icon in the Explorer window or save it directly from the Word program.

I don't save all my files to

OneDrive, although in Office 2013, OneDrive is the default saving location.

"Computer" is listed as well, as is "Add a Place," where you can add other online locations. You can change the default location back to the computer, if you wish, from any Office program by clicking the File tab – Options – Save – in the first group of options, and putting a checkmark next to "Save to computer by default." – OK.

#### Managing Files in OneDrive:

Whether the OneDrive app came with your computer or was downloaded from Microsoft, it appears in the left pane of the Explorer window and the taskbar notification area. Clicking this icon will take you to OneDrive, where you can open, edit, copy, and share files. You can edit a file either on the Web in OneDrive with Office Online (the new name for Web Apps), or download it to your computer and edit it with its full application. You can also upload other types of files to OneDrive, such as music and photos, as well as whole folders. Just drag the folder or file from your computer to the OneDrive icon. OneDrive works the same as any other folder on a computer. I can manage files (create sub-folders there, save files into them, sort, or delete) on OneDrive the same way



I do in an Explorer window on my computer.

**Tablets, Smart Phones, and Office 365:** You can download the OneDrive app from the Microsoft website to your Apple or Android tablet or phone, which makes it easy to synchronize your files among devices. Plus, some Office 2013 apps (Word, Excel, and PowerPoint) are now available for iPad and Android devices. When I open the Word app on my iPad, I can view all my files and folders which I have saved in OneDrive. Because I have Office 365, I can edit an existing document or create a new document using the Word app, which I can save either to the iPad or OneDrive. Those with other Office versions can only open and view files with the Office apps, but this is handy when you receive an email attachment in Word or Excel.

I got a surprise in late June: their storage capacity on OneDrive was increased to 1 terabyte.

Since 1 terabyte = 1000 gigabytes, most home users can consider this "unlimited" storage. We'll explore how to keep OneDrive files secure and how to share OneDrive files with other people.

**Security:** The main reason people avoid using online storage is the fear that files may not be secure. Of course, there is always the possibility that files can be hacked no matter where they are stored. But there are a few ways Microsoft keeps files safe on OneDrive besides just your account password. Microsoft uses a code verification system when logging into OneDrive, which requires two pieces of verification. If you need more security, MS also offers more



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*OneDrive (Cont. from page 6)*

security options. You can get tips on creating strong passwords and setting up other security measures for OneDrive at <http://windows.microsoft.com/en-us/onedrive/security>. If you are still unsure, you can always add extra security through an external provider, such as with the free program, Boxcryptor, <https://boxcryptor.com>.

**SHARING:** The easiest way to share files stored on OneDrive is to start at the OneDrive website: <https://onedrive.live.com>. (Fig. 1) Click the blue buttons on the right side of the home

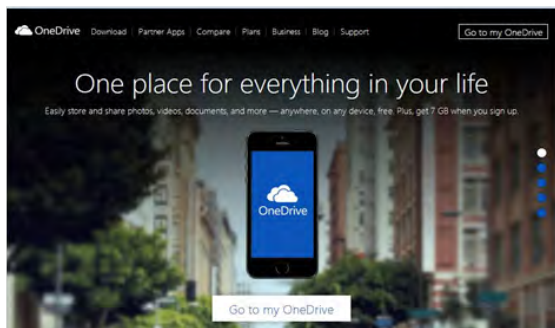


Fig 1. Home page of [onedrive.live.com](https://onedrive.live.com) website

page for useful tutorials on using OneDrive. Once you sign up or sign in using your Microsoft account, you can do several things on this site: share files, get the OneDrive app for your tablet or phone, view and edit your files, upload more files from your computer, and create files using the Office Online applications.

There are two types of sharing your OneDrive files: share them with individuals or make them public. First choose the files or folders you want to share by clicking the checkbox in the top right corner of each file or folder. Then click Share in the top toolbar. This gives you two options for how to share: Invite People or Get a Link.

To invite specific people to view your selected file(s), click Invite People. (Fig. 2) Type e-mail addresses or names from your contact list in the address bar. Add a quick note and, if you want recipients to be able to edit the file, click “Recipients can edit.” When ready, click Share, and a link is sent to the recipients via e-mail.

If you want to send a file to a group of

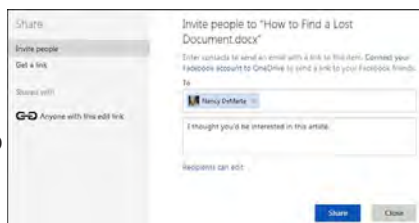


Fig 2. “Invite People” Dialog Box in OneDrive

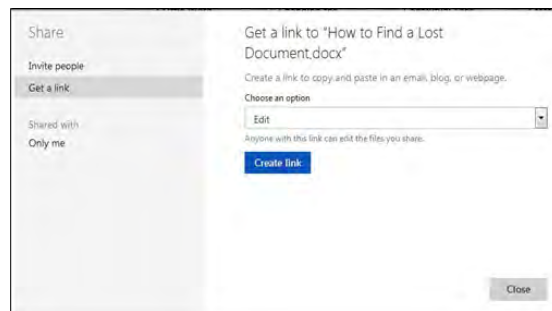


Fig 3. “Get a Link” with edit permission selected

people or link to it from a website, use the Get a Link option. (Fig. 3) First select the file’s checkbox, and then click Share in the toolbar. This time click Get a Link. Click the down arrow at the right end of the link box and choose which kind of permission you want on this link. “Edit” (the default) means people can view your selected file and use Office Online to make minor edits without signing in to Microsoft. Other permission choices are “View only” (best for web pages or blogs) and “Public,” which make files searchable by anyone, even without a link.

After you have chosen the permission level, click “Create link,” and a long web address will appear in the box. (Fig. 4) You can shorten the link by clicking “Shorten link” below the box, which is useful for posting the link to a website, but also makes it easier to guess. The last step is to copy the link to the clipboard and paste it into an email, web page, or a social media page if that option is checked. See more about sharing files at this link:

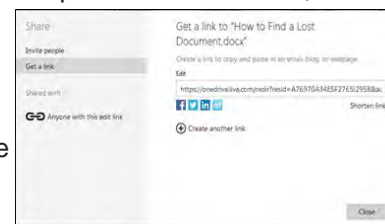


Fig 4. Long Link Option in “Get a Link” dialog box

<http://windows.microsoft.com/en-us/onedrive/share-file-folder>. With a little practice, you will find the sharing process much easier than when SkyDrive (OneDrive’s ancestor) first was introduced.

Sharing files is one valuable benefit of OneDrive. Even if sharing is not something you intend to do, remember the other big advantages to OneDrive storage: your files are safe in the cloud in case of a computer failure, and you can access them any time from any computer and most tablets/smart phones with your Microsoft password. ☺

## *The Tip Corner—September 2014*

By Bill Sheff, Lehigh Valley Computer Group, PA, [nsheff \(at\) aol.com](mailto:nsheff@att.net)

### **File Extensions**

We all know that file extensions tell us what program can be used to open up a specific type of file. In Windows Explorer some of you might notice that files are listed without the file extension. This is usually the default. However in today's world it might be a good idea to see what the file extension is which could help in determining whether or not some files might be malicious. The easiest way to show file extensions on all files is to go to Control Panel>Folder Options and click on View at the top of the window that opened. Scroll down to where you see "Hide Extensions for known file types" and unclick the box to the left. This will now show all file extensions. While there you might want to investigate the many other options available such as showing all hidden system files that are usually hidden from view. Just clear the Hide protected operating system files check box, and then click OK.

### **Customize Your Folders**

You can customize your folders to go from a plain folder icon to something that can represent what is inside the folder. It used to be easier, but now you have to go to Computers and click on the C: drive, then go to users and then documents. Right-click on any folder and click Options and then click on Customize. A new pane opens up with lots of icons. Select the one you want, click Apply and then OK. The icon will now replace the old basic vanilla folder icon. If you don't like the icon go back and click "restore original icon." You can also select "choose a file to show as the icon." Check the box next to "Choose A Background Picture" and click NEXT. From here you can choose from many different backgrounds, or pick one that you have stashed on your computer somewhere. You can also change the color of the text.

### **Display**

If you click on Display in the Control Panel you can change the look of your computer; altering colors, fonts, backgrounds, screen savers, etc. And if you want to check what's going on inside of a file or program just click "Properties." You can do this by right-clicking a file and select Properties from the menu, or you can hold down your ALT key and doubling clicking the file.

### **What Does the Print Screen button do?**

If you hold down Ctrl + Print Scrn keys you capture your entire screen. To capture a copy of only the open window, hold down the Alt + Print Scrn keys. Although you do not see anything happen, the picture is now on your Windows Clipboard, and you can paste it into any program that will allow you to view a picture. There are also a lot of free screen capture programs. I use Gadwin Print Screen 4.7. It allows you to drag a diagonal on the screen so you can copy just what you want. But another one is ScreenHunter 5 and it is also free. They both take the pain out of grabbing screen captures and make it easy to determine the area of the screen you want to capture. You can then save to BMP or JPG format. Hotkeys are also available.

### **Another Way to View the Contents of the C: drive**

On your keyboard, hit WINDOWS KEY + R. No Windows key? Get a new computer – Joke. Just click on Start and in the text area type a backslash, ( \ ), and hit enter.

### **Searching Files**

You know that the FIND utility allows you to search for files on your computer. But you can also search the inside of your files to search for text.

This option was hidden in Windows 95 but is visible in Windows 98 and above. Just click on Find>Files or Folders. In the text area labeled "Containing Text" type the text you're looking for.

### **Taskbar and START Menu**

Right-click on your taskbar and choose PROPERTIES. You can adjust many items on the Taskbar or Start menus or Toolbars. Changing the size of icons and many other options are available.

### **Restart Your System Without Rebooting**

To restart Windows without restarting your whole system, hold down your left SHIFT key and keep it pressed throughout this process.

Click START | SHUT DOWN. Choose "Restart." Click "OK." You may now release the SHIFT key.

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*Tip Corner (Cont. from page 8)*

### Registry Defrag 2.35

By this time most of us have been using CCleaner to clean up our computer and registry. But I don't know if CCleaner also closes up the gaps in the registry caused by scattered data. That's where Free Registry Defrag comes in. It compacts and optimizes your Registry (though it doesn't remove invalid entries), and it even runs on Windows Vista.

### Quick Startup 2.3

Lots of applications take the opportunity to load themselves when you start your PC, whether you want them to or are even aware of them. Quick Startup shows you all those programs that start at startup and allows you to disable the ones you don't really need to launch at startup.

### Revo Uninstaller 1.5

After using Quick Startup 2.3, you may find apps on your system that you no longer need (or never wanted in the first place). Revo Uninstaller goes beyond what Windows does with its Add/Remove Programs function, cleaning up any remnants of a removed app (like Registry entries) that Windows might otherwise miss. It also gathers files related to broken applications so you can clean them off your system.

### What Is Under the Hood

Two programs that can help you see what your computer is all about are Belarc Advisor 7.2 and CPU-Z 1.43. Belarc Advisor offers PC users the convenience of a full-system scan and a handy hardware and software diagnostic report. It identifies the components in your PC—CPU, motherboard, RAM, hard drives, etc.—and detects weaknesses in your system's security. Advisor can also tell if you have Windows vulnerabilities that require running a patch, whether your antivirus software is up to date, and which Microsoft hotfixes your system is missing. It will then create an HTML file of its report so you can easily view it in your Web browser.

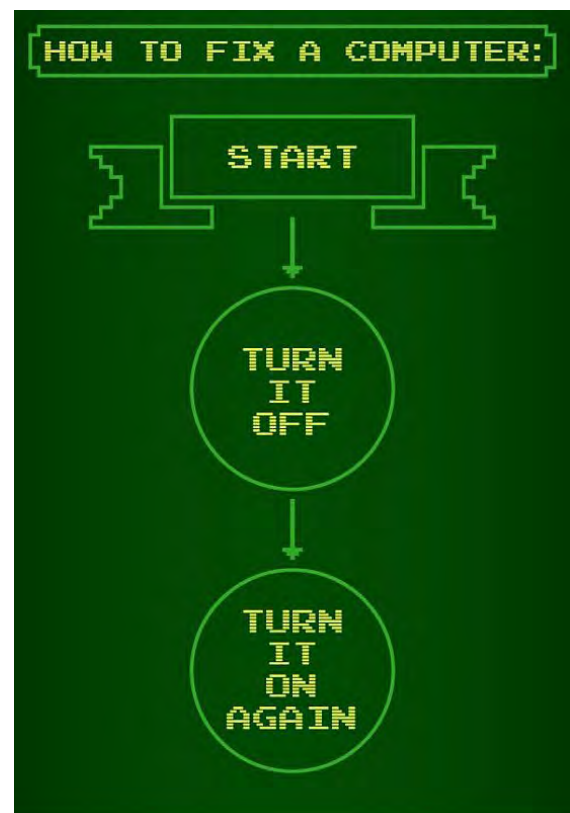
CPU-Z can also tell you everything about your PC's core components, from basic specs like processor name and RAM amount to overclocking essentials such as clock multiplier and voltage settings. If you want to find out what's going on under the hood of your machine, CPU-Z can do it. Some people also call it a tweaker's godsend.

### Recover Files 2

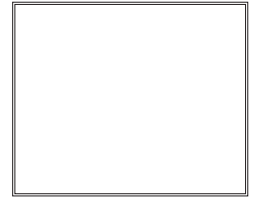
At some of our meetings we mentioned that there are various programs that will recover files even if the drive has been reformatted. Well, this is not it. But if you have ever deleted a file from the recycle bin, Windows Explorer or even a thumb drive by accident here is a free utility that will get it back for you. The caveat is that you could not have rewritten over any part of the file. So when it happens, recover right away before you start filing stuff.

### DoubleKiller 1.6.2

There are many programs that search out and list duplicate files. Over time it seems that duplicates just crop into the computer. Invisible but there. The Windows search function doesn't really work well, so give DoubleKiller 1.6.2 a try. As its name suggests, the utility quickly finds doubles in your file library so you can decide whether to delete the copy or not. DoubleKiller also lets you search by file type, which makes it easy if you just want to clean up your MP3 collection. ☺



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**Coming Events:**

**Next Membership Meeting: 3 Jan, beginning at 9 am (see directions below)**

**Next Breakfast Meeting: 17 Jan @ 8 am, Country Buffet, 801 N. Academy Blvd.**

**Newsletter Deadline: 24 Jan.**

**Check out our Web page at: <http://ppcompas.apcug.org>**

